

NATIONAL WEATHER SERVICE POLICY DIRECTIVE 30-51

FEBRUARY 8, 2008

Maintenance, Logistics and Facilities

PHYSICAL SECURITY

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Certified by: OPS (J. McNulty)

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SUMMARY OF REVISIONS: This directive supersedes NWSPD 30-51, "Physical Security," dated September 11, 2002 and includes the following changes:

Subparagraph 3.3, deleted mention of Administrative Support Center.

Subparagraph 3.4, added emphasis of maintenance of physical security equipment, Occupant Emergency Plans and Procedures to include Shelter-In-Place.

Attachment 1, References, was updated to align with revised *Department of Commerce (DOC) Manual of Security, Policies and Procedures*, Chapter 7, "Occupant Emergency Plans and Procedures," Chapter 30, "Physical Security Policies," Appendix K, "Department of Justice Standards for Protection of Federal Facilities," and Appendix S, "Occupant Emergency Plan Appendices."

Added Attachment 2, DOC Regional Security Offices, contact information.

1. Physical Security is an integral part of field office operation. The NWS must be cognizant of threats and vulnerabilities at field offices. The Department of Justice (DOJ) Vulnerability Assessment of Federal Facilities Report promulgated a security level rating system for federal facilities and established minimum security requirements for each level rating. Based on the DOJ Vulnerability Assessment Report, the Department of Commerce (DOC) established the security level rating and developed minimum security standards for every DOC controlled facility. This policy directive supports the DOC Security program effort in implementing those standards and applies them to all 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.

3. This directive establishes the following authorities and responsibilities:

3.1 The Assistant Administrator (AA) 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 NWS Director of the Office of Operational Systems (OPS), 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 (GSA Form 3155) 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 the Office of Operational Systems, 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.

<u> </u> Signed	<u> </u> January 25, 2008
John L. Hayes	Date
Assistant Administrator for Weather Services	

Attachment 1

REFERENCES

NWS Policy Directive (NWSPD) 1-1, Policy Formulation

DOJ Vulnerability Assessment to Federal Facility Report

DOC, Phased Facility Security Program Development Handbook

Manual of Security, Policies and Procedures, Chapter 7, *Occupant Emergency Plans and Procedures*, Chapter 30, *Physical Security Policies*; Appendix K, *Department of Justice Standards for Protection of Federal Facilities* and Appendix S, *Occupant Emergency Plan Appendices*.

Interagency Security Committee, Security Design Criteria for New Federal Office Buildings and Major Modernization Projects.

Attachment 2

DOC REGIONAL SECURITY OFFICES CONTACT INFORMATION

Office of Security at NOAA
1335 East West Highway
Silver Spring, MD 20910
301-713-0954

Eastern Region Security Office
200 Gramby Street
Room 407
Norfolk, VA 23510
757-441-3431

Mountain Region Security Office
325 Broadway, Building # 1
Boulder, CO 80305
303-497-5198

Western Region Security Office
7600 Sand Point Way, NE
Building 1
Seattle, WA 98115
206-526-6571