



DEPARTMENT OF THE NAVY

NAVY RECRUITING DISTRICT OHIO
P.O. BOX 3990
COLUMBUS, OHIO 43218-3990

IN REPLY REFER TO:

NAVCRUITDISTOHIOINST 5530.1E
10

29 JUN 2012

NAVCRUITDIST OHIO INSTRUCTION 5530.1E

From: Commanding Officer, Navy Recruiting District Ohio

Subj: PHYSICAL SECURITY AND LOSS PREVENTION PROGRAM

Ref: (a) OPNAVINST 5530.14E
(b) COMNAVCRUITCOMINST 5530.2

Encl: (1) Physical Security and 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 (NRD) Ohio as required in reference (a).

2. Cancellation. NAVCRUITDISTOHIOINST 5530.1D

3. Discussion. The Physical Security and Loss Prevention Program is part of an overall security program at NRD Ohio. The physical security portion of the program addresses the means and measures of safeguarding personnel and protecting property by preventing, detecting, and confronting acts of unauthorized access, espionage, sabotage, wrongful destruction, malicious damage, theft and pilferage. Loss prevention addresses the prevention of loss of supplies, tools, equipment or other materials in use, storage, transit and issuance. This program not only focuses on the threat of criminal activity and acts of wrong doing by forces external to the command, it is also specifically directed toward internal causes: theft and pilferage by personnel authorized access, inattention to physical security practices and procedures, and disregard for property controls and accountability.

4. Security Responsibilities. Security is the direct legal and moral responsibility of all persons in the Naval Service and civilians employed by the Department of Defense. Specific responsibilities at NRD Ohio are as follows:

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

29 JUN 2012

b. The Security Officer. The Security Officer will manage the Command Physical Security and Loss Prevention Program.

c. Duties of the Security Officer. The Security Officer will:

(1) Direct the command's Physical Security and Loss Prevention Program.

(2) Conduct annual physical security surveys per reference (a), to determine the adequacy of the command's Physical Security and Loss Prevention Program and provide recommendations for improvement to the Commanding Officer.

(3) Establish and maintain liaison with federal investigative agencies, local Naval Criminal Investigative Service components, and local fire or police agencies when needed.

(4) Be responsible for minutes and records of the command Physical Security Review Committee.

(5) Request annual threat assessment through the Defense Supply Center Columbus (DSCC) Emergency Management/Anti-terrorism Working Group.

d. The Physical Security Review Committee (PSRC).

(1) The Commanding Officer will designate in writing a PSRC 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 command.

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

(c) Recommend changes to the Physical Security and Loss Prevention Plan.

(2) The Physical Security Review Committee (PSRC) shall include the Executive Officer (Chairperson) and all Department Heads.

(3) Committee members or their representatives will meet as required, but at least semi-annually. Minutes of the meeting will be made a matter of record and will be retained for two years.

29 JUN 2012

(4) A Loss Prevention Subcommittee (LPS) shall be appointed by the Chairperson and meet at least semi-annually, if required, to review and tabulate losses or action taken. Meeting summaries will be appended to the PSRC quarterly minutes. LPS members shall include the following:

- (a) Executive Officer
- (b) Security Manager
- (c) Supply Officer
- (d) Operations Officer
- (e) Administrative Officer
- (f) Systems Administrator
- (g) AT/FP Officer

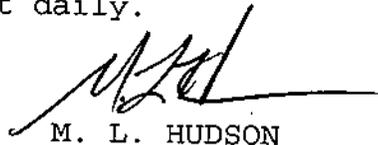
5. Action

a. All NRD Ohio personnel are responsible for being familiar with the contents of this instruction and for implementation of the Physical Security and Loss Prevention Plan (enclosure (1)).

b. All NRD Ohio Processing Stations, Officer Recruiting Stations and Enlisted Recruiting Stations shall maintain a copy of this instruction.

6. Review. The Security Officer shall review annually the contents herein providing recommendations for additions and deletions to the Commanding Officer.

7. Forms. Standard Form 701 (8-85), Activity Security Checklist, shall be filled out daily.



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NAVY RECRUITING DISTRICT OHIO
PHYSICAL SECURITY AND LOSS PREVENTION PLAN

- TABS:
- A. Incident Reporting Format
 - B. Fire/Evacuation Procedures
 - C. Procedures for Explosions
 - D. Civil Disturbances/Demonstrations
 - E. Major Accidents
 - F. Terrorist/Hostage/Sabotage/Sniper/Incidents
 - G. Bomb Threat/Suspicious Package/Explosive Ordnance Disposal (EOD)
 - H. Bombing via the Mail
 - I. Storage of Classified and Controlled Materials (Test Materials) and Privacy Act Information
 - J. Key Security and Safe Combinations
 - K. Physical Security of Office Spaces and Office Equipment, and Loss Reporting Procedures

1. The physical security of NRD Ohio facilities is the responsibility of all assigned personnel. All personnel should exercise prudent caution and be alert for any of the conditions/situations discussed in TABS A through J. The safety of all personnel could depend on each individual's knowledge of proper procedures. TAB K describes procedures for physical security and loss prevention.

2. Navy Recruiting District Ohio facilities are located in the civilian community and are dependent upon local police and fire departments for professional assistance. Each Navy Recruiting Station should establish liaison with the local authorities to obtain assistance when needed, and to determine telephone numbers for emergency contact.

29 JUN 2012

TAB A

INCIDENT REPORTING FORMAT

1. All unusual occurrences or incidents not within the normal purview of OPNAVINST F3100.6J (Special Incident Reporting Procedures) which involve recruiting personnel and threaten or jeopardize accomplishment of the recruiting mission, and welfare of government property and equipment, shall be reported immediately to the CDO by phone.
2. Compliance with U.S. Navy Public Affairs Regulations (SECNAVINST 5720.44C) is required prior to releasing information on any incident of personnel outside the Navy Department.
3. The following information is required when phoning in reports to Headquarters:
 - a. Type of incident (demonstration, fire, flood, vandalism, bombing, etc).
 - b. Time, date and location (be as specific as possible).
 - c. Personnel involved (if demonstration, include name of sponsoring group or organization, if known).
 - d. Personnel injuries (both military and civilian).
 - e. Damages incurred (government and civilian).
 - f. Law and investigative agencies notified.
 - g. Brief narrative including operation impact.
 - h. Public affairs or new media interest and ramifications.

29 JUN 2012

TAB B

FIRE

1. Action

a. Persons discovering smoke or fire will:

- _____ Verbally pass the word and activate nearest fire alarm.
- _____ Call 911. Give your name, location and telephone number from which the call is being made. Do not hang up until fire department acknowledges all pertinent information.
- _____ Attempt to extinguish fire, if possible. Do not take any unnecessary risks.
- _____ Close windows and doors, if possible to confine the fire.
- _____ Evacuate the building immediately utilizing the EVACUATION PROCEDURES listed below.

b. All other building personnel.

- _____ Evacuate the building immediately utilizing the EVACUATION PROCEDURES.

EVACUATION PROCEDURES

1. HEADQUARTERS PERSONNEL: Upon hearing the fire alarm or when notified, all personnel will:

- _____ Quietly and calmly depart from Building 10, Section 13 by the nearest exit, South, East or West entrances.
- _____ The CDO will take the sign-in book from the podium near the front door to muster non-HQ personnel.
- _____ Move quickly away from the building and report across from Roosevelt Lane in front of Building 19 for muster.
- _____ Muster will be taken by the Departmental Muster PO or senior department member present for each department and report to the Command Duty Officer (CDO).

_____ The CDO will report muster to the Executive Officer and DSCC Fire Marshall (DSCC Muster sheet to be turned in to fire marshal - located in sign in book).

_____ All hands will remain at the muster site until dismissed or permitted to return to recruiting spaces.

2. ALL OTHER RECRUITING STATIONS. Upon hearing a fire alarm or when notified all personnel will:

_____ Quietly and calmly depart the building by the nearest exit. ELEVATORS WILL NOT BE USED.

_____ Move quickly away at least 300 feet from the building for muster.

_____ Muster will be taken by the LPO/LCPO or senior member present.

_____ Mustering Officer will immediately contact the CDO and Divisional Leading Chief Petty Officer to report the fire and status of personnel. The CDO will forward the report to the Executive Officer and the DLCPO will forward the report to the Assistant Chief Recruiter.

_____ All hands will remain at mustering site until dismissed or permitted to return to recruiting spaces.

TAB C 29 JUN 2012

PROCEDURES FOR EXPLOSIONS

1. After an explosion, all departments will evacuate the building following the same routes and procedures as for a fire. A muster will be taken. No building will be reentered for any reason after an explosion until cleared to do so by police or fire department personnel.
2. All NRD Ohio personnel are responsible for notifying the Commanding Officer, Executive Officer or CDO immediately after necessary emergency action has been taken. The CDO will initiate applicable reports to Commander, Navy Region Mid-West via Regional Operations Center (ROC), Commander, Navy Region Mid-Atlantic via Regional Operations Center (ROC), Commander, Navy Recruiting Region EAST, and Commander, Navy Recruiting Command via SITREP and voice message.

29 JUN 2012

TAB D

CIVIL DISTURBANCES/DEMONSTRATION

1. Background. Civil disturbances, riots, acts of violence, unlawful obstructions or assemblies are prejudicial to public law and order. Military resources may be used for local law enforcement where martial law has been proclaimed or in the absence of martial law, where necessary to prevent loss of life and destruction of property.

2. Action. All stations, in event of demonstrations, riots or other civil disorders in the proximity of recruiting offices, will implement the following actions:

a. Person discovering civil disturbances will:

(1) Call 911 or the local police. Do not delay call for any reason.

(2) Immediately notify the LCPO/LPO or senior member present in the threatened building.

(3) Notify the CO, XO, CDO and PAO.

b. CO, NRD Ohio will:

(1) Initiate evacuation, recall or dismissal of personnel as needed.

(2) Provide status report to Commander, Navy Recruiting Region EAST and Commander, Navy Recruiting Command by use of SITREP and voice message.

c. CDO, NRD Ohio will:

(1) Commence SITREP notification procedures in OPNAVINST 3100.6 (Series)

(2) Notify Naval Criminal Investigative Service

(3) Notify Regional Operations Center (ROC) Region Mid-Atlantic

(4) Notify Regional Operations Center (ROC) Region Mid-West

(5) Maintain a running log of all pertinent occurrences, persons and times.

29 JUN 2012

- (6) Establish liaison with the Other Service Coordinator (OSC) of the affected recruiting station.
 - (7) Keep the CO, XO, OPSO, CMC and PAO fully informed on status of all personnel and operations.
- d. PAO will keep the CO informed of all public affairs developments and carry out assigned mission.

29 JUN 2012

TAB E

MAJOR ACCIDENTS

1. In the aftermath of a major accident the first priority is to administer first aid to the victims. Movement of any injured personnel will be supervised by local 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 or a result of a motor vehicle accident, shall be reported immediately. All NRD Ohio personnel are responsible for notifying the CO, XO or CDO immediately after necessary emergency action has been taken. The CDO will initiate applicable reports to Commander, Navy Region Mid-West via Regional Operations Center (ROC), Commander, Navy Region Mid-Atlantic via Regional Operations Center (ROC), Commander, Navy Recruiting Region EAST, and Commander, Navy Recruiting Command via SITREP and voice message.

TAB F

TERRORIST/HOSTAGE/SABOTAGE/SNIPER/INCIDENTS

1. Background. The complex nature of the terrorist, hostage, or sniper situation dictates a coordinated response from local law enforcement and command personnel.

2. Action. All stations.

a. Person discovering a sniper or hostage-taker will:

- (1) Call 911 or the local police. Do not delay the call for any reason.
- (2) Immediately notify the LCPO/LPO or senior member present in the threatened building.
- (3) Notify the CO, XO, CDO and PAO.

b. CO, NRD Ohio will:

- (1) Initiate evacuation, recall or dismissal of personnel as needed.
- (2) Provide status report to Commander, Navy Recruiting Region EAST and Commander, Navy Recruiting Command by use of SITREP.

c. CDO, NRD Ohio will:

- (1) Commence SITREP notification procedures in OPNAVINST F3100.6J.
- (2) Notify Naval Criminal Investigative Service.
- (3) Notify Regional Operations Center (ROC) Region Mid-Atlantic
- (4) Notify Regional Operations Center (ROC) Region Mid-West
- (5) Maintain a running log of all pertinent occurrences, persons and times.

29 JUN 2012

- (6) Establish liaison with the Other Service Coordinator (OSC) of the affected recruiting station.
 - (7) Keep the CO, XO, OPSO, CMC and PAO fully informed on status of all personnel and operations.
- d. PAO will keep the CO informed of all public affairs developments and carry out assigned mission.

TAB G

BOMB THREAT/SUSPICIOUS PACKAGE/EXPLOSIVE ORDNANCE DISPOSAL (EOD)

1. NRD Ohio and recruiting stations do not have qualified EOD Officers at their disposal; therefore the command is limited to cordoning off and/or evacuating a danger zone. Appropriate EOD authorities shall be notified of any explosive ordnance incident/accident.

2. Action. All NRD Ohio Navy Recruiting Stations, Officer Recruiting Stations, Navy Processing Stations, NOSC Recruiting Stations and NRD Ohio HQ telephone locations are required to have the Bomb Threat Call Checklist (included in this Tab) accessible and in the open to facilitate emergency usage

a. TELEPHONE THREAT

(1) Attempt to alert another person without warning the caller. The second person shall listen to the caller's conversation to provide a second witness and amplify details contained in the call.

(2) Keep the caller on the telephone as long as possible and complete the Bomb Threat Call Checklist included in this TAB. Do not try to transfer the call. Encourage the caller to talk freely. Listen for voice or speech peculiarities/accents and try to distinguish background noises which might help locate the caller. Be alert for repeated use of certain words or phrases. Take notes while the caller is talking. Do not wait until the caller has hung up. Turn the checklist over to the Senior Officer/Chief Petty Officer or the EOD/Police Team.

(3) Call 911 or the local police when call is completed. Do not delay call for any reason.

(4) Immediately notify the LPO/LCPO or senior member present in the threatened building of the reported bomb threat and evacuate the building.

(5) Notify the CO, XO, CDO and PAO.

b. SUSPICIOUS ITEM FOUND

(1) Call 911 or local police. Do not touch or move item.

(2) Be alert for secondary items.

(3) Evacuate the building. Have the person(s) who found the item standing by outside for EOD's arrival.

(4) Notify the CO, XO, CDO and PAO.

29 JUN 2012

(5) Once EOD is on the scene the Senior EOD Tech is in charge of the entire area. All hands are to fully cooperate with the EOD team.

3. COMMAND RESPONSE WHEN BOMB IS DISCOVERED OR DETONATED.

a. CO, NRD Ohio will:

(1) Provide status report to Commander, Navy Recruiting Region EAST and Commander, Navy Recruiting Command by use of SITREP.

b. CDO, NRD Ohio will:

(1) Commence SITREP notification procedures in OPNAVINST F3100.6J.

(2) Notify Naval Criminal Investigative Service.

(3) Notify Regional Operations Center (ROC) Region Mid-Atlantic

(4) Notify Regional Operations Center (ROC) Region Mid-West

(5) Maintain a running log of all pertinent occurrences, persons and times.

(6) Establish liaison with the Other Service Coordinator (OSC) of the affected recruiting station.

(7) Keep the CO, XO, OPSO, CMC and PAO fully informed on status of all personnel and operations.

c. LSO will acquire blueprints of Navy spaces for emergency service personnel

d. PAO will keep the CO informed of all public affairs developments and carry out assigned mission.

BOMB THREAT CALL CHECKLIST

Keep the individual on the telephone as long as possible and try to get the answers to the following questions:

1. When is the bomb going to explode?
2. Where is it now?
3. What does it look like?
4. What kind of bomb is it?
5. What will cause it to explode?
6. Did you place the bomb?
7. Why?
8. What is your address?
9. What is your name?

Sex of the caller?_____ Age?_____ Race?_____ Length of call_____

Did the caller appear familiar with the office or building described as the location of the bomb?_____

Was the caller's voice:

___ Calm	___ Laughing	___ Lisp	___ Disguised
___ Angry	___ Crying	___ Raspy	___ Accent
___ Excited	___ Normal	___ Deep	___ Stutter
___ Slow	___ Distinct	___ Ragged	___ Rapid
___ Slurred	___ Nasal	___ Loud	___ Soft
___ Clearing	___ Cracking	___ Heavy	___ Familiar*
___ Throat	___ Voice	___ Breathing	

*If familiar, who did it sound like?_____

Background sounds:

___ Street Noise	___ Motor	___ Long Distance
___ Airport Noise	___ Office	___ Local
___ Voices	___ Factory	___ Animal Sounds
___ House Noise	___ P. A. System	___ Music
___ Other		

Threat Language:

___ Well Spoken	___ Irrational	___ Incoherent
___ Foul	___ Taped	

29 JUN 2012

TAB H

BOMBING VIA THE MAIL

1. While most terrorist bombs are transported to the target by individuals, public mail and parcel delivery have been used throughout the world to deliver explosives disguised as packages, books and letters. Such delivery has been to both private residences and places of work. The sophistication and effectiveness of such explosive devices vary greatly. Letter bombs, for example, have weighed as little as one ounce, and 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. Fortunately, personnel can easily be taught to recognize those packages and letters which are likely to contain explosive devices. 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 this type of bombing.

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, 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 or a residue on the item?

(6) Are wires or strings 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

29 JUN 2012

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) Does 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 to top, bottom, or sides?

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

(3) Is there a perceptible bump or lump?

3. Whenever personnel suspect that letters or packages contain an explosive device, they shall always notify command security and local law enforcement personnel immediately utilizing bomb threat procedures listed in TAB G.

29 JUN 2012

TAB I

STORAGE OF CLASSIFIED AND CONTROLLED
MATERIAL (TEST MATERIALS) AND PRIVACY
ACT INFORMATION

1. All classified materials will be stored in the Administrative Department's safe and in no other space within the command. The amount of classified material held by the command will be minimal and material will only be held upon the direction of the Commanding Officer. Classified material will be destroyed immediately after review, unless otherwise directed by the Commanding Officer. Classified study material for advancement exams for command personnel may be stored at supporting commands in that individual's assigned vicinity with a memorandum or arrangement established between NRD Ohio and that command.

2. Department Heads, Divisional Leading Chief Petty Officers, Leading Petty Officers/Leading Chief Petty Officers and the Test Control Officer are responsible for ensuring testing materials are properly secured in their respective safes.

a. Per reference (b), the storing of any NAPT testing materials must be stored in an approved security container. When storing any testing material ensure that the safe is properly labeled with a current completed Standard Form 700 (Security Container Information) form Part 1 is attached to the inside of the container. Safe open/closure log shall be maintained. An entry is required for each day, whether the safe is opened or not. If not opened, write "safe not opened" for that specific date.

b. Ensure controlled material is properly stowed, handled, inventoried and safeguarded during working hours and non-working hours.

c. Ensure proper security checks are performed on each security container utilizing Standard Form 702 (Security Container Check Sheet).

3. Although not considered classified material, information provided from applicants from pre-enlistment forms falls under the aspects of the Privacy Act. This information must also be protected from unofficial disclosure. Forms and files which contain Privacy Act information will be stored in locked containers during non-duty hours. Special care shall be taken in the disposal of Privacy Act information to ensure that it is not treated as normal trash. At a minimum, forms containing Privacy Act information will be hand-shredded before being placed in trash containers for further disposal. Headquarters and NRPS

NAVCRUITDISTOHIOINST 5530.1E

29 JUN 2012

liaison personnel will utilize mechanical shredders to dispose of day-to-day forms and files. Residual files will be destroyed utilizing approved disposal centers (i.e. burning, shredding, or chemical destruction).

TAB J

KEY SECURITY AND SAFE COMBINATIONS

1. Key Control Officer. The Logistics Support Officer will be designated in writing by the Commanding Officer as the headquarters Key Control Officer. Divisional Leading Chief Petty Officers are designated Key Control Officers for their divisions.
 - a. Key Control Officers are directly responsible for all security-related key control functions in their areas of responsibility.
 - b. Each Key Control Officer will maintain a key control register for their area of responsibility.
 - c. An annual inventory will be conducted, concurrent with the annual equipment inventory (01 Jan - 31 Mar), of issued keys and a record of that inventory retained permanently.
2. Key Custodians. Department Heads and Leading Petty Officers/Leading Chief Petty Officers will serve as Key Custodians and will be responsible to the appropriate Key Control Officer for the keys to their assigned spaces.
 - a. Each custodian may have sub-custodians as operationally necessary.
 - b. Each custodian will inventory keys on a monthly basis and maintain a record of that inventory.
 - c. Each custodian shall maintain a key control register.
3. Headquarters Central Key Box. The Key Control Officer at headquarters will maintain a central key box.
 - a. Duplicate keys and master keys will be stored in a secure central key box.
 - b. Access will be controlled and the box secured when not in use.
 - c. Additional and replacement keys will be issued by the headquarters Key Control Officer as necessary and with the approval of the Executive Officer.
4. Key Control. The Key Control Officers and Key Custodians

will use NAVSUP Form 306, Controlled Equipage Custody Record, to show keys on hand, keys issued, to whom, dates issued and returned.

5. Safe Combinations. Assistant Security Manager shall:

a. Provide for a schedule of safe combination changes annually or upon PCS transfer or change of assignment.

b. Retain safe combination envelopes for all safes.

TAB K

PHYSICAL SECURITY OF OFFICE SPACES AND OFFICE EQUIPMENT

1. Navy Recruiting District Headquarters spaces and recruiting stations require access during hours by the general public. The majority of these spaces have no restrictions except that Navy recruiting personnel will be present at all times and in supervision of the office spaces. However, certain areas are restricted in access to certain personnel. These areas are the CO's and XO's offices and supply storage rooms. Access to these spaces will be limited to persons specifically accompanied by the department supervisor or those with assigned duties which require access to these spaces.
2. Physical Security Checks. The Duty Petty Officer at NRD Headquarters, Leading Petty Officer/Leading Chief Petty Officer of each Navy Recruiting Station, and Enlisted Processing Division Supervisor at each NRPS will conduct a security check daily before securing. The SAMPLE Standard Form 701 (8-85), Activity Security Checklist on page K-2 will be used to certify the completion of this check and will be retained for one month and then forwarded to the Administrative Department.
3. Loss, theft or damage reporting procedures
 - a. During normal working hours any losses, thefts or damage of government property shall be reported immediately to the Logistics Support Officer through the Divisional Leading Chief Petty Officers.
 - b. After normal working hours losses, thefts or damage shall be reported to the Divisional Leading Chief Petty Officer who will contact the Executive Officer.
4. Custody of Government Property
 - a. Each Department Head and Leading Petty Officer/Leading Chief Petty Officer will sign for custody of high value items on NAVSUP Form 306. These items will be inventoried annually during the period 15 February to 15 March or upon the relief of the Department Head or Leading Petty Officer/Leading Chief Petty Officer. The annual inventory will be initiated by the Logistics Support Officer; however, personnel being transferred or relieved must notify the Logistics Support Officer to ensure that custody is transferred.
 - b. Station inventories will be performed in consonance with annual high value item inventories or upon relief of the person holding custody.

