

COMSCINST 5530.3B	COG CODE N3/5	DATE 15 SEP 1992
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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 5530.3B  
N3  
15 September 1992

COMSC INSTRUCTION 5530.3B

Subj: MSC SHIP PHYSICAL SECURITY

- Ref: (a) CNO WASHINGTON DC 022094Z JUN 86 (*NOTAL*)  
(b) COMSCINST 3121.9  
(c) ALLOWANCE EQUIPAGE LIST (*AEL*) # 2-320024362 (*NOTAL*)  
(d) OPNAVINST 5530.13A (*NOTAL*)  
(e) COMSCINST 9670.1E (*NOTAL*)  
(f) OPNAVINST 5530.14B (*NOTAL*)  
(g) COMSCINST 5040.2C (*NOTAL*)

- Encl: (1) Use of Force  
(2) Minimum Physical Security Standards - **CONDITION ALPHA**  
(3) Minimum Physical Security Standards - **CONDITION DELTA**  
(4) Minimum Physical Security Standards - Layberths  
(5) Shipboard Education Program  
(6) Physical Security Equipment (*including small arms*)  
(7) Security Lighting  
(8) Physical Security Officer (*PSO*)  
(9) Intrusion Alarm System  
(10) Bomb Threat Response Guidance  
(11) Gangway and RO/RO Ramp Watch  
(12) Access Control/Gangway Log/Badges  
(13) Deck/Roving Patrol  
(14) Circulation Control/Restricted Areas  
(15) Deck Watch Officer (*DWO*)  
(16) Public Affairs Response to Threat Guidance  
(17) Inspections and Surveys  
(18) Piracy and Potential Threats  
(19) Ship Physical Security Plan/Security Bill  
(20) Sample Security Plan

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1. Purpose. To establish MSC policy and provide guidance for the physical security of USNS CIVMAR and USNS contract-operated ships, MSC chartered ships and activated RRF ships. This instruction is a complete rewrite and should be read in its entirety.

2. Cancellation. COMSCINST 5530.3A.

3. Scope. This instruction is applicable to all MSC ship layberths and all MSC ships, with the exception of those under spot, voyage and consecutive voyage charters.

4. Discussion

a. Ship physical security must be responsive to changing threats and addressed from a variety of perspectives including operations, training, equipment or hardware acquisition and maintenance, contracting and coordination with other commands/agencies.

b. Notwithstanding the fact that small arms are provided or required for certain MSC ships, the measures to curtail hostile intentions as set forth in this directive are primarily passive in nature. However, if a hostile situation occurs and the safety and security of the ship, cargo or crew are in jeopardy, the Master should utilize available resources to take appropriate actions to counter the threat. Small arms supplied or required by MSC are solely for the purpose of making available a full range of options to enable the Masters of these ships to exercise their contractual and legal obligations to protect the ships and cargoes under their care. Enclosure (1), in implementation of reference (a), provides guidance on the use of force but does not constitute an order, direction or authorization regarding the use of force.

c. The most effective safeguard in potentially hazardous areas or situations is an intelligent analysis and realistic appraisal of the threat potential. Masters must be prepared to identify and report threat situations as well as to initiate a defense to minimize/prevent loss of life, destruction of property or disruption of mission. MSC Area/Subarea Commanders shall continually monitor the threats in their AOR and ensure ships are informed by the most expedient means available.

d. Effective MSC ship physical security shall incorporate the following general principles:

(1) A ship security program emphasizing prevention.

(2) Procedures to attain appropriate levels of security to accommodate changing threat environments.

(3) Integration of basic security procedures and practices with daily operational procedures.

(4) A high level of security awareness and commitment by all ship and shore personnel.

e. Enclosure (2), **CONDITION ALPHA** requirements, is always in effect. Enclosure (3), **CONDITION DELTA** measures or portions thereof, is in addition to **CONDITION ALPHA** requirements and respond to an increased threat. Enclosure (4) provides the minimum physical security requirements for MSC layberths. After determining the existence of a threat requiring **CONDITION DELTA** measures, cognizant MSC commanders, and in particular Masters, shall take action to ensure an appropriate security posture. Masters shall advise their operational commanders and Area/Subarea Commander of action taken and any additional resources required.

f. Enclosures (5) through (19) provide detailed guidance for the implementation of MSC's minimum security standards. These minimum security standards shall be exceeded as deemed necessary by all MSC subordinate commands, including Masters. Enclosure (20) is a sample shipboard security plan. The sample shipboard security plan shall be modified to include specific ship requirements and ensure consistency with this instruction.

g. The ultimate responsibility for safety and security of the ship, cargo and crew rests with the Master, who plays a key role in determining what actions are necessary and appropriate. Vigilance and threat awareness on the part of individual crews remain the key to prevention. Masters will be assisted in safeguarding their ships by MSC Headquarters and MSC subordinate commands, as well as other Navy, DOD and host nation commands.

h. Some security measures taken during **CONDITION DELTA** are manpower intensive. Personnel augmentation and material will normally be provided by sources external to the ship. However, this augmentation may not always be readily available. Masters (*in some cases, owners/operating companies*) must plan for and in an emergency be prepared to meet **CONDITION DELTA** requirements for a period of up to 72 hours without external support.

5. Action. All MSC Headquarters Directors/Special Assistants, subordinate commands and MSC ships (*USNS and chartered*) will ensure that directives, operating instructions and training are consistent with the policies and procedures outlined in this instruction. These policies and procedures may be developed by subordinates in greater depth, exceeded or added to within reasonable limits.

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a. COMSC

(1) The Inspector General (*N00I*) will:

(a) Review physical security category of ship command inspections and assess program status and effectiveness.

(b) Ensure proper follow-up for correction of problems concerning ship physical security identified during ship command inspections.

(2) The Director, Records Management Division (*N002I*) will disseminate, when requested, OPNAV and COMSC security instructions.

(3) The Personnel, Manpower and Management Director (*NI*) will:

(a) Assist the ship physical security manager in developing and validating/auditing ship physical security training.

(b) Promulgate training requirements to Area Commands.

(c) Review Area Commanders' ship physical security training programs for conformance to COMSC program objectives.

(4) The Office of Counsel (*N2*) will, when requested, review and advise the Operations Director (*N3*) of legal implications of ship physical security policies and actions.

(5) *N3* will coordinate and direct all aspects of ship physical security for Commander, Military Sealift Command.

(6) The Logistics Director (*N4*) will:

(a) Coordinate with Navy, DOD and commercial activities regarding supply support of physical security items for MSC ships.

(b) Maintain liaison with the Contracting Director (*NI0*) to ensure that contract operators of Government-owned ships and ships chartered by MSC maintain and administer government-furnished physical security equipment and property in accordance with the terms of the contract/charter.

(c) Ensure ship allowance lists accurately reflect physical security equipment/hardware required to carry out the intent of this instruction.

(7) The Engineering Director (*N7*) will:

(a) Ensure the material readiness of ship physical security systems aboard MSC ships.

(b) Prepare annual budget request for installation, maintenance and repair of ship physical security systems.

(c) Maintain liaison with N10 to ensure operating contracts contain adequate provisions for maintenance, repair and/or installation of required ship physical security systems.

(d) Develop work items/TRANSALTs for required physical security systems identified by N3.

(8) The Contracts and Business Management Director (*N10*) will:

(a) Ensure that all operating contracts and charters (*existing and new*) provide for the accomplishment of the ship physical security standards set forth in this instruction.

(b) Ensure that Area/Subarea/Squadron Commanders are delegated sufficient contracting authority to quickly respond to any emerging additional physical security requirements.

b. COMSC Ship Physical Security Manager will:

(1) Maintain policy oversight for the MSC Ship Physical Security Program.

(2) Under the direction of N3, coordinate all aspects of ship physical security for Commander, Military Sealift Command. Represent N3 in all matters pertaining to ship security.

(3) Publish and maintain command ship physical security policy and minimum standards.

(4) Review all physical security inspections, assists and exercises and ensure correction of any deficiencies noted.

(5) Conduct physical security inspections, surveys and assists as required.

(6) Coordinate with appropriate MSC Headquarters Directors/Special Assistants for the installation/purchase of required physical security systems/equipment.

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(7) Maintain liaison with N10 to ensure operating and time charter contracts contain adequate provisions for physical security as required by this instruction.

(8) Review sponsor requirements above those currently set forth in this instruction and forward to N10 via N3 recommendations for contractual action.

(9) Identify the security training requirements. Coordinate the development of the required training and validate security training as required.

c. MSC Area/Subarea Commanders will:

(1) Assign a command ship physical security manager.

(2) Implement policies, minimum physical security standards and actions established in this directive.

(3) Verify that a PSO has been designated in writing, a copy of this instruction is held by and the minimum required security equipment is on board each MSC ship under their administrative control.

(4) Conduct periodic inspections of ships under their operational control to ensure compliance with minimum physical security policies and standards using, but not limited to, penetration exercises.

(5) Develop an inspection follow-up program including, but not limited to, physical security assist visits.

(6) COMSCLANT and COMSCPAC shall establish and maintain a ship physical security training program for the PSO and appropriate officers and crewmembers. They shall obtain quotas, as appropriate, for shipboard and shore-based personnel at available U. S. Navy schools and ensure the required physical security training (*including small arms qualification*) is conducted for all personnel who perform security duties.

(7) Provide for the receipt of threat analyses and intelligence from Navy operational commanders and other sources. Ensure MSC ships operating in their AOR are provided the same, and maintained at an appropriate level of security at all times.

(8) Ensure that MSC ships transiting areas where there is a threat of piracy are forewarned of possible pirate activity.

(9) When appropriate arrange for the enhancement of the physical security of ships in their AOR through the use of military, contract and/or host nation security forces.

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(10) When circumstances dictate, coordinate the establishment of safety and security zones around MSC ships with the USCG Captain of the Port (*COTP*) or host nation equivalent.

d. Squadron Commanders will:

(1) Assign a command ship physical security manager.

(2) Implement the policies, minimum ship physical security standards and actions established in this directive.

(3) Verify that a PSO has been designated in writing for each squadron ship.

(4) Conduct periodic inspections of ships under their command to ensure compliance with minimum ship physical security program policies and standards using, but not limited to, such means as penetration exercises. Use MSC 4330/28, *Contract Discrepancy Report*, to report noncompliance of physical security requirements contained in this instruction and/or operating contracts/charters and forward to COMSC (*N3*) for action.

e. Commanding Officers, MSC Offices/MSC Representatives will:

(1) Assist MSC Area/Subarea/Squadron Commanders in maintaining the MSC ship physical security program in their location.

(2) Report all security deficiencies based on the minimum requirements set forth in this and Area/Subarea/Squadron Commanders instructions to their cognizant authority.

f. MSC contract and charter operators will, in accordance with the terms of their contract and/or upon incorporation of this directive into a contract by modification, comply with and support the provisions of this directive.

g. Masters will:

(1) Be responsible for the safety and security of their ship, cargo and crew in accordance with maritime law.

(2) Take any action within their authority and capability to prevent or minimize the loss or damage of their ship/cargo from theft, espionage, sabotage and other criminal activities.

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(3) Assign an officer, in writing, as PSO and provide guidance for the performance of this function.

(4) Ensure the minimum security standards set forth in this instruction and other written/oral instructions are carried out to the best of their ability.

(5) Use the resources provided by Navy operational commanders, host nation or other sources to enhance the security of their ships.

(6) Publish and keep current a physical security plan, physical security bill and bomb threat response plan which is tailored to the specific requirements of their ship.

(7) Ensure appropriate members of their crew receive adequate shipboard training and, when required formal training to carry out physical security requirements. Shipboard training and drills shall be conducted at least quarterly.

(8) Include physical security readiness as a separated item in the Masters assessment report for command inspections.

Distribution:

*(See page 9)*

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COMSCINST 5000.19

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## USE OF FORCE

1. Purpose. Incidents of piracy, terrorism and civil disturbances clearly indicate a need to provide precise guidance with respect to maintaining ship security. Appropriate levels of force are required to control/prevent incidents and minimize the number of situations in which deadly force needs to be employed. This enclosure establishes a uniform policy and guidelines concerning use of force by ship personnel.

2. Policy. There is no impediment in law to the defensive arming of crews of MSC ships, whether they are private sector mariners or CIVMARs. Both are entitled to exercise the right of self-defense in response to hostile acts or hostile intent. This is true both in times of peace and during armed conflict. Personnel engaged in security activities will avoid the use of force when the assigned responsibilities can be discharged without resort to its use. If security responsibilities cannot be discharged without resort to the use of force, personnel shall use the minimum amount of force necessary to discharge their assigned responsibilities. Deadly force may be used only under the circumstances discussed in paragraph 4e and subject to the restrictions set forth in paragraph 5 below.

### 3. General

a. In a peacetime environment, an actual or threatened imminent attack may be deflected by application of that force which is necessary and appropriate to terminate or forestall the attack, where no reasonable alternative is available. Furthermore, one need not wait to receive an actual attack prior to responding in self-defense. Anticipatory measures that are appropriate to forestall a clearly imminent attack are permitted under international law. This guidance is applicable only for the ship physical security measures taken pursuant to the implementation of the provisions of this instruction. At no time does this guidance supersede or abrogate the Master's absolute right to decide all matters regarding the issuance, handling, custody and/or use of weapons/firearms aboard his ship or constitute an order, direction or authorization regarding the use thereof. This guidance does not direct any violation of contract terms between MSC and ship owners/operators or between ship owner/operators and crewmembers' or officers' unions or of any crewmembers or officers articles or contracts of employment. If this guidance conflicts in any way with such contracts or articles, or U.S. or host country law, the contract, articles or law will have precedence and this guidance will be null insofar as conflict is evident.

b. The possession and use of weapons by security personnel who are not members of the ship's crew will be in accordance with guidance of the U.S. military service providing such personnel or in accordance with the laws of the host country whose nationals are providing security (*consistent with U.S. law*) as applicable to a U.S. flag vessel engaged in U.S. Government business and as concurred with by the ship's Master.

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4. Methods. The following establishes the levels of force in the order in which they should be applied and details the methods and tactics utilized in achieving the various levels of force.

a. Verbal Command. The verbal command is the ideal method of control since it results in the desired degree of control with no physical effort being exerted, and minimizes the prospect of physical injury. A response by a crewmember to a lawful command at sea by the Master or his officers is mandated by law. A problem arises when the ship is faced with controlling non-crewmembers who believe that they are not subject to the orders of the Master and whose objective is to willfully assault the ship and her crew. In these instances the verbal command is usually ineffective.

b. Physical Force. Direct physical contact is not a very attractive application of force since the outcome is never certain. For this reason, the ship's security personnel should avoid actual physical contact except as required for handcuffing, searching or other controlled evolutions. One-on-one contact must be avoided unless it is required by a surprise situation. The security force member should protect himself until he can back away, and then proceed to the next higher level of force required to control the attacking individual. Once the resisting individual is restrained, the use of physical force will be confined to assisting the movement of the perpetrator from one location to another.

(1) On board ship, the use of a fully charged fire hose putting forth a solid stream of water can be a very effective application of physical force which avoids direct contact during the early phase of an attempt to gain entry to the ship.

(2) By restricting the access to, or movements aboard a vessel, physical barriers, such as locked doors, can be used to prevent an outsider from reaching his objective.

c. Chemical Agent Control. The main chemical control agents used by DOD is identified as CN or CS. The effect of these agents are temporary in nature lasting no longer than 15 minutes. This amount of time is generally enough to gain physical control of the individual or group and to apply restraining devices. CN and CS are classified as non-lethal since there are generally no significant after effects when properly used. Physiological effects are immediate and there is a high margin of safety. The use of chemical control agents should always be considered early in a confrontation situation where the other party is advancing on a member of the security force. It will usually stop the assault.

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d. Baton Control. When used properly, the baton offers a higher level of non-lethal control. The objective in the use of the baton is to subject the resisting individual to pain of sufficient magnitude so as to convince him to submit to authority in order to avoid further pain. The user of the baton must know how to apply the baton to acceptable striking areas in order to gain an adequate response. The following parts of the body are off limits to striking:

- (1) Head
- (2) Neck, front and side
- (3) Stomach area
- (4) Groin
- (5) Spine

The baton may be considered for use when attempting to control an individual who is threatening with a non-lethal weapon or when attempting to control a group of individuals who are unarmed but threatening. The exposed baton is a good show of force "*signal*" to individuals considering a confrontation. Frequently all that is necessary to gain control is a single well placed strike. Continued repeated strikes are generally not necessary and indiscriminate use may result in severe or lethal injury.

e. Deadly Force. Deadly force is the force that a person uses causing, or that a person knows or should know would create a substantial risk of causing death or serious bodily harm. Deadly force may be used only under the circumstances discussed below and subject to the restrictions set forth in paragraph 5 of this enclosure. Its use is justified only under conditions of extreme necessity, and as a last resort, when all lesser means have failed or cannot be reasonably employed and only under one or more of the following circumstances.

(1) Self-Defense. When deadly force appears to be necessary to protect security personnel who reasonably believe themselves to be in imminent danger of death or serious bodily harm.

(2) National Security. When deadly force reasonably appears to be necessary to prevent the actual theft or sabotage of assets vital to the national security. Assets shall be specifically designated as "*vital to national security*" only when their loss, damage or

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compromise would seriously jeopardize the fulfillment of a national defense mission. Examples include nuclear weapons; nuclear command, control and communications facilities and designated restricted areas containing strategic operational assets, sensitive codes or special access programs.

(3) Property Not Involving National Security But Inherently Dangerous To Others. When deadly force reasonably appears to be necessary to prevent the actual theft or sabotage of property, such as operable weapons or ammunition which is inherently dangerous to others, i.e., property which, in the hands of an unauthorized individual, presents a substantial potential danger of death or serious bodily harm to others. Examples include high risk portable and lethal missiles, rockets, arms, ammunition, explosives, chemical agents and special nuclear material.

(4) Serious Offenses Against Persons. When deadly force reasonably appears to be necessary to prevent the commission of a serious offense involving violence and threatening death or serious bodily harm. Examples include murder, armed robbery and aggravated assault.

(5) Arrest or Apprehension. When deadly force reasonably appears to be necessary to apprehend or prevent the escape of a person reasonably believed to have committed an offense of the nature specified in d(2) through d(4) above.

(6) Escapes. When deadly force has been specifically authorized by competent authority and reasonably appears to be necessary to prevent the escape of a prisoner, provided security personnel have probable cause to believe that the escaping prisoner poses a threat of serious bodily harm either to security personnel or others.

f. In order to comply with local law, a Master may impose further restrictions on the use of deadly force if in his judgment such restrictions would not unduly compromise important security interests of the Government.

g. In situations where the protection of nuclear weapons is involved, the security criteria and standards for such protection as outlined in reference (a) will apply.

5. Additional Considerations Involving Firearms. If, in any of the circumstances set forth above, it becomes necessary to use a firearm, the following precautions will be observed, provided it is possible to do so consistent with the prevention of death or serious bodily harm.

a. Firing a warning shot is a safety hazard and is prohibited.

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b. When a firearm is discharged, it will be fired with the intent of rendering the person(s) at whom it is discharged incapable of continuing the activity or course of behavior prompting the individual to shoot.

c. Shots shall be fired only with due regard for the safety of innocent bystanders.

d. In the case of holstered weapons, a weapon should not be removed from the holster unless there is reasonable expectation that use of the weapon may be necessary.

e. On certain types of ships carrying dangerous cargo, the areas for safe discharge and use of each type of firearm will be designated so as to avoid the ignition of cargo or generated vapors, consistent with the maintenance of maximum security of the ship.

6. Personal Liability Considerations Involving Deadly Force. Whenever a person employs deadly force, there is risk of personal liability for the harm or injury inflicted. Employment of deadly force in foreign jurisdictions may entail the risk of being subjected to foreign civil or criminal charges or suit. There is no law which would ensure immunity from trial or suit in such jurisdiction under local law to either CIVMARs or contractor personnel. The generally applicable standard for acceptable force is the same as that which will sustain a defense of "self-defense," i.e., whether the nature, amount and use of the force was reasonably justified in light of all the relevant circumstances.

7. Instructions. The authority to arm security personnel is vested in the Master. In the exercise of this authority, the Master will be guided by the following considerations.

a. No person will be armed unless he/she is currently qualified in the use of assigned weapons. In order to qualify, personnel performing security duties must satisfactorily complete the small arms training course outlined in reference (b).

b. Personnel shall not be permitted to perform security duties requiring the use of weapons until they have received instruction on applicable regulations for the use of deadly force in the performance of such duties. Additionally, instruction will be given quarterly to all shipboard security personnel assigned to these duties to ensure that they continue to be thoroughly familiar with all restrictions on the use of deadly force.

**MINIMUM PHYSICAL SECURITY STANDARDS  
CONDITION ALPHA**

1. PSO designated in writing.
2. 24-hour Deck Watch Officer.
3. Ship Security Plan (*concept/how-to document*).
4. Ship Security Bill (*personnel assignments*).
5. Bomb Threat Response Plan (*what to do when*).
6. All topside watch personnel equipped with hand-held communications devices and whistles.
7. Visitor/vendor access badges.
8. Conduct random searches of personnel entering or leaving the ship, as directed.
9. Intrusion alarm system capable of being activated from the quarterdeck.
10. A watchstander assigned (*either military, ship's company or contract security guard*) and access/circulation control procedures in effect on all active ladders, ramps and gangways.
11. All ladders, ramps and gangways raised and/or secured when not in use.
12. Rat guards utilized alongside the pier and chain hawse covers in place when at anchor.
13. Ship's lighting utilized to the maximum extent to illuminate main deck, all active accesses, inboard and outboard sides during periods of darkness.

**MINIMUM PHYSICAL SECURITY STANDARDS  
CONDITION DELTA**

1. All **CONDITION ALPHA** requirements.
2. All topside watch personnel will carry a police style baton.
3. Access to the ship restricted to official business only.
4. All bags and packages searched and inspected.
5. Crew liberty/shore leave modified, as appropriate or directed, to ensure sufficient personnel are retained onboard to effectively implement the security measures in effect.
6. Additional lighting utilized to the maximum extent to illuminate outboard sides including waterline during periods of darkness.
7. Firehoses laid out at all active accesses and capable of being manned and charged within 2-minute notice.
8. Capability to respond to incoming messages and to dispatch outgoing messages rapidly at all times.
9. Request through the cognizant Area/Subarea Commander, operational chain of command or U.S. Defense Attaché's Office (*USDAO*):
  - a. If in CONUS, that a USCG safety or security zone be established as circumstances require.
  - b. If out-CONUS, that the host nation equivalent to these zones be established.
10. Additional personnel posted topside, e.g., roving patrols and/or lookouts, to ensure ship's perimeter not visible from the brow or bridge is under surveillance at all times. These personnel may be military, ship's company, host nation military or contract guard/security personnel.
11. Request additional assistance, as required, from Area/Subarea Commander or operational chain of command.

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**MINIMUM PHYSICAL SECURITY STANDARDS  
COMMERCIAL FACILITY LAYBERTH FOR MSC CONTROLLED SHIPS**

1. All commercial facility layberths permanently assigned to MSC ships that are normally in ROS status shall, at a minimum, provide the following:
  - a. Access control to prevent unauthorized personnel and/or vehicles from approaching closer than 100 feet to the vessel or its moorings.
  - b. Bonded (and capable of being armed) security guard at the layberth access control point.
  - c. Direct breach of security alarm system from layberth to the ship and local police/fire department.
  - d. Ability to implement, when directed:
    - (1) Armed roving patrol at the layberth.
    - (2) Physical barriers to prevent vehicle access.
    - (3) Coast Guard safety or security zone.

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## SHIPBOARD EDUCATION PROGRAM

1. General. Every crewmember has a security responsibility at all times. Ship-wide security consciousness and awareness must be reinforced by a continuous, vigorous and forceful shipboard security program. The Master shall, with the assistance of his cognizant MSC administrative Area Commander, establish and promote a security education program aboard ship and serve as the training coordinator for this program. This program shall ensure that all assigned personnel, military and civilian, recognize, understand and are capable of carrying out their responsibilities regarding security. Security education must stress that security is everyone's business, and all crewmembers must understand their role in the shipboard physical security program.

### 2. Objectives

- a. Encourage prompt reporting of security breaches.
- b. Seek to eliminate security infractions and violations.
- c. Enhance ship defenses against espionage, sabotage and pirate or terrorist attack.
- d. Provide feedback for improving protective measures.
- e. Instill security consciousness which will solicit potential threat information.
- f. Familiarize crewmembers with the procedures established in the ship's security plan, bomb threat response plan and security bill.
- g. Advise all personnel of the prohibition against discussing classified information over unsecured telephones or in any manner that permits interception by unauthorized persons.
- h. Inform all personnel of the penalties for engaging in espionage activities and violations of security regulations.
- i. Inform all personnel of the requirement to report any suspicious contact, however casual or seemingly innocent.
- j. Educate security personnel in procedures and tactics to prevent and/or control intruders.

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3. Security Education Program

a. All newly assigned personnel, regardless of position, shall be given a security indoctrination. The reading of printed security regulations alone is not sufficient to ensure understanding. Indoctrination will consist of an orientation on the need for and dangers to security and of the individual's responsibility. It shall include a discussion of those hazards common to all personnel, with emphasis on the danger of loose talk and operational carelessness. It shall define security measures in effect (*e.g., visitor badge system, access control, watchstanding procedures, etc.*). Further instructions shall be provided on the individual's assignment.

b. In order to ensure the proper state of readiness and proficiency, security training shall be conducted quarterly. All members of the ship's reaction force and other personnel who may be required to perform security duties, including all ship's officers, shall participate in quarterly security training. Specifics relating to quarterly shipboard training can be found in Chapter 5 of reference (b).

4. Small Arms Training. The objective of small arms training is to ensure that a sufficient number of ship's personnel are qualified to safely and effectively use and maintain firearms. To this end, adequate instruction is required concerning policies, procedures and regulations governing the carrying, utilization and safety practices relating to firearms. Unless otherwise directed, the minimum number of personnel required to be qualified will be the Master and four others designated by him. Chapter 5 of reference (b) details the specifics relating to small arms training.

5. Records and Reporting

a. Ship PSOs shall maintain a security journal/log. This journal/log shall be all inclusive and, at a minimum, include the following:

- (1) Names and rates of reaction force team members.
- (2) Names of all personnel on board who are small arms qualified and dates of qualification.
- (3) Dates and names of personnel participating in small arms familiarization firing.
- (4) Dates and specifics of quarterly drills.
- (5) Breaches of security and incidents.

- (6) Surveys and inspections.
- (7) Security measures in effect and why.

This journal/log shall be made available to MSC personnel or their representatives upon request.

b. Physical security training and drills shall be reported in the Training and Drills Report (*MSC 12410/5*) which is submitted to the appropriate Area Commander on a monthly basis.

**PHYSICAL SECURITY EQUIPMENT**  
*(including small arms)*

1. Purpose. Identify the minimum equipment and accessories required to protect security personnel and to enable them to maintain a safe and secure ship.
2. Physical Security Equipment (PSE). In order to standardize PSE among all MSC ships, COMSC has developed an AEL, reference (c), which lists the minimum requirements for each class of ship (*Figure 6-1 is representative of the AEL*). Masters shall ensure the minimum required equipment is on board and properly maintained at all times, with inventories made available upon request. Area Commanders may recommend changes to the AEL to COMSC.
3. Small Arms. The weapons normally used on MSC ships are the M-14 rifle, the 12 ga. shotgun and the .45 caliber pistol. These weapons may be Government or contractor furnished. Quantities of small arms are determined by ship class and mission/sponsor requirements. Figure 6-2 provides a consolidated reference to use in determining the standard types and quantities of small arms normally required on MSC ships. Individually owned weapons and ammunition are prohibited on MSC ships with the exception of the Master's handgun. Only those shipboard personnel who are small arms qualified shall be issued weapons.
4. Locker. Approved small arms locker(s) are required for MSC ships that carry small arms. Locker(s) shall be of sufficient size and/or quantity to secure the number of small arms required on board. All MSC ships with Government furnished small arms will be provided a Government furnished small arms/reaction force locker. This locker meets the minimum requirements for storage of category IV Arms, Ammunition and Explosives (AA&E), reference (d). The dimensions of the Government furnished locker that is normally provided are 64" high X 24" wide X 14" deep. Contractors who provide their own small arms shall also provide a small arms storage container. Contractor furnished small arms storage containers shall meet the following minimum specifications:
  - a. The entire door and body will be constructed of a minimum of 14 gauge steel.
  - b. All seams will be continuously welded.
  - c. UL listed high security locks and hardware.
  - d. Tamper proof hinges (*minimum of two or continuously welded strip*).
  - e. Of sufficient size to safely store the required quantity of small arms and ammunition.

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The location for locker installation will be coordinated with the ship's Master and will be such to ensure accessibility and positive control. Lockers will not be located on the bridge. Key control will be at the discretion of the Master, but in no event will this authority be delegated beyond the deck officer of the watch. All areas where small arms are stored shall be designated and posted as restricted areas.

5. Hand-held Radios

a. The use of hand-held radios for communications among crewmembers while performing security duties, such as gangway watch, roving patrol duties, and routine calls among ship's officers (*Master, PSO, mate on watch, etc.*), is a requirement under threat conditions delineated in enclosures (2) and (3). Use of approved hand held radio transceivers is a must. Use of unauthorized frequencies has resulted in interference reports being submitted by shipyards and security force networks at various ports. The following are approved frequencies.

(1) High band VHF (*Marine*) frequencies are authorized for ship-to-ship, ship-to-shore and distress (*channel 16*), only.

- Channel 16 (156.800 MHz)
- Channel 14 (156.700 MHz)
- Channel 10 (156.500 MHz)
- Channel 07 (156.350 MHz)

(2) High band UHF frequencies, simplex or duplex mode, are authorized for intra-ship communications and are NOT AUTHORIZED for topside use when within interference range of land stations. When used for internal communications, interference to outside stations is considered minimal.

- |               |               |
|---------------|---------------|
| - 457.525 Mhz | - 467.750 MHz |
| - 457.550 Mhz | - 467.775 MHz |
| - 457.570 Mhz | - 467.800 MHz |
| - 457.600 Mhz | - 467.825 MHz |

b. Various models of commercially available radios are authorized and will accommodate the above frequencies. Prior to purchasing radios ensure they are:

(1) DOD approved and meet the requirements of Mil-Std 810E of July 89 (*Environmental Test Methods and Engineering Guidelines*) or latest revision.

(2) Registered with the Electromagnetic Compatibility Analysis Center (*ECAC*) and assigned a J-12 number.

(3) Intrinsically safe and non-incendiary (*Tankers*).

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(4) Labeled with a photo-metal nameplate bearing the following legend:

**WARNING**

**Maintain a minimum safe distance of 10 feet from an on board refueling operation (e.g., Helo or Forklift) which uses AVGAS or MOGAS.**

**Do not use these units around any ordnance classified as "Electronically Specially Sensitive."**

c. VHF portable transceivers will have a RF power output of 1 watt and 6 watts.

d. UHF portable transceivers will have a RF power output of 2 watts and 5 watts.

e. Communication requirements for ship physical security are consistent with operational requirements. Reference (e) identifies, by ship class, the type and quantities of required hand held radios.

f. All personnel performing security duties, including administrative personnel, will carry hand held radios. The Master shall ensure there is at least one frequency common to all radios on board, and shall designate one frequency to be used for security purposes. This frequency shall be monitored by all departments, specifically those departments which may be isolated from and not associated with normal shipboard operations.

<b>PHYSICAL SECURITY EQUIPMENT</b>				
1. Quantities of equipment are determined by ship class.				
a. Column #1 will include: ATF, AGOS, AGS, AGDS, AGOR, AG, AGM, AK, AKR, AKTB, AOT, ATOB, ARC				
b. Column #2 will include: AK-MPS, AO, AF, AFS, AKR-FSS, AH, ACS, AVB				
c. Column #3 will include: AE, AK-FBM				
ITEM	NSN	QTY		
		column #1	column #2	column #3
(1) belt, black leather, 2 1/4" wide	NSN 8465-01-033-1736	06	08	15
(2) handcuff case	NSN 8465-00-641-8550	06	08	12
(3) club carrier	NSN 8465-00-269-0676	06	08	12
(4) key ring strap	NSN 8465-00-003-1203	04	06	12
(5) whistle, chain & hook	NSN 8465-00-254-8803	08	12	12
(6) Handcuffs	NSN 8465-00-242-7860	06	08	08
(7) Police club	NSN 8465-00-641-8551	06	10	12
(8) flashlight	NSN 6230-00-270-5418	06	10	12
(9) visitor log	NSN 7530-00-222-3525	02	02	02
(10) leg irons	NSN 8465-00-242-7861	04	06	06

**Figure 6-1**

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<b>SMALL ARMS</b>			
<b>SHIP CLASS</b>	<b>SHOTGUN</b>	<b>RIFLES</b>	<b>PISTOLS .45 CAL/9MM</b>
T-ACS	4	2	4
T-AE	20	10	10
T-AF	4	8	4
T-AFS	4	8	4
T-AG	4	2	4
T-AGM	4	2	4
T-AGS	4	2	4
T-AGDS	4	2	4
T-AGOR	4	2	4
T-AGOS	2	2	4
T-AH	8	6	8
T-AK	4	2	4
T-AK-MPS	4	2	4
T-AK-FBM	12	8	8
T-AKR	4	2	4
T-AKTB	4	2	4
T-AOTB	4	2	4
T-AO	4	8	4
T-AOT	4	2	4
T-ARC	4	2	4
T-ATF	2	2	4
T-AVB	4	2	4

Figure 6-2

## SECURITY LIGHTING

### 1. General

a. The primary purpose for any security lighting system is to provide the means to detect and deter intruders. Adequate perimeter security requires:

(1) A defined perimeter. This may be a real barrier such as the ship's hull or may be a predetermined distance from the ship.

(2) The perimeter must be lighted.

(3) The perimeter must be observed.

b. Lighting implies human observation and will be ineffective if no one is around to observe what is lighted. Proper security lighting is achieved by providing adequate uniform light along the perimeter, glaring light beyond the perimeter and into the eyes of intruders and relatively little light along patrol routes or security posts. Darkness and periods of low visibility allow the perpetrator of criminal acts a chance for a higher degree of success. Therefore, modification of the ship's lighting may be required to impede, deter and prevent criminal action.

2. Considerations. There is no standard security lighting formula or procedure that is relevant to every situation. By answering the following questions, the Master should be better able to evaluate the ship's security lighting and modify it as he deems appropriate.

a. Is there available additional lighting equipment which meets established safety requirements?

b. How and from where is a probable threat anticipated?

c. Should lighting be lessened to reduce ship's visibility?

d. Is lighting positioned to allow deck members to see beyond the ship?

e. When pierside, is the illumination sufficient to detect and/or discourage attempts to enter security areas and to reveal the presence of unauthorized persons or swimmers?

f. Is the light source located so that illumination is directed toward likely intruder avenues of approach while providing relative darkness for patrol routes and posts.

g. Is the system designed to provide overlapping lighting distribution?

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h. Is the ship's brow sufficiently illuminated to facilitate personnel identification and access control?

i. Are exterior hatches provided with lighting to enable the security force to observe an intruder seeking entry?

j. Are the lighting circuits designed so that the failure of one lamp will not darken a long section of lighting?

k. What coordination is needed with local authorities, terminal personnel, agent or MSC activity?

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**PHYSICAL SECURITY OFFICER (PSO)**

1. General. The Master shall designate, in writing, one officer to serve as the PSO. Subject to the Master's guidance, and in accordance with this regulation, the PSO is responsible for crew security awareness, training and program execution.

2. Duties. The PSO shall be responsible to the Master for all matters affecting the security of the ship. He will assist the Master in planning, formulating and coordinating the ship's physical security program. Figures 8-1 and 8-2, modified as necessary, shall be used by the PSO in the performance of his duties. The PSO's duties, which will be performed on a continuing basis, include but are not limited to the following:

a. Develop the ship physical security plan, bomb threat response plan and security bill which are to be integrated into the conduct of normal operating procedures.

b. Implement the security plan, supporting actions, procedures and training in accordance with the Master's guidance.

d. Advise the Master on ship security matters.

e. Manage assets to ensure proper use of personnel and equipment.

f. Inspect security functions to ensure adherence to prescribed procedures.

g. Revise the security plan and security bill as necessary.

h. Conduct quarterly surveys (*enclosure (18)*).

i. Attend courses of instruction as required.

j. Ensure proper conduct of quarterly security drills.

k. Maintain permanent records of all security related training and drills.

l. Ensure proper use of gangway/visitor logs, and retain them on board for 1 year.

m. Manage the shipboard education program (*enclosure (5)*).

<b>SECURITY CHECKLIST</b>		
<p>The checklist below provides a quick reference of items for consideration when faced with a real or probable incident.</p>		
ITEM	YES	NO
Has all available information been reviewed?		
COMSCINST 5530.3B .....	<input type="checkbox"/>	<input type="checkbox"/>
Specific anti-piracy measures.....	<input type="checkbox"/>	<input type="checkbox"/>
Specific Area Commander guidance.....	<input type="checkbox"/>	<input type="checkbox"/>
Intelligence/threat analysis .....	<input type="checkbox"/>	<input type="checkbox"/>
Ship security plan .....	<input type="checkbox"/>	<input type="checkbox"/>
Is more information needed? .....	<input type="checkbox"/>	<input type="checkbox"/>
Security Plan implemented and coordinated?.....	<input type="checkbox"/>	<input type="checkbox"/>
Security watch and crew briefed/alerted?.....	<input type="checkbox"/>	<input type="checkbox"/>
Access and circulation control implemented?.....	<input type="checkbox"/>	<input type="checkbox"/>
Additional gangway watches necessary? .....	<input type="checkbox"/>	<input type="checkbox"/>
Deck patrols ( <i>stationary/roving</i> ) required? .....	<input type="checkbox"/>	<input type="checkbox"/>
Should weapons be issued? .....	<input type="checkbox"/>	<input type="checkbox"/>
Has crew been briefed on Deadly Force? .....	<input type="checkbox"/>	<input type="checkbox"/>
Raise gangway and RO/RO ramps when not in use? .....	<input type="checkbox"/>	<input type="checkbox"/>
Should vessel's position be changed periodically? .....	<input type="checkbox"/>	<input type="checkbox"/>
Restriction of crew to vessel required? .....	<input type="checkbox"/>	<input type="checkbox"/>
If crew not restricted to vessel are they advised to:		
avoid adverse publicity? .....	<input type="checkbox"/>	<input type="checkbox"/>
maintain low profile? .....	<input type="checkbox"/>	<input type="checkbox"/>
avoid known trouble spots? .....	<input type="checkbox"/>	<input type="checkbox"/>
vary pattern, routes and mode of travel? .....	<input type="checkbox"/>	<input type="checkbox"/>
be alert for surveillance?.....	<input type="checkbox"/>	<input type="checkbox"/>
Is use of shore personnel conducted so as to preclude disputes with local labor force? .....	<input type="checkbox"/>	<input type="checkbox"/>
Has next senior in chain of command been notified? .....	<input type="checkbox"/>	<input type="checkbox"/>

Figure 8-1

<b>PHYSICAL SECURITY OFFICER PERSONAL CHECKLIST</b>		
<p>This checklist is provided to assist security officers in performing initial and ongoing shipboard security surveys.</p>		
ITEM	YES	NO
Familiar with contents of this instruction? .....	<input type="checkbox"/>	<input type="checkbox"/>
Familiar with MSC, Area/Subarea Commander, and company policies regarding notification of superiors in cases involving security related incidents?.....	<input type="checkbox"/>	<input type="checkbox"/>
Familiar with Master's additional guidance? .....	<input type="checkbox"/>	<input type="checkbox"/>
Familiar with security requirements for next port?.....	<input type="checkbox"/>	<input type="checkbox"/>
Security equipment checked?.....	<input type="checkbox"/>	<input type="checkbox"/>
Any revisions required for security plan?.....	<input type="checkbox"/>	<input type="checkbox"/>
Security watch briefed? .....	<input type="checkbox"/>	<input type="checkbox"/>
Journals and logs up-to-date? .....	<input type="checkbox"/>	<input type="checkbox"/>
Necessary inspections/surveys planned? .....	<input type="checkbox"/>	<input type="checkbox"/>
Coordination as required completed?.....	<input type="checkbox"/>	<input type="checkbox"/>
Master advised?.....	<input type="checkbox"/>	<input type="checkbox"/>
.....	<input type="checkbox"/>	<input type="checkbox"/>
.....	<input type="checkbox"/>	<input type="checkbox"/>
.....	<input type="checkbox"/>	<input type="checkbox"/>
.....	<input type="checkbox"/>	<input type="checkbox"/>
.....	<input type="checkbox"/>	<input type="checkbox"/>
.....	<input type="checkbox"/>	<input type="checkbox"/>
.....	<input type="checkbox"/>	<input type="checkbox"/>
.....	<input type="checkbox"/>	<input type="checkbox"/>
.....	<input type="checkbox"/>	<input type="checkbox"/>
.....	<input type="checkbox"/>	<input type="checkbox"/>
.....	<input type="checkbox"/>	<input type="checkbox"/>

Figure 8-2

## INTRUSION ALARM SYSTEM

1. General. To assist the gangway watch in obtaining crew response to the various threats which may be encountered, a means of sounding an alarm throughout the ship shall be provided. This means is hereafter referred to as the intrusion alarm system.

2. Details. This requirement may be fulfilled by installing a separate intrusion alarm system or by modifying the existing general alarm system. Contact makers, whether a separate system or modifications to the existing general alarm system, shall be installed at all entry points including, but not limited to, the area of the gangway(s). If utilizing existing general alarms, a system for pulsating the general alarm bell for intrusion alarm use has been developed. This pulsating sound is clearly distinguishable from all other sounds the general alarm bell may be required to make. Plans for this are available on request and may be obtained by calling COMSC (N743) at (202) 433-0261. Ships that are USCG Certified are required to conform to 46 CFR 113.25-5(d), which requires that "*A vessel must not have more than one other contact maker that operates the general alarm system in addition to those required...unless the installation of other contact makers has been accepted by the Commandant.*"

### 3. Requirements/Action

a. Intrusion alarms must be distinguishable from all other alarms and capable of sounding throughout the ship.

b. For MSC chartered ships, installation of the intrusion alarm system shall be accomplished before on-hire inspections. For USNS, installation shall be accomplished during construction/conversion or at the earliest PSA.

c. For intrusion alarms to utilize the general alarm system the following are minimum USCG requirements:

(1) Contact makers must be permanently connected and shall be protected against the environment and physical damage.

(2) Cutout switches/disconnects will be installed in a normally manned space. These are required to isolate the intrusion alarm contact makers when not in use.

(3) Owners/operators shall submit final plans to the following Coast Guard unit for approval:

**UNITED STATES COAST GUARD  
MARINE SAFETY CENTER RM 6302  
400 7TH STREET SW  
WASHINGTON DC 20590-0001**

## **BOMB THREAT RESPONSE GUIDANCE**

1. Purpose. To provide guidance for procedures to be used and actions to be taken by the Master in the event of a bomb threat directed against his ship.
2. General. Every bomb threat, whether real or not, must be taken seriously and the response thereto should be immediate and systematic.
3. Bomb Threat Notification. When a Master is made aware of a bomb threat against his ship, he shall immediately contact the facility operator/base commander and, if available, local MSC shore representative. Once contacted, the shore element will assist in the coordination of necessary outside assistance and act as the control center until the incident is concluded. In situations where a Master is unable to contact a local MSC representative or shore-based personnel, he shall contact the ship's agent and/or local authorities for assistance. In such cases, the MSC shore representative shall be notified at the earliest practical time.
4. Altering Ship Operations During the Period of the Incident. When a threat is received, the Master shall take the following actions as appropriate.
  - a. In Port
    - (1) Cease operations.
    - (2) Disconnect loading arms and hoses (*tankers/oilers*).
    - (3) Secure tanks and watertight compartments.
    - (4) Prepare to activate water firefighting systems.
    - (5) Prepare vessel for departure.
  - b. At Sea
    - (1) Cease any special operations in progress.
    - (2) Secure tanks and watertight compartments.
    - (3) Prepare to activate water firefighting systems.
    - (4) If possible, move the vessel to shallow water and anchor to facilitate evacuation.

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5. Threat Analysis. In an attempt to determine whether or not a threat is real, the Master should review certain factors which could be considered predictive in nature. These factors include, but are not limited to:

- a. Determining the recent security posture of the vessel.
- b. Conducting a risk evaluation related to recent ports of call.
- c. Evaluating the contents of the threat message.

6. Bomb Scene Officer (BSO). If the Master concludes that the threat might be real, and a bomb alert is justified, he or the PSO will assume the title of BSO and will make all on-site decisions concerning the bomb threat.

7. Response. Bomb threats aboard ship are of two major categories, the declaration that a bomb will explode (*exemplified by the telephone bomb threat*) and the menace posed by the bomb itself (*exemplified by letter bombs, package bombs or other bombs planted aboard ship*). These categories and the responses to be made to bomb threats are discussed below.

- a. Immediately after receiving the threat, the Master must analyze the seriousness of the threat and decide on a course of action. The "*Bomb Threat Action Check-off List*" (*Figure 10-1*) is intended to aid in organizing this course of action. When a telephone threat is received, every attempt must be made to keep the caller talking. Try to get the answers to each question on the "*Bomb Threat Record*" (*Figure 10-2, OPNAV 5527/8 (12-82)*).

- b. Do not hang up the phone if the call is made from the ship's internal telephone system.

- c. Bomb threats shall be initially considered a real danger. Based on this perceived danger, loading and off-loading operations shall be discontinued immediately and all tanks, hoses, deck machinery and watertight compartments shall be secured. If the analysis of the bomb threat indicates that it may be a hoax, these measures may be moderated by the Master.

- d. The Master will base his analysis of the seriousness of the threat on the following.

- (1) Any unidentified or unescorted intruders onboard prior to the threat?

- (2) Were stores, mail, spare parts, new equipment taken onboard prior to the threat?

- (3) Security status in the last port of call?
  - (4) Did the threat call or note appear to be authentic?
  - (5) Any recent dissensions or unrest among the crew?
- e. Once it has been determined that a bomb alert is justified, three things must be carried out.
- (1) Notification of the appropriate shoreside agencies.
  - (2) Planned orderly evacuation.
  - (3) Search the ship.
- f. The appearance of a bomb is limited only by the imagination.
- (1) Look
    - suspicious return address or none at all
    - excessive or insufficient postage
    - unusual shape
    - package stained
    - visible wires or tinfoil
    - misspellings in the address
    - excessive securing material
  - (2) Smell
    - unusual odor
  - (3) Weight
    - unusual weight for the size
  - (4) Feel
    - do not handle unnecessarily
    - unusual shape enclosed (*lumps, cords, etc.*).
- g. Bombs may be of various shapes and sizes. Some incendiary devices are small and look like pencils. Other homemade devices may be concealed in books or cigarettes. Always be on the lookout for anything out of the ordinary.

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8. Searching the Vessel. When a search is ordered, the following procedures should be considered and employed as needed.

a. Information provided to the officers who will lead the search should include or describe the following.

- (1) Results of the threat analysis.
- (2) Type of search to be conducted (*hasty or detailed*).
- (3) Area(s) of search responsibility.
- (4) Area(s) to receive search priority.
- (5) Action(s) to be taken if a suspected device is located.
- (6) Procedures for designating "clean" areas.
- (7) Use of special equipment during the search.
- (8) Communications and control procedures to be used.

b. At the conclusion of the Master's briefing, the officers will quickly organize the crew into two-man search teams (*if a detailed search is conducted*) and issue necessary information and orders to get the search underway. The information and orders provided should include:

- (1) A brief review of all information provided by the Master.
- (2) The composition of the search teams.
- (3) Special instructions regarding specific areas to search.

c. A search is conducted using the following principles and techniques.

(1) Where possible, all compartments and rooms should be searched from the hull to bulkhead to the center of the area.

(2) Use two-man search teams that initially divide the compartment or area for search into zones of responsibility based on either the size or complexity of the area. Conduct the search in opposite directions until the team members meet. Team members may conduct a check of the other member's initial search area.

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(3) Search the superstructure from the main deck up and the remainder of the vessel from the main deck down.

(4) Once a compartment is searched and nothing is found, it should be marked "*No Bomb Found.*" If a suspected bomb is found, the search should continue; there may be more than one bomb.

(5) When searching outside areas, thoroughly check trash receptacles, dumpsters, deck drains and various storage lockers.

(6) Searches of machinery spaces and other specialized spaces shall be done by personnel familiar with the space. Be alert for small charges placed to rupture the hull, high pressure piping or electrical cables.

(7) Maintain communications to expedite immediate actions in the event a suspected device is located and evacuation is ordered. Primary communication should be by phone. Use of two-way radios should be curtailed as the signals they transmit could detonate an electrical blasting cap.

(8) If a suspected device is located, adjacent areas should be immediately evacuated. No crewmember should touch the suspected device.

(9) When a suspected bomb is found it must not be moved. It should be left to the EOD personnel. Until EOD has disposed of the bomb, the crew should take the following actions:

(a) Evacuate the surrounding areas including the decks above and below the bomb.

(b) Secure or protect vital equipment in surrounding spaces.

(c) If an explosion does occur, the blast scene should not be disturbed, except for removing any casualties or fighting any resultant fires.

## 9. Evacuation Procedures

a. The order to evacuate the ship shall be passed by the BSO to all hands. Time permitting, all classified material will be secured prior to evacuating spaces.

b. Evacuation of the ship shall be by a route to be determined by the BSO at the time of the incident.

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c. The evacuated individuals shall report to a "*safe area*" at least 300 feet away from the threatened area as determined by the BSO at the time of the incident.

d. The decision to keep mission essential personnel on station is at the discretion of the BSO.

e. The BSO shall give authority to permit re-entry following a fruitless search.

<b>BOMB THREAT ACTION CHECK-OFF LIST</b> <b>MSC 8027/1 (11-77)</b>
<p><b>Record the bomb threat telephone call. Use attached form.</b></p> <p><b>Preserve written or postal bomb threat; preclude further handling.</b></p> <p><b>Evaluate bomb threat.</b></p> <p><b>Consider evacuation.</b></p> <p><b>Sound evacuation signal.</b></p> <p><b>Open doors and air ports.</b></p> <p><b>Consider getting underway in order to clear the pier of other ships, if appropriate to do so.</b></p> <p><b>Notify, as appropriate and feasible:</b></p> <ul style="list-style-type: none"><li>Master and Bomb Scene Officer, whether onboard or ashore.</li><li>Local police.</li><li>Local fire department.</li><li>Local ambulance service.</li><li>Naval Investigative Service (<i>NIS</i>).</li><li>Base security.</li><li>Nearest MSC organizational element.</li><li>U. S. Coast Guard.</li><li>SOPA.</li><li>FBI.</li><li>EOD (<i>Explosive Ordnance Disposal</i>): Navy or Army, local police/fire department or ATF.</li></ul> <p><b>Send an OPREP-3 report. (Include, as addressees, COMSC and MSC commander having OPCON.)</b></p> <p><b>Break out emergency gear; lead out firehoses.</b></p> <p><b>Commence search.</b></p> <p><b>Do not move, jar or touch a strange or suspicious object or anything attached thereto.</b></p> <p><b>Place sandbags or mattresses, not metal shield plates around the object; do not attempt to cover the object.</b></p> <p><b>Leave disarming and removal of a bomb or suspicious object to the professionals in Explosive Ordnance Disposal (<i>EOD</i>).</b></p>

Figure 10-1

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DEPARTMENT OF THE NAVY  <b>TELEPHONIC THREAT COMPLAINT</b>		<b>IF BOMB THREAT, ASK THE CALLER</b> <b>WHEN IS THE BOMB TO GO OFF?</b> <b>WHERE IS THE BOMB TO GO OFF?</b> <b>WHAT KIND OF BOMB IS IT?</b> <b>WHAT DOES THE BOMB LOOK LIKE?</b> <b>WHERE ARE YOU CALLING FROM?</b>	
<b>1. COMMAND</b>			
a. Name & Address		b. Phone No.	
<b>2. COMPLAINANT</b>			
a. Name		b. Date & Place of Birth	
c. Command Name & Address		d. Phone Number (Work) (Home)	
<b>4. TELEPHONE CALL RECEIVED ON</b>			
a. Phone Number (Include area code)		b. Location	
c. Phone number listed in ("x" all that apply)			
<input type="checkbox"/> Command Directory <input type="checkbox"/> Base Directory <input type="checkbox"/> Local Directory <input type="checkbox"/> Unlisted <input type="checkbox"/> Other(list)			
<b>5. DETAILS OF CALL</b>			
a. Date		b. Day of Week	c. Time
<b>6. CONTEXT OF CONVERSATION</b>			
a. Recipient "			
b. Caller "			
c. Recipient "			
d. Caller "			
e. Recipient "			
f. Caller "			
<b>7. BACKGROUND NOISES (Describe street sounds, voices, music, etc. If more space is needed, continue on reverse.)</b>			
<b>8. INFORMATION ABOUT CALLER/VOICE CHARACTERISTICS</b>			
a. Sex	b. Age	c. Race	d. Accent
e. Educational Level		f. Attitude (Calm, Nervous, Serious)	
g. Other			
<b>9. WERE THERE ANY WITNESSES TO THE CALL?</b>		<b>10. DO YOU HAVE ANY SUSPICION AS TO TO THE IDENTITY OF THE CALLER?</b>	
<input type="checkbox"/> No <input type="checkbox"/> Yes (List Name)		<input type="checkbox"/> No <input type="checkbox"/> Yes (List Name)	
<b>11. NOTIFICATION OF AUTHORITY ("x" all notified)</b>			
<input type="checkbox"/> CO <input type="checkbox"/> XO <input type="checkbox"/> OOD <input type="checkbox"/> Security <input type="checkbox"/> Telephone Company <input type="checkbox"/> EOD <input type="checkbox"/> Fire Dept.			

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**GANGWAY AND RO/RO RAMP WATCH**

1. General. Vessel entry points are where the Master can exert positive control to allow or deny entry to his vessel. While a determined boarder may gain access to the vessel by other methods the probability is greatest that access will be attempted via the gangway(s) or RO/RO ramp. Personnel assigned gangway/ramp watch duties may be crewmembers, relief officers, commercial guards or U. S./host nation security personnel. In cases where another service is involved in loading or unloading operations, that service has a shared responsibility to provide security augmentation as may be necessary during in-port evolutions.

2. Policy. A gangway/ramp watch is mandatory whenever those and other accesses are usable to board the ship. Assigned personnel shall be thoroughly briefed on the duties to be performed. Gangway and RO/RO ramp watch duties shall include, but are not limited to, the following.

- a. Notify the Master or DWO when in doubt.
- b. Position the watch station at the top of the gangway or RO/RO ramp.
- c. Shall not leave the position without a qualified relief being present.
- d. Stop and identify all persons desiring access and verify the purpose and authority for boarding. Foreign nationals not conducting official business will not be granted access without the permission of immediate operational commander and/or Area Commander, and shall be escorted at all times when on board.
- e. Issue visitor/vendor identification badges.
- f. Log visitor's name, place of business, purpose for visit and badge number each and every time-in and time-out.
- g. As directed, search personal property accompanying individuals during boarding and departure.
- h. Inventory visitor badges at the end of each watch.
- i. Deny entry to those individuals refusing full and complete personal identification or explanation of the intended purpose of their visit.
- j. Arrange escorts for visitors as required.

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k. Check authority for the movement of all material, equipment and supplies over the gangway and receive instructions regarding actions to be taken in connection with the unauthorized removal of items from the ship or the introduction of prohibited/unauthorized items into the ship.

3. Considerations. In determining personnel used to perform gangway/ramp watch duties, the Master shall consider the following:

- a. Threat assessment of the area in which the ship is located.
- b. Current port or terminal situation.
- c. Most recent messages, intelligence and alert information received.
- d. The vessel's vulnerability based on best intelligence available.
- e. Duties to be performed.

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**ACCESS CONTROL/GANGWAY LOG/BADGES**1. Policy

a. All MSC ships, whether USNS or chartered, present security concerns which if lost, stolen, compromised or sabotaged would cause serious damage to the command mission or national security. Uncontrolled or unescorted movement could permit access to the security interest. All MSC ships shall, at a minimum, be considered level one restricted areas as defined in Section 306 of reference (f).

b. A gangway/visitor log is mandatory at all times. It shall show the current date, the name of the visitor, the firm represented, the name of the person being visited, each time in/out and badge number.

c. All MSC ships shall carry onboard numbered and color coded visitor badges. The quantity of badges shall be sufficient to ensure issuance to all visitors. Authority to conduct general visiting/open house constitutes consent for Masters to waive the requirements for visitor badges.

2. General. While in port, or when the potential for hostile or criminal acts exists, more stringent control of entry and exit than is ordinarily achieved through crew awareness and the routine watch will be implemented. The degree of protection afforded the vessel through access control procedures depends on geographical location and threat assessment. There is no individual or ship so well protected that a trained and dedicated adversary can be stopped each and every time he or she attempts to penetrate. Access control is a first-line defense that will go a long way toward attainment of the goal of a secure ship. Masters shall implement the following minimum access control measures.

a. Post a gangway and/or RO/RO ramp watch to:

- (1) Monitor personnel entry to and exit from the ship.
- (2) Identify personnel wishing to board.
- (3) Record or log personnel given entry.
- (4) Issue visitor badges to those persons granted entry.
- (5) Search the property of individuals wanting entry.
- (6) Deny entry to those persons refusing to identify themselves or permit a search.

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- b. Lock doors and port holes consistent with safety procedures.
- c. Coordinate access regulations in effect aboard ship with shore personnel.

### 3. Signs and Posting of Boundaries

a. All regularly used points of ingress will be posted with signs approximately three feet by three feet in size with proportionate lettering (*Figure 12-1*). All signs shall be colored to provide legibility from a distance of at least 100 feet during daylight under normal conditions. The following colors are recommended:

- (1) All words except "**WARNING**" should be black.
- (2) The word "**WARNING**" should be red.
- (3) All wording should be on red, white and/or blue backgrounds.

b. Restricted Area and Conditions of Entry signs, required by previous editions of this instruction, may be utilized in lieu of the sign depicted in Figure 12-1 until expiration of their usable life. Replacement signs thereafter shall be in accordance with Figure 12-1.

4. Gangway/Visitor's Log. Besides preserving information for historical purposes, the log maintains positive control over issue and accountability of badges and identifies visitors who are still aboard.

### 5. Badge System

a. An identification badge system assists the Master in making the most efficient use of crew assets to effectively carry out both operational and security requirements. The badges shall be numbered and color coded to show escort required/not required.

b. When longshoremen, stevedores, ship representatives, etc. have their own ID badges (*company provided*), the team leader may sign in/out the whole crew/work function as one. The gangway watch and team leader will verify the crew entry/exit using an approved access list.

c. A badge system provides the ship's crew quick identification of visitors who have been granted access to the ship. Conversely, visitors not displaying a badge are also quickly identifiable.

d. Visitors who are issued identification badges shall be told:

- (1) How the badge should be worn or displayed.
- (2) Procedures to follow in case the badge is lost or stolen.
- (3) To return the badge upon termination of the visit.

6. Special Procedures. Access control procedures shall be in effect at all times while at sea or at anchor, especially for persons boarding in unique circumstances such as from a small vessel alleging distress. Unidentified persons taken aboard shall be under controlled access until fully identified and, if conditions warrant, subjected to thorough search procedures.

7. Search. The search of individuals constitutes the most stringent means of screening personnel. When used, the search is a conditional prerequisite to boarding. A person refusing the search shall be denied access and not searched.

a. Search of individuals may be initiated whenever, in the Master's judgment, such procedures are warranted in the interest of the safety and security of the ship, crew or cargo. The search is normally conducted to prevent the introduction of illegal or unauthorized items aboard ship.

b. The minimum search standards added to access control are normally continuous and for the duration the ship is exposed (*e.g., while berthed in a high risk port*). The intensity of the search procedures to be implemented is the prerogative of the Master. In some cases, a cursory "*eyeball*" examination may suffice. In other cases random searches or inspections of packages may be required. The frequency of random searches/inspections (*e.g., every third person, every tenth person*) will be determined by the Master and no personnel shall be exempt from search. Once the decision is made to institute search procedures, the Master shall consider the following.

- (1) Observe visitor and check items in his possession.
- (2) Request visitor open carry-on baggage for examination.
- (3) Request visitor display any items hidden from view.
- (4) Request visitor display contents of closed parcels.

(5) Request the visitor turn over any prohibited items for safekeeping until departure from the ship. Illegal items should be immediately brought to the attention of the Master for disposition as appropriate.

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# **WARNING**

**RESTRICTED AREA -- KEEP OUT**

**AUTHORIZED PERSONNEL ONLY**

---

**AUTHORIZED ENTRY INTO THIS RESTRICTED  
AREA CONSTITUTES CONSENT TO SEARCH OF  
PERSONNEL AND THE PROPERTY UNDER THEIR  
CONTROL.**

*INTERNAL SECURITY ACT OF 1950 SECTION 21; 50 U.S.C. 797*

**Figure 12-1**

## DECK/ROVING PATROLS

1. General. When required by enclosure (3) or as deemed necessary by the Master, roving patrols shall be used to augment existing security.

2. Duties

a. Master

(1) Provide officers and crew with sufficient information to produce the level of alertness and positive security desired.

(2) Advise the PSO or DWO of needed inspections or checks to be made as well as any other special procedures.

(3) Provide guidance as to actions to be taken in special situations, such as a small boat in distress or swimmers in the water.

b. Roving Patrol

(1) Shall be thoroughly familiar with the ship's security plan and enclosures (11) and (12) of this instruction.

(2) Shall conduct random patrols of the weather decks to detect unauthorized attempts to board or possible sabotage activities. Be especially alert for small craft or swimmers in the immediate vicinity of the ship.

(3) Shall check in with the gangway watch/duty officer at intervals not to exceed 1 hour. If the gangway watch is missing, report immediately to the duty officer.

(4) Shall alert the gangway watch and duty officer of any suspicious activities of personnel on the ship, pier or waterside.

(5) Shall vary the patrol routes as much as possible to reduce predictability (*route and times*).

(6) Shall at a minimum be equipped with a baton, whistle and hand-held radio.

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## **CIRCULATION CONTROL/RESTRICTED AREAS**

1. General. Whenever a ship is in port, there will be visitors (*company representatives, contractors, agents*) having a valid reason to board. This does not mean, however, that each person permitted to board should have unlimited entry into all areas of the ship. Circulation control aboard ship is affected by threat conditions, company/command policy, cargo, the area of the ship to be visited and is complementary to access control.

2. Procedures. Procedures to control circulation by shipboard visitors shall include any or all of the following.

a. System of logging visitors.

b. A system requiring the mandatory display by visitors of an identification badge issued by the ship.

c. Designation of restricted areas of the ship by signs or markings. Visitors to the ship should be advised of the signs and the rules governing restricted areas. Locking devices also may be used to limit entry to certain spaces. Restricted areas are of two types.

(1) Areas from which visitors are excluded unless escorted. The escort should be familiar with the area to be visited and with the ship's security controls and threat levels.

(2) Areas from which visitors are entirely excluded.

d. Establishment of roving and/or stationary deck (*security*) patrols to support the gangway watch, monitor authorized routes of travel and observe for attempts of unauthorized entry, including the checking of locked doors.

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**DECK WATCH OFFICER (DWO)**

1. General. When the ship is at berth or anchor, the designated DWO shall assist the Master/PSO in the performance of physical security tasks. The specific duties of DWO are at the discretion of the Master. Onboard a cargo ship or tanker, the security duties of the DWO are a part of his routine responsibilities during cargo operations. A suggested list of duties is as follows:

- a. Check the gangway watch (*stern ramp and side ports, if applicable*).
- b. Inspect the ship for unauthorized personnel, fires, flooding and other hazards.
- c. Check all mooring lines for proper tension and rat guards.
- d. Check physical security minimum standards to ensure proper access control and circulation control procedures are in effect.
- e. Maintain contact with gangway watch at all times by means of a hand-held radio and be familiar with shipboard and shoreside communications procedures to request assistance in case of fire, flooding, security or other problems.

## PUBLIC AFFAIRS RESPONSE

1. General. The following public affairs guidance, applicable to MSC, was promulgated by SECDEF to assist commands in responding to media queries and in developing unit physical security guidance/plans.

a. Terrorism

(1) U.S. Policy. All terrorist acts are criminal. The U.S. Government will make no concessions to terrorists. Ransom will not be paid and nations fostering terrorism will be identified and isolated.

(2) Responsibility. The Department of State is the leading agency for response to international terrorist incidents that involve U.S. military personnel, Department of the Navy civilian mariners and facilities outside the United States. When terrorist incidents occur on military ships or installations within CONUS or its possessions (*Puerto Rico, Guam, Virgin Islands, American Samoa, Trust Territories*), the FBI will be the leading agency. If the FBI declines to exercise its authority, military authorities may take appropriate action within the limits of their responsibility to resolve the incident.

(3) Notification. All terrorist incidents will be reported immediately.

(4) Release of Information. No public release of information regarding a terrorist incident should be made without COMSC Public Affairs Officer (*N00P*) approval except for cases involving public safety.

b. Anti-Terrorism (Defensive Measures)

(1) The policy for MSC will be to respond to questions regarding anti-terrorism with, "*We do not discuss what anti-terrorism procedures are or are not in place,*" and direct further questions to COMSC (*N00P*). COMSC (*N00P*) will determine further action to be taken.

(2) In response to queries regarding a possible or real terrorist threat, the Master may acknowledge, if appropriate, that increased security measures have been/will be taken without providing specific details. Time permitting, local MSC Public Affairs Offices or COMSC (*N00P*) shall be notified of all interviews before the interview is conducted. In any case, a record of conversation will be submitted by the MSC spokesperson at the soonest opportunity.

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(3) Media requests to film anti-terrorism training or equipment will be approved on a case-by-case basis by the Assistant Secretary of Defense (*Public Affairs*). Requests shall be forwarded through the local MSC Public Affairs Office to COMSC (*NOOP*).

(4) Photos of anti-terrorist training or equipment taken for operational purposes are not releasable to the media or public without prior approval of COMSC (*NOOP*).

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**SECURITY SURVEYS AND INSPECTIONS**

1. General. Each ship shall establish a program to assess the degree of compliance with the requirements and policies contained in or referenced by this instruction and/or their operating contract. The Physical Security Survey Checklist (*Figure 17-1*), modified as necessary, shall be used for this purpose.

2. Inspections

a. Command Inspections are conducted every 15 months (+/- 3 months) aboard all CIVMAR manned ships and certain contract-operated USNS ships.

b. Quality Assurance (*QA*) inspection reports shall include recommendations for physical security inspections if the *QA* inspector perceives deficiencies.

c. Special purpose inspections, including physical security inspections, may be conducted at any time and may be unannounced.

d. Naval Investigative Service (*NIS*) inspections of T-AGOS are conducted semi-annually.

3. Inspection Follow-up Procedures. MSC Area Commanders shall ensure an effective follow-up program for security deficiencies noted during inspections.

a. For T-AGOS ships with less than satisfactory *NIS* inspection results, MSCTAGOS Units will provide a report, by message, to the appropriate MSC Area Commander, info COMSC (*N3*) and COMNISCOM (*X0024*). This report shall be coordinated with the ship's Master and the Surtass Mission Supervisor (*SMS*) and shall include a POA&M for correction of deficiencies as well as recommendations for correction of items beyond the capability/responsibility of the crew/operating company.

b. Follow-up procedures for command inspections are detailed in reference (g).

c. Follow-up procedures for special purpose inspections conducted on MSC contract-operated and chartered ships shall include the use of MSC 4330/28, *Contract Discrepancy Report*.

d. MSC subordinate commanders shall info COMSC (*N3*) on all correspondence concerning physical security inspections and follow-ups.

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4. Surveys

a. A physical security survey is an examination and evaluation of the adequacy of existing security safeguards. Surveys shall be designed to:

- (1) Verify for the Master what security measures are in effect.
- (2) Identify areas needing improvement.
- (3) Provide a basis for updating the security plan.
- (4) Provide a basis for assigning priorities.

b. COMNISCOM Law Enforcement and Physical Security (*LEPS*) assist teams are available to assist MSC ships by conducting surveys and assessing ship's security posture. LEPS team members will visit the ship and will sail with the ship if necessary to complete the visit.

(1) LEPS assists are required within 90 days for all MSC ships whose physical security inspection results are rated unsatisfactory or satisfactory with major discrepancies.

(2) Request for LEPS assists shall be submitted through the chain of command to Area Commanders for coordination, info COMSC (*N3*).

(a) LEPS Atlantic POC may be reached at (A) 680-7893 or (C) 804-464-7893.

(b) LEPS Pacific POC may be reached at (A) 522-3203 or (C) 619-532-3203.

(3) LEPS assist reports are to be used as a management tool for the Master to improve on board security and correct identified deficiencies. LEPS assist reports are not normally passed up the chain of command.

<b>PHYSICAL SECURITY SURVEY CHECKLIST</b>		
ITEM	YES	NO
Physical Security Officer (PSO) designated in writing? .....	<input type="checkbox"/>	<input type="checkbox"/>
COMSCINST 5530.3B onboard and readily available?.....	<input type="checkbox"/>	<input type="checkbox"/>
All logs/records up to date? .....	<input type="checkbox"/>	<input type="checkbox"/>
Ship security plan updated? Reviewed on semi-annual basis? .....	<input type="checkbox"/>	<input type="checkbox"/>
Does security plan cover the procedures/responses on enclosures (1) through (19) of COMSCINST 5530.3B? .....	<input type="checkbox"/>	<input type="checkbox"/>
Does the security plan contain a security bill? .....	<input type="checkbox"/>	<input type="checkbox"/>
Duty personnel posted?.....	<input type="checkbox"/>	<input type="checkbox"/>
Watchstanders in the proper location and properly equipped? .....	<input type="checkbox"/>	<input type="checkbox"/>
Watchstanders thoroughly briefed on their duties? .....	<input type="checkbox"/>	<input type="checkbox"/>
Watchstanders briefed on the USE OF DEADLY FORCE? .....	<input type="checkbox"/>	<input type="checkbox"/>
Conditions of entry signs posted at all entry points? .....	<input type="checkbox"/>	<input type="checkbox"/>
Watchstanders alert to surroundings? .....	<input type="checkbox"/>	<input type="checkbox"/>
Are intrusion alarms on line? .....	<input type="checkbox"/>	<input type="checkbox"/>
Designated alarm signal for a breach of security known and understood by all crewmembers? .....	<input type="checkbox"/>	<input type="checkbox"/>
Waterline/security lighting operable and adequate? .....	<input type="checkbox"/>	<input type="checkbox"/>
All restricted areas clearly posted? .....	<input type="checkbox"/>	<input type="checkbox"/>
Locking devices used to limit entry?.....	<input type="checkbox"/>	<input type="checkbox"/>
Procedures in place for taking a bomb threat call? .....	<input type="checkbox"/>	<input type="checkbox"/>
Visitor badges ( <i>escorted and unescorted</i> ) issued? .....	<input type="checkbox"/>	<input type="checkbox"/>
Inventoried after each watch? .....	<input type="checkbox"/>	<input type="checkbox"/>
Bomb search procedures available/understood? .....	<input type="checkbox"/>	<input type="checkbox"/>

Figure 17-1



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## PIRACY AND POTENTIAL THREATS

### 1. General

a. Piracy, terrorist activity, protest/demonstrations and hostile military/paramilitary actions in various parts of the world continue to cause concern for the safety of U.S. mariners, ships and cargoes. These acts are well documented and have reached a level of incidence worldwide that calls for a systematic approach to improving the physical security and self protection capabilities of all MSC ships.

b. Only through unremitting vigilance and preparedness, and a keen awareness of specific high threat areas, can ships successfully deter or prevent criminal or hostile acts. The key to decreasing an individual ship's vulnerability remains with that ship. Each ship should have a plan of action to deter incidents of piracy and those portions of the plan which require crew action should be drilled like any other emergency procedure. The plan of action should emphasize the methods to prevent unauthorized boardings.

c. There is no reason whatsoever for the surreptitious boarding of any ship. All approaches should be considered suspicious, including those of expected vendors. If a suspicious approach turns into a pirate attempt, it should be referred to shore authorities, other ships in the area and flag state embassies.

### 2. Threat

a. Any act or condition that may result in damage, loss or destruction of property, loss of life or disruption of the mission is a threat.

b. MSC ships and crews may encounter human threats of a wide degree of seriousness and from numerous sources. The threat may be terrorism, piracy or civil disturbances and may result in a barricaded captor or hostage situation.

c. The threat may be initiated by a single individual, a small group or a paramilitary or military force. The minimum physical security standards in this instruction are primarily in response to the threat imposed by a single individual or a small group who might attempt to board or attack an MSC ship.

d. The severity of the threat depends on such variables as the type of MSC ship, mission and area of operation. Recognition by MSC operational commanders and Masters of situations or environments in which there exists a greater than normal threat potential is essential for making decisions to increase physical security measures.

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3. Terrorism

a. Terrorism is a campaign of deliberate violence designed to instill fear among the populace. It is carried out by an individual or organization as a means of furthering its political objectives by bringing attention to its aims or forcing concessions toward its goals. Terrorism strikes at victims wherever the terrorist thinks his act of violence will achieve the maximum effect on a particular government or world opinion. It is directed against a target which is often symbolic and is intended to influence individuals other than the immediate victims.

b. Characteristics of terrorists include:

- (1) Well armed and trained.
- (2) Little concern for their own lives and safety.
- (3) No value for human life.
- (4) Driven by political or religious zeal.

c. The strategy of terrorism is to commit an act of such violence and audacity that it not only compels the attention of the target audience, but also demonstrates the strength of the terrorists and the weakness of government forces.

d. Events worldwide have highlighted the seriousness of the terrorist threat and the potential for disaster. An increased awareness of the possible use of bomb threats by terrorists during ship in-port periods is essential on all MSC ships.

4. Piracy

a. Under International Law, an act of piracy has occurred if:

(1) The pirates attack from a ship or aircraft (*they can attack the ship or airplane in which they are traveling*).

(2) The act is committed for private ends (*Convention on the High Seas, Article 15, section 1*). Any attack for avowedly political ends is not piracy under International Law.

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b. Until recently, most piracy had been limited to thefts and murder on small vessels. Now, reports are common of pirates boarding large commercial ships transiting waters close to land. However, the fact that pirate attacks have not occurred in an area does not in any way lessen the possibility of them occurring in the future to unprepared ships and crews. All studies on piracy generally agree the geographic areas of highest risk are:

- (1) The South China Sea littoral including Thailand, Vietnam and the Philippines
- (2) Singapore area and the Malacca Straits
- (3) South and Central America, especially ports and coastal waters of Brazil
- (4) West Africa, Nigeria
- (5) Areas off China, India, Sri Lanka and the Caribbean

c. Alert watchstanding is the best deterrent to acts of piracy. A crew that is well informed of the threat to them and their ship by pirates is a crew that will be best prepared to answer that threat.

#### 5. Barricaded Captor/Hostage Situations

a. With the rising frequency of piracy and terrorist activities worldwide, the possibility of a barricaded captor/hostage situation occurring aboard ship has commensurably increased. Proper planning and training of designated shipboard security personnel may result in saving lives that might otherwise be lost due to impulsive and/or uncoordinated actions.

b. The primary goal in a barricaded captor/hostage situation is the safe release of the hostages. Every decision made should be based on the principle that preservation of human life is paramount. This concern should not be communicated to the captor. Proper use of time is a key tactical element.

c. Planning for the possibility of a barricaded captor/hostage situation requires, when circumstances permit, a team effort on the part of Masters, appropriate Area Commanders, the Naval Investigative Service Command (*NISCOM*) and local law enforcement officials.

6. Security Measures. Effective security surveillance is the key to prevention and may include the following:

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- a. Radar watch, although radar has a number of weaknesses and may provide little warning.
- b. Lookouts, including an aft lookout, trained to recognize suspicious activity and provided with adequate lighting, binoculars, communications and night vision devices, if available.
- c. Roving patrols with the ability to instantly communicate with the duty officer should an approach go undetected and a boarding be attempted.
- d. Ensure all ingresses are secured.
- e. Assign a deck officer in charge of security in addition to the posted stern watch and roving patrol.
- f. Charge fire hoses for immediate use as a water cannon.
- g. Fire axes, strategically located, to cut lines placed by the pirates' grappling hooks. Use of axes may, however, unreasonably expose personnel to danger.
- h. Empty bottles filled with sand or paint bladders (*which also serve to mark the pirate boat for later identification*).
- i. Consider relocating bulk cash during high threat transits.

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## **SHIP PHYSICAL SECURITY PLAN/SECURITY BILL**

1. General. A systematic method of ensuring vessel security is through the development and implementation of a ship physical security plan and a ship security bill.

2. Policy. The Master/PSO will develop a physical security plan. Companies which operate multiple ships of the same class may develop security plans generic to a particular class of ship; however, these plans shall be tailored by the Master/PSO for their particular application. The physical security plan, as revised, shall be made available to all crewmembers and include a physical security bill which shall be posted conspicuously throughout the ship.

3. Analysis. The first step is an analysis of present security conditions. Such an analysis should provide not only an overview of security, but should identify gaps and overlaps in the system as well. It will be used to determine what procedures should be effected to comply with the minimum physical security standards. A suggested analysis follows:

a. The Master shall periodically and in concert with the PSO prepare a list of "*targets of crime*" that might be the object of a criminal offense. Suggestions for the preparation of such a list are as follows.

(1) Prepare a diagram of the ship to aid in visualizing locations and property aboard ship.

(2) Consider the likelihood of maritime crimes such as smuggling, piracy, cargo theft and stowaways.

(3) Review probable ways for unauthorized persons to board when berthed or at sea.

(4) Identify property which may be easily stolen and converted to cash or be in demand for personal or commercial use.

(5) Check the property of crewmembers to determine if it is properly secured. Are there high-value items of personal property onboard?

b. The Master/PSO shall review the status of current security related procedures. Questions to ask include:

(1) Are the procedures adequate to provide reasonable protection for the most likely targets of crime?

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(2) Are the procedures used frequently enough to provide implementation as a matter of routine operational duties?

(3) Are revisions and/or new procedures required?

c. The Master/PSO shall analyze equipment and resources available to support security related activities by doing the following.

(1) Review the location and status of onboard equipment available to support security related activities.

(a) Is the necessary equipment available?

(b) Is the equipment in working order?

(c) Is available equipment being used?

(2) Review personnel available to conduct required security procedures. Questions to ask include:

(a) Can security duties be combined with other functions?

(b) Are security responsibilities delegated to all ship departments, e.g., deck, steward and engine departments?

(c) Are crewmembers knowledgeable of existing security procedures?

d. The information gained during the above actions may reveal areas requiring immediate improvement. There may be ideas for future improvements which need time for preparation and implementation. These findings should be documented and entered in the PSO's journal.

4. Program Development. The recommended approach for developing and managing a ship physical security program has four phases.

a. Phase I - Planning. Using the information from the security analysis, the Master should prepare a list of goals and tasks.

b. Phase II - Implementation. The following actions should be taken based on the tasks developed in Phase I:

(1) Issue instructions through a written ship security plan.

(2) Assign responsibilities.

(3) Conduct follow-up training and inspections.

c. Phase III - Evaluation. A continuous review as well as specified periodic surveys are needed to analyze the effectiveness of the program and indicate areas requiring change.

d. Phase IV - Modification. This phase completes the program management cycle. It also affords an opportunity to adjust priorities based upon experience gained during the program cycle. Obviously, the desired result of modification is to integrate security with the conduct of ship operations. There is a continuing requirement to improve and/or update ship security. Ongoing evaluation will permit minor adjustments and modifications which should be incorporated into periodic written revisions of the physical security plan only after testing and evaluation. Revising the physical security plan may have differing degrees of impact on ship operations. To reduce this impact the PSO shall coordinate changes with each ship's department prior to issuing a revision.

5. Staff Assistance. Masters wishing to receive physical security advice and assistance shall contact Area/Subarea Commanders and/or COMSC.

6. Ship Physical Security Plan. The physical security plan is the Master's plan detailing specifics and shall be designated as the inclusive ship's security document. The physical security plan shall include provisions which sufficiently address evaluation of minimum security standards as set forth in this instruction. Additional items may be incorporated but the plan shall, at a minimum, accomplish the following:

- a. Identify security areas.
- b. Identify by location and priority the assets to be protected.
- c. Assess the threat to such areas.
- d. Identify necessary resources to implement effective physical security.
- e. Recognize restrictions in resource application.
- f. Establish barriers and points of entry and exit.
- g. Prescribe personnel identification, access and circulation controls.

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h. Identify physical security procedures and equipment that will detect and/or prevent wrongful removal, damage, destruction or compromise of protected property.

i. Identify number of watches, posts, patrols and strength of the guard force sufficient to protect, react to and confront situations which threaten personnel and property.

j. Identify watch/post orders, standard guard procedures and training including jurisdiction, use of force, apprehension and temporary detention of intruders and other appropriate topics.

k. Establish and provide for maintenance of records relating to violations of physical security procedures, including corrective action taken.

l. Ensure that the security plan has separate annexes (*or references to ship's instructions*) for civil disturbances, hostage situations, sabotage, bomb threats and terrorist/hostile acts.

m. The plan will include the following documents:

(1) Telephone Numbers List (*Figure 19-1*).

(2) Security Checklist (*Figure 8-1*).

(3) PSO Personal Checklist (*Figure 8-2*).

(4) Bomb Threat Record (*Figure 10-1*).

(5) Telephonic Threat Complaint (*Figure 10-2*).

7. Inspection of the Physical Security Plan. The physical security plan, as the inclusive ship's security document, will be inspected annually. A copy of the security plan shall be provided to MSC personnel when requested, or during ship command inspections, quality assurance inspections or special purpose inspections.

8. MSC Physical Security Plan Format

- a. The following format is recommended for a security plan.

**COVER PAGE**

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	<b>b. Discussion/Background</b>
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<b>Chapter 15.</b>	<b>SECURITY LIGHTING</b>
<b>Chapter 16.</b>	<b>Anti-Attack Bill</b>
<b>Chapter 17.</b>	<b>Anti-Small Boat Attack Bill</b>
<b>Chapter 18.</b>	<b>Hostage Situation Bill</b>

- b. The PSO should use the enclosures of this instruction as guidelines in development of the plan for his ship. The plan must be written to fit the needs of each ship and the requirements of each Master.

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c. Each element of the plan should start with the following paragraphs when applicable:

**GENERAL, PROCEDURES, CHECKLIST,**

d. The PSO may add other elements/chapters as needed.

9. Physical Security Bill. In developing a ship physical security plan, the Master/PSO will structure a physical security bill that provides for security adapted to varying threat environments. If such actions are effectively implemented, further enhancement of security can be accomplished through the addition of greater controls. The security bill shall also indicate, by name and title, those individuals whose shore leave would be restricted or canceled in order to fulfill the security requirements.

10. Records and Reports. Historical documents are helpful in reviewing program revisions since they provide summary data concerning previous incidents. For this reason, PSOs are required to maintain appropriate files; however, security records need not duplicate official documents already required.

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<b>TELEPHONE NUMBERS</b>			
	<b>Name</b>	<b>Phone No.</b>	<b>Notes</b>
1	Master		1,2,3,4,5
2	Physical Security Officer (PSO)		1,2,3,4,5
3	Deck Watch Officer (DWO)		1,2,3,4,5
4	Local Fire Department		1,2,3,4,5
5	Vessel Manager/Agent		1,2,3,4,5
6	Operational Commander		1,2,3,4,5
7	Senior Officer Present Afloat (SOPA)		1,2,3,4,6
8	Layberth Operator		1,2,3,4
9	U.S. Coast Guard		1,2,3,4
10	Ambulance Service		1,3,5
11	Local Police		1,2
12	NIS		1,2
13	Consulate or Embassy		1,2
14	FBI		1,2
15	Naval Station Duty Officer/MSCO		1,2,3,4,5
16	Explosive Ordnance Disposal (EOD)		1
17	Pilots		
18	Tugs		
19			
20			
21			
22			

**Notes: Notify activities/personnel listed above as indicated:**

1. **Bomb Threats**
2. **Security Incidents**
3. **Fires**
4. **Flooding**
5. **Personnel Injury/Casualty**
6. **SOPA - The senior officer of the Navy, who is present and in command of any unit of the operating forces afloat in the locality/area**

Figure 19-1

**SAMPLE SECURITY PLAN**

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**SECURITY PLAN**

**Date:**\_\_\_\_\_

**Master:**\_\_\_\_\_

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## **CONTENTS**

- Chapter 1 - Security Plan Summary
- Chapter 2 - Minimum Physical Security Standards
- Chapter 3 - Security Bill
- Chapter 4 - Intrusion Alarm System
- Chapter 5 - Duress Words and Codes
- Chapter 6 - Bomb Threat Response Guidance
- Chapter 7 - Use of Deadly Force
- Chapter 8 - Security Equipment (including small arms)
- Chapter 9 - Gangway Watch
- Chapter 10 - Access Control - Gangway Log/Badges
- Chapter 11 - Circulation Control/Restricted Areas
- Chapter 12 - Deck Watch Officer
- Chapter 13 - Restricted or Cancellation of Crew Leave
- Chapter 14 - Deck/Roving Patrol
- Chapter 15 - Security Lighting
- Chapter 16 - Anti-Swimmer Attack Bill
- Chapter 17 - Anti-Small Craft Attack Bill
- Chapter 18 - Hostage Situation Bill

## **APPENDICES**

- Appendix A - Physical Security Officer Appointing Letter
- Appendix B - Sample Gangway Visitor Log
- Appendix C - Checksheet for Hostage Situation Management

## **FIGURES**

- Figure 8-1 - Security Checklist
- Figure 8-2 - Physical Security Officer Personal Checklist
- Figure 10-1 - Bomb Threat Action Check-Off List
- Figure 19-1 - Telephone Number List

**SAMPLE CHAPTER 1  
SECURITY PLAN SUMMARY**

From: Master  
To: All Personnel

Subj: **MV/SS/RV/USNS \_\_\_\_\_ PHYSICAL SECURITY PLAN**

Ref: (a) COMSCINST 5530.3B

1.1 Purpose. The purpose of this security plan is to issue policy and procedures for shipboard physical security. This plan is primarily passive in nature and directed at human threats.

1.2 Discussion and Background. Continued occurrences of piracy, terrorism and other hostile military/paramilitary actions in various parts of the world have heightened the concern for the safety of U.S. mariners, ships and cargoes. MSC ships consistently operate in or near many areas where a high probability of hostile activity exist. Additionally, certain environmental groups have become more militant in their actions, to a point where ships movements have been affected. As a result, a concerted effort is underway to increase the security level of all MSC ships. The fact that this ship is not considered a "*Naval Combatant*" is of little concern to groups opposed to the U.S. and its policies.

1.3 Responsibilities

a. Ship's Master will:

- (1) Be responsible for the safety and security of this ship, crew and cargo.
- (2) Maintain a shipboard physical security program, as required by reference (a), that ensures appropriate defensives measures will be taken to protect crewmembers and resist against ship takeover by outside forces.

b. Ship's PSO will:

- (1) Read and understand reference (a).
- (2) Develop, maintain and implement this physical security plan, supporting actions and procedures.
- (3) Manage security assets.

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(4) Conduct inspections to ensure personnel are at their assigned post and are aware of their duties and responsibilities.

(5) Ensure the number of watches, posts, patrols and strength of the guard/reaction force is sufficient to protect, react to and confront situations which threaten personnel and property.

(6) Ensure watch/post orders, standing guard procedures and security force training include jurisdiction, use of force, apprehension and temporary detention of intruders and other appropriate topics.

(7) Periodically test the operational effectiveness of this security plan.

c. Ship's Officers will:

(1) Assist the PSO in watching for and reporting security infractions.

(2) Assist the PSO in implementing individual security bills and reporting discrepancies in those bills.

(3) Be responsible, while watch officers, for implementing all requirements of this security plan.

d. All crewmembers will be familiar with the contents of this security plan and supporting bills, and reference (a).

---

*Master*

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## SAMPLE CHAPTER 2 MINIMUM PHYSICAL SECURITY STANDARDS

2.1 General. Reference (a) consolidates the four threat conditions (*THREATCONs*) used by DOD and their terminology into two *THREATCONs*, **CONDITION ALPHA** and **CONDITION DELTA**. These conditions are applicable regardless of our operational status (*i.e., inport, at anchor, underway*). At a minimum this ship will always maintain a **CONDITION ALPHA** alert posture.

2.2 The following **CONDITION ALPHA** security requirements are considered prudent to good seamanship and are in effect at all times.

- a. Physical Security Officer designated in writing (*Appendix A*).
- b. A 24-hour Deck Watch Officer.
- c. Watch personnel are familiar with the Ship's Security Plan and have been briefed on all special instructions.
- d. A Ship Security Bill with designated personnel assignments is in place and current.
- e. Bomb Threat Response Plan readily available to watch personnel.
- f. All topside watch personnel are equipped in accordance with Chapter 9. In addition, Watch Officer and Engine Room Watch Officer are equipped with hand-held communication devices.
- g. A visitor/vendor access badge system is implemented at gangway.
- h. Intrusion alarm system capable of being activated from the area at the gangway(s).
- i. A watchstander assigned (*either military, ship's company or contract security guard*) and access control procedures (*visitor's log/ID check*) are in effect on all active ladders, ramps and gangways.
- j. All ladders, ramps and gangways raised and/or secured when not in use.
- k. Rat guards utilized alongside the pier, and chain hawse covers in place when at anchor.

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l. Cargo lights utilized to the maximum extent to illuminate main deck, all active accesses, inboard and outboard sides during periods of darkness. Appropriate lighting measures should supply adequate illumination depending on weather conditions to prevent blinding or silhouetting watches.

m. All hatchways are secured to controlled areas or as the Master deems appropriate.

2.2 **CONDITION DELTA** Security Requirements are in addition to **CONDITION ALPHA** and are in response to an increased threat.

a. All **CONDITION ALPHA** requirements.

b. Brief personnel on the threat and ships operational procedures.

c. All topside watch personnel are equipped in accordance with Chapter 8.

d. Access to the ship restricted to official business only and all visitors continuously escorted.

e. All bags and packages are searched and inspected coming aboard and departing the ship.

f. Crew liberty/shore leave modified, as appropriate or directed, to comply with underway time requirements specified by the Area/Subarea or operational commander. It is recommended that the Master maintain the capability to get underway on 1-hour notice.

g. Additional lighting utilized to maximum extent to illuminate the main deck, all active accesses and inboard/outboard sides of ship during periods of darkness.

h. Firehoses laid out at all active accesses and capable of being manned and charged within 2-minute notice.

i. Capability to respond to incoming messages and to dispatch outgoing messages rapidly at all times.

j. Request through the cognizant Area/Subarea Commander/operational chain of command/United States Defense Attaché's Office (*USDAO*):

(1) If in CONUS, that a USCG safety or security zone be established as circumstances require.

(2) If out CONUS, that the host nation equivalent to these zones be established.

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k. Additional personnel posted topside either military, ship's company, host nation military, contract guard or security personnel as required to ensure ship's perimeter which is not visible from the brow is under surveillance at all times.

l. Request additional assistance, as required, from Area/Subarea Commander or operational chain of command.

m. Get or stay underway if at all possible.

n. Permit only necessary personnel topside.

o. Set material condition zebra, main deck and below.

p. Prohibit all vehicles, workloads or barges from coming alongside if in port.

q. Notify port services to arrange tug and pilot services on short notice if required.

r. Lock outside doors/hatches from inside to control access but not to deter safety.

s. Review procedures for removal/destruction of classified material in accordance with the ships emergency destruction plan.

2.3 As deemed appropriate, condition levels will be changed or modified to the prevailing threat. As general policy, an armed response team or arming the ship's company personnel will not be a **CONDITION DELTA** requirement.

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### SAMPLE CHAPTER 3 SECURITY BILL

3.1 General. The purpose of this chapter is to promulgate assignments/procedures in relation to the **THREATCON** assigned the area which the USNS\_\_\_\_\_ is operating. Additionally, the implementation of the ship's reaction force will be tailored to the conditions encountered. The reaction force will augment the normal watches at sea, anchor or pierside, when required.

#### 3.2 Information

a. The following assignments will be implemented during **CONDITION ALPHA** or as the Master, Physical Security Officer or Watch Officer deems appropriate.

RANK	ASSIGNMENT
Master	Overall Command
First Officer	Physical Security Officer
_____ Officer	Assistant Physical Security Officer
_____ Officer	Watch Officer
_____ Watch	Gangway
_____ Watch	Roving Patrol AFT
_____ Watch	Roving Patrol FWD

(1) All personnel will be equipped as specified in Chapter 9.

(2) Weapons will be issued at the discretion of the Master only.

b. The following assignments will be implemented during **CONDITION DELTA** or as the Master, Physical Security Officer or Watch Officer deems appropriate.

RANK	WEAPON	ASSIGNMENT
Master	Pistol	Overall Command
First Officer	Pistol	Shipboard Security
_____ Officer	Pistol	Asst./PSO (1st Tm Ldr)
_____ Watch	Shotgun	Bow
_____ Watch	Shotgun	Port Midship
_____ Watch	Shotgun	Stbd Midship
_____ Officer	Pistol	2nd Team Leader (AFT)
_____ Watch	Shotgun	Fantail
_____ Watch	M-14	Port Bridge Wing
_____ Watch	M-14	Stbd Bridge Wing

(1) Weapons will only be issued if the Master deems appropriate.

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(2) Team leaders will place themselves in positions that will allow them to supervise personnel/weapon placement.

(3) Port, Starboard, Bow and Aft watches will patrol their areas of responsibility. These watches are not stationary assignments.

(4) The bridge wing watches are stationary billets. In addition to their normal defensive area of responsibility they are responsible to provide the ship with a second line of defense (*i.e., intruder has penetrated our outer security*) as well as protecting the bridge and/or other duties as assigned.

(5) All reaction force personnel will be equipped as specified in Chapter 8.

c. Personnel assigned to the above teams will also be the assigned bomb response teams. This will reduce the requirements for weapon qualifications.

d. Personnel assigned to the above positions:

(1) Act as a show of force.

(2) Protect the ship and its crew.

(3) Repel all intruders.

e. All personnel assigned duties that require use of weapons will be instructed as specified in Chapter 7.

f. Only the Master, Physical Security Officer or Watch Officer can authorize the use of the reaction force.

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## SAMPLE CHAPTER 4 INTRUSION ALARM SYSTEM

4.1 General. The primary use of the ship's alarm system is to provide the fastest, most widespread notification of an emergency. Alarm contacts are located at the gangway (*port/stbd*) and bridge.

4.2 Information. The following alarms and signals aboard the USNS \_\_\_\_\_ will be used to announce a security alert:

a. General Alarm (*Primary*)

(1) Location: Bridge and gangway areas

(2) Signal: 3 short rings (*continuously with 5 second breaks between each 3 ring group*)

b. Ship's Whistle (*Alternate*)

(1) Location: Bridge

(2) Signal: 3 short blasts (*same as above*)

c. Duress Words/Codes (*Chapter 5*)

(1) Location: All hands

(2) Signal: Changed as deemed appropriate

4.3 Action. In the event of an alarm indicating a security violation or incident has occurred, all accesses to the ship will immediately be secured. Designated security teams (*except those on watch*) shall immediately report to weapons/gear locker for assignment and orders. The Physical Security Officer or designated officer in charge will coordinate all required actions until situation is resolved. The designated command post, if required, will be at Damage Control Central.

## **SAMPLE CHAPTER 5 DURESS WORDS AND CODES**

5.1 General. Persons on watch are subject to hostile actions at any time, due to the fact that they are most likely to first encounter hostile visitors or intruders. Although **OVERTLY** spreading the alarm will be the most rapid means of calling for assistance, there may be times (*hostage situations, etc.*) where a more **COVERT** means will be the better action.

5.2 Information. As a matter of routine this ship will implement and use a Duress Word/Code system to quietly announce a person in distress. This Duress Word/Code will be implemented in the following ways:

a. A Duress Word may be passed from a person in any fashion (*i.e., the general announcing system, hand-held radio, in person, etc.*). **ALL HANDS MUST** know the active Duress Word/Code and know what actions to take should they hear this word.

b. The Duress Word will be changed whenever the Word has been compromised or deemed appropriate.

c. Occasionally, it may be necessary to alter with a Code, or to include a Code with a Word. A Code will be some sort of physical action that can be determined at a distance (*i.e., Gangway Watch not wearing his ball cap, etc.*).

d. The Duress Word/Code will not be written down.

### 5.3 Action

a. The Physical Security Officer will:

(1) Ensure that all personnel are familiar with the active Duress Word/Code.

(2) Conduct periodic training and drills in reaction to the covert duress procedures.

(3) Change the Word or Code as required.

b. The Watch Officer will:

(1) Ensure familiarity with the Duress Word or Code in effect.

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(2) Ensure that watch personnel under your supervision are appropriately reminded of Duress Words/Codes and understand the response necessary upon learning of a person in distress.

(3) Upon hearing the Duress Word or Code used by any person aboard this ship, inform all hands by the most expeditious (*but covert*) means possible on the actions to be taken.

(4) Initiate required action in accordance with this instruction based on the type action deemed necessary.

c. Watch Personnel will become thoroughly familiar with the active Codes/Words and actions to be taken by them.

d. All Hands will:

(1) Ensure knowledge of the active Words/Codes.

(2) Upon hearing the duress signal, inform all hands by the most expeditious (*but covert*) means possible.

## SAMPLE CHAPTER 6 BOMB THREAT RESPONSE GUIDANCE

6.1 General. Every bomb threat will be taken seriously and the response will be immediate and systematic. This chapter increases the awareness of bombs and bomb threats as well as establishing the responsibilities and procedures this ship will implement.

### 6.2 Information

a. Bomb Threat Notification. Any individual aboard this ship who has received a bomb threat will immediately notify the Master, Physical Security Officer or Watch Officer. Upon notification, a designated individual will be assigned as the Bomb Scene Officer (*BSO*). This individual will then notify the facility operator, Base Commander, operational commander, local MSC shore representative and local police. If local MSC shore representative or shore base command cannot be contacted, he will contact the ships agent and/or local authorities for assistance. To ensure all appropriate agencies are notified, notification will be in accordance with the Bomb Threat Action Check-off List (*Appendix C*).

b. Package and Mail Bombs. The outward appearance of a package or mail bomb is limited only by the imagination of the sender. However, these bombs have exhibited the following unique characteristics which may assist crewmembers in identifying a suspect package or letter:

- (1) Mail bombs may bear restricted endorsements such as "*personal*" or "*private*."
- (2) The addressee's name and/or title may be inaccurate.
- (3) Mail bombs may reflect distorted handwriting or the name and address may be prepared with homemade labels or cut-and-paste lettering.
- (4) Package or mail bombs may have protruding wire, aluminum foil or oil stains visible and may emit a peculiar odor.
- (5) Mail bombs may have an excessive amount of postage stamps affixed.
- (6) Letter-type bombs may feel rigid or appear uneven or lopsided.
- (7) Parcel bombs may be unprofessionally wrapped and endorsed, "**Fragile - Handle With Care**" or "**Rush - Do Not Delay**."

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(8) Packages or parcel bombs may have an irregular shape, soft spots or bulges.

(9) Packages or parcel bombs may make a buzzing, ticking noise or a sloshing sound.

(10) Pressure or resistance may be noted when removing contents from an envelope or package.

c. Responsibilities and Procedures

(1) The Physical Security Officer will ensure that current and up-to-date copies of Appendixes B and C are located at the gangway and with the Watch Officer.

(2) The Watch Officer will:

(a) Notify the Master and/or Physical Security Officer of a bomb threat or incident.

(b) Be responsible when required for orderly ship evacuation when the Master or Physical Security Officer is not available.

(c) Notify support service agencies when necessary.

(d) Responsible for notifying base authorities and higher authorities as necessary.

(3) Postal Officer will ensure copies of Appendixes B and C are posted in ship's post office.

d. Initial procedures when a package or mail bomb is found

(1) Mail bomb:

(a) Do not open the article.

(b) Do not put the article in water or in a confined space such as a desk drawer or file cabinet.

(c) Report its location to the Watch Officer.

(d) Evacuate and isolate the immediate area.

(2) Package Bomb:

- (a) Do not touch a strange or suspicious object.
- (b) Report its location to the Watch Officer.
- (c) Evacuate and isolate the immediate area.
- (d) Avoid use of radios in the vicinity of the package. RF energy can cause premature detonation of an electric initiator (*blasting cap*).
- (e) Isolate steam, water, ventilation and power cables to the area if possible.
- (f) Place mattresses, not metal plates, around the object. Do not attempt to cover the object.
- (g) Consider opening doors and hatches to vent the force of the blast overboard.
- (h) Issue a warning to all hands when threat exists.

(3) Telephone Bomb Threats. There are two reasonable explanations for a caller reporting that a bomb is to go off at a particular time. The caller has definite knowledge or believes that an explosive or incendiary has been or will be placed and the caller wants to minimize personal injury or property damage. The caller may be the person who placed the device or someone who has become aware of such information or the caller wants to create an atmosphere of anxiety and disrupt the normal routine. Personnel should respond calmly to a bomb threat call. If possible, get more than one person to listen to the call. Keep the caller on the line as long as possible. Ask the caller to repeat the message and record every word spoken by the caller. Use the Telephonic Threat Complaint at Appendix C. In particular, the person receiving the call should:

- (a) Remain calm. Rarely has a bomb threat caller failed to allow ample time for evacuation.
- (b) Listen for voices or speech peculiarities and try to distinguish background noises that might help identify or locate the caller.
- (c) Be alert for repeated use of certain words or phrases.
- (d) Listen for accents-national or regional.

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- (e) Tape record the conversation if possible.
- (f) Record the date and precise time the threat is received.
- (g) Try to get the caller to answer as many questions in Appendix C.
- (h) When the caller has answered the above questions, or refuses to do so, the person taking the call shall notify the Watch Officer immediately. If possible, immediately provide the location of the bomb and the time of detonation.
- (i) Do not hang-up the phone if the call is made from the ship's internal telephone system.

e. Written Bomb Threats. Save all materials, including any envelope or container. Once the message is recognized as a bomb threat, unnecessary handling should be avoided. Every possible effort must be made to retain evidence such as fingerprints, handwriting or typewriting, paper and postal marks which are essential to tracing the threat and identifying the writer. While written messages are usually associated with generalized threats or extortion attempts, a written warning of a specific device may occasionally be received. It should never be ignored.

f. Bomb Search Guidance. Searches will be conducted by reaction force personnel made up into two person teams. The following techniques in searching for a bomb will be:

(1) Move first to various parts of the space and stand quietly, with eyes shut and listen for clock-work device. Frequently a clock-work mechanism can be quickly detected without the use of special equipment. Even if no clock-work mechanism is found, the search team is now aware of the background noise level of the space itself.

(2) The individual in charge of the team should look around the space and determine how it is to be divided for searching. Division should be based on the number and type of objects in the space, not the size of the space.

(3) Start from the bottom and work up.

(4) Search from bulkheads to the center of the space.

(5) After the space has been searched, conspicuously mark the space, at the entrance indicating "**SEARCH COMPLETED.**"

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(6) Avoid conducting random or spot checking of logical threat areas when conducting a detailed search. The bomber may not be a logical person.

(7) When searching outside areas, thoroughly check trash receptacles, deck drains and storage lockers.

(8) Searches of machinery spaces and other specialized spaces shall be done by personnel entirely familiar with the space. Be alert for small charges placed to rupture the hull, high pressure piping or electrical cables.

(9) Have the occupants of the space stand by to open lockers, desks and cabinets.

g. Action. The action to be taken will depend upon the information obtained from the caller and will result in the setting of one of three bomb conditions with appropriate action as outlined below.

(1) **Bomb Condition I.** Telephone threat, no location or time information obtained:

(a) Sound Security Alert. When security has been set, muster the crew, then conduct a rapid search of the ship's spaces, looking for any unusual objects in out of the way places.

(b) Set material condition Zebra.

(c) Alert appropriate personnel as described in paragraph 6.2(a) of this chapter.

(d) Should a bomb or explosive device be found, no effort should be made to move the device. The BSO will request an EOD Team. General Quarters will be set.

(e) If no bomb is found, commence a detailed search of spaces.

(2) **Bomb Condition II.** Telephone threat, exact location given, no time information received.

(a) Sound Security Alert.

(b) Have reaction force personnel muster at appropriate repair locker.

(c) Alert appropriate personnel as described in paragraph 6.2(a) of this chapter.

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(d) Send reaction force personnel to area indicated to conduct thorough search for bomb. All other personnel will stand clear.

(e) Should a bomb or explosive device be found, no effort should be made to move the device. The Master, Physical Security Officer or Watch Officer will request an EOD Team. General Quarters and material condition Zebra will be set.

(f) If no bomb is found, conduct a thorough search of the ship.

(3) **Bomb Condition III.** Telephone threat, exact location and time information received. Proceed as in Bomb Condition II except:

(a) The area will be evacuated immediately and a thorough search conducted.

(b) If no bomb/device is found, the area will remain empty until the determination to reoccupy the space is made by the BSO.

(c) If bomb/device is found proceed as specified in Bomb Condition II above.

h. Reporting Procedures. The BSO will initiate a message report based on the evaluation of the threat.

(1) Initiate an **OPREP-3** Pinnacle if:

(a) An attempt at sabotage by foreign nationals.

(b) A national or international incident resulting in actual or potential international repercussions creating tensions or undesirable relations between the U.S. and other countries.

(c) An incident that may result in news inquiries at the national level of an unusual intensity.

(2) Initiate an **OPREP-3 NAVY BLUE** if the bomb threat does not meet the above requirements but is evaluated as probably valid.

(3) Initiate a **UNIT SITREP** if the bomb threat is evaluated as a hoax.

**SAMPLE CHAPTER 7  
USE OF DEADLY FORCE**

7.1 General. In time of peace or armed conflict, both civil service mariners and private sector mariners are entitled to exercise the right of self defense in response to hostile acts. Personnel assigned to the USNS \_\_\_\_\_ will always exercise the minimum amount of force necessary to discharge their assigned responsibilities. The importance of knowing the levels of force and specific rules of engagement, using the appropriate level of force and clearly understanding the consequences for not using the appropriate level of force is an absolute must for all personnel aboard this ship. The use of force may only be used under the circumstances/restrictions as set forth herein.

7.2 Information

a. Definitions of Force and Deadly Force

(1) **Force**: to do violence to; to compel by physical, moral or intellectual means; to achieve or win by strength in struggle or violence.

(2) **Deadly Force**: that force which a person knows, or should know, if used would result in a substantial risk of causing death or serious bodily harm.

b. Use of Force

(1) No individual will be permitted to perform security duties until they have received instruction on applicable regulations relating to the use of force.

(2) Instruction will be given monthly to personnel assigned to these duties to ensure that they continue to be thoroughly familiar with all restrictions on the use of force.

(3) All personnel shall be instructed that it is not permissible to induce an individual to commit an offense against the law for the purpose of providing a basis for subsequent protection. Such provocation by way of entrapment will not be authorized or permitted under any circumstances.

c. Degrees of force. (*Lesser to greater*) Which will be implemented aboard this ship are:

(1) Presence

(2) Verbal Persuasion

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- (3) Unarmed Self Defense
- (4) Baton/Fire Hose
- (5) Deadly Force

d. Use of Deadly Force. Is justified only under conditions of extreme necessity and as a last resort, when all lesser means have failed or cannot reasonably be employed and only under one or more of the following circumstances.

(1) Self-Defense. When deadly force appears to be necessary to protect security personnel who reasonably believe themselves to be in imminent danger of death or serious bodily harm.

(2) National Security. When deadly force reasonably appears to be necessary to prevent the actual theft or sabotage of assets vital to national security. Assets shall be specifically designated as "*vital to national security*" only when their loss, damage or compromise would seriously jeopardize the fulfillment of a national defense mission. Examples include nuclear weapons; nuclear command, control, and communications facilities and designated restricted areas containing strategic operational assets, sensitive codes or special access programs.

(3) Property Not Involving National Security But Inherently Dangerous To Others. When deadly force reasonably appears to be necessary to prevent the actual theft or sabotage of property, such as operable weapons or ammunition, which is inherently dangerous to others, i.e., property which, in the hands of an unauthorized individual, presents a substantial potential danger of death or serious bodily harm to others. Examples include high risk portable and lethal missiles, rockets, arms, ammunition, explosives, chemical agents and special nuclear material.

(4) Serious Offenses Against Persons. When deadly force reasonably appears to be necessary to prevent the commission of a serious offense involving violence and threatening death or serious bodily harm. Examples include murder, armed robbery and aggravated assault.

(5) Arrest or Apprehension. When deadly force reasonably appears to be necessary to apprehend or prevent the escape of a person reasonably believed to have committed an offense of the nature specified in d(2) through d(4) above.

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(6) Escapes. When deadly force has been specifically authorized by competent authority and reasonably appears to be necessary to prevent the escape of a prisoner, provided security personnel have probable cause to believe that the escaping prisoner poses a threat of serious bodily harm either to security personnel or others.

e. In order to comply with local law, a Master may impose further restrictions on the use of deadly force if in his judgment such restrictions would not unduly compromise important security interests of the Government.

f. In situations where the protection of nuclear weapons is involved, the security criteria and standards for such protection, as outlined in OPNAVINST C8126.1, will apply.

7.3 Personal Liability Considerations Involving Deadly Force. Whenever a person employs deadly force, there is risk of personal liability for the harm or injury inflicted. Using deadly force in foreign jurisdictions may entail the risk of being subjected to foreign civil or criminal charges or suit. There is no law which would ensure immunity from trial or suit in foreign jurisdictions. The generally applicable standard for acceptable force is the same as that which will sustain a defense of "*self-defense*," that is, whether the nature, amount and use of the force was reasonably justified in light of all the relevant circumstances.

7.4 Additional Considerations Involving Firearms. If, in any of the circumstances set forth above, it becomes necessary to use a firearm, the following precautions will be observed, provided it is possible to do so consistent with the prevention of death or serious bodily harm:

a. Firing a warning shot is a safety hazard and is prohibited.

b. When a firearm is discharged, it will be fired with the intent of rendering the person(s) at whom it is discharged incapable of continuing the activity or course of behavior prompting the individual to shoot.

c. Shots shall be fired only with due regard for the safety of innocent bystanders.

d. In the case of holstered weapons, a weapon should not be removed from the holster unless there is reasonable expectation that use of the weapon may be necessary.

e. On certain types of vessels carrying dangerous cargo, the areas for safe discharge and use of each type of firearm will be designated so as to avoid the ignition of cargo or generated vapors, consistent with the maintenance of maximum security of the vessel.

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7.5 Instructions. The authority to arm security personnel is vested in the Master. In the exercise of this authority, the Master will be guided by the following considerations.

a. No person will be armed unless he/she is currently qualified in the use of assigned weapons. In order to qualify, personnel performing security duties must satisfactorily complete the small arms training course outlined in reference (a).

b. Personnel shall not be permitted to perform security duties requiring the use of weapons until they have received instruction on applicable regulations for the use of deadly force in the performance of such duties. Additionally, instruction will be given monthly to all shipboard security personnel assigned to these duties to ensure that they continue to be thoroughly familiar with all restrictions on the use of deadly force.

**SAMPLE CHAPTER 8**  
**SECURITY EQUIPMENT (*including small arms*)**

8.1 General. This chapter identifies the implementation procedures and equipment required for this ships physical security program. The equipment specified is in accordance with the ships Physical Security Allowance Equipage List and Small Arms individual Combat Equipment Allowance List.

8.2 Information

a. Small Arms and Equipment Quantities. The Physical Security Officer will ensure that the following quantities are maintained aboard this ship:

<u>Nomenclature</u>	<u>QTY</u>
Belt, webb	_____
Hand cuffs	_____
Hand cuff cases	_____
Ammunition case/pouch	_____
Police club	_____
Club carrier	_____
Key ring strap	_____
Whistle, chain & hook	_____
Leg irons	_____
Flashlight	_____
Visitor log	_____
Body armor, upper	_____
Scabbard, bayonet	_____
Hand-held radios	_____
Helmet, kevlar	_____
Bayonet, knife	_____
Rifle, 7.62 mm M-14	_____
Pistol, M1911A1, 45 cal	_____
Shotgun, 12 Ga.	_____
Kit L/thro MK 87-1	_____

b. Privately owned weapons/ammunition will not be permitted onboard this ship. The only exception to this policy will be as specified in reference (a) and Chapter 11 herein.

c. As a minimum, the gangway watch, roving patrol and **Condition Alpha/Delta** Security Personnel will be equipped with:

- (1) Handheld radio
- (2) Belt, webb
- (3) Handcuffs w/case

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- (4) Police club w/carrier
  - (5) Whistle
  - (6) Flashlight
  - (7) Visitor log (*gangway only*)
- d. As a minimum, the reaction force personnel will be equipped with:
- (1) Handheld radio (*1 per team*)
  - (2) Body armor, upper (*as needed*)
  - (3) Body armor, lower (*as needed*)
  - (4) Belt, webb
  - (5) Handcuff w/case (*as needed*)
  - (6) Whistle
  - (7) Flashlight

**SAMPLE CHAPTER 9  
GANGWAY WATCH**

9.1 General. The gangway or RO/RO ramp (*when down*) will be stood at or near the head of the entrance ways. Both watches are mandatory whenever the accesses are actively being used.

9.2 Information

a. Uniform and Equipment

- (1) A clean uniform of the day with cap will be worn.
- (2) Individual will be clean and will present a neat orderly appearance.
- (3) Equipment to be worn will be as specified in Chapter 9.

b. Duties

(1) Stop and identify all persons desiring access. Allow no unauthorized visitors unless approved by Master, Physical Security Officer or Watch Officer.

(2) Verify individuals' purpose/authority for boarding.

(3) Log all visitors' names, organization represented, purpose of visit, time in/out (*see Appendix H*).

(4) Ensure all visitors have departed ship by 2200 hours. Report all violations to Watch Officer.

(5) Ensure all visitors receive the appropriate identification badge and are briefed on circulation restrictions and restricted areas.

(6) Deny entry to all personnel refusing:

- (a) Identification.
- (b) Satisfactory explanation for reason of visit.
- (c) Consent of search of personal belongings.
- (d) Consent of search of individual.

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- (e) Consent to conform to ship's regulations.
- (7) Prevent loitering of individuals in vicinity of gangway or alongside vessel.
- (8) Arrange for escort of visitors when circulation control measures are in effect.
- (9) Check all equipment and supplies crossing the quarterdeck area for suspected contraband being off loaded or smuggled aboard. Report all violations immediately to the Master, Physical Security Officer or Watch Officer.
- (10) Report all suspicious occurrences to the Watch Officer immediately.
- (11) Maintain gangway/ramp area clean and in a hazard free condition.
- (12) Ensure gangway/ramp areas are well illuminated during hours of darkness.
- (13) Ensure you have a safety line with ring buoy in close proximity for emergencies.
- (14) Maintain, protect and log all entries in the gangway log book in a neat and orderly fashion.
- (15) Telephone is for official business only. All authorized calls will be brief. No personal calls will be made. Do not accept any collect calls. All emergency calls will be passed to the Watch Officer.
- (16) Contact Watch Officer immediately on any item you are unclear of or not covered by this instruction.
- (17) Log all roving patrol intervals. If roving patrol does not report in hourly, inform the Watch Officer immediately.

**SAMPLE CHAPTER 10**  
**ACCESS CONTROL/GANGWAY LOG/BADGES**

10.1 General. This section identifies and explains implementation procedures for the control of entry and exit to the USNS \_\_\_\_\_. The control procedures specified herein will help ensure that security is maintained and privacy to the ship's crew is provided.

10.2 Information

a. Visitor Badges

(1) Master authorizing general visiting/open house constitutes a waiver for visitor badge requirements.

(2) Badges will be serialized, identifiable as belonging to this ship and color coded (*color could be of any type*) as specified:

(a) **Yellow**: Visitor is on approved access list and escort is not required.

(b) **Green**: For personal visits. Sponsor will be responsible to escort visitor at all times.

(c) **Pink**: For contract/other escort required visitors.

(3) When large groups (*i.e., longshoremen, stevedores, etc.*) have their own badges, the team leader may sign in/out the whole crew.

(4) Personnel issued badges will be told:

(a) How to wear/display the badge.

(b) What to do if badge is lost.

(c) To return badge upon leaving the ship.

(5) The Physical Security Officer will locally purchase a minimum of 20 of each type/color badge. No more than 12 badges of each type will be available for issue unless approved by the Master, Physical Security Officer or Watch Officer. All unissued badges will be kept and maintained by the Physical Security Officer.

(6) Badge Inventory/Accountability will be as follows:

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- (a) Within 30 minutes by oncoming gangway watch.
- (b) Within 30 minutes by the gangway watch, after visiting hours (2200) have concluded.
- (c) By Watch Officer between the hours of 2200 and 0800.
- (d) Accountability of badges will be logged and discrepancies will be reported immediately to the Watch Officer.
- (e) When 20 percent of the badges issued are lost/stolen, the system will be considered compromised. This will immediately be reported to the Master via the Physical Security Officer for appropriate action.

b. Gangway Log

(1) This log is maintained to ensure control over the issue/accountability of badges, to identify visitors who have been and still are aboard and to document information for historical purposes.

(2) The log will be maintained at all times. It will be kept in a government issued log book or equivalent as specified in Appendix F.

(3) The format and information to be documented will be as specified in Appendix H.

(4) All entries will be made in pen.

(5) Pages will never be torn out for any reason.

(6) Mistakes will be corrected by drawing a single line through the incorrect entry and the individual placing their initials next to it.

(7) The Physical Security Officer will maintain all logs on file for 1 year after log closing date.

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c. Access Control

(1) All MSC ships are considered to be in a **CONDITION ALPHA**, level two restriction. A level two restriction means the ship contains a security interest which if lost, stolen, compromised or sabotaged would cause serious damage to the command mission or national security. Uncontrolled or unescorted movement could permit access to the security interest.

(2) Visiting will be limited to official visits only unless pre-approved by the Master, Physical Security Officer or Watch Officer.

(3) All ingress points to the ship will be posted with **RESTRICTED AREA** signs. Upon depletion of already procured signs, all new signs will be in accordance with OPNAVINST 5530.14B.

(4) Any visitor authorized access to classified information must present appropriate identification at time of visit. However, under no circumstance (*unless Master approves*) may a request that is hand-carried by a visitor be the basis for granting access.

(5) Cameras will not be permitted aboard by visitors unless approved by the Master, Physical Security Officer or Watch Officer. All cameras will be collected at the gangway, tagged with owners name and returned to owner upon departure.

(6) Firearms will not be permitted aboard unless approved by the Master, Physical Security Officer, Watch Officer or the individual's capacity indicates approval (*i.e., police, NIS, FBI, etc.*). Privately owned weapons will be tagged with the individual's name, SSN, date of receipt and locked in the ship's small arms locker.

(7) When the Master has determined that the threat is such that search procedures will be implemented, individuals refusing the search will not be searched but will be denied access. When such procedures are in effect, a designated ship officer will supervise.

(8) The threat condition will, as determined by the Master, Physical Security Officer or Watch Officer constitute the intensity of the search required. The frequency of random searches/inspections (*i.e., every third person, every tenth person*) will be determined and under no condition will any personnel be exempt. The search will include one or more of the following.

- (a) Observe visitor and check items in individual's possession.

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- (b) Request visitor to open carry on baggage/closed parcels for inspection.
- (c) Request visitor display items hidden from view.
- (d) Request visitor turn over prohibited items for safekeeping until departure from ship. Illegal items will be immediately brought to the attention of the Watch Officer for appropriate action.

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## SAMPLE CHAPTER 11 CIRCULATION CONTROL/RESTRICTED AREAS

11.1 General. The entire ship is considered off-limits to all personnel except those authorized to board. Personnel who do board will not have total access to all areas of this ship. Circulation control will work in unison with access control. This chapter will explain the criteria for entry, restricted areas and persons who are authorized entry into these areas.

### 11.2 Information

#### a. Circulation Control

(1) Unless authorized, visitors must be accompanied at all times. Personnel having visitors are responsible for their safety and conduct while aboard.

(2) Visiting hours when authorized will be from 0800-2200.

(3) All visitors will display the appropriate badge (*color*) at all times.

(4) Visitors will be informed of ship's restricted areas.

(5) Access control as specified in Chapter 11 will be enforced in conjunction with circulation control procedures.

#### b. Restricted Areas

(1) All restricted areas will be designated by three (3) levels of control. They are:

(a) Exclusion Area. Requires the highest level of control. This is the most secure type of restricted area. It contains a security interest which if lost, stolen, compromised, sabotaged would cause grave damage to the mission or national security.

(b) Limited Area. Second most secure type of restricted area. May be inside a Controlled Area but never inside an Exclusion Area. Contains a security interest which if lost, stolen, compromised or sabotaged would cause serious damage to the mission of the ship or national security. Unescorted control could permit access to a security interest or asset.

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(c) Controlled Area. Least secure type of restricted area. Contains a security interest which if lost, stolen, compromised or sabotaged could cause damage to the ship or national security. Uncontrolled/unescorted movement may permit access to a security interest or asset.

(2) Restricted Spaces. Onboard this ship, only personnel with specific business may enter and only after complying with specified criteria as indicated below.

(a) Master's Cabin: (*Limited Area*) With the permission of the Master, First Officer or Watch Officer.

(b) Radio Central: (*Exclusion Area*) With the permission of the Master or Officer in Charge of the Military Detachment (*OICMILDEPT*).

(c) CMS Vault: (*Exclusion Area*) With the permission of the Master or OICMILDEPT.

(d) All Engineering Spaces: (*Controlled Area*) With the permission from the Master or Chief Engineer.

(e) Bridge: (*Limited Area*) With the permission from the Master, First Officer or Watch Officer.

(f) Purser's Office: (*Controlled Area*) With the permission of the Master or Purser.

(g) Ship's Office: (*Limited Area*) With the permission of the Master, First Officer or Watch Officer.

(h) Combat Information Center: (*Limited Area*) With the permission of the Master or OICMILDEPT.

(i) Electronics Technician Shop: (*Limited Area*) With the permission of the Master or OICMILDEPT.

(j) Signal Shack: (*Controlled Area*) With the permission of the Master, OICMILDEPT or First Officer.

(k) Auxiliary Radio: (*Limited Area*) With the permission of the Master or OICMILDEPT.

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(l) Radio Room (*Ships having radio officer only*): (*Limited Area*) With the permission of the Master or Radio Officer.

(m) Contract Operated Spaces: (*Exclusion Area*) With the permission of the senior sponsor designated representative (*SDR*).

(n) Chart Room: (*Controlled Area*) With the permission of the SDR.

(o) AA&E Area: (*Exclusion Area*) With the permission of the Master, First Officer or Watch Officer.

### 11.3 Responsibilities

a. Physical Security Officer. Ensure all required spaces are posted with the appropriate "*Restricted Area*" signs and locking devices are suitable for the level of security required.

b. Watch Officer. Conduct random rounds to all the above spaces and log/report all noted violations.

c. Ship Personnel. Ensure above controls are enforced and report all intruders/suspected violations immediately.

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**SAMPLE CHAPTER 12  
DECK WATCH OFFICER**

12.1 General. The oncoming Deck Watch Officer will be totally familiar with all current standing orders. Additionally, he/she will be responsible for all specific orders and/or duties passed on by the Master.

12.2 Information. The minimum required duties will include the following:

a. Ensure gangway and roving patrol watches are relieved properly and are knowledgeable of all standing and special orders.

b. Ensure all watches are in the proper uniform of the day and present a neat and orderly appearance.

c. Ensure all watches are equipped with the proper equipment to fulfill their duties (*see Chapter 9*).

d. Ensure standing orders are properly posted.

e. Ensure all watches know who you are and how they can get in touch with you.

f. Ensure you inspect the gangway log and visitor badges between 2200 and 2230.

g. Inspect all duty personnel at least once prior to 2400 and once between 2400 and 0600.

h. Ensure you know how to get in touch with the Master and Physical Security Officer in case of an emergency.

i. Ensure you are knowledgeable of the current THREATCON and the security measures that have been implemented.

j. Tour ship randomly and check all restricted areas, mooring lines, rat guards, possible hazards (*i.e., fires, leaks, electrical, etc.*), lounge areas and all berthing areas.

k. Be aware of immediate recall procedures in case of an emergency.

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**SAMPLE CHAPTER 13**  
**RESTRICTION OR CANCELLATION OF CREW LEAVE**

13.1 General. Liberty will normally be granted during off duty hours in port unless conditions warrant differently. Heightened threat conditions will cause an increase in the number of duty personnel and may cause denial of shore leave or recall of personnel after shore leave has been granted.

13.2 Information

a. The Master will determine whether leave is granted/denied, or to implement a personnel recall. In his absence, the First Officer or Duty Officer will make these decisions.

b. As soon as all available intelligence information is gathered and a threat evaluation is assessed for the port of embark, leave information will be announced to all crewmembers.

c. All personnel going on shore liberty/leave will ensure they know how to get in touch with the ship (*local emergency phone numbers*).

d. The Physical Security Officer will check with local U.S. shore patrol, SOPA, USOs or United Seaman's Service Clubs for availability and locations of "*safe houses*." This information will be given to all personnel going on shore leave or liberty.

e. All emergency information will be posted at gangway for all crew personnel to read.

f. If an emergency recall of personnel is required, information will be disseminated by all safe and possible means available (*i.e., radio, TV, shore patrol, etc.*).

g. Upon recall, all crewmembers will immediately report back to the ship. If unable to return, due to hostilities, personnel should attempt to report to the nearest "*safe house*." Once at the "*safe house*" contact the ship. If contact cannot be made, notify the American Embassy or shore patrol of your location and request assistance.

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## **SAMPLE CHAPTER 14 DECK/ROVING PATROLS**

14.1 General. Whether the ship is pierside, at anchor, or in route, it is vulnerable to pirate or terrorist acts. These conditions or an increased THREATCON warrants roving patrols aboard the USNS \_\_\_\_\_. The implementation and degree to which the patrols are used will be determined by the Master, Physical Security Officer or Watch Officer.

### 14.2 Information

a. All patrols will be in the proper uniform of the day and equipped as specified in Chapter 9 of this security plan.

b. Patrols will, at least once an hour, check on the security of radio central, bridge, engine room and weapon storage area.

c. The patrol will be a continuous roving patrol, manned as specified pending criticality of situation.

d. Patrol routes and cycles will vary as much as possible to reduce predictability.

e. All irregularities noted during rounds shall be cause for a security alert and will immediately be reported to the Watch Officer. Once reported to the Watch Officer, it will be recorded in the gangway log.

f. If warranted, the Watch Officer or Physical Security Officer will ensure noted security violations are recorded in detail and transmitted immediately as a **SITREP** to local Area/Subarea Commands as well as COMSC. If the incident may result in news inquiries at the national level of an unusual intensity or receive national attention, an **OPREP-3 PINNACLE** message will be sent.

g. All roving patrols will check in with the gangway watch at intervals not to exceed 1 hour.

**SAMPLE CHAPTER 15**  
**SECURITY LIGHTING**

15.1 General. The ability of a perpetrator to gain access to a ship has a higher degree of success during the hours of darkness than daylight. Adequate lighting lessens that degree of success by increasing the effectiveness of security personnel, acting as a deterrent and by making the perpetrators job more difficult.

15.2 Information

a. Lighting will be such that it will not cause a glare that hinders vision of security personnel or navigability of water traffic.

b. Light sources should be directed towards likely avenues of approach and/or waterline to a minimum of 100 feet. Light implementation should provide an overlap so not to have any dark spaces and be continuous around the total ship.

c. Security lighting will be activated during all hours of darkness.

d. All deficiencies or needed repairs will be logged in and reported to the Watch Officer immediately. Temporary lighting will be established ASAP.

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**SAMPLE CHAPTER 16  
ANTI-SWIMMER ATTACK BILL**

16.1 General. When moored or anchored, ships are extremely vulnerable to attack by swimmers and divers. The most advantageous time for such occurrences are during low visibility or limited light. This bill will promulgate procedures that will assist in the defense against swimmer attacks. However, the ultimate defense is that of a security minded crewmember.

16.2 Information. Depending on the threat assessment, one or more of the following may be implemented:

- a. Shipboard lighting implemented in accordance with Chapter 16.
- b. If available, search lights will be manned.
- c. Roving patrols will be implemented.
- d. Frequent and irregular turning of the ship's screws in both directions and movement of rudder will occur.
- e. Use of a picket boat to extend the ships perimeter. A flare gun and hand held transceiver will be used for communications.
- f. Weapons will only be issued if deemed appropriate by the Master, Physical Security Officer or Watch Officer.
- g. Implement emergency response teams in accordance with Chapter 4.
- h. Have fire hoses laid out and charged.
- i. Lock as many weather deck doors as possible to control access.
- j. If pierside, contract SOPA, naval station duty officers, shore patrol, local authorities, American Embassy or others as deemed appropriate to determine if additional resources can be made available.
- k. If the threat is of sufficient credibility notify the chain of command and get underway.

**SAMPLE CHAPTER 17**  
**ANTI-SMALL CRAFT ATTACK BILL**

17.1 General. Small craft attacks can occur inport, at anchor or while underway. From countries who have navies which consist primarily of armed small crafts to the constantly occurring piracy acts from these type vessels, causes a very real and serious problem. However, the USNS \_\_\_\_\_ is not heavily armed and cannot defend against such craft, so the following guidance will be tailored towards attempted boardings and small craft harassment.

17.2 Information. It is proven that small craft and/or pirates do not prefer a confrontation and will break off a boarding attempt if they know they have been identified or are likely to meet resistance. Depending the threat assessment of the area one or more of the following will be implemented:

- a. Reaction force teams implemented in accordance with Chapter 4.
- b. Have flare gun ready for firing from bridge.
- c. Ensure gangways are in fully stowed position.
- d. Use anything (*i.e., lights, flares, ships whistle, etc.*) to let pirates know you are aware of their approach.
- e. Provide reaction force teams with equipment to cut grappling lines (*i.e., hatchets, wire cutter, etc.*).
- f. Lock as many weather deck doors as possible to control access.
- g. Place main deck off limits to crew except watches.
- h. If reaction forces are not assigned, roving patrols may be implemented.
- i. Implement shipboard lighting in accordance with Chapter 16.
- j. If possible, request U.S. Coast Guard assistance.
- k. Have fire hoses laid out and charged.
- l. If pierside, contact SOPA, naval station duty officers, shore patrol, local authorities, American Embassy or others as deemed appropriate to determine if additional resources can be made available.

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## **SAMPLE CHAPTER 18 HOSTAGE SITUATION BILL**

18.1 General. Hostage seizures have been some of the most sensational terrorist and criminal acts of the last two decades. This bill will include the required steps to enter, proceed and finalize the process of hostage negotiation. It will assign responsibilities, promulgate procedures and provide guidance for personnel to deal with a hostage situation until other agencies or higher authority arrive on the scene.

### 18.2 Information

#### a. Duties and responsibilities

(1) The Federal Bureau of Investigation (*FBI*) has primary jurisdiction and overall responsibility for direction of operations in non-aviation associated terrorist/hostage situations on U.S. government property and in the United States.

(2) The Naval Investigation Service Command (*NISCOM*) is responsible for conducting liaison with FBI to expedite assistance to the ship, including police hostage rescue teams or other agencies, as needed.

(3) The Department of State (*American Embassy/Consul*) is responsible for providing host government assistance when overseas.

(4) The Physical Security Officer will:

(a) Be familiar with all information contained herein.

(b) Ensure that ship's crew is aware of the provisions of this Bill.

#### b. Procedures and rules for hostage situations

(1) Locate the hostage situation and isolate the site to the smallest possible area. Establish a Command Post in Damage Control Central or, if that is the affected area, then the Officer's Mess.

(2) Set up perimeters.

(a) Inner perimeter - close to the hostage site.

(b) Outer perimeter - acts as a buffer zone to control entry and exit to the inner perimeter.

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(3) Evacuate non-affected spaces of all non-essential personnel.

(4) Establish a log to record all information and designate one person as a recorder. The recorder will log all occurrences, including times.

(5) Do not display threatening force to the hostage holders. Keep the area non-threatening and low-key.

(6) Keep calm and attempt to establish communications with the hostage takers. Remember a demand need not be prefaced by the words, "*I demand*," "*I want*," "*I need*," "*get me*," "*give me*" or any violent threats. You must listen to what is being said.

(a) Assure the hostage takers that everything will be done that can be done, but you do not have authority to meet their immediate demands.

(b) Show concern for all, *especially* the hostage takers. Do not over-value the hostages; it gives the hostage taker a sense of power.

(c) Once communications has been established, do not hang up (*if on the telephone*), leave or turn your back on the hostage takers. Keep them talking.

(d) Do not make promises.

(e) Do not use violent words.

(f) Never give anything without getting something in return. Set an early pattern of give-take.

(g) The negotiator/communicator should exhibit no emotion, give no orders, don't be excited and use a calm voice.

(h) One person **ONLY** will be the communicator and/or negotiator. He will have **NO** authority of his own.

(7) Do not exchange hostages (*do not send in someone in place of a hostage already held*).

(8) Do not agree to provide transportation, alcohol, drugs or weapons.

(9) The rule for hostage negotiations is **DYNAMIC INACTIVITY**. Give the impression of activity without taking any action.

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(10) Make the hostage takers believe you genuinely understand their plight. Have empathy for them and show understanding for their cause, but do nothing.

(11) **TIME IS ON OUR SIDE.** The negotiating process can be a long and tiring experience, so patience is necessary.

c. Information Needed in a Hostage Situation. In any hostage situation, certain information must be developed. This information, in check-sheet form, is included as Appendix I.

d. Resolving a Hostage Situation. There are four basic courses of action for resolving a hostage situation. The last three courses of action are mentioned for information purposes ONLY.

(1) Contain and negotiate. This is the preferred course of action. NIS can provide trained professionals to do the negotiating. However, this can take some time, so this ship may need to assume this role until the arrival of a trained negotiator. Some immediate steps to be taken are:

(a) Determine the identity of the hostage(s).

(b) Evacuate unnecessary personnel.

(c) Prevent the possibility of escape.

(d) Maintain the status quo. Attempt to freeze the situation.

(e) Plan a course of action and alternatives.

(f) Obtain shipboard schematics, plans, blueprints, etc. and keep them available in the Command Post.

**NOTE: The following three courses of action are NOT AUTHORIZED and WILL NOT BE ATTEMPTED BY SHIP'S COMPANY. ONLY SPECIFICALLY TRAINED PERSONS (i.e., FBI, SWAT Teams) WILL BE CONSIDERED AS QUALIFIED TO PERFORM THESE FUNCTIONS. EACH MUST BE SPECIFICALLY APPROVED BY THE MASTER PRIOR TO USE.**

**(2) USE OF CHEMICAL AGENTS, SUCH AS TEAR GAS, WILL NOT BE ATTEMPTED BY SHIP'S COMPANY PERSONNEL.**

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(3) Controlled Sniper. To be used only in extreme cases and then only if innocent persons are assured safety. **WILL NOT BE ATTEMPTED BY SHIP'S COMPANY PERSONNEL.**

(4) Immediate Assault. The least desirable outcome. Never to be used unless absolutely necessary, and then only by persons trained in assaulting a space. **WILL NOT BE ATTEMPTED BY SHIP'S COMPANY PERSONNEL.**

18.3 Action. (*Once it has been determined that a hostage situation has occurred aboard this ship.*)

a. The Master

(1) Ensure external contacts for receipt of resources and notification of superiors has been accomplished.

(2) Issue weapons, as needed.

b. The Physical Security Officer

(1) Implement the provisions of this bill.

(2) Act as Communicator/Negotiator until a trained person arrives aboard.

c. The Watch Officer

(1) Perform the duties of the Physical Security Officer if that officer or his assistant is not aboard.

(2) Will assist the Master to establish and maintain frequent communication with off-ship authorities.

(3) Assist the Physical Security Officer in the implementation of this bill.

d. The Engineering Department Personnel will prepare to isolate systems (*water, air, etc.*) to the hostage site as directed by the Physical Security Officer, Watch Officer or FBI/NIS authorities.

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**APPENDIX A**

**PHYSICAL SECURITY OFFICER APPOINTING LETTER**

\_\_\_\_\_  
(Date)

From: Captain \_\_\_\_\_, Master

To: \_\_\_\_\_  
(Name of Individual Designated as the PSO or Asst. PSO)

Subj: DESIGNATION AS USNS \_\_\_\_\_ PHYSICAL SECURITY OFFICER

Ref: (a) COMSCINST 5530.3B

1. You are designated as the ship's Physical Security Officer (*Asst. Physical Security Officer*) per reference (a).
2. As the ship's Physical Security Officer (*Asst. Physical Security Officer*), you are directed to become thoroughly knowledgeable with the provisions of the above references and all other applicable directives in carrying out your duties. In addition, you will ensure all training, reporting and qualifications are maintained to satisfy all requirements of this appointment.

\_\_\_\_\_  
(Master's Signature)

**APPENDIX B**

**GANGWAY/VISITORS LOG**

Visitors Log

Date: \_\_\_\_\_

Ship: \_\_\_\_\_

Location: \_\_\_\_\_

<b>NAME</b>	<b>FIRM</b>	<b>CALLING ON</b>	<b>TIME IN</b>	<b>TIME OUT</b>
<b>Kenny Jones</b>	<b>ESSO</b>	<b>Chief Engineer</b>	<b>1100</b>	<b>1130</b>
<b>Bob Smith</b>	<b>USCG</b>	<b>Master</b>	<b>1220</b>	<b>1240</b>
<b>Jim Jacks</b>	<b>Jocks Inc.</b>	<b>2nd Mate</b>	<b>1300</b>	<b>1335</b>
<b>Joan River</b>	<b>Seaside Supply</b>	<b>Chief Mate</b>	<b>1425</b>	<b>1530</b>

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**APPENDIX C**

**CHECKSHEET FOR HOSTAGE SITUATION MANAGEMENT**

YES	NO	ACTION
<input type="checkbox"/>	<input type="checkbox"/>	1. Inner perimeter established?
<input type="checkbox"/>	<input type="checkbox"/>	2. Outer perimeter established?
<input type="checkbox"/>	<input type="checkbox"/>	3. Non-essential personnel evacuated?
<input type="checkbox"/>	<input type="checkbox"/>	4. Communicator/Negotiator detailed? Name: _____
<input type="checkbox"/>	<input type="checkbox"/>	5. Command Post established? a. Type of communications available: (1) _____ (2) _____ (3) _____
<input type="checkbox"/>	<input type="checkbox"/>	b. Ship's Schematics, Blueprints, etc. available?
<input type="checkbox"/>	<input type="checkbox"/>	c. Log started? Recorder: _____
<input type="checkbox"/>	<input type="checkbox"/>	6. (If directed) Have any services been secured to the affected space (air, water, etc.)?

**PERSONS NOTIFIED/TIME:**

1.		/	
2.		/	
3.		/	
4.		/	
5.		/	

**OUTSIDE ASSISTANCE/TIME:**

AGENCY	TYPE ASSIST	ETA	TIME ARR

**CAPTORS:**

1.	NAME:	
	APPEARANCE:	
2.	NAME:	
	APPEARANCE:	
3.	NAME:	
	APPEARANCE:	

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**CAPTIVES:**

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1. **NAME:** \_\_\_\_\_  
**APPEARANCE:** \_\_\_\_\_  
  
**COMMENTS:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
**VISUALLY SIGHTED:** \_\_\_ YES \_\_\_ NO

2. **NAME:** \_\_\_\_\_  
**APPEARANCE:** \_\_\_\_\_  
  
**COMMENTS:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
**VISUALLY SIGHTED:** \_\_\_ YES \_\_\_ NO

3. **NAME:** \_\_\_\_\_  
**APPEARANCE:** \_\_\_\_\_  
  
**COMMENTS:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
**VISUALLY SIGHTED:** \_\_\_ YES \_\_\_ NO  
  
**OTHER COMMENTS:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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**ASSIGNMENTS FOR HOSTAGE SITUATION MANAGEMENT**

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**POSITION:** \_\_\_\_\_

**NAME:** \_\_\_\_\_

**In charge** \_\_\_\_\_

**Negotiator** \_\_\_\_\_

**Recorder** \_\_\_\_\_

**Inner perimeter** \_\_\_\_\_

**Outer perimeter** \_\_\_\_\_

**Gangway** \_\_\_\_\_