

***NATIONAL WEATHER SERVICE POLICY DIRECTIVE 30-51***

***SEPTEMBER 7, 2017***

***Office of Facilities  
PHYSICAL SECURITY***

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**NOTICE:** This publication is available at: <http://www.nws.noaa.gov/directives/>.

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**OPR:** W/OF (D.R. Jones)

**Certified by:** W/OPPSD (K.Cooley)

**Type of Issuance:** Routine

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**SUMMARY OF REVISIONS:** This directive supersedes NWSPD 30-51, "*Physical Security*," dated December 10, 2012. Changes were made to reflect the NWS Headquarters reorganization effective April 1, 2015.

1. 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.

2. The objective of the NWS Physical Security Program is to achieve a reasonable degree of security relative to personnel and field office resources and operations. It is important for the NWS to be cognizant of threats and vulnerabilities at field offices.

3. This directive establishes the following authorities and responsibilities:

3.1 The Assistant Administrator for Weather Services is responsible for the overall implementation for the NWS Physical Security Program. This Physical Security Policy Directive was coordinated with the DOC Office of Security (DOC/OSY). The AA has delegated operational aspects of this program as follows:

3.2 The Director, Office of Facilities is responsible for preparing and maintaining procedural directives implementing policy; providing technical assistance to the regions and field offices; identifying a national focal point for the physical security program, coordinating physical security policy, instructions and plans with DOC/OSY and the NWS Regions; assessing the impact of physical security recommendations on mission readiness; recommending budgets; and evaluating performance and effectiveness of the Physical Security Program.

3.3 NWS regional headquarters and national centers are responsible for identifying a focal point to support the DOC Regional Security Offices in the performance of any physical security assessment of field offices. Based on assessment results, the regional headquarters and national centers will analyze the security recommendation package and develop a budget to implement the agreed to security measures determined necessary to improve field office physical security. Regions will track security incidents at all field offices, analyze them for trends, and recommend mitigation measures in coordination with the supporting DOC regional security office.

3.4 Field offices are responsible for satisfying Physical Security Program requirements including appointment of a focal point for physical security. Field offices will maintain an accurate inventory of physical security equipment including descriptions of current condition and ensure all physical security systems are inspected, repaired and maintained in operational condition. Field offices will prepare an incident report of any break in, attempted break in, or physical threat to Government personnel and/or property, and forward the report via e-mail to the Regional Director and copy to the supporting DOC regional security office. The NWS Director of Facilities, in coordination with the Regional Headquarters, will respond to DOC/OSY surveys. Regions will prepare Emergency Occupant Plans to include Shelter-In-Place.

4. To measure compliance with this policy directive, all levels of authority will measure how effectively they have satisfied the Physical Security Program requirements by tracking the number of physical security incidents and open security compliance findings. The goal is a downward trend toward zero for security incidents.

5. This policy directive is supported by the references listed in Attachment 1 and DOC/OSY contact information is contained in Attachment 2.

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signed  
Louis W. Uccellini  
Assistant Administrator for  
Weather Services

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8/24/2017  
Date

**Attachment 1**

**REFERENCES**

Interagency Security Committee (ISC) “Facility Security Level Determinations for Federal Facilities

ISC Physical Security Criteria for Federal Facilities

ISC Use of Physical Security Performance Measures

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

Manual of Security, Policies and Procedures, Chapter 6, *Incident Reporting*, Chapter 7, *Occupant Emergency Plans and Procedures*, and Chapter 30, *Facility Protection*.

**Attachment 2**

**DOC REGIONAL SECURITY OFFICE CONTACT INFORMATION**

US Department of Commerce  
Eastern Region Security Office 1315 East West Highway  
Silver Spring, MD 20910  
301-713-0954

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7600 Sand Point Way, NE  
Building 1  
Seattle, WA 98115  
206-526-6571