USUHS
INSTRUCTION
5200

UNIFORMED SERVICES UNIVERSITY OF THE HEALTH SCIENCES

SUBJECT: Physical Security

Instruction 5200

JAN 12 2000

(SEC)

ABSTRACT

This Instruction implements Department of Defense (DoD) requirements for Physical Security for the Uniformed Services University of the Health Sciences (USUHS) by providing policy, procedures, and responsibilities for the safeguard and protection of USUHS personnel, facilities, and property.

A. Reissuance and Purpose. This Instruction:

1. Reissues USUHS Instruction 5200[a];

2. Cancels USUHS Instruction 5210[b];

3. Provides guidelines and procedures as outlined in USUHS Instruction 5211[c], DoD Directive 5200.8[d], USUHS Instruction 1010[e], and the UCMJ[f]; and

4. Defines specific actions required to safeguard personnel; prevent unauthorized access to facilities, equipment, material, and documents; and protect them against espionage, sabotage, damage, and theft.

B. References. *See Enclosure 1.*

C. Applicability. This Instruction applies to all students and employees, both military and civilian, at the USUHS complex.

D. Definitions. *See Enclosure 2.*

E. Responsibilities.

1. The President, USUHS shall:

a. Ensure that a physical security program is established, operational, and enforced; and

b. Act as the final authority in determining the type and the extent of physical protection required for the USUHS.

2. The Vice President, Administration and Management shall ensure that the physical security program is operational. The enforcement of this program will be delegated to the Security Officer, USUHS, in his/her capacity as the Security Director.

3. The Security Director shall:

a. Maintain the physical security program and ensure that appropriate measures are taken to safeguard USUHS personnel and property;

b. Report to the President, USUHS, through the Vice President, Administration and Management (VAM), on all matters pertaining to the physical security program of the USUHS;

c. Institute adequate inventory and control methods;

d. Plan, coordinate, and supervise the USUHS physical security program;

e. Formulate emergency evacuation plans and activate them when directed or as required;

f. Safeguard classified material and implement security instructions;

g. Control the use of security containers;

h. Conduct vulnerability tests; and

i. Monitor the Security Guard Force contract and ensure that Security Guard Force personnel are following procedures outlined in the appropriate Standard Operating Procedures.

4. Department Chairs/Activity Heads shall:

a. Enforce security procedures that pertain to their areas of responsibility;

b. Ensure all personnel are familiar with the content, concept, and terms of the physical security program; and

c. Establish effective inventory and control procedures to account for all keys, material, supplies, and equipment within their work areas.

5. USUHS personnel shall:

a. Become familiar with the contents of this Instruction and practice sound security procedures to promote safety and attain a sound security awareness posture; and

b. Be familiar with evacuation procedures found in USUHS Instruction 3000[g].

F. Procedures *See Enclosure 3.*

James A. Zimble, M.D.
President

Enclosures:
1. References
2. Definitions
3. Procedures

REFERENCES

(a) USUHS Instruction 5200, "Physical Security," dated June 25, 1990 (hereby cancelled)

(b) USUHS Instruction 5210, "Security Locks and Containers," dated May 17, 1989 (hereby cancelled)

(c) USUHS Instruction 5211, "Issuance of Keys for USUHS Personnel," dated March 24, 1999

(d) DoD Directive 5200.8, "Security of DoD Installations and Resources," dated April 25, 1991

(e) USUHS Instruction 1010, "Disciplinary and Adverse Actions," dated September 13, 1988

(f) The Uniform Code of Military Justice (UCMJ), dated 1995

(g) USUHS Instruction 3000, "Occupant Emergency Plan for USUHS," dated May 13, 1997

(h) USUHS Instruction 6404, "Management of Controlled Substances, Alcohol and Alcoholic Liquors, Syringes, Hypodermic Needles, Precursor/Essential Chemicals, and Anabolic Steroids," dated June 28, 1991

DEFINITIONS

A. Normal Duty Hours - 0600 (6:00 AM) to 1900 (7:00 PM), Monday through Friday.

B. Restricted Areas - Areas restricted to authorized personnel only. These areas will have signs posted at entrances stating that unauthorized personnel are not permitted in the particular work area.

C. Secure Hours - 1900 (7:00 P.M.) to 0600 (6:00 A.M.), Monday through Friday, all day Saturday, Sunday, and holidays.

PROCEDURES

The following are the procedures for the various areas of Physical Security Program at the USUHS.

A. ACCESS TO THE USUHS

1. During normal working hours (0600-1900 hours), access to the USUHS will be unrestricted. Personnel must display a valid USUHS identification card. All entrances will be unlocked and available for use.

2. During secure hours (1900-0600 hours), personnel must enter/exit via Building B, ground floor, near the Security Guard Force office in the tunnel.

3. Anyone desiring entry into the USUHS during secure and nonsecure hours, and appearing to be under the influence of alcohol or drugs, will be denied entry and held until the arrival of National Naval Medical Center (NNMC) base police.

4. During secure hours, all building entrances/exits are locked and/or monitored by a security alarm system. Personnel will be admitted to the facility in accordance with the following procedures:

a. USUHS Personnel

Personnel who have a USUHS identification badge will not be required to sign in/out, but will be required to stop at the Security Guard Force office and display his/her identification badge. The USUHS identification badge must be displayed at all times while on the USUHS campus.

USUHS personnel who do not have their identification badges on their person will be required to produce and exchange valid picture identification for a visitor badge and ID sign in/out. Visitor badges must be returned upon departure.

b. Visitors

Visitors will be required to sign in/out at the Security Guard Force office and will exchange a valid form of picture identification for a visitor's badge in order to gain access to the USUHS. All visitor badges must be returned upon departure.

c. Group Meetings

Notices and requests regarding group meetings must be on file and initialed by a member of the Physical Security Staff or the USUHS Security Officer.

Sign in/out procedures will vary according to the size of the meeting. In general, persons attending large meetings will not be required to sign in/out.

d. Sponsors of a group/ conference/meeting shall:

(1) Be responsible for obtaining visitor identification badges from the USUHS Security Office, UP001, for the participants of the event. Where appropriate, listings must be typed and in alphabetical order. Personnel will enter/exit via the ground floor doors in Building B in order to gain entry to the reserved area;

(2) Provide advance notice to the USUHS Security Office, during secure hours, to expedite sign-in procedures, and if necessary, to include a typed and alphabetized list of attendees;

(3) Be responsible for the conduct of attendees and for assuring compliance with USUHS security measures;

(4) Identify themselves to the Security Guard Force as the meeting sponsor and provide their confirmed room request; and

(5) Be the "first in and last out" at these meetings.

B. PROPERTY PASS

1. All incoming and outgoing property is subject to inspection by members of the USUHS Security Office and the Security Guard Force. Government property not covered by a bill of lading or invoice, or property not readily identified as personal property, will not be removed from the USUHS unless accompanied by an approved USUHS Form 5306.

2. All personnel removing or bringing in property must enter/exit via Building B, ground floor, near the Security Guard Force office.

3. Security Guard Force personnel will accept only **copy** #2 of USUHS Form 5306 (see Attachment 1). The form must clearly identify the item(s) of equipment. The signature of the department property custodian is required on the form. The date, time, and signature of the Security Guard Force member accepting the form will be placed on the back of the form.

4. Once a USUHS Form 5306 has been accepted by the Security Guard Force for property, it will be kept on file in the Security Guard Force office.

5. Contract maintenance personnel, vendors, and visitors are required to sign personal property in/out through the Security Guard Force Office.

C. SECURING PERSONAL PROPERTY WITHIN WORK AREAS

1. Extra precautions shall be taken by USUHS staff to secure personal items (e.g., purses, wallets, loose change, etc.). Most thefts of such items occur during working hours and are often the result of employees placing such items on desk tops, open cabinets, and/or unlocked drawers. Reductions in these occurrences could be made if persons exercise caution in handling their personal property. Valuables, such as purses or wallets, should be kept in locked containers. Suspicious or unusual situations or loss of property should be reported to the Security Office immediately.

2. When employees leave their respective areas and the area is left unattended, all doors must be locked. The Security Office will be notified if a door is found unlocked during secure hours.

3. The presence of unauthorized personnel in the building, day or night, must be reported to the Security Office immediately.

D. PRESERVATION OF PROPERTY

1. The following actions are prohibited on USUHS property:

a. Improper disposal of rubbish, willful destruction of, or damage to, property;

b. Theft, creation of hazards to people or things; and

c. Throwing of articles from or at a building, and/or climbing on statues, roofs, or any part of a building.

2. Government Property.

a. Identification of all tools and equipment by the property custodians through marks or codes (where feasible) is necessary so that USUHS property can be identified.

b. All employees are responsible for reporting any loss of government property immediately to the USUHS Security Office during normal working hours and to the USUHS Security Guard Force during secure hours. The reporting employee must complete an incident report, which will be provided to the USUHS Security Office.

c. An official investigation will be conducted on each reported incident.

3. Lost, Abandoned, or Unclaimed Property.

a. Lost articles should be reported or turned in to the Security Division (Room UP001) or to the Security Guard Force Office (Room G192).

b. If required, investigations and disposition of lost, abandoned, or unclaimed private property are processed by the Security Division.

c. The Security Division is responsible for maintaining custody of lost, abandoned, or unclaimed property and affecting appropriate disposition. Every attempt will be made to determine ownership and return the property to the rightful owner.

d. If the property is not claimed within a 90-day period, the property will be disposed of in an appropriate manner by the Security Officer.

E. DELIVERY OF SUPPLIES, EQUIPMENT, ANIMALS, CADAVERS, RADIOACTIVE MATERIAL, ETC

1. During normal working hours, all deliveries of radioactive material will be made to the Logistics (LOG) Division, Warehouse Receiving Section; all other deliveries will be made to this location or the Animal Facility, as applicable.

2. No shipments of radioactive material will be accepted after normal working hours and the delivery service driver will be informed to return the following day, during normal working hours, to complete the delivery. Other materials received after normal working hours will require the Security Guard Force supervisor to notify the appropriate receiving facility of the delivery. In most cases, prior arrangements should be made and a representative of the receiving facility should be available.

F. ACCESS TO DESIGNATED RESTRICTED AREAS

Authorized personnel entering designated restricted areas (see *Enclosure 2*) will have in their possession a USUHS identification badge. Visitors are not

authorized access to such areas, unless arrangements have been made in advance and provided in writing to the Security Office. Maintenance personnel working on mechanical equipment and similar services will have authorized access as necessary.

1. Laboratory Animal Medicine

This facility has its own security system that is designed to allow only personnel with an access card to enter/exit. USUHS departments request Laboratory Animal Medicine (LAM) access through the LAM Security Specialist for those employees who require frequent access. LAM Security staff may deny access to the LAM area at their discretion. Further restrictions as to the nature of access to LAM is delineated by the LAM Security Officer.

a. No animals housed within any USUHS facility will be removed from the premises without the written permission from the Director, LAM, and the USUHS Security Officer.

b. No photographic equipment will be allowed inside LAM spaces without prior coordination with the Director, LAM and the USUHS Security Officer.

2. Administrative Support Division, Mailroom, G059 is designated a limited restricted area (for designated authorized personnel only) and must be secured at all times when not open for normal business.

3. University Information Systems, G007 is designated a limited restricted area and will be secured when not open during normal working hours. A roster of authorized personnel is maintained at the Security Guard Force office, to allow for access after hours.

4. The Director, Environmental Health and Occupational Safety has direct control over a number of restricted rooms and areas that are accessible only to authorized personnel and are secured at all times. The Director, EHS and the Director, SEC maintain a list of these locations.

G. SECURITY CONTAINERS

1. All security containers used to store controlled substances, funds, classified materials, weapons, medical items, precious metals or other items susceptible to theft must be numbered and designated as authorized storage containers by the USUHS Security Officer.

2. Requests for changing combinations will be submitted to the USUHS Security Office. Combinations will be changed:

a. When the security container is placed in a new area for use;

b. Whenever an individual possessing the combination no longer requires access;

c. When the combination has been subject to compromise;

d. At least once every two years; or

e. When taken out of service.

3. SF Form 700 (see Attachment 2) will be used to identify personnel who have knowledge of the contents of containers. Part 1 of SF Form 700 will be

positioned on the inside of each container, Part 2 and 2A will be on file in the Security Office. The number of persons having knowledge to combinations will be limited to those individuals necessary for operational efficiency.

4. Users of containers are responsible for providing protection and accountability for such materials at all times. Containers will be locked when not in use or not under the direct supervision of an authorized person.

5. SF Form 702 (see Attachment 3) will be annotated whenever the container is opened or closed and at the end of each work day to ensure the container is properly secured. SF Form 702 must be posted in a conspicuous area on the container.

6. Users must ensure that a new SF Form 702 is posted the first duty day of each month and will forward the original copy of the completed SF Form 702 to the USUHS Security Office by the fifth day of the month.

7. When notified that a security container has been left unattended, one of the users responsible for the container will be required to check the contents of the container for indications of tampering or removal of materials, which may require an inventory of the contents. These procedures apply at all times, during both duty and non-duty hours.

H. ADDITIONAL SECURITY REQUIREMENTS

1. Inspection

All packages, briefcases, and other containers brought to the USUHS are subject to inspection by the Security Guard Force or Security office personnel, as necessary. Inspections will generally be conducted upon entrance to or exit from the USUHS grounds.

2. Disturbances

There will be no loitering or disorderly conduct that creates loud or unusual noises or a nuisance; unreasonable obstruction of entrances, foyers, lobbies, corridors, offices, elevators, stairwells or parking lots; or other disruptive activities.

3. Gambling

All forms of gambling are prohibited on the USUHS campus.

4. Alcoholic Beverages and Narcotics

USUHS personnel or visitors will not have in their possession any illegally obtained drugs or drug paraphernalia. Alcoholic beverages will not be consumed, except at social functions and with prior approval of the Director, Office of University Affairs (OUA).

5. Soliciting, Vending, and Debt Collection

Soliciting, vending, advertising, and private debt collecting are prohibited, unless approved for local or national fund drives.

6. Photographs

No photographs may be taken within the grounds of the USUHS without prior approval of the Director, OUA and notification to the Director, Security Division. This includes any advertising or commercial photography.

7. Animals

Only government-owned or government-procured animals are admitted on the USUHS grounds. Other animals, such as pets, will not be admitted to the USUHS facilities, to include the parking garage, without prior approval from the Director, LAM and/or the USUHS Security Officer.

8. Traffic

Drivers entering the USUHS property must drive safely, follow all traffic signs and directions given by authorized individuals, and refrain from all forms of illegal parking or speeding.

9. Signs

All persons on the USUHS property must comply with all officially-posted signs.

10. Weapons and Explosives

Except for official purposes, all firearms, explosives, materials for explosives or incendiary devices, and other deadly weapons are prohibited on the USUHS campus.

11. Parking

During secure hours (1900-0600 hours) parking is restricted to the tunnel, trucks/vans area and the area above trucks/vans. The lower levels of the parking garage will not be used and barricades will be in place unless overflow conditions require the use of the lower parking levels. It is illegal on the NNMC base to leave animals/children unattended in parked vehicles for any length of time.

12. Key Control

Per USUHS Instruction 5211[c], the USUHS Security Officer (Key Control Officer) is responsible for the USUHS Key Control Program and all security-related key and lock control functions. Spare keys will be secured in a locked key box and a key inventory will be maintained. Duplicate keys will be provided by Facilities only. Personnel must not obtain duplicates of government keys from outside sources.

13. Storage of Controlled Substances

Security and storage measures for controlled drugs will be in compliance with rules and regulations prescribed by USUHS Instruction 6404[h].

Security, storage, and control of radioactive materials will be in compliance with the rules and regulations prescribed by the USUHS Radiation and X-Ray Safety Committee.

14. Receipt of a Bomb Threat

Any person receiving a bomb threat will follow the procedures as outlined in USUHS Instruction 3000[g] and internally established procedures.

15. Reporting of Offenses

Personnel witnessing and/or having knowledge of an offense or alleged offense occurring on the USUHS complex must immediately report the offense to the Security Division at 295-3033.

Notification may be done in person or by telephone. If desired, the caller may remain anonymous and confidentiality will be maintained to the maximum extent permitted by law or regulation.

16. Motor Vehicle Accident Investigation

Motor vehicle accidents will be investigated by NNMC Security personnel. Accidents that result in extensive property damage and/or personal injuries are investigated thoroughly to determine cause of accident, contributing factors, and possible corrective action to avoid recurrences.

Attachments:
1. USUHS Form 5306
2. SF Form 700
3. SF Form 702

USUHS EQUIPMENT/FURNITURE REQUEST

Date

REQUEST FOR: ☐ ISSUE ☐ TURN-IN ☐ TRANSFER ☐ [redacted] PASS
(Only 1 type per request)

Date Required

ACTIVITY OR DEPARTMENT

[redacted] ACCOUNT NO.

TELEPHONE NUMBER

SIGNATURE OF PROPERTY CUSTODIAN

[redacted] PERTY PASS ONLY

[redacted] E

Tag Number	Description	[redacted] From Location	To Acct. No.	To Location	Document No.

LOGISTICS USE ONLY		[redacted] RECEIPT OF PROPERTY ACKNOWLEDGED	
Date Received	Log Control Number	[redacted] f Losing Custodian	
Approving Authority		[redacted] f Warehouse	Date
Posted Init. & Date	QC Init. & Date	Property Received by/Signature of Gaining Custodian	Date

USUHS FORM 5306 (REV) (LOG) 12/86

1. Property Management Branch's Copy OR Property Pass

★ U.S. GPO: 1997-418-296/41940

Preparation Instructions on
Reverse Side of Number 5 Copy

Enclosure 3
Attachment 1

☆U.S. GOVERNMENT PRINTING OFFICE: 1987— 179-285

SECURITY CONTAINER INFORMATION

INSTRUCTIONS

1. COMPLETE PART 1 AND PART 2A (ON END OF FLAP).
2. DETACH PART 1 AND ATTACH TO INSIDE OF CONTAINER.
3. MARK PARTS 2 AND 2A WITH THE HIGHEST CLASSIFICATION STORED IN THIS CONTAINER.
4. DETACH PART 2A AND INSERT IN ENVELOPE.
5. SEE PRIVACY ACT STATEMENT ON REVERSE.

1. AREA OR POST (If required)	2. BUILDING (If required)	3. ROOM NO.
4. ACTIVITY (DIVISION, BRANCH, SECTION OR OFFICE)		5. CONTAINER NO.
6. MFG. & TYPE CONTAINER	7. MFG & TYPE LOCK	8. DATE COMBINATION CHANGED
9. NAME AND SIGNATURE OF PERSON MAKING CHANGE		

10. Immediately notify one of the following persons, if this container is found open and unattended.

EMPLOYEE NAME	HOME ADDRESS	HOME PHONE

1. ATTACH TO INSIDE OF CONTAINER

700-101
NSN 7540-01-214-5372

STANDARD FORM 700 (8-85)
Prescribed by GSA/ISOO
32 CFR 2003

WARNING

WHEN COMBINATION ON PART 2A IS ENCLOSED, THIS ENVELOPE MUST BE SAFEGUARDED IN ACCORDANCE WITH APPROPRIATE SECURITY REQUIREMENTS.

DETACH HERE

CONTAINER NUMBER

COMBINATION

_____ turns to the (Right) (Left) stop at _____
_____ turns to the (Right) (Left) stop at _____
_____ turns to the (Right) (Left) stop at _____
_____ turns to the (Right) (Left) stop at _____

WARNING

THIS COPY CONTAINS CLASSIFIED INFORMATION WHEN COMBINATION IS ENTERED.

UNCLASSIFIED UPON CHANGE OF COMBINATION.

2A INSERT IN ENVELOPE

SF 700 (8-85)
Prescribed by
GSA/ISOO
32 CFR 2003

Enclosure 3
Attachment 2

SECURITY CONTAINER CHECK SHEET

TO (if required)	THRU (if required)

CERTIFICATION

I CERTIFY, BY MY INITIALS BELOW, THAT I HAVE OPENED, CLOSED OR CHECKED THIS SECURITY CONTAINER IN ACCORDANCE WITH PERTINENT AGENCY REGULATIONS AND OPERATING INSTRUCTIONS.

MONTH/YEAR

DATE	OPENED BY		CLOSED BY		CHECKED BY		GUARD CHECK (if required)	
	INITIALS	TIME	INITIALS	TIME	INITIALS	TIME	INITIALS	TIME

FOLD HERE—REVERSE FOLD FOR FULL USE OF BOTH SIDES—FOLD HERE

SECURITY CONTAINER CHECK SHEET

FROM	ROOM NO.	BUILDING	CONTAINER NO.

CERTIFICATION

I CERTIFY, BY MY INITIALS BELOW, THAT I HAVE OPENED, CLOSED OR CHECKED THIS SECURITY CONTAINER IN ACCORDANCE WITH PERTINENT AGENCY REGULATIONS AND OPERATING INSTRUCTIONS.

MONTH/YEAR

DATE	OPENED BY		CLOSED BY		CHECKED BY		GUARD CHECK (if required)	
	INITIALS	TIME	INITIALS	TIME	INITIALS	TIME	INITIALS	TIME