



DEPARTMENT OF THE NAVY
NAVY RECRUITING DISTRICT, NEW ORLEANS
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NEW ORLEANS, LOUISIANA 70143-5077

NAVCRUITDISTNOLAINST 5530.1L
01
10 Mar 2015

NAVCRUITDIST NEW ORLEANS INSTRUCTION 5530.1L

From: Commanding Officer, Navy Recruiting District New Orleans

Subj: PHYSICAL SECURITY AND LOSS PREVENTION PROGRAM

Ref: (a) OPNAVINST 5530.14E W/CH-2
(b) SECNAVINST 5510.36A
(c) NAVCRUITDISTNOLAINST 5239.1H

Encl: (1) Standard Form 701, Activity Security Checklist
(2) Physical Security Plan
(3) Loss Prevention Plan

1. Purpose. To establish policy, provide guidance and set forth uniform standards for security measures to physically safeguard Navy property and material at Navy Recruiting District, New Orleans as specified in references (a) through (c).

2. Cancellation. NAVCRUITDISTNOLAINST 5530.1K.

3. Discussion. The Physical Security and Loss Prevention Program is part of the overall security program at this activity. The physical security portion of the program is concerned with means and measures designed to safeguard personnel and protect property by preventing, detecting, and confronting acts of unauthorized access, espionage, sabotage, wrongful destruction, malicious damage, theft, pilferage and other acts which would reduce to some degree the capability of this activity to perform its mission. Loss prevention is particularly concerned with preventing loss of supplies, tools, equipment or other materials in use, storage, transit and during the issue process. Concern is not only focused on the threat of criminal activity and acts of wrongdoing by forces external to the internal causes: theft and pilferage by those who have authorized access; inattention to physical security practices and procedures, and disregard for property controls and accountability.

4. Security Responsibilities. Security is the direct, immediate, legal and moral responsibility of all persons in the naval service at Navy Recruiting District (NRD) New Orleans are set forth in the following subparagraphs.

a. The Commanding Officer. The Commanding Officer (CO) of NRD New Orleans is responsible for appointing a Security Officer and for establishing and maintaining a Physical Security and Loss Prevention Program within the NRD. The CO will provide sufficient resources, staff assistance and authority to the Security Officer to implement, manage and execute an effective program.

b. The Security Officer. The Security Officer is the Executive Officer (XO) of NRD New Orleans. He/she will assist the CO by determining the adequacy of the Command Physical Security and Loss Prevention Program within the command by identifying those areas in which improved physical security and loss prevention measures are required and by managing the program. The Security Officer will:

(1) Manage, implement and direct the command's Physical Security and Loss Prevention Program.

(2) Conduct annual Physical Security Surveys to determine the adequacy of the command's Physical Security and Loss Prevention Program and provide recommendations for improvement to the CO.

(3) Develop and maintain physical security instructions when required.

(4) Establish and maintain liaison with Federal Investigative Agencies, local Naval Criminal Investigative Service (NCIS) components and local fire or police agencies, when needed.

(5) Serve as Chairman and be responsible for the minutes and records of the command Physical Security Review Committee.

c. Security Manager. The Security Manager is the CO's advisor and direct representative in matters pertaining to security of classified material. In the performance of these duties, he/she is guided by reference (b). The NRD New Orleans Security Manager is the XO.

d. Physical Security Review Committee (PSRC).

(1) A PSRC will be established as required to advise and assist in implementing the Physical Security and Loss Prevention Program set forth in this and other directives. The committee will:

(a) Assist in determining requirements for and evaluating security afforded to the Navy Recruiting District.

(b) Review reports of significant losses and breaches of security in order to recommend improvements to the Physical Security and Loss Prevention Program.

(c) Approve and draft the Physical Security and Loss Prevention Plan, or recommend changes thereto, prior to submission to the CO.

(d) The PSRC will include the following membership:

1. The XO (Chairperson)
2. All Department Heads

e. Key Security and Lock Control. The NRD New Orleans Key and Lock Control Program will include all keys, locks, padlocks and locking devices used to secure or protect critical assets, classified and sensitive materials or supplies. Not included in this program are locking devices for convenience, privacy, administrative or personal use.

f. Key Control Officer. The Key Control Officer is directly responsible for all security related key and lock control functions at the activity. At NRD New Orleans the LSO assumes this function and will conduct an annual inventory of all issued keys at NRD New Orleans.

g. Key Custodian. Each Department Head and DIVO, LCPO and LPO of a Navy Recruiting Station at NRD New Orleans will be a Key Custodian and responsible to the Key Control Officer for all keys controlled by that functional area. Each custodian may have sub-custodians as operationally necessary to accomplish the mission. The key log will be maintained until completion of the NIT inspection cycle. Additionally, the Supply Department shall ensure that security locks, padlocks and/or lock cores shall be rotated from one location to another at least annually to guard against the use of illegally duplicated keys.

h. LPO. The LPO of a Navy Recruiting Station shall ensure that a daily security check is completed using enclosure (1). A file copy will be maintained by the LPO until the end of the month.

i. Headquarters Secure Check. Each department head is responsible for conducting a security check of assigned spaces. This security check is to be conducted at the end of each work day using enclosure (1). The completed check sheet will be retained by the Watch Bill Coordinator at the end of the month.

5. Physical Security Plan. Enclosure (2) contains the NRD New Orleans Physical Security Plan.

6. Loss Prevention Plan. Enclosure (3) contains the NRD New Orleans Loss Prevention Plan.

7. Action.

a. All NRD New Orleans personnel are responsible for being familiar with the contents of this instruction.

b. If any of the events in enclosures (2) or (3) occur, the XO and CO are to be notified immediately. They in turn shall notify Commander, Navy Recruiting Region East if required.

8. Forms. Standard Form 701, Activity Security Checklist, may be ordered through normal supply channels using stock number NSN 7540-01-213-7899.

/s/
C. A. STOVER

Distribution List:
Electronic only, via
<http://www.cnrc.navy.mil/neworleans/>

NAVY RECRUITING DISTRICT NEW ORLEANS
PHYSICAL SECURITY PLAN

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ANNEX A

INCIDENT REPORTING PROCEDURES

1. All unusual occurrences or incidents not within the normal purview of OPNAVINST 3100.6C which involve recruiting personnel and which threaten or jeopardize accomplishment of the recruiting mission and welfare of Government property and equipment shall be reported immediately to COMNAVCRUITCOM by phone; followed-up by a priority message.

2. Action.

a. Occurrence of reportable incidents shall be reported immediately to the CO or the XO via the fastest means possible.

b. Reports should contain the following information, however, do not delay reporting in order to gain additional information.

- (1) Type incident/event being reported
- (2) When occurred (Date, time)
- (3) Potential media interest
- (4) Affect on mission
- (5) Name, Rank/Rate, SSN on individual(s) involved
- (6) Where occurred (city, state, zip, address)
- (7) How/method of execution of incident/event
- (8) Why incident/event took place
- (9) Location and type of government facility/property involved
- (10) NCIS involvement/notification, if any
- (11) Instances of misconduct which may be reported by local press.

c. Type of reportable incidents:

(1) Instances of misconduct which may be reported by local press.

(2) Significant damage to civilian property resulting from actions of members of the Department of the Navy.

(3) Acts or attempts to willfully destroy property of the U. S. Navy.

(4) Bomb threats which are evaluated by the reporting officer as probably valid. Use a UNIT SITREP for those bomb threats determined to be a hoax. (CNO is not a required addressee on this UNIT SITREP; however, DIRNAVINSERV WASHINGTON DC must be an information addressee.)

(5) Death of, critical injury to, or missing commanding or senior officers (flag officer or equivalent).

(6) Fires, flooding, explosions, collisions, groundings or other accidents to Naval units.

(7) Major and serious incidents with racial overtones which indicate a serious lack of racial harmony and which could become a matter of high Navy interest.

(8) Major fraud, waste or abuse, which could involve high level Naval interest, media inquiry, or gross inefficiency in question.

(9) Incidents involving death, serious injury, or serious illness in which the adequacy of medical case is reasonably in question.

(10) Any incident of high level Navy interest which does not fall into the category of any other report in the OPREP-3 Navy Blue Series.

d. For further instructions see COMNAVCRUITCOMINST 5530.2

ANNEX B

PROCEDURES FOR FIRE

1. In the event of a fire at NRD New Orleans, the building will be evacuated. If time permits, all outside windows are to be closed prior to leaving the building. Fire alarms are located near each exit and will be activated by the first person to leave the building. All personnel should become familiar with the exit routes as posted in each room. After evacuating the building, all personnel will muster in the farthest end of the parking lot away from bldg 192.

2. The DIVO of all NRD New Orleans recruiting stations will devise and submit to the XO via the chain of command, local fire procedures and familiarize all personnel in their use. Additionally, a listing of telephone numbers for local fire, police and emergency medical assistance agencies will be maintained near all telephones.

3. All NRD New Orleans personnel are responsible for notifying the CO or XO immediately after necessary action has been taken.

ANNEX C

PROCEDURES FOR EXPLOSIONS

1. After an explosion, the fire alarm will be activated and the building evacuated following the same routes and procedures as for a fire. A muster shall be taken in the farthest end of the parking lot away from bldg 192. No building in NRD New Orleans will be re-entered for any reason after an explosion until cleared to do so by base security, local law enforcement or fire department personnel.
2. Procedures for Navy Recruiting Stations. After an explosion at a Navy Recruiting Station, the fire alarm will be activated and the building evacuated following the same routes and procedures as for a fire. A muster shall be taken at a predestinated area at least 50 yards from the Navy Recruiting Station. No building will be re-entered before clearance from the CO, XO or local authorities on scene.
3. All NRD New Orleans personnel are responsible for notifying the CO or XO immediately after necessary emergency action has been taken.

ANNEX D

CRISIS/CIVIL DISTURBANCES

1. In the situation of a disturbance consisting of an unruly or hostile group, the recruiting facility shall be locked with personnel inside and the local police or security force notified along with the CO and/or XO. No attempts will be made by Navy personnel or employees to subdue or disperse the crowd. No one will leave the office until everybody in the crowd has left the area. Recruiting personnel will not enter into a discussion or argue with demonstrators.

2. Protestor's goals are usually to gain maximum media attention. NRD New Orleans recruiters shall project a clear image of calm, controlled response, indicating the situation will be dealt with according to practical routine. Lack of confusion or excitement will diminish media impact and may be sufficient to terminate the protest. Recruiters and supervisors are not to make comments or provide interviews to the media. All requests by the media are to be forwarded to the CO or the XO.

3. Although any naval activity/facility may be a target during a civil disturbance, recruiting stations are particularly vulnerable.

ANNEX E

MAJOR ACCIDENTS

1. In the aftermath of a major accident, the first priority is to administer first aid to the victims. A first aid station will be set up and the movement of any injured personnel will be supervised by emergency medical personnel.
2. All accidental injuries to or deaths of military personnel, on or off-duty, and of civilian employees of the Navy arising out of and in the course of employment, except those as a result of a motor vehicle accident, shall be reported in accordance with OPNAVINST 5102.1.
3. In the event of a death of a member of this command, procedures should be completed in accordance with BUPERSINST 1770.3.

ANNEX F

HOSTAGE SITUATIONS

1. A terrorist group may undertake the seizure of a specific hostage for ransom or political bargaining purposes. An armed attack scenario may be used against NRD New Orleans recruiting facilities or vehicles when personnel are present in order to use both the asset and the personnel as leverage to bargain for publicity and political advantage.

2. All recruiting personnel at NRD New Orleans will be particularly alert for any strange activity or unusual interest in their travel itinerary by civilians and will report this to the XO via the chain of command immediately. Local law enforcement agencies and NCIS in high threat areas will also be notified.

ANNEX G

SABOTAGE

1. Sabotage is an act or acts with intent to injure, interfere with, or obstruct the national defense of a country by willfully injuring or destroying, or attempting to injure or destroy, any national defense or war material, premises or utilities, to include human and natural resources. Methods of Sabotage:

a. Mechanical: Includes the introduction of foreign objects into machinery, severing of wires or cables, removal of components and the mishandling/abuse of equipment.

b. Arson: Includes firebombing, electrical shorting and the use of incendiary agents.

c. Explosive: Includes use of governmental/commercial preparations, home compounds, contact trip-wire detonators and timed devices.

d. Psychological: Includes such things as instigation of labor strikes and group hostilities toward activities.

2. In the event that any accident or incident is determined to be a result of sabotage or attempted sabotage, local fire and police authorities must be notified, as needed, immediately. Additionally, NRD New Orleans personnel will contact the CO and XO for further guidance and reporting requirements.

ANNEX H

BOMB THREATS

1. Any person assigned to NRD New Orleans who receives a bomb threat call will fill out the form on pages H-2 and H-3 during or as soon as possible after receiving the call to aid in apprehending the caller. After the caller hangs up, evacuate the building if necessary; notify the local fire and police agencies, NCIS and the CO or XO.
2. Since the possibility of a mail bomb is very real, all personnel will familiarize themselves with the procedures on page H-4 for detecting a mail bomb.

CHECKLIST FOR TELEPHONICALLY RECEIVED BOMB THREAT

1. What are/were caller's exact words?

2. Ask:

- a. Where is the bomb?
- b. When will the bomb explode?
- c. What does it look like?
- d. What is the explosive?
- e. Why was it placed?

(Obtain as much detail as possible about the bomb and its location. Bombers often wish to avoid injury or death. Request more data by expressing a desire to save lives.)

3. Origin of call, if known:

- Local Long Distance Phone Booth Internal
-

4. Identity of caller:

- | | | | | |
|--|-------------------------------------|-----------------------------------|------------------------------------|---|
| <u>VOICE</u> | | <u>SPEECH</u> | | <u>ACCENT</u> |
| <input type="checkbox"/> Male | <input type="checkbox"/> Female | <input type="checkbox"/> Fast | <input type="checkbox"/> Slow | <input type="checkbox"/> Local |
| <input type="checkbox"/> Foreign | <input type="checkbox"/> Child | <input type="checkbox"/> Distinct | <input type="checkbox"/> Distorted | <input type="checkbox"/> Racial |
| <input type="checkbox"/> Regional | <input type="checkbox"/> Soft | <input type="checkbox"/> Stutter | <input type="checkbox"/> Nasal | |
| <input type="checkbox"/> Loud | <input type="checkbox"/> Deep | | | |
| <input type="checkbox"/> High | | | | |
| <u>PITCH</u> | | <u>LANGUAGE</u> | | <u>BACKGROUND NOISE</u> |
| <input type="checkbox"/> Raspy | | <input type="checkbox"/> Good | | <input type="checkbox"/> Music |
| <input type="checkbox"/> Pleasant | | <input type="checkbox"/> Foul | | <input type="checkbox"/> Quiet |
| <input type="checkbox"/> Intoxicated | | <input type="checkbox"/> Poor | | <input type="checkbox"/> Voices |
| | | | | <input type="checkbox"/> Trains |
| | | | | <input type="checkbox"/> Animals |
| <u>MANNER</u> | | | | <input type="checkbox"/> Office Machines |
| <input type="checkbox"/> Calm | <input type="checkbox"/> Rational | | | <input type="checkbox"/> Factory Machines |
| <input type="checkbox"/> Incoherent | <input type="checkbox"/> Deliberate | | | <input type="checkbox"/> Street Traffic |
| <input type="checkbox"/> Emotional | <input type="checkbox"/> Irrational | | | |
| <input type="checkbox"/> Nervous Laugh | <input type="checkbox"/> Righteous | | | |
| <input type="checkbox"/> Angry | <input type="checkbox"/> Coherent | | | |
-

5. Date of Call: _____ Time: _____ A. M./P.M.

6. Name of person receiving call: _____

DELIVERY OF EXPLOSIVES, CHEMICAL, OR BIOLOGICAL AGENTS VIA THE MAIL

1. While most terrorist bombs and dangerous agents are transported to the target by individuals, public mail and parcel delivery have been used throughout the world to deliver explosives and dangerous agents disguised as packages, books, and places of work. The sophistication and effectiveness of such devices vary greatly. Letter bombs, for example, have weighed as little as one ounce and have been less than 1/8-inch thick, although somewhat larger ones are necessary for a lethal effect. Packages can contain enough explosive to severely damage a large building or agent to cause sickness and death. Fortunately, personnel can be taught to recognize those packages and letters which are likely to contain explosive or dangerous agents. Additionally, relatively inexpensive metal detection devices can help screen large volumes of mail. Identification and segregation of suspected mail is the most important step in protection against these types of devices.

2. All personnel shall become accustomed to automatically checking letters and packages delivered through the mail to either their residence or place of work in accordance with the guidelines below. Mail clerks and others who handle large volumes of mail shall be particularly well trained. When checking mail, personnel shall remember the key words, **LOOK, SMELL, WEIGHT and FEEL.**

a. **LOOK**: Look at the mail for the following features:

- (1) Is it from a strange place or an unknown or unusual sender? (Letter bombs are often mailed from another country.)
- (2) Does it lack a return address?
- (3) Does it have excessive postage?
- (4) Is the size of the item abnormal or unusual?
- (5) Are there oily stains on the item?
- (6) Are wires or string protruding or attached in an unusual place?

(7) Is the item marked conspicuously with the receiver's name, for example "Eyes Only for Mr. Smith," "Confidential for Mr. Smith," or "Personal for Mr. Smith?" (Letter bombs usually are hand-addressed.)

(8) Is the spelling correct?

(9) Does the letter or parcel have unusual or strange markings? (If the item is marked as a classified document, is it marked in accordance with official procedures?)

(10) Do the return address and postmark differ?

(11) Is the letter or parcel unduly wrapped or sealed?

b. **SMELL:** Does the item smell peculiar? (Many explosives used by terrorists smell like shoe polish or almonds.)

c. **WEIGHT:** Is the item unusually heavy or light? Is it uneven in balance?

d. **FEEL:** **CAREFULLY** feel the item to determine if there is an unusual object enclosed. **DO NOT BEND OR FOLD.**

(1) Is there a springiness in the top, bottom, or sides?

(2) Is there a stiffening either with cords or other material? (Such stiffening in envelopes could indicate a spring loaded striker.)

(3) Is there a perceptible bump or lump?

3. Whenever personnel suspect that letter or packages contain an explosive or dangerous agent, they will notify command security and local law enforcement personnel immediately. Opening or tampering in any way with suspect letter or packages shall only be done by an expert. Such letters or packages shall not be immersed in water. This may make the paper soggy and cause spring loaded devices to detonate. Suspect items shall be placed carefully in a special container, if available. If such a container is not available, the item shall be left alone until experts or supervisors arrive.

ANNEX I

TERRORIST ACTS

1. Terrorism is the use of tactics, principally by small groups, designed to create panic and chaos through the use of deadly force, publicity, uncertainty and coercive acts of violence directed against specific or general targets in the general population and government. Terrorism in the United States is increasing. Acts of terrorism directed at naval personnel, activities or installations have the potential to destroy critical facilities, injure or kill personnel, impair or delay accomplishment of mission and cause incalculable damage through adverse publicity and public perceptions of incident handling and results.

2. Terrorist methods which may be directed toward NRD New Orleans recruiting personnel include:

a. Bombs. Bombs may be placed to destroy equipment, cause fires, create casualties or create press coverage.

b. Ambush. Rapid ambush attacks by individuals or small groups against recruiting personnel in remote locations or while in transit.

c. Armed Attack. An armed assault against recruiting facilities or mission activities (school presentations, campus visits) with the objective of causing disruption and adverse publicity.

d. Hostage Situations. A seizure of a recruiter for ransom or political bargaining purposes.

e. Sabotage. Terrorist groups may engage in various forms of sabotage to disrupt recruiting activities and discredit the naval service.

3. All NRD New Orleans personnel are to familiarize themselves with the terrorist methods listed above and notify the CO or XO and appropriate police and law enforcement agencies of all known or suspected terrorist acts. Additionally, recruiters are to be alert for any unusual activity which may indicate that they have been targeted and take steps to protect their well-being immediately.

ANNEX J

NATURAL DISASTERS

1. For South Louisiana and Mississippi, heavy tropical storms and hurricanes are continuous threats to recruiting assets and offer the greatest potential for a natural disaster.

2. All NRD New Orleans personnel are to be familiar with the procedures and information outlined in NAVCRUITDISTNOLAINST 3440.1 (Destructive Weather Plan).

NAVCRUITDISTNOLAINST 5530.1L
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NAVY RECRUITING DISTRICT NEW ORLEANS
LOSS PREVENTION PLAN

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ANNEX A

STORAGE CONTAINERS, VAULTS AND STRONG ROOMS

1. Storage containers, vaults and strong rooms will conform to the specifications contained in reference (b).

ANNEX B

SECURITY CHECKS

1. Each naval activity must establish a system for the daily after hours checking of security areas, facilities, containers and vehicles.
2. Exterior security checks of NRD New Orleans Headquarters and parked vehicles are accomplished on an around the clock basis by NAS JRB security personnel.
3. Security checks for vehicles and Navy Recruiting Stations are accomplished by local law enforcement agencies.

ANNEX C

PARKING OF RECRUITING AND PRIVATELY OWNED VEHICLES

1. As a general rule, to prevent property losses, vehicles will be parked in well lighted areas at night and by day in areas which afford unobstructed viewing of the parking area by recruiting personnel.

ANNEX D

SECURITY OF FUNDS

1. The physical security requirements for funds under the control of the NRD XO and Welfare and Recreation Fund Custodian are contained in BUPERSINST 1710.11, Subj: Operation of Morale, Welfare and Recreation (MWR) Programs.

2. NRD personnel who are responsible for the funds mentioned in paragraph 1 will ensure compliance with applicable regulations and security procedures.

ANNEX E

OFFICE EQUIPMENT SECURITY

1. Electric typewriters, computers, calculators, adding machines, and similar items of office equipment, will be protected to preclude pilferage. When an office space is vacant during non-duty hours, doors will be secured and access controlled or these items of equipment will be stored in security containers, storage cabinets or desks. As an alternative, electric typewriters and similar items may be secured to desks with commercially available anchor pads.
2. Audio visual equipment will be stored within spaces to which access is controlled during normal duty hours. After normal duty hours, these items will be secured in a locked room and key control procedures instituted.
3. Formal inventories will be taken yearly and with any change of Department Head at headquarters or the DIVO/LCPO at a recruiting station. Any discrepancies will be reported immediately to the LSO who will ensure that the proper loss surveys are initiated. The XO will determine if a formal investigation is necessary.
4. For further information on the security of computer equipment see NAVCRUITDISTNOLAINST 5239.1.

ANNEX F

PROTECTIVE LIGHTING

1. Protective lighting provides a means of continuing, during hours of darkness, a degree of security approaching that which is maintained during daylight hours. It increases the effectiveness of security forces performing their duties, has considerable value as a deterrent to thieves and may make the job of the saboteur or terrorist more difficult.

2. Whenever possible, Navy recruiting stations in NRD New Orleans will be situated at locations which afford the best utilization of available protective lighting. Where lighting is impractical, additional compensating measures will be initiated.