



DEPARTMENT OF THE ARMY
HEADQUARTERS, 80TH AREA SUPPORT GROUP (NSSG)
Unit 21419
APO AE 09708

REPLY TO
ATTENTION OF

AERSH-CO (100)

80th ASG (NSSG) Policy # 006-01
NOV 16 2001

MEMORANDUM FOR Building 30 Occupants

SUBJECT: Commander's Policy on the Security of Building 30

1. It is the responsibility of the nearest Director to an entrance/exit door to secure that door upon departure of the last person exiting Building 30. Director must also ensure a copy of key in their area is on file with the Building Coordinator. The Building Coordinator is the Adjutant's Office, DSN 361-5154.
2. All Directorates residing in Building 30 will ensure that all doors and windows are locked at the end of each workday.
3. The Military Police will conduct security checks of Building 30, beginning at 1900 hours. Findings of the building check will be reported and logged in the Military Police Desk Journal.
4. Should the Military Police find a door unsecured, they will note the location in their patrol journal and telephone the Director of the unsecured area. That Director will then be called in to secure the door immediately.
5. The security of Building 30 is the responsibility of every occupant. Let's take productive measures to eliminate theft, damage and ensure the safety of our work environment.


TIMOTHY J. QUINN
COL, MI
Commanding

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