

**COMPOSITE ADVERSARY TEAM
STANDARD OPERATING PROCEDURE**

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COMPOSITE ADVERSARY TEAM STANDARD OPERATING PROCEDURES

1.0 Purpose

The purpose of this standard operating procedure (SOP) is to establish policy for the Office of Safeguards and Security Evaluations (OA-10), within the Office of Independent Oversight and Performance Assurance (OA), in using the Composite Adversary Team (CAT) to support OA-10 inspections and other sanctioned activities. This SOP delineates procedures and assigns responsibilities for the acquisition, training, deployment, conduct, administration, supervision, and coordination of the CAT.

2.0 General CAT Concept

OA-10 will designate, train, and deploy a CAT composed of 9 to 15 team members who support inspections and other assigned activities. CAT members will normally be Department of Energy (DOE) or DOE contractor employees who have been granted the authority to bear firearms and make arrests without warrant in accordance with the provisions of the Atomic Energy Act. All CAT members will be security police officers (SPOs) from DOE facilities or Special Agents from the Office of Transportation Safeguards. CAT members will be solicited from appropriate Headquarters and field elements, and will serve for a minimum of two years. All efforts will be made to ensure that one-third of the members will be released and replaced annually; the resulting rotation will allow a gradual turnover of CAT personnel, yet limit each member's tenure to two years or as assigned by the CAT Program Manager or Coordinator.

Only a portion of the CAT will be deployed for each inspection activity. Planned inspection activities and CAT member skills will determine the size and specific makeup of the CAT element used for a given inspection. Accordingly, each CAT member should participate in several inspection activities during his/her tenure.

CAT members are drawn from sources other than OA-10 or its contractors and are not OA-10 inspectors; their participation in inspections is limited to activities in which they are neither expected nor allowed to contribute subjective input regarding the inspected facility's performance. Their primary duties are to act as adversaries and to role-play other parts in performance tests conducted to evaluate the skills and knowledge of inspected protective forces. CAT members also assist in conducting performance tests of physical security systems, and they may be appropriately used in any inspection activity that requires role-playing or other assistance to OA-10 inspectors, but does not require evaluative judgments.

All CAT members will function under the supervision of the OA-10 CAT Program Manager and CAT Coordinator. The CAT Program Manager and Coordinator will appoint a member of the CAT to serve as team leader, and be responsible for planning, assignment of individual responsibilities, and the conduct of the team. Before an inspection, the CAT team leader will be provided specific guidance concerning CAT inspection tasks and the allowable limits of activities. For each inspection activity, the OA-10 topical area specialist using CAT services and the CAT Coordinator have primary responsibility for CAT management and utilization.

3.0 CAT Acquisition and Appointment

The CAT is composed of the proper mix of qualified personnel deemed essential to the success of OA-10 inspection activities and special duty assignments. CAT members are selected from sources outside the control of OA-10, and OA-10 will continue to rely on the cooperation of these source organizations.

As a benefit to the source organization, the CAT will be involved in the latest OA-10 inspection methods and techniques. To maintain the mutually beneficial nature of this arrangement, it is imperative that the CAT acquisition processes be fair and efficient; allow participation by the maximum number of source organizations; and avoid undue burden on any source organization. At their discretion, organizations may provide more than one CAT member. The procedures specified below are designed to accomplish these goals.

3.1 Team Composition

The CAT must embody sufficient diversity to encompass a wide variety of performance testing activities. The desired overall team attribute mix is:

- All are proficient in basic SPO defensive tactical skills.
- At least seven are special response team (SRT) qualified, with advanced offensive tactical skills.
- All are skilled and confident at role-playing (acting).
- At least one is female.
- The team reflects ethnic diversity.
- A range of ages is represented.

3.2 Special Augmentees

If the skills required for a specific inspection are beyond the abilities of the current CAT members (e.g., pilot, small boat handler, demolitions expert), OA-10 management may augment the CAT on a case-by-case basis.

3.3 Source Organizations

DOE facilities that have provided SPOs for CAT duties and will be considered for future program participation include:

- Albuquerque Operations Office
- Idaho Operations Office
- Nevada Operations Office
- Oak Ridge Operations Office
- Richland Operations Office

- Rocky Flats Field Office
- Oakland Operations Office
- Savannah River Operations Office
- Chicago Operations Office
- Office of Transportation Safeguards.

3.4 Acquisition and Selection

The CAT Program Manager will solicit an initial list of SPOs from the Safeguards and Security Directors (or equivalent) of the DOE organizations participating in the CAT program. Replacement CAT members will be solicited from the same organization as the member being replaced, unless OA-10 is unable to approve any of the SPOs provided or the organization wishes to withdraw from the CAT program.

OA-10 will solicit three nominees for each CAT position to be filled. The solicitations will specify the skills and qualifications required of nominees, and will request that certain pertinent data be provided for each nominee. Exhibit 1, "Sample CAT Member Request Letter," provides the detailed requirements for CAT member solicitation. Requests will be determined on an individual basis. Copies of Exhibit 2, "Sample CAT Nomination and Data Sheet," will accompany the solicitation letters. Solicitations will normally be made at least 60 days before the next rotation date/initial-training course.

Upon receiving the nominations, the CAT Program Manager and CAT Coordinator will both visit the site and interview the nominees or review nomination requirements and conduct telephone interviews. The CAT Program Manager and CAT Coordinator will then meet with designated OA-10 staff and contractors to evaluate the nominees and select the new members. The evaluation process will focus on nominees' qualifications and on the desired team composition.

3.5 Notification of Selectees

The CAT Program Manager and Coordinator will notify each individual selected to the CAT of his/her selection through the cognizant DOE Office and the selectee's management chain-of-command. The notification letter (see Exhibit 3) will include general information regarding CAT service, upcoming formal CAT training, and CAT member responsibilities. Copies of the notification letter will be provided to the responsible DOE element and the CAT member's employer.

3.6 Rotation

CAT members normally serve for two years. CAT member rotation will take place at the discretion of the CAT Program Manager and CAT Coordinator. Generally, attrition and scheduled rotation of CAT members (transfers, promotions, layoffs, etc.) will assure that the opportunity exists for bringing in new CAT members. To maintain an adequate experience base among the various categories of CAT members, the following guidelines will be observed in determining the initial order of rotation:

- A rotating group will not consist solely of SRT or solely of non-SRT members.
- If one organization furnishes two CAT members, both would not be rotated in the same group.

4.0 Training

OA-10 will provide specialized training to help CAT members understand their related duties, become familiar with assigned weapons and equipment, work as team members, and develop certain role-playing skills.

4.1 Initial Training

Soon after appointment to the CAT, new members will undergo initial CAT orientation and training. Initial training will be based on a syllabus developed and approved by OA-10, and will be conducted at a predetermined training facility under the supervision of the CAT Program Manager and CAT Coordinator. The CAT Program Manager and CAT Coordinator, OA-10 staff and contractors, the representatives for engagement simulation system (ESS) equipment, and facility instructors, as appropriate, may teach various portions of the course. This course will last approximately five to seven days, including travel. Additionally, annual training will be scheduled to enhance skills of the members to meet the requirements identified by OA-10; to acquaint new members with the roles and responsibilities of the CAT; and to allow the team to train together. A typical agenda for annual training is included as Exhibit 4, "Sample CAT Training Schedule."

4.2 Special Training

Special training will be provided as needed to some or all CAT members. If unusual skills are required, or if the team requires intensive or specialized training to perform a particular mission, appropriate training will be arranged or developed by the CAT Program Manager and CAT Coordinator in conjunction with the appropriate OA-10 managers and staff. Participants, length, and location of such training will be determined on a case-by-case basis.

4.3 Mission-Specific/Refresher Briefings

Mission-specific and refresher briefings will be conducted at a site immediately before each inspection. The CAT Program Manager and/or CAT Coordinator and participating CAT members will assemble at the inspection site just before the inspection and conduct the necessary briefings to prepare for specific duties to be performed during inspection data collection activities.

5.0 Office of Safeguards and Security Evaluations Inspection Utilization Process

To provide the required skill mix while minimizing disruption to individual and source organization schedules, OA-10 must identify CAT personnel requirements as early as possible. The following procedures will assist OA-10 in making this determination.

5.1 Identification of Requirements

Requirements for a CAT will be identified as early as possible in the planning cycle for a particular inspection. Each topical area specialist will be responsible for identifying any special skill requirements for the CAT during the planned inspection activities. The topical area specialist, the CAT Program Manager, and the CAT Coordinator will provide, as a minimum, the following information:

- Number of CAT members required
- Qualifications required (for example, offensive or defensive combatives, SRT members, officers, snipers, explosives experts, pilots, and/or individual role-players)

- Required gender mix of CAT members, if appropriate
- Inclusive dates of required CAT participation
- Schedule of performance tests with adversary involvement.

CAT inspection requirements are to be identified by the end of inspection pre-planning (approximately two months before the inspection) and provided to the CAT Program Manager and Coordinator. The CAT Program Manager and CAT Coordinator will then select the appropriate team members, including the potential backup positions that might be required, and review this information with topical area specialists, management team members, and the CAT Program Manager for approval.

5.2 Personnel Selection

The CAT Program Manager and CAT Coordinator will select the primary and alternate CAT members to be used on the inspection. Alternates will be contacted only if the primary is unavailable. The following factors will be considered in making the selections:

- Number of CAT members required
- Specific CAT member skills required
- Specific CAT member attributes (gender, skills, etc.) required
- Participation history (goal is to allow each CAT member to participate in an equal number of inspections)
- Inspection location (CAT members from the inspected facility are ineligible)
- Known periods of unavailability for specific CAT members (scheduled vacation, training, etc.)
- Specific requests for certain team members from topical area specialists.

5.3 Notification

The CAT Program Manager and CAT Coordinator will prepare letters requesting the services of the selected members. When the inspection planning is complete, a letter of notification will be forwarded to the employer of each selected member, with an information copy to the Safeguards and Security Director of the cognizant DOE element. A sample letter of notification is provided as Exhibit 5.

Simultaneously, the CAT Coordinator will contact the selected CAT members by telephone to alert them to their selection and to determine their availability.

6.0 Administrative and Logistical Requirements

6.1 Administration

The following administrative procedures will apply to the utilization of CAT members:

- CAT members' work hours will correspond to those of the CAT Coordinator, who will determine the work hours in cooperation with the cognizant OA-10 topical area specialist.
- The CAT Coordinator will maintain an Emergency Data Sheet (see Exhibit 6) on each CAT member.
- A management team representative will ensure that badging arrangements for CAT members are made along with those for the rest of the inspection team.
- The CAT Coordinator will ensure that the OA-10 Security Officer submits classified visit requests for participating CAT members.

6.2 Logistics

The following logistical procedures apply to the use of CAT members:

- Lodging arrangements for CAT members will be made by the inspection team administrative personnel along with the other inspection team members. To allow for unexpected delays in the inspection schedule, lodging reservations for CAT members may extend three days beyond their expected release date.
- CAT members will be responsible for making their own travel and rental car arrangements. The CAT Coordinator will coordinate with the CAT members to ensure that such plans are adequate to support OA-10 requirements.
- The CAT Program Manager and/or Coordinator will arrange for CAT equipment, work space, and training areas. CAT members will be required to furnish only those items of clothing and personal equipment identified in letters or telephone conversations prior to the field inspection. CAT members will be responsible for transporting equipment furnished by OA-10 and issued to individual CAT members from OA-10, to and from OA-10 inspections. A list of equipment and procedures for its use by CAT members is included as Exhibit 7.

7.0 Responsibilities

Normal responsibilities for CAT acquisition, utilization, and management are indicated below. If circumstances exist that may change normal responsibilities, the CAT Program Manager and CAT Coordinator may alter or reassign normal CAT responsibilities.

7.1 CAT Program Manager

The CAT Program Manager is the OA-10 Federal staff member responsible for managing the CAT process. During the field inspection, the CAT Program Manager is responsible to the cognizant protective force, performance test, or physical security systems topical area specialist. The CAT Program Manager is responsible for ensuring that all administrative and logistical requirements pertaining to the CAT are met, and that CAT members are properly trained, briefed, and prepared to provide the required

inspection support. All CAT members report to the CAT Program Manager during the field inspection. If the CAT Program Manager is assigned to a topic team and unable to be present at CAT field activities, the cognizant topical area specialist will assume the responsibility for the CAT.

General Duties

- Interview CAT nominees and participate in selection process.
- Prepare CAT replacement solicitation letters for the OA-10 Director's signature at least two months before each rotation date. (Exhibit 1)
- Keep track of CAT member utilization. Distribute assignments evenly among all CAT members, as allowed by individual skills and specific mission requirements.
- Assist in curriculum development for CAT initial and annual training; serve as coordinator/manager of the initial and annual training course.
- With the assistance of the CAT Coordinator, arrange for ESS representative and OA-10 support for CAT initial training sessions.
- Assist with the preparation of the individual CAT Member Usage Letters of Notification (Exhibit 5) for the OA-10 Director's signature.
- Coordinate with the CAT Coordinator to ensure that CAT equipment support requirements have been provided to the ESS representatives and that CAT work/storage space, training area, and other logistical requirements have been provided to the inspected facility.
- Coordinate with the CAT Coordinator to determine anticipated CAT activities, and develop a refresher/mission-oriented briefing plan to prepare participating CAT members for the inspection, if necessary.
- Coordinate with the CAT Coordinator for inclusive dates of CAT lodging requirements at the inspection site.

Pre-Inspection Duties

- Prepare the CAT Member Request letters soliciting CAT members for the OA-10 Director's signature.
- Prepare the selection notification letters notifying new CAT members of their selection for the Director's signature.
- Upon appointment of an individual to the CAT, initiate the necessary action to extend the individual's access authorization to Headquarters, to enable OA-10 to initiate DOE Form 5631.20, Request for Visit or Access Approval.
- Approve the CAT requirement list developed for each inspection.
- Ensure that the CAT Coordinator is informed of the number of CAT members and their inclusive dates for lodging.

- Before the field inspection, verify that the inspected organization has received DOE Form 5631.20, Request for Visit or Access Approval, for each CAT member.

7.2 CAT Coordinator

General Duties

- Maintain an Emergency Data Sheet (Exhibit 6) and a Skills/Qualifications Sheet on each CAT member.
- Keep track of upcoming periods of known non-availability (vacation, training, etc.) for each CAT member.
- During inspections, receive directions from protective force, performance test, or physical security systems topical area specialists concerning requirements for CAT participation in their respective inspection activities. Administratively report the proposed activities of the CAT to a management team representative.
- As soon as the CAT Program Manager has approved the CAT list, contact each selected CAT member by telephone to coordinate dates, travel and lodging plans, clothing and equipment requirements, and other necessary matters.
- Ensure that CAT members arrive and are properly badged at the designated time and place for each inspection.
- Ensure that each CAT member updates an Emergency Data Sheet (Exhibit 6) on the first day of CAT duty. Submit all completed Emergency Data Sheets to the topical area specialist or Team Leader.
- Provide each CAT member with a general guidance sheet (Exhibit 8).
- Designate the CAT team leader for the inspection. If the CAT includes an officer or other supervisor, the ranking CAT will normally be designated as team leader unless there is a specific reason to designate another member (for example, if the mission requires an SRT-trained leader, and the officer is not SRT-trained).
- Ensure that all CAT members are fully prepared to perform all aspects of their inspection support activities. This includes ensuring they are briefed on their mission, their part in the overall inspection, appropriate aspects of each performance test plan, rules of conduct, safety rules, and OA-10 performance testing protocols, as well as ensuring that they are properly equipped and are tactically capable of performing assigned tasks.
- Ensure that CAT intelligence collection in support of performance tests is in accordance with OA-10 performance test protocols (see Exhibit 9).
- Ensure that CAT members fully understand all details of their assigned performance test tasks as specified by the topical area specialist. Take positive measures to ensure that those tasks are properly executed.
- Prepare the CAT members for the management team briefing to be conducted by the CAT prior to the exercises. Briefing elements are as follows:

- Exercise team leader presents an overview of the adversary's action plan, providing detail on all aspects of the plan.
 - Team leader then presents his/her role in the exercise, including primary and secondary duties, as well as the types of weapons and amounts of ammunition planned for use.
 - Each participating team member then presents his/her role in the exercise, including primary and secondary duties, as well as the types of weapons and amounts of ammunition planned for use.
- Adhere to equipment issue and turn-in procedures prescribed by the ESS representative. Do not remove equipment from the ESS representative's workspaces or vehicles without the knowledge and authorization of responsible ESS representative employees.
 - Report all injuries and illnesses suffered by CAT members (during an inspection) to the cognizant topical area specialist and management team representative.
 - Keep the cognizant topical area specialist advised of CAT duty locations, and telephone and pager numbers, if available. If there is neither telephone nor radio communication with the CAT at its duty location, make arrangements with the topical area specialist for periodic contact to relay instructions and other messages.
 - Prepare, for the OA-10 Director's signature, appropriate certificates for CAT members being released after successfully completing their terms.

Pre-Inspection Duties

- Identify CAT requirements for planned inspection activities and communicate them to the CAT Program Manager early in inspection preparation.
- Ensure that the inspected facility is aware of all requests for CAT work space, training areas, vehicles, and other CAT-related field inspection logistical requirements.
- Prepare letters of notification for the Director's signature. Ensure that a copy is faxed or e-mailed and that the original is mailed (see Exhibit 5).
- Inform the CAT Program Manager of anticipated CAT activities (including specific duties and unusual requirements) early enough to allow orientation and briefing of CAT members prior to data collection, if necessary.
- Include CAT members in lodging arrangements for the inspection team. Get the planned onsite dates from the CAT Program Manager, and ensure that reservations for CAT members coincide with the identified period of performance.
- Ensure that participating CAT members are included on the roster provided to OA-10 for submission of DOE Form 5631.20, Request for Visit or Access Approval.
- Ensure that CAT members are included in badging arrangements at the inspected facility.
- Retain an Emergency Data Sheet for each participating CAT member for the duration of the field inspection (see Exhibit 6).

Exhibit 1. Sample CAT Member Request Letter with Attachment

Date:

Reply to
Attn of OA-10

Subject: Nomination of a Composite Adversary Team Member

Director, Safeguards and Security Division, (Operations Office Name)

The Office of Safeguards and Security Evaluations (OA-10), within the Office of Independent Oversight and Performance Assurance (OA), is requesting that the (Name of Operations Office) nominate security police officers (SPOs) to fill a composite adversary team (CAT) member position for a term of two years. CAT members provided by the field elements play an important part in enabling OA-10 to rigorously and fairly test portions of the security system. For detailed information concerning OA-10's procedures for selecting, administering, and utilizing CAT members, please refer to the OA-10 Composite Adversary Team Standard Operating Procedure, dated December 2000.

You are requested to nominate three SPOs for membership in the CAT. Specific criteria applicable to the nominees are provided below. OA-10 will select one individual for each available position. Once selected, CAT members will be expected to participate in a one-week initial orientation and training course. Thereafter, during their two-year tenure, they will be expected to participate in several inspections, each lasting from 5 to 12 days.

While volunteers are not specifically mandated, the nature of the CAT mission requires that CAT members be willing and enthusiastic participants. Therefore, individuals who express reservations or an unwillingness to participate should not be nominated. Attachment 1 provides a brief explanation of typical CAT member duties. You are encouraged to provide this information to potential nominees before their nomination.

Please consider the following guidelines when selecting your nominees. The general guidelines apply to all CAT positions. The specific guidelines apply to the specific positions you are being asked to fill, and nominees should strictly meet these criteria. If possible, please nominate at least one female SPO for each position.

Requirements Guidelines

- The nominee should be well-grounded and competent in job-related skills.
- The nominee should be currently in full SPO status (current physical fitness and firearms qualifications, etc.).
- The nominee should have as much diverse experience as possible (Department of Energy SPO, civilian police, etc.).

(List here the specific requirements for the position, for example:)

Special response team (SRT) or non-SRT

Offensive or defensive combative

Role-playing/acting skills, or ability to adapt to role playing with confidence and ease

Tactical planning skills

Supervisor (sergeant, lieutenant, etc.)

For each nominee, please complete a "CAT Nomination and Data Sheet" (provided as Attachment 2), and include a full-length photograph (Polaroid is fine). A return reply containing your nominations is needed by (reply date).

Your support in this matter is greatly appreciated. By providing high-caliber, enthusiastic SPOs, you will contribute to the increasing value of the OA-10 inspection process. Additionally, CAT members will return to your facilities with useful information about security procedures at other sites as well as current OA-10 inspection procedures. Should you have any questions regarding this request, please do not hesitate to contact me at (Director telephone number) or (name of alternate contact) at (telephone number).

(Name of Director), Director
Office of Safeguards and Security Evaluations
Office of Independent Oversight and Performance Assurance

Attachment to Exhibit 1

Synopsis of Composite Adversary Team Member Duties

Composite adversary team (CAT) members assist the Office of Safeguards and Security Evaluations (OA-10) inspectors in various ways, primarily in performance testing. CAT members are not inspectors, and do not themselves evaluate inspected facilities or personnel. Rather, they perform duties that enable the OA-10 inspectors to better evaluate the inspected facility.

While many CAT duties are interesting and even exciting, others are mundane and repetitive, and some can be physically demanding. Most CAT duties involve performance testing protective forces and physical security systems (barriers, sensors, etc.). Duties can include:

- Formulating a tactical plan to assault a facility (or other target), then executing that plan (as adversaries) in an engagement simulation system (ESS)-enhanced performance test
- Participating as adversaries in limited scope performance tests, ranging from free play to closely scripted scenarios
- Role-playing in repetitive performance tests; for example, executing many similar scenarios in which the CAT member is apprehended, handcuffed, searched, etc.
- Role-playing in an attempt to test or defeat routine access control procedures
- Testing various barriers and alarm sensor systems by trying to penetrate them.

No two inspections are likely to involve exactly the same activities, but some of the most common activities that involve the CAT are repeated at each inspection. These activities occur indoors and outdoors, in winter weather, summer weather, and rain, at sea level and at high altitudes. While care is taken to ensure safety, CAT members will, at times, be asked to endure some discomfort resulting from physical exertion and/or weather conditions.

Exhibit 2. Sample CAT Nomination and Data Sheet
(Also use as Attachment 2 to Exhibit 1)

FROM: _____

REFERENCE: OA-10 CAT Member Request, dated _____.

NAME: _____

AGE: _____

EMPLOYER AND BUSINESS ADDRESS/TELEPHONE: _____

OFFENSIVE COMBATIVE_____ DEFENSIVE COMBATIVE_____ SRT_____

YEARS' EXPERIENCE AS SPO: _____

CURRENT POSITION/RESPONSIBILITIES (Central Alarm Station; post/patrol; SRT; supervisor; etc.):

PREVIOUS LAW ENFORCEMENT EXPERIENCE (military, civilian), TYPE AND LENGTH: _____

FORMAL SPO TRAINING COMPLETED: _____

OTHER RELATED TRAINING COMPLETED: _____

BRIEF EXPLANATION OF RANGE OF DUTY ASSIGNMENTS IN PAST 5 YEARS: _____

OTHER INFORMATION FOR CONSIDERATION: _____

BE SURE TO ATTACH A FULL-LENGTH PHOTOGRAPH (Polaroid is OK)

Exhibit 3. Sample CAT Selection Notification Letter

(Name of CAT Member)
(Business Address of CAT Member)

Date:

Reply to
Attn of: OA-10

Subject: Notification of Selection as Composite Adversary Team Member

This is to inform you of your selection by the Office of Safeguards and Security Evaluations (OA-10) to be a member of the Composite Adversary Team (CAT). Congratulations! You were selected from among a number of security police officers nominated for this position by the (Field Office Name).

As a member of the CAT, you will join other security police officers from across the DOE complex in helping OA-10 inspectors performance-test various aspects of security at DOE facilities. Your term of service on the CAT will be approximately two years. During that period you will be asked to participate in several inspections.

Your first activity as a CAT member will be to attend an initial training course, to be conducted at the (insert location and date of course). During this course, you and other new CAT members will receive an orientation to the CAT program; receive familiarization training on various weapons and equipment you will be using; and participate in a series of exercises and scenarios designed to assess your strongest skill areas, build teamwork, and acquaint you with role-playing techniques.

You will be contacted shortly by OA-10's CAT Coordinator, who will provide specific details regarding the initial training course and will answer any initial questions you may have. Full information will be provided at the initial training course. During each assignment with OA-10, all CAT members work under the direct supervision of the CAT Coordinator.

If you have any immediate concerns or questions, feel free to contact (name of CAT Coordinator) at (telephone number) or (alternate contact) at (telephone number). Again, welcome aboard; we look forward to a number of interesting, productive, and mutually beneficial activities during the coming years.

(Name of Director), Director
Office of Safeguards and Security Evaluations
Office of Independent Oversight and Performance Assurance

Copy to: (Safeguards and Security Director, field office name) (CAT Member employer)

Exhibit 4. Sample CAT Training Schedule

Day 1 Tuesday

0800 - 0830	Goals/Objectives/Safety
0830 - 0900	Review Mission of OA-10
0900 - 0930	Review CAT Responsibility/Orientation/Standards of Conduct
0930 - 1000	Review Selection/Notification/Travel Arrangements
1000 - 1030	Limited Scope Performance Tests — Lessons Learned
1030 - 1100	Obstacle Course
1100 - 1200	Safety Briefing
1200 - 1300	Lunch
1300 - 1630	Adversary Techniques
1630 - 1730	Dinner
1730 - 2030	Light Anti-Tank Weapon Training
2030 - 2115	Assessment/Defeat Techniques

Day 2 Wednesday

0900 - 1030	Special Operations Methodologies
1030 - 1200	Fence Penetration Training and Exercise
1200 - 1300	Lunch
1300 - 1730	Simunitions/Paint House/Safety Briefing
1730 - 1830	Dinner
1830 - 2030	ESS Familiarization/ESS Gear Preparation for FOF *

* ESS = Engagement Simulation System; FOF = Force-on-Force Exercise

Day 3 Thursday

1000 - 1200	Special Operations Planning
1200 - 1700	Performance Testing — Perimeter Intrusion Detection and Assessment System (PIDAS)
1700 - 1800	Lunch
1800 - 1930	Stress Course
1930 - 2000	Diversionary Devices
2000 - ?	FOF/Controller/Player/Evaluator Safety Briefings

Exhibit 5. Sample CAT Member Usage Letter of Notification

(Name of CAT employer)
(Address of CAT employer)

Date: (insert date)

Reply to
Attn of: OA-10

Subject: Notification of Required Participation by (insert CAT member name), a member of the Composite Adversary Team (CAT)

This is to notify you that the Office of Safeguards and Security Evaluations (OA-10) has selected (name of CAT member), a member of the CAT, to participate in an inspection of the inspected field office name at (location of inspection) from (beginning date) to (end date). It is requested that you make (him/her) available during that period and make the necessary travel arrangements.

Travel arrangements should be made to ensure arrival at (location of inspection) on (arrival date). Return travel may be scheduled for (departure date). Please be advised that the release date is subject to change; if this should occur, your office will be notified as soon as possible.

OA-10 has made reservations for the CAT member at the (hotel name, address, and telephone number). The CAT member should guarantee hotel reservations using a personal or contractor credit card; OA-10 will not make the room guarantee. The CAT Coordinator will contact the CAT member directly regarding clothing and personal or OA-10-issued equipment that will be needed, and will provide other pertinent information.

A reply indicating your intention to make (name of CAT member) available for this assignment is requested by (due date). Calling (name) of my staff at (telephone number) can also make an immediate response. Your continued support of the CAT program is appreciated. Should you have any questions regarding this request, please do not hesitate to call (name of contact) at (telephone number).

(Name of Director), Director
Office of Safeguards and Security Evaluations
Office of Independent Oversight and Performance Assurance

Exhibit 6. Emergency Data Sheet

Name: _____

Date of Birth: _____

SSN: _____

Home Address: _____

Home Phone: _____

Employer: _____

Supervisor's Name: _____

Phone: _____

Person to Contact in Case of Emergency: _____

Relationship to Person: _____

Home Address: _____

Home Phone: _____

Work Address: _____

Work Phone: _____

Medical Insurance Company and Member Information (including member number): _____

Special Medical Considerations (allergies to medications, etc.): _____

Exhibit 7. OA-10 Procedure for CAT GFE

OA-10 PROCEDURE FOR THE ISSUE, CONTROL, AND ACCOUNTABILITY OF GOVERNMENT FURNISHED EQUIPMENT (GFE) TO COMPOSITE ADVERSARY TEAM (CAT) MEMBERS

The following will identify the procedures for GFE use and CAT responsibilities. CAT members are required to sign and date this form as a commitment to maintain and use GFE. The Office of Safeguards and Security Evaluations (OA-10) will provide to CAT team members GFE for use in performance test purposes on OA-10 inspections and authorized CAT training.

Specific GFE usage and responsibilities are:

- GFE issued to CAT members will be used for authorized OA-10 duties only. The CAT Coordinator will identify OA-10 duties.
- GFE is to be used only by the designated CAT member, unless authorized by the CAT Coordinator.
- The CAT member will report lost, stolen, damaged, or expended GFE to the CAT Coordinator. If the CAT member was negligent, the GFE will be replaced by the CAT member.
- If GFE is lost during air travel, the CAT member will be responsible for coordination with the airline to replace lost equipment.
- CAT members will be responsible for the proper care and maintenance of GFE issued to them. GFE that is not properly maintained will be replaced at the expense of the CAT member.
- GFE that is damaged or destroyed during authorized OA-10 duties or through normal wear will be replaced by OA-10.
- GFE that is expended or used up through OA-10 activities will be replaced by OA-10.
- CAT members are responsible for transporting individual equipment items to OA-10 functions.
- CAT members will be responsible for transferring GFE to OA-10 when individual CAT duties are terminated. A signed receipt will be returned to the CAT member after an inventory of GFE is completed. Non-returnable GFE items are annotated by a * on the list below. Items that are personal, hygienic, or size-specific will not be considered returnable and may be retained by the terminating CAT members.

The following is a list of GFE that is to be issued to each CAT member. The GFE on this list will become the responsibility of the CAT member when equipment is issued.

Tactical boots *
Cap with CAT logo *
Vest-LBE type with pockets (non-ballistic)
Bolle X500T goggles with flash bang lenses
Equipment bag
Camouflage paint
Gloves D-3A with liners *
Elbow and knee pads
Leatherman utility tool
Hearing protection
Flashlight

I _____, upon receipt of the items (one each) from the above list, agree to the responsibilities described above on the care, maintenance, and usage of the GFE issued to me.

* Indicates non-returnable items.

Exhibit 8. General Guidance for CAT Members

Composite Adversary Team Responsibilities

You have been selected by your facility to participate as a member of the Composite Adversary Team (CAT). The Office of Safeguards and Security Evaluations (OA-10) requests only personnel of the highest caliber to serve as members of the CAT; your selection reflects the confidence your facility places in your ability to meet the demanding challenges of this assignment.

As a member of the CAT, you represent not only your facility and your employer, but also OA-10. The personnel at the facility being inspected see you as a part of the inspection team, representing OA-10. Since OA-10 activities are sensitive and by their nature generate a high degree of interest and visibility, it is important that you understand your part in the OA-10 process and your responsibilities as a participant in that process.

As a member of the CAT, your job is to support various inspection activities. Your primary responsibility is to act as an adversary in various performance tests conducted to evaluate the site protective force. You may also be required to play other roles in performance tests, such as that of employee, bystander, or hostage. You may be asked to help test security systems by breaching barriers, negotiating sensor beds, etc. The roles you are to play and the tasks you are to perform will be explained to you in detail. Some performance tests allow you to exercise your initiative and tactical planning skills, while other tests require that you closely follow a scenario that has been scripted for you. It is important that you follow all instructions precisely and carry out your assigned tasks to the best of your ability. The benefits gained from performance tests, some of which are planned and conducted at great expense, are largely dependent upon how well the CAT executes its mission or instructions.

You are not an inspector. You will not be expected or asked to express an official opinion regarding the adequacy of the inspected facility's performance. Whether you believe the facility's performance has been very good, very poor, or somewhere in between, please keep that opinion to yourself. All inspection results are sensitive, and many of them are classified. When you leave the inspection site and return to your facility, please do not discuss the details of inspection activities or inspection results. Performance evaluations and inspection results will be communicated to the appropriate people and agencies by OA-10.

Finally, keep in mind that while you are with the inspection team you represent not only OA-10, but also your own facility and organization. Personnel at the inspected facility will closely observe everything you say and do. Your personal conduct must consistently meet the highest professional standards, both on and off the site.

Composite Adversary Team Member Duties

CAT members assist OA-10 inspectors primarily in performance testing. CAT members are not inspectors, and do not evaluate inspected facilities or personnel. Rather, they perform duties that enable OA-10 inspectors to better evaluate the inspected facility.

While many CAT duties are interesting and even exciting, others are mundane and repetitive, and some can be physically demanding. Most CAT duties involve participating in performance testing protective force operations and physical security systems (barriers, sensors, etc.). Duties can include:

- Formulating a tactical plan to assault a facility/target and executing that plan as adversaries utilizing engagement simulation system (ESS) equipment
- Participating as adversaries in limited scope performance tests and role-playing in repetitive performance tests (apprehension techniques, handcuffing, and search procedures)
- Performance testing routine access control procedures and various barriers and alarm sensor systems under controlled conditions.

These activities are conducted indoors and outdoors, in all weather conditions and at various geographical locations. While care is taken to ensure safety, CAT members will, at times, be asked to endure some discomfort resulting from physical exertion and/or weather conditions.

Composite Adversary Team Conduct

CAT members occupy sensitive and highly visible positions, and are expected to maintain the highest standards of personal and professional conduct. This is especially important during the onsite inspection, since everything members do has the potential to make an impression on the program office, operations office, and site personnel. While on travel status, each CAT member is considered an official representative of DOE Headquarters, and his/her behavior must always be beyond reproach. CAT members must be tactful, courteous, and properly attired. They should conduct themselves in a manner that will enhance the professional stature of the inspection team and the Office of Independent Oversight and Performance Assurance.

While on the site, members are required to comply with all local rules and regulations, entry and exit procedures, safety regulations, parking requirements, and other employee and visitor guidelines. CAT members are responsible for familiarizing themselves with all applicable information concerning local policies. When in doubt, they should ask the CAT Coordinator or, if not available, the protective force topical area specialist. If problems are encountered during the inspection, inform the CAT Coordinator as soon as possible.

Exhibit 9. CAT Intelligence Gathering

This area is applicable only to force-on-force (FOF) exercises and certain other Office of Safeguards and Security Evaluations (OA-10) designated types of limited scope performance tests (LSPTs). The scope of information potentially available to adversaries, as characterized by the DOE Generic Threat Guidance, is practically unlimited because of the capabilities of modern intelligence-gathering equipment and techniques. However, due to the time and resource constraints, the opportunities for Composite Adversary Team (CAT) members to gather the information needed in planning and conducting their mission are very limited.

Information developed in preparing for an LSPT or FOF exercise falls into two categories: that which is available to the OA-10 planners, and that which is available to the CAT. In order to plan certain LSPTs or FOF exercises, OA-10 planners must have access to all possible sources of information for a variety of targets on the site. However, this information is not shared with the CAT for its use in developing tactical plans against a specific target. The information available to the CAT is limited to that which can be obtained from any available unclassified sources, from undetected observation, and from an insider. In addition, to represent partially the intelligence information that would be available to a real adversary, one member of the CAT is given unrestricted tours of the LSPT or FOF exercise area. Tours taken by other members of the CAT are restricted to areas open to the public or to which undetected access can be gained. If members of the CAT are apprehended while gathering intelligence or validating aspects of the scenario, the LSPT or FOF exercise will still be conducted with the protective force in its normal operational configuration, and no increased or heightened state of readiness will be employed by that protective force to anticipate or prepare for CAT actions.

Source Document: Insert from Guidelines and Procedures for OA-10 Protective Force Performance Tests, dated May 1990.