



DEPARTMENT OF THE ARMY
JOINT BASE MYER – HENDERSON HALL
204 LEE AVENUE
FORT MYER, VIRGINIA 22211-1199

IMMH-ES

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Joint Base Myer-Henderson Hall (JBM-HH) Policy Memorandum ES-4,
Unsecured Facilities After-Hours Procedures

1. REFERENCES.

- a. DoD 5200.08-R, Physical Security Program (Change 1), 27 May 09.
- b. Army Regulation 190-51, Security of Unclassified Army Property, 30 Sep 93.
- c. Army Regulation 190-11, Physical Security of Arms, Ammunition and Explosives, 5 Sep 13.

2. PURPOSE. This memorandum establishes JBM-HH policy concerning the security of facilities found open after duty hours.

3. APPLICABILITY. This policy applies to all JBM-HH and partner buildings and organizations on Fort Myer, Henderson Hall, and Fort McNair. Barracks and other facilities that maintain a 24-hour sentry area are not exempt.

4. POLICY. At a minimum, every facility must have a primary and alternate building security manager with after-duty-hours contact telephone numbers in order to ensure that any facilities found unsecured after duty hours can be secured in a timely manner.

5. PROCEDURES.

a. Primary and alternate security managers, their telephone numbers, building and/or room number(s), and agency name must be supplied in writing to the JBM-HH Directorate of Emergency Services (DES) Physical Security Section of the JBM-HH Provost Marshal Office and updated every 180 days. Updated security manager listings are also required when any primary or alternate security manager is no longer serving in the position or a new security manager is assigned.

(1) The Physical security section will send a courtesy notification to primary and alternate security managers after 180 days has elapsed without an updated contact listing. Security managers will have seven calendar days to respond.

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(2) Seven calendar days after the courtesy notification has expired, a memorandum will be sent to the director of the agency requesting an updated contact listing.

(3) Seven calendar days after director notification, a memorandum of non-compliance will be sent to the JBM-HH Commander.

b. All commanders and custodians of arms, ammunition and explosives are required to maintain an updated notification roster IAW AR 190-11, paragraph 1-13k.

c. Once a facility is found unsecured, contact will be made with one of the security managers who will be asked to return to secure the building within a two-hour recall period. Upon arrival of the building security manager, a law enforcement patrol will be dispatched to clear the building with a K-9 patrol as available. After the patrol sweep, the security manager must physically walk through and secure the building. This will help the police identify any criminal activity that might have occurred. The JBM-HH DES MP Desk Sergeant will make a journal entry recording this event. Building security managers are to conduct an inventory on the next duty day to ensure all assigned equipment is accounted for. Building security managers will also notify their employees/occupants to conduct inventories of personal items. Security managers will also assess if any information or sensitive material has been compromised. Any discrepancies, losses, or damages will be immediately reported to the JBM-HH Provost Marshal's Office and the DES Physical Security Section. Inventories and actions of the building security manager must be documented in writing.

d. For emergency access, key control officers or primary key custodians will ensure that all copies of emergency keys are provided to and signed for by the JBM-HH Fire Department to be placed in the Supra-Knox box for that facility. When areas under control by the key control officer or primary key custodian require a new lock and keys, they will ensure that all current keys for the area have been collected and new keys issued and signed for by the fire department.

e. Physical security procedures. DES Physical Security will conduct daily reviews of the journal to identify any facility that was found unsecured. If a building is identified in the journal as being unsecured, that building is entered into an unsecured facility database. This database will be maintained and monitored by the DES Physical Security section.

(1) First Offense: DES Physical Security notifies the building security manager and offers assistance in all security-related matters.

(2) Second Offense: A memorandum is prepared and sent to the building security manager which requires a written response as to why the building was found unsecured two times within a 120-day period and what procedures are being taken to prevent future offenses.

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(3) Third Offense: A memorandum is prepared and sent to the director of the facility and the building security manager to make notification of a third offense within a 120 day period.

(4) Fourth Offense: A memorandum is prepared and sent to the Joint Base Commander to make notification of a fourth offense within a 120-day period.

f. DES Physical Security will prepare a quarterly report to the Director of Emergency Services, documenting all facilities found unsecured.

g. The DES Physical Security section is available to assist with any security questions or concerns and may be contacted at the below listed numbers.

6. PROPONENT. The Directorate of Emergency Services is the proponent for this policy. POC is the JBM-HH DES Physical Security Office at commercial (703) 696-8887, (703) 696-5213, or DSN 426-8887.

PATRICK M. DUGGAN
COL, SF
Commanding

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