



UNITED STATES MARINE CORPS
MARINE CORPS AIR STATION
PSC BOX 8003
CHERRY POINT, NORTH CAROLINA 28533-0003

AirStaO 1610.6B
PMO
21 Feb 95

AIR STATION ORDER 1610.6B w/Ch 1

From: Commanding General
To: Distribution List

Subj: CRIME PREVENTION PHYSICAL SECURITY

Ref: (a) MCO 5500.18
(b) OPNAVINST 5530.13~~A~~B
(c) OPNAVINST 5530.14B

Encl: (1) Barracks Security Crime Prevention Measures
(2) Motor Vehicle Security
(3) Hand Tools, Tool Sets, Kits and Shop Equipment Security
(4) Administrative, Housekeeping Supplies and Equipment Security
(5) Security of Subsistence Items
(6) Construction Materials Security
(7) Repair Parts Security
(8) Petroleum, Oils and Lubricants (POL) Security
(9) Audiovisual and Photographic Equipment Security
(10) Communications/Electronics: Test, Measurement and Diagnostic Equipment Security
(11) Use and Control of Protective Seals
(12) Storage Structure Security
(13) Keys, Locks and Chains
(14) Marking of Property
(15) Crime Prevention/Physical Security Council

1. Purpose. To establish policies and procedures for the Air Station's Crime Prevention Program and to establish physical security standards for safeguarding unclassified and nonsensitive government supplies and equipment.

2. Cancellation. AirStaO 1610.6A.

3. Summary of Revisions

a. References (a), (b) and (c), changed to reflect updates. MCO 5500.18 cancelled MCO 1600.6A. OPNAVINST 5530.13~~A~~B cancelled OPNAVINST 5530.13~~A~~. OPNAVINST 5530.14B cancelled OPNAVINST 5530.14A. The Air Station Order has been changed to reflect the new Marine Corps Orders and OPNAVINST.

b. Page # 3 Concurrence changed to reflect updates of Distribution List.

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c. Enclosure (15) has been changed to incorporate the Crime Prevention and Physical Security Councils.

4. Action

a. Provost Marshal

(1) Assist commands by providing technical support in the establishment of Crime Prevention Programs.

(2) Conduct Physical Security Surveys as requested by departments, tenant units and references (a), (b) and (c).

(3) Conduct Crime Prevention Surveys as required by references (a) and (c).

(4) Control and restrict access to the Air Station in accordance with current entry regulations.

(5) Provide the reactionary force for Station Intrusion Detection System.

(6) Conduct random and unannounced vehicle inspections at Air Station gates as authorized by the Commanding General, Marine Corps Air Station, Cherry Point.

(7) Maintain a "Crime Stop" telephone with recorder for anonymous reporting of crimes.

(8) Review all plans for new construction or major modifications to post exchanges, service clubs, buildings where highly pilferable items are stored, armories and ammunition storage areas.

(9) Maintain a station Operation ID program.

b. Unit Commanders and Department Heads

(1) Establish unit crime prevention programs in accordance with reference (a).

(2) Maintain security of assigned spaces, supplies and equipment following the guidelines set forth in enclosures (1) through (14).

(3) Maintain security of arms, ammunition and explosives in accordance with references (b) and (c).

(4) Include the Provost Marshal in the distribution for all Missing, Lost, Stolen, Recovered (MLSR) reports.

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5. Concurrence. The Commanding General, 2d Marine Aircraft Wing;
the Commanding Officers of Naval Aviation Depot, CSSD-21, ~~and~~ **NAVAL HOSPITAL,**
AND Security Manager, DLA concur with this Order insofar as it pertains
to members of their command.


W. W. SCHEFFLER
Chief of Staff

DISTRIBUTION: A-2



UNITED STATES MARINE CORPS
MARINE CORPS AIR STATION
CHERRY POINT, NORTH CAROLINA 28533-5001

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PMO
28 MAR 1998

AIR STATION ORDER 1610.6B Ch 1

From: Commanding General
To: Distribution List

Subj: CRIME PREVENTION AND PHYSICAL SECURITY

1. Purpose. To direct pen changes to the basic Order.

2. Action

✓a. On page 1, change reference (b) to read "OPNAVINST 5530.13B."

✓b. On page 1, paragraph 3a, lines 2 and 3, change to read "OPNAVINST 5530.13B canceled OPNAVINST 5530.13A."

✓c. On page 3, paragraph 5, add "Naval Hospital" after CSSD-21.

✓d. On page 1 of enclosure (1), paragraph 1, add the following sentence to the end of the paragraph "or can be checked out at the Crime Prevention Unit Office, Building 286."

✓e. On page 2 of enclosure (1), paragraph 12, line 4, change "Security Department" to "Crime Prevention Unit Office."

✓f. On page 1 of enclosure (2), paragraph 4, delete "once every two hours" and replace with "twice within a 24 hour period."

✓g. On page 2 of enclosure (14), paragraph 6, add the following sentence at end of the paragraph "Property inventory forms are available at the Crime Prevention Unit Office, Building 286."

3. Filing Instructions. File this change transmittal immediately behind the signature page of the basic Order.

4. Concurrence. This Order has been coordinated with and concurred in by the Commanding General, 2d Marine Aircraft Wing, the Commanding Officer, Naval Aviation Depot, CSSD-21, Naval

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Aviation Depot, Security Manager MCAS CHERPT and Director, Defense
Logistic Agency.



M. W. FORBUSH
Chief of Staff

DISTRIBUTION: A plus PMO (6)

BARRACKS SECURITY CRIME PREVENTION MEASURES

1. Register high value property owned by personnel residing in the barracks. This can be accomplished by maintaining a personal property inventory file at each squadron office. A record of model and serial numbers will enhance the potential for recovery of property and conviction of the thief. Require all personnel residing in the barracks to enroll in "Operation I.D.". Require all high value pilferable items of personal property to be identified with the owner's license number, SSN or personal I.D. number. Inexpensive electric engravers are available through normal supply channels. **OR CAN BE CHECKED OUT AT THE CRIME PREVENTION UNIT OFFICE, BUILDING 200.**
2. Initiate procedures for securing the property of personnel on leave, TAD and field duty.
3. Require all valuables be secured in a wall locker. Seventy five percent of all larcenies involve property left unsecured.
4. Require duty NCOs to make frequent security checks of their assigned areas. Such duty personnel should be held strictly accountable for their assigned areas and for taking action to correct security violations such as unsecured lockers or valuables left unsecured or unattended. Duty personnel should be provided with extra locks for use in securing unattended lockers. Requiring each watch stander to make hourly log book entries concerning the security of their assigned are is a must and will help to ensure the integrity of each watch stander.
5. Establish a system of visitor control where all visitors are logged in and out by the DNCOs and escorted by the resident they are visiting.
6. Ensure that adequate and serviceable wall lockers are provided for barracks residents.
7. Require frequent and unannounced security checks of barracks by unit officers and SNCOs.
8. Encourage use of banking facilities to reduce the number of personnel in possession of large amounts of currency. The Direct Deposit program is very helpful.
9. Conduct briefings for incoming personnel concerning theft prevention.
10. Ensure personnel make prompt notification of stolen property to the Military Police.
11. Appoint responsible personnel as security managers for each barracks. The Crime Prevention Unit can provide necessary training.

ENCLOSURE (1)

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12. Publicize Operation Crime Stop and encourage its use. Operation Crime Stop is a system by which a person can report a crime anonymously to a telephone recording device located at the ~~Security Department~~. The caller need not identify himself; however, all personnel are encouraged to report crimes in person. Operation Crime Stop telephone number is 466-4111.

13. Establish a command objective of achieving a realistic reduction in barracks thefts within a specified period. Considering the fact that most barracks thefts are crimes of opportunity, efforts to reduce the opportunity should produce a proportionate decrease in thefts.

ENCLOSURE (1)

PREVENTION
UNIT OFFICE

CRIME

MOTOR VEHICLE SECURITY

1. Government vehicles will be secured with a locking mechanism when vehicles are parked and not attended by an assigned operator or crewmember. Exceptions to this policy are:

a. Vehicles actively employed in tactical exercises and field operations.

b. Dispatched emergency, Military Police or guard vehicles for brief periods when response time is critical to the successful performance of the operator's or crew's duties.

c. Inoperable or unserviceable vehicles, however, must be protected from unauthorized cannibalization.

d. Vehicles without installed locking mechanisms, under the continuous surveillance of a guard(s) or located in a secured area.

2. Vehicles with locking mechanisms will be secured as follows:

a. Commercial type vehicles: Activate manufacturer installed door and ignition locking device.

b. Tactical vehicles: Immobilize steering wheel with a chain and padlock as specified in TM 9-232-28010 and TM 9-232-27210.

c. Other government vehicles that cannot be secured as indicated in paragraphs (a) and (b) above, but require locking and lack manufacturer installed locking devices: Secure by using a locally fabricated system. The system used for a self-propelled vehicle should, at a minimum, immobilize the steering mechanism and preferably the clutch and/or brake as well.

3. Government vehicles, when not in use, will be parked in motor pools. A fenced-in area is preferable.

4. Roving guard personnel will perform a security check at least ~~once every two hours.~~ **TWICE WITHIN A 24 HOUR PERIOD.**

5. Accessible and easily removed components vulnerable to theft because of their value (radios, optical equipment, etc.) or utility (hand tools, basic issue items, etc.) will be provided additional security. Additional security for these types of components is essential when a vehicle is unattended and not under the protection of a dedicated guard and may be provided by:

a. Storing in a secured structure.

b. Storing in a locked, enclosed truck, van or vehicle trunk.

ENCLOSURE (2)

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c. Storing in a locked equipment box or similar container secured to an open bed vehicle: e.g., in a locked ammunition or tool box chained to the bed of a 2 1/2 ton truck.

d. Securing items directly to the vehicle by locally fabricated method.

6. Privately owned vehicles will not be allowed to enter motor pools.

7. Items that can be used to defeat security measures, such as bolt cutters, hacksaws, axes, steel rods or bars will not be left in the motor pool area unsecured. Tools of this nature will be secured in respective tool kits or in other secure areas such as a tool room when not in use.

8. Use of common key (master key) operated lock sets to secure government vehicles is prohibited. Keys and locks will be strictly controlled and accounted for.

ENCLOSURE (2)

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HAND TOOLS, TOOL SETS, KITS AND SHOP EQUIPMENT SECURITY

1. Tool sets and kits with lockable tool boxes, when not in use, will be secured with a key operated, tumbler type padlock. The individual signed for the tools or kit, will maintain possession of the key. A duplicate key may be maintained by the shop supervisor provided it is stored in a secure key container with controlled access.
2. Portable hand tools, tool sets or kits and shop equipment, when not in use, and not under surveillance of a responsible person (user, supervisor, tool room keeper, guard), will be stored in a secure location. Nonportable items are adequately secure in the building or vehicle in which they are located provided the doors and windows are closed and locked. Secure locations for portable items include:
 - a. A locked building, room or metal cage in a secure building.
 - b. A locked built-in-cabinet, bin or drawer in a room or building.
 - c. A locked drawer or compartment of a furniture item (wall locker, desk, etc.) in a room or building.
 - d. Attached to the building structure by use of a cable, chain and padlock, or permanently fastened to the floor or work surface; e.g. running a chain through the handles of a locked tool box and locking to a heavy pipe, or bolting light electric grinders to a work bench and peening or spot welding bolts to prevent easy removal.
 - e. In locally fabricated lockable racks, when locked, prevent the tool box lid from being opened or keep larger tools from being removed.
 - f. In a locked enclosed truck, van or vehicle trunk.
 - g. In a locked vehicle equipment box or secured in a locked container secured to the vehicle itself; e.g., securing a tool box to the "eye" in the vehicle bed with a chain and padlock through the handles.
 - h. Secured in a locked CONEX container.
3. Common tools and portable shop equipment not signed out on receipts or sub signed receipts to a user will be controlled through a locally reproduced receipt, sign in/sign out log or an exchangeable tag (chit) system. Tool checks, metal disc that can be stamped with the mechanics name or identification are available through the supply system under an NSN number in the 9900 group and class.

ENCLOSURE (3)

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4. Access to tools and shop equipment will be controlled to the maximum extent possible. Access will be limited to user(s), the individual designated as responsible for security of items when not in use (tool room keeper), supervisors or command personnel.
5. Keys and locks used to secure hand tools, tool sets or kits, shop equipment and the facilities in which they are maintained will be controlled. Common keying (master key) lock sets will not be used to secure tools and shop equipment.
6. Highly expensive and pilferable hand tools which have a non-military application and subject to theft and improper use will be placed under special control in SERVMART stores.
7. Consolidate tool storage within a facility or unit and appoint a tool room keeper to control the issuance and recovery of all tools.
8. Color code all tools and tool boxes with a paint stripe or mark to rapidly identify component parts of sets or kits. Tape may be used.
9. Use a display identification system to rapidly identify missing tools. Silhouette backdrops and plastic are two methods. Stencil control numbers on each tool box and the corresponding storage area when the tool box is not in use.
10. Conspicuously paint all shop equipment, in whole or part, a particular color or a particular pattern to discourage thefts and to assist in identification.
11. Permanently mark all tools and shop equipment by stamping, engraving or scratching.
12. Prohibit removal of tools and shop equipment from work areas without specific authorization.
13. Closely monitor all tool losses and control pickups at the supply source to reduce opportunities for illegal diversions.

ENCLOSURE (3)

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ADMINISTRATIVE, HOUSEKEEPING SUPPLIES AND EQUIPMENT SECURITY

1. Furniture and Mess Equipment

a. Work rooms in which these items are located or stored will be secured when no responsible member permanently assigned to that particular activity is present. Minimum security will consist of all doors and windows closed and locked.

b. Furniture located in a recreation room or similar common area primarily used during the non-duty hours and not normally staffed, will be protected by controlling access to these areas to the maximum extent practical. This may be accomplished by requiring an individual who desires to use the facility to sign for the key(s) or having the duty officer or NCO periodically check the facility.

c. Occupants of quarters will be responsible for the security of government furniture located therein.

d. Mark the property with an identifier. This practice is particularly helpful in controlling items without serial numbers.

e. Provide additional security for television sets, stereos and other items vulnerable to theft by securing the items to the building structure with a chain or cable and padlock or by enclosing the items in a locally fabricated metal cage.

f. Maintain a record of the locations of items within the organization. The record should provide a brief description of the items, serial numbers, model numbers and unit identifiers, and rooms where items are located.

2. Office Machines

a. Buildings, rooms and offices in which office machines are located will be secured whenever an individual permanently assigned to the activity that occupies the room or office is not present. Minimum security will consist of closing and locking all doors and windows.

b. When size and weight allows, small office machines (hand held calculators, etc.) will be further secured by locking them in a desk or cabinet.

c. Mark each item for identification.

d. Conduct a weekly inventory of all office machines.

e. The responsible officer who signed for the equipment will constantly be aware of its location and status.

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f. Maintain a record of the location of items within their organization. The record should provide a brief description of the items, serial numbers, model numbers, unit identifiers, and rooms where the items are located.

3. Expendable/Consumable Supplies

a. At the unit and office level, items not issued for actual use will be stored in a secure room, container or building with access to keys and the storage facility strictly controlled.

b. Pilferable items will be stored and issued from a security area such as a cage. The manager will designate those items subject to abuse through excessive damage.

c. Units and departments should establish consumption "norms" to provide a basis of future comparison for a parallel period of time. Periodic reviews should reveal trends, substantial changes and appreciable differences in consumption among like units or offices that bear investigations.

d. Use inspections to ensure units and offices retain adequate quantities of supplies to meet short term needs only. Excessive quantities of supplies are subject to pilferage.

ENCLOSURE (4)

SECURITY OF SUBSISTENCE ITEMS

1. Subsistence storage facilities and refrigeration units will be secured at all times when entrances or exits are not under surveillance of personnel permanently assigned to the facility. Government key-operated, tumbler type padlocks will be used for this purpose except when a commercially installed locking device exists.
2. Keys and padlocks used to protect food stuffs and subsistence storage facilities will be stringently controlled.
3. Introduction of personal packages into and out of ration breakdown and subsistence storage areas will be restricted.
4. Access to ration storage areas will be strictly controlled. Access will only be authorized for individuals conducting official business.
5. All shipping containers, cases, etc, will be inspected to ensure they are empty and cardboard containers will be flattened prior to disposal.
6. Parking privately owned vehicles in the rear of the dining facility is prohibited after normal working hours.

ENCLOSURE (5)

CONSTRUCTION MATERIALS SECURITY

1. Outside storage areas for portable construction materials will be surrounded by barriers and will be lighted during the hours of darkness. Contractors are not bound by this requirement.
2. The number of issue points for construction materials will be kept to a minimum consistent with efficient operations.
3. Only authorized personnel will be authorized access into warehouse and storage areas.
4. Frequent and unannounced checks of all supplies, particularly those liable to pilferage or thefts, will be made.
5. Supplies will only be issued to those personnel for whom signature authorization cards are on file.
6. Receipts and issues of supplies will be carefully checked for accuracy. Incoming shipments will be checked immediately on receipt and before the supplies are placed in stock. Issues delivered to workmen and all outgoing shipments will be checked at the last possible moment before the supplies are delivered for transportation.
7. Review all work orders to determine if the recipient has requested excessive quantities of supplies for the work to be done.
8. Spot check completed jobs to ensure the issued materials were used for the intended purpose.
9. Restrict entry of privately owned vehicles into the warehouse or storage yard areas.
10. Restrict parking of privately owned vehicles within 50 feet of the warehouse or storage areas to the maximum extent possible.
11. Leave bulk packed items securely crated, banded, or sealed in original configuration until needed; i.e., do not break bulk items until it is necessary.
12. Spot check issue and receipt documents for indications of falsification (modifications, fictitious units or activity designations, fictitious or dual delivery receipts or forged documents).
13. Consolidate and store items particularly vulnerable to pilferage or theft in a separate, locked room or container within the warehouse or storage area. Require more intensive management and security practices for these items. Appoint a single individual with access and issue authority. Require frequent and partial inventories. Maintain an informal log of issues with information on recipients.

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14. Restrict the access or introduction of packages into the warehouse or storage area.

15. Restrict the pickup or transportation of government materials by privately owned vehicles. This restriction does not apply to contractors.

ENCLOSURE (6)

REPAIR PARTS SECURITY

1. Unit or department repair parts stock will be stored in a single area, readily accessible to maintenance or supply personnel to the maximum extent possible.
2. Portable repair parts will be secured by one of the following means:
 - a. In a locked, separate building or room.
 - b. In a locked, steel cage.
 - c. In a locked built-in storage container (bin, drawer, cabinet) or a free standing container large and heavy enough to be nonportable with stored parts (desk, wall locker, Conex box, etc.)
 - d. To the building in which located or other permanent structure.
3. Nonportable repair parts will be secured by storing them in a building with doors and windows secured during hours the facility is non-operational. When bulky or heavy items are stored outside they will be protected by appropriate security measures.
4. Access to repair parts, storage areas and keys or padlocks protecting these items will be stringently controlled.
5. Require all used parts to be turned in. Ensure used parts are properly protected and disposed of to preclude "recycling."
6. Spot check completed work to make certain new parts were installed and not switched with parts brought in from the outside.
7. Develop a system for recording identification of the individuals who receive and use the part(s).
8. Segregate all pilferable items and secure them in a separate room, building, or container with access limited to an appointed custodian.

ENCLOSURE (7)

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PETROLEUM, OILS AND LUBRICANTS (POL) SECURITY

1. POL tank trucks that contain fuel and are not under the surveillance of the operator, will be secured as follows:
 - a. Lock all hatch covers.
 - b. Lock manifold access door.
 - c. Secure each manifold valve with a transportation seal if a manifold access door can not be locked.
2. Fuel pods on vehicles will be secured with padlocks when the vehicles or tanks are carrying fuel and are not under surveillance of the operator.
3. Fuel carrying vehicles will be parked in well lighted areas, in motor pools protected by locked perimeter barriers, or under guard whenever feasible.
4. Packaged POL products not on board a vehicle will be safe guarded by one of the following means:
 - a. In a structure capable of being secured.
 - b. In an area protected by guards during the hours the storage facility is non-operational.
5. Ensure containers that can be used to carry fuel and hoses that can be used for siphoning are secured and not left lying around.
6. Place seals on all points of bulk fuel tanks, tank trucks, fuel pads, storage buildings and containers that might allow extraction of fuel by any means. This practice is particularly important on points where padlocks cannot be used. Broken seals provide indications of tampering.
7. Monitor unit or departments usage to determine if it is excessive. Periodically validate unit or activity requirements against POL point of issue for indication of criminal activity. Spot check frequency and quantities of issue to specific vehicles at POL points against vehicle mileage for indications of pilferage or illegal use.
8. Spot check the contents of containers where used POL products are stored and ensure they are used (not fresh products) and properly marked. Ensure used POL products are stored separately. Supervise the loading of used products to ensure fresh stocks are not being included with material being disposed.

ENCLOSURE (8)

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9. Ensure large POL packages, e.g., 55 gallon drums, are handled in such a way as to prevent their use as hiding places for pilfered items.

10. Prohibit entry of privately owned vehicles into military vehicle POL dispensing points.

11. Control circulation of commercial POL tankers on station. Military Police will check commercial tanker operators for possession of a delivery order or copy of the procurement contract that authorizes them to enter the installation.

12. Follow-up on bulk POL issues to ensure that the quantity issued actually arrives at the destination. Seals and locks on tanks may also be used to guard against diversion enroute.

13. Place locking gas caps on vehicles or install anti-siphon devices in vehicles to prevent thefts of POL products.

14. Review delivery and issue documents for indications of falsification (modification, fictitious aircraft or vehicle identification numbers of units, fictitious or dual delivery receipts, or forged documents).

ENCLOSURE (8)

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AUDIOVISUAL AND PHOTOGRAPHIC EQUIPMENT SECURITY

1. Storage of stock will be centralized and consistent with mission requirements. Stocks of audiovisual and photographic equipment that are portable, high value training aids, particularly those vulnerable to pilferage or theft, will be stored in a secure locked container, room or building.
2. Audiovisual and photographic equipment and training aids in the hands of users will be secured behind at least a single barrier when not in use, if practicable. An example of single barrier security is a classroom with all doors and windows locked.
3. Access to these items and all keys and locking devices used to safeguard them will be controlled.
4. Additional measures necessary to ensure the proper security of particular types of items will be determined by the responsible commander based on their value and vulnerability to theft.
5. Permanently mark items with unit identifiers, particularly any item that is not serialized. Keep a record of item descriptions, serial and model numbers, markings and locations, and frequently check the items.
6. If items are procured with nonmilitary markings and colorations similar to items available on the commercial market, conspicuously mark them with a unit identifier.
7. Ensure a responsible officer has signed for item(s), and is constantly aware of their locations and status at all times.
8. Store items in the same location whenever they are not being used to facilitate accountability of their presence. Label shelves, racks or areas where items are stored with their description, quantity and serial number(s) or permanent marking(s). This also serves to identify any missing items. A 3" by 5" card for each item giving similar information and the name and unit of the individual who signed for the item, or a copy of the receipt itself, can be placed near or in the vacant spot remaining to "close the loop" and account for its absence.

ENCLOSURE (9)

COMMUNICATIONS/ELECTRONICS: TEST, MEASUREMENT, AND DIAGNOSTIC
EQUIPMENT SECURITY

1. These items require double barrier protection when not in use. Double barrier protection will consist of the following:
 - a. Storing items in a locked room, steel cage or container (drawer, cabinet, enclosed bin) located inside a secure building.
 - b. Fastening items permanently to a workbench within, or to the internal structure of a secure building.
 - c. Mounting or storing items in a locked, enclosed truck, van trailer or other vehicle parked in the motor pool.
 - d. Not storing these items loose in parked aircraft. Installed communications/avionics equipment will be secured within the aircraft as prescribed above.
 - e. Limiting access to this type of equipment to users and supervisory personnel.
 - f. All items small enough to be concealed on a person should be stored separately from other items of equipment and supply.
 - g. Stringently controlling access to storage facilities.

USE AND CONTROL OF PROTECTIVE SEALS

1. Purpose of Seal. The purpose of the seal is to show whether integrity of a storage facility, vehicle or rail shipment, or container has been compromised. A plain seal is not a lock, although combination items referred to as "seal locks" are available. The whole purpose of a seal, no matter how well constructed, is defeated if accountability is not maintained.

2. Seal construction specifications should include:

a. Durability. Seals should be strong enough to prevent breakage during normal use.

b. Design. Seals should be sufficiently complex to make unauthorized manufacture of replacement seal difficult.

c. Tamper Proof. Seals should readily provide visible evidence of tampering and be constructed in a way that makes simulated locking difficult once the seal has been broken.

d. Individually Identifiable. Seals should have embossed serial numbers and owner identification.

3. Seals not issued for actual use should always be secured in a locked metal container with controlled access. Preferably, only seal custodians, alternates and supervisors or commanders should have access.

4. Accounting for Seals

a. Seal custodians should maintain seal accountability using bound log books instead of loose leaf binders.

b. When seals are issued to a using office, unit or activity, the custodian will log the date of issue, name of recipient and seal serial numbers.

c. Listen for "click" when inserting point of seal into sheath.

d. To ensure positive closure, tug down on strap and twist the point section inserted into the locking mechanism.

5. Units and departments using seals should develop detailed procedures for checking seals, action to be taken for breaking seals, and action taken when a broken or suspect seal is found.

6. All shipping documents will reflect seal numbers. All seals will be verified with a seal log, shipping documents or other appropriate documents before removal and disposal. Seals should be deformed sufficiently upon removal so that they cannot be used to simulate a good seal. They may be disposed of in normal trash.

ENCLOSURE (11)

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7. Colors of seals procured should be changed periodically as an additional physical security measure.

ENCLOSURE (11)

21 Feb 95

STORAGE STRUCTURE SECURITY

1. Buildings and rooms are considered secure if they meet the following standards.

a. Doors provide a degree of security comparable to that provided by the walls of the basic structure.

b. Door hinge mounting screws are not exposed to the exterior of the facility. If screws are exposed, they will be spot welded or peened, covered or filled with a material to prevent easy removal. Nails will not be used to mount hinges.

c. Door hinge pins exposed to the exterior should be spot welded or peened to prevent easy removal.

d. Doors to the exterior locked from the inside, are secured with a dead-bolt locking device, crossbar or similar locking device resistant to jimmying or manipulation from the outside as opposed to a latch style door lock.

e. All windows should have individual locking devices.

f. All first floor openings in excess of 96 square inches (619.4 square centimeters) that are located less than 12 feet (3.7 meters) from the ground level should be barred, grilled or covered with chain link material to prevent easy removal.

g. Doors secured from the outside are locked with U.S. Government tumbler type, key operated padlocks.

h. Walls, floors, and ceilings are constructed of at least 1/2" plywood, 1" tongue and grooved wood wall boards or equivalent.

ENCLOSURE (12)

KEYS, LOCKS AND CHAINS

1. Key Control Custodian. A key control custodian will be appointed in writing to issue and receive keys and maintain accountability for office, unit or activity keys. The key control custodian should have an alternate designated to receive, issue and account for keys in the absence of the key control custodian.

2. Key Control Register. Keys will be signed out to authorized personnel, as needed, on a key control register. The key control register will, at a minimum, contain the identification number of the key, date and hour of issuance, signature of recipient and initials of individual receiving the returned key. When not in use, the key control register will be locked in a secure container with controlled access.

3. Key Depository

a. A lockable container, such as a safe or filing cabinet, or a key depository made out of 26 gauge steel, equipped with a tumbler type locking device and permanently mounted to a wall, will be used to secure keys.

b. Only necessary primary keys will be maintained in the depository for accountability. Duplicate keys will be stored in a separate locked container.

c. The key depository will be locked at all times, except to issue or return a key and to conduct inventories.

d. The key depository will be located in a room where it is under constant surveillance or in a room that can be secured during nonduty hours.

4. Locks

a. U. S. Government, key operated, tumbler type padlocks will be used to safeguard classified, nonsensitive supplies and equipment if a lock is required. The following padlocks are recommended. Selection should be based on value of items to be protected, operational requirements and vulnerability to criminal attacks.

(1) Padlock, low security, key.

(2) Padlock, medium security, key.

b. Master key (common key) padlock sets will not be used.

ENCLOSURE (13)

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c. Padlocks in use offering a comparable level of security should not be changed solely to conform with this enclosure.

d. Padlocks not in use will be secured in a locked container along with their keys. Access to the container will be controlled.

5. Key and Lock Accountability

a. Keys to locks currently in use protecting property of an office, unit or activity will be checked at the end of each duty day. Differences between on-hand keys and the key control register will be reconciled. Keys may be issued for personal retention if daily turn-in clearly jeopardizes mission readiness or seriously affects operational efficiency. Personally retained keys will be inventoried on a "show basis" at least monthly.

b. Padlocks and their keys will be inventoried by serial number no less than semiannually. Inventory will be conducted on a "show basis" only.

c. Padlocks will be rotated at least annually. Rotation of existing locks and keys should be centralized and controlled by the key control custodian.

d. When a key to a padlock is determined to be missing, the padlock will be replaced immediately.

6. Chains. When a chain is required for security of classified, nonsensitive equipment and supplies, it can be obtained through SERVMART:

- a. 1/4"/.64 cm.
- b. 5/16"/.79 cm.
- c. 3/8"/.95 cm.
- d. 3/8"/.95 cm.
- e. 3/8"/.95 cm.

ENCLOSURE (13)

MARKING OF PROPERTY

1. Purpose of Markings. If properly done, marking of individual items of property serves three purposes.

a. It acts as a deterrent to prevent theft or pilferage of items.

b. It makes disposal of the property more difficult for the thief or pilferer (at pawn shops, for resale) since markings are not easily removed.

c. It increases the chance for successful recovery of the property and prosecution of the perpetrator. Good markings allow police or investigators to prove more readily a loss to the government, track a specific item, and build a case against the thief or pilferer.

2. Determining When to Mark Items. This decision ultimately rests with the unit commander or department head since marking is not required. In making this judgement, the commander should conduct a vulnerability analysis and consider the costs associated with the marking effort. Markings should be considered particularly for items procured for military use from civilian manufacturers without modification in appearance and also available on the commercial market (same colorations, configuration).

3. Developing a Marking System. Marking is worthwhile only if it identifies a specific item as belonging to a particular organization. In the case of non-consumable items, marking makes a particular item unique as compared to other like items in the organization. Commanders and supervisors will determine the specific marking system that meets the needs of their organization. As a general rule, the marking system adopted should:

a. Begin with a " US" or "USMC" to identify the item (to local pawnbrokers and other potential buyers) as Marine Corps property.

b. Have a unit identifier. The identifier may be an abbreviation of the office, unit, or activity designation, a unit identification code, a code keyed to hand receipt or hand receipt line number, or any other combination of characters (letters, numerals, symbols) distinctive for the using organization.

4. Location of Markings on Items. Large, distinct markings serve the purpose of deterrence and are appropriate for items such as shop equipment where appearance is not important. Similar markings may be more desirable beneath desks for esthetic reasons. For high value items, such as televisions and stereos, an engraved plate attached to the front with a strong bonding cement may act as a deterrent and not detract from the appearance of the item.

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5. Ways of Marking Items

a. Applying Decals. "Property of the United States Government" decals are available through GSA. Decals are primarily intended for office furniture and equipment.

b. Paint Markings on Larger Items. Stencils are available through GSA under "Stencil Set Marking":

- (1) 1/2" (1.3 cm) characters.
- (2) 1" (2.5 cm) characters.
- (3) 1 1/2" (3.8 cm) characters.
- (4) 2" (5.1 cm) characters.
- (5) 3" (7.6 cm) characters.
- (6) 4" (10.2 cm) characters.
- (7) 5" (12.7 cm) characters.

c. Scratching or Scoring Markings on Metal Items. A diamond tip marking instrument, similar to a pencil, can be obtained through GSA. Order Scriber, Diamond Point.

d. Etching or Stamping Metal Items. The following etching machines are available through supply channels:

- (1) Vibrator type.
- (2) Electric arc.

6. Recording Marked Items. Records of marked items, including a brief item description, serial and model number and name of individual to whom hand receipted, preferably the user, should be retained on file. These files should be kept at a location separate from the marked items, if possible. The files should be in a secure container with restricted access. Information should be made available to law enforcement personnel as soon as an item is determined missing, or if a loss cannot be explained, or a theft is suspected. **PROPERTY INVENTORY FORMS ARE AVAILABLE AT THE CRIME PREVENTION UNIT OFFICE, BUILDING 2800.**

ENCLOSURE (14)

CRIME PREVENTION/PHYSICAL SECURITY COUNCIL

1. Information. A combined MCAS Cherry Point, Crime Prevention Physical Security Council will be established and administered by the Security Department. Reference (a) requires the establishment of a Physical Security Council, and references (b) and (c) require the establishment of a Crime Prevention Council. In an effort to reduce the number of meetings with subjects that are closely related, the two councils have been combined.
2. Discussion. References (a) and (c) specify that Crime Prevention and Physical Security are a command responsibility. However, it is through a total coordinated effort between commanders, staff agencies and unit personnel that the best results in security effectiveness and crime prevention/reduction can be achieved. Reference (c) states that to be effective, a Physical Security Program must receive command attention and direction from all echelons within the chain of command.
3. Objectives. The objectives of the MCAS Cherry Point, Crime Prevention/Physical Security Council are:
 - a. Coordinate and implement initiatives which support the installation's Physical Security and Loss Prevention Program.
 - b. Provide the Commanding General with a ready means for evaluating the effectiveness of crime prevention measures.
4. Functions. The functions of the combined Crime Prevention Physical Security Council are:
 - a. Provide guidance for the development and distribution of the installation threat assessment.
 - b. Develop the installation physical security plan.
 - c. Evaluate the effectiveness of the installation security program and ensure regulatory compliance.
 - d. Recommend priorities for the commitment of security resources to the commander.
 - e. Evaluate the results of security related inspections, surveys and exercises, and recommend corrective actions.
 - f. Review installation entry and visitor control procedures.
 - g. Evaluate crime prevention programs and levy specific tasks in support of these programs upon commanders, officers-in-charge and heads of staff agencies.
 - h. Evaluate reports of significant losses or thefts and corrective actions taken.

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- i. Develop security education requirements.
- j. Review existing regulations, directives and plans to ensure that the installation can support a terrorism counteraction program suited to the local situation.
- k. Identify causes of specific crime problems.
- l. Recommend appropriate crime prevention measures.

5. Organization. The Chief of Staff, MCAS, Cherry Point, or his designee will serve as the chairperson of the Crime Prevention/Physical Security Council. The Provost Marshal will serve as the coordinator. The functions of the council require decisions to be made when meetings are conducted, therefore appointments will be made that ensure continuity of attendance and the ability to represent unit/activity commanders. Listed below are the sections that will sit on the Crime Prevention/Physical Security Council:

- a. MCAS, Chief of Staff - Chairperson
- b. Provost Marshal - Coordinator
- c. Crime Prevention Specialist
- d. Physical Security Specialist
- e. Station Security Manager
- f. Station ADP Security Manager
- g. Naval Investigative Service Special Agent in Charge
- h. Staff Judge Advocate
- i. Director of Facilities
- j. Director of Operations
- k. Facilities Development Officer
- l. Facilities Maintenance Officer
- m. Facilities Engineering Officer
- n. Ordnance Officer
- o. Armory Officer
- p. 2d MAW Security Manager
- q. Group Security Officers
- r. NADEP Physical Security Director
- s. Naval Hospital Security Officer
- t. DLA Security Manager
- u. MWR Security Manager

6. Administration

a. The Crime Prevention/Physical Security Council will meet quarterly in accordance with reference (c). Minutes of the meeting will be recorded by the Security Department and distributed to the Commanding General and members of the council.

b. Crime Prevention/Physical Security members will be appointed in writing.

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