



UNITED STATES MARINE CORPS  
MARINE CORPS INSTALLATIONS EAST-MARINE CORPS BASE  
PSC BOX 20005  
CAMP LEJEUNE NC 28542-0005

MCIEAST-MCB CAMLEJO 5822.4A  
H&S Bn  
SEP 10 2019

MARINE CORPS INSTALLATIONS EAST-MARINE CORPS BASE CAMP LEJEUNE ORDER 5822.4A

From: Commanding General  
To: Distribution List

Subj: MARINE CORPS BASE CAMP LEJEUNE CRIME PREVENTION

Ref: (a) MCO 11000.22 Ch 1  
(b) MCO 4066.18  
(c) MCO 5530.14A  
(d) MCIEAST-MCB CAMLEJO 5500.3

Encl: (1) Crime Prevention Measures  
(2) Crime Prevention Programs Currently in Effect at Camp Lejeune  
(3) Crime Prevention Survey Checklist for Bachelor Officer and  
Enlisted Quarters  
(4) Crime Prevention Survey for Businesses, Cash, and Merchandise  
(5) Operation Identification Property Registration Form  
(6) Crime Prevention Programs Definitions

Report Required: I. Crime Prevention Survey Checklist (Report Control  
Symbol MCIEAST-MCB CAMLEJ 5822-02), encl. (3)  
II. Crime Prevention Survey for Businesses, Cash, and  
Merchandise (Report Control Symbol MCIEAST-MCB CAMLEJ  
5822-01, encl. (4))

1. Situation. Increased crime is a source of continuing concern. All Base personnel must help to combat crime/reduce criminal activity effectively aboard Marine Corps Base, Camp Lejeune (MCB CAMLEJ).

2. Cancellation. MCIEAST-MCB CAMLEJO 5822.4 Ch 1.

3. Mission

a. To establish a crime prevention program at MCB CAMLEJ in accordance with references (a) through (d), and to provide guidance to organizational commanders for implementing the program.

b. Summary of Revision. Changes include formatting and grammar. The removal of enclosures (5) and (6), and paragraph 17 from enclosure (8). Service Record Book removed from operation identification as a required place to keep a copy. Enclosures (7) and (8) updated in numerical order to enclosures (5) and (6).

4. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent. To implement and enforce the crime prevention program aboard MCB CAMLEJ in order to prevent the loss of valuable property and equipment.

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(2) Concept of Operations. Crime prevention methods are numerous and varied and are limited only by the ingenuity, effort, and supervision applied. Techniques involve adequate education of all unit members concerning potential crime situations and how to avoid becoming a victim, as well as continuing emphasis and supervision by unit leaders. Enclosures (1) through (6) provide guidance for organizational commanders' use to establish and pursue a crime prevention program. Enclosures may be locally reproduced for use in unit programs. Crime Prevention Checklists and Surveys are available from the Physical Security Section, Provost Marshal Office (PMO), (910) 451-5810.

b. Tasks

(1) Organizational Commanders shall:

(a) Appoint an organizational Security Officer, as specified in reference (c).

(b) Ensure organizational crime prevention programs are viable, applied, and properly supervised at all command levels.

(c) Request in writing on an annual basis, a physical security or crime prevention survey from PMO/Physical Security.

(d) Upon presentation of proper identification, allow Physical Security personnel access to all areas commensurate with their individual security clearances. Physical Security members will always be accompanied in a unit's area by a responsible individual, preferably the organizational security officer or if after working hours, the command duty officer.

(2) Base Provost Marshal shall:

(a) Exercise overall supervision of the Base Crime Prevention Program.

(b) Supervise the Physical Security function.

(c) Make timely recommendations to the Commanding Officer (CO), MCIEAST-MCB Camp Lejeune concerning crime prevention requirements.

(d) Provide complete Physical Security and Crime Prevention surveys and results of physical security visits to commands via appropriate channels.

(3) Physical Security Section. The Physical Security Section, which falls under the cognizance of the Provost Marshal, was established to provide maximum emphasis and expertise to the crime prevention program at MCB CAMLEJ. This section is located at PMO, building 58 and shall:

(a) Analyze crime statistics to determine high or potential crime areas aboard the Base.

(b) Coordinate with organizational security officers/unit representatives to conduct physical security and crime prevention surveys and/or visits to organizations/units within the MCB CAMLEJ area as requested.

(c) Upon request, act as members of the Commanding General's (CG) Inspection Team to ensure adequate crime prevention programs are in effect and carried out aboard MCB CAMLEJ.

(d) Upon request, conduct liaison with organizational security officers to assist in establishing organizational crime prevention programs.

(e) Upon request, give crime prevention lectures to MCB CAMLEJ organizations and tenant commands consistent with other commitments.

(f) Conduct area lighting surveys and make appropriate recommendations to respective organizations.

(g) When requested, provide crime prevention programs currently in effect, as defined in enclosure (2), and additional special programs, as necessary, for organizations, units, and/or individuals as funding permits or is available.

(h) Prepare written reports of Crime Prevention Surveys and Physical Security Surveys for review by the Provost Marshal (PM).

(i) Prepare and maintain a current physical security checklist for use during CG Inspections.

(j) Carry out liaison with local crime prevention agencies and the National Crime Prevention Institute, as warranted, to ensure crime prevention methods remain current.

(4) Organizational Security Officers. Provide a focal point within organizations for crime prevention efforts; each organization, battalion size and larger, will assign an officer or staff noncommissioned officer (SNCO) as the organizational security officer. This assignment may be a collateral duty.

(5) Organizational Security Officers shall:

(a) Establish viable crime prevention programs within their organizations, using enclosures (1) through (6) for guidance. Direct liaison with Physical Security is authorized and strongly encouraged in setting up and maintaining such programs. (Enclosures (3) and (4), are not meant to be all inclusive, they should be used as guides.)

(b) Make timely recommendations to organizational commanders concerning crime prevention deficiencies, including structural improvements, improved or additional lighting, barracks larceny countermeasures, etc.

(c) Establish and carry out crime prevention orientation programs for all newly joined personnel and conduct annual refresher program training for all unit personnel.

(d) Monitor crime within organizations and request advice from Physical Security concerning methods of crime reduction.

c. Coordinating Instructions. All personnel aboard MCB CAMLEJ shall comply with this Order.

(1) Information/Policy

(a) While crime prevention is a command responsibility, there are resources available to aid in establishing/maintaining a Crime Prevention Program. Valuable information, consultation, and positive Crime Prevention measures are available from Personnel Officers, Command Inspectors, Chaplains, Disbursing Officers, Staff Judge Advocates, the Provost Marshal, club and Exchange Officers, Navy and Marine Corps Relief Society representatives, Equal Opportunity Officers, Drug and Alcohol Control Officers, Intelligence Officers, Naval Criminal Investigative Service Special Agents, Communication Strategy and Operations representatives, and local law enforcement agencies. Effective crime prevention programs require total integration and involvement of all resources available to the command.

(b) Commanders should make maximum use of all available media, i.e., Base newspapers, social media, local television, posters, troop formations, which provide the command excellent means for conveying ideas and policy changes to all personnel.

(c) The PMO provides assistance via physical security and crime prevention surveys. Qualified, school-trained physical security specialists are available for scheduling/conducting physical security and crime prevention surveys to determine potential crime threat areas, identify security deficiencies, and recommend corrective actions.

(d) The security aspects of structures must be considered during planning and design phases in the total systems approach to crime prevention. Law enforcement personnel trained in physical security and physical security specialists will review all new construction/major modification plans of all facilities to be constructed on MCB CAMLEJ.

(e) Crime Prevention programs are intended to acquaint all personnel with the need for security measures and to ensure their cooperation. A locked gate or file cabinet does not in itself constitute effective physical security/crime prevention, but is merely an element in the overall security plan. All military and civilian personnel must continually be aware of overall security elements. Classes on the Crime Prevention Program are available through the PMO, Physical Security Section.

(2) Crime Prevention Checklist and Survey

(a) To assist in attacking specific crime problems through an orderly and integrated process, a Crime Prevention Checklist is provided in enclosure (3). A Crime Prevention Survey Checklist for Marine Corps Businesses, Cash and Merchandise is provided in enclosure (4).

(b) The checklists and survey are not meant to be all inclusive and are limited only by imagination, initiative, and resources. It is not intended that a guide be developed for all crimes, but only those determined to be the most effective means for preventing or reducing crimes.

5. Administration and Logistics. Not applicable.

SEP 10 2019

6. Command and Signal

a. Command. This Order is applicable to MCB CAMLEJ and all tenant commands.

b. Signal. This Order is effective the date signed.



N. E. DAVIS  
Chief of Staff

DISTRIBUTION: A/C

Crime Prevention Measures

Methods to resist crime are many and varied. The following do not cover the entire field of crime prevention, but rather are intended to focus attention on the more important aspects and to direct efforts where the greatest benefit can be obtained in reducing crime.

1. Indoctrination. Indoctrination is probably the single most important crime prevention measure. Newly joined personnel should be oriented, preferably within 24 to 48 hours, concerning local crime and how to avoid becoming a victim. Refresher programs should be provided quarterly for all unit personnel. Minimally, indoctrination shall include:

- a. How to report crimes and to whom
- b. The best means to safeguard valuable property
- c. Where high crime areas are
- d. Situations to avoid
- e. Practicing the "buddy" system during and returning from liberty

2. Barracks Larceny Countermeasures. This should be an ongoing program within the organization and shall include:

- a. Purchase engraving tools to identify highly pilferable personal items
- b. Positive control over visitors and access to living spaces
- c. After-hours checks by duty personnel for conditions conducive to crime, i.e., unsecured wall lockers, unsecured money or highly pilferable items, unauthorized visitors in the area, etc.
- d. Corrective action shall be taken promptly and reports rendered to CO's.

3. Lighting. Lighting is a strong deterrent to crime. Outside areas shall be evaluated with additional lighting added as required and feasible, particularly in areas with a history of assaults and robberies. Parking and storage areas should be adequately lit.

4. Barracks Security Watches. Barracks security watches (Duty NCO's) shall be assigned in and around all living spaces and shall be alert for thieves or other unauthorized personnel in the area. Security watches should be assigned at each level, working around the outside (balcony) area. A strict key control program is also essential.

5. Parking Lots. Walking patrols, equipped with radios for fast response, should cover large, adequately illuminated parking lots. Patrols should be alert for person(s) "working on their vehicles," as these often involve thefts of electronics, tires, batteries, citizens band radios, Consolidated Issue Facility gear, etc.

6. Government Property. Government property is particularly susceptible to pilfering and must be under positive control and secured at all times. Government property should be etched or stamped for positive identification where feasible. Using a Reporting Unit Identification Code is suggested for items lacking serial numbers. Engraving tools, available through Self-Service, should be maintained at the unit level for stamping purposes. Markings should be uniform for like items and should not be placed solely on component parts, which are easily removed. Care must be taken when marking items so as not to render the government property unserviceable or unsafe. Tools and other highly pilferable items should be kept in locked containers when not in use. Bolt cutters should be strictly controlled using a sign in and out register.

7. Keys. Key access must be strictly controlled and limited to a minimum number of personnel consistent with need. Keys should be logged in and out; locks should be immediately replaced when three keys to the same lock have been lost, or if it appears extra keys are in circulation. Reference (c) provides guidance/requirements for establishing a key control program.

8. Vehicles

a. Government Vehicles. Tactical vehicles removed from the motor pool and left unattended should have steering mechanisms secured with a locking device (lock and chain), or the vehicle must be secured in a similar manner. Commercial vehicles should have ignition keys removed with all doors and windows secured when unattended.

b. Privately Owned Vehicles (POV). POVs are especially vulnerable to theft and pilfering. The POV owners should ensure ignition keys are removed, and all doors and windows secured when unattended. Personal and/or government property should not be stored in POVs.

9. Petroleum Products. To prevent fuel pilferage from vehicle tanks, dispatched vehicles should be closely monitored by frequently making comparisons of mileage driven versus fuel used. Military fuel cans should not be filled unless an obvious need for additional fuel exists while the vehicle is in use. Particular attention should be paid to tankers and storage tanks to protect against unauthorized dispensing of petroleum, oil, and lubricant products. Dispensing hoses should be adequately secured when not in use.

10. Private Property. Individuals living in barracks should be encouraged to complete enclosure (5), in duplicate, listing all items valued at 50 dollars and over. One copy should be kept on file in the barracks manager's office, and the other copy retained by the individual. Newly acquired items should be added to the inventory list as soon as they are obtained. Items without serial numbers should be appropriately marked with an electric engraver and/or photographed.

11. Cash

a. Except for rare circumstances, military personnel should not keep unreasonable amounts of cash on hand, whether the money is on their person, inside POVs, or in their living quarters. Generally over 100 dollars is considered to be an unreasonable amount of cash.

b. Commanders may use unit safes to store members' monies temporarily. The money should be counted by the Commander or their designee, placed in an envelope by the owner, sealed, and signed by the owner over the seal with clear adhesive tape placed over the seal and signature.

12. Barracks/Quarters Occupants. Information and checklists concerning crime prevention measures for occupants of barracks/quarters are available from Physical Security. The following definitions in enclosure (6) are intended to clarify terms used in crime prevention.



Crime Prevention Programs Currently in Effect at Camp Lejeune

1. The following crime prevention programs are currently in effect at MCB CAMLEJ, and are available and presented to all personnel aboard the Installation as indicated.

a. Operation Identification

(1) Upon request, this program is offered to anyone stationed, living, or working aboard MCB CAMLEJ. Physical Security will provide an engraver to unit representatives E-6 or above.

(2) Individuals residing off Base are referred to the local police department.

b. Welcome Aboard Briefs. All new arrivals are briefed by a PMO representative upon command request to make them aware of crime activity prevalent in this area and to inform them on how to prevent and/or avoid such crimes. They are also briefed on other Crime Prevention Programs available to them through PMO.

c. Pre-Deployment Briefs. Prior to a unit's deployment from MCB CAMLEJ, family members are invited to a pre-deployment brief. Topics covered include: problems encountered during the service member's absence and the agencies that can provide relief to family members, i.e., Red Cross, Navy and Marine Corps Relief Society, Chaplain's Office, and Military Police.

d. McGruff. Physical Security provides McGruff appearances and safety lectures to elementary schools, youth activities, installation, and unit functions. Educational, promotional and informational materials funding are required for crime prevention outreach. For example, deoxyribonucleic kits, informational booklets, crime prevention stickers, police badges, crime prevention wrist bands, pencils, identification kits etc. are needed to complete suitable outreach appearances.

e. Pawn Shop Liaison. This program seeks to minimize the disposal of stolen goods at pawn shops, by maintaining a close liaison with the proprietors of such businesses, and the use of an online database. Additionally, Crime Prevention Specialist should encourage the managers of pawn shops to report all suspicious transactions to the police.

f. Child Identification Program. This program provides parents a permanent record of fingerprints, photographs, physical characteristics, dental charts, and personal/medical information. The Child Print Identification Kit will only be provided to a child's parent or guardian. PMO does not retain any identification data from this program.

g. Crime Prevention Month. Through various media, a concerted effort is directed at increasing community awareness of the crime problem in that locality. An emphasis is placed on the need for reporting known suspected criminal activities.

h. Crime Stoppers Program. An anti-crime program that uses anonymous tips to apprehend criminals, and pays a reward for useful information. An individual desiring to report criminal activity can call a 24-hour hotline number, 910-938-3273 or text TIPS4CSJAX and tip to 274637, without revealing their identity and provides all pertinent information. If an apprehension results from the information received, the caller can receive a monetary reward of a size appropriated to the crime.

i. Family Orientation Briefings. Families reporting to a new duty station and prior the deployment of military member receives an orientation briefing. All aspects concerning life aboard the installation are covered, including Navy and Marine Corps Relief Society, Commissary, Exchange, Medical, religious and Military Police service available.

j. Neighborhood Watch. Participation by civic-minded citizens within a neighborhood is solicited. These neighborhood representatives serve as a focal point for various problems within the area. Through their efforts the homes of persons on leave or otherwise absent may be looked after. Problems within the neighborhood may first be referred to these representatives who contact appropriate social agencies for assistance. Programs of this type have been successful in improving community relations and opening lines of communication.

k. Neighborhood Meeting. Periodic meetings chaired by the CG, Provost Marshal, Housing Officer, or other designated representatives to discuss and resolve problems in the military community.

l. Officer Friendly/School Resource Officers Program. This program teaches young children that Military and Civilian Police Officers are there to help them and the community. Several subjects can be covered in conjunction with this program; e.g., Bicycle Safety, Beware of Strangers, etc.

m. Youth Activities Sponsored By the Installation. Youth activities with Military Police participation, such as athletic events, Bicycle Rodeos, and PMO tours, increase the positive image of law enforcement among youthful dependents.

Crime Prevention Survey Checklist for Bachelor Officer and Enlisted Quarters

Reporting Requirement: MCIEAST-MCB CAMLEJ-5822-02

CRIME PREVENTION SURVEY CHECKLIST FOR BACHELOR OFFICER AND ENLISTED QUARTERS				
Inspector: _____		POC/Phone: _____		
Date: _____		Building/Unit: _____		
BOQ and BEQ Crime Prevention Survey References: MCO P11000.22 MCO 5530.14A BO 5500.3C BO 5822.4E				
<b>Security Order/SOP</b>		<b>Reference</b>	<b>YES</b>	<b>NO</b>
1. Do DNCO orders exist to enforce the Unit's current policies and regulations?				
2. Is the DNCO positioned to be able to observe all personnel coming and going?				
3. Does the DNCO make regular exterior/interior/parking lot security barracks checks?				
4. Are personnel let into their rooms by the DNCO logged into the DNCO logbook?				
5. Is there a set procedure for prompt reporting of all theft to the Military Police?				
6. Are unit personnel aware of off-limit establishments/areas? Is this information posted in high visibility areas?				
<b>Access Control</b>		<b>Reference</b>	<b>YES</b>	<b>NO</b>
1. Is a visitor's access controlled and enforced and a visitor logbook maintained properly?				
2. Are storage and utility doors secured?				
<b>Key and Lock Control</b>		<b>Reference</b>	<b>YES</b>	<b>NO</b>
1. Is a Key Control Officer appointed in writing?				
2. Is a Key Custodian appointed in writing?				
3. Are master key controls in effect?				
4. Is strict key control maintained?				
5. Are key inventories being conducted?				
6. Are locks replaced when keys are lost or it appears extra keys are circulating?				
7. Are records or procedures in place for lost/stolen keys?				
8. Are excess keys in the key Container?				
9. Are keys stores in a GSA-approved container in a secured room?				
10. Do master keys have a large ring or tags to prevent them from being misplaced?				
11. Are extra locks available to lock property in the event of an unsecured area?				
<b>Proper Accountability</b>		<b>Reference</b>	<b>YES</b>	<b>NO</b>
1. Is Operation Identification available to and used by personnel?				
2. Are logs kept of high value private property owned by Marines in the BEQ?				
3. Is valuable property secured out of sight?				
4. Are access to bolt cutters controlled?				
5. Are wall lockers and secretaries securable and serviceable?				
6. Have surrounding trees and shrubbery been properly trimmed?				

Crime/Loss Prevention Awareness Training	Reference	YES	NO	N/A
1. Has the unit implemented a crime prevention program?				
2. Are crime prevention measure materials posted in high visibility areas?				
3. Are newly assigned personnel briefed on crime prevention measures/high crime areas?				
4. Are exterior and interior lighting adequate and operable?				
5. Does the area around the BEQ provide concealment to criminal activity?				
6. Have doors, windows been properly installed?				
7. Are door and window and locks properly installed and functioning?				
8. Are personnel encouraged to use the buddy system while on liberty?				
9. Have windows been drilled and pinned, or do they have metal/wood bar in window track?				
10. Did the unit submit an After Action Report 90 days after their last survey?				
Vulnerabilities	Reference	YES	NO	N/A
1. Is laundry left unattended in the laundry room?				
2. Are drapes and blinds in BEQ rooms open during working hours or when unoccupied?				
3. Does the Barracks Manager have a current turnover binder?				
4. Does the unit have an active shooter/lock down plan?				
5. Is unit conducting active shooter/lock down drills annually?				

Overall comments or suggestions:

Crime prevention Survey for Businesses, Cash, and Merchandise

Reporting Requirement: MCIEAST-MCB CAMLEJ-5822-01

CRIME PREVENTION SURVEY FOR BUSINESSES, CASH, AND MERCHANDISE					
DATE: <input type="text"/>	CCN: <input type="text"/>				
BLDG: <input type="text"/>	UNIT: <input type="text"/>				
POC: <input type="text"/>	PHONE: <input type="text"/>				
Survey References: MCO 5530.14A      MCO P4086.17      BO 5500.3C					
<b>KEY CONTROL</b>		<b>REFERENCE</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>
1. Has a Security Officer been appointed in writing?		<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
2. Has a Key Custodian been appointed in writing?		<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
3. Are only those personnel with the need, issued keys with the approval of the Security Officer?		<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
4. Is key control logbook maintained?		<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
5. Are physical and comprehensive key inventories conducted?		<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
6. Are lock cores changed upon notification of lost or stolen keys?		<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
7. Are keys stored in an approved container in a secured room?		<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
8. Are lock cores rotated at least annually or when deemed necessary?		<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>SECURITY TRAINING</b>		<b>REFERENCE</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>
1. Are employees aware of their responsibilities for accountability control and standard operating procedures?		<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>FUND CONTAINERS/SAFE PROCEDURES</b>		<b>REFERENCE</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>
1. Are combinations dials changed upon transfer of accountable individual or when deemed necessary?		<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
2. Are combinations dials of the funds containers concealed or shielded from the view of all except the accountable individual?		<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
3. Whenever possible, are funds container located in secure area, where access is restricted?		<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
4. Is the safe left in a day-lock position for convenience?		<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
5. Are all funds containers weighing less than 750 pounds or on wheels secured to prevent movement?		<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
6. Are all fund containers that are visible from the exterior illuminated at night?		<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
7. Has a safe custodian been appointed in writing?		<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
8. Is the SF-700 Form on hand and filled out?		<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>CASH HANDLING PROCEDURES</b>		<b>REFERENCE</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>
1. Does each sales clerk have a separate cash drawer?		<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>



2. Does each sales clerk close the cash drawer immediately after each sale?				
3. Are zero rings strictly controlled and affixed to the daily clerk report?				
4. Are cash registers readings made by the manager or designee?				
5. Are over rings authenticated by management?				
6. Are unannounced cash register spot checks made and recorded?				
7. Are excessive or reoccurring cash discrepancies investigated by management?				
8. Do sales personnel lock their register drawers and remove the keys when leaving the cash register unattended?				
9. Are work areas where the cash is being handled conspicuously marked "RESTRICTED AREA AUTHORIZED PERSONNEL ONLY"?				
10. Are adequate security measures provided to cash transfers and escort/couriers?				
<b>GENERAL SECURITY</b>	<b>REFERENCE</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>
1. Is exterior security adequate (e.g., guards, lights, fences, vegetation, etc.)?				
2. Are exposed hinge pins welded or pinned to prevent removal?				
3. Are all accessible openings adequately secured (e.g., doors, windows, vents, skylights, etc.)?				
4. Are cash handling and high value storage doors equipped with double locking devices?				
5. Are air ducts, heating shafts, trap doors or similar apertures penetrating exterior walls, roof, or floor adequately secured?				
6. Are fire exits doors equipped with day alarm or similar warning devices?				
7. Are stockrooms/service doors kept locked when not in use?				
8. Is the activity protected by an operable intrusion detection system/duress alarm?				
9. Are work areas where the cash is being handled conspicuously marked "RESTRICTED AREA AUTHORIZED PERSONNEL ONLY"?				
10. Is the bomb threat checklist posted near the phone?				
11. Are Emergency Notification Decals affixed to the front entrance of all facilities?				
<b>INTERNAL SECURITY</b>	<b>REFERENCE</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>
1. Are incoming shipments carefully checked for signs of pilferage, damage, etc.?				
2. Are merchandise shipping and receiving procedures in compliance with directives?				
3. Are employees prohibited from making sales to themselves?				
4. Are employees advised in advance, in print, of unannounced inspections of personal items/ effects?				

5. Is the building afforded appropriate lighting?				
6. Do employees enter/exit through one designated door?				
7. Are trash disposal areas spot checked for evidence of pilferage?				
8. Are boxes, cartons, and containers flattened before disposal?				
9. Are vendors, rack jobbers, etc., accompanied by responsible activity personnel when on exchange premises?				
10. Is adequate control and supervision being maintained over janitorial/custodial personnel?				
11. Is the building afforded appropriate lighting?				
12. Are employees personal effects kept in a location other than the selling/stock area?				
13. Are employees purchases bagged and stapled and are a cash register receipt affixed to the bag?				
14. Are adequate lockers facilities available and used by employees?				
15. Are adequate background checks made on all employees?				
16. Are critical items properly safeguarded?				
17. Are security checks conducted prior to the opening/securing, is a checklist utilized?				
18. Are hinges to doors non-removable or provided with inside hinge protection?				
19. Are locks cores rotated at least annually for high security areas or when deemed necessary?				
20. Are there any interior gate counter or barrier which prohibits unauthorized access to the warehouse?				
21. Are there emergency reaction procedures/plans established for burglary, robbery, fire alarms, and bomb threats?				
22. Is there a peep hole/security window in the merchandise receiving door/trash disposal door?				
23. Is all government property identified and permanently secured?				
24. Is the ESS system tested semiannually?				
25. Does unit have active shooter/lock down plan?				
26. Is unit conducting active shooter/lock down drills annually?				
Comment:				

Operation Identification Property Registration Form

**OPERATION IDENTIFICATION PROPERTY REGISTRATION FORM**

(Original to Marine; Marine's SRB or Training/Counseling File)

**PRIVACY ACT STATEMENT**

Information contained on this form is maintained under the Systems of Records Notice, M01040-3 Marine Corps Manpower Management Information System Records (April 29, 2010, 75 FR 22570). **AUTHORITY:** 10 U.S.C. 5013, Secretary of the Navy; 10 U.S.C. 5041, Headquarters, Marine Corps; 10 U.S.C. 1074f, Medical Tracking System for Members Deployed Overseas; 32 CFR 64.4, Management and Mobilization; DoD Dir 1215.13, Reserve Component Member Participation Policy; DoD Instruction 3001.02, Personnel Accountability in Conjunction with Natural and Manmade Disasters; CJCSM 3150.13B, Joint Reporting Structure Personnel Manual; DoD Instruction 6490.03, Deployment Health; MCMEDS: SECNAVINST 1770.3D, Management and Disposition of Incapacitation Benefits for Members of the Navy and Marine Corps Reserve Components (Renamed Line of Duty (LOD)); and MCO 7220.50, Marine Corps Policy for paying Reserve Marines; and E.O. 9397 (SSN), as amended. **PRINCIPLE:** Active duty, Reserves and retired Marines; dependents of active duty, Reserve and retired Marines; other DoD Military personnel, government employees and Foreign Military Service personnel. **PURPOSE:** The system also includes the capability to report certain entries to enhance personnel management for reserve and retired Marines, Government employees working for the Marine Corps, other DoD military personnel, as well as Foreign Military Service personnel who are attached to Marine Corps commands. **ROUTINE USE:** In addition to those disclosures generally permitted under 5 U.S.C. 552a(b) of the Privacy Act of 1974, these records contained therein may specifically be disclosed outside the DoD as a routine use pursuant to 5 U.S.C. 552a(b)(3). **DISCLOSURE:** MANDATORY

First Name:	MI:	Last Name:
Local Address:		
City:	State:	Zip:
		Telephone:

**PROPERTY REGISTRATION**

UNLESS OTHERWISE NOTED, PROPERTY OWNER WILL ENGRAVE ALL ITEMS.  
(Note: Do NOT use SSN or Driver's License number on property)

OWNER APPLIED NUMBER:

1. Property Type:	Property Make:
Model Number:	Serial Number:
2. Property Type:	Property Make:
Model Number:	Serial Number:
3. Property Type:	Property Make:
Model Number:	Serial Number:
4. Property Type:	Property Make:
Model Number:	Serial Number:
5. Property Type:	Property Make:
Model Number:	Serial Number:
6. Property Type:	Property Make:
Model Number:	Serial Number:
7. Property Type:	Property Make:
Model Number:	Serial Number:
8. Property Type:	Property Make:
Model Number:	Serial Number:
9. Property Type:	Property Make:
Model Number:	Serial Number:
10. Property Type:	Property Make:
Model Number:	Serial Number:



Crime Prevention Program Definitions

The following definitions are intended to clarify terms used in crime prevention:

1. Crime. An act or omission, defined in law, and made punishable by constituted authority through a judicial proceeding for the protection of society.
2. Crime Prevention. The application of measures necessary to minimize the opportunity or desire to commit or engage in criminal activities.
3. Crime Prevention Program. The continuing command program for planning, coordinating, executing, reviewing, evaluating, and updating courses of action or measures that prevent criminal acts from occurring or that minimize the opportunity or motivation to commit, conceal, or engage in criminal activities.
4. Crime Repression. The reduction of crimes and offenses resulting from patrolling, Physical Security Surveys, observation of people and places considered crime producing, and employment of off-limits procedures to preclude military personnel from participating in activities conducive to crime.
5. Physical Security. Active and passive measures to safeguard personnel and property against personal injury, loss of life, burglary, theft, sabotage, espionage, damage, or destruction.
6. Physical Security and Crime Prevention Surveys. A specific on-site examination of any facility or activity conducted by a trained physical security specialist to identify security vulnerabilities and recommend corrective measures.
7. Child Identification Program. The purpose of this program is to provide parents a permanent record of fingerprints, photographs, and identification data on their children. Fingerprint cards and photographs will only be provided to the child's parent or guardian. Under no circumstances will identification data be retained in Government files.
8. Crime Prevention Month. Through various media, a concerted effort is directed at increasing community awareness of the crime problem in that locality. An emphasis is placed on the need for reporting known suspected criminal activities.
9. Crime Stoppers Program. An anti-crime program that uses anonymous tips to apprehend criminals, and pays a reward for useful information. An individual desiring to report criminal activity calls a well-publicized telephone line at the military police desk and, without revealing the identity, provides all pertinent information in a log, assigns a code number (such as 10-92-thenth call in 1992) to the caller. The anonymous caller is requested to use this number in all future conversation with the military police. If an apprehension results from the information received, the caller can receive a monetary reward of a size appropriated to the crime. Unlike a civilian program, a Crime Stoppers Program under military auspices cannot solicit contributions for disbursement of rewards. Accordingly, a board of

directors from various installations activities must approve all expenditures. Consultation with the local Staff Judge Advocate is essential prior to the establishment of a Crime Stoppers Program.

10. Family Orientation Briefings. Families reporting to a new duty station and prior the deployment of military member receives an orientation briefing. All aspects concerning life aboard the installation are covered, including Navy and Marine Corps Relief Society, Commissary, Exchange, Medical, religious and military Police service available.

11. "McGruff"' Campaign. This is a nationwide public service advertising campaign to promote crime prevention awareness and education. Guidelines for the use of the McGruff name, image, slogan and marks may be obtain through the National Crime Prevention Council, 1700 K Street, NW, Second floor; Washington DC 20006, Telephone: (202) 466-NCPC. Licensed McGruff products to promote crime and drug abuse prevention are available through the National Crime Prevention Council, Special Products Office, 1 Prospect Street, Amsterdam, NY 12010, Telephone: (518) 842-4388, Fax: (518) 842-1826.

12. Neighborhood Watch. Participation by civic-minded citizens within a neighborhood is solicited. These neighborhood representatives serve as a focal point for various problems within the area. Through their efforts the homes of persons on leave or otherwise absent may be looked after. Problems within the neighborhood may first be referred to these representatives who contact appropriate social agencies for assistance. Programs of this type have been successful in improving community relations and opening lines of communication.

13. Neighborhood Meeting. Periodic meetings chaired by the CG, Provost Marshal, Family Housing Director, or other designated representatives to discuss and resolve problems in the military community.

14. Officer Friendly/School Resource Officers Program. This program teaches young children that Military and Civilian Police Officers are there to help them and the community. Several subjects can be covered in conjunction with this program; e.g., bicycle safety, beware of strangers, etc.

15. Pawn Shop Liaison. This program seeks to minimize the disposal of stolen goods at pawn shops, by maintaining a close liaison with the proprietors of such businesses, and periodically providing them a list of stolen property. Additionally, Crime Prevention Specialist should encourage the managers of pawn shops to report all suspicious transactions to the police.

16. Youth Activities Sponsored By the Installation. Youth activities with Military Police participation, such as athletic events, bicycle rodeos, and PMO tours, increase the positive image of Law Enforcement among youthful dependents.