Department of Commerce • National Oceanic & Atmospheric Administration • National Weather Service

NATIONAL WEATHER SERVICE INSTRUCTION 30-5101
SEPTEMBER 15, 2017

Office of Facilities
Physical Security NWSPD 30-51
FACILITIES PHYSICAL SECURITY

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OPR: W/OF2 (M. Burkes) **Certified by:** W/OF (D.R. Jones)
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SUMMARY OF REVISIONS: This directive supersedes NWSI 30-5101, "*Facilities Physical Security*" dated November 26, 2010. Changes were made to reflect the NWS Headquarters reorganization effective April 1, 2015.

signed 9/1/17
Kevin Cooley Date
Director, Office of Planning and Programming

Facility Physical Security

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1. Introduction. This instruction implements National Weather Service (NWS) Policy Directive (NWSPD) 30-51, *Physical Security, dated September 7, 2017.* It establishes a Physical Security Program for NWS field offices and provides guidance on operating procedures, reporting requirements, and responsibility assignments necessary to achieve an acceptable degree of security relative to the importance and value of field office resources.

2. Scope. This instruction provides guidance on facilities physical security, primarily for field offices. It establishes procedures for documenting field office incidents and reporting to responsible levels of authority having oversight for facility physical security.

3. Purpose. The intent of this instruction is to protect field office property, (e.g., real property, equipment, sensitive property) from break-in, attempted break-in, theft, or vandalism, and to protect Government personnel from physical threats or personal injury resulting from breaches in security.

4. Property: Includes Real Property (Buildings) and Personal Property (Equipment)

4.1 Building Security. Physical Security is an integral part of field office operation. Effective October 1, 2009, the Department of Commerce (DOC) adopted the following Interagency Security Committee (ISC) standards: "Facility Security Level Determinations for Federal Facilities, Physical Security Criteria for Federal Facilities", Use of Physical Security

Performance Measures, Facility Level Determination for US Government Facilities as the DOC minimum security standards for all DOC controlled facilities. This policy directive supports the DOC Security program in implementing ISC standards that apply to National Weather Service (NWS) field offices. A level II designation is applied to most NWS field offices (e.g., Weather Forecast Offices, Tsunami Warning Center). Weather Service Offices are Level 1 facilities. Security level determinations are spelled out in *Facility Security Level Determinations for Federal Facilities* which is included in 7. References.

4.2 Sensitive Property. Portable, self-contained items having high potential for theft or those that can easily be converted to private use are considered sensitive property and are subject to this policy. This includes cell phones, pagers, projectors, laptop computers, and personal digital assistants (PDA). All laptops, PDAs and smart phones need to have the current user assigned and recorded in the NOAA personal property recording system (Sunflower). Sensitive property does not include hand tools, assemblies, components or parts.

4.3 Physical Security Equipment. Physical security equipment is an important component of the implementation of this instruction. These systems include video/digital surveillance cameras and recording devices, physical security locks (keyed, cipher and electronic), and access card systems for buildings, real property, and gates. Protect access control pin numbers and ensure pin numbers are changed when necessary.

5. General Instructions.

5.1 Field Offices and National Centers will:

a. Identify a focal point for physical security that will ensure field personnel are informed of physical security policy, instructions, local physical security operations, and lessons learned from past incidents.

b. Ensure compliance with *DOC Manual of Security Policies and Procedures* to include Occupant Emergency Plans, Procedures and Shelter-in-Place. Annual emergency evacuation drills should be executed and documented as well as actual real evacuations or Shelter-in-Place events.

c. Maintain an accurate inventory of physical security equipment with descriptions of current condition and operational readiness. Ensure all existing physical security systems are inspected and maintained properly. Document deficiencies in the Engineering Management Reporting System (EMRS) for proper incorporation in the Annual Work Plan (AWP) for the region.

d. Prepare an incident report on break ins, attempted break ins, or physical threat to government personnel or properties. Field offices and National Centers will forward the report via e-mail to the Regional or National Center HQs (as appropriate) and provide a copy to the supporting DOC Regional Security office. Complete the incident report including the nature, time, and time line of actions taken after the incident. Also, include a list of property taken personal injury suffered, and other information pertinent to the incident. A copy should be maintained on-site.

e. Respond to the DOC Office of Security (OSY) Anti-Terrorism Risk Assessment (ATRA) reports. Coordinate with and forward recommendations to the Regional or National Center HQs focal point (as appropriate).

5.2 Regional and National Center HQs will:

a. Identify a focal point for physical security to support the Regional Security Office in the performance of physical security assessment of field offices. DOC Federal Security Level (FSL) I and II facilities are assessed every four years. DOC and GSA FSL III,IV and critical infrastructure facilities are assessed every two years. The DOC/OSY report concludes with recommendations for countermeasures to maintain low risk levels. Regional and National Center HQs will implement any agree-to and funded security measures. Coordinate with field offices and track completion of recommendations.

b. Coordinate with the NWS HQs focal point on responses to ATRA reports.

c. Forward budget requests annually to NWS HQs. Use EMRS, if applicable, to document/record agreed to physical security enhancements. Incorporate the list in the AWP for the region, or classify the work as "deferred", if funds are not available to execute.

5.3 Director, Office of Facilities will:

a. Assign the Facilities Management Branch Division Chief (OF2) as the National focal point for the Facilities Physical Security program who will coordinate policy and instructions with DOC/OSY, Regional and National Center HQs.

b. Assess the impact of physical security deficiencies on mission readiness, prioritize budget actions to repair or replace security equipment, and support regional funding requests to implement corrective measures.

c. Maintain a record of DOC/OSY inspections, findings, and costs. Respond to OSY reports by coordinating responses with Regional and National Center HQs.

6. Reporting. Field offices will use DOC/OSY Regional Security Office's on line reporting format to record incidents, if applicable.

7. References.

a. NWS Policy Directive 30-51, Physical Security,

b. Interagency Security Committee (ISC) "Facility Security Level Determinations for Federal Facilities

c. ISC Physical Security Criteria for Federal Facilities

d. ISC Use of Physical Security Performance Measures

e. ISC Physical Security Criteria for Federal Facilities

f. ISC Facility Level Determination for US Government Facilities

g. ISC, Security Design Criteria for New Federal Office Buildings and Major Modernization Projects

h. ISC, Facility Security Plan

i. Manual of Security, Policies and Procedures, Chapter 7, *Occupant Emergency Plans and Procedures*, Chapter 30, *Physical Security Policies*; and Appendix S, *Occupant Emergency Plan Appendices.*

8. Department of Commerce Regional Security Offices.

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