



UNITED STATES MARINE CORPS

MARINE CORPS LOGISTICS BASE
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ALBANY, GEORGIA 31704-0353

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BASE ORDER 5500.1

From: Commanding Officer
To: Distribution List

Subj: IMPLEMENTATION OF ACCESS CONTROL SYSTEM (ACS) FOR
COFFMAN HALL, BUILDING 3500

Ref: (a) MARADMIN 533/08
(b) MCO 5530.14A
(c) MSGID: CMC MSG/-/020946ZOCT2007

1. Situation. Recent attempts to breach security at Department of Defense installations highlight the requirement for all personnel to be proactive and vigilant in ensuring our workplaces remain safe and secure. Our ability to provide command and control functions and support services to those equipping and sustaining the warfighter is essential. Additional security measures, such as those directed in references (a)-(c), are required to prevent unauthorized access to critical areas aboard the installation, particularly those facilities which contain our command and control functions. The use of Access Control Systems (ACS) is a proven technique to deter and prevent unauthorized access and enhance physical security.

2. Mission. Effective immediately, Marine Corp Logistics Base Albany will implement an ACS for Coffman Hall, Building 3500. Personnel will be required to use their CAC to enter the building in order to enhance the physical security of the building occupants and preserve the critical functions contained therein.

3. Execution

a. Commander's Intent. This Order establishes the policies and procedures to implement an ACS for Coffman Hall, Building 3500. The subordinate leadership in the MCLB Albany installation command and the leadership in tenant organizations that work in this facility or conduct operations in this facility are expected to ensure their Marines and Civilian Marines comply with the provisions of the order.

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b. Concept of Operations

(1) Coffman Hall, is considered a Mission Essential Vulnerable Asset due to its high population density of and criticality of the command and control functions performed in the building.

(2) Access into Coffman Hall will be limited to Marines and Civilian Marines working in or conducting official business in the building, Marine Corps Police, Fire and Emergency Services Personnel, Facilities Maintenance Personnel and authorized guests of an occupant.

(3) Access into Coffman Hall will be controlled through the use of CAC readers installed in most of the building's entrances. Marines and Civilian Marines will be required to swipe their CAC in the CAC reader in order to enter Coffman Hall. Unless otherwise announced, the ACS will only be activated between 1830 and 0630 hours on normal work days [or on weekends and holidays]. Visitors must report to the Command Duty Officer and sign in during these hours.

(4) The ACS may be activated as a result of a heightened Force Protection Condition (FPCON) level or as part of an Antiterrorism Exercise. At an elevated FPCON, personnel may be required to enter their PIN after the CAC swipe as an additional security measure. Visitors and non-programmed CAC holders will be required to contact a sponsor or the party being visited to obtain access to the building.

(5) Common Access Card readers are located at the front, east and west entrances to the Coffman Hall main corridor and the entrances at the north end of each of the five wings. There are also CAC readers installed at the side entrances of Wing 100 and Wing 200 leading to the breezeway between the two wings.

(6) The side entrances of the remaining wings are not equipped with CAC readers and should not be used for routine access to Coffman Hall. These entrances are installed with alarmed panic bars that alert the Marine Corps Police Department when someone makes an emergency exit or unauthorized entrance. These doors are clearly marked and unauthorized use may result in disciplinary action.

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c. Tasks(1) Commanding Officers/Officers in Charge will:

(a) Ensure Marines and Civilian Marines under their charge are aware of the policies and procedures to enhance the physical security of personnel and facilities of Coffman Hall through the use of the ACS.

(b) Develop and maintain an access roster of personnel requiring access to Coffman Hall. The access roster will include the individual's full name, last four of the individual's Social Security Number, work telephone number and security clearance level.

(c) Provide the access roster to the Access Control System Office located in Door 8 in the main corridor of Coffman Hall.

(d) Direct personnel on the organization's access roster to report to the Access Control System Office in order for their CAC to be coded for use in the ACS.

(2) Director, Public Safety Division will:

(a) Provide management oversight for all aspects of the Coffman Hall ACS.

(b) Work closely with the leadership of tenant organizations and commands to minimize work disruptions during implementation of the Coffman Hall ACS.

(3) Chief, Marine Corps Police Department will:

(a) Ensure the Access Control Office in Coffman Hall is staffed with physical security specialists that can adequately administer the Coffman Hall ACS.

(b) Direct Marine Corps Police Officers to respond to breaches of security or an ACS alarm activation.

(4) Physical Security Officer will:

(a) Administer the provisions of the order to include: maintaining a consolidated digital database of personnel requiring access to Coffman Hall, coding the CAC of personnel authorized to access Coffman Hall, ensuring the ACS

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remains functional and investigating reports of non-compliance or ACS security breaches.

(b) Periodically, conduct Random Antiterrorism Measures (RAM) by activating the ACS during regular duty hours.

(5) Command Duty Officer will:

(a) Restrict access to Coffman Hall by enforcing the provisions of this order during off-duty hours in the evening and weekends/holidays.

(b) In the case of a heightened FPCON or RAM, stand up the watch at the duty desk to allow visitors to Coffman Hall who do not have a CAC the opportunity to sign-in and be authorized for entry into the building.

(6) Occupants of Coffman Hall will:

(a) Follow the provisions of the order by using the ACS when required.

(b) Do not bypass the ACS by opening doors for personnel attempting to enter Coffman Hall without using the CAC Reader.

(c) Do not attempt to defeat the ACS by propping open any Coffman Hall entrance door.

4. Administration and Logistics

a. Administration. Recommended changes concerning the contents of this order are encouraged. Notify the Marine Corps Police Department, Physical Security Section of any recommended changes or additional information that will enhance this order.

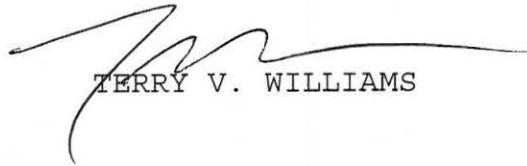
b. Logistics. This Order is published electronically and can be accessed on line via the MCLB Albany homepage. The original copy of this order is maintained by the Base Adjutant.

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5. Command and Signal

a. Signal. This Order is effective the date signed.

b. Command. This Order is applicable to all Marine Corps Logistics Base personnel and tenant organizations and commands whose personnel require access to Coffman Hall.



TERRY V. WILLIAMS

Distribution: A