



## DEPARTMENT OF THE NAVY

NAVY RECRUITING DISTRICT NEW YORK  
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GARDEN CITY, NY 11530-4858

NAVCRUITDISTNYINST 5510.2L

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8 July 14

### NAVY RECRUITING DISTRICT NEW YORK INSTRUCTION 5510.2L

Subj: PHYSICAL SECURITY AND LOSS PREVENTION PROGRAM

Ref: (a) OPNAVINST 5530.14E W/CH-1  
(b) COMNAVCRUITCOMINST 5530.2

Encl: (1) Key and Lock Control Program  
(2) Departmental Responsibilities  
(3) Alarm Instructions  
(4) Sample DD Form 200, Financial Liability Investigation of Property Loss

1. Purpose. To establish policy and procedures for ensuring physical security and loss prevention in all Navy Recruiting District, New York (NRD NY) facilities, in accordance with references (a) and (b).

2. Cancellation. NAVCRUITDISTNYINST 5510.2K

3. Discussion. Security is the direct, immediate, legal and moral responsibility of all persons in the Naval Service and civilians employed by the Navy. The Physical Security and Loss Prevention Program is part of the overall security program at this activity. Concern is focused on both the threat of criminal activity and acts of wrongdoing by forces external to the command, as well as toward internal causes.

a. Physical security is concerned with 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, or other acts that would reduce the capability of this command to perform its mission.

b. Loss Prevention is concerned with preventing loss of supplies, tools, equipment and other materials in use, storage, transit and during issue by those who have authorized access; disregard for property controls and accountability; and inattention to physical security practices and procedures.

4. Physical Security Review Committee (PSRC)

a. The PSRC is designed to advise and assist in implementing the Physical Security and Loss Prevention Program by:

(1) Determining and evaluating security requirements for NRD NY.

(2) Reviewing reports of significant losses and breaches of security, and recommending improvements to the program.

(3) Reviewing this instruction and recommending changes prior to submission to the Commanding Officer (CO).

b. PSRC membership includes the Executive Officer (XO) (Chairman) and all Department Heads. Meetings will be held as required. Minutes will be recorded and retained for two years.

c. A Loss Prevention Subcommittee (LPS), appointed by the PSRC Chairman, will meet as required to review and tabulate losses and action taken. Minutes will be appended to the PSRC minutes.

#### 5. Action

a. The XO is designated as the Command Security Manager. The Security Manager is the CO's advisor and direct representative concerning the security of classified materials.

b. The Supply Officer (SUPPO) is designated as the Command Minor Property Coordinator. The Minor Property Coordinator assists the CO in maintaining accountability of all minor property assets acquired for immediate use and having a unit cost less than the investment/expense threshold (currently \$5,000 or more) plus items below \$5,000 such pilferable, hard to replace or repair and items to the activity's business or mission as used by Congress in appropriating funds. Specific duties include:

(1) Maintain property accountability. Ensure Department Heads and Leading Petty Officers (LPO's) assume custody for all major/minor equipment under their cognizance, including: computers, photocopy machines, fax machines, shredders, TV's, DVD/VCR machines, and cameras.

(2) When notified that property is missing:

(a) Notify the CO and the XO.

(b) Notify the Naval Criminal Investigative Service (NCIS), and report the serial numbers and estimated value of the equipment.

(c) Notify the Army Corps of Engineers, if there is evidence of forcible entry.

(d) Draft a Missing-Lost-Stolen-Recovered (MLSR) report, as required, for material exceeding \$100.00.

(3) Maintain the District's Key Control Program. See enclosure (1).

c. The Administrative Officer (AO) is designated as the Physical Security Officer. The Physical Security Officer assists the CO in determining the adequacy of the Command's Physical Security and Loss

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Prevention Program by identifying those areas where improved physical security and loss prevention measures are required, and by managing the program. Specific duties include:

(1) Maintain records of violations and breaches of physical security measures and procedures, including corrective action taken. These records shall be maintained for a minimum of two years.

(2) Establish and maintain liaison with federal investigation agencies, Naval Criminal Investigative Service (NCIS) and local fire and police agencies, as necessary.

(3) Draft, disseminate and maintain minutes and records of the PSRC and the LPS.

(4) Brief all newly reporting civilian and military personnel on the Physical Security and Loss Prevention Program.

(5) Conduct annual physical security surveys to determine the adequacy of the command's program, and provide recommendations for improvement to the CO.

(6) Request annual threat assessments, as needed through the local NCIS resident agent.

(7) Develop and maintain physical security instructions.

d. Each Department Head and/or Supervisor is responsible for the security of his/her assigned spaces as designated in enclosure (2).

(1) If any custody-controlled item is found to be missing:

(a) Call the Command Duty Officer and local police.

(b) Obtain the police report and a control number.

(c) Notify the SUPPO.

(d) Submit Financial Liability Investigation of Property Loss (DD Form 200) to the SUPPO within 48 hours (enclosure (4)).

(2) Perform duties as key custodians as required in enclosure (1).

e. The last individual departing the space will:

(1) Secure all equipment, lights and windows.

(2) Complete and sign the checklist.

(3) Set the alarm, if at Headquarters, using the procedures in enclosure (3). If the space is reopened at a later time on the same date, the same procedures are required.

6. Security of Supply Department spaces will apply to the SUPPO:

a. General supply and collateral materials in store will always be kept under lock and key except when the bulk of such material makes storage under lock and key impractical.

b. Supply spaces will be kept locked when not attended by authorized personnel.

c. Responsibility for the security of the storerooms will rest with each individual who enters those spaces.

d. Permission for entry of persons ordinarily not authorized to access supply spaces will be obtained from the Supply Department.

e. No supply space will be secured in such a manner that access to supply spaces by use of ordinary firefighting equipment is impeded in an emergency.

f. Keys for use throughout the department will not be taken from the command under any circumstances upon securing.

g. A key log will be maintained to identify the holders of keys removed from the key locker. Duplicate door keys for the department shall be labeled and stored in the key cabinet.

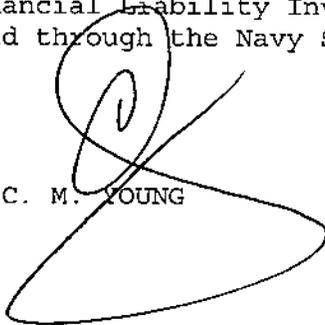
h. Combinations to combination locks will not be recorded in writing.

7. Supply Department Office. The Supply Department Office is to be kept locked when not opened for business.

8. Form

a. DD Form 200 (7-2009), Financial Liability Investigation of Property Loss can also be obtained through the Navy Supply System NSN 0102-LF-011-9100.

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KEY AND LOCK CONTROL PROGRAM

1. The NRD NY Supply Officer (SUPPO) is tasked with managing and controlling a strict key and lock control program, which includes keys, and access cards used to protect or secure District Headquarters, critical assets, and sensitive materials.

a. The Key Control Officer will:

(1) Institute a key control system showing keys on hand, keys issued, to whom, date/time the keys were issued and returned, and the signature of the person(s) drawing or returning a security key. Continuous accountability of keys is required at all times.

(2) Issue keys only to those personnel at the district Headquarters (HQ) with an approved need. Convenience or status is not sufficient criteria for receiving a security key.

(3) Conduct an annual inventory of all issued keys at NRD HQ and maintain appropriate logs and records.

b. Key Custodians. Division Officer, Division Leading Chief Petty Officer (DLCPO) and LPOs will be designated as Key Custodians. Each will:

(1) Be responsible to the Recruiting Operations Officer (R-OPS) Division Officers, or DLCPO for all keys to their assigned spaces.

(2) Designate sub-custodians, as appropriate.

(3) Maintain a key control system as described in paragraph 1a (1).

(4) Inventory keys issued to custodial and sub-custodial key log accounts at least monthly.

(5) Report any missing keys to the ROPS or DLCPO immediately.

(6) No duplicate command keys will be made without approval in writing by the Command Security Manager and/or Physical Security Officer.

DEPARTMENTAL RESPONSIBILITIES

<u>SPACES</u>	<u>PERSON RESPONSIBLE</u>
1. <u>Administrative</u>	AO
a. Commanding Officer's Office	
b. Executive Officer's Office	
c. Administrative Office	
d. Conference Room (Main and Executive)	
e. Reproduction/Mail Room	
2. <u>Supply</u>	SUPPO
a. Office spaces (HQ)	
b. Storerooms	
c. Main and Rear Entrance Doors (HQ)	
d. Systems Administrator Office (HQ)	
3. <u>Education Services Specialist</u>	ESS
a. ESS Offices (S.I./NJ)	
4. <u>Officer Programs Offices</u>	R- OPS, A-OPS
a. Office spaces (Metro/HQ/NJ)	
b. Testing room (Woodbridge)	
5. <u>Enlisted Programs Offices</u>	R-OPS, A-OPS
6. <u>LEADS Office</u>	Marketing Officer
7. <u>Navy Recruiting Processing Station</u>	EPDS
8. <u>Navy Recruiting Stations</u>	Cognizant LPO
9. <u>Public Affairs Office</u>	PAO
10. <u>Command Master Chief Office</u>	CMC

ALARM INSTRUCTION AT NAVCRUITDIST HEADQUARTERS

1. Procedures to Activate Alarm. The last person leaving Headquarters will:

a. Ensure that all doors in the HQ facility are properly secured and that the alarm electrodes are in alignment.

b. Key in the proper security code on the alarm box located on the wall just inside the main front door.

c. Wait until the display panel reads "Alarm Activated."

d. Exit via the main front door ensuring the door is secured.

e. Wait one minute to see if the alarm has been properly set.

2. Procedures to Secure Alarm. The first person entering HQ will:

a. Open the main front door inward to the hallway. The alarm will sound.

b. Key in the proper security code. The alarm is now secured.

c. If the alarm does not sound when the first person arrives, or there is evidence that the Headquarters space was not properly secured, notify the Command Security Officer immediately.

<b>FINANCIAL LIABILITY INVESTIGATION OF PROPERTY LOSS</b>							
<b>1. DATE INITIATED (YYYYMMDD)</b>		<b>2. INQUIRY/INVESTIGATION NUMBER</b>			<b>3. DATE LOSS DISCOVERED (YYYYMMDD)</b>		
<b>4. NATIONAL STOCK NO.</b>	<b>5. ITEM DESCRIPTION</b>			<b>6. QUANTITY</b>	<b>7. UNIT COST</b>	<b>8. TOTAL COST</b>	
<b>9. CIRCUMSTANCES UNDER WHICH PROPERTY WAS (X one)</b> <i>(Attach additional pages as necessary)</i>				<input type="checkbox"/> Lost <input type="checkbox"/> Organization	<input type="checkbox"/> Damaged <input type="checkbox"/> Installation	<input type="checkbox"/> Destroyed <input type="checkbox"/> OCIE	
<b>10. ACTIONS TAKEN TO CORRECT CIRCUMSTANCES REPORTED IN BLOCK 9 AND PREVENT FUTURE OCCURRENCES</b> <i>(Attach additional pages as necessary)</i>							
<b>11. INDIVIDUAL COMPLETING BLOCKS 1 THROUGH 10</b>							
a. ORGANIZATIONAL ADDRESS <i>(Unit Designation, Office Symbol, Base, State/Country, ZIP Code)</i>			b. TYPED NAME <i>(Last, First, Middle Initial)</i>			c. DSN NUMBER	
			d. SIGNATURE			e. DATE SIGNED	
<b>12. (X one)</b>		<b>RESPONSIBLE OFFICER (PROPERTY RECORD ITEMS)</b>			<b>REVIEWING AUTHORITY (SUPPLY SYSTEM STOCKS)</b>		
a. NEGLIGENCE OR ABUSE EVIDENT/ SUSPECTED <i>(X one)</i>		b. COMMENTS/RECOMMENDATIONS					
<input type="checkbox"/> YES <input type="checkbox"/> NO							
c. ORGANIZATIONAL ADDRESS <i>(Unit Designation, Office Symbol, Base, State/Country, ZIP Code)</i>			d. TYPED NAME <i>(Last, First, Middle Initial)</i>			e. DSN NUMBER	
			f. SIGNATURE			g. DATE SIGNED	
<b>13. APPOINTING AUTHORITY</b>							
a. RECOMMENDATION <i>(X one)</i>		b. COMMENTS/RATIONALE				c. FINANCIAL LIABILITY OFFICER APPOINTED <i>(X one)</i>	
<input type="checkbox"/> APPROVE <input type="checkbox"/> DISAPPROVE						<input type="checkbox"/> YES <input type="checkbox"/> NO	
d. ORGANIZATIONAL ADDRESS <i>(Unit Designation, Office Symbol, Base, State/Country, ZIP Code)</i>			e. TYPED NAME <i>(Last, First, Middle Initial)</i>			f. DSN NUMBER	
			g. SIGNATURE			h. DATE SIGNED	
<b>14. APPROVING AUTHORITY</b>							
a. RECOMMENDATION <i>(X one)</i>		b. COMMENTS/RATIONALE				c. LEGAL REVIEW COMPLETED IF REQUIRED <i>(X one)</i>	
<input type="checkbox"/> APPROVE <input type="checkbox"/> DISAPPROVE						<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	
d. ORGANIZATIONAL ADDRESS <i>(Unit Designation, Office Symbol, Base, State/Country, ZIP Code)</i>			e. TYPED NAME <i>(Last, First, Middle Initial)</i>			f. DSN NUMBER	
			g. SIGNATURE			h. DATE SIGNED	

<b>15. FINANCIAL LIABILITY OFFICER</b>		
a. FINDINGS AND RECOMMENDATIONS <i>(Attach additional pages as necessary)</i>		
b. DOLLAR AMOUNT OF LOSS	c. MONTHLY BASIC PAY	d. RECOMMENDED FINANCIAL LIABILITY
e. ORGANIZATIONAL ADDRESS <i>(Unit Designation, Office Symbol, Base, State/Country, ZIP Code)</i>	f. TYPED NAME <i>(Last, First, Middle Initial)</i>	g. DSN NUMBER
	h. DATE SUBMITTED TO APPOINTING AUTHORITY <i>(YYYYMMDD)</i>	i. DATE APPOINTED <i>(YYYYMMDD)</i>
	j. SIGNATURE	k. DATE SIGNED
<b>16. INDIVIDUAL CHARGED</b>		
a. I HAVE EXAMINED THE FINDINGS AND RECOMMENDATIONS OF THE FINANCIAL LIABILITY OFFICER AND <i>(X one)</i>		
<input type="checkbox"/> Submit the attached statement of objection.	<input type="checkbox"/> Do not intend to make such a statement.	
b. I HAVE BEEN INFORMED OF MY RIGHT TO LEGAL ADVICE. MY SIGNATURE IS NOT AN ADMISSION OF LIABILITY.		
c. ORGANIZATIONAL ADDRESS <i>(Unit Designation, Office Symbol, Base, State/Country, ZIP Code)</i>	d. TYPED NAME <i>(Last, First, Middle Initial)</i>	e. DSN NUMBER
	f. SIGNATURE	g. DATE SIGNED
<b>17. ACCOUNTABLE OFFICER</b>		
a. DOCUMENT NUMBER(S) USED TO ADJUST PROPERTY RECORD		
b. ORGANIZATIONAL ADDRESS <i>(Unit Designation, Office Symbol, Base, State/Country, ZIP Code)</i>	c. TYPED NAME <i>(Last, First, Middle Initial)</i>	d. DSN NUMBER
	e. SIGNATURE	f. DATE SIGNED