



DEPARTMENT OF THE NAVY

TRAINING SQUADRON FOUR
250 SAN CARLOS ROAD SUITE I
PENSACOLA FL 32508-5502

TRARONFOURINST 5530.1

Code 00

1 Jun 13

TRAINING SQUADRON FOUR INSTRUCTION 5530.1

Subj: PHYSICAL SECURITY PLAN

Ref: (a) OPNAVINST 5530.14E
(b) NASPNCLAINST 5500.1H

Encl: (1) Letter and Parcel Bomb Guide

1. Purpose. To provide supplemental guidance to references (a) and (b) for specific Training Squadron FOUR applications.

2. Area Security. Training Squadron FOUR is responsible for assigned spaces within hangar 1853. Hangar 1853 lies within a Level II restricted area per reference (b) and will be accorded measures required such a designation.

4. Control Measures.

a. Any person not possessing appropriate identification (military ID or contractor pass) or not visually identified while within VT-4's areas of responsibility shall be challenged. If this individual cannot produce appropriate identification, he/she shall be detained and authorities notified. Visitors are encouraged but must be escorted at all times with the Commanding Officer's cognizance.

b. All civilian/contractor employees are required to have in their possession at all times, and will produce on demand, a photographic identification card issued per reference (b).

c. Parking in the restricted area alongside hangar 1853 will be in accordance with current base threat conditions, and vehicles must display an appropriate decal to drive inside the security gate. Spaces are also reserved for squadron vehicles. Outside the security gate, staff may park in any non-labeled parking space. Any vehicle not displaying an appropriate decal for the space in which it is parked may be ticketed.

5. Mail Security. All personnel, particularly mail clerks, will be security conscious of official and personal mail received in VT-4. Enclosure (1) is designed for use within the command.

1 Jun 13

6. Emergency Recall. All personnel shall provide up-to-date emergency contact information, including address and phone number.

7. Key and Lock Control. The Key Control Custodian is responsible for the squadron's overall key control. Watch standing SDO's and the First Lieutenant shall act as key control custodians. Copies of all squadron keys are maintained in a locked key cabinet located in the duty office. They are issued only to persons approved by the Physical Security Officer and require a signature upon checkout. An inventory of all keys maintained by individual departments shall be maintained and verified by the First Lieutenant. The Key Control Custodian shall perform spot checks and inventory all keys at least annually.

8. Loss Prevention Plan. This plan is designed to reduce the loss of government property due to theft, vandalism, and misappropriation. It also identifies the causes of loss and establishes procedures to analyze and recommend prevention measures for preventing future loss.

a. Assigned property susceptible to theft and pilferage is likely to have high value and/or civilian applications. Electronic items such as computers, calculators, printers, and recorders are particularly attractive and susceptible to theft. It is incumbent on all personnel assigned to VT-4 to ensure that all accountable and non-accountable equipment, which is highly susceptible, is properly recorded and safeguarded.

b. In addition to all office spaces having working locks, entrance and flight line security lighting is utilized for hanger 1853.

c. Government property may be removed from the confines of VT-4 spaces only with the written approval of the Commanding Officer. Any offense shall be reported to the SDO immediately.

9. Security Training and Education Program.

a. The Physical Security Officer and the Command Security Manager will establish a security indoctrination program for all newly reporting military and newly hired civilian personnel.

1 Jun 13

b. The Physical Security Officer will ensure initial and annual requirements for all personnel are conducted and recorded as required by references (a) and (b).

/s/

S. S. WHITE

Distribution:

TRARONFOURINST 5216.2

List I

1 Jun 13

LETTER AND PARCEL BOMB GUIDE

Recognition:

Suspect a letter/parcel bomb if:

- It has a foreign address or style of writing.
- It is unbalanced.
- It feels springy (handle very gently).
- Small wires poke out.
- There are pin pricks or holes in the envelope.
- It has greasy patches.
- It has a strange smell.
- It is taped or sealed down all around.
- It feels too stiff.
- It has an inner sealed enclosure.

What to do:

1. Place the suspect device in a corner of the room, away from windows. Handle it **GENTLY** and do not turn it over.
2. Evacuate the room, and surrounding areas if necessary.
3. During evacuation, leave doors and windows open.
4. Keep people away from the area.
5. Call SECURITY at **452-3630/31**.
6. If no reply, call BASE POLICE EMERGENCY at **452-8888**.

If you receive an unexpected or unrequested delivery, phone the senders for an explanation of the contents.

IF IN DOUBT - DON'T TOUCH!!!

Enclosure (1)