



UNITED STATES MARINE CORPS
MARINE CORPS AIR STATION NEW RIVER
PSC BOX 21001
JACKSONVILLE, NC 28545-1001

ASO 5500.18D
SES

SEP 07 2023

AIR STATION ORDER 5500.18D

From: Commanding Officer, Marine Corps Air Station New River
To: Distribution List

Subj: CRIME PREVENTION

Ref: (a) MCO 5530.14A
(b) MCIEAST-MCB CAMLEJO 5822.4A
(c) MCO 11000.22 Ch 1
(d) MCO 4066.18
(e) MCIEAST-MCB CAMLEJO 5500.3A
(f) DoDM 4160.21 of 22 October 2015

Encl: (1) BOQ and BEQ Occupants Checklist for Crime Prevention
(2) Military Family Housing Occupants Checklist for Crime Prevention
(3) Operation Identification Property Registration Form
(4) Security Survey Guide for Facilities
(5) Security Survey Guide for Businesses and Cash and Merchandise Security
(6) MCAS New River Bicycle Registration Form

1. Situation. Crime aboard Marine Corps Air Station (MCAS) New River is a continuing source of concern. A high incidence of crime, within the unit or on the installation, creates a serious morale problem decreasing mission effectiveness. A viable crime prevention program can and will reduce crime and increase mission readiness. Crime prevention requires a concerted effort at all levels to reduce the opportunity to commit or conceal criminal acts.

2. Cancellation. Air Station Order 5500.18C.

3. Mission

a. To emphasize and organize the existing crime prevention program ensuring active participation by organizational commanders per the references. Maximum participation and support by every commander, service and family member, and civilian employee is crucial to the program's success.

DISTRIBUTION STATEMENT A: Approved for public release;
distribution is unlimited.

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b. Summary of Revision. This Order has been revised and should be thoroughly reviewed.

4. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent. The primary objective of the crime prevention program is to reduce the rate of incidents or eliminate crime by removing the criminal's desire, ability, and opportunity simultaneously.

(2) Concept of Operations. The MCAS New River crime prevention program consists of three major elements:

(a) Prevention. Directed toward precluding personnel from becoming subjects or victims of criminal activities and the reduction or elimination of conditions conducive to crime. Crime prevention is the application of measures necessary to minimize or eliminate the opportunity or desire to commit or engage in criminal activities.

(b) Enforcement. Crime is defined as an act or omission, defined in law, and made punishable by constituted authority through a judicial proceeding for protection or society. Enforcement is designed to ensure timely detection, investigation, apprehension, and prosecution of offenders.

(c) Education. Establish a comprehensive ongoing crime prevention program through crime prevention awareness training seminars.

b. Tasks

(1) Commanding Officers (CO) (Squadron and Higher)

(a) Appoint an Officer or Staff Noncommissioned Officer as the unit Security Officer.

(b) Ensure the unit crime prevention programs comply with the contents of the references and this Order.

(c) Request crime prevention surveys from Security and Emergency Services (SES) Company, Headquarters and Support

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Battalion (HQSPTBN), Marine Corps Installations East-Marine Corps Base, Camp Lejeune (MCIEAST-MCB CAMLEJ), Physical Security (PS).

(d) Allow members of PS, upon presenting proper identification, access to unit areas commensurate with their individual security clearances. The PS liaison will be escorted by the unit Security Officer or command representative; if after working hours, the organizational duty officer.

(e) Establish a crime prevention education program.

(2) Unit Security Officer. Duties include but are not limited to:

(a) Coordinate a viable crime prevention effort, within their organization, utilizing enclosures (1) through (6) for guidance. Direct liaison with PS is authorized and strongly encouraged in setting up and maintaining such programs. Crime prevention checklists are available in the references.

(b) Make timely recommendations to commanders concerning crime prevention deficiencies, to include structural improvements, improved or additional lighting, and Bachelor Officer Quarters (BOQ) and Bachelor Enlisted Quarters (BEQ) larceny countermeasures.

(c) Establish and carry out crime prevention orientation program for all newly joined personnel and quarterly refresher programs for all unit personnel.

(d) Monitor crime within their unit and request advice from the PS liaison concerning crime reduction methods.

(e) Request annually, in writing, a crime prevention survey for all BOQs and BEQs under their control from PS.

(3) Provost Marshal (PM), SES Company, HQSPTBN, MCIEAST-MCB CAMLEJ

(a) Exercise the overall staff supervision of the MCAS New River crime prevention program.

(b) Supervise the functions of PS, which will:

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1. Provide maximum emphasis and expertise to the MCAS New River crime prevention program and remain available for assistance, coordination, and consultation on all related matters of crime prevention and provide a variety of services to organizational commanders upon request.

2. Prepare written reports of crime prevention surveys and unannounced crime prevention visits.

3. Prepare and maintain a crime prevention checklist for use during Commanding General and Inspector General Inspections.

4. Maintain liaison with local crime prevention agencies and the National Crime Prevention Institute to ensure crime prevention methods remain current.

5. Make timely recommendations to the CO, MCAS New River concerning crime prevention requirements.

6. Coordinate with organizational crime prevention representatives to conduct crime prevention surveys and/or crime prevention visits pertaining to individuals and their property as outlined in enclosures (1) through (6).

7. Conduct crime prevention surveys for the BOQ and BEQ.

8. Conduct crime prevention surveys for MCAS New River supply and warehouses storing high value government property.

9. Conduct crime prevention surveys for Defense Commissary Agency East Region Commissaries.

10. Conduct crime prevention surveys for Marine Corps Community Services (MCCS), Lejeune-New River facilities.

11. Upon request, conduct Funds Procedures and Robbery classes for MCCS, Lejeune-New River personnel.

(4) Director, Communication Strategy (COMMSTRAT) and Operations, MCIEAST-MCB CAMLEJ

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(a) Provide the widest possible dissemination to external media sources, of positive actions taken in the crime prevention program, through close liaison with PS.

(b) Provide the widest possible dissemination of internal information using the command's social media platforms, websites, and other creative venues to inform and educate through close liaison with PS.

(5) Installation and Environmental Department. Security implications during the planning and design phases of structures and facilities will be considered in the total systems approach to crime resistance.

(a) All plans for new construction or major modification of schools, academic buildings, hangars, exchanges, clubs, and warehouses storing pilferable high value items, and arms, ammunition, and explosives storage areas will be reviewed by law enforcement (LE) personnel, assigned to the PM, SES Company, HQSPTBN, MCIEAST-MCB CAMLEJ.

(b) Assist Commanders in correcting any discrepancies noted in the crime prevention surveys by processing work requests in an expeditious manner.

(6) Military Family Housing Occupants. Crime prevention measures for military family housing occupants is outlined in enclosure (2).

(7) BOQ and BEQ Occupants. Crime prevention measures for BOQ and BEQ occupants is outlined in enclosure (1).

c. Crime Prevention Measures and Methods. Measures to prevent crime vary. The following list does not cover the entire field of crime prevention but is intended to focus attention on the more important aspects and to direct efforts where the greatest benefit in reduced crime can be obtained.

(1) Indoctrination. Indoctrination is the single most important crime prevention measure.

(2) Lighting. Adequate lighting is a good deterrent of criminal activity. Areas must be evaluated and additional

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lighting added as required and feasible, particularly in areas with a history or great potential for criminal activity.

(3) BOQ/BEQ Larceny Countermeasures. This must be an ongoing program within the command. The program should encompass such matters as reinforcing the doors of wall lockers, using an engraving tool to identify valuable personal items, and maintaining strict control of visitors and access to living spaces.

(4) BOQ/BEQ Security Watches. BOQ/BEQ security watches should be assigned to all living spaces and must be particularly alert for thieves and unauthorized personnel in the area. A strict key control system must be maintained and is essential in the new style of quarters.

(5) Parking Lots. Parking lots should have adequate lighting and guard/duty personnel should be alert for personnel working on their vehicles; as this is often a cover.

(6) Doors. Doors to rooms or areas housing high value or sensitive items must be constructed of solid wood or equivalent material with hinges and hasps secured in a manner that prevents removal.

(7) Key Control. Key control must be rigidly enforced and access to the keys will be given to the minimum number of personnel consistent with need. Keys must be logged in/out and locks replaced immediately after a key is lost or unlawfully duplicated.

(8) Government Property. Government property is particularly susceptible to pilferage and theft and must be under positive control or secured at all times. Where feasible, government property should be marked for identification by etching or stamping. The use of the Reporting Unit Code is a suggested method for marking items lacking serial numbers.

(9) Private Property. Individuals residing aboard the Installation are encouraged to complete a Private Property Inventory List, enclosure (3), in duplicate, listing all items of value of \$50.00 or more. One copy of the enclosure should be placed in the unit filing system and the owner should retain the other. Newly acquired items with a value of \$50.00 or more must

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be added to the inventory immediately after acquisition. The owner should appropriately mark items without serial numbers.

(10) Government Vehicles. Vehicles removed from motor pools and left unattended should have steering mechanisms secured with a locking device or lock and chain where applicable. Commercial vehicles should have the keys removed from the ignition, doors locked, and the windows rolled up.

(11) Privately Owned Vehicles (POVs). Owners should ensure the ignition keys are removed, all doors are locked, and the windows are rolled up. Personal property should not be stored in plain view.

(12) Dispatched Fuel Vehicles. Dispatched vehicles must be closely monitored to prevent theft of fuel from the vehicle tanks by frequent comparison of mileage driven verses fuel used.

(a) Particular attention should be paid to mobile tankers and storage cells.

(b) Fuel cans should not be filled unless there will be a definite need for additional fuel.

(c) To prevent unauthorized dispensing of petroleum products, hoses should be adequately secured when not in use.

(13) Cash. Military personnel should refrain from carrying large amounts of cash on their person, inside their POV, or within their living quarters except under unusual circumstances. Personnel must be encouraged to utilize a banking facility to store large sums of money.

(14) Lost and Found. In accordance with reference (f), any lost or found items can be reported to PS, SES Company located at Building 58 on Virginia Dare Drive or (910) 450-7578.

(a) SES Company, HQSPTBN, MCIEAST-MCB CAMLEJ will seize firearms and ammunition up to 50 caliber. Any ammunition higher than 50 caliber will be turned into the Ammunition Supply Point and any explosives will be disposed of by Explosive Ordnance Disposal.

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(b) Any lost items seized, by SES Company, HQSPTBN, will be destroyed or disposed of after 120 days.

d. Crime Prevention Programs. A continuing command program for planning, coordinating, executing, reviewing, evaluating, and updating courses of action or measures to prevent criminal acts from occurring or minimize the opportunity or motivation to commit, conceal, or engage in criminal activities. The reduction of crimes and offense through such measures as patrolling, PS crime prevention surveys and inspections, observation of persons or places considered crime producing, and employment of off-limits procedures to preclude military personnel from participation in activities conducive to crime.

(1) Crime Prevention Survey. A formal review and analysis of existing conditions within or affecting any area, facility, or activity, either on or off the Installation, to include neighboring civilian environmental factors which may indicate the presence or potential for crime conducted by personnel within the command. Crime prevention surveys are conducted for the purpose of detecting crime and to provide the commander with recommended courses of action to be used in installation crime prevention programs.

(2) Available Crime Prevention Programs. The programs available on the Installation include operations identification, McGruff, child beware, child fingerprinting and identification, lady beware, National Night Out, Welcome Aboard and Pre-Deployment Briefs, crime prevention surveys, bicycle license registration, and MCCA, Lejeune-New River funds procedures and robbery classes.

(3) Automatic Data Processing (ADP). The term ADP applies to the overall aspects of the security problem; therefore, encompasses the PS, communications emanations, hardware, software, procedural, risk management, contingency planning, and other security aspects contributing to the protection of the ADP system, sight facility, or operation as a potential target.

(4) Intrusion Detection System (IDS). The IDS is an inherent element of the Marine Corps' security in-depth program and plays a vital part in the overall protection of Marine Corps

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installations, activities, equipment, and material assets. The system detects through sound vibration, motion, and electro-static and/or light beams.

e. Coordinating Instructions. Submit all recommendations concerning this Order through the appropriate chain of command.

5. Administration and Logistics

a. Effective crime prevention programs require the total integration and involvement of all resources available to the command. While crime prevention is a command responsibility, there are a number of resources available to the commander to assist in the establishment and maintenance of a crime prevention program to include the Chaplain; Disbursing Officer; Staff Judge Advocate; PM, SES Company, HQSPTBN, MCIEAST-MCB CAMLEJ; Club and Exchange Officers; Navy Relief Representatives; Equal Opportunity Officer; Drug and Alcohol Control Officer; Counter Intelligence Officer, Naval Criminal Investigative Service Resident Agents; COMMSTRAT, MCIEAST-MCB CAMLEJ; and local LE agencies can provide valuable information consultation and positive action in the area of crime prevention.

b. Commanders should make maximum use of all available media. Local and installation newspapers, local television, posters, and troop formations provide the command an excellent means by which to convey ideas and policy changes to personnel.

c. Assistance is available through the PM, SES Company, HQSPTBN, MCIEAST-MCB CAMLEJ in the conduct of crime prevention surveys. Qualified school trained crime prevention and PS specialists will conduct the surveys to determine potential crime threat areas, identify security deficiencies, and recommend corrective action. Areas, aboard MCAS New River, classified as potential high crime areas will receive an annual crime prevention survey.


d. The objectives of a crime prevention program are to acquaint all personnel with the reasons for security measures and to ensure their cooperation. The assumption by installation military and civilian personnel that they should not be concerned with security must be overcome.

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6. Command and Signal

a. Command. This Order is applicable to MCAS New River and all tenant commands.

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



G. W. BURNETT

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BOQ AND BEQ OCCUPANTS CHECKLIST FOR CRIME PREVENTION

1. Familiarize yourself with the crime prevention program.
2. Keep familiar with the circumstances of previous larcenies and learn from the mistakes of others.
3. Ensure private property of high value is recorded on enclosure (3). If stolen, enclosure (3) can assist in filing a claim.
4. Permanently mark high value items. Items should have one of the following inscriptions:
 - a. Drivers license number, state of issue, and initials (example: 1786714 NC JLS).
 - b. Last name, first and middle initials, and last four of individual's Department of Defense (DoD) identification (ID) number (example: Smith, JL 6789).
 - c. Any other personal ID mark LE may use to identify property.
5. Do not keep cash, in excess of \$100.00, on your person, within your living space, or POV. If cash must be carried, keep large bills separate and out of sight. Never mention or display the amounts you are carrying to anyone.
6. Always secure your valuables.
7. Always leave your drapes and window blinds opened when you leave for work. The Duty Noncommissioned Officer (DNCO) can then report any suspicious persons in your room.
8. Report any suspicious persons or activity to the DNCO, PM Office (PMO), SES Company non-emergency line at (910) 451-3004, or 911 for emergencies.
9. When parking your vehicle, always try to park in a well-lighted area, ensure the keys are removed, doors are locked, the windows are rolled up, and all valuable items are removed.
10. Report to the DNCO, PMO, SES Company non-emergency line at (910) 451-3004, or 911 if you are the victim of a larceny or observe any suspicious activity.

Enclosure (1)

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MILITARY FAMILY HOUSING OCCUPANTS CHECKLIST FOR CRIME PREVENTION

1. Ensure the locks on all doors and windows are properly installed and functioning.
2. Do not leave extra keys outside of the quarters.
3. Do not leave bicycles, tools, furniture, or valuable items outside overnight.
4. When leaving for the evening, leave at least one light in the house on. Do not leave notes that indicate the duration of your absence.
5. Before going on leave, cancel all deliveries, leave a light on, and ensure all doors and windows are secured. Have a friend or neighbor periodically check your quarters. Additionally, request SES Company, HQSPTBN, MCIEAST-MCB CAMLEJ check your quarters during your absence.
6. Store valuables in a bank safety deposit box. Never leave large amounts of cash in your quarters.
7. Permanently mark your high value items with an engraver. Each item should have one of the following inscriptions:
 - a. Drivers license number, state of issue, and your initials (example: 1786714 NC JLS).
 - b. Last name, first and middle initials, and last four of your DoD ID number (example: Smith, JL 6789).
 - c. Any other personal ID mark LE may use to identify property.
8. Record serial numbers and photograph all valuable items.
9. Report any suspicious actions, sounds, or strangers in the area to PMO, SES Company non-emergency line at (910) 451-3004, or 911 for emergencies.
10. Lock vehicles when not in use.
11. Avoid parking in dimly lit areas and remove all valuables that are not affixed to the vehicle.

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OPERATION IDENTIFICATION PROPERTY REGISTRATION FORM

(Original to Marine; Marine's SRB or Training/Counseling File)

PRIVACY ACT STATEMENT

Systems of Records Notice M0000013 (Personnel Management Working Files), published February 22, 1993, 58 FR 10630. AUTHORITY 10 U.S.C. 1071-1087 and E.O. 11016. This information is FOR OFFICIAL USE ONLY and may not be disclosed without the consent of the record subject, except under routine use. PURPOSE provide a record for the use in the administration of programs. Disclosures generally permitted under 5 U.S.C. 552a(b) of the Privacy Act, these records or information contained therein may specifically be disclosed outside the DoD as ROUTINE USE pursuant to 5 U.S.C. 552a(b)(3). DISCLOSURE MANDATORY

First Name:	MI:	Last Name:	
Local Address:			
City:	State:	Zip:	Telephone:

PROPERTY REGISTRATION

UNLESS OTHERWISE NOTED, PROPERTY OWNER WILL ENGRAVE ALL ITEMS.
(Note: Do NOT use SSN or Driver's License number on property)

OWNER APPLIED NUMBER: _____

1. Property Type:	Property Make:
Model Number:	Serial Number:
2. Property Type:	Property Make:
Model Number:	Serial Number:
3. Property Type:	Property Make:
Model Number:	Serial Number:
4. Property Type:	Property Make:
Model Number:	Serial Number:
5. Property Type:	Property Make:
Model Number:	Serial Number:
6. Property Type:	Property Make:
Model Number:	Serial Number:
7. Property Type:	Property Make:
Model Number:	Serial Number:
8. Property Type:	Property Make:
Model Number:	Serial Number:
9. Property Type:	Property Make:
Model Number:	Serial Number:
10. Property Type:	Property Make:
Model Number:	Serial Number:

MC8CLES/PMO/50 (3/11) PREVIOUS EDITIONS ARE OBSOLETE

ADOBE 8.0

Enclosure (3)

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SECURITY SURVEY GUIDE FOR FACILITIES

- | | | | |
|-----|---|-------|-------|
| 1. | HAS THE COMMANDING OFFICER RESPONSIBLE FOR SECURITY ISSUED ORDERS OR DIRECTIVES COVERED ALL PHASES OF SECURITY? | YES | NO |
| 2. | HAS AN OFFICER/SNCO BEEN APPOINTED WITH THE RESPONSIBILITY OF SECURITY? | YES | NO |
| 3. | IS EXTERIOR SECURITY ADEQUATE (GUARDS, LIGHTS, FENCES, VEGETATION, ETC.)? | YES | NO |
| 4. | ARE ALL ACCESSIBLE OPENINGS ADEQUATELY SECURED (DOORS, WINDOWS, VENTS, SKYLIGHTS, ETC.)? | YES | NO |
| 5. | ARE SECURITY SCREENS, BARS, AND GATES PROPERLY MOUNTED AND IN GOOD STATE OF REPAIR? | YES | NO |
| 6. | ARE EXTERIOR DOORS OF SOLID CONSTRUCTION ADEQUATELY PROTECTED? | YES | NO |
| 7. | ARE EXPOSED HINGE PINS WELDED OR PEENED TO PREVENT REMOVAL? | YES | NO |
| 8. | ARE DOORS EXITING TO THE OUTSIDE PROVIDED WITH DOUBLE LOCKING DEVICES? | YES | NO |
| 9. | ARE LOCKS, SLIDING BOLTS, CLASPS, AND RECEIVERS FOR PADLOCKS AND CROSSBARS PROPERLY INSTALLED? | YES | NO |
| 10. | ARE SOFT WALLS BETWEEN EXCHANGE PREMISES AND BOILER ROOMS, OUTSIDE REST ROOMS, OR ADJOINING BUILDINGS ADEQUATELY REINFORCED? | YES | NO |
| 11. | ARE AIR DUCTS, HEATING SHAFTS, TRAP DOORS OR SIMILAR APERTURES PENETRATING EXTERIOR WALLS, ROOF, OR FLOOR ADEQUATELY SECURED? | YES | NO |
| 12. | ARE INTAKE/EXHAUST FANS OR AIR-CONDITIONERS INSTALLED IN OUTER WALLS ADEQUATELY SECURED TO PREVENT REMOVAL? | YES | NO |
| 13. | ARE CRAWL SPACES BENEATH BUILDINGS AND IN THE INTERIOR BETWEEN ROOF AND CEILING ADEQUATELY SECURED? | YES | NO |
| 14. | ARE FIRE EXIT DOORS EQUIPPED WITH A DAY ALARM OR SIMILAR WARNING DEVICE? | YES | NO |
| 15. | ARE STOCKROOMS/SERVICE DOORS KEPT LOCKED WHEN NOT IN USE? | YES | NO |
| 16. | IS THE ACTIVITY PROTECTED BY AN OPERABLE INTRUSION DETECTION SYSTEM? | YES | NO |
| 17. | WHAT TYPE OF IDS SYSTEM? | _____ | |
| 18. | IS IDS SYSTEM TESTED? | YES | NO |
| 19. | WHAT ARE THE NUMBER/CAUSES OF FALSE/NUISANCE ALARMS IN THE PAST 12 MONTHS (USER ERROR, WEATHER, OTHER, NONE)? | _____ | |
| | USER ERROR WEATHER OTHER NONE | _____ | _____ |

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SECURITY SURVEY GUIDE FOR BUSINESSES AND CASH AND MERCHANDISE SECURITY

- | | | | |
|-----|---|-------|-------|
| 1. | HAS THE COMMANDING OFFICER RESPONSIBLE FOR SECURITY ISSUED ORDERS OR DIRECTIVES COVERED ALL PHASES OF SECURITY? | YES | NO |
| 2. | HAS AN OFFICER/SNCO BEEN APPOINTED WITH THE RESPONSIBILITY OF SECURITY? | YES | NO |
| 3. | IS EXTERIOR SECURITY ADEQUATE (GUARDS, LIGHTS, FENCES, VEGETATION, ETC.)? | YES | NO |
| 4. | ARE ALL ACCESSIBLE OPENINGS ADEQUATELY SECURED (DOORS, WINDOWS, VENTS, SKYLIGHTS, ETC.)? | YES | NO |
| 5. | ARE SECURITY SCREENS, BARS, AND GATES PROPERLY MOUNTED AND IN GOOD STATE OF REPAIR? | YES | NO |
| 6. | ARE EXTERIOR DOORS OF SOLID CONSTRUCTION ADEQUATELY PROTECTED? | YES | NO |
| 7. | ARE EXPOSED HINGE PINS WELDED OR PEENED TO PREVENT REMOVAL? | YES | NO |
| 8. | ARE DOORS EXITING TO THE OUTSIDE PROVIDED WITH DOUBLE LOCKING DEVICES? | YES | NO |
| 9. | ARE LOCKS, SLIDING BOLTS, CLASPS, AND RECEIVERS FOR PADLOCKS AND CROSSBARS PROPERLY INSTALLED? | YES | NO |
| 10. | ARE SOFT WALLS BETWEEN EXCHANGE PREMISES AND BOILER ROOMS, OUTSIDE REST ROOMS, OR ADJOINING BUILDINGS ADEQUATELY REINFORCED? | YES | NO |
| 11. | ARE AIR DUCTS, HEATING SHAFTS, TRAP DOORS OR SIMILAR APERTURES PENETRATING EXTERIOR WALLS, ROOF, OR FLOOR ADEQUATELY SECURED? | YES | NO |
| 12. | ARE INTAKE/EXHAUST FANS OR AIR-CONDITIONERS INSTALLED IN OUTER WALLS ADEQUATELY SECURED TO PREVENT REMOVAL? | YES | NO |
| 13. | ARE CRAWL SPACES BENEATH BUILDINGS AND IN THE INTERIOR BETWEEN ROOF AND CEILING ADEQUATELY SECURED? | YES | NO |
| 14. | ARE FIRE EXIT DOORS EQUIPPED WITH A DAY ALARM OR SIMILAR WARNING DEVICES? | YES | NO |
| 15. | ARE STOCKROOMS/SERVICE DOORS KEPT LOCKED WHEN NOT IN USE? | YES | NO |
| 16. | IS THE ACTIVITY PROTECTED BY AN OPERABLE IDS? | YES | NO |
| 17. | WHAT TYPE OF IDS SYSTEM? | _____ | |
| 18. | IS IDS SYSTEM TESTED? | YES | NO |
| 19. | WHAT ARE THE NUMBER/CAUSES OF FALSE/NUISANCE ALARMS IN THE PAST 12 MONTHS (USER ERROR, WEATHER, OTHER, NONE)? | _____ | |
| | USER ERROR WEATHER OTHER NONE | _____ | _____ |

INTERNAL SECURITY

- | | | | |
|----|--|-----|----|
| 1. | DO EMPLOYEES ENTER/EXIT THROUGH ONE DESIGNATED DOOR? | YES | NO |
| 2. | ARE ADEQUATE LOCKER FACILITIES AVAILABLE AND UTILIZED? | YES | NO |
| 3. | ARE ADEQUATE BACKGROUND CHECKS MADE ON ALL EMPLOYEES? | YES | NO |

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| 4. | ARE CRITICAL ITEMS PROPERLY SECURED DURING NON-OPERATIONAL HOURS? | YES | NO |
| 5. | ARE CRITICAL ITEMS PROPERLY SAFEGUARDED DURING OPERATIONAL HOURS? | YES | NO |
| 6. | ARE CUSTOMER IDENTIFICATION REQUIREMENTS COMPLIED WITH? | YES | NO |
| 7. | IS ADEQUATE CONTROL AND SUPERVISION BEING MAINTAINED OVER JANITORIAL/CUSTODIAL PERSONNEL? | YES | NO |
| 8. | ARE VENDORS, RACK JOBBERS, ETC. ACCOMPANIED BY RESPONSIBLE ACTIVITY PERSONNEL WHEN ON EXCHANGE PREMISES? | YES | NO |

MERCHANDISE/CASH SECURITY

- | | | | |
|-----|--|-----|----|
| 1. | ARE INCOMING SHIPMENTS CAREFULLY CHECKED FOR SIGNS OF PILFERAGE, DAMAGE, ETC.? | YES | NO |
| 2. | ARE MERCHANDISE SHIPPING AND RECEIVING PROCEDURES IN COMPLIANCE WITH DIRECTIVES? | YES | NO |
| 3. | ARE VAN-TYPE EXCHANGE/CONTRACTOR TRUCKS USED EXCLUSIVELY TO TRANSPORT MERCHANDISE? | YES | NO |
| 4. | ARE EMPLOYEE ACTIVITIES IN THE FACILITY SUPERVISED DURING NON-OPERATIONAL HOURS? | YES | NO |
| 5. | DOES MANAGEMENT CONDUCT SPOT CHECKS OF THE PREMISES TO DISCOURAGE CONCEALMENT OF MERCHANDISE BY EMPLOYEES? | YES | NO |
| 6. | ARE FRIENDS AND RELATIVES OF EMPLOYEES DISCOURAGED FROM LOITERING IN THE FACILITY? | YES | NO |
| 7. | ARE TRASH DISPOSAL AREAS SPOT CHECKED FOR EVIDENCE OF PILFERAGE? | YES | NO |
| 8. | ARE BOXES, CARTONS, AND CONTAINERS FLATTENED BEFORE DISPOSAL? | YES | NO |
| 9. | ARE INCOMING AND OUTGOING SHIPMENTS PROPERLY CHECKED AND DOCUMENTED? | YES | NO |
| 10. | ARE ALL SHIPMENTS RECORDED IMMEDIATELY UPON RECEIPT? | YES | NO |
| 11. | ARE PRICING PROCEDURES IN CONFORMANCE WITH DIRECTIVES? | YES | NO |
| 12. | ARE EMPLOYEES' PERSONAL EFFECTS KEPT IN A LOCATION OTHER THAN THE SELLING/STOCK AREA? | YES | NO |
| 13. | ARE EMPLOYEES PROHIBITED FROM MAKING SALES TO THEMSELVES? | YES | NO |
| 14. | ARE EMPLOYEES' PURCHASES MADE IN THE PRESENCE OF THE MANAGER OR DESIGNEE? | YES | NO |
| 15. | ARE EMPLOYEES' PURCHASES BAGGED AND STAPLED AND IS A CASH REGISTER RECEIPT AFFIXED TO THE BAG? | YES | NO |
| 16. | ARE EMPLOYEE PURCHASES STORED IN A CENTRAL LOCATION AND SPOT CHECKED BY MANAGEMENT? | YES | NO |
| 17. | DOES EACH SALES CLERK HAVE A SEPARATE CASH DRAWER? | YES | NO |
| 18. | ARE SALES RUNG UP IMMEDIATELY? | YES | NO |

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|-----|--|-----|----|
| 19. | DO SALE CLERKS CLOSE THE CASH DRAWER IMMEDIATELY AFTER SALES? | YES | NO |
| 20. | ARE ZERO RINGS STRICTLY CONTROLLED AND AFFIXED TO DAILY CLERK REPORTS? | YES | NO |
| 21. | ARE CUSTOMER PURCHASES BAGGED AND STAPLED? | YES | NO |
| 22. | ARE CASH REGISTER RECEIPTS AFFIXED TO CUSTOMER PURCHASES? | YES | NO |
| 23. | ARE CASH REGISTER READINGS MADE ONLY BY THE MANAGER OR THE DESIGNEE? | YES | NO |
| 24. | ARE OVER-RINGS AUTHENTICATED BY MANAGEMENT? | YES | NO |
| 25. | ARE UNANNOUNCED CASH REGISTER SPOT CHECKS MADE? | YES | NO |
| 26. | ARE EXCESSIVE/RECURRING CASH DISCREPANCIES INVESTIGATED BY MANAGEMENT? | YES | NO |
| 27. | DO SALES PERSONNEL LOCK THE REGISTER DRAWERS AND REMOVE THE KEYS WHEN LEAVING THE CASH REGISTER UNATTENDED? | YES | NO |
| 28. | ARE CASH REGISTER AREAS SPOT CHECKED BY MANAGEMENT FOR EVIDENCE OF MANIPULATION? | YES | NO |
| 29. | ARE SAFE COMBINATIONS ENTRUSTED TO AN ACCOUNTABLE INDIVIDUAL AND NOT DIVULGED OR ENTRUSTED TO ANY OTHER PERSON OR WRITTEN DOWN ANYWHERE? | YES | NO |
| 30. | ARE SAFE COMBINATIONS CHANGED AT LEAST ONCE EVERY 6 MONTHS OR UPON TRANSFER OF THE ACCOUNTABLE INDIVIDUAL? | YES | NO |
| 31. | ARE THE COMBINATION DIALS OF THE FUND CONTAINERS CONCEALED AND SHIELDED FROM VIEW EXCEPT FOR THE ACCOUNTABLE INDIVIDUAL? | YES | NO |
| 32. | IS THE NAME AND TELEPHONE NUMBER OF THE RESPONSIBLE INDIVIDUAL AFFIXED TO THE INSIDE OF THE FUNDS CONTAINER? | YES | NO |
| 33. | WHENEVER POSSIBLE, ARE FUNDS CONTAINERS LOCATED IN A SINGLE ROOM WHERE SECURITY STANDARDS CAN BE CONCENTRATED? | YES | NO |
| 34. | ARE PUBLIC FUNDS, DOCUMENTS, AND OTHER RECORDS STORED SEPARATELY FROM ALL CASH MATERIAL? | YES | NO |
| 35. | ARE ALL FUNDS CONTAINERS WEIGHING LESS THAN 750 POUNDS OR ON WHEELS SECURED TO PREVENT MOVEMENT? | YES | NO |
| 36. | ARE ALL VISIBLE FUND CONTAINERS, FROM THE EXTERIOR, ILLUMINATED AT NIGHT? | YES | NO |
| 37. | ARE ALL TRANSACTIONS CONDUCTED FROM BEHIND A PHYSICAL BARRIER; SUCH AS A CAGE, COUNTER, OR ROOM? | YES | NO |
| 38. | ARE WORK AREAS WHERE CASH IS HANDLED CONSPICUOUSLY MARKED "RESTRICTED AREA AUTHORIZED PERSONNEL ONLY"? | YES | NO |
| 39. | ARE SECURITY MEASURES PROVIDED FOR CASH TRANSFERS AND ESCORT/COURIER SERVICE? | YES | NO |
| 40. | ARE THERE EMERGENCY REACTION PROCEDURES/PLANS ESTABLISHED FOR BURGLARY, ROBBERY, FIRE ALARMS, AND BOMB THREATS? | YES | NO |

SEP 07 2023

MCAS New River Bicycle Registration Form

Security and Emergency Services, Headquarters and Support Services

MCAS New River, Building AS-302, Curtis Road

Licenses are good for the lifetime of the bicycle. Non-Transferable

Name: _____ Phone: _____

Address: _____ State: ____ City: _____ Zip: _____

(Circle all that apply)

Bicycle Description

(Circle all that apply)

Make:

Model:

Type: Boy Girl Men Women Tandem Recumbent Trike

Wheel Size: 16 19 20 24 26 27 Other _____ Bicycle Color: _____

Tire Color: Black White Other _____ Chain Guard: Yes No

Gear Shift: 1 3 5 6 10 12 15 18 21 Approx Value: \$

Rim Color: Chrome Painted _____ Bicycle Fenders: Yes No

Serial No: _____ Brakes: Hand Pedal Both

Other items to specifically identify your bicycle:

License No. Issued: _____

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ENCLOSURE (6)