



UNITED STATES MARINE CORPS
HEADQUARTERS BATTALION
MARINE CORPS AIR GROUND COMBAT CENTER
BOX 788200
TWENTYNINE PALMS CA 92278-8200

BnO 5530.1C

HQBN

FEB 11 2021

BATTALION ORDER 5530.1C

From: Commanding Officer
To: Distribution List

Subj: PHYSICAL SECURITY PLAN

Ref: (a) MCO 5530.14A Marine Corps Physical Security Manual
(b) MCO 5500.6H CH 1 Arming of Law Enforcement and Security Personnel
(c) CCO 5500.18B Crime Prevention/Physical Security Program
(d) CCO 1630.6C Discipline and Law Enforcement Regulations

Encl: (1) Physical Security Standard Operating Procedures
(2) Crime Prevention Flyers
(3) Fiscal Year Physical Security Training

1. Situation. This order establishes responsibilities and provides guidance and direction for the operations of the Headquarters Battalion (HQBN) Physical Security Measures and Arms, Ammunition, and Explosives (AA&E) Standard Operating Procedures (SOP).

2. Cancellation. BnO 5530.1B.

3. Mission. To ensure all personnel are aware of and involved in protecting unit personnel and property per the references.

4. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent. Ensure that the HQBN security posture is accurately and consistently addressed and that the proper resources are afforded to execute this plan. We will develop and maintain this capability through detailed operating procedures for the conduct of physical security and armory operations in order to enhance our security posture and integrate planning in all force protection efforts.

(2) Concept of Operations. In accordance with the references, the physical security plan will be reviewed annually by the Physical Security Officer to ensure that HQBN maintains an appropriate security posture.

b. Tasks

(1) Responsible Officer or Responsible Individual. Ensure all opening and closing site counts of the HQBN WSA are conducted in accordance with reference (a).

(2) Armorers/Custodians

DISTRIBUTION STATEMENT A: Approved for public release; distribution is unlimited.

(a) Ensure strict adherence to the procedures outlined in this policy in accordance with references (a) and (b).

(b) Notify Provost Marshall Office (PMO) and the Responsible Officer or Responsible Individual immediately upon discovery of any breach in physical security of the HQBN Armory.

(c) Notify the Responsible Officer or Responsible Individual of any procedural issues.

(3) Officer of the Day (OOD)

(a) Inspect the physical security of Bldg. 2036 twice during your tour of duty.

(b) Notify PMO, CDO, and Responsible Officer of any breach in physical security of the HQBN Armory.

c. Coordinating Instructions. Duty armorer/custodian will carry an M9 pistol, holstered in condition 1 with (2) magazines of (15) rounds each. In accordance with reference (b), a Marine posted as augmented armory security will be armed with a M16/M4, and will carry (2) magazines of (30) 5.56mm rounds each, with the weapon in condition 3. Marines are required to have qualified with their respective duty weapon within the past 12 months. All loading and unloading will be done utilizing a clearing barrel. At no time will an individual gain unescorted access to building 2036, unless granted unaccompanied access by the Commanding Officer.

5. Administration and Logistics

a. Administration. Distribution Statement "A" directives issued by the Commanding Officer are published electronically and can be accessed online via the HQ Battalion homepage at <http://www.29palms.marines.mil/units/headquartersbattalion.aspx>.

b. Logistics. Security ammunition and other logistic requirements will be coordinated through HQBN S-4.

6. Command and Signal

a. Command. This Order is applicable to HQBN personnel.

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


A. J. MARTINEZ

Distribution: A

Physical Security Standard Operating Procedures

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1. **Opening Procedures.**

a. The duty armorer or custodian will retrieve a Government Owned Vehicle (GOV) keys from the Officer of the Day (OOD).

b. The duty armorer and/or custodian will drive the GOV to the Provost Marshal's Officer (PMO) Desk Sergeant's office.

c. The duty armorer or custodian will go to the PMO Desk Sergeant, present his/her identification card and notify the Ready-For-Issue (RFI) personnel that the armory is ready to open. The second duty armorer or custodian will be the GOV driver.

d. The RFI will check the ID card against the unaccompanied access roster to verify that the individual is authorized to receive the armory keys.

e. Once verified, the RFI will log in an entry into the log book indicating the Marine's name, rank, unit and time.

f. The RFI will issue the key lock box to the authorized armorer/custodian containing the armory keys, duty pistol, security rounds, and key log book. The duty armorer/custodian will verify that all keys and serial band numbers in the key lock box are correct and log the appropriate information in the log book. Once verified the duty armorer/custodian will make the pistol condition three, becoming the armed guard.

g. The armed guard will then be escorted from PMO to Headquarters Battalion Armory by the GOV driver.

h. Once the armed guard and driver reach the armory, they will perform a physical security check around the building. If there is a discrepancy, PMO will be immediately notified. If there is no discrepancy, the driver will unlock the vault door and disarm the Intrusion Detection System (IDS) to the armory. Once inside the armory, the duty armorer/custodians will log him/herself in to the visitor log located at the entranceway of the armory.

i. The duty armorer/custodian will conduct a thorough inspection of the armory, both internally and externally.

j. The building is opened by Mr. George Stuckey who maintains the keys within a GSA approved safe in an IDS facility in Bldg 2054. (x5155)

2. **Closing Procedures.**

a. Per reference (a), the HQBN duty armorer/custodian will conduct the closing sight count for the WSA. Once the closing sight count has been completed, they will then annotate the count on the form located within the armory.

b. If there is a discrepancy with the sight count, the armorer/custodian will immediately call the Responsible Officer or Responsible Individual to notify them of the discrepancy.

c. Once sight count is completed and there has been full accountability, the duty armorer/custodian will review the visitor log book to ensure all entries have been completely filled in. They will then log out as the last individual to leave the HQBN WSA, building 2036. The secondary will conduct a final physical security check to ensure all issue ports are secured and no proof of breach or tampering is visible.

d. The duty armorer/custodian will arm the IDS and close the vault door, ensure that they are in possession of the main door keys.

e. Once the IDS has been set, the vault door will be secured. If the armorer/custodian is the last to exit Bldg 2036, they will notify Mr. George Stuckey at x5155 who will lock up the building and the exterior gate of the compound. The armorer/custodian will be escorted from the armory to PMO in a GOV by the secondary.

f. Once arriving at PMO, the armorer/custodian will log all appropriate information in the key log book, clear the duty pistol utilizing the clearing barrel, unload all rounds from the pistol magazines ensuring all rounds are accounted for, and store the pistol/ammunition in the key lock box. The key lock box will then be secured with a serialized band and a high security combination lock.

g. The secured key lock box will be returned to the RFI.

3. Weapons Issue Procedures.

a. Individuals will only be issued weapons that have a signed NAVMC 10520, Ordnance Custody Receipt card. Individuals authorized to sign Ordnance Custody Receipt cards must be approved by the Commanding Officer. Rosters for weapons withdraws must be approved by the Responsible Officer, unless withdrawn for weapons cleaning purposes and do not leave the compound.

b. Weapons being issued and subsequently stored in an outside armory will have a letter of transmittal signed by the Commanding Officer.

c. SL-3 and any piece of equipment not on an Ordnance Custody Receipt must be signed out and tracked via an ECR. Unless coordinated with the Responsible Officer, all SL-3 must be returned the final day of the range or training exercise. Armory personnel will track SL-3 not returned and will not sign check-out sheets unless all equipment is returned.

4. Barrier Plan.

a. The purpose of the barrier plan is to enforce vehicle standoff from the battalion armory. According to references (a) and (c), physical security standards dictates 20 feet security clear zone. The intent of placing barriers around the armory compound is to expand the exterior clear zone and prevent unauthorized vehicles encroaching on the armory. See barrier plan 4.a.

b. Current barrier include the layout of the ground surrounding the armory, the fence, and any rocks around the armory compound. Armory personnel

will periodically conduct visual inspection to confirm proper maintenance of existing barriers.

c. Upon activation of the barrier plan, the Responsible Officer will coordinate with PMO to move barriers from their barrier inventory lot to the HQBN Armory. HQBN Marines will support the movement as required. Nearby parking lots will be used as staging areas for the barriers if required.

d. Barrier requirements for the Headquarters Battalion, Bldg 1457, will be coordinated with PMO Physical Security (x4561) IAW the base security plan.

5. **Security Forces.**

a. An armory security force will be implemented during non-working hours when the IDS system is non-functioning, IOT maintain security, provide oversight, and protect government property.

b. Armory security forces primarily includes armorers and custodians with current AA&E screenings, but may be expanded to include Marines within the HQBN, staff sections, and personnel throughout HQBN if situation dictates.

c. Upon opening of the armory during FPCON NORMAL through FPCON BRAVO, one armorer/custodian with "unaccompanied access" will be armed with (1) pistol and (15) rounds. Upon escalation to FPCON CHARLIE, a minimum of (8) Marines will be added to the armory security forces. Only marines with current annual rifle qualifications and no pending legal action will be utilized. These Marines will provide additional security to the exterior perimeter of the armory and will verify identification upon entering the fenced perimeter. They will stand up vehicle entry control points as needed. They will be armed with M16A4/M4s and (30) rounds each.

d. Armory security force will be equipped with two forms of communication: the IDS when operational, and land line telephone, cellular telephone, or radios.

e. PMO is the primary response force for the installation, including HQBN facilities.

f. HQBN staff will coordinate the implementation of augment security force personnel as the situation dictates. This effort will be coordinated by the HQBN AT/FP and Physical Security Officers.

6. **Instruction Detection System (IDS).**

a. The IDS has a primary and secondary communication line to PMO. When the armory is secured and an IDS alarm is triggered, a signal is transmitted to the PMO ACC. PMO will immediately dispatch a patrol unit to investigate, while simultaneously contacting the battalion OOD. The OOD must take appropriate action to include supporting PMO in investigating the cause. The OOD must contact the AA&E Officer upon any activation of the IDS.

b. There is a duress button mounted on the wall of each armory cage. These duress buttons are used if a situation arises where armory security is jeopardized. Once a custodian pushes a duress button, a signal is transmitted to the PMO dispatcher. PMO will immediately dispatch a patrol unit to assess the cause of the duress. Additionally, PMO will call the armory cage that triggered the duress and initiate the challenge and password procedures. All duress alarms will be reported to the AA&E Officer.

c. The duress button may be inadvertently pushed which will cause PMO to react to the duress alarm. If it is determined that a duress button has been pushed inadvertently, the following will occur:

(1) Contact PMO and identify the company arms room involved. During working hours (0730-1630), contact the PMO Physical Security Department at (x5457) to inform them of the false alarm. After working hours (1630-0730), contact PMO Duty Desk at (x6812).

(2) Keeping phone contact with PMO, push the duress button in the affected company arms room to reset the alarm.

(3) Verify with PMO that the IDS has been reset.

d. When the IDS fails while the armory is open, PMO Physical Security will contact the armory to notify the armorers/custodians that the IDS is inactive. The armory will then remain open until contacted by PMO Physical Security notifying them the IDS is active. If the IDS continues to fail, the Responsible Officer will coordinate the conduct of armory closing procedures and implement the armory guard force IAW the references.

7. Personally Owned Weapons.

a. All HQBN personnel will adhere to CCO 1630.6, Discipline and Law Enforcement Regulations Instructions Manual. CCO 1630.6, Chapter 4, par (4) established procedures for personally owned weapons aboard the base.

b. Privately-owned weapons belonging to personnel not residing in quarters designated for eligible officer or enlisted personnel or in BOQ/SNCO SEQ rooms without approved storage containers, will be stored in the HQBN Armory.

c. Personnel who store their personal weapon within the Battalion Armory must first register the weapon with PMO at the Vehicle Registration Office, Building 901. Physical possession of the weapon is not required to register. Following registration, the individual must submit a request through their respective company office to the Commanding Officer (page 8). Personnel wishing to permanently withdraw a personally owned weapon from the HQBN Armory must submit a request to the Commanding Officer via the Company Office (page 9). An example of the Commanding Officer's approval to store a personally owned weapon is contained on page 10.

d. The Commanding Officer may direct a service member to store their weapon(s) in the HQBN Armory for reasons including but not limited to: military protective orders, pending legal action, and upon recommendation from a mental health provider. Under these circumstances, the weapon(s) must

also be registered with PMO (7.d).
<https://eis.usmc.mil/sites/pmo29/Pages/home.aspx>

8. Lost, Found, and Abandoned Property Procedures.

a. Lost, found, and abandoned property is defined as deserted, unclaimed property discovered aboard the installation. Any weapon found within HQBN buildings or areas must be immediately reported to PMO for proper handling and further disposition.

b. All lost and found property found will be turned in to PMO, with the following exceptions: Military Identification Common Access Cards will be turned in to DEERS and Military Meal Cards will be turned in to IPAC.

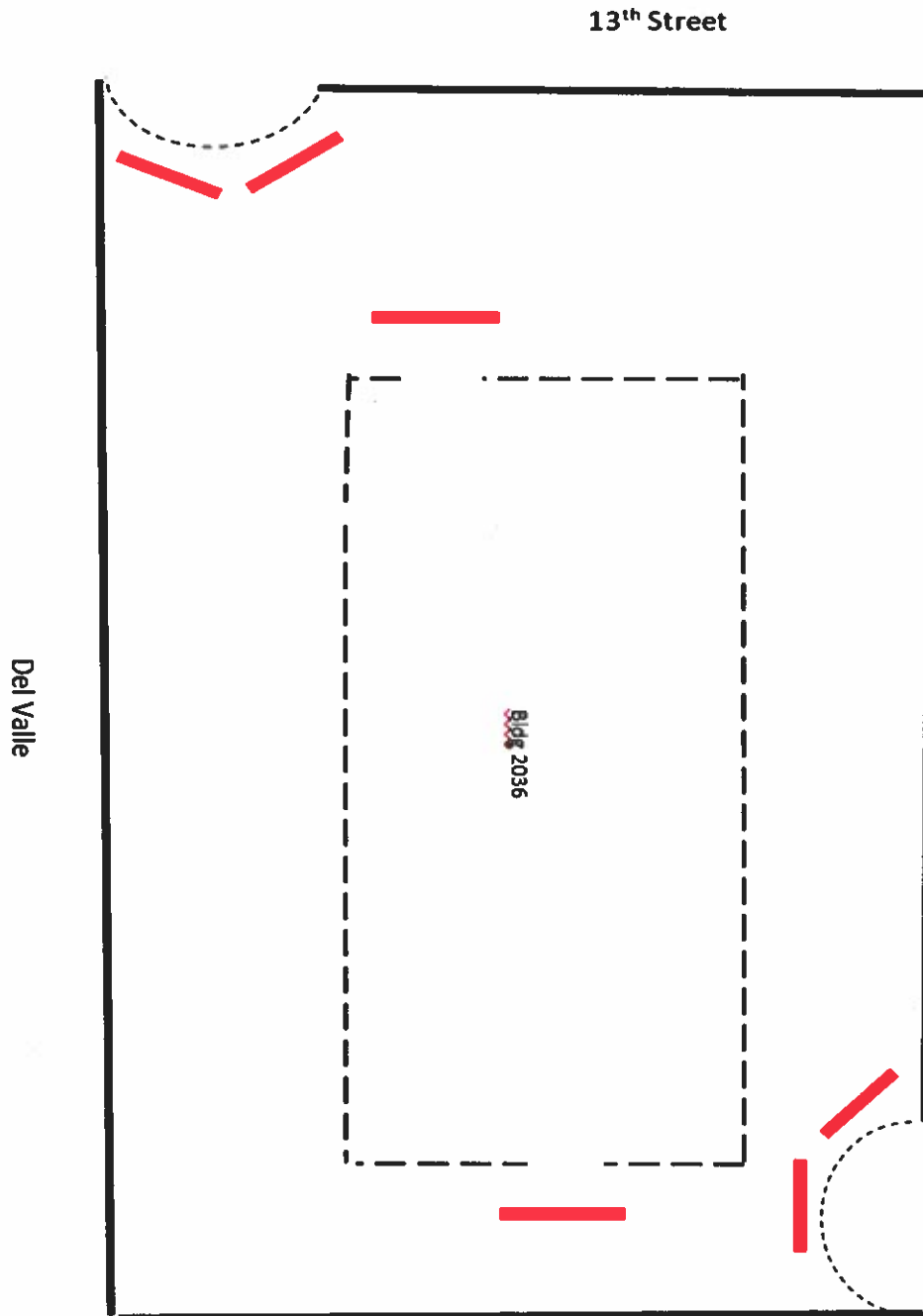
c. If a Missing, Lost, Stolen, and Recovered Report is required, the command will submit an MSLR NLT 48 hours after the incident (8.a). If an MSLR was submitted and further research revealed an administrative error, then an additional MSLR will be submitted to correct the reported error.

9. Security Education Program.

a. As part of the Security Education program Marines will receive Anti-Terrorism/Force Protection (AT/FP) training upon checking in to HQBN. This training will be supplemented periodically by AT/FP training conducted by NCIS, OICs, or SNCOs.

b. Marines will receive physical security and crime prevention training upon check in to HQBN. This training will be supplemented by crime prevention posters hung in the Bldgs. 1607, 1608, 1457, and 1458 as well as periodic physical security and crime prevention training instructed by OICs or SNCOs.

Barrier Plan





UNITED STATES MARINE CORPS
HEADQUARTERS BATTALION
MARINE CORPS AIR GROUND COMBAT CENTER
PSC BOX 788200
TWENTYNINE PALMS, CA 92278-8200

5530
SHOPCODE
DATE

From: Rank FName MI LName EDIPI / XXXX USMC
To: Commanding Officer

Subj: REQUEST TO WITHDRAW PERSONAL WEAPONS

Ref: (a) MCO 5530.14A

Encl: (1) MCAGCC Weapons Registration
(2) Storage of Personal Weapons letter dtd DD MMM YY

1. I am requesting to retrieve my personal weapon(s) from the Headquarters Battalion Armory bldg. 1357 no later than DD MMM YY due to [DETALIED JUSTIFICATION AS WHY THE WEAPONS MUST BE WITHDRAWN BY THE DATE STATED].

2. The following weapon(s) are my personal property. Enclosure (1) shows proof of registration with PMO.

Type	Make	Model	Caliber	Serial
------	------	-------	---------	--------

3. I understand and will adhere to all state and federal laws regarding transportation and storage of firearms.

4. The point of contact for this matter is [Rank FName MI LName] at [phone] or [email].

I. M. REQUESTING



UNITED STATES MARINE CORPS
HEADQUARTERS BATTALION
MARINE CORPS AIR GROUND COMBAT CENTER
PSC BOX 788200
TWENTYNINE PALMS, CA 92278-8200

5530
HQBN
[DATE]

FIRST ENDORSEMENT on Rank LName ltr 5530 S-4 of [date]

From: Commanding Officer
To: Rank FName MI LName EDIPI / XXXX USMC
Subj: REQUEST TO WITHDRAW PERSONAL WEAPONS
Ref: (a) MCO 5530.14A

1. Effective this date in accordance with the reference you are hereby authorized to withdraw your personally owned weapons, listed below, from the Headquarters Battalion Armory.

Type	Make	Model	Caliber	Serial
------	------	-------	---------	--------

2. This letter also serves as written notification that should you fail to retrieve the weapon(s) within 60 days, they will be deemed abandoned and the Headquarters Battalion Armory will initiate disposal of the weapon(s) in the best interest of the United States government.

3. Point of contact for this matter is Bn S-4 at 830-3510.

A. J. MARTINEZ



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MARINE CORPS AIR GROUND COMBAT CENTER
PSC BOX 788200
TWENTYNINE PALMS, CA 92278-8200

5530
HQBN
[DATE]

FIRST ENDORSEMENT on Rank LName ltr 5530 S-4 of [date]

From: Commanding Officer
To: Rank FName MI LName EDIPI / XXXX USMC
Subj: REQUEST TO STORE PERSONAL WEAPONS

1. Effective this date in accordance with the reference and enclosure, storage of your personal weapon(s) listed below is authorized in the Headquarters Battalion Armory.

Type	Make	Model	Caliber	Serial
XXXXX	XXXXXXXX	XXX	XXXXX	XXXXXX

2. This Authorization will remain in effect until you transfer from this command or separate from the Marine Corps.

3. Ammunition is not authorized for storage.

4. Personal use of the above weapons(s) is/is not authorized.

5. This letter also serves as initial written notification that unless otherwise instructed by separate correspondence, this authorization gives authority to Headquarters Battalion Armory to initiate disposal of the above weapon(s) in the best interest of the government if the weapon(s) are abandoned by you when you transfer from this command or separate from the Marine Corps.

6. Point of contact for this matter is Bn S-4 at 830-3510.

A. J. MARTINEZ

WEAPON REGISTRATION MARINE CORPS AIR GROUND COMBAT CENTER											
PRIVACY ACT STATEMENT											
Under the AUTHORITY of Title 10 United States Code (USC), Section 5013, Secretary of the Navy, Title 10 USC, Section 5041, Headquarters, Marine Corps (HQMC), and Combat Center Order (CCO) 1630.6 series, Discipline and Law Enforcement Regulations; this form is FOR OFFICIAL USE ONLY for the PURPOSE of assuring proper control of weapons and to monitor and control purchase and disposition of weapons aboard Marine Corps Air Ground Combat Center (MCAGCC). The information collected on this form will be filed within a Privacy Act system of records governed by Privacy Act System of Records Notice NM08370-1. ROUTINE USE: In addition to those disclosures generally permitted under Title 5 USC, Section 552a(b) of the Privacy Act of 1974, the records contained herein may specifically be disclosed outside the Department of Defense (DoD) under the DoD "Blanket Routine Uses." DISCLOSURE: Providing the information is voluntary; however failure to provide the requested information will result in the denial of access to the installation for unregistered weapons.											
PERSONAL INFORMATION			EMAIL: _____			SELECT: Select...			1. DATE 2021-02-08		
2. LAST NAME			3. FIRST NAME			4. MIDDLE NAME			5. DATE OF BIRTH		
6. HEIGHT	7. WEIGHT	8. HAIR Select...	9. EYES Select...	10. GENDER Select...	11. RACE Select...		12. ETHNICITY Select...				
13. DRIVER LICENSE		14. STATE Select...		15. BRANCH		16. RANK					
17. TYPE OF SERVICE		18. UNIT Select or type...				19. PHONE NUMBER () -		20. EAS			
21. STORAGE ADDRESS (Street Address) (City) (State) (Zip Code) Select...											
22. STORAGE TYPE Select...		23. COMMAND EMAIL ADDRESS			* Note: E1-E5 must provide an email address for their command (E8 or above). *						
WEAPON INFORMATION											
a. WEAPON TYPE Select...		a1. OTHER (SPECIFY)		b. SERIAL NUMBER		c. MAKE		d. MODEL			
e. CALIBER		f. BARREL LENGTH		g. YEAR MADE		h. DATE PURCHASED		i. ACTION TYPE Select...			
j. REMARKS (e.g. Marks, Scratches, Color, Metal Type, Inscriptions, etc.)											
* Read the following agreement and initial in the boxes if you understand *											
1. I have read and understand the contents of the current CCO 1630.6 series, Chapter 4 (Weapons and Explosives), which pertains to the purchase, storage, registration, and transportation of weapons aboard MCAGCC.											
2. I understand that I must comply with the registration process prior to the introduction of a weapon(s) brought aboard MCAGCC.											
3. Marines not storing a weapon(s) aboard MCAGCC are not required to register prior to new purchases at the Marine Corps Exchange (MCX).											
4. A copy of the current revision of the CCO 1630.6 series is available for my review at the Provost Marshal's Office (PMO) and on the MCAGCC website.											
REGISTRANT'S NAME (PRINT)						PMO REPRESENTATIVE'S NAME (PRINT)					
REGISTRANT'S SIGNATURE EDIPI						PMO REPRESENTATIVE'S SIGNATURE					
A copy of your registration can be obtained at the Vehicle Registration Office in Building 901. If you have questions, the office can be contacted Monday to Friday (0500-2100) at (760) 830-6794.											

From: COMMANDER MCB QUANTICO VA
Sent: Wednesday, June 04, 2004, 2:48
To: CMC WASHINGTON DC PPO PS (uc)
CMC WASHINGTON DC L LPC (uc)
NAVSURFWARCEMDIV CRANE IN (uc)
COMMARCORSYCOM AM-IMS (uc)
COMMARCORLOGCOM ALBANY GA (uc)
Subj: R 041718Z JUN 04 MLSR SENSITIVE MATERIAL REPORT

Importance: Low

MSGID/GENADMIN//
SUBJ/MLSR SENSITIVE MATERIAL REPORT
(MIN. CONSIDERED)
MLSRP/MLSRP/USMC
ACC. M00264
RUC. M00213
RPT. 2004/06-INITIAL
AAA. VIRGINIA
BBB. A-04-06-04
CCC. 1 (1) ARMS (2) MISSING (3) M60 MACHINE GUN, 1 EA (4) SACO INC. (5)
765432 (6) 1005-00-726-5661 (7) MACHINE GUN M60E3 (8) \$6630.00 (9) 2 (10)
ARMORY, BLDG 3000
DDD. LIABILITY: (1) YES (2) YES (3) SGT (4) AWAITING RESULTS OF
INVESTIGATION
EEE. INVESTIGATION: (1) NCIS QUANTICO (2) 04-06-03 ASSUMED (3) CASE
OPENED
FFF. SUMMARY: (1) DURING ARMORY INVENTORY ON 01 JUN 04, ASSET COULD
NOT BE LOCATED. MACHINE GUN AND AMMUNITION WERE IN SEPARATE BOXES
BOUND TOGETHER WITH METAL STRAPS. ASSETS WERE NOT ON DAILY INVENTORY
LIST (2) 04-06-01 (3) SECURITY DEFICIENCY EXISTED SINCE ASSETS WERE NOT
LISTED ON DAILY INVENTORY LISTING (4) INVESTIGATION INITIATED (5) COMMAND
ARMORY INVENTORIES WILL BE CONDUCTED TWICE MONTHLY. ARMORY OFFICER
WILL SUPERVISE COMPILATION OF DAILY INVENTORY LIST AND CROSS REFERENCE
WITH CMR AND AMMO ACCOUNTING RECORDS.
GGG. POINT OF CONTACT: (1) CAPTAIN (2) BRYON J DIDNTLOSEIT (3) DSN 278-
5678 (4) COMM (703) 784-9843 (5) DIDNTLOSEITBJ@QUANTICO.USMC.MIL

Figure 10-1.--Example MLSR Report



UNITED STATES MARINE CORPS
HEADQUARTERS BATTALION
MARINE CORPS AIR GROUND COMBAT CENTER
BOX 788200
TWENTYNINE PALMS, CALIFORNIA 92278-8200

5530
HQBN
JAN 26 2021

From: Commanding Officer
To: Provost Marshal (Attn: Physical Security)

Subj: DESIGNATION OF RESTRICTED AREAS

Ref: (a) SECNAV M5510.36
(b) MCO 5530.14A
(c) CCO 5532.1E

1. The following areas are designated as restricted areas. They contain items that if lost, stolen, compromised, or sabotaged would cause damage to the command mission or national security:

<u>Bldg#</u>	<u>Room#</u>	<u>Facility Type</u>	<u>Level of Restriction</u>
2036	Cage 1	HQBN Armory	2
2036	Cage 2	HQBN Armory	2

2. The Physical Security Officer is Captain Nathan Rogers. He can be reached at (760) 830-5413 or nathan.c.rogers@usmc.mil.


A. J. MARTINEZ

UNITED STATES MARINE CORPS
 HEADQUARTERS BATTALION
 MARINE CORPS AIR GROUND COMBAT CENTER
 BOX 788200
 TWENTYNINE PALMS, CALIFORNIA 92278-8200

8000
 HQBN

From: Commanding Officer
 To: Physical Security Officer

Subj: AUTHORIZATION FOR HEADQUARTERS BATTALION ARMORY ACCESS (BUILDING 2036)

Ref: (a) MCO 5530.14A

1. Unaccompanied Access. In accordance with the reference, the below listed personnel have been screened for suitable character and found to have a valid and favorable Entrance Level Agency check. These personnel are authorized unaccompanied access to the Battalion Armory, armory areas, and are authorized to draw and maintain the security keys for the Battalion armory. These personnel will also need to have codes assigned for access to all armory cages, and are directed to familiarize themselves with, and conform to the regulations in the reference.

<u>NAME</u>	<u>RANK</u>	<u>BILLET</u>
Meier, Rudolf	Cpl	Armorer
Beaudette, Trenton	LCpl	Armorer
Sung, Arnold	PFC	Armorer

2. Accompanied Access. IN accordance with the reference, the below listed personnel have been screened for suitable character and are authorized accompanied access to all Battalion Armory spaces when escorted by one of the personnel on the unaccompanied access roster above. These personnel will sign in/out on the Restricted Area Access Log when entering/exiting any Battalion armory space and conform to the regulations outlined above.

<u>NAME</u>	<u>RANK</u>	<u>BILLET</u>
Martinez, Armando	LtCol	Commanding Officer
Sonntag, Kimberly	Maj	Executive Officer
Rogers, Nathan	Capt	Physical Security Officer
Davis, Raymond	Capt	S-4 / AA&E Officer

3. This roster will be updated as changes occur, and will be screened and updated annually.

4. Point of contact is the Physical Security Officer at 760-830-5413.

A. J. MARTINEZ

OOD CHECKLIST

After you assume duties at 1630 (or 0730-2359 on a weekend or holiday):

- Call Command Duty Officer (830-7200) for any special instructions
- Forward calls to duty desk (ext. 6806)

At 1730 (or after cleaning crew leaves CP):

- Forward calls to HQ Bn Barracks, Bldg 1608 (ext.6566)
- Secure CP, Bldg 1457, and post at Bldg 1608

OOD INSPECTIONS BEFORE MIDNIGHT (1630-2359); WEEKEND/HOLIDAY HOURS 0730-2359

Inspect for lights, security, and state of police at:

<u>BLDG</u>	<u>TIME</u>
<input type="checkbox"/> 1457 (CP)	<input type="checkbox"/>
<input type="checkbox"/> 2036 (Bn Armory)	<input type="checkbox"/>
<input type="checkbox"/> 1608 (Bn Barracks)	<input type="checkbox"/>
<input type="checkbox"/> 1607, 1 st /3 rd deck (Bn Barracks)	<input type="checkbox"/>
<input type="checkbox"/> 1609 (Parking Garage)	<input type="checkbox"/>
* Gate to MTU will be secured.	
<input type="checkbox"/> 2144 (MTU Armory)	<input type="checkbox"/>
<input type="checkbox"/> 2144 TI (MTU Ammo RSL)	<input type="checkbox"/>

Second Inspection:

<input type="checkbox"/> 1608	<input type="checkbox"/>
<input type="checkbox"/> 1607, 1 st /3 rd deck	<input type="checkbox"/>

OOD INSPECTIONS AFTER MIDNIGHT (0001-0600)

1 st Inspection	<u>TIME</u>	2 nd Inspection	<u>TIME</u>
<input type="checkbox"/> 1457 (CP)	<input type="checkbox"/>	<input type="checkbox"/> 1457 (CP)	<input type="checkbox"/>
<input type="checkbox"/> 2036 (Bn Armory)	<input type="checkbox"/>	<input type="checkbox"/> 2036 (Bn Armory)	<input type="checkbox"/>
<input type="checkbox"/> 1609 (Parking Garage)	<input type="checkbox"/>	<input type="checkbox"/> 1609 (Parking Garage)	<input type="checkbox"/>

At 0530:

- Observe and supervise morning clean-up in 1608 & 1607, 1ST deck

No later than 0600:

- Call PMO Desk Sergeant (830-6800, option 2) to check for blotter reports for HQ Battalion personnel
- Clean up duty area and remove any personal items

No later than 0630

- Return to post in Bldg 1457
- Call Naval Hospital (830-2354) to check for any HQ Battalion personnel who have been admitted

No later than 0730

- Forward call to HQBN S-1 (ext. 1090)

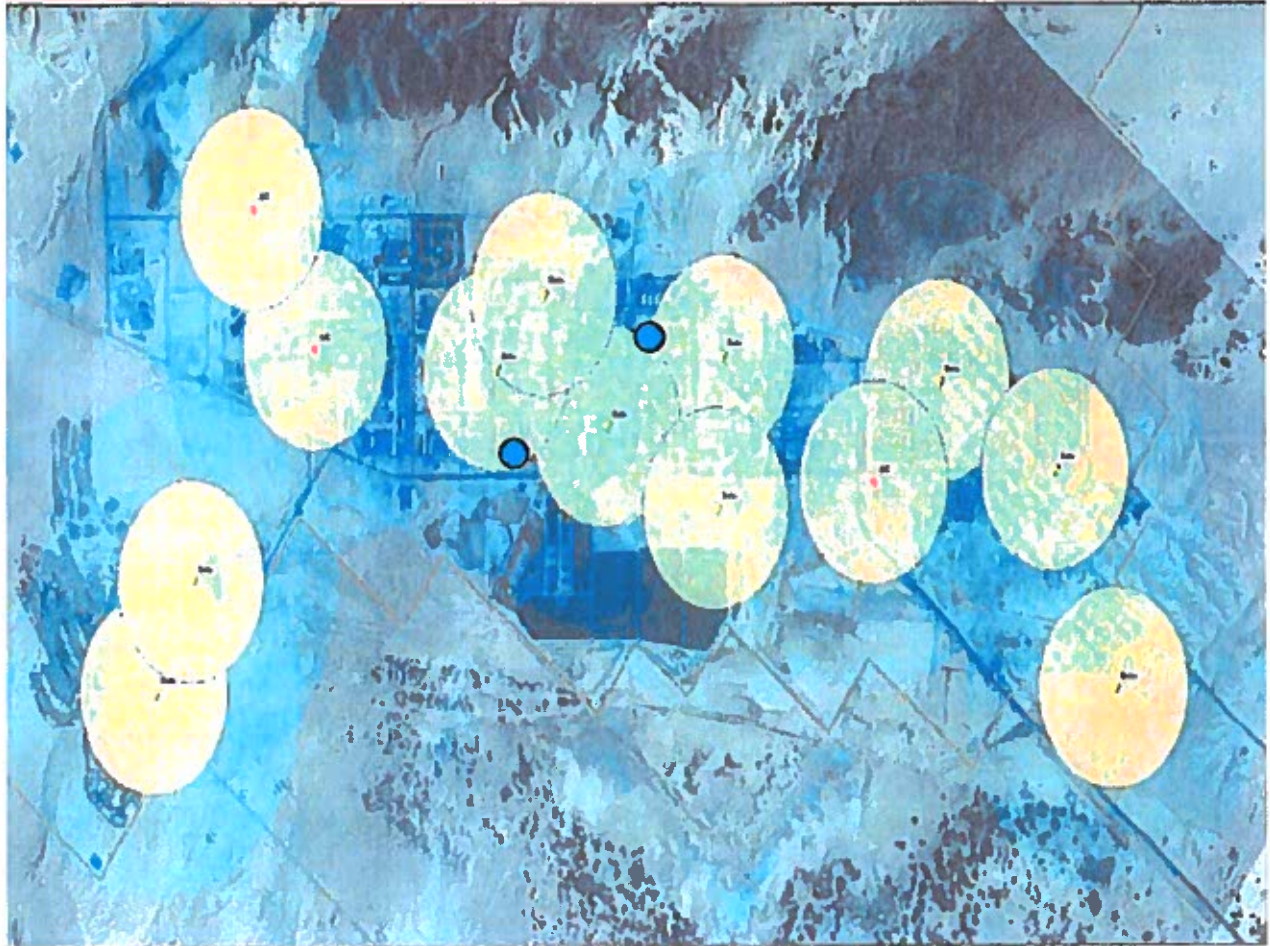
OOD Rank & Name: _____

OOD Signature: _____

Date: _____

MCAGCC MASS NOTE TOWER LOCATIONS

MAN/DE



MCO 5530.14A
5 Jun 09

APPENDIX C

WAIVER AND EXCEPTION REQUEST FORMAT

1. WAIVER AND EXCEPTION IDENTIFICATION. This appendix provides guidance for the assignment of waiver or exception numbers for deviations from established physical security standards. This format is also applicable when requesting extensions. The objective is to provide a ready identification of any given waiver or exception with respect to the organization involved, year of issue, and current status. The following paragraphs apply to each waiver or exception in regard to identification purposes to ensure compatibility with the automated database.

a. The first character will be the letter M, followed by the Unit Identification Code (UIC) of the organization initiating the request. The letter M is required to maintain compatibility with the automated database.

b. The character after the UIC will be W for waiver or E for exception.

c. The characters after the W or E will represent subsequent numbers of request during the calendar year beginning with 01. Waiver and exception numbers will run sequentially, i.e., W-01-99, W-02-99, W-03-99 and E-01-99, E-02-99, E-03-99.

d. Original waiver and exception numbers will be utilized for all extension requests. Subsequent extension requests will be identified by successive letters of the alphabet beginning with A, i.e., W-01A-99, E-02C-99, etc.

EXAMPLE: M02222-E01-99

M - Marine Corps Organization
02222 - Unit Identification Code
E - Identifies an exception request
01 - Identifies initial exception request (Second request would read E01A, third request E01B, etc.)
99 - 1999 (year initial exception was requested)

Waiver and Exception Formatting

Waiver:

- 1) Waiver Number
- 2) Specific statement of actual requirement with reference to chapter, section, and paragraph in the applicable security manual that cite standards that cannot be met.
- 3) Specific description of condition(s) that cause the need for the waiver and reason(s) why applicable standards cannot be met.
- 4) Complete description of the physical location of affected facility or area. Structures will be identified by building number.
- 5) Identify interim mandatory compensatory measure in effect or planned.
- 6) Describe the impact on mission and any problems that will interfere with safety or operating requirements if the waiver is not approved.
- 7) Identify resources, including estimated cost, to eliminate the waiver.
- 8) Identify actions initiated or planned to eliminate the waiver or estimated time to complete, to include the organization plan of action and milestones.
- 9) Point of contact to include name, rank, autovoen and commercial phone numbers.

Exception:

- 1) Exception number
- 2) Statement of the specific requirement with reference to chapter, section, and paragraph in the applicable security manual which cite standards which cannot be met.
- 3) Specific description of condition(s) that cause the need for waiver and reason(s) why applicable standards cannot be met.
- 4) Complete description of the physical location of affected facility or area. Structures will be identified by building number.
- 5) Identify, in detail, equivalent security measures and/or compensatory measure that are being applied. Also indicate the organization plan of action and milestones.
- 6) Describe the impact on mission and any problems that will interfere with safety or operating requirements if the exception is not approved.
- 7) Point of contact to include name, ranks, and DSN and commercial phone numbers.

Source: MCO 5530.14A, Appendix C.

