



UNITED STATES MARINE CORPS  
MARINE AIR GROUND TASK FORCE TRAINING COMMAND  
MARINE COPRS AIR GROUND COMBAT CENTER  
BOX 788100  
TWENTYNINE PALMS, CA 92278-8100

5500.18B

7D

MAR 09 2015

COMBAT CENTER ORDER 5500.18B

From: Commanding General  
To: Distribution List

Subj: CRIME PREVENTION/PHYSICAL SECURITY PROGRAM

Ref: (a) MCO 5530.14A  
(b) CCO 5532.1B  
(c) CCO 1620.1B w/Ch 1

Encl: (1) Definitions  
(2) Sample Physical Security Officer Appointment Letter

Reports Required: I. Physical Security/Crime Prevention Survey Form  
(NAVMC 11121) (Report Control Symbol EXEMPT),  
paragraph 4b(3)(i)

1. Situation. To establish, per reference (a), the conduct of an integrated and effective crime prevention/physical security program aboard Marine Air Ground Task Force Training Command, Marine Corps Air Ground Combat Center, Twentynine Palms, California. These efforts are coordinated under the efforts of the Assistant Chief of Staff (AC/S) G-7, Mission Assurance Directorate.

2. Cancellation. CCO 5500.18A.

3. Mission. In accordance with reference (a), promulgate procedures and establish an installation-wide crime prevention/physical security program. To ensure uniformity of understanding, terms used in this Order are defined in enclosure (1).

4. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent. Constitute an organized and concerted effort to reduce crime aboard the Combat Center at all levels of the command. It will apply to all military and civilian personnel assigned to, stationed at, employed by, or otherwise engaged in activities aboard the Combat Center.

(2) Concept of Operations

(a) Crime prevention requires a concerted effort at all levels to minimize the opportunity to commit or conceal criminal acts. Enforcement is an important aspect of any prevention program. Therefore, offenders must be promptly detected, apprehended, and referred to proper authorities for

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appropriate disposition by way of administrative process or judicial action. Corrective action must be accomplished expeditiously and be commensurate with the offense.

(b) A successful crime prevention program requires continuing command emphasis and must provide an environment where criminal activity will not distract from mission accomplishment; adversely affect the health, welfare, or morale of personnel; or produce an unfavorable image of the Marine Corps.

(c) Physical security is the foundation of, and an integral part of all force protection (antiterrorism, critical infrastructure program, fire, safety, and chemical, biological, radiological, and nuclear) and crime prevention programs. The physical security program must receive attention from all echelons within the chain of command. Marines, Sailors, family members, and civilian employees must be actively involved and vigilant in the security of government and Marine Corps personnel and property.

(d) To provide an effective program, it is essential that a systematic approach be developed toward attaining realistic objectives within a reasonable time frame. An effective program requires total integration and involvement of all resources available to ensure that:

1. Dissemination of information is made in a timely and coordinated manner.

2. Problems conducive and/or unique to a criminal environment are identified and isolated.

3. Contributing causes are sought, analyzed, and steps are taken to eliminate them.

4. Long term goals and objectives are established for completion within a realistic time frame.

5. Tasks are developed to have a direct bearing on solving the problem through reduction or elimination and are compatible with long range goals and objectives.

b. Subordinate Element Missions

(1) Commanding Officers

(a) Establish and maintain a command physical security program that encompasses requirements of reference (a) and this Order.

(b) Appoint a command security officer in writing. Provide sufficient resources, staff assistance, and authority to implement, manage, and execute an effective physical security program.

(c) Ensure reference (b) is utilized when reporting designated restricted areas within the command.

(d) Report all Missing, Lost, Stolen, and Recovered (MLSR) reportable items to the Provost Marshal Office (PMO).

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(e) In accordance with reference (a), ensure that there is a strong, viable, and visible command emphasis with regard to the security of arms, ammunition, & explosives (AA&E).

(2) ACs/S, Special Staff Officers, and Officers-in-Charge (OICs)

(a) Establish and maintain a physical security program that encompasses requirements of reference (a) and this Order.

(b) Appoint a physical security officer in writing, see enclosure (2). Provide sufficient resources, staff assistance, and authority to implement, manage, and execute an effective physical security program.

(c) Ensure reference (b) is utilized when reporting designated restricted areas within the command.

(d) In accordance with reference (a), ensure that there is a strong, viable, and visible command emphasis with regard to the security of AA&E.

(3) AC/S G-7, Provost Marshal

(a) Ensure that a Crime Prevention brief is conducted as part of the monthly Commanding General's (CG) Welcome Aboard Brief.

(b) Crime prevention awareness/education information will be presented on a monthly basis to the base population via available news media.

(c) The Crime Prevention/Physical Security Office is responsible for maintaining a record detailing all Crime Prevention Program activity. At a minimum, entries should detail the date, type of program, requesting command/unit/activity, and attendance.

(d) Establish and maintain a Lost and Found Property Program.

(e) Conduct crime prevention surveys on all Bachelor Enlisted Quarters/Bachelor Officer Quarters, government facilities that maintain negotiable instruments (cash, checks, etc.), facilities designated by the CG, facilities requested by unit commanders at the discretion of the Provost Marshal, and tenant organizations such as banks, credit unions, and concessionaires as noted in the installation/organization memorandum of agreement.

(f) Draft and maintain an installation physical security plan as part of the installation antiterrorism plan.

(g) Publish an annual list of all restricted areas aboard the installation, including tenant command restricted areas in accordance with reference (b).

(h) Establish and maintain an installation Physical Security Working Group/Anti-terrorism Working Group (ATWG).

(i) Conduct Physical Security Surveys using NAVMC 11121 on all AA&E facilities, Communication Security facilities, restricted areas, and Classified Information Storage Areas. Surveys must be maintained for three years.

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(j) Monitor and provide first echelon maintenance on the installation's Electronic Security System and Mass Notification System.

(k) Facilitate the exceptions and waivers process.

(l) Track all MLSR reports submitted by commands aboard the installation.

(m) Participate in all new construction and refurbishment meetings.

(4) Command Security Officer. The Security Officer will:

(a) Plan, manage, implement, and direct the activity's physical security, and crime prevention program to include the development and implementation of a comprehensive physical security plan and security education program.

(b) Establish security requirements for the command with assistance from PMO, Public Works Division (PWD), and facilities engineers as appropriate.

(c) Identify by location and priority the assets to be protected.

(5) AC/S G-4, PWD. The PWD will:

(a) Ensure new construction complies with the requirements of reference (a) and appropriate physical security design/technical manuals.

(b) Ensure plans for new construction, incorporating physical security features, are reviewed by the Provost Marshal or designated representative during the design and review phases of construction.

(c) Ensure physical security enhancement modifications (new intrusion detection alarm system equipment, security fencing, security lighting, etc.) to existing buildings, facilities, sites etc., are reviewed by PMO during the design and review phases of construction.

(6) Command Inspector General. Ensure that reference (c) is maintained.

(7) Physical Security Council. There will be a Physical Security Council (PSC) established to meet the requirements as set forth in reference (a). The PSC will meet at least quarterly and provide the CG with a ready means for coordinating and implementing initiatives which support the Combat Center's Security Program. The PSC may be combined with the ATWG to alleviate any duplication of effort.

(a) The PSC will consist of those personnel who are most suited to materially assist in the Physical Security effort [Provost Marshal, PWD Officer, G-8 (Comptroller), Staff Judge Advocate representative, and other designated personnel by the CG] as well as the Physical Security Officers appointed in writing by subordinate commands.

(b) The PSC subject matter is focused on, but not limited to, the installation's physical security, force protection, critical infrastructure

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protection, and anti-terrorism posture. The Council will conduct reviews of these areas, identify deficiencies, and recommend corrective action.

(c) Council minutes will be recorded for accuracy and distributed to attendees for review. Minutes will be maintained on file for three years.

5. Administration and Logistics

a. Commanding Officers, ACs/S, Special Staff Officers, and OICs will ensure compliance with this Order and the references.

b. Distribution statement A directives issued by the CG are distributed via email upon request and can be viewed at <http://www.29palms.marines.mil/Staff/G1Manpower/AdjutantOffice/Orders.aspx>.

c. The NAVMC 11121 Form can be found on Naval Forms Online at <https://navalforms.documentservices.dla.mil>.

6. Command and Signal

a. Command. This Order is applicable to all active-duty, reserve, and civilian personnel aboard the Combat Center.

c. Signal. This Order is effective the date signed.

  
J. B. HANLON  
Chief of Staff

Distribution: A

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## Definitions

For the purpose of this Order, the following definitions apply:

1. Crime. An act or omission, defined by law, and made punishable by constituted authority through a judicial proceeding for the protection of society.
2. Crime Analysis. A set of systematic, analytical processes directed at providing timely and pertinent information relative to crime patterns and trend correlations to assist the operational and administrative personnel in planning the deployment of resources for the prevention and suppression of criminal activities, aiding the investigative process, and increasing apprehensions and the clearance of cases.
3. Crime Prevention. The application of measures necessary to minimize or eliminate the opportunity, or desire to commit or engage in criminal activities.
4. Crime Prevention Program. A program for planning, coordinating, executing, and reviewing courses of action designed to prevent crimes and offenses.
5. Physical Security. That part of security concerned with physical measures designed to safeguard personnel, prevent unauthorized access to equipment, facilities and material, computer, media, and documents.
6. Physical Security Survey. The on-site examination of a specific facility or activity conducted by a formally trained physical security specialist, to identify security weaknesses and recommend corrective measures.
7. Physical Security Inspection. A comprehensive review of physical security and loss prevention programs of a particular activity to determine compliance with all applicable policies and orders.
8. Physical Security Program. Part of the overall security posture at an activity including policy and resources committed to safeguard personnel, protect property, and prevent losses. Physical security is further concerned with means and measures designed to achieve force protection and anti-terrorism readiness.

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## Sample Physical Security Officer Appointment Letter



## UNITED STATES MARINE CORPS

[Your Unit]  
[Address]

5530  
Org Code  
Date

From: Commanding Officer, [Unit]  
To: First Lieutenant Devil M. Dog 0123456789/1234 USMC  
Subj: APPOINTMENT AS THE PHYSICAL SECURITY OFFICER  
Ref: (a) MCO 5530.14A

1. In accordance with the reference, you are hereby appointed as the Physical Security Officer. You will familiarize yourself with the reference and be guided by it in the execution of your duties.
2. This assignment is automatically revoked upon your reassignment or my relief.
3. You will acknowledge receipt of this appointment by return endorsement.

I. B. PULLER

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5500  
Org Code  
Date

## FIRST ENDORSEMENT

From: First Lieutenant Devil M. Dog 0123456789/1234 USMC  
To: Commanding Officer, [Unit]

1. I acknowledge receipt of this appointment.

D. M. DOG

Enclosure (2)