



UNITED STATES MARINE CORPS

MARINE CORPS AIR STATION
BOX 99100
YUMA, ARIZONA 85369-9100

StaO 5541.2F
3EA2
09 JAN 1997

STATION ORDER 5541.2F

From: Commanding Officer
To: Distribution List

Subj: STANDARD OPERATING PROCEDURES FOR THE MARINE CORPS AIR
STATION, YUMA, STATION ORDNANCE DIVISION SECURITY SECTION

Ref: (a) MCO 5500.6F
(b) MCO 3574.2H
(c) OPNAVINST 5530.13A
(d) StaO P3850.1A
(e) OPNAVINST 5530.14B

Encl: (1) SPECIAL ORDERS FOR THE STATION ORDNANCE DIVISION STAFF
DUTY OFFICER (SDO)
(2) SPECIAL ORDERS FOR THE STATION ORDNANCE DIVISION
SERGEANT OF THE GUARD (SOG)
(3) SPECIAL ORDERS FOR THE STATION ORDNANCE DIVISION
CORPORAL OF THE GUARD (COG)
(4) SPECIAL ORDERS FOR THE STATION ORDNANCE DIVISION
SENTRIES
(5) GENERAL ORDERS
(6) SPECIAL INSTRUCTIONS FOR ARMED LAW ENFORCEMENT AND
SECURITY PERSONNEL REGARDING THE USE OF DEADLY FORCE
(EXTRACTED FROM REFERENCE (a))
(7) TELEPHONE BOMB THREAT REPORT FORM
(8) STATION ORDNANCE DIVISION GUARD SCREENING GUIDE

1. Purpose. To publish Standard Operating Procedures and instructions for the conduct of security within the Station Ordnance Division.

2. Cancellation. StaO 5541.2E.

3. Background. The Marine Corps Air Station (MCAS) Yuma, Station Ordnance Division has the responsibility for controlling all items of Class V(A) and Class V(W) materiel. It is of utmost importance that stringent physical security be maintained in and around areas where these materiels are located and it is incumbent upon all security personnel to exercise diligence in the performance of their duties to prevent items from being lost, damaged, compromised, sabotaged or pilfered.

4. Action. The Officer-in-Charge (OIC) of the Station Ordnance Division and the Station Ordnance Division Guard Commander will ensure that all personnel are familiar with this Order and meet the requirements set forth in references prior to standing duty at the Station Ordnance Division.

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5. General Security Requirements

a. The mission of the security section is to act as an initial reaction force in the protection of the Station Ordnance Division area, materiel, equipment and personnel in order to prevent espionage, theft, sabotage or other overt/covert acts within the Station Ordnance Division compound.

b. The security section shall be composed of the following personnel who are assigned with the responsibilities indicated:

(1) Security Officer

(2) The Station Ordnance Division Guard Commander is directly responsible to the Security Officer and shall be responsible for the proper instruction, discipline and performance of the Station Ordnance Division Security Section.

(3) The Station Ordnance Division Staff Duty Officer (SDO) responsibilities are to provide for the security of all Station Ordnance Division property and areas after normal working hours. The SDO will be Sergeants and above and will be assigned from the Station Ordnance Division permanent personnel. The SDO shall be thoroughly familiar with all orders pertaining to this post and they shall be guided by instructions set forth in references (a) through (e) and be familiar with enclosures (1) through (8).

(4) The Station Ordnance Division Sergeant of the Guard (SOG) responsibilities are to provide for the security of all Station Ordnance Division property and areas. The SOG's will be selected by the Guard Commander and assigned based on seniority and experience. The SOG will be familiar with all orders pertaining to this post and be guided by the instructions set forth in the references. He/she will be particularly familiar with the contents of this Order.

(5) The Station Ordnance Division Corporal of the Guard (COG) responsibilities are to provide assistance to the SOG and in his/her absence, assume all the SOG's duties/responsibilities. The COG will be familiar with all orders pertaining to this post and be guided by them in the performance of his/her duties. He/she will be particularly familiar with the contents of this Order.

(6) The Station Ordnance Division Sentries shall be responsible for the security of the post to which assigned and for compliance with the general orders and special orders for their post as set forth in reference (a) and this Order.

c. Administration

(1) Commanding Officers of the below listed units aboard MCAS Yuma, will provide the specified below listed quotas for 45 days of guard duty. To initiate the 45 day duty assignments, Commanders will provide their guard personnel quotas on the first working day of

February 1997. Commanders will continuously ensure the rotation of personnel per the required quotas approximately 45 day later. Units will be notified by this Command via E-Mail of the actual 45 day turn-over period, i.e., dates and times.

(2) Personnel reporting for guard duty will report no later than 0800 at Bldg 1700 Station Ordnance Division classroom with TAD Orders Form NAVPERS 1370/16 in hand. Due to the length of duty all Marines reporting for guard duty will receive temporary duty (TD) Pro-Con marks prior to reporting for duty and will also receive TD Pro-Con marks from this Command once relieved and sent back to their parent Command. Units will not send Marines Service Record Book (SRB) to this Command. The Marines SRB will remain with the parent unit. We request that each Command provide the Ordnance Division Guard Commander a current POC listing with the individual/s E-MAIL address. All personnel listed as a Command POC will be sent, via E-MAIL, notices of upcoming guard force change over dates and times as well as the M870 12Ga Shotgun Familiarization Firing date and time. This information is sent out approximately 10 working days prior to the post and relief date and provides actual training dates/times which may tend to fluctuate at times due to weekends and holidays. Personnel completing guard duty will be required to conduct a one day post turnover with the newly arriving guard force. Off going guards will report back to their parent Commands upon completion of the turn-over with the new guard force. Camouflage utilities will be worn when reporting in as well as standing post/duty. The following units will provide the below listed quotas:

<u>UNIT</u>	<u>QUOTAS</u>
Marine Aircraft Group 13 (MAG-13)	8 (2 NCO's)
Marine Wing Support Squadron 371 (MWSS-371)	4 (1 NCO)
First Light AntiAircraft Missile Battalion (1st LAAM Bn)	3 (1 NCO)
Marine Air Control Squadron 7 (MACS-7)	1

(3) Prior to assignment to the Station Ordnance Division Guard Force, Commanding Officers will ensure that all personnel assigned meet the following criteria then complete the Station Ordnance Division Guard Screening Guide, enclosure (8), and submit the screening guide five working days prior to the new guard force date. Screenings will be sent to the Station Ordnance Division Guard Commander, Building 1700.

(a) Personnel must not be undergoing medical/dental treatment that would preclude them from performing guard duty.

(b) Personnel cannot be pending/undergoing any legal or disciplinary action, which would require absences from duty or compromise the integrity of the security of the Station Ordnance Division.

(c) Personnel must not be scheduled for any military schools, training, leave or other details during the period of assignment. This includes Certifications/Qualifications Boards.

(d) Personnel cannot be enrolled in off-duty education or athletic events that would require their absence from duty.

(e) Personnel being assigned to the guard force will be exempt from normal unit duties such as; Duty NCO/ADNCO assignments, P.T., scheduled/unscheduled field days (NOTE: the Marines are instructed to maintain a neat/clean BEQ room while assigned to the guard force), and Duty driver.

(f) Personnel must be the rank of sergeant or below.

(4) All newly assigned security personnel shall be interviewed by the Station Ordnance Division Guard Commander and successfully complete the two-day (one day of class and one day of orientation with off going guards) Guard School given at the Station Ordnance Division prior to being assigned any guard duties. Each guard shall be required to read this Order and attest to such on a read and initial sheet to be held by the Guard Commander. Off-going Security personnel will not be returned to their tenant unit until their relief has completed the Guard School; furthermore, the off-going personnel are not given any additional time off by this Command for the completion of their post, i.e. four day weekend. Time off will be granted or denied by the Marines parent Command upon his return.

6. Firearms Safety

a. Station Ordnance Security personnel will be issued 12Ga shotguns and will be required to Fam-Fire at the Station Pistol Range prior to reporting for duty. Fam-Firing dates and times will be sent to the Commands point of contact via E-MAIL approximately 10 working days prior to the Fam-Fire.

b. All firearms will be considered loaded until determined to be unloaded by visual and physical check of the chamber and magazine. Firearm muzzles shall not be pointed in any direction in which an accidental discharge could injure personnel or damage property. Firearms shall be transferred from person to person in an unloaded condition, and in the case of transfers from sentry to sentry, only under the supervision of the Station Ordnance Division Security Section Sergeant of the Guard or Corporal of the Guard. Care must be exercised when checking and clearing the magazine tube of the 12Ga shotgun.

c. When out of the vehicle the sentry shall carry the shotgun at strongside sling arms. The shotgun will be carried with 5 rounds inserted into the magazine tube with no round in the chamber and the weapon on safe. The bolt of the weapon will be in the forward position prior to inserting rounds into the magazine tube to preclude the inadvertent chambering of a round. Rounds will not be chambered unless an immediate threat makes it reasonable and prudent to believe that the use of deadly force may be necessary.

7. Information

a. Reference (a) prescribes specific instructions for armed law enforcement and security personnel and the use of deadly force.

b. Reference (b) prescribes the special instructions for Fam-Firing for personnel armed with the Service shotgun.

c. Reference (c) prescribes specific instructions for physical security of sensitive conventional Arms, Ammunition and Explosives (AA&E).

d. Reference (d) prescribes specific instructions for terrorism countermeasures.

e. Reference (e) prescribes specific instructions for physical security and loss prevention.

8. Summary of Revisions. This revision contains a number of changes and should be reviewed in its entirety.

9. Concurrence. The Commanding Officers of MAG-13, MWSS-371, 1st LAAM Bn and MACS-7 concur in and make this directive applicable to their respective commands.


E. J. TURNER

DISTRIBUTION: B

SPECIAL ORDERS FOR THE STATION ORDNANCE DIVISION
STAFF DUTY OFFICER (SDO)

1. Mission. The Station Ordnance Division Staff Duty Officer (SDO) is directly responsible to the Station Ordnance Division Officer. The primary responsibility of the SDO is to oversee the SOG in the security of all Station Ordnance Division property and areas after normal working hours.

2. Post. The SDO will be posted in his/her private quarters after normal working hours and at Building 1700 during normal working hours. If the SDO is absent from either location he/she will ensure that the SOG knows of his/her whereabouts at all times and that they carry the Station Ordnance Division pager.

3. Uniform and Equipment. The uniform for the SDO will be the camouflage utility uniform during normal working hours and appropriate civilian attire during non-working hours. They will also be required to have in their possession the Station Ordnance pager.

4. Duties

a. The SDO will be familiar with the duties and responsibilities of the SOG, COG and Sentries.

b. The SDO will ensure that all standing and special orders from the Station Ordnance Officer and the Guard Commander are being carried out.

c. The SDO shall ensure that the guard posts are being kept in a good state of police and that the guards are alert and posted properly.

d. The SDO shall ensure that the CALA gate is secured when there are no ordnance operations in progress.

e. The SDO shall ensure that the Post 1 and 2 gates are secured and that Post 1 gate key is in the SOGs' possession.

f. The SDO will conduct a minimum of two tours of the Station Ordnance Division during the weekdays - one check between the hours of 1800 and 2400 and one between the hours of 2400 and 0600.

g. The SDO will conduct at least two checks during weekends and holidays - one between 0800 and 1600, and one between 1600 and 2359.

SPECIAL ORDERS FOR THE STATION ORDNANCE DIVISION
SERGEANT OF THE GUARD (SOG)

1. Mission. The Station Ordnance Division SOG is directly responsible to the Station Ordnance Guard Commander. The primary responsibility of the SOG is the security of all Station Ordnance Division property and areas.
2. Post. The SOG will be posted in room 3 of the Station Ordnance Division Administration Building (Building 1700), at 0800, except when required to be elsewhere in the performance of his/her duties.
3. Uniform and Equipment. The uniform for the SOG will be the camouflage utility uniform and cartridge belt. The equipment will consist of one (1) duty belt, one (1) flashlight, one (1) Motorola Handheld Radio, one (1) battery charger, three (3) logbooks, one (1) set of keys, one (1) 12Ga shotgun and ten (10) rounds of 12Ga ammunition.
4. Duties
 - a. The SOG shall be responsible for the security of the Station Ordnance compound and all the property contained within. The SOG shall also be responsible to the Guard Officer and the Guard Commander for the proper posting and relief of the oncoming and off-going sentries.
 - b. The SOG shall be familiar with the duties and responsibilities of the sentries and assist them in the performance of their duties.
 - c. The SOG shall be responsible for:
 - (1) Security of the three (3) 12Ga shotguns, and twenty (20) rounds of 12Ga shotgun ammunition assigned to Station Ordnance, and will also ensure that a weekly inspection of the weapons is conducted every Saturday.
 - (2) The timely submission of the chow requests to the mess hall and the subsequent pick-up of the bag lunches.
 - (3) The inspection of the sentries for proper uniforms and equipment and conducting a proper posting and relief during each shift.
 - (4) The proper use of the logbooks and a daily inspection to ensure that no inappropriate entries/markings are being made.
 - (5) Ensuring that Post 1 key is retrieved from the sentry, Post 2 is secured and that the CALA gate is secured. The CALA gate will be left open only if there are deployed units working in the magazine area.

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(6) Ensuring that the guard vehicle has preventive maintenance (PM) performed daily upon assuming duty. This will be done utilizing the daily inspection sheet which will be turned into the Station Ordnance Motor "T" NCO daily. An entry will be made in the duty logbook indicating completion of the PM. The guard vehicle will be washed and cleaned out each Saturday.

c. The SOG post is a sleeping post; however, either the SOG or the COG will be awake and posted at all times. It is only necessary for either the SOG or the COG to be present in the building.

ENCLOSURE (2)

OFFICIAL ORDERS FOR THE STATION ORDNANCE DIVISION
CORPORAL OF THE GUARD (COG)

1. Mission. The primary responsibility of the COG is to assist the SOG in the security of all Station Ordnance Division property and areas.
2. Post. The COG will be posted in Room 3 of the Station Ordnance Division Administration Building (Building 1700), at 0800, except when required to be elsewhere in the performance of his/her duties.
3. Uniform and Equipment. The uniform for the COG will be the camouflage utility uniform with cartridge belt.
4. Duties
 - a. The COG will be familiar with the duties and responsibilities of the SOG and perform such duties in the absence of the SOG.
 - b. The COG will be familiar with the duties and responsibilities of the Sentries and assume sentry duty in the event that a sentry fails to report for posting or must be relieved prior to the end of the post.
 - c. The COG will carry out all orders received from the SOG and the Station Ordnance Division Guard chain of command.

SPECIAL ORDERS FOR THE STATION ORDNANCE DIVISION SENTRIES

1. Mission. The Station Ordnance Division Sentries shall be responsible for the security of their assigned post and for compliance with all general and special orders. Sentries are directly responsible to the Station Ordnance Division Officer and the Station Ordnance Guard Force chain of command.

2. Duties

a. Be knowledgeable of all general and special orders pertaining to their post.

b. Allow no one to enter the confines of the Station Ordnance Division compound unless they are on an access letter (which has been endorsed by the Station Ordnance Division Officer) or they are escorted by the SOG or other approved personnel.

c. Challenge all persons inside or approaching the Station Ordnance Division compound by ordering the person(s) to HALT. If the person(s) attempt(s) to escape, no shot will be fired, except in those circumstances outlined in reference (a) and enclosure (5).

d. Challenge all persons attempting to tamper with the magazines or physically attempting to enter the compound by ordering the person to HALT. If the person(s) attempt(s) to escape, no shot will be fired, except in those circumstances outlined in reference (a) and enclosure (5).

e. Be highly knowledgeable of reference (a) and enclosure (5).

f. Allow no flammable materials (matches, cigarette lighters or other flame producing devices) in the confines of the Station Ordnance Division compound, except in authorized areas.

g. Notify the SOG as soon as possible of all intrusions or attempted intrusions.

h. In the case of fire, notify the SOG immediately and attempt to extinguish the fire with available fire extinguishers until help arrives. Note: the SOG will call the fire department.

i. Notify the SOG as soon as possible of any unusual or suspicious activity. Do not leave your assigned post.

3. Uniform and Equipment. The uniform for Sentries will be the camouflage utility uniform. Upon assuming the duty, each Sentry will receive and sign for the following items:

a. One (1) Sentry logbook.

b. One (1) Sentry orders/access list.

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- c. One (1) flashlight.
- d. One (1) 12Ga shotgun (Notes 1 & 2).
- e. One (1) sling (Notes 1 & 2).
- f. One (1) duty belt.
- g. Five (5) rounds of 12Ga ammunition (Notes 1 & 2).
- j. One (1) Motorola Handheld Radio with one (1) battery (Note 2).

Note 1: See paragraph 6. A. Firearms Safety.

Note 2: Report immediately to the Sergeant of the Guard any items listed above that are missing or found in an unserviceable condition or that have become unserviceable during the tour of duty.

4. Arms. Sentries will be armed with the 12Ga shotgun with five (5) rounds in the weapon (magazine tube). The shotgun will be carried with no round in the chamber. The bolt of the weapon will be in the forward position prior to inserting ammunition into the magazine tube to preclude the inadvertent chambering of a round. Rounds will not be chambered unless an immediate threat makes it reasonable and prudent to believe that the use of deadly force may be necessary.

5. Tour of Duty. The normal tour of duty for the sentries will be as follows: 0800-1400, 1400-2000, 2000-0200, 0200-0800.

6. Specific Duty

a. Admit only authorized personnel into the Station Ordnance Division compound. Access shall be authorized by the Station Ordnance Division Officer, NCOIC or other competent authority (the Station Ordnance Guard chain of command).

b. Inform the SOG of any unusual occurrences, in addition to all emergencies or requests. These incidents will be reported to the SOG at extension 2219 or by handheld radio.

c. Ensure that all military and commercial vehicles which desire to exit the Station Ordnance Division compound through Post 1 have been cleared for exit by the SOG.

d. Ensure that the sentry duty huts at Gates 1 and 2, as well as the surrounding areas, are kept properly policed.

e. Keep the Sentries logbook up-to-date with hourly entries in a neat and precise manner. In addition, log in all incidents and any personnel entering the compound. LOG BOOKS ARE AN OFFICIAL DOCUMENT, do not write anything unofficial or draw pictures in the logbook.

f. Check auto decals (Post #1).

ENCLOSURE (4)

GENERAL ORDERS

1. To take charge of this post and all government property in view.
2. To walk my post in a military manner, keeping always on the alert and observing everything that takes place within sight or hearing.
3. To report all violations of orders I am instructed to enforce.
4. To repeat all calls from posts more distant from the guardhouse than my own.
5. To quit my post only when properly relieved.
6. To receive, obey and pass on to the sentry who relieves me all orders from the Commanding Officer, Field Officer of the Day, Officer of the Day and officers and noncommissioned (petty) officers of the guard only.
7. To talk to no one except in the line of duty.
8. To give the alarm in case of fire or disorder.
9. To call the COG in any case not covered by instructions.
10. To salute all officers, colors and standards not cased.
11. To be especially watchful at night and during the time for challenging, to challenge all persons on or near my post and to allow no one to pass without proper authority.

SPECIAL INSTRUCTION FOR ARMED ENFORCEMENT AND
SECURITY PERSONNEL REGARDING THE USE OF DEADLY FORCE
(EXTRACTED FROM REFERENCE (A))

1. Per reference (a) you are justified in using the weapon with which you are armed only under conditions of extreme necessity, as a last resort, when all lesser means have failed or cannot reasonably be employed, and only under one of more of the following circumstances:

a. In self-defense and defense of others. When deadly force reasonable appears necessary to protect security/LE personnel or others who are reasonably believed to be in imminent danger of death or serious bodily harm.

b. In defense of property involving national security. When deadly force reasonably appears to be necessary to prevent the actual or threatened theft of, damage to, or espionage aimed at property or information specifically designated by the CO or other competent authority to be vital to the national security.

c. In defense of 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 which is inherently dangerous to others; i.e., property whose theft or destruction presents a substantial potential danger of death or serious bodily injury to others, such as operable weapons and ammunition.

d. To prevent or interrupt serious offense against persons. When deadly force reasonably appears to be necessary to prevent the commission of a serious offense involving violence and which threatens death or serious bodily injury to another (such as murder, arson, armed robbery, aggravated assault and rape).

e. Apprehension or arrest. When deadly force reasonably appears to be necessary to apprehend or prevent the escape of a person when probable cause exist to believe that a person has committed an offense of the nature within the circumstances outlined in paragraphs b through d above.

f. Escapes. When deadly force reasonably appears necessary to prevent the escape of a prisoner, provided security/LE personnel have probable cause to believe that the escaping prisoner poses a threat of serious bodily harm to security/LE personnel or others.

g. Lawful Order. The use of deadly force is authorized when directed by the lawful order of any competent authority and when the order meets the criteria of one of the circumstances above. Specifically, the person who is directed to use deadly force must have a clear description of the person against whom it is authorized and at least a general knowledge of the circumstances that warrant deadly force.

TELEPHONE BOMB THREAT REPORT FORM

Instructions: Be CALM, be COURTEOUS, LISTEN, do not interrupt the caller.

Exact words of person placing call:

Questions to ask:

1. When will the bomb explode? _____
2. Where is the bomb right now? _____
3. What does it look like? _____
4. What kind of a bomb is it? _____
5. What is the explosive? _____
6. Why was it placed? _____

(OBTAIN AS MUCH DETAIL AS POSSIBLE about the bomb and its location. Bombers often wish to avoid injury or death - REQUEST MORE DATA BY EXPRESSING A DESIRE TO SAVE LIVES.)

Try to determine the following: (Check as appropriate)

1. Origin of caller:

Local _____ Long Distance _____ Phone booth _____ Internal _____

2. Type of voice:

Male _____ Female _____ Adult _____ Juvenile _____ Loud _____ Soft _____

High Pitch _____ Deep _____ Raspy _____ Pleasant _____

3. Type of speech:

Fast _____ Slow _____ Distinct _____ Distorted _____ Stutter _____ Nasal _____

4. Type of accent:

Local _____ Not local _____ Regional _____ Racial _____

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5. Type of Language

Good _____ Foul _____ Poor _____

6. Background noise:

Music _____ Office Machine _____ Party Atmosphere _____ Factory Machines _____

Quiet _____ Street Traffic _____ Voices _____ Animals _____ Trains _____ Other _____

7. Manner:

Calm _____ Irrational _____ Coherent _____ Confident _____ Righteous _____

Deliberate _____ Rational _____ Sober _____ Angry _____ Nervous _____

Incoherent _____ Emotional _____ Laughing _____ Intoxicated _____

Additional Information:

Date of call: _____

Time of call: _____

Receiving Telephone Number: _____

Name of person receiving call: _____

List any witnesses to the phone call: _____

ENCLOSURE (7)

STATION ORDNANCE DIVISION GUARD SCREENING GUIDE

LETTER HEAD

5500
Unit code
Date

From: Commanding Officer, _____
To: Officer in Charge, Station Ordnance Division

Subj: ASSIGNMENT TO THE STATION ORDNANCE DIVISION GUARD FORCE,
CASE OF (NAME, RANK, SSN/MOS) _____

Ref: (a) StaO 5541.2F

1. As required in reference (a), SNM has been screened and meets the following prerequisites for assignment to the Station Ordnance Division Guard Force:

a. SNM is physically qualified for duty (SNM is not on light duty or scheduled for medical/dental appointments during the period of assignment).

b. SNM is not pending/undergoing legal or disciplinary action, such as courts martial or restriction, that would require absences from duty or compromise the security of the Station Ordnance Division.

c. SNM is not scheduled for any military schools, training or other details during the period of assignment including Certification/Qualification boards.

d. SNM understands that time will not be given off to attend off-duty education or athletic events.

e. SNM is not scheduled for any normal unit duties such as; Duty NCO/ADNCO, P.T., field days, formations, etc.

(Signature of CO)

ENCLOSURE (8)