



ADS Chapter 563

Personal Protective Equipment (PPE) &  
Armored Vehicle (AV)  
Program

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## ADS 563 – Personal Protective Equipment & Armored Vehicle Program

### 563.1 OVERVIEW

Effective Date: 11/28/2016

This chapter establishes the policy directives and required procedures for USAID's Personal Protective Equipment (PPE) & Armored Vehicle (AV) Program.

Personal protective equipment is equipment worn by an individual that affords a level of protection against specific threats. Personal protective equipment may consist of ballistic/fragmentation resistant vests, helmets, and eye wear or chemical/ biological clothing, gloves, footwear, and masks. Armored vehicles are authorized at USAID Missions where the Post Emergency Action Committee (EAC) has approved their use. Normally, only passenger-carrying vehicles are armored. At posts where a home-to-office and return shuttle service has been established, all shuttle vehicles may be armored. Depending on the operational environment, service vehicles, such as cargo vehicles, may be armored. The policies in this chapter apply to all PPE and AVs procured by USAID or under USAID funded contracts. This ADS chapter does not apply to PPE and AVs under the control of International Cooperative Administrative Support Services (ICASS).

### 563.2 PRIMARY RESPONSIBILITIES

Effective Date: 06/19/2020

- a. **The Office of Security, International Security Programs Division (SEC/ISP):**
  - (1) Has overall responsibility for the USAID Personal Protective Equipment (PPE) & Armored Vehicle (AV) Program. The program is implemented in coordination with the Department of State's Bureau of Diplomatic Security (DS), USAID's Bureau for Management, Management Services, Overseas Management Division (M/MS/OMD), and the **Bureau for Humanitarian Assistance (BHA)**.
  - (2) Provides USAID Headquarters oversight and coordination of all technical matters that pertain to the PPE & AV Program. SEC/ISP establishes policy and procedures during the implementation of all USAID PPE & AVs in support of both Mission and program requirements.
- b. **The Bureau for Management, Office of Management Services, Overseas Management Division (M/MS/OMD)** is the principal USAID Headquarters unit responsible for maintaining the Agency's centralized inventory database of all vehicles worldwide to include armored vehicles.
- c. The **Bureau for Humanitarian Assistance (BHA)** is the principal USAID Headquarters unit responsible for maintaining PPE & AVs designated to support Disaster Assistant Response Teams (DART).

d. The **Department of State/Bureau of Diplomatic Security (DS)** is the principal agent of the PPE & AV Program supporting all agencies under Chief of Mission (COM) authority. The **Department of State, Defense Equipment and Armored Vehicle (DEAV)** establishes the criteria for PPE and AV specifications.

e. The **Emergency Action Committee (EAC)** is responsible for determining the level of protection required at the Post and approving the implementation of PPE and/or AVs.

f. **USAID Missions** are responsible for

- (1) Reporting all discrepancies relating to USAID PPE & AVs to SEC/ISP;
- (2) Performing maintenance, accountability, safeguard, and care of USAID PPE & AVs; and
- (3) Overseeing the disposition of USAID PPE & AVs in coordination with the Regional Security Officer (RSO) at the American Embassy.

g. The **Office of Civil Rights and Diversity (OCRD)** is responsible for administering the reasonable accommodation program in a manner consistent with USAID policies and procedures, and all applicable federal laws, regulations, and guidelines.

### **563.3 POLICY DIRECTIVES AND REQUIRED PROCEDURES**

Effective Date: 11/28/2016

Planning and coordination is critical to the success of the PPE & AV Program. At the earliest opportunity, Bureaus/Independent Offices (B/IOs) and Missions must consider the potential need for PPE & AVs in support of Mission operations and program funded contracts. Requirements for PPE & AVs must be addressed in the pre-planning phase for deployments to regions expected to elicit USAID involvement.

#### **563.3.1 Personal Protective Equipment & Armored Vehicle Objective, Budgeting, Assignment, and Procurement**

Effective Date: 06/19/2020

a. **Objective:**

- (1) Personal protective equipment provides individuals with a level of protection against ballistic/fragmentation attack from a variety of small arms/munitions and chemical/biological vulnerabilities. The operational environment and known threats will be major factors in the selection of the appropriate level of protection. The Emergency Action Committee (EAC) will determine the level of protection that will be worn.
- (2) The Armored Vehicle Program provides vehicles that have been specially

armored to Diplomatic Security (DS) standards in order to protect the occupants against ballistic/fragmentation attack from a variety of small arms/munitions. Both terrorist and criminal tactics frequently share the same method of planning, surveillance, dry run, and attack. The objective of these attacks varies depending on the operational environment. Experience has shown that complacent travel habits, such as using the same route for daily travel and setting predictable times of travel contribute significantly to the successful execution of an attack. SEC urges all USAID personnel to make a concerted effort to vary travel routes and times of travel. If an attack does occur, the armored vehicle has the protective level and mobility required to allow immediate departure from the area of vulnerability.

- (3) USAID's unique mission to provide development assistance throughout a country requires specially configured armored vehicles. There are two categories of armored vehicles used by USAID Missions:
- The Mission Director's Armored Vehicle (MDAV): requires special communication equipment and a highly trained driver.
  - The Program Monitoring Armored Vehicles (PMAV): may require a more robust off-road suspension system, tires, water crossing capability, extra fuel cells, special communication equipment, tracking devices, vehicle recovery systems (winches), and highly trained drivers.

**Note:** The Mission Director and Program Monitoring Armored Vehicles must remain under the control of the USAID Mission and must not be transferred to ICASS without SEC approval. ICASS should only cover Original Equipment Manufacturer (OEM) maintenance requirements.

**b. Budgeting:**

B/IOs and Missions must inform SEC/ISP of their projected PPE and AV (level C or level D) requirements during the formulation of the annual operational resources budget. In addition, Missions must also include their armored vehicle requirements. SEC will submit their requests for Operating Expenses (OE) to the Bureau for Management, Office of Management Policy, Budget and Performance (M/MPBP) through the Budget Formulation and Execution Manager (BFEM) system. This ensures that the requirements are incorporated into the SEC annual budget submission.

**Note:** PPE & AVs funded and procured by **BHA** are not required to be submitted to SEC as part of the annual budget submission.

**c. Assignment:**

- (1) Once the EAC has approved the implementation of PPE and/or AVs, SEC/ISP in coordination with USAID Mission Management will select the types of PPE equipment and the AV platform best suited for the operational environment.
- (2) Issuing PPE should be a uniformed policy for all USG employees under the Chief of Mission authority. It is important that all Mission personnel are properly fitted with PPE to ensure its effectiveness.
- (3) The vehicle make, type, and model assigned to any Mission requires more than determining the level of armored detail (level C or D). The Office of Security, International Security Programs Division, Security Engineering Branch (SEC/ISP/SE) provides USAID Mission Management with an AV survey form to determine the best AV platform to achieve the Mission's goals. Important information such as left or right hand drive, diesel or gasoline, manual or automatic, off road capability, and communication needs are some of the questions asked on the survey to ensure the right AV platform is deployed overseas. On the survey form, the Mission must provide the EAC cable number and comments from the RSO.
- (4) The Diplomatic Security (DS), Defensive Equipment Armored Vehicles (DEAV) Division oversees and establishes the level of armoring and the type of vehicle platforms. The implementation of the armoring specifications within a vehicle platform are classified; therefore, only DS-approved armored vehicle vendors can be used to fabricate armored vehicles for USAID direct use or by contractors under a USAID contract. Currently there are two levels of armoring that DS approves; level C and level D.

Level C and level D armoring selection is dependent on the following criteria:

- Maximum gross payload weight of the selected base vehicle platform. Some platforms can only handle the weight of level C. Other platforms are required to carry cargo which limits the weight of the armoring. Weight is always considered in the selection process when discussing the performance of the platform.
- Environment where the selected platform will be required to operate. USAID is required to operate in many environments worldwide; therefore, the selection of the platform is critical in ensuring the vehicle will achieve Mission requirements.
- Threat(s) to which USAID is vulnerable. It is important in the selection process that the EAC and RSO are made aware of the

location(s) where PPE & AVs will be deployed. The threat(s) in the capital city may be totally different in other parts of the country. In some cases, DS may have to perform additional threat analysis for the area(s) where the PPE & AVs will be utilized.

- Armored Vehicles provided by SEC must remain the property of SEC and therefore may not be transferred to ICASS without SEC approval.
- SEC/ISP retains the right to reassign or transfer PPE & AVs from Post based upon operational and security requirements (even those USAID AVs placed into ICASS under management services).

**d. Procurement:**

- (1) SEC/ISP is responsible for the procurement of all OE funded PPE & AVs and will assign them to Missions based on threat and in accordance with [12 FAM 380](#), 12 FAH-6, and this ADS chapter. The Department of State determines threat levels. The Department of State, Bureau of Diplomatic Security, Office of Intelligence and Threat Assessment (DS/DSS/ITA) issues the DOS Security Environment Threat List (SETL) on a semi-annual basis. This list contains determinations of threat levels for each category at each Post
- (2) SEC/ISP will track life cycle replacement and right sizing for each Mission in coordination with M/MS/OMD.
- (3) If the Mission or B/O determines that contractors require PPEs or AVs for performance under the contract, they may be procured by the Mission or the contractor as described below. Regardless of whether the AVs or PPEs are procured by the contractor or provided to the contractor by the Mission or B/O, the CO must ensure that the contract includes language reserving the vehicle title to the U.S. Government. The title to these armored vehicles will remain with the respective B/O or Mission until the threat no longer justifies armored vehicle usage. At that time, SEC/ISP may reassign or transfer the armored vehicle to another B/O or Mission based on operational and security requirements. The following options are available:
  - a) The Mission or B/O may provide the contractor with AVs or PPEs from existing inventory as Government Furnished Property. The Activity Manager must consult with SEC/ISP to ensure that the AVs or PPEs are in adequate condition.
  - b) The Mission or B/O may procure the AV or PPE and provide it as Government Furnished Property. In this situation the Activity

Manager and Contracting Officer must consult with SEC/ISP prior to drafting contract Statements of Work and/or government estimates to ensure that the AVs and PPEs that will be provided to the contractor meet the same standards as those provided by SEC/ISP for Mission use. Based on the sensitive or classified nature of the technical specifications of PPE & AVs, all publicly released information must be cleared by SEC/ISP.

- c) The Missions and B/IOs may require that the contractor purchase DS-approved armored vehicles through DS Vendors. Contracting Officers must consult with SEC/ISP to ensure that contractors only purchase AVs and PPEs that meet the same standards as those provided by SEC/ISP for Mission use. SEC/ISP will ensure these vehicles are entered into the DS inspection cycle and will provide information regarding any unique operational or maintenance considerations for the area in which the vehicle will be deployed. Diplomatic Security will conduct quality assurance checks on the vehicles during fabrication at the cost of the contractor.
- d) In limited circumstances, the Contracting Officer may allow the contractor to procure vehicles from vendors that are not on the approved DS list. The contractor must provide a written justification to the Contracting Officer stating why purchasing from the approved DS list is not feasible (based on the urgency of the demand, etc.) as well as the details regarding the proposed vendor(s), and the specifications of the vehicles being considered for purchase. The Contracting Officer may only authorize the procurement after receiving approval from SEC/ISP/SE and consulting with the Mission Director or Assistant Administrator (AA) responsible for the program.

**563.3.2 Usage of USAID Mission Controlled PPE & AVs**

Effective Date: 11/28/2016

- a. PPE & AVs are for official purposes only. All PPE & AVs provided by SEC/ISP are USAID assets and must not be assigned for other purposes, unless approved by the Director of Security (D/SEC). Requests for exceptions to this policy must be submitted to the D/SEC through the Regional Security Officer (RSO) Office.
- b. Armored vehicle drivers and personnel assigned to drive the Mission Director and/or Program Monitoring Armored Vehicles must attend the SEC-sponsored Defensive Driver Training and Surveillance Detection Training, which is conducted bi-annually. The driver nominees for this course are solicited from Missions by a separate cable prior to the course offering.



- c. Drivers of USAID AVs are not permitted to operate the armored vehicle until they have received the requisite Defensive Driver Training and Surveillance Detection Training.
- d. Missions must select personnel assigned to operate all armored vehicles based upon their skill, knowledge of local geography, and ability to communicate in English.
- e. All armored vehicles operated beyond the coverage area of the Department of State's Emergency and Evacuation (E&E) radio network must have appropriate long-range communications available. SEC/ISP/SE will provide technical assistance in determining appropriate communication systems.

**563.3.3 Protection of PPE & AV Assets**

Effective Date: 11/28/2016

- a. Missions must ensure that USAID funded PPE & AVs are not left unattended when they are outside their respective controlled areas. Mission PPE & AVs must be stored in secured, USG-approved, protected areas.
- b. Prolonged exposure to direct sunlight delaminates the ballistic glass on the armored vehicle, causing air bubbles and/or milky discoloration. All end users must plan for storage/parking areas or other countermeasures, such as window covers that provide protection from direct sunlight.
- c. Missions must immediately report any loss or theft of PPE & AVs to the RSO, followed by immediate reports to SEC/ISP and Mission Executive Officers.
- d. Missions must ensure that contracts involving the procurement of USAID funded PPE & AVs include the requirements of this section (**563.3.3**) in the award.
- e. Reporting loss and theft to the RSO is critical to mitigating use of PPE & AVs by adversaries.

**563.3.4 Maintenance of PPE & AVs**

Effective Date: 11/28/2016

- a. All end users are responsible for the maintenance of their PPE & AVs. They must perform maintenance on armored vehicles in accordance with [ADS 536.3.12.2](#) and [ADS 536.3.12.3](#), respectively. Missions can contact SEC/ISP/SE for additional information by calling (703) 462-7000.
- b. Mission personnel must implement procedures to meet manufacturers' specifications for all preventive maintenance supplies, materials, fluids, and schedules. Missions must purchase an anticipated year's supply kit of consumable/common replacement parts with each vehicle.

- c. Missions must report to SEC/ISP any damage to PPE & AVs that may affect its ballistic protection. Missions must require that contractors report any damage to Contractor PPE & AVs that may affect ballistic protection, to the COR. The COR will then report this damage to SEC/ISP.
- d. Reportable damage or incidents include, but are not limited to: cracked or otherwise damaged glass, shooting incidents, traffic accidents, or other situations affecting the structure or mechanical operations. Upon receipt of this report, SEC/ISP will provide guidance to the Mission or the COR regarding remedial actions.
- e. Missions must not alter the ballistic integrity of PPE & AVs, such as removing ballistic glass, drilling through the armored plating, or other changes to protection devices. Missions and contractors must not install any equipment into or on an armored vehicle to include communication equipment without the approval of SEC/ISP.
- f. The Contracting Officer must include a requirement in the contract that the contractor must maintain PPE and AVs in its possession to the same standards as described in this ADS chapter.

**Note:** The make, model, and type of tires are the most important components on the armored vehicle. Therefore, special attention must be given when replacing tires to ensure they meet the required specifications. For further assistance, consult with SEC/ISP/SE.

### **563.3.5**      **Disposition of PPE & AVs** Effective Date:06/19/2020

- a. SEC is the Agency's Point of Contact (POC) for all AVs and PPEs, including those purchased with program funds under USAID contracts. SEC will coordinate with the Mission or B/IO on the proper disposal of armored vehicles and PPE. B/IOs and Missions must dispose of Mission PPE & AVs only as authorized by SEC/ISP and in accordance with the policy and procedures outlined below and in [ADS 536, Use and Control of Official Vehicles](#), [12 FAM 380](#), and 12 FAH-6.
- b. Contracting Officers must coordinate with SEC/ISP prior to providing disposition instructions for PPE & AVs in the possession of USAID contractors.
- c. PPE & AVs purchased with SEC or **BHA** funds remain the property of SEC or **BHA** while they are in the custody of USAID Missions. SEC or **BHA** retains the title to the AVs and ownership of PPE and has the authority to reassign or transfer them between USAID Posts based on operational and security requirements. For reporting purposes, PPE & AVs are considered part of the Mission property records for reporting and accountability purposes.

- d. PPE & AVs purchased with B/IO or Mission funds for Mission use remain the property of the USAID B/IO or Mission until the threat no longer justifies usage. At that time, SEC/ISP will have the authority to reassign or transfer the PPE & AVs to another USAID Mission based on operational and security requirements.
- e. If SEC/ISP determines that a Mission will arrange for the destruction of AVs, the Mission must remove all salvageable radios, usable security alarms, and any other security equipment before disposal. Where feasible, the Mission must also remove any original equipment manufacturer components that can be used as spare parts for other vehicles in the motor pool, such as tires, transmissions, engines, lights, and any other serviceable components. SEC/ISP will determine the disposal of PPE based on condition and lifecycle.

### **563.3.6 International Cooperative Administrative Support Services (ICASS)**

Effective Date: 11/28/2016

The International Cooperative Administrative Support Services (ICASS) system is the principal means by which the U.S. Government provides and shares the cost of common administrative support at its more than 250 diplomatic and consular Posts overseas. The Department of State is the primary service provider and it offers these administrative support services to other agencies under its non-Economy Act authorities contained in [22 USC 2695](#) and [2684](#). ICASS is, for the most part, a voluntary system. Agencies select from a list of cost centers (which are “bundles” of services) which services they would like to receive via the ICASS system. Agencies may obtain services from non-ICASS sources or self-provide services as long as there is no duplication of the ICASS platform (see [ADS 520, International Cooperative Administrative Support Services \(ICASS\)](#)).

- a. The ICASS provider is fully responsible for all armored vehicles that are reported as ICASS motor pool vehicle assets, to include the configuration, installation, programming, replacement, repair, and troubleshooting of all communication equipment. Missions must obtain guidance and approval by SEC/ISP/SE prior to consolidating any USAID armored vehicles into ICASS.
- b. USAID armored vehicles that remain on USAID property records and receive ICASS preventive or corrective Original Equipment Manufacturer (OEM) maintenance require SEC/ISP/SE approval to remove any communication equipment.
- c. The ICASS provider is fully responsible for all PPE reported as ICASS assets, to include configuration, replacement, and repair.

### **563.3.7 Security Communication Armored Vehicles**

Effective Date: 11/28/2016

- a. All armored vehicles under the control of the Mission will be equipped with emergency communication equipment. The selected communication equipment must be interoperable with the U.S. Embassy E&E/EAC UHF/VHF radio networks, worldwide DOS HF network, and satellite communication program.

- b. Mission Director vehicle/s will be equipped with digital encryption emergency communication equipment and may have satellite communication equipment that is interoperable with the U.S. Embassy E&E/EAC UHF/VHF radio networks and satellite communication program.
- c. SEC/ISP/SE will perform and/or oversee the installation of emergency communication equipment in all armored vehicles under the Mission's control. Communication equipment must not be installed in any USAID vehicle without the presence of a Security Engineer unless prior authorization is received from the Security Engineer Branch Chief.

#### **563.4 MANDATORY REFERENCES**

##### **563.4.1 External Mandatory References**

Effective Date: 11/28/2016

- a. **12 FAH-6, OSPB Security Standards and Policy Handbook (SECRET)** (For a copy of this, please call (703) 462-7000).
- b. [12 FAM 380, Armored Vehicle Program](#)
- c. [Title VI, Pub. L. 99-399 The Omnibus Diplomatic Security and Antiterrorism Act, 1986](#)

##### **563.4.2 Internal Mandatory References**

Effective Date: 11/28/2016

- a. [ADS 110, Equal Employment Opportunity](#)
- b. [ADS 302, USAID Direct Contracting](#)
- c. [ADS 306, Interagency Agreements](#)
- d. [ADS 518, Personal Property Management \(Domestic\)](#)
- e. [ADS 520, International Cooperative Administrative Support Services](#)
- f. [ADS 534, Personal Property Overseas](#)
- g. [ADS 536, Use and Control of Official Vehicles](#)
- h. [ADS 562, Physical Security Programs Overseas](#)
- i. [ADS 629, Accounting for USAID-Owned Property and Internal Use Software](#)

**563.5 ADDITIONAL HELP**  
Effective Date: 11/28/2016

There are no Additional Help documents for this chapter.

**563.6 DEFINITIONS**  
Effective Date: 11/28/2016

See the [ADS Glossary](#) for all ADS terms and definitions.

**armored vehicle**

An armored vehicle is an official vehicle that has been modified to carry specific types of opaque and transparent protective material. The armor systems are designed to defeat multiple impacts of ballistic rounds. The armor is designed for placement in the vehicle without noticeably changing its outward appearance. Armored vehicles are classified either level C or level D. (Chapter [562](#) and **563**)

**ballistic resistance**

The capacity of security barriers to defeat a variety of small caliber ammunition. (Chapter [562](#) and **563**)

**contractor armored vehicle**

An armored vehicle purchased by a USAID contractor, using USAID funds, for the purpose of transporting contractor personnel in support of USAID development program. (Chapter **563**)

**DS-approved armored vehicle**

A vehicle which has been inspected throughout the armoring process by Diplomatic Security, Physical Security Programs, Defensive Equipment and Armored Vehicles Division (DS/PSP/DEAV) Quality Assurance/Quality Control (QA/QC) personnel and passed by them as appropriately constructed and without significant structural flaw, or a factory armored vehicle which, due to stringent local government controlled QA/QC requirements, is accepted by DS as the functional equivalent of a DS Passed Armored Vehicle. (Chapter **563**)

**DS vendor**

An established American based and owned vehicle armoring vendor who is either currently producing armored vehicles for the Diplomatic Security, Physical Security Programs, Defensive Equipment and Armored Vehicles Division (DS/PSP/DEAV) OR an established American based and owned armoring vendor who has a facilities clearance and agrees to provide unlimited access to, and fully cooperate with, DS/PSP/DEAV QA/QC armored vehicle inspectors, with the understanding that if the vendor is not responsive to making any/all changes directed by the DEAV QA/QC personnel, the vehicle will not be passed as ready for service by DS or Mercedes/BMW when purchasing factory armored vehicles. (Chapter **563**)

**Emergency & Evacuation Network (E&E Net)**

A radio channel designated specifically for security of personnel at the U.S. Mission. (Chapter [562](#) and [563](#))

**International Cooperative Administrative Support Services (ICASS) system**

The principal means by which the U.S. Government provides and shares the cost of common administrative support at its more than 250 diplomatic and consular posts overseas. The Department of State is the primary service provider and it offers these administrative support services to other agencies under its non-Economy Act authorities contained in 22 USC 2695 and 2684. ICASS is, for the most part, a voluntary system. Agencies select from a list of cost centers (which are “bundles” of services) which services they would like to receive via the ICASS system. Agencies may obtain services from non-ICASS sources or self-provide services as long as there is no duplication of the ICASS platform. (Chapter [520](#) and [563](#))

**Level C armored vehicle**

Level C armored vehicles are treated with ballistic resistant opaque and transparent armor materials to afford the occupants’ protection against a specific range of small caliber ballistic threat. (Chapter [562](#) and [563](#))

**Level D armored vehicle**

Level D armored vehicles are treated with ballistic resistant opaque and transparent armor which afford the occupants’ protection against a specific range of small caliber ballistic threat. (Chapter [562](#) and [563](#))

**Mission armored vehicle**

An armored vehicle purchased for the purpose of transporting USAID personnel. (Chapter [563](#))

**platform**

Base vehicle capable of supporting the applied level of armor. (Chapter [563](#))

**threat level**

Department of State (DoS) has developed six threat categories for use in defining the nature of threats at overseas posts: 1) Transnational Terrorism; 2) Indigenous Terrorism; 3) Political Violence; 4) Human Intelligence; 5) Technical; and 6) Crime. Within these six categories there are four threat levels indicating the frequency of violent threats directed against the U.S. official community: 1) Critical; 2) High; 3) Medium; and 4) Low. Determinations of threat levels for each category at each post are based on the DoS Security Environment Threat List (SETL), issued semi-annually by Department of State Bureau of Diplomatic Security, Office of Intelligence and Threat Assessment (DS/DSS/ITA). (Chapter [562](#) and [563](#))

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