



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

BnO 5530.1D

HQBN

MAR 07 2025

BATTALION ORDER 5530.1D

From: Commanding Officer
To: Distribution List

Subj: HEADQUARTERS BATTALION PHYSICAL SECURITY PLAN

Ref: (a) MCO 5530.14A Marine Corps Physical Security Manual
(b) MCO 5500.6H CH1 Arming of Law Enforcement and Security Personnel
(c) CCO 5500.18E Crime Prevention Physical Security Program
(d) CCO 1630.6D Discipline and Law Enforcement Regulations

Encl: (1) Physical Security Standard Operating Procedures
(2) Annual Review of Physical Security Plan dtd 2 Feb 23
(3) Headquarters Battalion Barrier Plan
(4) Weapon Registration Form
(5) Waiver and Exception Formatting
(6) Security Augment Force Personnel

1. Situation. This order establishes responsibilities and provides guidance and direction for the operations of the Headquarters Battalion (HQBN) Physical Security Measures Standard Operating Procedures.

2. Cancellation: BnO 5530.1C

3. Mission. To establish policies and procedures for HQBN security program, and to ensure all personnel are aware and involved in protecting unit personnel and property.

4. Execution

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

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

c. Tasks

(1) Responsible Officer or Responsible Individual. The S-4 Officer is the Responsible Officer for the Supply YMES4 account. Ensure that you are conducting quarterly inventories of historical weapons and submit all discrepancies to the Supply Officer immediately.

(2) Officer of the Day

(a) Inspect the physical security of Buildings 1457, 1458, 1607, and 1608.

(b) Ensure office spaces in Building 1457 and 1458 are locked during non-working hours.

(c) Serve as additional support for the security augment force (SAF) in the case that the SAF is implemented.

(d) Notify PMO, CDO, and HQBN leadership of any breach in physical security.

(3) Company Gunnery Sergeants. Historical weapons are in the Company Gunnery Sergeant office space inside the wall locker. Ensure that the keys are maintained according to reference (2).

(4) Headquarters Battalion Leadership. Ensure office spaces are locked during non-working hours.

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

6. Command and Signal.

a. Command. This order is applicable to all active duty, reserve, and civilian personnel within HQBN.

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

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