



DEPARTMENT OF THE NAVY  
NAVAL LEGAL SERVICE COMMAND  
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IN REPLY REFER TO

COMNAVLEGSVCCOMINST 5530.1

Code 17

**18 February 2004**

COMNAVLEGSVCCOM INSTRUCTION 5530.1

Subj: PHYSICAL SECURITY AND LOSS PREVENTION

Ref: (a) OPNAVINST 5530.14C

Encl: (1) Physical Security and Loss Prevention Guide

1. Purpose. To implement reference (a) and provide guidance and set forth uniform standards for the protection of personnel and property in activities subordinate to the Commander, Naval Legal Service Command (COMNAVLEGSVCCOM).

2. Cancellation. JAG/COMNAVLEGSVCCOMINST 5530.1 of 11 Jun 90.

3. Scope. Enclosure (1) addresses physical security and loss prevention responsibilities, physical security measures, and minimum criteria for physical security. It does not address policy and procedures for the control and protection of classified material or information security.

4. Discussion. Reference (a) is the Department of the Navy Physical Security and Loss Prevention Manual. All activities must establish and maintain an up-to-date and comprehensive physical security and loss prevention program for safeguarding individuals and protecting assets.

5. Responsibilities. Physical security is the immediate, legal, and moral responsibility of all naval military and civilian personnel:

a. Commanding Officers (COs) and Officers in Charge (OICs) are responsible for physical security and loss prevention within their activities.

b. The Naval Legal Service Command (NLSC) Security Officer is responsible for implementing a physical security and loss prevention program within NLSC and for overseeing implementation of, and compliance with, reference (a) and this instruction by all subordinate activities.

6. Applicability. This instruction applies to all assigned personnel and to all subordinate activities.

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7. Action:

a. COs and OICs shall establish and maintain physical security and loss prevention programs for their activities in compliance with reference (a) and this instruction.

b. Activities shall forward copies of their implementing instructions to the NLSC Security Officer.



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**PART 1: GENERAL**

1-1. Physical Security and Loss Prevention Program. The Physical Security and Loss Prevention Program is part of the overall security program at an activity. Physical security and loss prevention measures include instructions, procedures, plans, policies, agreements, systems, and resources committed to safeguard personnel, protect property, and prevent losses.

1-2. The Security Officer. Commanding Officers (COs) and Officers in Charge (OICs) shall appoint a Security Officer in writing in accordance with paragraph 0110 of reference (a). The Appointing Letter shall require the Security Officer to be knowledgeable of the duties set forth in paragraph 0111 of reference (a).

1-3. Physical Security Review and Assessment. COs and OICs shall establish and maintain a continuing program for the review and assessment of the physical security of the command, as described in paragraph 0114 of reference (a).

1-4. Area Coordination. Installation commanders exercise physical security coordination within their geographic area of responsibility as described in paragraphs 0115 and 0116 of reference (a). COs and OICs of tenant activities shall ensure compliance with the host activity's security program.

1-5. Host-Tenant Support Agreements. COs and OICs are responsible for physical security and liaison functions not specifically assumed by the host activity Security Officer in a formal host-tenant support agreement. COs and OICs shall ensure that the provisions of these agreements meet their activity's requirements. Host-tenant support agreements shall be specific as to what physical security functions are to be accomplished, by whom, when, and how often. They shall be reviewed annually and revised as required. Copies shall be forwarded to the NLSC Security Officer.

1-6. Upgrade Requirements/Waivers/Exceptions. Requests for waivers of physical security standards will include a full explanation of the problem and describe what compensatory measures are available. Requests for exceptions will be routed to the Chief of Naval Operations (CNO) (N09N3) via COMNAVLEGSVCCOM in accordance with paragraph 0124 of reference (a).

1-7. New Construction. Projects for new construction incorporating physical security features, as well as physical security enhancement modifications to existing facilities, will be reviewed during the planning and design process by the Security Officer or other technically qualified personnel.

**PART 2: SECURITY PLANNING**

2-1. Security Plans. Each activity shall develop and publish a physical security plan and loss prevention plan in accordance with paragraphs 0200 and 0201 of reference (a). These plans should be designed for easy use and must clearly delineate how the command conducts day-to-day security and how it responds to incidents. These plans shall be developed and reviewed in conjunction with the command review and assessment program described in paragraph 0114 of reference (a).

2-2. Coordination. Tenant activities shall comply with host activity physical security requirements and maintain plans in support of the host activity's physical security plan. These plans shall be coordinated with the host activity Security Officer.

2-3. Crisis Situations. Physical security plans shall include measures for dealing with crisis situations in accordance with paragraph 0207 of reference (a). These measures must be designed to protect government assets, provide emergency services for containment of an incident, and restore the activity to normal operation.

2-4. Physical Security Surveys. Activity security officers are responsible for ensuring that Physical Security Surveys are conducted in accordance with paragraph 0117 of reference (a). These surveys are designed to show the activity head what security measures are in effect, what areas are in need of improvement, and provide a basis for determining priorities for funding/work accomplishment. A physical security survey should address the questions outlined in section 0114 of reference (a) and should be updated on a continuing basis.

**PART 3: SECURITY AND LOSS PREVENTION MEASURES**

3-1. General. Security and loss prevention measures are actions taken to maintain an adequate physical security and loss prevention posture within an activity.

3-2. Corrective Security Measures. These measures deal with breaches of security. Breaches of security, whether willful or negligent, shall be dealt with in a positive and uncompromising manner under the Uniform Code of Military Justice (UCMJ), Federal Personnel Manual, and other applicable directives. Prompt and positive command action is required to identify and apprehend security violators. Investigation, analysis, and reporting of losses shall be expeditiously accomplished, and disciplinary action, administrative personnel action, or criminal prosecution, as appropriate, shall be initiated and completed without delay.

3-3. Loss Prevention. A vigorous loss prevention program shall be instituted at all activities in accordance with Chapter 3 of reference (a). Losses can be minimized by a comprehensive program of loss detection and analysis, investigation of losses, employee loss prevention education, and the firm use of civil, administrative, or criminal sanctions where applicable.

3.4. Loss Reporting. Missing, lost, stolen, or recovered (M-L-S-R) property shall be reported to the Security Officer. Even when the missing or stolen item is recovered, a report should be made to aid in loss analysis and inventory control. Activity Security Officers shall ensure that MLSR reports are submitted in accordance with paragraph 0303 of reference (a), with copies forwarded to the NLSC Security Officer, and that the Naval Criminal Investigative Service is notified if appropriate.

3.5. Security Checks. All areas under the control of a Navy activity shall be subjected to security checks in order to detect any deficiencies or violations of security standards. As stated in paragraph 0305 of reference (a), each activity must establish a system for conducting security checks of restricted areas.

3.6. Key Security and Lock Control. A strict key and lock control program shall be established and supervised by the

Security Officer in accordance with paragraph 0304 of reference (a).

3.7. Typewriters, Computers, Calculators, Video, and Television Equipment. High value or sensitive items shall be stored in securable rooms and/or anchored with commercially available anchor pads.

**PART 4: THE SECURITY FORCE**

4.1. General. Security officers are responsible for overseeing the effectiveness of their activity's security, including ascertaining under what circumstances and conditions a security force should be deployed. Activity Security Officers shall ensure that security requirements will be met by the host activity security forces pursuant to a host-tenant agreement. See section 1-5.

**PART 5: PERSONNEL AND VEHICLE MOVEMENT CONTROL**

5.1. General. An identification system of passes and badges to control the movement of personnel and motor vehicles entering and leaving, as well as within, a host activity is often required. Tenant activity Security Officers shall ensure compliance with such systems by activity personnel.

**PART 6: SECURITY EDUCATION AND TRAINING**

6-1. General. A physical security and loss prevention indoctrination briefing shall be given to all newly assigned personnel, regardless of position. This indoctrination briefing shall cover all aspects of the activity's physical security plan, crime and loss prevention, pass system, security hours, badge systems, vehicle control, and other local security measures, including individual responsibility. A written record of the indoctrination briefing, signed by the individual, shall be maintained.