



DEPARTMENT OF THE NAVY

TRAINING SQUADRON SEVEN
NAVAL AIR STATION
101 FULLER ROAD SUITE 270
MERIDIAN, MS 39309-5405

TRARONSEVENINST 5510.1E

N1

21 Sep 15

TRAINING SQUADRON SEVEN INSTRUCTION 5510.1E

From: Commanding Officer, Training Squadron SEVEN

Subj: COMMAND SECURITY PROGRAM

Ref: (a) SECNAVINST 5510.30 series
(b) COMTRAWINGONEINST 5510.1 series
(c) COMTRAWINGONEINST 5530.2 series

Encl: (1) VT-7 Key Control
(2) Guidelines for Persons Receiving Threatening Telephone Calls
(3) DoN Telephone Threat Complaint (OPNAV 5527/8)

1. Purpose. To supplement references (a) through (c) with specific policies for personnel security, the safeguarding of classified material, and physical security within Training Squadron SEVEN (VT-7).

2. Cancellation. TRARONSEVENINST 5510.1D and 5530.2C

3. Background. VT-7 neither routinely handles nor maintains storage for classified material. Procedures for the handling and storage of such material as well as clearance requirements and procedures for the initiation of personnel security clearance investigations are contained in reference (b).

4. Specific Responsibilities.

a. All hands. Take custody of and turn over any unsecured classified material immediately to the Training Wing ONE (TW-1) Security Manager. Additionally, be constantly on alert for any unusual activity or suspiciously acting persons within the VT-7 spaces. Such observations or suspicions shall be immediately reported to supervisory personnel within the chain of command.

b. Administrative Officer. Maintain key control for VT-7 spaces per enclosure (1).

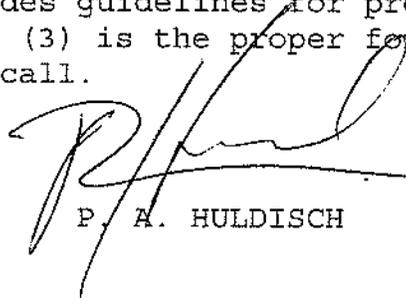
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c. Command Security Manager. Monitor the VT-7 security posture in accordance with references (a) through (c) and make recommendations for improvements to the Commanding Officer via the Executive Officer. Maintain contact with the TW-1 Security Manager both for routine matters and to report any security concerns or violations.

d. Legal Officer. Relay, via the chain of command, any information to the TW-1 Security Manager which may have bearing on an individual's continued clearance eligibility.

e. Drug and Alcohol Program Advisor (DAPA). Relay, via the chain of command, any information to the TW-1 Security Manager which may have bearing on an individual's continued clearance eligibility.

5. Bomb threats. Bomb threats shall be reported to Naval Air Station (NAS) Meridian Security immediately. The NAS Security Officer will initiate all subsequent action in response to the threat. Enclosure (2) provides guidelines for proper handling of a bomb threat. Enclosure (3) is the proper form for transcribing details of the call.



P. A. HULDISCH

Distribution:

TRARONSEVENINST 5216.1Y

List VI, Special "A" Code C, Special "D", Special "F"

VT-7 Website

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VT-7 KEY CONTROL

The Administrative Officer maintains individual keys for the following spaces:

| <u>Room Number</u> | <u>Space</u> |
|--------------------|------------------------|
| 2110 | ACM Briefing Room |
| 2114 | Safety/NATOPS Office |
| 2115 | Conference Room |
| 2116 | Safety Officer |
| 2119 | Asst. Ops. Officer |
| 2121 | Administrative Officer |
| 2126 | Administrative Office |
| 2128 | Civilian Supervisor |
| 2129 | Executive Officer |
| 2130 | Commanding Officer |

The Commanding Officer's Secretary maintains individual keys for the following spaces:

| <u>Room Number</u> | <u>Space</u> |
|--------------------|-----------------------|
| 2127 | CO's Secretary Office |
| 2096 | OSC Storage Room |

A master key for all post-hangar renovation VT-7 spaces is maintained in a lock box at the Operations Duty Officer desk.

Note: VT-7 does not control or possess any classified material and thus does not require any controlled personnel access lists for spaces.

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Guidelines for Persons Receiving Threatening Telephone Calls

1. When a bomb threat call is received, the following guidelines will be followed:

a. When a caller has communicated the threat, stay calm. Do not panic. Make a note of the date and time.

b. Keep the caller talking; the more the caller says, the more we can learn.

c. Attempt to record every word the caller says.

d. If the caller does not indicate bomb location or time of detonation, ask the caller what time it is to go off and where it is located. If the caller has answered any of the above questions and is still on the line, ask his or her name and try to determine his or her location. Although the caller probably will not respond, ASK!

e. Advise the caller that the building is occupied and detonation of the bomb could result in the death or serious injury to innocent people.

f. Listen closely to the caller's voice and note the following:

(1) Sex

(2) Age

(3) Accent (is voice native to the area?)

(4) Speech impediments or peculiar voice characteristics

(5) Attitude: Calm? Excited?

g. Pay particular attention to any strange or peculiar background noises, such as street noise, motors running, music, television or radio programs, dishes rattling, babies crying and any other noise which might give a remote clue to the origin of the call.

h. Notify only your supervisor and/or the Operations Duty Officer (ODO), as appropriate. Do not discuss the call with

Enclosure (2)

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anyone unless you are authorized to do so. The Naval Investigative Agent will be in touch with you.

i. Establish guards 50 feet from all entrances. Allow no unauthorized personnel to enter the hangar.

Enclosure (2)

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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"/> Command Directory <input type="checkbox"/> Base Directory <input type="checkbox"/> Local Directory <input type="checkbox"/> Unlisted <input type="checkbox"/> Other (List) | | | |
| 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 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 | | 10. DO YOU HAVE ANY SUSPICION AS TO THE IDENTITY OF THE CALLER? <input type="checkbox"/> No | |
| <input type="checkbox"/> Yes (List Name) | | <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"/> NISRA <input type="checkbox"/> Telephone Co. <input type="checkbox"/> EOD <input type="checkbox"/> Fire Dept. | | | |

