



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

USNAINST 5500.4C
1/Midn Supply
21 SEP 2011

USNA INSTRUCTION 5500.4C

From: Superintendent

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

Ref: (a) DODFMR, Vol. 5, para 0303
(b) OPNAVINST 5530.14E, Navy Physical Security and Law Enforcement Program

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) and (b).

2. Cancellation. USNA Instruction 5500.4B

3. Discussion

a. Per references (a) and (b), the Superintendent, United States Naval Academy, has the responsibility and authority to develop a security program that provides adequate protection of public funds, disbursing records, and other disbursing material.

b. The Midshipmen Disbursing Officer shall ensure that available disbursing facilities are utilized efficiently to provide the greatest amount of protection for public funds and disbursing material. The Midshipmen Disbursing Officer shall immediately notify the Superintendent, via the Chain of Command, of deficiencies in the security program.

4. Action. The following security measures shall 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:

(a) Bancroft Hall, Room 4002 (Disbursing Office): Disbursing Officer's Safe.

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

(2) Each security facility shall be equipped with a three-tumbler combination lock; combinations shall be changed every six months. An index card or sheet with the name and phone number of the responsible custodian and a record of combination changes shall be affixed to the inside of the security container.

(3) The responsible individual shall 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 (a).

(4) The dial of the container shall 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) shall be protected by an intrusion detection alarm connected to a twenty-four hour command or security post. The Midshipmen Disbursing Officer is responsible for testing the alarm every six months and shall maintain a log or file documenting such tests. An effective alarm system is outlined in reference (a).

c. Adequacy of Security Measures Used. The Midshipmen Disbursing Officer is 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. All semi-annual security reviews shall 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 shall accomplish such transactions with the use of an armored car service for amounts exceeding \$10,000. The Disbursing Officer or Deputy Disbursing Officer shall be accompanied by another USNA employee when making deposits or replenishing cash for amounts less than \$10,000 but more than \$5,000.

e. Fire Protection of Public Funds and Disbursing Documents. In case of any fire emergency in the Midshipmen Disbursing Office, the nearest portable fire extinguisher is located on the 4-0 deck in the vestibule between Steerage and the Personnel Office, at the base of the ladder leading up to the Rotunda.

f. Entry Ways. The number of entry ways via doors and potential entry ways via windows, crawl spaces, etc., shall 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 shall be maintained with a record 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 shall report all deficiencies up the Chain of Command.

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S. S. VAHSEN
Chief of Staff

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