



DEPARTMENT OF THE NAVY
NAVAL SERVICE TRAINING COMMAND
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NSTCINST 5530.1
N00
13 Apr 16

NSTC INSTRUCTION 5530.1

From: Commander, Naval Service Training Command

Subj: NSTC PHYSICAL SECURITY PLAN

Ref: (a) DODINST 5200.08 (series)
(b) OPNAVINST 5530.14 (series)
(c) NTTP 3-07.2.3
(d) NAVSTAGLAKESINST 3300.1 (series)

Encl: (1) Physical Security Plan

1. Purpose. In accordance with (IAW) references (a) through (d), this plan establishes the Physical Security (PS), Loss Prevention (LP), and Crime Prevention (CP) policies and standards for Naval Service Training Command (NSTC). These physical measures are designed to safeguard personnel, equipment, materiel, and documents. Additionally, these measures are intended to prevent espionage, sabotage, damage, and theft.
2. Scope. This plan applies only to NSTC personnel in Great Lakes at Building 1 and Building 3400. NSTC personnel in Pensacola shall follow Naval Education and Training Command guidance. Subordinate units shall develop their own PS, LP, and CP plans.
3. Action
 - a. All NSTC personnel are required to read the contents of this instruction.
 - b. Each department head and Command Duty Officer (CDO) shall maintain a copy for immediate reference.
4. Review Responsibility. The NSTC Physical Security Officer (PSO) is responsible for reviewing and updating this instruction annually or more frequently as necessary.

A handwritten signature in black ink, appearing to read "SCE", is located below the text of the instruction.

S. C. EVANS

PHYSICAL SECURITY PLAN

1. Execution

a. The NSTC PSO will:

(1) Ensure command personnel have the ability to detect, assess, communicate, and report suspicious activities and/or unauthorized access to the Naval Station Great Lakes (NSGL) Navy Security Force (NSF).

(2) Ensure a Plan of Action and Milestones is developed to address any discrepancies identified during the NSGL's annual PS survey.

b. NSTC PS, LP, and CP measures include:

(1) NSGL NSF and Auxiliary Security Force (ASF) personnel;

(2) Secure locking systems, containers, and vaults;

(3) Protective lighting;

(4) Asset tagging systems; and

(5) A designated PSO, who also serves as the Crime Prevention Officer (CPO) and Loss Prevention Officer, managing all NSTC CP and LP Programs.

c. NSTC has no restricted areas.

d. Building 1 is open between the hours of approximately 0500 to 1800 and is locked at all other times. The NSGL CDO is responsible for locking/unlocking exterior building doors and is available at (847) 340-0495.

e. Building 1 has only the protective lighting around the clock tower and has no generator or back-up power to the building.

(1) The Public Works Department (PWD) is responsible for maintenance and testing of protective lighting.

(2) In the event of a power outage, the building is equipped with emergency lighting in each main hallway, and all exit signs have a battery backup.

(3) If lighting around NSTC buildings is not working, personnel shall place a trouble call to PWD at 4820.

2. Loss Prevention

a. Concept of Operations:

(1) IAW references (b) through (d), all Navy activities are required to implement a LP Plan.

(2) Part of NSTC's overall CP/LP Programs includes identifying and reporting missing, lost, stolen, or recovered government property, including documents and computer media, and developing trend analyses to plan and implement reactive and proactive loss-prevention measures.

(3) The CP/LP Programs are the responsibility of every member of this command.

b. CP/LP Measures and Responsibilities.

(1) NSTC department heads shall:

(a) Ensure personnel are provided information on and reminded of the need for CP/LP and of the local procedures for preventing property losses, as well as their role for the care and protection of government property.

(b) Ensure the emergency hotline numbers for NSGL Local Dispatch Center (LDC), (847) 688-3430/6902, and the emergency line, 3333, are posted for reporting suspicious activities, theft of property, or hostile acts.

(2) NSTC personnel shall:

(a) Be familiar with reporting suspicious or hostile acts and crime hazards.

(b) Be familiar with personnel in their work areas.

(c) Notify NSGL LDC at (847) 688-3430/6902 or on the emergency line at 3333 (Which is 911 for NSGL) for any suspicious activities, theft of property, or hostile acts.

(3) NSTC CDO shall:

(a) Conduct regular NSTC space checks for potential crime hazards (e.g., unsecure equipment, unlocked doors, broken windows, burned-out light bulbs).

(b) Notify the NSTC building custodian at (847) 688-3456 x226 of any unsecured property/resources so steps can be taken to secure the property or resources and resolve the noted discrepancy.

c. Lost and Found.

(1) Any NSTC person who recovers found property shall turn it in to the Flag Office.

(2) If, after one week, nobody claims the found property, the CDO will designate someone to transport the property to NSF at Building 179.

(3) Any person who takes lost property to Building 179 shall receive a property custody receipt.

d. Securing equipment, government, and personal property.

(1) Government property may be removed from NSTC by obtaining permission from the Chief of Staff.

(2) All property and equipment shall be stored in secure areas when not in use.

(3) Regularly used office equipment and machines (e.g., computers, printers, adding machines) shall be monitored by NSTC owner-user personnel and secured after normal working hours.

e. When CNSTC appoints an investigating officer and the investigation indicates a loss of any equipment item, the investigating officer shall submit a Report of Survey (DD Form 200) with the investigation results.

f. Lock and Key Program.

(1) All NSTC personnel are responsible for internal security of the structures, facilities, and office spaces assigned to them.

(2) NSTC spaces shall be secured after normal working hours when not occupied by assigned personnel. All unnecessary utilities shall be secured. All exterior doors, windows, and other openings that could provide access shall be secured and locked.

(3) Individuals assigned to work in NSTC spaces after normal working hours on Monday through Friday or weekends or holidays will ensure all means of access to the area not under their immediate observation are closed and locked.

(4) When an NSTC space is assigned to more than one department, on a dual occupancy basis, the senior department head is responsible for the security of the space.

(5) Where there is evidence of possible forced entry into buildings, spaces, doors, or windows, the NSGL security LDC will be contacted immediately at (847) 688-3430/6902 or on the emergency line

at 3333. NSTC personnel shall secure the immediate area until NSGL NSF has arrived, cleared the area, and investigated the scene.

(6) NSTC CDOs shall ensure strict control over building master keys in their possession.

(7) Duplicate building keys shall not be made by NSTC personnel but may be requested through the NSGL Key Custodian at (847) 688-3456 x226.