



DEPARTMENT OF THE NAVY
UNITED STATES NAVAL ACADEMY
121 BLAKE ROAD
ANNAPOLIS, MARYLAND 21402-1300

USNAINST 5500.4B
1/Midn Supply

MAY 29 2008

USNA INSTRUCTION 5500.4B

From: Superintendent

Subj: SECURITY PROCEDURES AND PROTECTION OF PUBLIC FUNDS, DISBURSING RECORDS AND OTHER DISBURSING MATERIAL

Ref: (a) NAVCOMPT Manual 042351
(b) OPNAVINST 5530.14C
(c) DoDFMR, Vol. 5, para 030302A
(d) DoDFMR, Vol. 5, para 030302B

1. Purpose. To promulgate general physical security policy, plans, and procedures in order to protect public funds, disbursing records and other disbursing material as required by references (a) through (d).

2. Cancellation. USNAINST 5500.4A

3. Discussion

a. It is the responsibility of the Superintendent, United States Naval Academy to develop a security program that provides adequate protection of public funds, disbursing records, and other disbursing material.

b. The Midshipmen Disbursing Officer will ensure that the available disbursing facilities are utilized efficiently to provide the greatest amount of protection for public funds and disbursing material. It is also the responsibility of the Midshipmen Disbursing Officer to immediately notify the Superintendent via the Commandant of Midshipmen of deficiencies in the security program and defective equipment.

4. Action. The following security measures will be followed:

a. Adequate Security Facilities

(1) Every individual entrusted with public funds will be provided with a security facility (e.g. safe) for exclusive use and accessible only to that individual. The locations of the safes/security facilities are as follows:

Bancroft Hall, Room 4002 (Disbursing Office) Disbursing Officer's Safe
Bancroft Hall, Room 4002 (Disbursing Office) Deputy Disbursing Officer's Safe

(2) Each security facility will be equipped with a three-tumbler combination lock. On the inside of the security container will be an index card or sheet that has the name and phone number of the responsible custodian as well as a record of combination changes. Combinations to security facilities will be changed every six months.

(3) The responsible individual will not divulge or entrust in any manner the combination of his/her safe to any other person. Placing the combination in a sealed envelope to be kept in the custody of the Commanding Officer or designee is acceptable per reference (c).

(4) The dial of the container will be concealed by a shield made of cardboard or other suitable material so others cannot observe the operation of the combination.

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b. Intrusion Detection System. The Midshipmen Disbursing Office (Bancroft Hall, Room 4002) will be protected by an Intrusion Detection Alarm. The alarm will be connected to a twenty-four hour command or security post. Alarms should be considered deterrence to entry to the general disbursing area. The Midshipmen Disbursing Officer is responsible for testing the alarm every six months and will maintain a log or file documenting such tests. An effective alarm system is outlined in reference (c).

c. Adequacy of Security Measures Used. The Midshipmen Disbursing Officer will be responsible for reviewing the adequacy of security measures being used and for the testing of security equipment for proper operation on a semi-annual basis per reference (d). All semi-annual security reviews will be maintained in a log or file documenting that these tests have occurred.

d. Protection of Funds in Transit. When the Midshipmen Disbursing Officer or designated Deputy either deposit cash or replenish cash held at personal risk, the responsible custodian will be accompanied with one armed escort for dollar amounts not to exceed \$50,000.00. When the dollar amount is over \$50,000.00, at least two armed escorts will accompany the responsible custodian.

e. Fire Protection of Public Funds and Disbursing Documents. In case of any fire emergency in the Midshipmen Disbursing Office, the nearest portable five pound CO2 fire extinguisher is located in passageway 4078.

f. Entry Ways. The number of entry ways via doors and potential entry ways via windows, crawl spaces, etc., will be kept to a minimum and constructed so as to afford reasonable assurance against forced entry.

g. Illumination. Vulnerable exterior areas such as windows, doors, crawl spaces, etc., not visible to normal vehicular or foot traffic should be illuminated at night.

h. Keys. Strict accountability of keys allowing access to the disbursing office area will be maintained. A record will be maintained which identifies, by name, all individuals who have been issued keys along with the dates of issuance and dates on which they are surrendered.

i. Work Area. Access to the working area will be conspicuously marked "AUTHORIZED PERSONNEL ONLY." Transactions should be conducted from a case, room, or counter enclosure, constructed in a manner which will provide a physical barrier to normal traffic and a minimum of interference by other activities and personnel of the office.

5. Responsibility. The Midshipmen Disbursing Officer is responsible for maintaining this instruction and performing semi-annual security inspections and will report all deficiencies up the Chain of Command.

/S/
J. L. FOWLER

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