



UNITED STATES MARINE CORPS

HEADQUARTERS AND SERVICE BATTALION
MARINE CORPS BASE QUANTICO
2006 HAWKINS AVENUE
QUANTICO, VIRGINIA 22134

IN REPLY REFER TO
5530
B 07-4
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BATTALION ORDER 5530.2

From: Commanding Officer, Headquarters and Service Battalion
To: Distribution List

Subj: ACCESS CONTROL PROGRAM

Ref: (a) MCO 5530.14A Marine Corps Physical Security Program Manual
(b) BnO 5530.14 Physical Security Program
(c) MCINCR-MCBO 5530.2 Access Control Policy
(d) BnO 1601.4G Area Officer of the Day and Assistant Area Officer of the Day Instructions
(e) BnO 3302.1 Antiterrorism Force Protection Plan

Encl: (1) Key Accountability SOP

1. Situation. Physical security, to include access control, is a primary responsibility of the command. In accordance with reference (a), and in addition to the measures in references (b) through (e), each command must establish an effective access control program, to include key and lock security, supervised by the Physical Security Officer (PSO).

a. Access to HQSVC Bn properties and facilities is limited for authorized purposes only. Authorized purposes include performance of official duties and performance of approved contractor and employment activities aboard buildings 2003, 2046, 2074, and 2006.

b. Included in this program are: all keys, combination locks, padlocks and locking devices used to protect or secure restricted areas and supplies.

2. Cancellation. Battalion Policy Letter 3-10 Temporary Work Space Key Control Policy.

3. Mission. HQSVC Bn establishes and implements an access control program in order to ensure the safety and security of the unit's personnel and property.

4. Execution.

a. Commander's Intent.

(1) Control access based on the threat, enabling authorized personnel to readily access spaces and restricted areas required to perform their official duties while minimizing access to spaces and restricted areas by unauthorized persons.

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FEB 11 2020

(2) Integrate access control with the Battalion's Antiterrorism Plan, Physical Security Program, and Area Officer of the Day (AOD) Instructions in references (b), (d) and (e).

(3) Prevent injury to personnel and/or damage to Battalion property and assets.

b. Concept of Operations. This program order establishes access control policy and procedures within HQSVC Bn that apply to all personnel, including military, civilian and contractors, as well as buildings, including Building 2006 (Yale Hall), 2003 (Singleton Hall), 2046 (Kelly Hall), and 2074 (Pruitt Hall) within HQSVC Bn area of responsibility. This orders includes:

(1) Identification of areas designated as restricted and non-restricted within HQSVC Bn.

(2) Policy and procedures for identifying personnel who require and/or are authorized physical access to HQSVC Bn work spaces, administrative offices, unaccompanied housing, and restricted areas.

(3) Policy and procedures for lock and key security, including issuance, use, storage, replacement and inventory.

(4) Establishment of access control equipment procurement and installation service procedures affecting restricted areas.

(5) Establishment of access control equipment maintenance requirements consisting of preventive and responsive maintenance measures, core rotations, and combination changes for restricted areas.

b. Tasks

(1) Physical Security Officer. The Physical Security Officer (PSO) is the command staff officer responsible for overall security of the command facilities and spaces. The PSO's primary duties are established in references (a) and (b). The PSO's duties with respect to access control include but are not limited to:

(a) Review Command key and lock security and access control procedures and policy on an annual basis to stay consistent with references (a) and (c).

(b) Coordinate with ACO on all matters pertaining to access control policies, procedures, and related physical security matters.

(2) Access Control Officer. The Access Control Officer (ACO) will be appointed in writing and report to the PSO. The ACO is the command staff officer responsible for access to all restricted and non-restricted areas within HQSVC Bn area of responsibility that include the HQSVC Bn Armory, works spaces, administrative offices, and unaccompanied housing. The ACO's duties include, but are not limited to:

FEB 11 2020

(a) Assist the Physical Security Officer in creating access control procedures and policy.

(b) Establish a central key room within the S-4 for all non-restricted areas.

(c) Maintain a master inventory of all keys to non-restricted areas.

(d) Coordinate access control equipment installation and maintenance for restricted areas.

(e) Receive access control appointment letter from the Commanding Officer.

(f) Create and maintain an Access Control Binder.

(g) Procure and establish Access Control key containers as required.

(h) Conduct inventories once a year of all non-restricted and restricted area keys and key containers.

(i) Ensure access rosters at restricted areas and non-restricted areas with controlled access are properly posted.

(j) Report access control issues to the Physical Security Officer.

(3) Access Control Custodian

(a) Control access to the central key room key container(s) and all keys contained within.

(b) Maintain the access control binder and ensure familiarity with all identified references.

(c) Maintain a key control registry when issuing and receiving keys.

(d) Inventory issued keys and log accounts semi-annually.

(e) Report access control issues to the ACO or PSO.

(f) Participate in security working groups as requested by the PSO and/or ACO.

(g) Ensure access rosters to respective areas are posted, kept up to date, and copies are provided to the ACO or PSO.

(4) S-4

(a) Receive, review, and respond to all key and lock hardware requests submitted by personnel within HQSVC Bn.

FEB 11 2020

(b) Forward all access control related work requests to MCBQ Public Works Branch (PWB) via Maximo for further contracting or servicing action as required.

(c) Establish and implement access control procedures for identified non-restricted areas in support of workspace management functions.

(5) Area Officer of the Day. The Area Officer of the Day (AOD) primary duties are established in reference (d). With respect to access control those duties included, but are not limited to:

(a) The AOD shall inventory all keys in the key locker located in the duty office upon assuming the duty. If keys are missing, annotate the discrepancies in the eLogbook for S-4 notification.

(b) Keys will only be signed out to the authorized Marines as reflected on the appropriate access roster(s). The AOD/AAOD must use the access rosters, located in the duty binder, to verify that personnel are authorized access to identified spaces. Individuals that are not authorized gain access to spaces as per the respective access roster will be annotated in the eLogbook and the appropriate member within his/her chain of command will be notified.

c. Coordinating Instructions

(1) Personnel Access. Individual access will be dictated based on: the vulnerability of the specific area, an individual's functional roles and responsibilities, and guidance in the references.

(a) The following personnel may be authorized access to non-restricted areas, and may be issued keys by their respective Access Control Custodian as required:

(i) HQSVC Bn government civilian employees and military personnel, to include drilling reservists.

(ii) Non-HQSVC Bn government civilian employees and military personnel Temporarily Assigned Duty (TAD) and interns sitting within HQSVC Bn.

(iii) Marine Corps Base Quantico (MCBQ) government civilian employees and military personnel directly supporting HQSVC Bn.

(b) Any Non Department of Defense or Non Federal employee is required to be escorted by the AOD, Assistant Area Officer of the Day (AAOD), or applicable unit personnel (e.g., S-4) within HQSVC Bn work spaces or administrative offices.

(2) Area Designation. Access control areas within the PSO's responsibility will be identified as restricted area and non-restricted areas. Non-restricted areas may be further identified as controlled access areas based on the degree security is dependent upon the area

FEB 11 2020

mission, nature of work performed within, and assets/material within the area.

(a) Restricted Areas. In accordance with reference (a), HQSVC Bn publishes an annual restricted area roster that identifies all restricted areas within command areas aboard MCBQ. Currently, there are two restricted areas within HQSVC Bn area of responsibility (AO), they are: 1) TECOM G-6 Vault and 2) HQSVC Bn Armory. HQSVC Bn will submit their restricted area roster annually to the Commanding Officer, Security Battalion, for endorsement and forwarding to the installation commander for signature.

(b) Non-Restricted Area with Controlled Access. HQSVC Bn's AO includes areas that have a level of increased and controlled access requirements but do not meet restricted area requirements. These areas generally limit access to specified individuals and/or specified hours. These areas include, but are not limited to: Unaccompanied Housing, HQSVC Bn mailroom, Command Deck, AOD/AOOD hut, S-1, S-4, Supply Vault, Medical Readiness Office, and other places containing sensitive personally identifiable information.

(c) Non-Restricted Areas. Includes privacy, convenience, unclassified administrative and personal use areas such as, but not limited to: lock devices and keys to interior office doors, desk/office furniture, conference rooms, bathrooms, gym lockers, and any other areas not identified as restricted or controlled access areas. Key and lock support for these areas will be coordinated with ACO/ACC. PSO/ACO may implement alternative key and lock security and access control procedures as needed in order to provide support for these areas.

(3) Access Rosters. An access roster that identifies persons authorized to enter a specific area will be placed outside of the primary point of entry to all restricted areas as well as non-restricted areas with controlled access. Access rosters will identify individuals authorized either 24/7 or Monday through Friday (M-F) 0630-1700 access to the space. Access rosters must be on command letter head and signed by the respective space's Officer's In Charge. Signatures may be either digital or inked, and must be dated. See enclosure (2) for template.

(4) Visitor Control Logs. Visitor control logbooks will be utilized to maintain awareness of personnel accessing certain HQSVC Bn spaces. These areas will maintain a visitor log book at the primary point of entry for all visitors to sign-in upon entry to the space. HQSVC Bn maintains a visitor log book within the armory for all identified personnel on the restricted access roster. As per reference (d), barracks Duty Non-Commissioned Officers (DNCO) for buildings 2003, 2046, and 2074 maintain visitor control logbooks for military and civilian personnel.

(5) Central Key Room and Key Containers. HQSVC Bn does not have a central key room. Duplicate keys, key blanks, and padlocks (key and combination type) are stored within the S-4 office inside one or more key containers constructed of a minimum of 20-gauge steel. Key-making equipment for unaccompanied housing is kept inside the respective UH manager's offices. Additional key containers for non-restricted areas

FEB 11 2020

located throughout HQSVC Bn will be housed in a location approved by the ACO prior to placement.

(6) Key Accountability. The ACO will maintain a master inventory of all keys to restricted and non-restricted areas. Inventories will be conducted using the key inventory record, appendix G-1 within reference (a). The ACO will conduct an annual inventory of all keys and key containers. The ACC will conduct a semi-annual inventory of keys issued to them. Inventory records will be retained by the ACO for three years. See enclosure (1) for detailed Key Accountability Standard Operating Procedures (SOP).

(7) Unaccompanied Housing Keys

(a) Unaccompanied housing (UH) master keys may be checked out by Duty Non-Commissioned Officers only. The DNCO must accompany the master keys, as they allow access to front hatches and the Marines' personal closets. The only exception to this policy is for an official battalion or company level barracks inspection.

(b) It is imperative that AODs, AAODs, and DNCOs keep the master keys clear of any, and all, magnetic objects, to include computers, in order to prevent the keys from becoming demagnetized. In the event that a Marine loses or demagnetizes his/her electronic room key, the AOD/AAOD/DNCO shall provide access to that Marine after properly checking his/her identification card. Lost and demagnetized key cards will be recoded/reissued the following business day by the Barracks Manager, S-4 Section. In the event of a lost or demagnetized key card, an appropriate eLogbook entry will be made. In the event that the AOD/AAOD master key becomes demagnetized, the appropriate S-4 Marine may be recalled during reasonable hours to recode the key.

(8) Armory Keys

(a) Keys to the HQSVC Bn Armory will be maintained in an ammunition can in the safe located in the AOD/AAOD sleeping quarters. The safe will be secured by a 5200 series lock at all times. Only HQSVC Bn Armory personnel, whose names on the access roster, are authorized to access the safe and remove the keys. The duty will verify the identity of the armorer by checking his/her military identification card before allowing access.

(b) HQSVC Bn Armory personnel will require daily access to the safe during the work week and will require after-hours access when recalled. The AOD will make appropriate log entries when the keys are removed and returned.

(9) Key Core Rotation and Combination Changes

(a) Security locks, padlocks, and lock cores for restricted areas may be rotated annually from one location to another within the same level areas of protection (e.g., level two area locks and cores stay within level two areas, etc.). This will guard against the use of illegally duplicated keys, provide regular maintenance to avoid lockouts

FEB 11 2020

or security violations due to malfunctions, and maintain a high level of security.

(b) Only designated personnel who are qualified, properly trained, and designated by the PSO and ACO will change combinations to restricted areas. The ACCs will submit requests for combination changes of restricted areas assigned to their key container through the ACO. In accordance with references (a), combinations will be changed:

1. When first placed in use.
2. When an individual with knowledge of who knows the combination no longer requires access unless other sufficient controls (e.g., security-in-depth) exist to prevent access to the lock.
3. When subjected to compromise.
4. When taken out of service. Built-in combination locks will be reset to the standard combination 50-25-50; combination padlocks will be reset to the standard combination 10-20-30.

(10) Lockouts. All lockouts at restricted areas will be reported to the ACC that issued the individual a key to that area. The AOD/AOOD be the appropriate point of contact during off-duty hours.

(11) Access Control Equipment Procurement and Installation. The ACO or PSO will serve as the liaison for equipment procurement and installation.

(a) PSO, ACO, and the Supply Officer will share responsibility regarding access control equipment/device procurement and installation, and are limited to key containers for areas identified as restricted areas and non-restricted areas with controlled access.

(b) Any access control equipment required as part of a new requirement is the responsibility of the PSO to plan in conjunction with the ACO and S-4. Coordination processes for procurement of these locks will be as follows:

1. Prior to procurement of any locking device, a written approval of acceptance or concurrence must be received from the G-4 to ensure all facility criteria requirements are met such as historical significance and door structural support capabilities.
2. Equipment and installation service procurement will be coordinated with the MCBQ Public Works Branch (PWB). S-4 will receive and forward work requests to the MCBQ PWB on behalf of the PSO and ACO.
3. After installation completion, all entry authentication devices will be immediately turned over to the ACO for proper control and issuance as needed. The PSO will maintain overall awareness of issued equipment.

FEB 11 2020

(12) Access Control Equipment Maintenance and Replacement. The PSO/ACO is responsible for all maintenance and replacement of existing equipment, to include coordinating funding and procurement through the G-4 and MCBQ PWB.

(a) All requests for repair or replacement of existing lock devices and equipment on restricted areas and non-restricted areas with controlled access must be received and initiated by the PSO/ACO.

(b) The ACO will submit all requests for maintenance repair or replacement of locking hardware to the contracted technical support agency.

4. Administration and Logistics

a. ACC appointment letters and key custody receipt forms will be filed within the Access Control/Key Log binder. A transfer of key custody back to the issuing ACO will be required prior to checking out of the Command.

b. On a quarterly basis, the PSO will conduct an audit to identify all soon to be expired credentials to ensure proper return of keys.

5. Command and Signal

a. Command. This order is applicable to all personnel who are within HQSVC Bn Area of Responsibility.

b. Signal. This order is effective immediately and will be reviewed annually.



E. J. DANIELSON

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All hands