



DEPARTMENT OF THE NAVY

COMMANDER TRAINING AIR WING ONE
101 FULLER ROAD SUITE 250
MERIDIAN MS 39309-5403

IN REPLY REFER TO

COMTRAWINGONEINST 5530.2G
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DEC 15 2006

COMTRAWING ONE INSTRUCTION 5530.2G

From: Commander, Training Air Wing ONE

Subj: PHYSICAL SECURITY, LOSS PREVENTION AND KEY CONTROL PROGRAM

Ref: (a) OPNAVINST 5530.14C
(b) CNATRAINST 5500.1C
(c) COMTRAWINGONEINST 1601.2G

Encl: (1) OPNAV 5527/8 (Telephonic Threat Complaint)
(2) TW-1 Aircraft Security Requirements

1. Purpose. To publish a plan, per reference (a), for physical security, loss prevention of Navy property and material and key control at Training Air Wing ONE (TW-1). This instruction has been revised in its entirety.
2. Cancellation. COMTRAWINGONEINST 5530.2F
3. Scope. Hangar 1, Building 150 (simulator building), aircraft flight lines, ramp spaces and equipment immediately adjacent to Hangar 1 are the security interest of TW-1. These are considered aviation assets and limited areas, per reference (a). Aircraft mishaps, ADP security, disaster preparedness, and terrorist/hostage incidents are addressed in separate instructions.
4. Background. Reference (a) outlines Department of the Navy (DON) physical security measures and minimum criteria for physical security at Navy shore activities. Reference (b) prescribes the policy and procedures for proper authorities within the DON. Reference (c) delineates the organization and responsibilities for the TW-1 Hangar Integrity Watch and aircraft security.
5. Action. Physical security is the direct, legal, and moral responsibility of all military and civilian personnel. All military personnel, civilian employees, vendors and visitors to this installation will be properly identified by security and/or identification badges or other acceptable identification media. All personnel shall constantly be on alert for any unusual activity or suspicious acting person(s) within the TW-1 area. Such observations or suspicions shall be immediately reported to supervisory personnel within the chain of command.

a. TW-1 Commanding Officers shall:

(1) Establish in writing, and implement an effective key control program for squadron spaces.

DEC 15 2006

(2) Comply with appropriate Missing, Lost, Stolen, or Recovery (MLSR) property procedures per references (a) and (b).

(3) Ensure security awareness training is conducted semiannually for squadron personnel.

b. TW-1 Physical Security Officer shall: Coordinate the command's physical security and loss prevention program with the NAS Security Officer. The TW-1 Physical Security Officer will be designated in writing. He/she shall assist the Wing Commander in determining the adequacy of the Wing Physical Security and Loss Prevention Plan by identifying areas in which improvements are required per references (a) through (c). Additionally, he/she shall:

(1) Develop and maintain current physical security and loss prevention directives.

(2) Identify areas where improvement is required and provide recommendations to the Wing Commander via the Chief Staff Officer.

(3) Conduct random surveys to assess the security posture within the command.

(4) Represent TW-1 on the NAS Physical Security Review Committee.

(5) Coordinate the conduct of security awareness training at the Wing and squadron level.

(6) Perform other duties pertaining to physical security and loss prevention as directed by Commander, TW-1.

c. Reporting of Missing, Lost, Stolen or Recovered (MLSR) Property. MLSR reporting supports Navy efforts to reduce or eliminate theft and misuse of government property. References (a) and (b) provide the policy and procedures for submission of initial, pending, final and supplemental reports of missing, lost, stolen, or recovered government property. This reporting is independent of assistance requested of the Naval Criminal Investigative Service (NCIS).

(1) TW-1 Physical Security Officer shall: Be informed of all incidents involving possible theft of government property that is reported to NCIS. Keep the Wing Commander informed of the status of such incidents under investigation.

d. Key Control Officer. The TW-1 Maintenance Officer is hereby designated in writing as the Key Control Officer and shall coordinate overall key control within TW-1. Additionally, he/she shall:

(1) Coordinate an inventory of all issued keys at least annually and establish appropriate records related to key and lock control in the command.

(2) Ensure command key custodian is designated in writing.

DEC 15 2006

(3) Ensure such squadron designates in writing a key custodian who shall control all keys. A copy of the current designation letter shall be forwarded to the TW-1 Key Control Officer.

e. Key Custodians/Squadron SDOs shall:

(1) Establish procedures to ensure proper securing of facilities after normal working hours when otherwise required.

(2) Maintain a Key Issue Log under the guidance of the Key Control Officer.

(3) Conduct monthly inventories to ensure a continuous accountability of all keys and report, in writing, any discrepancies to the Key Control Officer.

(4) In the case of lost or stolen keys, the cognizant key custodian will submit a written report of circumstances surrounding the loss/theft to the Key Control Officer via the appropriate squadron chain of command.

f. Bomb Threats. In the event of a bomb threat within TW-1, the NAS Security Officer and the TW-1 Physical Security Officer will be informed immediately. They will initiate the subsequent action in response to the threat. Enclosure (1) shall be utilized for transcribing details of the call.

g. Terrorist Threat Conditions (THREATCONS). Guidelines for uniform implementation of terrorist THREATCONS shall be per reference (a).

h. Aircraft Security. To reduce the potential for personal injury and/or damage to aircraft, it is essential that aircraft integrity be emphasized through strict usage of authorized equipment and sound securing procedures. Reference (c) sets forth security requirements for TW-1 aircraft. TW-1 Commanding Officers/Contract Site Managers shall ensure security of assigned aircraft. Upon secure of workday and prior to commencement of weekends or holidays, the security of assigned aircraft is the responsibilities of the NAS Meridian Security Department and the Hangar/Line Integrity Watch.

i. Physical Security Awareness Training. Aspects of physical security and loss prevention are to be included in discussions during initial check-in of assigned personnel. Additionally, items pertaining to security awareness should be addressed on a semiannual basis at the squadron and staff training levels. This awareness should include, but not be limited to, identifying the responsibility for protection of government property within the command.



C. W. GOLDACKER

Distribution:
COMTRAWINGONEINST 5216.4G List I and List II (A-E)

DEC 15 2006

COMTRAWINGONEINST 5530.2G

DEPARTMENT OF THE NAVY TELEPHONIC THREAT COMPLAINT		IF BOMB THREAT, ASK THE CALLER • WHEN IS THE BOMB TO GO OFF? • WHERE IS THE BOMB TO GO OFF? • WHAT KIND OF BOMB IS IT? • WHAT DOES THE BOMB LOOK LIKE? • WHERE ARE YOU CALLING FROM?	
1. COMMAND			
a. Name & Address		b. Phone No.	
2. COMPLAINANT			
a. Name			
3. PERSON RECEIVING CALL			
a. Name		b. Date & Place of Birth	
c. Command Name & Address		d. Phone Number (Work) (Home)	
4. TELEPHONE CALL RECEIVED ON			
a. Phone Number (include area code)		b. Location	
c. Phone Number listed in ("x" all that apply)			
<input type="checkbox"/> Unlisted <input type="checkbox"/> Other (list) <input type="checkbox"/> Command Directory <input type="checkbox"/> Base Directory <input type="checkbox"/> Local Directory			
5. DETAILS OF CALL			
a. Date	b. Day of Week	c. Time	
6. CONTEXT OF CONVERSATION			
a. Recipient			
b. Caller			
c. Recipient			
d. Caller			
e. Recipient			
f. Caller			
7. BACKGROUND NOISES (Describe street sounds, voices, music, etc. If more space is needed, continue on reverse.)			
8. INFORMATION ABOUT CALLER/VOICE CHARACTERISTICS			
a. Sex	b. Age	c. Race	d. Accent
e. Educational Level		f. Attitude (Calm, Nervous, Serious)	
g. Other			
9. WERE THERE ANY WITNESSES TO THE CALL? <input type="checkbox"/> No <input type="checkbox"/> Yes (List name)		10. DO YOU HAVE ANY SUSPICION AS TO THE IDENTITY OF THE CALLER? <input type="checkbox"/> No <input type="checkbox"/> Yes (List name)	
11. NOTIFICATION OF AUTHORITY ("x" all notified)			
<input type="checkbox"/> CO <input type="checkbox"/> XO <input type="checkbox"/> OOD <input type="checkbox"/> Security <input type="checkbox"/> NSRA <input type="checkbox"/> Telephone Company <input type="checkbox"/> EOD <input type="checkbox"/> Fire Dept			

OPNAV 55276 (12-82)

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DEC 1 5 2006

TW-1 AIRCRAFT SECURITY REQUIREMENTS

1. Hangar:

- a. Landing gear ground safety pins are installed.
- b. Aircraft seat(s) ground safety pins are installed.
- c. Aircraft are grounded.
- d. Both main mounts have approved chocks positioned (fore and aft).
- e. Protective covers are installed per applicable aircraft publication.
- f. Cockpits are covered whenever canopies are removed and actual maintenance is not being performed.
- g. Fuel vent containers are empty.
- h. If so equipped, CADS will be removed from drop tank/bomb racks prior to hanging aircraft and reinstalled only on the flight line.

2. Flight line:

- a. Landing gear ground safety pins are installed.
- b. Aircraft seat(s) ground safety pins are installed.
- c. Both main mounts have approved chocks positioned (fore and aft).
- d. Protective covers are installed as conditions warrant.
- e. Tie downs:
 - (1) A three-point tie down is required overnight or at anytime an aircraft is not being prepared for a scheduled flight.
 - (2) A six-point tie down is required when aircraft are secured for weekends/holiday periods or extended periods of time.
 - (3) Conditions requiring tie down in excess of six points are outlined in references (a), (b) and (c).

DEC 1 5 2006

NOTE: "Only approved type mooring equipment, (TD-1B mooring assembly, P/N 61A101D, NSN IRW 1730-00-572-7370 SX) are used to secure aircraft."

3. Transient aircraft shall be secured per guidance furnished above and/or directives peculiar to the type/model aircraft.

4. Activities shall use the following list as a guideline prior to notifying the NAS Security Department concerning aircraft security.

- a. Canopies closed or cockpits covered.
- b. Ground covers installed.
- c. Wheels chocked fore and aft.
- d. Tie downs installed.
- e. Aircraft grounded.
- f. Support equipment disconnected and stowed.
- g. Access panels closed.
- h. Fuel vent containers empty.
- i. Hangar doors closed and spaces secured.
- j. Non-essential electricity/lighting secured.