



**DEPARTMENT OF THE NAVY**

NAVY RECRUITING DISTRICT, PORTLAND

7028 N.E. 79TH COURT

PORTLAND, OREGON 97218-2813

NAVCRUITDISTPORTLANDINST 5530.14D

Admin

31 Aug 12

**NAVCRUITDIST PORTLAND INSTRUCTION 5530.14D**

Subj: PHYSICAL SECURITY AND LOSS PREVENTION PROGRAM

Ref: (a) OPNAVINST 5530.14E  
(b) SECNAVINST 5510.30B

Encl: (1) Activity Security Checklist (Standard Form 701)  
(Rev 11-10)  
(2) Navy Recruiting District Portland Physical Security  
Plan  
(3) Navy Recruiting District Portland 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 Portland as specified in reference (a).

2. Cancellation. NAVCRUITDISTPORTLANDINST 5530.14C. This instruction is a complete rewrite and should be reviewed in its entirety.

3. Discussion. The Physical Security and Loss Prevention Program is a component of the overall security program at this command. 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 organizational unit; it is also specifically directed toward 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 personnel in

the naval service and civilians employed by the Navy. Specific responsibilities at Navy Recruiting District Portland are set forth in the following subparagraphs.

a. The Commanding Officer. The Commanding Officer of NRD Portland is responsible for appointing a Security Officer and for establishing and maintaining a Physical Security and Loss Prevention Program within the NRD. The Commanding Officer 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 of NRD Portland. The Executive Officer will provide oversight but the day-to-day management will be maintained by the Administrative Officer. The Security Officer will assist the Commanding Officer 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.

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

(1) Manage, implement, and direct the command's physical security, anti-terrorism and loss prevention programs, to include developing and maintaining comprehensive physical security instructions and regulations.

(2) Determine adequacy of the command's physical security, anti-terrorism and loss prevention programs, identify those areas in which improvements are required, and provide recommendations for such improvements to the Commanding Officer.

(3) Develop and maintain a current command Physical Security Plan.

(4) Conduct physical security surveys, inspections, and audits.

(5) Identify the real property and structures to be protected.

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(6) Identify restricted areas and ensure the areas are properly designated by the Commanding Officer, as appropriate.

(7) Identify the location and property of the assets to be protected.

(8) Determine boundaries and establish perimeters of such areas.

(9) Determine, in coordination with the staff Legal Officer and Facilities Engineer, legal legislative jurisdiction of all areas, including maintenance of an installation map depicting precise jurisdictional boundaries.

(10) Assess the threat to such areas.

(11) Determine and identify the necessary resources (i.e., funds, staff, equipment, etc.) to implement effective Physical Security and Loss Prevention Programs.

(12) Recognize constraints in resource application.

(13) Determine and recommend establishment of barriers and points of ingress and egress.

(14) Develop and maintain the personnel identification and access control system(s).

(15) Provide technical assistance on all security matters.

(16) Ensure liaison is maintained with Federal and civil agencies, host country officials, or military activities concerning mutual security responsibilities.

(17) Develop security and anti-terrorism aspects of crisis management. Participate in the planning, direction, coordination, and implementation of procedures for crisis management of situations (including hostage situations) which pose a threat to the physical security of the command. Act as the Commanding Officer's crisis manager and primary staff advisor during any security related crisis.

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(18) Identify physical security procedures and equipment that will detect and/or prevent wrongful removal, damage, destruction or compromise of protected property. Work with the command's facilities coordinator to procure, install and maintain requisite physical security equipment/devices.

(19) Identify other physical security measures and procedures necessary to accomplish the command's mission.

(20) Establish and provide for maintenance of records relating to losses of government and personal property, violations and breaches (including indications thereof) of physical security measures and procedures, including corrective actions(s) taken. These records shall be retained until completion of the cognizant Inspector General command inspection cycle, or a minimum of two years, whichever is greater.

(21) Act as command's point of contact for coordinating and monitoring physical security waivers and exceptions.

(22) Establish and maintain liaison and working relationships and agreements with Federal investigative agencies, local Naval Investigative Service components, state and local law enforcement, and fire protection authorities (in the absence of a command fire prevention and protection function).

(23) Serve as facilitator of, and be responsible for, minutes and records of the command Physical Security Review Committee.

(24) Maintain contact with and solicit advice (when appropriate) from the cognizant staff judge advocate concerning the legal aspects of physical security.

(25) Develop, maintain, and administer an ongoing Employee Physical Security and Loss Prevention Education Awareness program.

(26) Develop and maintain a command Loss Prevention Program and supporting loss prevention plan which:

(a) Identifies and prioritizes, by attractive nature, monetary value and likelihood of loss, assigned property susceptible to theft and pilferage.

(b) Identifies command property accountability, inventory, research and inspection procedures in effect. Makes recommendations to the Commanding Officer, as appropriate.

(c) Establishes procedures for adequate internal and external investigative measures, and the review and trend analysis of losses.

(d) Establishes command functional areas and designates personnel to be active and responsible for loss reporting review, trend analysis, and investigative requests and liaison.

(e) Establishes procedures for ensuring that all losses and gains, inventory adjustments, and surveys of property are reported.

(f) Monitors legal, disciplinary, and administrative procedures and remedies applicable to those found responsible and liable for losses.

d. The Security Manager. The Security Manager's function differs from that of the Security Officer. The Security Manager is the Commanding Officer's advisor and direct representative in matters pertaining to security of classified material. In the performance of these duties, the Security Manager is guided by reference (b).

e. The Physical Security Review Committee (PSRC)

(1) Responsibilities. The Commanding Officer will designate a Physical Security Review Committee (PSRC) to advise and assist in applying the standards of implementing the program for physical security and loss prevention set forth in this and other pertinent directives. The committee will:

(a) Assist in determining requirements for, and evaluating security afforded to areas of the activity or installation and its tenant activities.

(b) Advise on establishment of security areas.

(c) Review the draft Physical Security and Loss Prevention Plan, or recommended changes thereto, prior to submission to the Commanding Officer.

(d) Review reports of significant losses and breaches of security, and based on analysis of such instances, recommend improvements to the Physical Security and Loss Prevention Program.

(2) The PSRC shall include the following membership:

- (a) The Executive Officer (Chairperson)
- (b) Command Master Chief
- (c) Security Officer
- (d) Supply Officer
- (e) All Department Heads
- (f) Enlisted Processing Division Supervisors

(3) Committee members or their representatives will meet as required. Minutes of the meeting will be made a matter of record and will be retained until completion of the National Training Team (NTT) inspection cycle or two years, whichever is greater.

f. The Loss Prevention Subcommittee (LPS). A Loss Prevention Subcommittee (LPS) shall be appointed by the Chairperson and meet as required to review and tabulate losses or action taken. Meeting summaries will be appended to the PRSC quarterly minutes. LPS members shall include members as identified above for PSRC.

g. The Physical Security Review Board. The Commanding Officer of NRD Portland will formally establish a Physical Security Review Board to meet at least annually and coordinate physical security practices. Board membership shall include:

- (1) Commanding Officer
- (2) Executive Officer
- (3) All Department Heads

h. Navy Recruiting Processing Station (NRPS) Director. The director of NRPS Boise, Idaho, shall act as the Commanding Officer's representative in all Physical Security and Loss Prevention actions in Boise. They shall report to the Commanding Officer via the Executive Officer. Specific responsibilities shall include:

(1) Maintain a file of Physical Security and Loss Prevention instructions.

(2) Conduct a Physical Security Survey, annually, using the Physical Security Checklist as contained in reference (a).

(3) A security check of NRPS's shall be conducted on a daily basis using enclosure (1). The completed checklist will be forwarded monthly to the NRD Security Officer.

(4) Coordinate physical security requirements as set forth in various host-tenant, interservice support and leasing agreements.

(5) Participate in the planning, direction, coordination and implementation of procedures for crisis management of situations (including hostage situations) which pose a threat to the physical security of the command, and provide advice to the Commanding officer on crisis situations in Boise.

(6) Establish and maintain liaison with Federal investigative agencies, local Naval Investigative Service components and various fire and police authorities.

(7) Perform other duties in support of Physical Security and Loss Prevention as the command may direct.

(8) Request annual threat assessments through the local Naval Criminal Investigative Service resident agent.

i. Key Control Officer. The Key Control Officer is designated by the Commanding Officer and is directly responsible for all security related key and lock control functions at the activity. At NRD Portland the Executive Officer assumes this function and will conduct an annual inventory of all issued keys at NRD Portland. The NRD Supply Department shall assist in this duty and maintain a key and lock control register.

j. Leading Petty Officer. The Leading Petty Officer shall ensure NRS security procedures are in strict compliance with reference (a) and utilize enclosure (1) posted in a secure place within the NRS.

k. Headquarters Security. A security check of NRD Portland headquarters shall be conducted on a daily basis by the Command Duty Officer.

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5. Enclosure (2) contains the NRD Portland Physical Security Plan.
6. Enclosure (3) contains the NRD Portland Loss Prevention Plan.
7. Action

a. All NRD Portland 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 Executive Officer and Commanding Officer are to be notified immediately. They in turn shall notify Commander, Navy Recruiting Region WEST, if required.



R. M. CANDILORO

Distribution:  
NAVCUITDISTPORTLANDINST 5216.1U  
LISTS A, B, C, and D

Copy to:  
COMNAVCUITREG WEST

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**ACTIVITY SECURITY CHECKLIST**

DIVISION/BRANCH/OFFICE

ROOM NUMBER

MONTH AND YEAR

Irregularities discovered will be promptly reported to the designated Security Office for corrective action.

Statement

I have conducted a security inspection of this work area and checked all the items listed below.

TO (if required)

FROM (if required)

THROUGH (if required)

*ITEM	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
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2.																															
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5.																															
6.																															
7.																															
8.																															
INITIAL FOR DAILY REPORT																															
TIME																															

\* Fill in each ITEM as needed in order to meet your organization's requirements; e.g. "1. Security alarm(s) and related equipment have been activated (where appropriate)."

**ENCLOSURE(1)**

701-101  
NSN 7540-01-213-7899

STANDARD FORM 701 (11-2010)  
Prescribed by NARA/ISOO  
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NAVY RECRUITING DISTRICT PORTLAND  
PHYSICAL SECURITY PLAN

Enclosure (2)

ANNEX A

INCIDENT REPORTING FORMAT

1. All unusual occurrences or incidents not within the normal purview of OPNAVINST 3100.6J 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 (Code 017) by phone, followed by a priority message.
2. INFO addrees on the message shall be BUPERS, CHINFO, COMNAVREG NORTHWEST, or appropriate area coordinator, and COMNAVCRUITREG WEST.
3. Compliance with U.S. Navy Public Affairs Regulations (SECNAVINST 5720.44C, Chapter Eight) is required prior to releasing information on any incident to personnel outside the Navy Department.
4. The following information is required in phone and message reports:
  - a. Type of incident (demonstration, fire, flood, vandalism, bombing, etc).
  - b. Time, date, 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/or investigative agencies notified.
  - g. Brief narrative, including operational impact.
  - h. Public affairs or new media interest and ramifications.
  - i. When next SITREP is expected, otherwise state "Final Report."

ANNEX B

PROCEDURES FOR FIRE

1. Any minor class "A," "B," or "C" fire can be extinguished by using fire extinguishers as provided by building management. All hands are required to know the location of available extinguishers. If your facility does not have a fire extinguisher, contact LSO immediately. If the fire is too large or developing too fast to be readily extinguished, immediately evacuate the building via established fire evacuation routes and call 911. Muster in the parking lot. No building will be reoccupied for any reason after evacuation until cleared to do so by police or fire department.
2. A listing of telephone numbers for local fire, police, and emergency medical assistance agencies will be maintained near all telephones at the Navy Recruiting Processing Station and Navy Recruiting Stations.
3. All NRD Portland personnel are responsible for notifying the Commanding Officer or Executive Officer immediately after necessary emergency action has been taken.

ANNEX C

PROCEDURES FOR EXPLOSIONS

1. After an explosion, immediately evacuate facility using routes and procedures as set forth for fire exit. A muster shall be taken in the parking lot. No building occupied by NRD Portland personnel will be re-entered for any reason after an explosion until cleared to do so by police or fire department personnel.

2. All NRD Portland personnel are responsible for notifying the Commanding Officer or Executive Officer immediately after necessary emergency action has been taken.

ANNEX D

CRISIS/CIVIL DISTURBANCES

1. In the event of a disturbance consisting of an unruly or hostile group, the recruiting facility shall be locked with all personnel inside and the local police notified. 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. Protestors' goals are usually to gain maximum media attention. NRD Portland 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.

3. Media representatives who are already on board at the location should be allowed to cover the removal of unruly visitors provided that:

a. Coverage does not interfere with the protestors' orderly removal.

b. Television standup commentaries are conducted at a safe distance from the demonstration site.

c. Interviews with persons being removed are conducted after their removal.

d. Adequate safeguards are imposed to ensure the safety of all non-participants.

4. All crises/civil disturbances involving media attention must be reported to the NRD Public Affairs Officer as soon as possible. All crises/civil disturbances must be reported to the Command Duty Officer and Commanding Officer/Executive Officer as soon as possible.

ANNEX E

MAJOR ACCIDENTS

1. In the aftermath of a major accident the first priority is to administer first aid to the victims and take steps to prevent further injury. A first aid station will be set up and the movement of any injured personnel will be supervised by the Hospital Corpsman, Nurse Recruiter, or emergency medical personnel.
2. Second priority is to report the accident and preserve and document the accident scene.
3. 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 5102.1D.

ANNEX F

HOSTAGE SITUATIONS

1. A terrorism group may undertake the seizure of a specific hostage for ransom or political bargaining purposes. An armed attack scenario may be used against NRD 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 Portland will be particularly alert for any strange activity or unusual interest in their travel itinerary by civilians and will report to the Executive Officer via the chain of command immediately. Local law enforcement agencies in high threat areas will also be notified.
3. The Director of the Navy Recruiting Processing Station shall keep recruiters in their areas well informed on potential terrorist activity and take appropriate action to protect recruiters and recruiting assets. Additionally, the Director shall inform the Executive Officer, as necessary, on all developments.

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.

a. Methods of Sabotage

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

(2) Arson. Includes firebombing, electrical shorting, and the use of incendiary agents.

(3) Explosive. Includes use of governmental/commercial preparations, homemade compounds, contact trip-wire detonators and timed devices.

(4) 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 Portland personnel will contact the Commanding Officer and Executive Officer for further guidance and reporting requirements.

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ANNEX H

BOMB THREATS

1. Any person assigned to NRD Portland who receives a telephonic bomb threat will fill out the attached form 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, and notify the Executive Officer.

2. Since the possibility of a mail bomb is very real, all personnel will familiarize themselves with the attached procedures for detecting a mail bomb.

BOMB THREAT CALL CHECKLIST

QUESTIONS TO ASK:

EXACT WORDING OF THREAT:

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?

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\_\_\_\_\_  
\_\_\_\_\_

Sex of caller \_\_\_\_ Age \_\_\_\_ Race \_\_\_\_ Length of call \_\_\_\_\_

Did caller appear familiar with the office or building by his description of the bomb location? \_\_\_\_\_

CALLER'S VOICE:

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

\* If voice familiar who did it sound like? \_\_\_\_\_

BACKGROUND SOUNDS:

____ Street Noises	____ House Noises	____ Factory Machinery	____ Local
____ Airport Noises	____ Motor	____ PA System	____ Animal
____ Voice	____ Office Machinery	____ Long Distance	____ Music
____ Other			

THREAT LANGUAGE:

____ Well-Spoken	____ Foul	____ Incoherent
____ Taped	____ Irrational	

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, command personnel can be trained 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 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 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 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 always shall notify command security and local law enforcement personnel immediately. Opening or tampering in any way with suspect letters 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 a spring loaded device 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 or 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. Terrorist acts shall be reported per the guidelines set forth in OPNAVINST 3100.6J.

2. Terrorist methods which may be directed toward NRD Portland 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 attack 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 Portland personnel are to familiarize themselves with the terrorist methods listed above and notify the 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.

NAVY RECRUITING DISTRICT PORTLAND  
LOSS PREVENTION PLAN

1. Storage Containers. Storage containers will conform to the specifications contained in SECNAVINST 5510.30A, Subj: DEPARTMENT OF THE NAVY PERSONNEL SECURITY PROGRAM, and NAVCRUITDISTPORTLANDINST 5510.2E.

2. Security Check

a. Each Naval activity must establish a system for daily after hours inspection of security areas, facilities, containers, and vehicles.

b. Exterior security checks of NRD Headquarters. Command Duty Officers shall make periodic exterior rounds to check the integrity of the building.

c. Exterior security checks at the Navy Recruiting Processing Stations for facilities and vehicles are accomplished by GSA security personnel.

d. Security checks for vehicles and Navy Recruiting Stations are accomplished by local law enforcement agencies.

3. Parking of Recruiting and Privately Owned Vehicles

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

b. If bomb threats have been received, vehicles should not be clustered together. A large concentration of vehicles will invite attack due to the amount of expected loss and press coverage.

4. Security of Funds

a. The physical security requirements for funds under the control of the Directors, Navy Recruiting Processing Stations, the NRD Executive Officer, and the Welfare and Recreation Fund Custodian are contained in:

(1) NAVCOMPT Manual, paragraph 042351, Chapter 2, Volume 4 (DISBURSING OFFICE SECURITY).

(2) BUPERSINST 1710.11C, Subj: Operation of Morale, Welfare and Recreation (MWR) Programs.

(3) NAVSUP 467, paragraph 5027 (FIELD PURCHASING).

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

#### 5. Office Equipment Security

a. Electric typewriters, calculators, adding machines, and similar office equipment will be stored to preclude pilferage. When an office space is vacant during non-duty hours, doors will be secured and access controlled or 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.

b. Video recorders, televisions, film projectors, slide projectors, Fairchild projectors, radio receivers, and similar items used for mission related audio visual purposes 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.

c. Formal inventories will be taken yearly and with any change of Department Head at Headquarters or the Navy Recruiting Processing Stations or Leading Petty Officers at a recruiting station. Any discrepancies will be reported immediately to the Supply Officer who will ensure that the proper loss surveys are initiated. The Commanding Officer will determine if a formal investigation is necessary.

#### 6. Protective Lighting

a. 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 vandals, and may make the job of the saboteur or terrorist more difficult.

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b. Whenever possible, Navy Recruiting Stations in NRD Portland will be situated at locations which afford the best use of available protective lighting. Where lighting is impractical, additional compensating measures will be initiated.