



Designation: E3195 – 19

Standard Guide for Body Armor Program Management¹

This standard is issued under the fixed designation E3195; the number immediately following the designation indicates the year of original adoption or, in the case of revision, the year of last revision. A number in parentheses indicates the year of last reappraisal. A superscript epsilon (ϵ) indicates an editorial change since the last revision or reappraisal.

1. Scope

1.1 The purpose of this guide is to assist law enforcement, corrections, or other public safety agencies in planning and managing a body armor program.

1.2 This guide addresses ballistic-resistant, stab-resistant, multi-threat, combination, concealable soft, hard plate, and tactical body armor.

1.3 This guide specifically includes the National Institute of Justice (NIJ) body armor program as a provider of performance standards, guidance, and certification for body armor. While many countries recognize the NIJ body armor program, applicable certification programs of other countries should be consulted.

1.4 *This international standard was developed in accordance with internationally recognized principles on standardization established in the Decision on Principles for the Development of International Standards, Guides and Recommendations issued by the World Trade Organization Technical Barriers to Trade (TBT) Committee.*

2. Referenced Documents

2.1 ASTM Standards:²

[E3003 Practice for Body Armor Wearer Measurement and Fitting of Armor](#)
[E3005 Terminology for Body Armor](#)

2.2 IACP Documents:³

[IACP Law Enforcement Policy Center Body Armor Concepts and Issues Paper, January 2018](#)
[IACP Law Enforcement Policy Center Body Armor Model Policy, January 2018](#)

¹ This guide is under the jurisdiction of ASTM Committee E54 on Homeland Security Applications and is the direct responsibility of Subcommittee E54.04 on Personal Protective Equipment (PPE).

Current edition approved Aug. 1, 2019. Published August 2019. DOI: 10.1520/E3195-19.

² For referenced ASTM standards, visit the ASTM website, www.astm.org, or contact ASTM Customer Service at service@astm.org. For *Annual Book of ASTM Standards* volume information, refer to the standard's Document Summary page on the ASTM website.

³ Available from International Association of Chiefs of Police (IACP), 44 Canal Center Plaza #200, Alexandria, VA 22314, <https://www.theiacp.org>.

2.3 NIJ Documents:⁴

[NIJ SAG-0101.06 Selection and Application Guide 0101.06 to Ballistic-resistant Body Armor, December 2014](#)
[NIJ Standard-0101.06 Ballistic Resistance of Body Armor, July 2008](#)

3. Terminology

3.1 The terms and definitions of Terminology E3005 apply for the following terms: *ballistic resistance, carrier, combination armor, hard armor, hard armor plate, in conjunction with armor, multi-threat armor, plate, soft armor, and stab resistance*.

4. Significance and Use

4.1 This guide is intended for use by law enforcement, corrections, or other public safety agencies in planning and managing a body armor program. The overarching objective is officer safety and assisting with risk management.

4.2 This guide was developed via a collaborative partnership between local, state, and federal public safety agencies, body armor wearers, vendors, fitters, and unions (for example, Fraternal Order of Police). The purpose is to guide law enforcement, corrections, or other public safety agencies in planning and managing a body armor program.

4.3 A graphical overview showing all aspects and interrelated activities of planning and managing a body armor program is provided in [Appendix X1](#) of this guide.

5. Agency Policy Considerations

5.1 It is recommended that the agency develop policies addressing all aspects of body armor deployment and use throughout the agency. Relevant policies and recommendations are listed below, and a description of each is provided.

5.1.1 Top management should be responsible for the body armor program.

5.1.2 Relevant resources for each policy include the International Association of Chiefs of Police (IACP) documents, NIJ SAG-0101.06, and other model policies, such as those developed by Lexipol, Municipal Research and Services

⁴ Available from National Institute of Justice (NIJ), 810 7th St., NW, Washington, DC 20531, <http://nij.gov>.

Center, Virginia Department of Criminal Justice Services, and California Department of Justice.

5.2 Program Policy:

5.2.1 This policy commits the agency to the establishment and operation of a program to manage all aspects of body armor, from procurement to wear, and commits top management to participate in and support the body armor program.

5.3 Body Armor Protection Levels Policy:

5.3.1 This policy states that the agency will set the body armor protection levels for armor worn by its officers.

5.4 Wear Policy:

5.4.1 This policy states the conditions under which officers are required to wear their body armor.

5.4.1.1 It is recommended that the agency adopt a wear policy consistent with that of Section C of the IACP Body Armor Model Policy.

5.4.1.2 The U.S. Department of Justice Bulletproof Vest Partnership (BVP) has required a mandatory wear policy by law enforcement agencies receiving federal funds for the purchase of body armor.⁵

5.5 Union Engagement Policy:

5.5.1 If there is a union, this policy states how the agency will engage with the union.

5.6 Inspection Policy:

5.6.1 This policy states that body armor shall be regularly inspected by the wearer for damage, wear, and degradation and may establish other policies on frequency of inspection and may name other responsible parties (for example, body armor shall be inspected at rollcall by the sergeant, annual inspection shall be performed by a trained agency representative to accurately gauge continued serviceability).

5.7 Internal Audit Policy:

5.7.1 This policy states that there shall be periodic, documented internal audits of all aspects of the body armor program.

5.8 Inventory Management Policy:

5.8.1 This policy establishes an inventory management program that includes but is not limited to: procurement, storage, deployment, replacement, and disposal/destruction.

5.9 Body Armor Carrier Policy:

5.9.1 This policy states the agency policy on body armor carriers that includes but is not limited to: style, color, under the uniform, over the uniform, and other details.

5.10 Procurement Policy:

5.10.1 This policy states that the agency will procure armor within the terms of their body armor management program.

5.10.2 It is recommended that the agency take advantage of cooperative purchasing programs that allow agencies to share procurement contracts, saving significant time and money in

contract production and resulting in lower contract prices through the power of aggregation.⁶

5.11 Training Policy:

5.11.1 This policy states that the agency will provide or require appropriate training in all aspects of the body armor program. This training pertains to, but is not limited to, purchasing, armor measurement and fitting, care, inspection, auditing, and management.

5.12 Records Policy:

5.12.1 This policy states the agency requirement to keep appropriate records, concerning all aspects of the body armor program, and the retention period for records. The following is some key information to include: the serial number of armor, model number, protection level, wearer identification, date of manufacture, date of issue, warranty period or end of warranty date, and theft/loss response.

5.12.2 Original documentation provided with each body armor should be retained as a record.

6. Program Roles and Responsibilities

6.1 This section describes roles for which the agency should consider assigning responsibility within the body armor program. A single individual may be assigned to more than one role depending on the size of the agency.

6.2 *Body Armor Program Lead*—This role is responsible for setting policy and for overseeing the implementation and operation of the body armor program.

6.3 *Body Armor Program Manager*—This role is responsible for understanding agency policies and for implementation, maintenance, operation, and documentation of the body armor program.

NOTE 1—This role is responsible for routinely checking online for NIJ Safety Notices and Advisory Notices identifying potential or confirmed safety concerns for a NIJ-certified body armor model.

6.4 *Procurement/Contracting Official*—This role is responsible for all aspects of selecting and procuring body armor and for coordinating with sales representatives and agency management to ensure needs are met and the acquisition process (bid obligations, engaging with sales representative, fitter, measurer) is met. See **Appendix X2** for body armor selection considerations.

6.5 *Measurer/Fitter*—This role is responsible for ensuring that each officer is properly measured for body armor and that the armor fits properly upon delivery. This role may be filled by a qualified and trusted individual external to the agency. See **Appendix X3** for measurement and fitting considerations.

6.6 *Property Officer*—This role is responsible for managing inventory; issuing armor to individuals; tracking who has body armor, who needs armor, and where surplus armor is located; maintaining surplus body armor; and replacement, recall, and

⁶ One such program available in the U.S. is the National Association of State Procurement Officials (NASPO) ValuePoint program which offers the opportunity for agencies to take advantage of public cooperative contract for the purchase of body armor. Details may be found at https://www.naspovaluepoint.org/?gclid=EAIaIQobChMIqY7P1cL11wIVyUsNCh2-GwXCEAAYASAAEgLIR_D_BwE#/current-contracts/search?term=body%20armor.

⁵ U.S. Department of Justice Bulletproof Vest Partnership available at <https://ojp.gov/bvpbasi/home.html>.

disposal of body armor. **Appendix X4** provides inventory management guidance.

NOTE 2—These responsibilities may be addressed in two ways depending on whether (1) body armor is purchased by the wearer and tracked by the agency or (2) body armor is purchased by the agency and issued to wearers.

6.7 Training Officer—This role is responsible for ensuring the body armor wearers are trained to understand how body armor works, how it should fit, how it should be worn, how it should be cared for and maintained, and when it should be replaced. **Appendix X5** provides training recommendations for body armor wearers.

6.8 Records Manager—This role is responsible for maintaining documentation on each body armor issued to each wearer, including date of issue; body armor model number, serial number, protection level, size, and warranty period; wearer measurements; and other relevant details ensuring traceability of body armor.

7. Program Planning

7.1 Managing a body armor program requires long-term planning due to many factors, including individuals changing jobs or leaving the agency, officer body shapes changing, ballistic threats changing, warranties expiring, and damage to body armor.

7.1.1 Planning should include an estimate of the number and gender of officers requiring body armor.

7.1.2 Planning should include necessary staffing to fill the body armor program roles.

7.1.3 Planning should be done periodically to ensure funds are available to procure or replace body armor as needed (for example, planning in 5-year increments when warranties expire).

7.1.4 Planning should include budgeting for new body armor prior to warranty expiration if shot, damaged, or otherwise needs replacement.

7.1.5 To avoid straining annual budgets, agencies should space the purchases out over time so that budgets do not have dramatic fluctuations and so that agencies do not have to measure, order, acquire, and fit body armor for all staff at one time.

7.1.6 Plans should address carrier replacements, repair costs, and maintaining surplus armor.

7.1.7 Available federal funding should be considered, such as the Bulletproof Vest Partnership, the Byrne grant, and DHS grants.

8. Keywords

8.1 body armor; law enforcement; program management

iTeh Standards

(<https://standards.iteh.ai>)

(Nonmandatory Information)

Document Preview

X1. PROGRAM MANAGEMENT OVERVIEW

[ASTM E3195-19](#)

<https://standards.iteh.ai/catalog/standards/sist/70528108-df4a-48cc-bbbf-e88f6cc57fbc/astm-e3195-19>

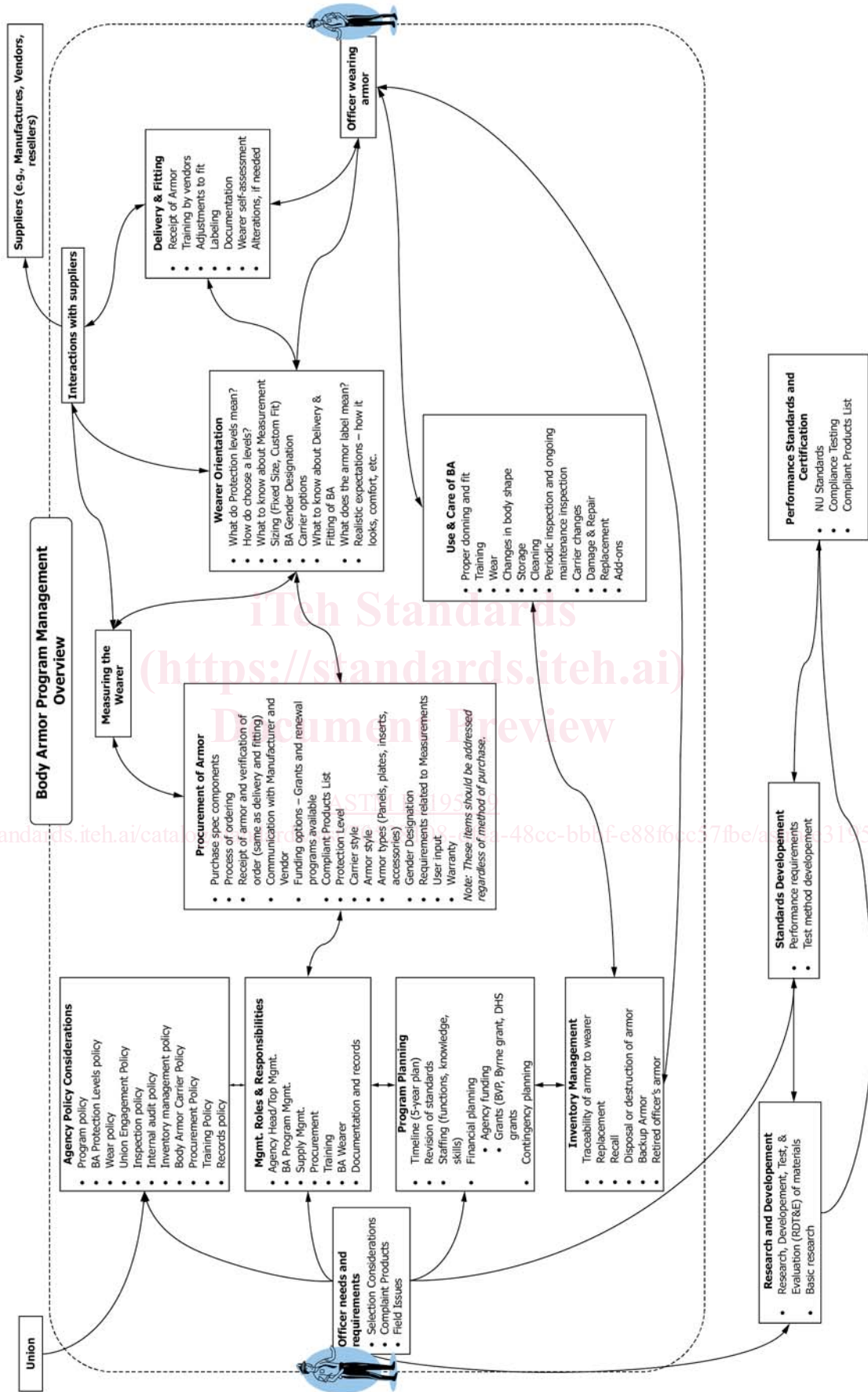


FIG. X1.1 Body Armor Program Management Overview