



DEPARTMENT OF THE NAVY

COMMANDING OFFICER
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NAVBASESANDIEGOINST 5530.6C

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NAVBASE SAN DIEGO INSTRUCTION 5530.6C

Subj: NAVAL BASE SAN DIEGO PHYSICAL SECURITY PLAN (PSP)

Ref: (a) OPNAVINST 5530.14C

Encl: (1) Physical Security Plan (PSP)

1. Purpose. To issue revised physical security guidance relative to program policy, standards, and procedures for Naval Base San Diego (NBSD). This instruction is a complete revision and must be read in its entirety.
2. Cancellation. NAVSTASDIEGOINST 5530.6B.
3. Scope. This PSP is applicable to all NBSD military and civilian personnel, to include contractors and visitors as well as all tenant commands/activities and berthed ships.
4. References. Appendix A of enclosure (1), lists references (a) through (m) which are cited in this plan.
5. Policy. Reference (a) requires all naval activities/installations to publish a PSP. Enclosure (1) provides specific guidelines and procedures to implement physical security measures at NBSD. The PSP provides guidance for safeguarding critical assets/security interests, preventing unauthorized access, protecting against unlawful acts, and providing responses to accidents, disasters, and other circumstances as may require security force intervention.
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D. R. SMITH

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Preface

This PSP contains specific physical security and loss prevention guidelines, policies and procedures to be used at NBSD exclusively. Due to the sensitivity of some of the information contained in this Plan, it has been marked "FOR OFFICIAL USE ONLY" and local distribution has been generally limited to site managers and above. In its entirety, this Plan is particularly useful for members of the Security Department in carrying out day-to-day operations, and for members of the Emergency Operations Center (EOC) when activated for exercises or actual operations. Others on distribution will find that only certain chapters/appendixes (or portions thereof) have direct applicability, and may reproduce those portions for intra-departmental use, as necessary.

Glossary

1. Definitions. For the purposes of this plan, the following definitions apply:

a. Administrative Vehicle Inspection. A cursory inspection of the contents of a vehicle with full consent of the operator or owner. Administrative inspections are scheduled via the Random Anti-Terrorism Measure calendar. Within this plan, the terms Administrative Vehicle Inspection and Random Vehicle Inspection (RVI) are synonymous.

b. Anti-terrorism. Defensive measures used by the Department of the Navy to reduce the vulnerability of individuals and property to terrorism.

c. Antiterrorism/Force Protection Plan. Specific measures taken to establish and maintain an anti-terrorism/force protection program.

d. Anti-terrorism/Force Protection Program. Seeks to reduce the likelihood that Navy-affiliated personnel, their families, facilities, and material will be subject to a terrorism attack, and to mitigate the effects of such attacks should they occur.

e. Armed Guard. A person equipped with a firearm and ammunition whose primary function is to protect persons and property and who has qualified with the firearm in an approved weapons qualification course.

f. Commanding Officer (CO). The term "CO" as used throughout this plan represents the authority of the CO, NBSD.

g. Electronic Security Systems (ESS). That part of physical security concerned with the safeguarding of personnel and property by use of electronic systems. These systems include, but are not limited to, intrusion detection systems, automated entry control systems, and video assessment systems.

h. Exception. A written, approved long-term (36 months or longer) or permanent deviation from a specific provision of this instruction. Exceptions require compensatory or equivalent security measures.

i. Facility. A real property entity consisting of one or more of the following: A building, a structure, a utility system, pavement, and underlying land.

j. He, His, Her, Hers; Singular and Plural. For the sake of brevity and for the purpose of avoiding the conventional consolidations, "he/she" and "his/hers", the masculine gender shall be used throughout this plan to connote any person regardless of sex. Also, for the sake of brevity, and to avoid the convention, "(s)," the singular form, in most cases, shall be understood to include the plural (e.g., "security force" shall mean either one individual or more than one individual, depending on context; "person" shall include "persons" unless otherwise clarified.

k. Incident Response Plan. A set of procedures in place for dealing with the effects of an incident.

l. Installations. Department of Defense property including bases, stations, forts, depots, arsenals, plants (both contractor and government-operated), hospitals, terminals, and other special mission facilities, as well as those used primarily for military purposes.

m. Loss Prevention. Part of the overall command security program dealing with resources, measures, and tactics devoted to the care and protection of property on an installation. It includes identifying and reporting missing, lost, stolen, or recovered government property, including documents and computer media, and developing trend analyses to plan and implement reactive and proactive loss prevention measures.

n. NBSD. Refers to the command exclusively, NBSD including Broadway Complex and Admiral Bakers Recreation area. The acronym "NBSD" is frequently used for brevity throughout this plan.

o. Navy Activity. Any unit of the Navy shore establishment or operating forces under a commander, commanding officer, or an officer in charge, or director.

p. Navy Security Forces. Any uniformed member of the security force, whether military or civilian, guard or police, whether male or female, while such security force member is on duty and assigned to any area patrol post or special patrol

post. This term may also be used for security force personnel assigned to a fixed post, which is not otherwise designated by a special term or title.

q. Physical Security. That part of security concerned with physical measures designed to safeguard personnel, prevent unauthorized access to equipment, facilities, material, computer media and documents, and to safeguard them against espionage, sabotage, damage and theft.

r. Physical Security Inspection. An examination of the physical security and loss prevention programs of an activity or worksite to determine compliance with physical security policy. A physical security inspection is normally conducted by a representative of an immediate superior in command. Follow-up action to correct noted deficiencies is required.

s. Physical Security Survey. A specific on-site examination/evaluation of physical security and loss prevention programs of an activity to determine the activity's vulnerabilities and compliance with physical security policies. They are used primarily as a management tool by the surveyed command and program manager.

t. Property. All assets, including real property; facilities; funds and negotiable instruments; arms, ammunition and explosives; tools and equipment; material and supplies; microwave towers; communications antennas and power transformers; computer hardware and software; and information in the form of documents and other media, whether categorized as routine or special, classified or unclassified, non-sensitive or sensitive, conventional or nuclear, critical, valuable or precious.

u. Restricted Area. An area to which entry is subject to special restrictions or control for security reasons, or to safeguard property or material. This does not include those designated areas restricting or prohibiting over-flight by aircraft. Restricted areas may be of different types depending on the nature and varying degree of importance of the security interest, or other matter contained therein. Restricted areas must be authorized by the installation/activity properly posted, and shall employ physical security measures.

v. Restricted area (Waterway). A defined water area for the purpose of prohibiting or limiting public access to the area. Restricted areas generally provide security for Government property and/or protection to the public from risks of damage or injury arising from the Government's use of the area.

w. Security Zone. A security zone is an area of land, water, or land and water which is so designated by the Captain of the Port or District Commander for such time as is necessary to prevent damage or injury to any vessel or waterfront facility, to safeguard ports harbors, territories, or waters of the United States. The purpose of a security zone is to safeguard from destruction, loss, or injury from sabotage or other subversive acts, accidents, or other causes of a similar nature.

x. Survivability. The ability to withstand or repel attack, or other hostile action, to the extent that essential functions can continue or be resumed after onset of hostile action.

y. Systems Security Engineering (SSE). An element of system engineering that applies scientific and engineering principles to identify security vulnerabilities and minimize or contain risks associated with these vulnerabilities. SSE uses mathematical, physical, and related scientific disciplines, and the principles and methods of engineering design and analysis to specify, predict, and evaluate the vulnerability of the system to security threats.

z. Threat Assessment Plan. The process used to conduct a threat analysis and to develop a threat assessment.

aa. Waiver. A written temporary relief, normally for a period of one year, from specific standards imposed by instruction, pending actions or accomplishments of actions which will result in conformity with standards, Interim Compensatory Security measures are usually required.

CHAPTER 1

CONTROL MEASURES

1. Control Measures. Personnel access and movement control shall be in compliance with reference (a). The purpose of this chapter is to designate areas within NBSD as either RESTRICTED or NON-RESTRICTED, and to provide policy and procedures to control entry and movement within such areas. All persons are forbidden to enter established restricted areas unless their official duties require such entry or unless access by the CO has been granted (reference (a), appendix vi, paragraph 1c(2)). This chapter also establishes procedures to conduct administrative inspections of persons and vehicles entering and leaving restricted areas (reference (a), appendix VI paragraph (f)), and establishes a system of personnel and vehicle movement control (chapter 5).

2. Restricted Areas. Decisions regarding designation of restricted areas, their levels, and the criteria for access to each restricted area are at the discretion of the CO. As a general rule, restricted areas are established as required to protect critical assets (e.g., conventional arms, ammunition and explosives). As a matter of policy, three different levels of restricted areas are established, level I, II, and III with three being the most secure type of restricted area. Restricted areas will be established and maintained in accordance with reference (a). The following restricted areas are established for NBSD:

a. Level III Areas

(1) A Level III restricted area is the most secure type of restricted area, and may be within less secure types of restricted areas. Access will be controlled by the Security Officer or tenant Security Manager. An access list of personnel authorized to enter the area without an escort will be posted. The access list will include name, rate/rank, social security number and unit of assignment. All visitors to the area must be logged in and out. The sign in and out log will include the person's name, rate/rank, unit of assignment, purpose of visit, time in and out, and if escorted, the escort's name.

(2) A personnel identification and control system for entry into the area will be established using a military or civilian government CAC with photo. Identification will be verified with the information contained on the access list before allowing entry into the area. Identification must be worn on the outer garment by the individual at all times while in the area.

(3) When the area is secured, a check will be made at least once every eight hours for signs of unauthorized entry. The following areas are designated Level Three:

<u>Bldg/Area</u>	<u>Dept</u>	<u>Security Interest/Asset</u>
Bldg 116	CPG-3/N2	TS/SCIF Vault

b. Level II Areas. A Level II restricted area is the second most secure type of restricted area. It may be inside a Level One area, but is never inside a Level III Area. Uncontrolled or unescorted movement would facilitate access to the security interest. The following areas are designated Level Two:

<u>Bldg/Area</u>	<u>Dept</u>	<u>Security Interests/Asset</u>
Bldg 384	NCTS	Switch Boards
Bldg 128	NAVFAC	Mail Room (Broadway Complex)
Bldg 92	SPAWAR	Cryptological Repair Facility
DDDC Compound	DLA	Bulk Warehouse
Pier 1-13	SEC	Naval Vessels

c. Level I Areas. A Level One restricted area is the least secure type of restricted area and serves as a buffer zone for Level II and Level III restricted areas providing administrative control. The following areas are designated Level One:

<u>Bldg/Area</u>	<u>Dept</u>	<u>Security Interests/Asset</u>
Bldg 74/Rm 74	SEC	RFI
Bldg 78/Rm	EODMU-7	RFI
Bldg 3405	Sec/MWD	Explosives (Training Aids only)

d. Posting of Restricted Areas. All restricted areas, including buildings, will be posted at all external points of ingress. Posting of signs will be per reference (a).

e. Parking within Restricted Areas

(1) Parking of Privately Owned Vehicles (POVs) in Restricted Areas. POVs should not be parked in any restricted area, as such parking exacerbates the risks and increases resources required to maintain appropriate access control.

(2) POVs will not be parked within 33 feet (10 meters) of doorways leading into or from buildings primarily used for the manufacture, repair, rework, storage, handling, packaging, or shipping of government material and supplies at NBSD (reference (a), paragraph 0510).

(3) As activity/tenant security officers are responsible for access and movement controls within their activity restricted areas and for the activity loss prevention program, they will be in the approval chain for the following:

(a) Requests for and establishment of any parking lot in a Level One restricted area or within 33 feet (10 meters) of doorways leading into buildings described above.

(b) Approval of any proposed individual exception to parking policy or criteria.

3. Non-Restricted Areas. All other areas of NBSD that are not designated Restricted Areas above are non-restricted areas.

4. Personnel Access Control. Personnel requiring access to NBSD are in one of these four categories: military personnel (active, reserve, retired) and their family members, civil service employees, government contractors, and guests. Access to NBSD will be granted only if the person has the appropriate official identification. Permission to enter the base does not constitute free and complete access to all areas of NBSD unless the member has a validated and approved access requirement. All persons recognized as guests must be escorted by their sponsor at all times, unless authorized by the CO.

a. General Personnel Access Control Procedures. All military personnel entering or exiting NBSD, regardless of uniform or grade, are required to present identification upon demand.

(1) The inability or refusal of any person to present proper identification is grounds to deny the privilege of entering NBSD. Persons who are already onboard and fail to meet these requirements may be removed from NBSD.

(2) Sponsored guests must remain in the company of their sponsor at all times while onboard NBSD. Adult children, who are no longer eligible for a DoD dependent identification card, shall be considered as guests. An exception to this rule are guests that are registered in the Navy Lodge as guests of military members. Those personnel are issued a copy of their Navy Lodge registration, as proof of being a registered guest at the Navy Lodge and are allowed access to the NEX/DeCA Compound to facilitate access to/from the Navy Lodge.

(3) Personnel in military uniform will not be authorized access based solely on rank, status, title, or uniform. Military uniforms are not an acceptable means of sole identification and will never take the place of a valid identification card. Personal recognition of COs, XO's, Flag Officers, and other senior officials is an acceptable practice as long as the sentry can positively identify them by face.

(4) Family members 16 years and older are allowed to act as a sponsor.

(5) Family members age 10 and above with proper identification are allowed unaccompanied access on and off NBSD.

b. Personnel Identification and Admission Procedures

(1) All persons desiring access to NBSD must present valid identification pursuant to and in accordance with the appropriate personnel category.

(2) In order to simplify access control, only the following categories apply:

(a) Military/Retired Military/Family Members. Armed Forces personnel on active duty, reserve duty, retired, or their family members will be admitted to NBSD upon presentation of a valid active duty or retired Armed Forces Identification Card (DD Form 2), CAC, or United States Uniformed Services Identification and Privilege Card (DD Form 1173). Requirements may be modified and/or increased during periods of heightened force protection conditions.

(b) Civil Service Employees. Persons employed as civil service employees (General Service (GS), Wage Grade (WG), etc.) by the U.S. Government:

1. Access to an NBSD is granted to civil service employees for the purpose of carrying out their duties of employment. Civil service employees will carry a CAC as their personal identification.

2. Tenant commands are required to comply with access requirements established by NBSD. Civil service employees of tenant activities will carry a CAC as their personal identification.

(c) Contractors. Any non-military or non-government civilian employee, required to perform work on NBSD, is considered for the purposes of this instruction, to be a contractor. Access to NBSD is granted to contract employees for the purpose of carrying out their duties of employment. Long-term contract employees will carry a CAC as their personal identification, if issued. NBSD Pass & Decal will issue contract employees, that are either short-term or not eligible for CAC's, temporary badges for access to NBSD.

(d) Guests. The term "guest" is all encompassing for the purposes of this instruction and includes any persons who do not fall into one of the aforementioned categories. Guests include the following:

1. Foreign Military Members. Foreign military members assigned to commands or ships onboard NBSD will be granted facility access after displaying their military identification card.

2. VIP visitors. High-ranking civilian government officials, senators, congressmen, etc., will be

granted unobstructed access to NBSD. The CO may also identify specific individuals as VIP's. In such cases a VIP pass/placard will be issued and unobstructed access will be granted upon display of the pass.

3. Caregivers. Individuals providing care for and/or transportation of disabled or handicapped personnel possessing a valid identification authorizing facility access, will be allowed access to NBSD, provided they possess a recognized form of picture identification, (state driver's license, state identification card, passport, etc.) along with a caregiver's authorization letter signed by the CO or his designated representative. This Caregiver/Agent authorization letter is valid for a period of one year.

(3) Public Visits. Visiting by the public within NBSD will normally be permitted only during special events. Individual tenant commands will comply with NBSD's requirements for access.

(a) Tours. Official tours of NBSD or tenant activities may be arranged through the Public Affairs Office (PAO). The PAO must then notify and coordinate with the NBSD Security Officer.

(b) Official Visits. Individuals requesting entrance onto NBSD in order to conduct official business with military or civilian personnel will proceed to the NBSD Pass and Decal Office for clearance. Prior arrangements should be made by memorandum, certified e-mail, or in person by the person to be visited (the sponsor). These arrangements will be made 24 to 72 hours prior to event. Visitor and sponsor information required to authorize such visits is stated below:

- Name of visitor
- Name of sponsor
- Sponsor data:
 - Rank/Command
 - Phone number
 - E-mail
- Company/Organization of visitor with contact phone number
- Reason for visit
- Duration of visit

1. If access is authorized by the NBSD Force Protection Admin Office, NBSD Pass and Decal Office will then issue the appropriate badge/pass.

(4) Media. Representatives of legitimate news gathering agencies shall be accorded the same base access, no more or less, as other guests. Media representatives will be given access to NBSD for the purpose of covering newsworthy events when compatible with security requirements, and are subject to the following conditions:

(a) Any media coverage will be coordinated through the PAO.

(b) Media personnel will not be granted working access to NBSD unless they have been invited by the command to cover a specific event.

(c) Media coverage shall not be permitted in such a manner as to interfere with emergencies.

(d) Interviews with persons being removed from government property shall be conducted after removal.

(e) Each occasion of entry onto NBSD will be preceded by specific approval from the Commanding Officer or his/her designated representative to cover a particular news event.

(f) Travel on NBSD will be by the most expeditious route to and from the location of the news event.

(g) Any newsperson arriving at NBSD without prior clearance will be requested to proceed to the Pass and Decal Office and access will be cleared through the PAO. Upon confirmation of access by the PAO, the newsperson(s) will be issued a visitor's badge/pass.

(h) All media personnel must be escorted by the PAO or his designated representative at all times while on board NBSD.

(i) No military or DoD personnel will answer any questions by the media unless previously authorized by the PAO. (Simply direct them to the PAO office).

(5) Special Events. The CO may authorize temporary unrestricted base access for large-scale public events. Guests in this case are not required to obtain a pass. However, all persons in attendance will follow specific instructions concerning access restrictions of areas not intended for the event.

5. Vehicle Access Control. Vehicle identification decals and passes are used to serve as a rapid means of identifying a vehicle as being authorized to be operated and parked on board NBSD. It will not be utilized or construed as a means of identifying the driver or any occupant therein. Identification required of persons traveling in motor vehicles is the same as that required of a pedestrian entering or leaving NBSD. Taxicab, Limousine, and Shuttle Access on NBSD is covered in reference (b).

a. Vehicle Registration Authorization. Permanent registration is limited to motor vehicles owned by personnel in the following categories:

(1) Active duty military personnel attached to any NRSW installation, tenant command, activity, etc.

(2) Reserve military personnel assigned to drill within NRSW.

(3) Retired or Fleet Reserve military personnel.

(4) Civil Service personnel employed by the command or tenant activity.

(5) Contractors employed/servicing a tenant activity with a need to regularly and frequently visit NBSD (not less than three times weekly). Applications must be made on company letterhead, signed by an officer of the company, and favorably endorsed by the CO or designated representative of the department/tenant command serviced. The letter should then be hand-carried or mailed to the Security Officer. Applications must specify the frequency of the requirement to visit NBSD; motor vehicle identification by make, model, state license number; effective dates; and the names of all personnel requiring registration. Renewal requirements are the same as for initial application. Expiration date of these passes shall not exceed 12 months from the date of issue.

b. Implied Consent. Any person granted the privilege of operating a motor vehicle on NBSD shall be deemed to have given his consent to a chemical test of his blood, breath or urine for the purpose of determining the alcohol/drug content of his blood. Additionally, any person who, when advised of the provisions of implied consent, refuse to submit to a chemical test will be cited for such refusal, and their DOD decal and driving privileges removed immediately.

c. Vehicle Registration Requirements for Permanent Decal. At the time of registration, the registrant must present the following documentation. All documentation must remain current and unchanged throughout the registration period:

(1) Current state vehicle registration indicating ownership of the vehicle.

(2) Documented proof of current vehicle insurance coverage. Minimum liability coverage is required as follows: \$15,000 for bodily injury or death liability per person as a result of one accident; \$30,000 for bodily injury or death liability to all persons as a result of one accident; \$15,000 for damage to property as the result of one accident. Insurance coverage of the registered owner is considered proof of liability for members of the same family, unless otherwise stated on insurance agreement.

(3) Proof of liability insurance with a vehicle rental agreement is NOT REQUIRED. After viewing the rental agreement to ensure the bearer is the same as the person noted on the agreement, a vehicle pass will be issued. It is the vehicle renter's responsibility to show proof of insurance if they become involved in an accident on base.

(4) A current vehicle driver's license authorizing the registrant to operate the class of vehicle for which a registration decal is desired.

(5) Proof of Identification:

(a) Military Personnel (includes active duty, reservists, and retirees): Armed Forces Identification Card (DD Form 2) or CAC.

(b) Family members: Military Dependent Identification Card.

(c) Civilian DOD Employees: Common Access Card.

(d) Contractors and Non-DOD Civilian Employees (i.e., NAF employees, MWR employees, NEX employees, landscape personnel, etc.): A valid Civilian Employee Identification Card indicating proof and location of employment, or, with verification from the employing activity/department personnel, a valid state identification.

(6) Smog Certification. Section 118(d) of the Federal Clean Air Act requires that all vehicles operated on federal installations must comply with the host state's smog inspection requirements. Personnel permanently assigned to NBSD or activities within the state of California must possess a smog certificate or waiver as a condition of obtaining a new or renewed base registration decal. DoD registration decals are valid for a maximum period of three years, a period consistent with the validity of the Smog Certificate. Certain exemptions apply as follows:

(a) Vehicles 1975 and older;

(b) Vehicles with two-cycle engines or engines under 50 cubic-inch displacement;

(c) Vehicles with diesel-fueled or electric engines;

(d) Motorcycles; and

(e) California registered vehicles*, four model-years old and newer. Vehicles in this category are still required to obtain smog certification whenever a change of ownership occurs, or upon initial registration in the state requiring the smog certification.

*NOTE: Only California registered vehicles apply to the exemption covering vehicles four model years and newer, and only if an initial smog inspection was conducted upon purchase or transfer of the vehicle to the registered owner within 60 days of the transfer or purchase. Personnel operating an out-of-state registered vehicle in California for longer than 60 days

are not initially eligible for exemptions covering vehicles four model years old and newer. Vehicles in this category must obtain a Vehicle Inspection Report from a certified smog inspection center upon first introduction into the state, and, if still within the four-model year or newer category, are exempted from subsequent smog inspection requirements, but will be required to pay a minimal fee to the Department of Motor Vehicles to obtain an abatement waiver. Registered owners presenting a valid waiver certificate issued by a State Consumer Assistance and Referee Center are exempt from the smog certificate requirement. Additional information on California smog inspection and certification requirements can be obtained at <http://www.dmv.ca.gov>.

d. Vehicle Registration Requirements for Motorcycle and Motorized Bicycle Registration. In addition to the requirements above, all motorcycle owners/operators are required to furnish proof of successful completion of an accredited course in motorcycle safety endorsed by the Motorcycle Safety Foundation, prior to being issued a motorcycle decal.

e. Temporary Vehicle Passes. Temporary vehicle passes are issued to the following persons under the circumstances indicated:

(1) Persons requesting registration of newly purchased vehicles pending finalization of the requirements for permanent state registration. The registrant must present documentary evidence that compliance is in process (bill of sale or purchase contract, temporary state registration, insurance binder or personal liability certification in lieu thereof). Temporary vehicle passes issued under these circumstances will not be issued for periods longer than 90 days. Additional extensions of 30 days at a time may be granted to compensate for unforeseen delays. Permanent decals will not be issued until the owner has permanent state registration in his/her possession.

(2) Visiting and/or temporary assigned persons requiring daily access to NBSD for periods up to one year, for the purpose of performing temporary duties, attending and/or teaching training courses, seminars, schools, etc. Temporary passes issued under these circumstances will never exceed one year per pass. Personnel requiring access for periods of one year or more are required to obtain permanent registration, with all rules applicable.

(3) All personnel entering an installation in a rental vehicle. An identification card authorizing access and a valid rental agreement are required. (O6 and above are exempt from this requirement).

(4) Contractors involved in construction, repair, or similar activities other than services to the activity will be issued either temporary passes or registration decals for company-owned vehicles and privately owned vehicles, depending on the length of time required.

f. Vehicle Pass Exceptions. The following categories of visitors will not normally be required to obtain a Temporary Vehicle Pass:

(1) Deliveries and Pickups. Drivers presenting valid bills of lading, delivery orders, or pick up orders are exempt from the requirement for a temporary vehicle pass. Vehicles in this category will utilize Gate 7, at Vesta St. and Cummings Rd. for all deliveries.

(2) Law Enforcement. Civil law enforcement personnel in an official vehicle and presenting valid credentials will be permitted entry/exit without being required to obtain a vehicle pass. Such persons do not require an escort. Civil law enforcement vehicles in "hot pursuit" of another vehicle and displaying emergency lights will be passed through the gate without being stopped. The NRSW Emergency dispatcher will be notified immediately, and all available units will be dispatched to assist.

(3) Government Officials. White House Cabinet members, members of the Senate and Congress, and city and state officials, when properly identified by the gate sentries, shall be permitted entry/exit without being required to obtain a vehicle pass. The PAO, who will serve as escort for the visiting parties, normally arranges such visits.

(4) VIP's. Guests possessing a VIP Pass issued by either the CO or area Flag Officer shall be permitted entry/exit without being required to obtain a vehicle pass. Such persons do not require a special escort.

(5) Social/Special Events. In order to regulate base access, buses and/or shuttles should be arranged for use whenever feasible. The command or senior officer in charge of the event is responsible for providing a guest list to the Security Officer. Procedures will require the Pass and Decal Office to provide a daily list of events with point of contact names and telephone numbers to the ECP sentries. If a visitor arrives who is unable to use the bus/shuttle service for the event (handicapped, etc.), he will state the intended purpose for the visit, and present photo identification (i.e., driver's license) to the sentry. Upon verification of the event, the sentry will allow the visitor to proceed.

(6) Accredited Naval Criminal Investigative Service (NCIS) personnel. Vehicles used by NCIS personnel in the course of official business, and all occupants therein shall be exempt from routine inspection. They will be allowed entry and exit through any gate upon presentation of official credentials. Vehicular identification is not required.

(7) U.S. Postal Service drivers/vehicles shall be admitted without requirement of installation vehicle pass. Drivers shall present their official U.S. Government Postal Worker ID upon request.

(8) U.S. Congress members who arrive at installation points of entry shall be admitted without delay with proper congressional identification. ECP sentries shall immediately advise NBSD's chain of command of the arrival of members of the U.S. Congress.

(9) State agencies, which operate registration exempt vehicles identified with the letter "E" in a circle on the vehicle's license plate, are not authorized free access to NBSD. When these officials arrive at any activity, they should be referred to NBSD Legal Officer, PAO or other appropriate official, who will report to the ECP sentry and sponsor the official on base.

g. Owner's Responsibility for Vehicle Registration Decal. All vehicle registration media issued in accordance with this instruction shall remain the property of the DoD. The DoD decal must be removed and surrendered to NBSD Pass and Decal Office immediately upon termination of eligibility. Care should be taken with decals to preserve the serial number.

Security Department personnel will assist with removal when requested. Termination of eligibility includes:

(1) Discharge or release from active duty from the military service, or termination of employment or contract for civilian personnel.

(2) Sale, trade, repossession, transfer of title, totaled by insurance company, or other permanent disposal of the vehicle. Note: Sale or transfer of a motor vehicle without removal or destruction of the DoD registration decal by the authorized military or civilian recipient of the sticker is a federal offense in violation of Title 18, U.S. Code, Section 499.

(3) Expiration of the decal as indicated by the year/month decals (if the member does not intend to renew the decal). Decals expire at midnight on the last day of the month indicated; no waiver or grace period is authorized.

(4) Failure to meet the requirements for permanent vehicle registration (i.e., smog certification failure; loss of insurance liability coverage; loss, revocation or suspension of state driver's license; etc.).

(5) Private individuals and management officials of commercial concerns who register motor vehicles are responsible for the operation of such vehicles by any persons they permit to drive them. Such operation must be in compliance with NBSD traffic regulations. With the exception of moving violations and accidents, traffic point assessments may be made against a registrant when someone else operating the registrant's vehicle commits a violation in that vehicle. Moving violations and accident point assessments may be made against a registrant if the registrant has permitted an unlicensed person to operate his vehicle or if the violator is the spouse or an adult member of the registrant's family.

h. Requirements to Maintain Registration. All privately owned and commercial motor vehicles operated on board NBSD must have a current registration with the Security Department or with another DOD activity.

(1) Personnel reporting for permanent duty onboard NBSD or one of it's tenant commands are required to register their vehicle with the Pass and Decal Office within 30 days of reporting for duty.

(2) Personnel reporting for temporary duty on NBSD and who are operating a vehicle with current DOD decals issued by their parent activity, are not required to obtain a new activity strip or renew DoD decal registration unless the registration expires during the period of temporary duty.

(3) Personnel reporting for temporary duty on NBSD and who are operating a vehicle without DoD decals, will be issued a temporary vehicle pass for the period of temporary duty, since the ultimate goal is for members to register their vehicles in the Navy Region where the member is permanently assigned.

i. Exemption From Displaying Decals. Special commercial construction equipment, special mobile equipment, and material handling equipment not intended for operation on public highways may be exempt from obtaining and displaying registration decals/passes at the discretion of the Security Officer. However, owners will be required to meet the requirements for vehicle registration. In addition, Government owned or leased vehicles are not required to display DOD vehicle registration media, but will display a license plate with the DoN number imprinted, or the number must be painted on the side of the vehicle.

j. Display of Temporary Vehicle Registrations. Vehicles with temporary registration shall prominently display a temporary vehicle pass positioned in the lower left corner of the windshield.

(1) Motorcycles will display evidence of temporary registration by having it affixed on the leading edge of the frame or fork tab indicating the month of the expiration of the pass.

(2) All temporary passes will be serialized and have a traceable alphanumeric code similar to the DoD decal and constructed in a non-duplicable design. Temporary passes also require that full information on the status of the registrant and vehicle shall be entered into the CNRSW database.

(a) CNRSW approves the design and format of all locally produced passes and ID's issued by the Pass and Decal Office.

(b) The Temporary Pass will display at a minimum:

1. Sponsor/Owner.
2. Expiration of Authorization.
3. Temporary Pass Serial number.

(c) Temporary passes or personal identification will be rigidly controlled and accounted for by individual serial number. Temporary passes or IDs will be distinctly different in style and design from permanent passes or IDs used by CNRSW, and will clearly indicate the period and limits of authorized use.

6. Foreign Military or Foreign Nationals

a. The provisions of this instruction are applicable to all foreign military or foreign nationals attached permanently or Temporary Duty to NBSD.

b. Non Allied foreign military or foreign nationals visiting the command shall be accompanied by a competent escort. These representatives are not eligible for a permanent access badge/pass to NBSD and therefore can only be admitted on an individual visit basis, and under escort. All such visits shall be previously authorized and cleared through the PAO or Security Officer.

c. Allied foreign military who are Temporary Assigned Duty (TAD) to NBSD for instruction or training are required to coordinate with the U.S. Navy Military Liaison Officer to facilitate base access and privileges. Allied foreign military afloat visiting NBSD will coordinate with both U.S. Navy Military Liaison Officer and NBSD Port Operations Officer.

d. The requirements cited above do not apply to aliens who have become lawful permanent residents of the United States and are in possession of a valid Alien Registration Receipt Card, issued by the Immigration and Naturalization Service of the United States Department of Defense Homeland Security. These individuals will be treated in the same manner as a U.S. citizen.

7. Denial of Entry

a. The Security Officer, Deputy Security Officer, Operations Chief, Anti-Terrorism Officer and Watch Commanders shall have the authority to deny entrance to NBSD to any person for reasonable cause.

b. Whenever any individual is denied admission to NBSD a report including all circumstances shall be made to the Executive Officer on or before the next normal working day. This shall constitute a significant report and all pertinent facts and circumstances logged in the NRSW Desk Journal.

8. Personnel and Vehicle Administrative Inspections.

Administrative Inspections (Random Vehicle Inspections (RVI)) will be conducted on a random basis for the purpose of detecting and preventing unauthorized removal of government property and material, and to detect/prevent the introduction of any form of contraband. Appendix (B) provides specific procedural guidance for the conducting of Administrative Inspections.

a. As a condition to the privilege of entering NBSD, the driver and all occupants of a vehicle entering or departing are deemed to have consented to duly authorized inspections and searches at the time of entry/departure or any place within the jurisdiction of NBSD by members of NBSD Security Department.

9. Towing/Impounding POV's

a. NBSD Security Department personnel are authorized to tow or impound a vehicle in accordance with the California Vehicle Code, under the assimilative crimes act, and for command specific violations, as follows:

- (1) Obstructs traffic, creates hazard.
- (2) Stolen vehicle.
- (3) Blocking driveway, impractical to move.
- (4) Blocking fire access, impractical to move.
- (5) Driver incapacitated.
- (6) Driver either apprehended or taken into custody.

(7) Illegally parked, or parked in excess of parking lot time periods, and has been issued three or more parking citations, without results.

(8) Abandoned vehicle.

(9) Blocking a roadway.

(10) Possession of a controlled substance by any person within a vehicle.

(11) Immobilized as a result of an accident.

b. The contents of all vehicles impounded on NBSD will be inventoried. The only exception to the inventory procedure would be at the scene of the accident where the owner or operator is physically able to maintain control of their personal property. Incidental to this inventory, if any items of contraband are discovered, appropriate punitive charges will be initiated and all contraband confiscated. All contraband seized will be tagged and treated as evidence and an investigative report initiated.

10. Seat Belts. All motor vehicle operators and passengers will wear seat belts, when the vehicle is so equipped. Failure to do so will result in administrative action including the possible suspension of driving privileges.

11. Driver's Responsibilities. All operators of U.S. Government motor vehicles are responsible for:

a. Safety of their passengers.

b. Security of the cargo.

c. Safe operation of the vehicle.

d. Ensuring all safety devices of the vehicle are in proper working condition (i.e., brakes, lights, seatbelts, windshield wipers, etc.). The driving record of operators of U.S. Government motor vehicles will be charged with accidents and injuries occurring while operating such vehicles.

12. Motorcycles, Motor-driven cycles, Motorized Bicycles & Scooters, and Bicycles. This instruction adopts the California Vehicle Code as the principal traffic regulation for the command. In addition, reference (b) provides guidance relative to the Navy's Traffic Safety Program. Operation of motorcycles, motor-driven cycles, motorized bicycles & scooters, and bicycles are restricted to the following:

a. Motorcycles, motor-driven cycles, motorized bicycles & scooters, and bicycles must travel on the right side of the road.

b. Motorcycles, motor-driven cycles, motorized bicycles & scooters, and bicycles shall not be operated on sidewalks or on walkways designed for pedestrian traffic.

c. No person other than the operator may ride as a passenger on a motorcycle, motor-driven cycle, motorized bicycle, or bicycle except when the vehicle is specifically equipped for carrying a passenger.

d. All personnel, military and civilian, who operate or who ride as a passenger on a motorcycle or motor-driven cycle or scooter on this installation will, as a minimum wear the following protective equipment:

(1) Helmet, which meets the American National Standards Institute (ANSI) guidelines. Helmets will be worn on the head with the chinstrap properly fastened.

(2) Goggles or face shield.

(3) Full fingered gloves.

(4) Sturdy footwear.

(5) Properly worn long sleeved shirt or jacket and long-legged trousers.

(6) A brightly colored outer upper garment during the day and a reflective upper garment during the night.

13. Speeds. Regardless of the maximum speed limits prescribed by this instruction, vehicles must be operated at such speeds and under such control as to ensure safety against injury or damage to personnel or property.

a. The maximum speed limit onboard NBSD, except for authorized emergency vehicles during an emergency response, is 25 miles per hour unless otherwise posted.

b. Regardless of the speed limits herein established, all vehicles must yield the right-of-way to pedestrians in clearly defined crosswalks.

14. Control of Photography and Photographic Equipment. Specific guidance for the control of photography and photographic equipment on board NBSD is published in reference (c).

CHAPTER 2

LOSS PREVENTION PROGRAM

1. Purpose. To publish Command policies and procedures concerning the Loss Prevention Program.
2. Scope. This instruction sets forth policy, procedures, requirements, and responsibilities for program development and administration, relative to loss prevention, loss analysis, and the investigation and report of lost or stolen government property.
3. Applicability. This instruction applies to all personnel assigned or attached to NBSD. Reference (a) sets forth requirements to establish and revise policy, provide guidance and institute uniform standards for physical security and loss prevention measures.
4. Policy. Since loss prevention serves as the basis for a sound and cost effective assets management program, a vigorous loss prevention program is essential. In addition to being detrimental to productivity and mission accomplishment, property losses cost millions of dollars annually. Accordingly, losses must be minimized through the application of a comprehensive loss prevention program consisting of: loss analysis, proper use of available investigative resources, continuing employee loss prevention education, application of firm corrective measures, institution of administrative personnel actions, pursuit of prosecution, and other loss prevention measures where necessary.
5. Responsibility. Although the Commanding Officer is directly responsible for the overall implementation of the Loss Prevention Program, the actual spectrum of program responsibilities is extremely vast and far-reaching. Therefore, it is incumbent upon every tenant command charged with custodial or signature responsibility for government property to assert a maximum effort to prevent the loss or theft of such property. Additionally, every manager and supervisor must take specific actions to guard against carelessness, which may result in inventory losses. In concert with the foregoing, the Security Officer is delegated full authority and responsibility for administering the Loss Prevention Program.

6. Action

a. NBSD Security Officer will implement and manage the Loss Prevention Program. Such tasking includes:

(1) Ensuring NBSD's Loss Prevention Program procedures and objectives are being met.

(2) Coordinating investigative resources through CNRSW Criminal Investigations Division to receive and act on reported losses.

(3) Ensuring Incident Reports are prepared when incidents of lost or stolen government property are identified.

(4) Conduct administrative vehicle inspections to deter the loss of government property.

b. NBSD Physical Security Specialist will:

(1) Develop, implement and administer the NBSD Loss Prevention Program.

(2) Assist tenant commands in conducting vulnerability analysis.

(3) Serve as the Loss Prevention technical advisor to the Security Officer during Physical Security Review and Assessment Committee meetings.

(4) Conduct loss and trend analysis on all reported material losses.

c. Tenant Commands will:

(1) Ensure all government property assigned to their command is properly safeguarded, inventoried, and controlled to reduce its vulnerability to loss and theft.

(2) Ensure that lost or stolen government property is reported to the NBSD Security Department in accordance with the procedures outlined in this plan.

(3) Conduct vulnerability analysis on government property held by their command in conjunction with the Physical Security Specialist.

d. Military and Civilian Employees will properly safeguard government property to reduce losses due to theft, negligence, damage, etc., follow all loss prevention procedures, and report all losses of government property to their supervisors.

7. Loss Prevention Program Measures. Loss prevention measures will be established to supplement and support the overall Physical Security Program measures. At a minimum, loss prevention measures will consist of the following:

a. Loss Analysis. To help identify trends and patterns of losses, the Physical Security Specialist will track all incidents involving reportable property in an ongoing analysis program. A continuing loss analysis process should consider types of material lost, geographic location, times and dates, proximity of specific personnel, proximity of doorways, passageways, loading docks and ramps, gates, parking areas and other activities adjacent to loss locations; material movement paths; etc. Resulting analysis of loss trends and patterns will be used to balance the allocation of resources available for crime prevention.

b. Investigative and Security Resources. To prevent or reduce opportunities for theft of government property, the employment of available investigative and law enforcement resources is essential. These personnel are an important element of the regular security force. At NBSD, the NRSW Command Investigation Division is located at building 678, NBC, and may be reached at 767-1396/1397. The NRSW dispatcher can be reached at 524-2030/2037.

c. Employee Education. Employees will initially and continually receive security education information on local procedures for preventing property losses and their responsibilities regarding the care and protection of government property via web-based security education programs and e-mail.

d. Financial Responsibility. Local procedures for issue, inventory, and control of government property will ensure that strict accountability is established for persons responsible for government property, which is reported as lost or stolen.

Recoupment action should be undertaken against an individual in each case where the individual's negligence or noncompliance with procedures, instructions, or statutes resulted in lost or stolen government property. This recoupment action is independent of any formal disciplinary action, criminal procedure or prosecution arising from the same event.

e. Criminal Prosecution. Command examination of a reported property loss may indicate referral to legal authorities for criminal prosecution for violations of law. Criminal prosecution is independent of disciplinary action, or recoupment from the same incident(s). The Security Officer, in conjunction with the Command Judge Advocate, is responsible for ensuring the security portions of criminal cases (investigations, evidence, reports, statements, etc.) are prepared properly and in sufficient detail to render them acceptable for prosecution in federal, state, and local courts. The Security Officer will monitor the progress of criminal issues, and maintain liaison with the Command Judge Advocate and the responsible law enforcement or investigative agency to facilitate effective prosecution.

CHAPTER 3

PROTECTIVE LIGHTING

1. Purpose. Protective lighting increases the effectiveness of security forces performing their duties and has considerable value as a deterrent to thieves and terrorists. Requirements for protective lighting at an activity will depend upon the situation and the areas to be protected.

2. Protective (or Security) Lighting shall be installed and maintained in accordance with provisions of reference (a), chapter 7.

a. Responsibilities

(1) The Security Officer shall identify areas where protective lighting is required and shall take action to ensure adequate protective lighting is procured, installed, and maintained, in accordance with the provisions of reference (a). The Security Officer shall ensure that all protective lighting, except for emergency lighting, is checked for operational effectiveness, and shall report protective lighting deficiencies to NAVFAC SW with recommendations for realignment, repair, or replacement.

(2) NAVFAC SW shall ensure that protective lighting is maintained in good working order and that reported deficiencies are corrected in a timely manner. The Public Works Center and Security Officer will coordinate together on any matter regarding the procurement, installation, and maintenance of protective lighting. Emergency power sources and portable emergency lighting shall be maintained in good working order, shall be tested regularly, and records of such tests shall be retained for three years.

3. Protective Lighting Locations. Due to the mission, size, volume, and importance of the facilities onboard NBSD, the majority of the installation is illuminated. Examples of facilities that are equipped with protective lighting include:

- a. Weapons magazine (Building 95).
- b. Piers 1 through 13 and Quay Walls

- c. NBSD small craft piers.
- d. Crew recreation areas, to include softball fields, track, and multi-use field.
- e. Fuel storage facility.
- f. DDDC Warehouses.
- g. Navy Exchange and Commissary complex.
- h. Bachelor quarters.
- i. Headquarters building.

4. Standby lighting is provided for the following facilities and assets:

a. Access-control gates and adjacent guardhouses.
Protective lighting for the gates and guardhouses consists of luminaries designed and positioned to illuminate the area of approach to the gate from outside the base. The purpose of this protective lighting is to enhance the sentries' ability to view persons and vehicles approaching the gate while keeping the sentry in relatively dim light. Switches for the control of these protective lights are located within the guardhouse at each gate.

- (1) Gate 2 (NASSCO Gate); Surface Blvd. (Wet Side)
- (2) Gate 5A (Pedestrian Gate) and Gate 6 (Main Gate); NAVBASE Way at Surface Navy Blvd. (Wet Side).
- (3) Gate 7 (Truck inspection Gate); Vesta St. at Cummings Rd. (Wet Side).
- (4) Gate 9 (Main Gate); Cummings Road and 8th St. (Wet Side).
- (5) Gate 13 (Pier 13 Gate); 19th St at Kidd St. (Wet Side).
- (6) Gate 14 (Autoport Pedestrian Gate); NEX Side.

(7) Gate 15 (Main Gate); Le Harde St. and 28th St. (NEX Side).

(8) Gate 23 (Main Gate); 32nd Street and Callagan Hwy, (NEX Side).

(9) Gate 25 (NAVFAC SW); Broadway Complex at Pacific Hwy.

(10) Gate 26 (CNRSW Main lobby); CNRSW Bldg 1; Broadway Compound at Harbor Drive.

(11) Gate 27 (CNRSW Main Gate); CNRSW; Broadway Compound at Harbor Drive.

(12) Gate 29 (TSC Gate); Vesta St. at Norman Scott Rd. (Dry Side).

(13) Gate 32 (Anchor's Gate); Division St. at Norman Scott Rd.

(14) Post 33 (Main Gate) and Post 33A (Pedestrian), (DLA/ DCCC Compound); Cummings Rd. (Dry Side).

(15) Gate 43 (Norman Scott Gate); Norman Scott Rd. and 32nd St (Dry Side).

5. Security search lighting. Currently there are no security structures equipped with moveable searchlights with the exception of waterside towers 3 (Pier 3) and 12 (Pier 12).

6. Moveable emergency lighting. Moveable emergency lighting is only available in small quantities aboard NBSD, but is available for lease within the local community.

7. Movable emergency generators. NBSD currently has a limited number of movable emergency generators ranging in capacity between 5 and 250 KW. These generators are to be deployed in support of various key operations/buildings in the event of an emergency.

8. Lighting systems in use. In addition to the protective lighting for security areas listed above, there are various continuous fixed incandescent, vapor-type flood and glare luminaries on the perimeter (secured to buildings and freestanding).

Lights are utilized for security, illumination for workers entering and departing during hours of darkness, and for security of supplies and equipment stored outside.

9. Inspection and maintenance responsibilities. Departments and tenant activities are responsible for inspection of their own security lighting. Security personnel will inspect and report security lighting discrepancies during their normal patrols. Security personnel will report any discrepancies to the Physical Security Specialist via the Watch Supervisor. The Physical Security Specialist will coordinate with NAVFAC SW for repair of security lighting issues.

CHAPTER 4

ELECTRONIC SECURITY SYSTEMS (ESS)

1. Purpose. ESS are designed to permit more economical and efficient use of security personnel through the employment of mobile responding security forces instead of fixed guard posts and/or patrols. They provide additional controls at critical areas or points, enhance security force capabilities to detect and defeat intruders, and provide the earliest practical warning to security forces of any attempted penetration of protected areas. However, ESS are useless unless they are supported by a prompt security force response.

2. Responsibilities

a. NRSW Director of Electronic Security. Serves as the authorizing and approving authority for all Intrusion Detection Systems (IDS) installed at NBSD. Ensures that all required ESS are planned for, procured, properly installed, monitored, and maintained. Ensures that all ESS meet the requirements of reference (a). Serves as the final technical authority on ESS and coordinates ESS procurement and installation with higher headquarters in accordance with provisions of reference (a). Maintains liaison with contracting agency and CO NBSD through the Physical Security Specialist, to ensure installations maintenance, and security requirements are incorporated in building plans.

b. Department Heads/Tenant Activities. Coordinate with the NBSD Physical Security Specialist to identify ESS needs and to ensure proper installation of ESS in their buildings, spaces, and areas. Ensures that employees assigned to ESS equipped spaces follow ESS procedures published by NRSW and NBSD Security Department.

c. NAVFAC SW. Provides technical assistance on request of CO, NBSD, through the NRSW Director of Electronic Security in the planning and procurement of ESS. Provides cleared and qualified personnel to perform routine and emergency maintenance on existing ESS.

3. Intrusion Detection Systems (IDS). IDS are designed to detect, not prevent, actual or attempted penetrations. When the system is activated. IDS approved for use at NBSD are

of the proprietary type, which enunciate at the Regional Dispatch Center in building 28, at the SPAWAR Complex in Old Town. Departments and tenants are prohibited from purchasing, installing, or otherwise employing IDS that are not monitored by the security force, unless specifically approved by NBSD CO and with the full knowledge of the Security Officer.

a. Maintenance. Scheduling maintenance on IDS will be initiated by the department/tenant supported, and will be coordinated by the NBSD Physical Security Specialist through the NRSW Director of Electronic Security to ensure that proper routine maintenance is performed in accordance with the provisions of reference (a). In addition, emergency maintenance will be performed as soon as possible after a system has malfunctioned or becomes inoperable. IDS must be tested frequently enough to ensure system reliability.

b. This testing will include the start-up of the backup emergency power source. Public Works IDS technicians performing the maintenance will maintain records and results of such tests for a period of three years.

4. Locations of IDS. Due to the sensitive nature of the materials being protected by IDS onboard NBSD (e.g., information, SCIF, AA&E, controlled medicinals, monetary instruments, high value items, etc.) the exact structures are not included in this plan. These locations are contained in a separate spreadsheet held by the NBSD Physical Security Specialist at building 74 and CNRSW Director of Electronic Security Systems at building 28.

5. Alarm Response Procedures. When an alarm activates, the NRSW dispatcher will determine the location and type of alarm and will notify all posts and patrols via radio. Patrols and supervisory personnel will be selectively dispatched to investigate and take appropriate action; only assigned personnel will respond to an alarm condition. The NRSW dispatcher will make appropriate entries in the desk journal, providing adequate details regarding the alarm condition and the results of any on-scene investigation. Response to a suspected or actual alarm incident shall be treated the same. Security Force personnel should never assume that an alarm is false or a training scenario. More detailed response procedures are outlined in CNRSW Standard Operating Procedures.

6. Access Procedures. For access to buildings, rooms, or compounds equipped with IDS but not equipped with keypads, contact the NRSW Dispatcher at extension 524-2037.

7. Securing Procedures. To secure buildings, rooms, or compounds equipped with IDS but not equipped with keypads, contact the NRSW Dispatcher at 524-2037. Notify the NRSW dispatcher of your intention and follow their directions until informed the area is properly secured.

8. Standards. The standards for selecting and installing IDS will be as specified in references (a) and (d).

a. The central control panel monitor will provide both a visual and an audible alarm and a specific identifier for each protected area.

b. All alarm transmission lines between the protected area and the monitoring unit will be protected by electronic line supervision systems, or by physical measures, if appropriate. These measures will track and prevent signal cutting, shorting, tampering, splicing, or substitution on the sensor signal.

c. IDS equipment whose housing can be opened will be fitted with anti-tamper devices, which will initiate an alarm signal. The anti-tamper system will be in continuous operation, regardless of the IDS mode of operation.

d. IDS shall have an emergency/back-up generator or adequate batteries on line to provide uninterrupted power when normal AC power is lost or interrupted.

e. All IDS transmission lines, equipment, and component housings are alarmed, regardless of mode, 24-hours a day.

9. Closed Circuit Television (CCTV). CCTV is very useful in physical security operations and is frequently used in conjunction with an IDS or Video Motion Detection. CCTV also has application in the video detection and assessment of alarms. In this configuration, the CCTV can be triggered automatically or by personnel at the alarm control center and can be used to determine whether response forces should be dispatched.

10. Location and coverage of cameras

a. NRSW dedicated a single Electronic Harbor Security System (EHSS) to NBSD which is located Building 501 of Naval Base Coronado. The EHSS is equipped with one dual mode (both day and night) PTZ, fixed infrared camera. The primary viewing mission of this cameras is NBSD berths and anything inside the waterborne barrier system. The PTZ cameras is monitored and remotely operated from the Regional Dispatch Control Center in building 28. The EHSS camera can be manipulated to observe the entire Westside portion of NBSD and its perimeter.

b. The DDDC compound has dedicated 17 Point, Tilt, Zoom (PTZ) cameras in various location throughout the DDC compound. These cameras can be manipulated to observe a particular area within the DDDC compound. Bldg's 3304, 3581, 66, 3302 and 3484 are equipped with a Motion Sensor Camera (MSC), which automatically records all activity within the camera's angle of coverage. All cameras are remotely operated from Bldg 322 of the DDDC Compound.

c. NAVFAC Utilities Trouble Desk. Located in Bldg 3579 monitors 20 CCTV in various location within the NBSD. These cameras are utilized to monitor each NAVFAC utility stations from theft and unauthorized personnel entering the utility station.

d. Port Operations. Port Operations owns one EHSS camera which is utilized solely to verify the opening and closing of the Portable Security Barriers (PSB) for ships entering and exiting NBSD. The camera is located on top of the Security post on Pier 1, and can be remotely manipulated and controlled from Bldg 150, Port Operations.

CHAPTER 5

BARRIERS AND OPENINGS

1. Purpose. Physical barriers control, deny, impede, delay and discourage access by unauthorized persons. They accomplish this by:

- a. Defining the perimeter of restricted areas.
- b. Establishing a physical and psychological deterrent to entry, as well as providing legal notice that entry is prohibited.
- c. Optimizing use of security forces by separating the innocent from the suspicious.
- d. Enhancing detection and apprehension opportunities.
- e. Channeling the flow of personnel and vehicles through designated portals in a manner, which permits efficient operation of the personnel movement and control system.

2. Perimeter. NBSD uses multiple types of physical and natural barriers to define installation perimeters.

- a. Zone 1 - NBSD proper (Wet Side), located northwest of Harbor Drive bordered by Harbor Drive 8th Street, and San Diego Bay.
- b. Zone 2 - The NEX/DECA complex located northeast of Harbor Drive, bordered by Harbor Drive, Main Street, and 32nd Street.
- c. Zone 3 - The Dry Side area located northeast of Harbor Drive, bordered by Harbor Drive, Main Street, 28th Street, and 8th Street.
- d. Zone 4 - NBSD proper (Wet Side), located southwest of Harbor Drive, bordered by Harbor Drive, 8th Street and Sea Bee Village.
- e. Broadway Compound - Located Northwest of Harbor Drive bordered by Harbor Drive and Pacific Hwy.

3. Perimeter Fencing. Where perimeter fencing is utilized, NBSD is protected by a structural perimeter barrier consisting of approximately ten miles of either standard 9-gauge chain link fence fabric, 7 feet high with standard 3-strand barbed wire out-riggers, pointed out from the installation at a 45 angle, or cable reinforced steel and split face concrete block wall, 8 feet high, with out-riggers, pointed out from the installation at a 45 angle top guard fabricated into the fence structure.

4. Vehicle and Pedestrian Gates. Access control points are kept open at a minimum, but sufficient to ensure the mission of the installation is not impaired. The following is a list of the active gates and hours of operation.

a. Gate 5A and 6 (Wet side). Located on NAVBASE Way off Harbor Drive. Open 24 hours a day, seven days a week, is three lanes inbound and two lanes outbound. Two inbound and one outbound lane will be closed during low traffic. This gate serves as the main entry and exit control point for NBSD while 5A serves as a pedestrian traffic control point.

b. Gate 7 (Wet side). Located on Vesta Street off Harbor Drive. Open 0500 - 1800 Monday through Friday (except holidays), is two inbound and one outbound lanes. This gate serves as the main entry and exit control point for all contractors, commercial deliveries of supplies and materials for NBSD operations. After-hour access through this gate must be coordinated through the Watch Commander.

c. Gate 9 (Wet side). Located off of 8th Street off Harbor Drive. Open 24 hours a day, seven days a week, (except holidays), is two lane inbound and two lanes outbound. One inbound and outbound lane will be closed during low traffic. This gate serves as an alternate entry point for POV traffic. This gate also serves as entry and exit control point for pedestrian traffic.

d. Gate 13 (Wet side). Located at the corner of Kidd and 19th Street. Open 0530 - 0800, Mondays through Friday, is one lane inbound and one outbound. This gate serves as an alternate entry and exit control point for pedestrian and POV traffic. The pedestrian gate (turnstile) is left open for exit only from 0800-1800 daily.

e. Gate 2 (Wet side). Located on Surface Navy Blvd off Harbor Drive. Open 0500 - 1700 Monday through Friday (except holidays), and is one lane inbound and one lane outbound. This gate serves as an alternate entry and exit point for POV/GOV.

f. Gate 14 (NEX side). Located off of the Autoport Gas Station. Open 0630-0830, 1100-1300, 1600-2115, 1600-2115 Monday through Friday and 0900-2115 Saturdays and Sundays. This gate serves as an alternate entry and exit control point for NEX/DECA pedestrian traffic.

g. Gate 15 (NEX side). Located on Le Hardy Street off 28th Street. Open 24 hours a day, seven days a week, is one lane inbound and one lane outbound. This gate serves as an alternate entry point for pedestrian, POV, contractors, commercial deliveries of supplies and materials for NEX and Commissary operations.

h. Gate 23 (NEX side). Located on Callahan Hwy of 32nd Street. Open 0530-2200 Monday through Saturday and 0530-2115 Sundays, is two lanes inbound and two lanes outbound. This gate serves as the main entry control point for the NEX side of NBSD for both pedestrian and POV's.

i. Gate 43 (Dry Side). Located on Norman Scott Road, off of 32nd Street, one lane inbound and one lane outbound. Open 24 hours a day, seven days a week. This gate serves as a main entry control point for both pedestrian and POV accessing the NBSD dry side area.

j. Gate 32 (Dry side). Located off of Yama Street. Open 0500-1900 Monday through Friday (except holidays), and is one lane inbound and two lanes outbound. This gate is used as an entrance for POV, pedestrians, contractors, commercial deliveries of supplies and materials for NBSD dry side operations.

k. Gate 40 (Dry side, Bldg 279/280). Located off 8th Street. Open 0530-1800 Monday through Friday. This gate serves as the main entry and exit control for both pedestrian and POV accessing both DDDC/MTIS and ILO facilities.

l. Post 33 and 33A (DDDC Compound). Located off of Cummings Road, with access available from 0530-1630, Monday through Friday.

This gate serves as the main entry and exit control for both pedestrian (Gate 33A), contractor, commercial deliveries of supplies and materials for DDDC operations.

m. Gate 25 (NAVFAC SW). Located off of Broadway Compound at Pacific Hwy. Open 24 hours a day seven days a week. This gate serves as the main entry and control point for all private vehicles and commercial deliveries of supplies and materials. This gate also serves as an alternate entry and exit control point for pedestrians entering the compound.

n. Gate 26 (CNRSW Main lobby, Building 1). Located off of Broadway Compound at Harbor Drive. Open 24 hours a day, seven days a week. This gate serves as an entry and exit control point for pedestrians entering Building 1.

o. Gate 27 (CNRSW Main Gate). Located off of Broadway Compound at Pacific Hwy. Open 24 hours a day, seven days a week. This gate serves as an entry and exit control point for pedestrians, and all vehicle, private and commercial deliveries of supplies and materials.

p. Other Gates. Including the gates listed above, the installation perimeter has a total of 36 perimeter gates. These gates are used for various purposes, to include: access to utilities, pedestrian, and alternate access control points. Most of these gates are rarely used and are secured with appropriate security locks.

5. Vehicle Barriers. Vehicle barriers are utilized for a variety of reasons. The two primary reasons are counter-mobility and establishing standoff from high-risk/sensitive buildings. Barriers generally provide effective counter-mobility protection and some limited protection against primary and secondary fragmentation from an Improvised Explosive Device (IED). Barriers are not intended, nor does this plan address the effects of blast over-pressurization or its effects on structures located onboard NBSD.

a. During heightened Force Protection Conditions, barriers are used at most vehicle gates to control access and speed through these gates.

b. A detailed (classified) barrier plan that outlines the specific barrier placement, quantity requirements, deployment capability, storage locations, etc. is published as an appendix to the Installation Anti-Terrorism/Force Protection Plan.

6. Waterways

a. San Diego Bay. The San Diego Bay borders the western portion of the NBSD perimeter, and contains a security zone (165.1101) immediately adjacent to the installations as depicted on Navigation Chart 18773. This security zone is designated by the U.S. Coast Guard and the U.S. Army Corps of Engineers, and is enforced by the CNRSW and CO NBSD. The channel into the San Diego Bay also provides the only ingress and egress of the harbor, home to approximately 40,000 private pleasure craft located within the bay. There are also cruise ship berths, several sport fishing enterprises, home ported commercial fishing fleets, several major ship repair facilities, public boat launching ramps, and long-term boat storage facilities.

b. NBSD Piers. The Security zone (165.1101) depicted on Navigation Chart 18773 encompasses the navigable waters. The area northeast corner of Cholas Creek Perimeter to the northeast corner of Seventh Street contains Pier 1 through Pier 8. From the northeast corner of Seventh Street Channel perimeter to the southeast corner of Pier 14 contains Pier 9 (Mole Pier) through Pier 13. These piers serve as primary berths for several homeported vessels as well as for visiting ships. On the eastern portion of Pier 2, Berth 2 is a Flag Landing. Cholas Creek contains small craft piers for the NRSW Harbor Security Division. Pier 14 serves as a training pier for Anti-Terrorism and Force Protection Training Teams.

Note: The NRSW Harbor Security Division is responsible for maintaining patrol boats, and manning and conducting security patrols of NRSW installations whose perimeters are located on San Diego Bay.

7. Perimeter Roads. There are interior perimeter roads around the majority of NBSD. This enables security patrols to constantly rove the NBSD perimeter for signs of attempted or actual penetrations. In the areas where there are no roads, there is sufficient open space to provide visual inspections by security personnel.

8. Clear Zones. Reference (a) requires that, where fences are used as restricted area perimeter barriers, an unobstructed area or clear zone should be maintained on both sides of the restricted area fence. An inside clear zone should be at least 30 feet and an outside clear zone should be at least 20 feet. These clear zones should be free of any obstacles, which could be used to circumvent the perimeter, provide concealment, or give a plausible reason for an intruder to appear to be innocently loitering. On NBSD, there are several areas where clear zones cannot be maintained at the recommended distances due to economic, political, and environmental reasons. The CO is aware of these shortcomings, and, in accordance with paragraph 0606 of reference (a), this instruction documents his awareness and the employment of compensatory measures to mitigate this vulnerability. For the clear zones that can be properly maintained, a local contractor under the supervision of the Naval Facilities Department's contract maintenance division maintains clear zones.

9. Signs and Posting. NBSD installation perimeters are posted with either "U.S. Government Property" (non-restricted area) or "Restricted Area" signs as appropriate in accordance with their designation, covered in Chapter 1 of this instruction. Access to these areas is controlled at entry control points. Proper signs and posting are in place in accordance with reference (a). No other signs shall be attached to NBSD fence line.

10. Responsibilities

a. The Security Officer is responsible for the patrol and assessment of the physical condition of NBSD's perimeter fencing, gates, maintenance of clear zones, perimeter signage, vehicle barriers coordination, and for the prompt reporting of deficiencies to the Public Works Officer. Procedures for the regular patrol and inspection of the installation's perimeter and the reporting of identified deficiencies will be detailed in Security Post Orders and CNRSW Standard Operating Procedures as appropriate.

b. The Public Works Officer is responsible for the routine maintenance and timely repair of the installation's perimeter fencing, perimeter gates, maintenance of clear zones, signage of the perimeter/restricted areas, and placement of vehicle barriers as identified by the Security Officer.

CHAPTER 6

COMMUNICATIONS

1. Purpose. To streamline day-to-day communications as well as during emergency situations, to help ensure NRSW Dispatch does not become overwhelmed with normal operational communication traffic during an emergency situation requiring dedicated attention and resources.

2. Background. The NRSW Dispatcher coordinates primary communications for routine and emergency services. This individual is responsible for providing direction and information during the pre and post phases of an incident. The NRSW Dispatcher is also the primary liaison for the On-Scene Commander (OSC) during an emergency or exercise.

3. Resources

a. The NBSD Security Department has several different communications resources at their disposal. The primary hub for communications is the NRSW Dispatcher, located in building 28, Old Town. The dispatcher has the capability to monitor both Security primary and secondary channels. All channels are on a repeater, enhancing communication coverage. Additionally, all channels are recorded utilizing a Stancil Audiolog Voice Recorder. All recordings are kept for a period of 3-5 years based on importance.

b. NBSD Security Force members utilize three types of radios. The first radio is a portable radio, with or without a remote microphone. These radios are generally intended for the local operating area, and are to be carried by security force personnel while conducting their patrols. The second type of radio is a mobile radio permanently affixed to a Security Authorized Emergency Vehicle. The third is a base station affixed inside specific guardhouses.

4. Recording and Archiving of Emergency Services Communications. The Dispatch Center will maintain voice archives of all emergency calls received. This will include all 911 calls, Fire, and Security communications.

a. The NRSW Communications Manager will maintain the voice recorder system and all communication archives.

He is also responsible for ensuring all users receive proper training. Additionally, the Communications Manager will also keep a record of all calls for a period of 3-5 years.

b. Records of any incident are the property of NRSW. The Program Director is the only person who may authorize dissemination of recorded events outside of NRSW. Additionally, all records of an event will be kept at the Security Operations Center until directed otherwise. Records of events are not general public information and must be safeguarded against unauthorized dissemination.

5. Security Force Communications. During non-emergency operations, NRSW Security Headquarters is the Security Communications Net Control. In emergency situations, the primary channel will be used for initial response and situation containment. If/when the NRSW Regional Operation Center (ROC) is activated, it may assume communications control. Once the emergency is resolved, communications control may revert to NRSW Security Headquarters.

a. Maintenance. The NRSW Communications Manager will coordinate with SPAWAR (regional communications systems contractor) to ensure the maintenance and repair of Security Force Communications equipment. The Security Officer should be consulted with respect to any contracting considerations relative to the maintenance and repair of the Security Force Communications Network and associated equipment.

b. Testing. The NRSW dispatcher will test all communication circuits daily. Test results will be recorded and any discrepancies corrected as soon as possible.

6. Communication Policies. The dispatcher, with the assistance of the on-duty watch commander, will ensure the following policies are enforced:

a. Strict radio discipline is maintained.

b. References to Navy, Marine Corps, or to names of military organizations are not transmitted. Only building numbers will be used when discussing magazines, buildings or other facilities on base.

- c. Official titles are not used. Initials, or their phonetic equivalent, will be used unless complete names are necessary for positive identification.
- d. Unauthorized and unnecessary transmissions are not made.
- e. Messages are clear and brief.
- f. Only authorized call signs are used.
- g. As per reference (e), the 10-codes in paragraph 8 are authorized.
- h. Profanity, racial comments, vulgarities, improprieties of speech, or improper procedures will not be used on any circuit.
- i. The communication circuit is not used for personal traffic.
- j. A landline will be used when communications traffic consists of detailed information and/or long conversations or information is of an official nature.

7. Call Signs

- a. Call signs will remain the same for all nets.
- b. Security-Related Call Signs.

POST or POSITION	CALL SIGN
Commanding Officer	Zero Zero One
Executive Officer	Zero Zero Two
Security Officer	Zero Zero Three
Major	Two Charles
Operations Chief	Ops
Anti-terrorism Officer	ATO
Watch Commander	One Zero
Asst. Watch Commander	One Five
Watch LPO	One Five Alpha
Gate 2 (NASSCO, Wet Side)	Gate 2
Gate 6 (Main Gate, Wet Side)	Gate 6
Gate 7 (Truck Inspection Gate)	Gate 7
Gate 9 (8 th St Gate, Wet Side)	Gate 9
Gate 13 (Pier 13 Gate)	Gate 13

Gate 23 (Main Gate, NEX)	Gate 23
Gate 14 (Auto port, Pedestrian Gate)	Gate 14
Gate 15 (28 th St Gate NEX)	Gate 15
Gate 40 (Bldg 279/280, Dry side)	Gate 40
Gate 43 (Norman Scott Gate, Dry Side)	Gate 43
Gate 29 (Vesta Gate, Dry Side)	Gate 29
Gate 32 (Anchor's Gate)	Gate 32
Gate 5A (Main Gate Pedestrian)	Gate 5A
Post 33 (DDDC Compound)	Post 33
Zone 1 (Roving Unit)	One One
Zone 2 (Roving Unit)	One Two
Zone 3 (Roving Unit)	One Three
Zone 4 (Roving Unit)	One Four
Patrol 28 (Broadway Compound)	Patrol Twenty Eight
Post 26 (Broadway Comp Main Gate)	Post Twenty Six
Post 27 (Broadway Comp Reception)	Post Twenty Seven
India 1 (RFI Supervisor)	India One
Gulf One (Reliefs)	Gulf One
MVACIS	Mobile VIT
Force Protection Training Team	Tango One
Chief of the Guard	Papa Sierra
Pier 1 Sentry	Pier One
Pier 2 Sentry	Pier Two
Pier 3 Sentry	Pier Three
Pier 4 Sentry	Pier Four
Pier 5 Sentry	Pier Five
Pier 6 Sentry	Pier Six
Pier 7 Sentry	Pier Seven
Pier 8 Sentry	Pier Eight
ECP 1 (Pier 9-13 North Side)	ECP One
ECP 2 (Pier 9-13 South Side)	ECP Two
Tower 3 (Lookout on Pier 3)	Tower Three
Tower 12 (Lookout on Pier 12)	Tower Twelve
CID	CID
MWD Team	K-9
Harbor Dispatch	Bravo Base
Harbor Patrol Boat One	Bravo One Zero One
Harbor Patrol Boat Two	Bravo Two Zero One
Harbor Patrol Boat Three	Bravo Three Zero One
Harbor Patrol Boat Four	Bravo Four Zero One

8. 10-Code. Primary communication is by radio, using plain language and the following 10-codes, unless otherwise directed by the Security Site Manager.

CODE	MEANING
10-1	Receiving Poorly
10-2	Receiving Well
10-4	Acknowledge
10-6	Busy
10-7	Out of service
10-8	In service
10-9	Repeat
10-10	Return in service
10-16	Prisoner in custody
10-17	Report routine
10-19	Return to station
10-20	Your location
10-21	Phone Call
10-22	Disregard
10-23	Stand-by
10-28	Vehicle Registration
10-29	Wants and warrants
10-34	Are you clear
10-35	Dangerous person
10-36	Time check
10-38	Traffic Stop
10-87	Meet with
10-89	Bomb threat
10-97	Arrived at scene
10-98	Finished last assignment
999	Officer needs help - EMERGENCY

9. Response Codes

Code 1	Routine response
Code 2	Urgent response, without siren and lights
Code 3	Emergency response, with siren and lights
Code 4	No further assistance required

10. Phonetic Alphabet. The phonetic alphabet will be used for clarity and standardization.

A	Alpha	J	Juliet	S	Sierra
B	Bravo	K	Kilo	T	Tango
C	Charlie	L	Lima	U	Uniform
D	Delta	M	Mike	V	Victor
E	Echo	N	November	W	Whiskey
F	Foxtrot	O	Oscar	X	X-ray
G	Golf	P	Papa	Y	Yankee
H	Hotel	Q	Quebec	Z	Zulu
I	India	R	Romeo		

CHAPTER 7

KEY AND LOCK PROGRAM

1. Purpose. To establish policy and procedures for the control of keys and locks throughout NBSD, and to ensure adequate security procedures are in effect to manage the issue, storage, and maintenance of all controlled keys and locks.

2. Scope. This instruction applies to all departments and tenant commands assigned to NBSD. The NBSD Security Officer and the appointed Key Control Custodians must follow the guidelines of this instruction, but may develop key storage areas and other key and lock control procedures that best meet their command's unique requirements while also meeting the requirements of this instruction.

3. Background. References (a) and (d) direct each Naval Activity to establish a key and lock control program. Included within this program are all keys, locks, padlocks and locking devices used to meet security and loss prevention objectives of references (a) and (d). Note: Not included in the key and lock control program are keys, locks and padlocks used for convenience, privacy, administrative, or personal use.

4. Responsibilities. The personnel listed below are assigned duties within the a tenant activities' Command Key and Lock Control Program.

a. Command Key Control Officer is responsible for:

(1) The administration and execution of key and lock security program requirements outlined in reference (a).

(2) Ensuring that departmental key custodians are designated in writing.

(3) Ensuring that appropriately specified low, medium, and high security locks and padlocks are procured and installed as required.

(4) Developing and monitoring key and lock issue and control standards.

(5) Reviewing requirements for and making recommendations to their command regarding the establishment of centralized storage spaces for keys, key blanks, security padlocks, and key production equipment consistent with mission requirements and organizational needs.

(6) Conducting a key and lock security program survey, to include an inventory of all issued controlled keys.

b. Department, Division, and Branch Key Custodians will be responsible for administration of the key and lock control program within their respective activities and will be appointed in writing. They will assist the Command Key Control Officer and will act as the Command Key Control Officer's representatives at each department. A copy of the appointment memorandum will be given to the Key Control Officer. New appointment memorandums will be forwarded to the Key Control Officer when custodial personnel are rotated or are replaced. Appointment of department key custodians will be at the discretion of the Department Head. Additional sub-custodians may be appointed for various divisions, branches, sections, or offices, as needed. In addition, they will be responsible for the following tasks at their individual departments:

(1) Ensuring that appropriately specified low, medium, and high security locks and padlocks are procured and installed as necessary.

(2) Assisting in the development and monitoring of key issue and control standards.

(3) Reviewing requirements for and making recommendations to the Command Key Control Officer regarding the establishment of centralized storage spaces for keys, key blanks, security padlocks, and key production equipment, consistent with mission requirements and organizational needs.

(4) Conducting program inspections to ensure compliance with this instruction and applicable references.

(5) Providing the necessary assistance and advice to ensure procedural compliance.

(6) Conducting key and lock security program surveys to include an inventory of all issued controlled keys.

5. Storage of Keys. All government keys in this program will be either under the control of the individual to whom they have been issued or stored in a key storage container approved by the tenant activity Key Control Officer. Storage facilities for AA&E keys will provide at least the level of protection required for confidential information (i.e., GSA-approved security container, or a locker constructed of at least 20-gauge steel, located inside a secure area). Other keys, as a minimum, will be stored in approved, lockable key boxes.

6. Manufacturing of Keys. Generally, only the local Key Control Officer is authorized to approve the manufacture and/or issue of controlled keys. Key control custodians (or other authorized requesting officials) should submit requests to the local Key Control Officer for the manufacture, duplication, or issue of controlled keys.

7. Issuance of Keys. Key Custodians will issue keys to personnel who require access to their work area. Keys will not be issued as a convenience or a status symbol. Keys will not be given to replacement personnel or other individuals who have not been approved by the Key Control Officer. When an individual key holder no longer requires a key, he/she is responsible for returning that key to the issuing office, so that his/her name can be removed from the key issue documents. As long as an individual is signed for a key, that individual is responsible for the security of the locked area and proper use of that key.

8. Duplicate Keys. Will be maintained by the cognizant Key Control Officer or Key Custodian in an approved key storage facility.

9. Lock/Key Rotation. AA&E and administrative keys to critical buildings will be periodically rotated when keys are unaccounted for or lost. High security locks to AA&E storage spaces will be rotated as per reference (d). Other keys may be rotated at the discretion of the Key Control Officer.

10. Padlock Security. When doors, gates, or other equipment secured by a padlock are open or in operation, the padlock will be locked into the staple, fence fabric, or other nearby securing point to preclude padlock switching to facilitate surreptitious entry.

11. Lost Keys. Lost keys will be immediately reported to the appropriate Key Control Officer. Corresponding locks will be immediately changed and new keys issued to approved personnel. The NBSD Security Department is available to conduct an investigation in a lost key incident on the recommendation of the tenant activity Key Control Officer. Mater keys are kept in Bldg 121, Public Works Administration Office. Under no circumstances should a Master key be issued or carried by any personnel on a regular basis. NBSD Command Duty Officers (CDOs) have access to NBSD Master keys and by called to assist in accessing any bldg in time of emergency.

CHAPTER 8

SECURITY FORCE ORGANIZATION

1. Mission. The Security Department provides the management and administration of the NBSD's Law Enforcement, Physical Security and Force Protection programs to achieve a state of physical security/force protection for operational resources by deterring and/or neutralizing any hostile activity. This state of physical security/force protection capability is designed to detect, report, respond, evaluate and neutralize all overt or clandestine threats aimed at impairing the mission of NBSD. The Security Force is trained and equipped to provide physical security/force protection for both routine and mission-unique assets and provides the capability to expand in a timely and coordinated manner, into selected Force Protection Conditions and/or contingency postures to prevent and/or limit theft of, or damage to operational resources.

2. Security Department Duties. The Security Department consists of designated persons specifically organized, trained, and equipped to provide law enforcement, physical security, and force protection for NBSD. Security Department personnel will achieve their assigned mission through a combination of actions consisting principally of the following:

a. Operating and enforcing the system of personnel identification and movement control.

b. Observing and patrolling all designated perimeters, areas, structures and activities on NBSD.

c. Promoting good order and discipline.

d. Apprehending persons attempting or gaining unauthorized access to any portion of the property for which the CO is responsible.

e. Checking magazines, rooms, or buildings of particular security interest during other than normal working hours to determine whether they are properly locked and otherwise in order.

f. Performing escort duties for material or designated persons when required.

g. Responding to protective alarm signals or other indications of suspicious activities.

h. Acting as necessary in the event of situations affecting the security of the command (including fires, accidents, internal disorders and attempts to commit espionage, sabotage or other criminal acts). Provide preliminary or final investigations of criminal acts occurring on the base.

i. Safeguarding information, materials or equipment against espionage, sabotage, theft loss, damage or unauthorized access.

j. Managing and enforcing regulatory traffic controls and procedures to aid in the smooth flow of traffic and to prevent or reduce the number of accidents.

k. Protecting life, property and the rights of individuals.

l. Reporting to the CO, via the XO, as a matter of prescribed routine under normal conditions and as necessary in the event of unusual or emergency circumstances.

m. Additional/more detailed descriptions of the duties above are documented in NBSD Force Protection Department Post Orders and CNRSW Standard Operating Procedures.

3. Security Department Organization

a. The Security Officer advises the CO on all matters pertaining to the physical security, law enforcement and force protection posture of the command. Ensures compliance with higher-echelon directives. Manages physical security, law enforcement and force protection policies and procedures. Identifies security requirements and advises the CO on issues requiring policy direction and/or command attention. Develops and publishes local enforcement procedures and monitors compliance. Implements physical security, anti-terrorism/force protection and other crisis management plans. Maintains liaison with federal, state, county, and municipal law enforcement agencies. Oversees criminal, civil, administrative and security investigations. Manages pass and identification function and Lock and Key Control Program. Reviews construction modification plans to identify Anti-terrorism construction requirements and ensures compliance with directives.

Serves as technical advisor in the negotiation of Memorandums of Agreements for security and law enforcement support. Identifies and manages departmental resources. Reports to the CO via the XO.

b. The Assistant Security Officer assists the Security Officer with the management of the Security Department's personnel and resources, compliance with all Command and higher-echelon directives, and accomplishment of all other assigned duties. Acts as Pass and Identification Officer. Reports to the Security Officer.

c. Operations Branch. Responsible for all Security and Law Enforcement functions of the Security Department, including access control, traffic enforcement, and installation security. Enforces security regulations and requirements. Provides protection from unlawful entry, sabotage, espionage, theft and other unlawful acts. Provides protection for government and private property. Provides for the protection of the lives and safety of personnel and visitors. Provides initial response/containment force in hostage situations, unlawful civil disturbances/protests and other criminal incursions. Enforces traffic regulations and vehicle movement restrictions. Conducts administrative vehicle inspections; coordinates Military Working Dogs (MWDs) assistance as needed. Provides coordination for and liaison with NCIS and local law enforcement agencies.

(1) The Chief Law Enforcement Officer is the head of the Operations Branch and is responsible for the daily operation and supervision of Watch Section security personnel. Establishes and implements procedures to ensure all security requirements involving the Operations branch personnel are met and maintained. Reports to the Security Officer.

(2) The Operations Chief assists the Chief Law Enforcement Officer in the management of the daily operation and supervision of Watch Section security personnel. Reports to the Chief Law Enforcement Officer for Operations Branch duties, and to the Assistant Security Officer for military specific administrative duties and functions.

(3) The Watch Commander(s) maintains overall control of the on-duty watch section for day-to-day responsibilities/functions. Spends equal time in and around the Security Department Headquarters and supervising fixed and mobile posts. Is responsible for the overall security of NBSD.

Reports to the Security Officer via the Chief Law Enforcement Officer.

d. Administration Branch. Provides administrative support for the Department. Responsible for all administrative functions of the Security Department including fingerprinting and base access.

(1) The Anti-terrorism Officer is the person directly responsible for all matters dealing with anti-terrorism and force protection. Command's Anti-terrorism advisor charged with managing the AT Program. Reports to the CO via the Security Officer.

(2) The Departmental Leading Petty Officer supervises the military staff personnel and manages administrative issues dealing specifically with military requirements for both the Administration and Resources branch and the Operations branch of the Security Department. Reports to the Security Officer via the Leading Chief Petty Officer.

(3) The Physical Security Specialist provides physical security expertise to the Security Officer. Manages the Physical Security and Loss Prevention Programs for the command. Conducts annual Physical Security and AA&E surveys to determine and evaluate the "broad-scale" physical security program posture within the command. Reviews construction/modification plans to identify security requirements and ensure compliance with directives. Reports to the Security Officer.

(4) The Security Assistant under the direction of the Security Officer provides administrative support to the Security Department (e.g., typing, answers incoming phone calls, etc.). Prepares security inspection/audit/survey reports. Maintains various consolidated security databases. Reports to the Security Officer.

(5) The Pass & ID Supervisor manages the Visitor Control Center and Pass & Decal clerks. Reports to the Security Officer.

(6) The Pass & Decal Clerks operate the Visitor Control Center workstations, verifying personnel access control authorization requests and issuing badges. Verify vehicle documentation and issue decals and passes. Report to the Security Officer via the Pass & Decal Supervisor.

(7) The Access Control Coordinator manages access control requests for special events on board NBSD. Coordinates between the event sponsor and event participants, ensuring that parking, access lists, event points of contact, access control personnel, and transportation to and from the event are properly orchestrated. Reports to the Security Officer via the Departmental LPO.

(8) Vehicle Maintenance Manager ensures all security vehicles are maintained in the highest state of readiness. Tracks vehicle maintenance schedules, monitors vehicle trips, tickets, and liaisons with NRSW Vehicle Manager, ensuring security department vehicles are maintained, outfitted, and repaired as required. Reports to the Security Officer via the Departmental LPO.

(9) The Supply Petty Officer is responsible for liaison with NRSW for the purchase, maintenance and issuance of all military equipment/supplies issued to Security Department personnel. Maintains records of all security/police equipment issued. Reports to the Security Officer via the Departmental LPO.

(10) The Training Liaison is responsible for liaison with the NRSW Training Department to ensure all required weapons, law enforcement, physical security and anti-terrorism/force protection training (i.e., Phase I & II, CPR, first aid, EVOC, weapons qualifications etc.) for NBSD Security Department personnel is scheduled, administered, and documented as required by reference (a). Reports to the Security Officer via the Departmental LPO.

(11) The Armorer is responsible for small arms and ammunition inventory, record keeping, requisition, maintenance and upkeep. Ensures all weapons issued to Security Department personnel are maintained in accordance with established procedures and provides for required preventive maintenance service (PMS) as required. Maintains accountability of all weapons and ammunition issued to the Security Department. Conducts inventories on all weapons and ammunition. Maintains weapons qualification and proficiency. Reports to the Security Officer via the Departmental LPO.

e. Harbor Patrol Division. Harbor Patrol support is provided by NRSW Harbor Patrol Division, which is located on

board NBSD. NRSW Harbor Patrol Division provides waterborne security patrols of the NBSD waterfront. Enforces vessel movement restrictions, provides protection from unlawful entry, sabotage, espionage, theft and other unlawful acts within San Diego Bay and NBSD's waterfront perimeter. Maintains all small boats in a state of operations readiness.

f. MWD Branch. MWD support is provided by NRSW kennels, which is located on board NBSD. NRSW MWD Division provides narcotic, patrol and explosive detection qualified military working dogs as required to support NBSD operations.

g. Investigations Division. NRSW investigative division provides investigative support, evidence collection, etc. as required in support of NBSD security operations and is located in NBC building 678.

4. Physical Security Review and Assessment Committee. As required by reference (a), a Physical Security Review and Assessment Committee is established to advise and assist the CO in applying appropriate physical security standards throughout the command. The committee will meet as required and minutes of the meetings will be made a matter of record, will contain recommendations to the CO where appropriate, and will be forwarded to the CO for concurrence, non-concurrence, or comments on recommendations. The committee is tasked with:

a. Identifying and prioritizing mission essential assets and developing vulnerability analysis and the activity threat assessment.

b. Conducting self-assessments of facilities for anti-terrorism readiness and preparation of Terrorism Threat Assessment Plan.

c. Determining requirements for and evaluating security afforded to areas of the activity.

d. Entry and visitor control procedures and establishment of restricted areas.

e. Preparation/Review of draft physical security plans or recommended changes prior to approval by Commanding Officer.

f. Recommendations for improvements to physical security.

g. Development of security education requirements and materials.

h. Identification of common as well as unique physical security interests and needs of tenant activities and coordinating host/tenant agreements concerning efficient employment of mutually supportive physical security resources and procedures.

i. Establishing and maintaining an attending membership, which should include, as a minimum:

(1) Security Officer.

(2) Physical Security Specialist.

(3) Public Works Center Officer or his/her Designated representative.

(4) Representatives from all tenant commands, whose missions and operations are influenced and impacted by security requirements.

CHAPTER 9

GENERAL SECURITY FORCE INSTRUCTIONS

1. Security Force Tours of Duty

a. Routine Operations. The Security Department utilizes the following duty sections: 0430 (DoD/Military Days), 1230 (DoD Swings), 1630 (Military Nights) and 2030 (DoD Nights). Actual relief times will be flexible only to the point of allowing for reasonable delays due to operational necessity and meal hours. The Security Officer will approve all changes to the designated watch rotations and posting/relieving hours.

b. Intermediate Operations. The basic structure remains as described above. Auxiliary Security Force (ASF) members may be called up to augment existing posts, as personnel are available/required.

c. Emergency Operations. During heightened Force Protection Conditions, the Security Department operates in a port/starboard watch rotation to meet additional post requirement manning in accordance with the AT plan.

2. Guard Mount. Section brief, roll call training, and inspection are held for each section prior to assuming the duty. Roll call or Guard Mount training, and section briefing will include the following topics on a rotating/as needed basis:

a. Familiarization with departmental programs and operations.

b. Knowledge of regulations and departmental guidelines.

c. Introduction of new field service programs.

d. Knowledge of recent legislation and judicial decisions that may affect Security programs.

e. Familiarization with services available through various agencies operating in military and civilian communities.

f. Personnel are inspected for their personal appearance, appropriate equipment, and knowledge of their orders.

g. Contract security personnel, by contract, are not required to participate in Guard mount.

NOTE: The Watch Commander determines the "no-later-than" arrival times of on-coming duty section personnel in accordance with operational necessity and good order.

3. Dismount. A sectional dismount may be conducted following sectional turnover, at the Watch Commander's discretion. This debrief should be used to ensure the following:

a. All equipment has been accounted for.

b. Any major incidents that transpired during the previous shift are debriefed.

c. All required paperwork has been completed.

4. Fitness for duty/consumption of alcoholic beverages

a. It is incumbent on all members of the Security Department to ensure they are physically fit, sufficiently rested, and mentally prepared to perform assigned duties. If they are too tired or ill to stand their post, or if they are taking any medication (either prescribed or over-the-counter), they must notify their supervisor immediately.

b. No member of the Security Department will consume intoxicating beverages while on duty or within eight hours prior to being posted. Members of the Security Department will never assume security duties while under the influence of alcohol.

c. Any member of the Security Department, who, in the judgment of the Watch Commander or higher authority, is incapacitated or has the smell of alcohol on his/her breath, will not be posted. In addition, a fitness for duty exam will be performed. Fitness for duty exams will be administered by the Watch Commander, and will consist of Field Sobriety tests and the use of the Intoxilyzer to measure blood alcohol content. If it is determined that a member of the Security Force is under the influence, he/she will face disciplinary action.

5. Standards of Conduct. Personnel assigned to the Security Department occupy responsible and sensitive positions.

All personnel assigned to NBSD must conduct themselves in an exemplary manner at all times. Any poor performance of duty or misconduct not only reflects poorly on the individual, but also on the Security Department and the command. Security personnel are guided in the performance of their duties by the following standards and regulations:

a. In all dealings with military and civilian personnel, be polite, tactful, and courteous. Regardless of the situation, do not allow personal prejudices or antagonisms to influence performance of duty.

b. Perform all duties in a professional manner. When on duty, remain in complete uniform and maintain proper military bearing. Personal decorum on duty often determines the impression the public has of NBSD. When standing post at an entry control point, be clearly visible and attentive to both inbound and outbound traffic.

c. All personnel assigned to NBSD are cautioned not to discuss with any person outside of NBSD the security of the installation, including, but not limited to munitions stored, security measures, number of security force personnel, number/frequency of patrols. Never discuss the contents of, or the activities inside any magazine, building, or facility. What you see or hear here stays here. If you feel that someone is attempting to obtain potentially sensitive information from you, immediately notify the Deputy Security Officer, Operations Chief or your Watch Commander.

6. Outside Employment. Member of the Security Department may engage in off-duty employment provided this employment meets the following conditions:

a. Outside employment does not interfere with duties as a member of the Security Department.

b. The Security Officer approves the outside employment for military members via request chit prior to such employment. CNRSW SOP governs outside employment for DoD civilians.

c. The employment must have no hint of conflict of interest, either financially or in authority. Employment as a private investigator or bail bondsman is prohibited.

Employment as a private guard or similar position is allowed, providing there is no conflict with your regular duties.

7. Equipment. Security Force personnel are required to have the following items of issued equipment when reporting for duty.

- a. Hip Holster.
- b. Duty Belt.
- c. Magazine holder.
- d. Key holder.
- e. Handcuff case, handcuffs, and handcuff key.
- f. Impact weapon holder.
- g. Radio holder.
- h. Pepper spray holder.

8. Items on Post. In addition to the equipment listed above, you are required to have a pen and notebook in your possession while on post.

a. At no time are spark-producing devices (matches, lighters, etc.) permitted in the weapons area. Cigarettes, televisions, portable gaming devices, and smoking are prohibited on post.

b. Non-alcoholic beverages are permitted while on post, but may not be consumed while operating a government vehicle. Vehicles must be stopped before the beverage may be consumed.

c. Personnel are not allowed to eat while on post. When operating a government vehicle, the vehicle must be stopped before eating.

9. Privately Owned Weapons and Ammunition are Prohibited. The use of privately owned (personal) weapons and/or ammunition in the performance of your assigned duties is strictly prohibited.

a. Only weapons and ammunition officially issued for on-duty use may be carried in the performance of Security duties.

b. When off-duty, personnel are not authorized to keep government-owned weapons and/or ammunition in private residences, either on or off the station.

c. Government weapon(s) and ammunition must be returned to RFI after completion of duty, training, or cleaning.

d. No contract guard will bear firearms on NBSD until written certification of qualification meeting Navy standards is provided by the contractor, and the guard has successfully completed training in the use of force rules of engagement. In addition, contractors must comply with provisions prescribed by the state of California, including licensing and permit requirements.

10. Weapon Responsibilities

a. Once a Security Force member is qualified, he/she will be issued a weapon to be carried in the performance of his/her duties. Each individual is responsible and accountable for the weapon and ammunition issued to him/her.

b. It is the individual's responsibility to notify the Armorer, Operations Chief and/or Watch Commander of any weapon complications/malfunctions or ammunition discrepancies.

11. Security Department Recall List

a. The Security Department personnel recall list is maintained by the Departmental Leading Petty Officer.

b. The Departmental Leading Petty Officer continually reviews and updates the recall list to ensure it is complete and up-to-date.

c. It is the individual's duty and responsibility to ensure they update their recall information with the Departmental Leading Petty Officer, as required, to ensure the department can contact them in an emergency.

12. Government Computers. The use of Government Information Technology Equipment for the following purposes is prohibited:

a. Activities whose purposes are for personal financial gain, gambling, or transactions of securities.

b. Installing personally-owned software, running unapproved software, or software obtained in violation of the vendor's patent or license agreement.

c. Installing personally owned data files, running unapproved program files, or files obtained in violation of copyright or license agreements.

d. Illegal, fraudulent, malicious, or criminal activities.

e. Accessing, storing, processing, displaying, or distributing offensive, pornographic, obscene, racist, violent, threatening, or subversive material, including material that promotes hate crimes.

f. Visiting inappropriate or non-work-related Internet sites, including the use of Internet phone functions, Internet chat, streaming video/radio, peer-to-peer (P2P) connections, games, casinos, and other Internet functions, which use excessive network resources.

g. Any other activity that could be considered illegal, unethical, immoral, or that uses government time or resources for purposes other than which it is intended.

13. Force Protection Department Post Orders. Post orders are located on station of all Security Department fixed posts. A master copy of all Post Orders is retained in the Security Department, Building 74.

14. Operating Procedures. To ensure all security personnel have access to the department's operating procedures, complete listings are kept in several locations in the Security Department Building 74, specifically:

- a. Watch Commander's Office.
- b. Departmental Leading Petty Officer's Office.
- c. Operations Chief's Office.
- d. Chief Law Enforcement Officer's Office.
- e. Deputy Security Officer's Office.

f. Security Officer's Office.

15. General Orders

a. To take charge of this post and all government property in view.

b. To walk my post in a military manner, keeping always on the alert, and observing everything that takes place within sight or hearing.

c. To report all violations of orders that I am instructed to enforce.

d. To repeat all calls from posts more distant from the Command Post than my own.

e. To quit my post only when properly relieved.

f. To receive, obey, and pass on to the security member who relieves me all orders from the CO, Officer of the Day, and Officers and Petty Officers of the guard only.

g. To talk to no one except in the line of duty.

h. To give the alarm in the case of fire or disorder.

i. To call the Chief of the Guard in any case not covered by instructions.

j. To salute all officers and all colors and standards not cased.

l. To be especially watchful at night and during the time for challenging, to challenge all persons on or near my post, and allow no one to pass without proper authority.

CHAPTER 10

SECURITY FORCE TRAINING

1. General. This chapter addresses reference (a), training requirements for all security force personnel. The minimum training standards outlined herein are essential to enable security force personnel to maintain a high level of proficiency, and to perform their duties in a professional manner. This training is separated into five separate physical security and law enforcement training categories: basic, in-service, firearms proficiency, use of deadly force and specialized.

2. Basic Training Requirements. All security force personnel will receive Phase I (basic) training. Military personnel will receive basic training at either a Master-at-Arms "A" school or Law Enforcement Specialist (NEC 9545) school, prior to performing security duties. Civil service security force personnel will receive training at NRSW training facilities located onboard NBSD and will be taught by members of the NRSW Training Branch. This training will be administered as soon as possible after initial employment, but not later than six months afterward. See Appendix VIII of reference (a) for the mandatory Phase I training topics.

3. In-Service Training Program. The in-service training program encompasses four areas: Phase II, Roll Call, Field Training, and General Military Training (GMT).

a. Phase II Training. The Phase II training is outlined in Appendix IX of reference (a) and must be completed by all security force personnel on an annual basis.

b. Guard Mount Training. Guard Mount and Roll call training is an essential part of the training program. This entails providing training on subjects that all Security Force personnel will learn during a 10 to 15 minute period of time before each shift. Representative subject areas will be:

(1) Familiarity with departmental programs and operations.

(2) Knowledge of regulations and departmental policy and guidelines.

(3) Knowledge of recent legislation and judicial decisions that may affect physical security or law enforcement programs.

(4) Knowledge of recent changes in operational requirements.

(5) To satisfy daily briefing requirements for firearms safety, vehicle safety, and use of force.

c. Field Training Program. The NRSW Public Safety Program manages the Field Training Officer (FTO) program. Personnel selected/assigned to this position must be highly qualified members of the security force, who have thoroughly and consistently demonstrated their maturity, expertise, professionalism, and ability to perform in a supervisory role. FTO's will perform the following functions:

(1) Ensure personnel receive appropriate training and maintain proficiencies in all law enforcement and physical security disciplines.

(2) Provide installation specific and hands-on training to enhance trainee's performance and overall qualifications.

d. GMT. GMT will be given on a wide range of topics to include Navy rights & responsibilities and prevention of sexual harassment, as well as other topics as directed by higher authority and coordinated by the NRSW Training Branch.

4. Firearms Proficiency Training. Firearms weapons training and certification on the 9mm and 12-gauge shotgun will be conducted for all security personnel. In order to maintain firearms qualifications, security personnel are required to qualify, per reference (f), on four courses of fire annually. The courses are as follows:

a. The Navy Handgun Qualification Course (NHQC) will be fired three consecutive times and must be conducted annually.

b. The Handgun Practical Weapons Course (HPWC) will be fired two consecutive times and conducted semi-annually.

c. The Handgun Night Fire Course (HNC) will be fired two consecutive times and must be conducted annually.

d. The Shotgun Practical Weapons Course (SPWC) will be fired semi-annually.

5. Deadly Force. All security force personnel will receive deadly force training quarterly, in conjunction with firearms proficiency training and per reference (g). All newly assigned personnel will attend a deadly force indoctrination course as part of their initial Phase II training through NRSW's training department. This deadly force indoctrination will include the following:

- a. Deadly force lecture.
- b. Definition of the use of deadly force.
- c. The seven circumstances for the use of deadly force.
- d. Escalation/ladder of force IAW reference (e).
- e. Four additional requirements for the use of firearms.
- f. Watch the "use of deadly force" video.
- g. Deadly force written exam requiring a score of at least 80 percent.
- h. Upon completion of the deadly force indoctrination, an entry will be made in the individual's training record.

6. Specialized Training

a. Pepper Spray Qualification. Prior to being issued pepper spray, all security force personnel will be trained in the proper use of pepper spray. Training each Naval Security Force person will be required to understand/perform the following:

(1) The characteristics of pepper spray and how and why it works, which includes being sprayed and completing the obstacle course.

(2) Where the use of pepper spray falls, in the NRSW Ladder of Force and per reference (e).

(3) How to document deploying pepper spray while in the performance of duty.

b. ASP Qualification. All security force personnel are required to satisfactorily complete an ASP Baton course, per ASP Instructor Certification Handbook. The ASP course is two hours of classroom and practical instruction consisting of the following:

- (1) The technical characteristics of the ASP baton.
- (2) Where the use of the ASP falls, in the NRSW ladder of force and per reference (e).
- (3) Basic baton strikes and blocks.
- (4) Re-certify annually.

c. Emergency Vehicle Operators Course (EVOC). Security personnel must complete an Emergency Vehicle Operators Course as per references (b) and (h), administered by a qualified instructor prior to operating any emergency vehicle. The course consists of the following:

- (1) Three to five days of classroom instruction, depending on number of students.
- (2) Practical driving instruction.

CHAPTER 11

SECURITY FORCE VEHICLES

1. General. Each driver of a Security Department vehicle is responsible for their assigned vehicle, and will operate the vehicle in a safe manner and in accordance with this instruction, NRSW operating procedures, and federal and state laws. Security vehicles will be operated by Security Department personnel only, and solely for the purpose of performing assigned duties.

2. Purpose. This chapter is concerned with the delineation of requirements for inspecting, maintaining, operator licensing and operating procedures regarding CNRSW's Authorized Emergency Vehicles (AEV). A security department vehicle shall be considered an AEV when it is equipped with approved warning lights and siren.

3. Pre-Operation Inspection

a. Security vehicle operators are responsible for performing a detailed and thorough inspection, noting discrepancies prior to operating an assigned vehicle. The driver will be held accountable for damage resulting from negligence, carelessness, or misuse.

b. Vehicle operators will complete a Vehicle Inspection and Operation Record covering the time period the individual uses the vehicle. The inspection form will be completed within 20 minutes of receiving the vehicle assignment.

c. On the Vehicle Inspection and Operation Record, note any damage or missing equipment and immediately notify the Watch Commander. Once you accept the vehicle, you are responsible for all damage and equipment shortages not previously noted.

d. After completing the vehicle inspection and operation record, immediately notify the Watch Commander of any deficiencies that might constitute a safety hazard. If the vehicle is considered to be unsafe, it will be deadlined and another vehicle assigned. If there is any question as to the safety of the vehicle, the Watch Commander will make the determination.

e. When a vehicle is deadlined for any reason, a notation will be made in the Watch Commander's pass down log, giving the pertinent details, and the departmental vehicle maintenance person will be notified.

f. The Watch Commander will report all deadlined vehicles and discrepancies to the Departmental and NRSW Vehicle Maintenance Manager as soon as possible by utilizing e-mail, with copies to the other Watch Commanders and the Operations Chief.

4. Safety Inspection. Per reference (e), all Security Department vehicles will be inspected and certified semi-annually by qualified personnel. In addition to any normal safety inspections, the following items will be checked and specifically noted during the pre-operation inspection described above.

a. Steering system - for any worn or loose parts and proper adjustment.

b. Brakes - for adequate lining and adjustment, including a road test to ensure the brake adjustment is proper.

c. Tires - to ensure there is adequate tread life until the next inspection. Retreaded tires shall not be used.

d. Seat belts - are functioning properly and not damaged in any way.

e. Shock absorbers - are in good working order.

f. Vehicle lights - are working properly, including turn indicators.

g. Rotating lights, public address (PA) system and siren are operating properly.

Note: In the event vehicle safety equipment such as window defroster, windshield wipers, brakes, headlights, etc., are not functioning properly, the vehicle will not be used until proper repairs have been accomplished.

5. Licensing and EVOC Training

a. All Security Department personnel who operate AEVs must possess a valid state driver's license.

b. All Security personnel required to operate emergency vehicles in the performance of their assigned duties must successfully complete the Department of Transportation Emergency Vehicle Operator's Course (EVOC) prior to being certified to operate emergency vehicles. Personnel will successfully complete an EVOC re-certification course every three years.

6. Use of Seat Belts. Security Department personnel are required to wear seat belts while vehicles are in motion. Security personnel are expected to set the example. Therefore, any member of the Security Department who operates a security vehicle without proper use of a seat belt will immediately lose the privilege of operating a security vehicle and may face disciplinary action.

7. Transporting Passengers in the Bed of a Truck. Personnel will never ride in the rear of any open bed vehicle.

8. Speed Limits

a. Safety is of paramount importance, and posted speed limits will be observed at all times. Any third-party report of a security member observed operating a security vehicle in obvious excess of the posted speed limit will be investigated. If substantiated, the offender may face disciplinary action.

b. The speed limit on paved roads is 25 miles per hour (mph) unless otherwise posted.

c. Speed limits are assigned for normal operating conditions. During adverse weather conditions (fog, heavy rain, etc.), reduce your speed, consistent with safe operations.

d. During emergency situations, the speed limit may be raised to 10 mph over the posted speed limit.

e. The maximum speed limit on dirt roads is 25 miles per hour, although road conditions generally may dictate slower speeds. Extreme caution when driving on unpaved roads is paramount.

9. Towing or Pushing Vehicles. Never utilize a Security vehicle to push or tow another vehicle. Request assistance through a GSA approved towing company. Any Security vehicle rendered inoperable will be properly secured, and checked at least once every four hours.

10. Parking Security Vehicles

a. When not in use, security vehicles will be parked in such a manner as to facilitate a quick and safe response to emergency situations.

b. Security vehicles will not be parked in red zones, fire lanes, loading zones, handicapped parking spaces, other designated reserved parking spaces, or any other area where there are parking restrictions, unless a bona fide emergency situation exists.

c. When parked and unattended, security vehicles will be secured (windows rolled up and doors locked) to prevent theft of equipment or tampering with the vehicle. If the vehicle is equipped with an installed mobile radio, check to ensure the radio is turned off before securing vehicle.

11. Accidents/Incidents Involving Security Vehicles. Whenever a security vehicle is involved in an accident or an incident resulting in damage to the vehicle, the operator will immediately notify the Watch Commander. Unless there is a safety issue involved, the vehicle will not be moved until the Watch Commander, or other supervisory or investigative personnel, have viewed the scene or have authorized the vehicle to be moved.

12. Authorized Emergency Vehicles (AEV)

a. A security vehicle is considered an AEV when it is equipped with approved warning lights and siren, and is operated in conformity with pertinent laws, regulations and policies. AEVs must carry a fire extinguisher, a first aid kit, and highway warning signals, and be equipped with seat and shoulder belts, which must be utilized whenever the vehicle is in motion.

b. Security members will not use an AEV to lead a non-emergency vehicle on the roadway under emergency conditions. This situation usually occurs when a motorist is transporting a

sick or injured person to the hospital and seeks our assistance as an escort. In these situations, our response is to activate EMS. If EMS is non-responsive, the Watch Commander may authorize the individual to be transported in a security vehicle or provide a non-emergency escort, as appropriate.

13. Use of Emergency Vehicle Equipment in Non-Emergency Situations. The emergency equipment installed on security vehicles may be used in certain non-emergency situations. Examples are:

a. The use of warning lights and siren to stop a traffic violator and issue a violation notice.

b. The use of the vehicle's warning lights for traffic control or as a hazard warning for traffic stops, accidents, construction, disabled vehicles, etc.

c. The use of the vehicle's warning lights for other types of escorts authorized by higher authority.

14. Emergency Vehicle Response Policy

a. Emergency response is the rapid movement of security personnel in reaction to a serious incident. Emergency vehicle response generally involves the following factors:

(1) The use of flashing, rotating, or steady burning warning lights on a moving security vehicle.

(2) The use of an audible siren on a moving security vehicle.

(3) Operation of the security vehicle up to 10 mph over the posted speed limit.

(4) The violation of certain traffic regulations by a moving security vehicle.

b. Emergency vehicle response is necessary in only two types of situations:

(1) Where there is a need to have security personnel at the scene of a serious incident faster than they could arrive without emergency procedures.

(2) When it is necessary to pursue an individual suspected of violating the law.

c. Emergency vehicle response will be authorized only in those situations which meet the above criteria, and only when the safety of everyone involved has been considered.

15. Use of Code Lights and Sirens

a. Code 1. Used during normal patrol operations, without lights and siren. Posted speed limits are followed.

b. Code 2. Used when the need is urgent but not critical, without siren and lights. During a Code 2 response, all traffic laws, especially speed laws, will be obeyed.

c. Code 3. Used when serious danger to human life exists, with lights and siren as needed.

(1) The use of a Code 3 response to an emergency situation is a discretionary matter requiring careful consideration. In determining whether to use Code 3, the AEV operator must consider safety, road conditions, weather, traffic, vehicle condition, and the severity of the situation.

(2) If the decision is made to respond Code 3, the operator accepts full responsibility for doing so. You must remember that responding Code 3 does not decrease response time significantly, but it does increase traffic dangers.

(3) Code 3 is a tool used to clear traffic; it is not a license to use excessive speed.

(a) Units requesting permission to respond Code 3 must make the request of the Watch Commander. Before commencing a Code 3 response, authorization must be granted by the Watch Commander, via the dispatcher.

(b) Units are not authorized to respond Code 3 off base.

d. Code 4. Used when no further assistance is required.

16. Pursuit Procedures

a. Security personnel may become involved in a vehicle pursuit when the driver of the vehicle they are attempting to stop refuses to halt. The primary and overriding concern in any pursuit is safety. Although experienced EVOC-trained personnel may feel confident in their own operation of an emergency vehicle, this does not apply to the driver of the other vehicle. The driver being pursued is "running from the law" and may violate traffic and safety laws in a reckless manner. The driver is also more concerned with the rear view mirror and the location of the security vehicle than with the road ahead. A large percentage of pursuits end with a traffic collision, usually by the vehicle being pursued. With this in mind, security personnel engaged in a pursuit must constantly ask themselves, "Is this pursuit worth the risk to life and property?"

b. When a vehicle pursuit has been initiated by a member of the Security Department, the operator shall immediately report the following information to the Dispatcher:

(1) Post identifier (i.e., call sign), and the fact that he/she is in pursuit.

(2) The location and direction of travel.

(3) Description of the vehicle and its occupants.

(4) Reason for the pursuit.

(5) Changes of location and direction of travel during the pursuit.

(6) Location at the time the pursuit is terminated.

c. Upon notification of a pursuit, the Watch Commander will assert control over the pursuit and has the discretion to order specific units into or out of the pursuit. The Watch Commander may, at any time, order the termination of a pursuit when the necessity of immediate apprehension is outweighed by the level of danger created by the pursuit.

d. When involved in a high-speed pursuit, security personnel must constantly consider the risks.

Some factors to be considered when deciding to initiate, continue, or terminate a pursuit are: time of day, volume of vehicular traffic, location of pursuit, weather conditions, road conditions, speeds involved, and nature of the situation.

e. Unless otherwise directed by the Watch Commander or higher authority, no more than two Security Force vehicles will become actively involved in a pursuit. Other security personnel should be alert to the pursuit progress and locations.

f. When in pursuit of a fleeing suspect, never attempt to overtake or pass the suspect. Keep a safe distance from the suspect and merely attempt to keep the suspect vehicle in sight until the suspect voluntarily stops.

g. Never shoot from a moving vehicle.

h. Never halt or attempt to halt a suspect vehicle in a pursuit by striking the suspect's vehicle with a security vehicle.

i. Although the use of roadblocks is not encouraged, the Watch Commander may authorize the use of a roadblock when there is definite knowledge the fleeing suspect is wanted for a felony and constitutes an immediate and continuous serious hazard and all other efforts to effect apprehension have failed.

j. Use extreme care when disobeying traffic signs or signals and make use of all available warning devices to alert other motorists and pedestrians.

k. Terminate the pursuit under any one of the following conditions:

(1) When ordered by the Watch Commander or higher authority.

(2) When the level of danger created by the pursuit outweighs the necessity for immediate apprehension. Personnel will be neither criticized nor disciplined when their decision is to terminate rather than continue a pursuit.

(3) When the suspect's identity has been established to the point that later apprehension can be accomplished, and there is no longer any need for immediate apprehension.

(4) When the pursued vehicle's location is no longer known.

1. Pursuit procedures are based upon recognition of the basic need for pursuit under certain circumstances. Great reliance is placed upon the individual driver and supervisor in the application of their experience, common sense, and training. The driver will be held accountable for continuing a pursuit when circumstances indicate it should have been terminated.

17. Off Station Pursuit

a. Navy law enforcement personnel are not authorized to engage in high-speed pursuit off base. In situations where a suspect refuses to stop on base, personnel should alert the gate(s) via radio, and also have the dispatcher notify civilian law enforcement authorities, giving them a description of the vehicle and the nature of charges suspected. It is permissible, in instances of serious crimes committed on base, for Navy law enforcement personnel to continue following the subject vehicle off-base providing they comply with all traffic laws and regulations. At this point, the purpose of following a suspect off-station is to obtain information (vehicle description, number of occupants, location, etc.), and relay that information to the appropriate law enforcement agency with jurisdiction in the area. Following violators off the installation is a very serious issue. The liability assumed by the individual patrol officer, the command, and the Navy is extremely high.

b. At no time will security personnel effect a traffic stop outside the jurisdiction off the installation.

c. Security vehicle will not run Code 3 off base.

CHAPTER 12

AUXILIARY SECURITY FORCE (ASF)

1. General. The ASF is used to augment the permanent security force during periods of increased Force Protection conditions, or when directed by the Commanding Officer. Specific guidance of the ASF mission, manning, assignment, training, and chain of command is published in reference (i) and San Diego Metro Area SOP #001.

APPENDIX A

TABLE OF REFERENCES

- (a) OPNAVINST 5530.14C, Subj: Physical Security & Loss Prevention Manual
- (b) OPNAVINST 5100.12G, Subj: Navy Traffic Safety Program
- (c) NAVBASESANDIEGOINST 5560.5G, Subj: Manual of Regulations for Entering, Departing and Movement on board Naval Base
- (d) OPNAVINST 5530.13C, Subj: Physical Security Instruction for Sensitive Conventional Arms, Ammunition and Explosives (AA&E)
- (e) OPNAVINST 5580.1A, Subj: Navy Law Enforcement Manual
- (f) OPNAVINST 3591.1C, Subj: Small Arms Training and Qualification
- (g) SECNAVINST 5500.29C, Subj: Use of Deadly Force and the Carrying of Firearms by Personnel of the Department of the Navy in Conjunction with Law Enforcement, Security Duties, and Personal Protection.
- (h) Department of Transportation Emergency Vehicle Operators Course Instruction Manual
- (i) COMNAVREGSWINST 5530.7A, Subj: Commander, Navy Region Southwest (CNRSW) Auxiliary Security Force (ASF)
- (j) Manual for Courts-Martial, United States
- (k) OPNAVINST 11200.5C, Subj: Military Police Motor Vehicle Traffic Supervision
- (l) Navy Regulations
- (m) 18 United States Code

APPENDIX B

ADMINISTRATIVE INSPECTIONS

1. Purpose. To implement the requirements of reference (a) by establishing policies and procedures for conducting administrative inspections of personnel and vehicles.
2. Background. Reference (a) addresses the requirement for conducting administrative inspections of personnel and vehicles to detect and prevent the introduction of prohibited items (i.e., firearms, explosives, drugs, and other such items defined as contraband), and detect and prevent the unauthorized removal of government property. Reference (j) provides guidelines for conducting search and seizure. Reference (k) provides authority and privileges regarding vehicular-related violations on military installations. Reference (l) provides authority for CO NBSD to take such actions necessary to maintain the health, safety, security, readiness, morale, and general welfare of NBSD and assigned personnel.
3. Policy. This instruction applies to all personnel and vehicles attempting to enter or depart, or who are transiting NBSD. Exceptions to this requirement include:
 - a. Accredited agents of the Naval Criminal Investigative Service.
 - b. Personnel and vehicles responding to emergencies.
 - c. All law enforcement personnel (i.e., city, county, state, and federal) whose presence on base constitutes an official capacity.
4. Action
 - a. Security Officer:
 - (1) Ensures security personnel carry out the provisions of this instruction and CNRSW Standard Operating Procedures, and all assigned security/law enforcement personnel are adequately trained to properly conduct administrative inspections, searches and seizures.

(2) Schedule, coordinate, and ensure inspections are properly completed and documented.

5. Procedures

a. Scheduling. The ATO will complete a monthly Random Anti-terrorism Measure (RAM) calendar and submit it to the CO for approval of the times, locations, randomness, and duration of all personnel/vehicle inspections.

b. Inspection Locations. Inspection checkpoints may be randomly selected from the following locations:

- (1) Gate 2 (NASSCO Gate); Surface Blvd. (Wet Side)
- (2) Gate 5A (Pedestrian Gate), and Gate 6 (Main Gate); NAVBASE Way at Surface Navy Blvd. (Wet Side).
- (3) Gate 7 (Truck inspection Gate); Vesta St. at Cummings Rd. (Wet Side).
- (4) Gate 9 (Main Gate); Cummings Road and 8th St (Wet Side).
- (5) Gate 13 (Pier 13 Gate); 19th St at Kidd St. (Wet Side).
- (6) Gate 14 (Auto Port Pedestrian Gate); NEX Side.
- (7) Gate 15 (28th St Gate); Le Harde St. and 28th St. (NEX Side).
- (8) Gate 23 (NEX/DECA Gate); 32nd Street and Callagan Hwy, (NEX Side).
- (9) Gate 25 (NAVFAC SW); Broadway Complex at Pacific Hwy.
- (10) Gate 26 (CNRSW Main lobby); CNRSW Bldg 1; Broadway Compound at Harbor Drive.
- (11) Gate 27 (CNRSW Main Gate); CNRSW; Broadway Compound at Pacific Hwy.
- (12) Gate 29 (TSC Gate); Vesta St. at Norman Scott Rd. (Dry Side).

(13) Gate 32 (Anchor's Gate); Division St. at Norman Scott Rd.

(14) Post 33 (Main Gate) and Post 33A (Pedestrian), (DLA/DCCC Compound); Cummings Rd. (Dry Side).

(15) Gate 40 (Bldg 279/280); 8th Street (Dry side).

(16) Gate 43 (Norman Scott Gate); Norman Scott Rd. and 32nd St (Dry Side).

(17) At the ingress/egress of any restricted area.

(18) Piers 1 through 8

(19) ECP 1 and 2 encompassing Piers 9 through 13

(20) Other locations as designated by the Security Officer.

c. Personnel Inspections. Inspections of personnel entering/departing restricted areas and NBSD entry control points should be conducted on a random basis. Items to be inspected include all hand-carried items such as briefcases, sacks, lunch boxes, purses, and other such items. These inspections will be cursory in nature and will not normally require the security inspector(s) to touch, handle, or empty the contents of these items. Should contraband be discovered, the individual will be detained and the Watch Commander will respond to oversee the remainder of the inspection, evidence collection, rights advisement, notifications, and to ensure the incident report is completed.

d. Vehicle Inspections. Unless otherwise stated in this instruction, all vehicles entering or approaching an established inspection area are subject to inspection under the pre-established and prescribed random formula set forth in the RAM calendar.

(1) Inspection Teams. Inspection teams will consist of a minimum of one armed Naval Security Personnel. One of these personnel will act as the leader and will be responsible for the overall safety of the inspection, checking the vehicle occupants' paperwork, and ensuring vehicle occupants are kept clear of the inspection and in a safe location.

The second team member will function as the inspector and will complete the inspection.

(2) Procedures

(a) At the scheduled time and date of a RAM vehicle inspection the Watch Commander will establish an inspection team, ensure the team has the required equipment listed below, inform them of the inspection randomness and location.

(b) Once the team is at the designated location and prepared to begin, the Entry Control Point (ECP) sentry will begin counting incoming vehicles until the appropriate vehicle enters the access control point. The ECP sentry will inform the vehicle occupants that they have been randomly selected to participate in a random vehicle inspection and will direct the vehicle into the inspection station. The ECP sentry will continue to count the vehicles until a second vehicle has been selected, informed, and directed into the inspection station. This driver should also be directed to begin retrieving their documentation in preparation for their upcoming inspection but to remain in their vehicle until directed to exit. At that point, the ECP sentry will stop counting until the first vehicle has exited the inspection station and then resume counting until the next vehicle meeting the random number is selected.

(c) The leader will approach the vehicle occupants in the inspection station, and again inform them that they have been randomly selected to participate in a vehicle inspection. He/she will ask the occupants to retrieve their identification, driver's license, registration, and proof of insurance, and to open all vehicle doors, the hood, trunk, glove compartment, and any other compartments located inside the vehicle. Direct occupants to open the articles and display its content so all packages, briefcases, lunchboxes, toolboxes, purses, sacks, etc., can be inspected and to exit the vehicle. The leader will direct the occupants to a safe location away from the inspector where he can observe them and begin checking the vehicle's documentation.

(d) The inspector will inspect the vehicle in a systematic manner ensuring that all aspects of the vehicle are inspected, to include:

1. Engine Compartment.

2. Trunk.
3. Passenger Compartment.
4. Glove box and any other interior compartments.
5. All packages, briefcases, lunchboxes, toolboxes, purses, etc inside the vehicle.
6. Undercarriage.

(e) Once the inspector has completed the inspection, all documents will be returned to the driver and all occupants will be allowed to return to their vehicle and continue to their destination. If the driver does not have all of the necessary paperwork it is at the inspector's discretion to issue a citation.

(f) Upon completion of the administrative inspection the dispatcher will make a desk journal entry documenting the inspection's start time, end time, randomness, number of vehicles inspected, and any contraband found.

(3) Equipment. The inspection team will utilize or have available for use the following items to properly conduct an inspection:

- (a) Inspection mirror.
- (b) Stop signs.
- (c) Traffic cones.
- (d) Flashlights.
- (e) Reflective vests.

e. Discovery of Contraband. For the purposes of this instruction, possession of contraband constitutes the possession of anything which is unauthorized or prohibited by government regulations and instructions, or which is in violation of state and/or federal laws or statutes. Accordingly, mere possession of contraband constitutes a violation of government directives and/or constitutes an unlawful situation.

When contraband is discovered during an administrative inspection, the following procedures apply:

(1) A member of the inspection team will notify the Watch Commander that the inspection has terminated and the reason for termination.

(2) The inspector will advise the suspect(s) of the reason they are being detained (i.e., discovery of contraband), and read them their rights, in accordance with Article 31 of the Uniform Code of Military Justice (UCMJ) (if military), or the Miranda Warning, in accordance with the 5th Amendment of the U.S. Constitution (if civilian).

(3) The Watch Commander will notify the Operations Chief and/or Security Officer.

(4) At this point, the procedures for search and seizure (based upon "probable cause") will be implemented. If contraband is to be confiscated as evidence, an Evidence Custody Document will be completed.

(5) The suspect(s) will be detained and transported to building 74, where the suspect(s) will be interviewed and offered an opportunity to complete a verbal and or written statement on the Acknowledgement and Waiver of Rights Form, and they will await disposition.

(6) In all incidents where contraband is discovered, an Incident Report will be completed to document all pertinent details.

f. Refusal to submit to administrative inspection.

(1) Unless otherwise stated in this instruction, the only individuals who may legally or rightfully refuse to submit to a personnel or vehicle administrative inspection are those military and civilian personnel who are (1) in no way attached to, assigned to, or employed by NBSD, and (2) involved in an incoming inspection being conducted at any entry control point (i.e., main gate(s), gates 6, 7, 9, 15, 23, etc.). In such cases, these persons will simply be denied entry to the base if they stand on their refusal, and the inspector will complete an Incident Report and Field Interview Card, which will subsequently be utilized to prepare a written barring order.

(2) Conversely, those persons mentioned above must legally submit to any internal or outgoing personnel/vehicle administrative inspection.

(3) For all other personnel, the very nature and conditions of their employment in civil service, or their military status and obligations, or the written contractual requirements for contractors and sub-contractors render all such persons legally and morally obligated to submit to all administrative inspections to which they may be subjected.

g. Barring Orders. Those personnel described in paragraph f.(1) and (2) above are subject to be issued verbal and written barring orders for non-compliance with administrative inspections, or for more serious violations involving possession of contraband. In all cases, verbal barring orders will be followed up with written barring orders, which will be issued at the Commanding Officer's discretion.

h. Suspension/Revocation of Base Driving Privileges. Those personnel described in paragraph f.(3) above, are subject to have their base driving privileges either suspended or revoked for failure to cooperate or comply with the provisions of this instruction. All persons are reminded that the operation of a motor vehicle upon any military installation is not a right, but rather a privilege, which has been extended by the CO, and any abuse of this privilege, or disobedience of constituted orders, may result in the temporary or permanent withdrawal of this privilege.

i. Disciplinary Action and Criminal Prosecution. Possession of certain items of contraband (i.e., loaded firearms, sawed-off shotguns, switch-blade knives, concealed weapons, illicit drugs, stolen property, etc.) may result in disciplinary action and/or criminal prosecution being taken against military and civilian personnel assigned to the command. This is in addition to the administrative action described above.

6. Reports, Forms, and Notifications. The conduct of administrative inspections and the results of the same will be recorded in the Desk Journal. However, anytime contraband is found, or there is a refusal, an Incident Report will be completed and all appropriate notifications made. Guidelines for the use and preparation of these and other required forms are found in reference (e).

APPENDIX C

SCREENING GUIDELINES FOR PERSONNEL WITH AA&E RELATED DUTIES

1. Reference (d) requires personnel with duties involving control of or unescorted access to Arms, Ammunition and Explosives (AA&E) be screened. As a minimum, the Security Officer, or other designee will examine the service records of those being screened and discuss the duties to be assigned with the person and/or the person's present supervisor. All NBSD personnel requiring screening under the requirements of reference (d) will receive an initial screening upon hiring/reporting and annually thereafter. NBSD personnel could be disqualified from AA&E related duties for any of the following actions:

a. Loyalty

(1) Establishing or continuing a sympathetic association with a spy, traitor, terrorist, revolutionist.

(2) Advocating the use of force or violence to overthrow the U.S. Government.

(3) Support, monetary or otherwise, of any organization which unlawfully advocates or practices acts of force or violence with the purpose of preventing others from exercising their rights.

(4) Participation, support, aid, comfort or sympathetic association with persons, groups or organizations involved in terrorist activities or threats. Advocacy of the unlawful aims of such an organization.

b. Security Responsibility. Reckless disregard of security regulations, public law, statutes.

c. Criminal Conduct

(1) Commission of a felony.

(2) Dishonesty, fraud, bribery; breach of trust or duty, or conduct constituting a threat to life of public safety.

(3) Criminal conduct involving force, coercion, or

intimidation; firearms, explosives; obstruction or corruption of government functions; violence against persons.

(4) An established pattern of criminal conduct, whether convicted or not.

(5) Close and continuing association with persons known to be involved in criminal activities.

d. Mental or Emotional Disorders

(1) Any behavior, illness, or mental condition which may cause a defect in judgment or reliability.

(2) Conduct or personality traits that are bizarre or reflect abnormal behavior or instability.

(3) Mental or intellectual incompetence or retardation enough to suggest he/she might not recognize or understand the necessity of security regulations or procedures, or that judgment or reliability are significantly impaired, or that he/she could be influenced or swayed to act contrary to national security.

e. Vulnerability to Coercion/Foreign Connections

(1) Indications he/she is being blackmailed or pressured by any person, group, organization or government.

(2) Reckless conduct, open or public misbehavior or commission of acts contrary to local customs or laws, or which violate the mores of a foreign country.

f. Financial Matters

(1) History of bad debts, garnishments, liens, repossessions, unfavorable judgments, delinquent or uncollectible accounts, or debts written off by creditors as uncollectible with little effort to pay.

(2) A pattern of living beyond his/her means, a lifestyle reflecting irresponsible expenditures that exceed income, or a history of writing bad checks.

(3) Deceit in obtaining credit or bank accounts;

misappropriation of funds, income tax evasion, embezzlement, fraud, attempt to evade creditors.

(4) Indifference to financial obligations or debts, or intention not to satisfy financial obligations.

(5) Unexplained affluence, or income from illegal gambling, drug trafficking or other nefarious means.

g. Alcohol Abuse

(1) Alcohol-related incidents such as traffic violations, fighting, child or spouse abuse.

(2) Drinking on the job, reporting to work intoxicated or hung over, tardiness or absences caused by or related to alcohol abuse; impairment or intoxication occurring during and immediately after lunch breaks.

h. Drug Abuse

(1) Abuse of cannabis (marijuana) or of any narcotic, psychoactive substance or dangerous drug (including prescription drugs).

(2) Any involvement in trafficking, cultivation, process, manufacture, sale or distribution of any narcotic, dangerous drug, or marijuana, or help given to those involved (whether or not arrested).

i. Other Considerations

(1) Seriousness, frequency and motivation.

(2) Whether the conduct was negligent, willful, or undertaken with knowledge of the circumstances or consequences.

(3) Probability that the conduct will continue in the future.

APPENDIX D

TENANT ACTIVITY SECURITY PLANS

1. Tenant Commands required by reference (a) to have Security Plans will have copy on file in the Security Department, held by the Physical Security Specialist.

APPENDIX E

EMERGENCY SECURITY OPERATIONS

1. Emergency Security Operations are conducted in accordance with the Security Department Preplanned Responses, which are on file in the classified safe of building 74.

APPENDIX F

FORCE PROTECTION MEASURES

1. Force Protection measures are published as an annex to the NBSD Anti-Terrorism Force Protection Plan. This classified plan is on file inside a classified storage container in building 74.

APPENDIX G

BARRIER PLAN

1. The Barrier Plan is published as an annex to the NBSD Anti-Terrorism Force Protection Plan. This classified plan is on file inside classified storage container in building 74.

APPENDIX H

THREAT ASSESSMENT

1. The current Naval Criminal Investigative Service (NCIS) Threat Assessment is a classified document that is on file inside the classified storage container in building 74.