

COMSCINST 5521.1A	COG CODE N15	DATE 18 MAY 1993
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DEPARTMENT OF THE NAVY
COMMANDER MILITARY SEALIFT COMMAND
WASHINGTON NAVY YARD BLDG 210
901 M STREET SE
WASHINGTON DC 20398-5540

COMSCINST 5522.1A
N15
18 May 1993

COMSC INSTRUCTION 5522.1A

Subj: RANDOM SECURITY INSPECTION AUTHORIZATION

Ref: (a) U.S. Navy Regulations, Article 0826
(b) OPNAVINST 5530.14B
(c) OPNAVINST 5510.1H

Encl: (1) Authorization to Conduct Personnel Security Inspection

1. Purpose. To conduct random security inspections on ALL personnel, (contractors, military and civilian employees) entering and existing Headquarters, Military Sealift Command (MSC) and MSC Central Technical Activity (MSCCENTACT) buildings 210 and 157.

2. Cancellation. COMSCINST 5522.1.

3. Background. Per reference (a), the Commanding Officer/Commander shall take appropriate action to safeguard personnel, to prevent unauthorized access to installations, equipment, material and documents and to safeguard them against acts of espionage, sabotage, damage, theft and terrorism. This responsibility encompasses the authority to take necessary and proper measures provided by law, regulations and customs of the Naval Service to prevent contraband from being introduced onto or removed from the confines of Headquarters, MSC and MSCCENTACT.

4. Policy. The policy of the Commander, Military Sealift Command (COMSC) is to use all legal means to detect and prevent the introduction of prohibited items (firearms, drugs, explosives, photographic equipment, etc.) and to protect and prevent the unauthorized removal of government property and material. References (b) and (c) authorize the routine random inspection of personnel exiting and entering MSC an MSCCENTACT when such inspections are directed by the Security Officer.

18 May 1993

5. Definitions

a. Inspections - For the purpose of this instruction, an inspection is an examination of the whole or part of a unit, organization and installation, including an examination conducted as an incident of command. The primary purpose of such an examination is to determine and ensure the security, military fitness or good order and discipline of the unit, organization and installation. An inspection may include an examination to locate and confiscate contraband when such property would adversely affect the security, military fitness or good order and discipline of the command and when the examination is previously scheduled.

b. Contraband - For the purpose of this instruction, contraband is any substance or item which may not be lawfully possessed by the person exercising immediate and direct control, i.e., illegal drugs and drug paraphernalia, weapons, explosive substances, government property, to include classified materials for which the holder possesses no written authorization.

6. Procedures. The Security Officer or his/her designated representative will provide the Security Guards with a written order in the form provided at enclosure (1), specifying the time, date, location and numerical sequence to identify those individuals to be inspected. The following procedures will be strictly adhered to by all security personnel while performing authorized random inspections.

a. A pre-brief of all personnel assigned to the inspection team(s) will be conducted by the Security Officer or his/her designated representative. The pre-brief will cover assignments, procedures, the duration and location of the inspection, the numerical sequence of individuals to be inspected, the scope of the inspection and documentation procedures.

b. The inspection team(s) consisting of a team leader and at least one other member, will be directed to the appropriate entry or exit point by the Security Officer to control traffic as directed in the pre-brief.

c. When the inspection period begins, the team leader will count the individuals until the number indicated by the Security Officer or his/her designated representative is reached. That individual will be directed into the inspection area and inspected.

d. Once an individual has been identified, all other traffic will be allowed to continue until such time as the inspection team completes that particular inspection. Completion occurs when the last hand-carried item is inspected. Upon conclusion of the inspection, the inspector will notify the team leader who will then begin a new numerical count to identify the next individual for inspection.

e. All individuals will be inspected by checking identification and by inspecting bags, parcels, briefcases, purses, etc.

f. If, as a result of an inspection, an incident complaint report, arrest or apprehension is required to be made by an inspection team, the team will cease inspecting until it has completed all required reports. Upon completion of its reports, the team will report to the inspection team leader that it is ready to continue.

g. Once an inspection period has begun, any individual identified for inspection will be inspected unless specifically exempted from inspection by the COMSC or his designated representative.

h. It is the policy of the COMSC that in the event that any items of contraband are found, they will be seized, the employee will be detained and the handling of item(s) and the case will be processed per standard operating procedures of the Washington Navy Yard law enforcement personnel.

i. When available, a military working dog may be used to conduct inspections.

j. The Security Officer is authorized to cancel scheduled inspections during emergency situations. Should this be necessary, he/she will immediately inform the Commander, or his designee, of the circumstances regarding the cancellation.

7. Responsibility. The Security Officer is responsible for ensuring compliance with this instruction by all personnel.

Distribution:
COMSCINST 5000.19
List I Case A, B)
List II Case A, B)

AUTHORIZATION TO CONDUCT PERSONNEL SECURITY INSPECTION

N15E/FDC/fdc

MEMORANDUM

From: Security Officer
To: MSC Security Guards

Subj: RANDOM SECURITY INSPECTIONS

Ref: (a) OPNAVINST 5510.1H

1. In accordance with reference (a), you are hereby directed to conduct a random security inspection on all individuals entering and exiting Headquarters, Military Sealift Command and MSC Central Technical Activity.
2. All items carried in or out of buildings 157 and 210 are subject to inspection. Items include but are not limited to briefcases, attaches, purses, gym bags, boxes, parcels and containers.
3. The inspection will be conducted between the hours of _____ and _____ on _____. Every _____ incoming individual and every _____ outgoing individual will be subjected to inspection.
4. As set forth in reference (a), when items are selected for inspection, you will ask the individual to open the item. You will visually inspect the interior of the item. If necessary, you will ask the individual to move the contents for better visibility. When the inspection is complete, you will advise the individual to close the item.
5. Refer any questions or problems to the Security Officer at x37137 or x37138.

K. C. GUTIERREZ