UNITED STATES MARINE CORPS
U.S. MARINE CORPS AIR STATION
YUMA, ARIZONA 85369-5000

IN REPLY REFER TO:
StaO 7210.4A
3CA:tls
20 Jul 1989

STATION ORDER 7210.4A

From: Commanding Officer
To: Distribution List

Subj: Procedures for Protection of Official Cash Funds in Transit on MCAS Yuma

Ref: (a) NAVCOMPT Manual, par 042350.2
(b) MCO 5500.6E
(c) MCO P4065.1E
(d) ABO 7210.3D
(e) NAVCOMPT Manual, par 042305

1. Purpose. To establish current procedures regarding the observance of adequate protective measures by all persons involved in transporting official cash funds aboard MCAS Yuma. This Order is applicable to both appropriated and nonappropriated cash funds.

2. Cancellation. StaO 7210.4.

3. Definition

a. Official Cash Funds consist of U.S. Treasury currency and coin.

b. Negotiable Instruments consist of checks, travelers checks, or other types of documents which require endorsement by the issuing party.

4. Background. Reasonable precautionary measures, as set forth in reference (a), will be observed while transporting official cash funds consisting of coin and/or currency. It is emphasized that the safeguarding controls encompassed by this Order are not applicable to government negotiable instruments consisting of checks (or similiar-type instruments) which, by their very nature, are subject to less stringent controls. By reference (a), the circumstances under which armed guards must accompany persons transporting official cash funds are no longer discretionary; but mandatory. Therefore, a need exists for a revised command policy to insure that uniform and adequate protective measures are observed by all concerned, respective to the transporting of all monies, regardless of source and destination.

4. Action. The below protective measures apply to the transporting of official cash funds: (1) aboard the Air Station, and/or (2) within the limits of the Air Station.

a. Armed Guards. Subject to conditions set forth in this paragraph, any authorized person transporting government funds in excess of $1000 will be accompanied by an armed escort as established by the below table. Similiar protection will be provided for the transportation of $1000 or less if requested by the agent transporting official funds. Personnel assigned to duty as guards must be proficient in the use of firearms and the provisions of reference (b). Armed guards will be instructed to be alert and ready for instant action and will not be required to carry money bags or to perform other duties which would tend to reduce their effectiveness. The below table established the degree of armed protection considered to be adequate under normal conditions; however, any agent transporting official funds may be afforded such additional armed protection as they may believe necessary in the event of unusual circumstances.

AMOUNT OF CURRENCY/COIN BEING TRANSPORTED	ARMED PROTECTION
Up to $1000	At the option of the agent
Between $1000 and $100,000	One armed guard
Over $100,000	Special security prescribed by the Provost Marshal

b. Per reference (c), an armed escort will accompany collection agents while transferring commissary store cash receipts to the Disbursing Officer or local on station banking facility, regardless of the amount.

c. Activity Disbursing Officers will not issue currency/coin in excess of $1000 to any agent if that receiving agent is not accompanied by an armed guard. If any agent transports currency/coin in excess of $1000 to the Station Disbursing Office for deposit without an armed guard, the cognizant Department Head and other appropriate command officials will be so advised, and that agent will be relieved of all so assigned duties immediately.

d. Request for Armed Guard. Per reference (d), all requests for armed guards should be made 15 minutes prior to the desired time of departure. Those agents desiring/requiring escorts will call the Military Police Desk Sergeant at extension 2205 stating what agent and the destination that is desired. If the Military Police Road Units are tied up, the Desk Sergeant will inform the requesting agent when the escort will be available. Any and all problems regarding armed guards and escorts should be directed to the Station Provost Marshal at extension 3533. Special security requirement contact should be made with the Station Provost Marshal or Operations Officer 24 hours in advance.

e. Command Notification. Reference (e) prescribes an additional precautionary measure of notifying the activity commander when official cash funds in excess of $1000 are being transported to or from the station for any purpose. This notification may be made through the Station Provost Marshal during normal duty hours and the Officer of the Day after duty hours, by reporting the time of departure, destination, estimated time of return, amount being transported, and the source or description of the cash funds, as appropriate, for entry in the Station Officer of the Day Log.

5. Applicability. This directive is applicable to all organizations at MCAS Yuma.

F. M. LUCKIE

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