



UNITED STATES MARINE CORPS
MARINE CORPS COMMUNITY SERVICES
MARINE AIR GROUND TASK FORCE TRAINING COMMAND
MARINE CORPS AIR GROUND COMBAT CENTER
BOX 788150
TWENTYNINE PALMS, CALIFORNIA 92278-8100

MCCSINST 5500.1A
MCCS

06 MAY 2011

MARINE CORPS COMMUNITY SERVICES INSTRUCTION 5500.1A

From: Director
To: Distribution List

Subj: ASSET PROTECTION

Ref: (a) MCO 5500.18

Encl: (1) Female Suspect
(2) Male Suspect

1. Situation. To provide policy for the establishment of an Asset Protection Program for Marine Corps Community Services (MCCS).
2. Cancellation. MCCSINST 5500.1
3. Mission. Maintain safe criteria for the management and protection of Marine Corps Community Services (MCCS) assets. This instruction is applicable to all Marine Corps Community Services (MCCS) employees.
4. Execution. This instruction and the reference are to provide guidance for division heads, activity managers, supervisors, security personnel or their designees on basic security procedures which, when followed will ensure an effective asset protection program. Managers, supervisors, designees and all MCCS employees will adhere to this instruction to the best of their ability.
 - a. Preventive Measures. Physical security measures must be a daily routine for MCCS employees; therefore, managers, supervisors or their designees will conduct frequent periodic inspections to identify and take action to protect the most vulnerable points in their activities.
 - b. Key Control. The control of locks and keys must be given priority as this is basic for any asset protection program. Accurate records must be kept of all keys and locks and records inspected at least annually to ensure they are up to date.
 - c. Opening Procedure. Managers, supervisors or their designees should conduct an inspection each time an activity is opened.
 - d. Closing Procedure. Prior to closing when cashiers and other personnel are engaged in disbursing, collecting and consolidating cash receipts and change funds, all external doors except the employee's exit door or the door in use for trash disposal, will be closed and locked.
 - e. Safes. Only approved safes that meet the standards of the Safe Manufacturing National Association shall be provided for storage of MCCS funds.

f. Cash Handling. The Activity Manager or designee should be familiar with all MCCS Instructions in regards to handling cash.

g. Burglary. When an irregularity is noted or if there is evidence of a burglary or attempted burglary, employees will not enter into the area and will immediately alert the Military Police.

h. Robbery. Activate any alarm if it can be done without placing lives in jeopardy. Cooperate with the suspect on instructions given, try not saying or doing anything that might antagonize the suspect. Do not disturb anything in the immediate area. Immediately write down the specifics about the suspect/s or use enclosures (1) and/or (2).

i. Pilferage Control. A fundamental element of effective pilferage reduction is controlling the movements of employees and visitors, thereby limiting access to merchandise.

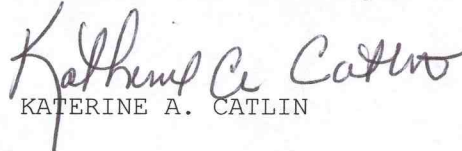
j. Warehouse and Stockroom Operation. The number of personnel assigned to warehouse/stockroom operations should be adequate for the protection and prompt movement of merchandise.

5. Administration and Logistics. Distribution Statement A Instructions issued by the Director are published electronically. This instruction can be viewed at <http://www.mccs29palms.com/pages/mccsEmployees/mccsInstructions.html>.

6. Command and Signal


a. Command. This Instruction is applicable to Directors, Divisions, Branches and Departments within the Marine Corps Community Services.

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


KATHERINE A. CATLIN

Distribution A

Suspect Description Sheet



Physical Description

Height _____
Age _____ Weight _____
Race _____
Complexion _____
Eyes _____ Color _____ Eyeglasses _____

Alert _____ Normal _____ Droopy _____
Visible scars, marks, tattoos _____

Method of Escape

Direction _____
License _____
Registration _____
Vehicle Description _____

Remarks _____

Important
Fill this sheet out immediately after an incident.
Think about what happened.
Write it down. Even the smallest detail is important

Hat • Type _____
Hair Color • Cut, Length _____
Scarf _____
Blouse _____
Jacket or Coat _____
Trousers/Skirt _____
Shoes _____

Jewelry _____
Weapon right or left hand _____

Suspect Description Sheet

Physical Description

Hat • Type _____

Hair Color • Cut, Length _____

Jewelry _____

Beard or Mustache
Sideburns _____

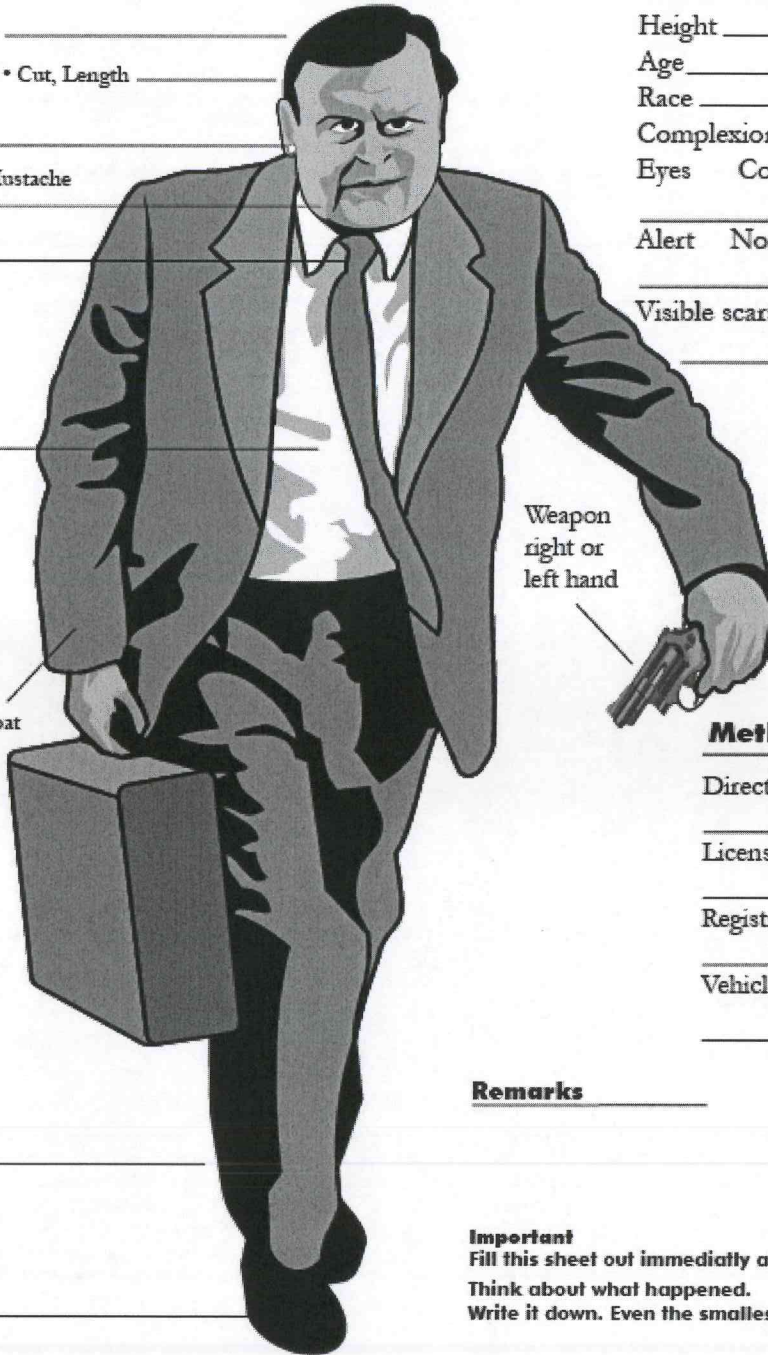
Necktie _____

Shirt _____

Jacket or Coat _____

Trousers _____

Shoes _____



Weapon
right or
left hand

Height _____

Age _____ Weight _____

Race _____

Complexion _____

Eyes _____ Color _____ Eyeglasses _____

Alert _____ Normal _____ Droopy _____

Visible scars, marks, tattoos _____

Method of Escape

Direction _____

License _____

Registration _____

Vehicle Description _____

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