



U.S. DEPARTMENT OF COMMERCE  
**MANUAL OF SECURITY  
POLICIES AND PROCEDURES**

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## **Chapter 40 - Shipboard and Aircraft Security**

### **4001 Shipboard Security**

A. The purpose of this chapter is to provide security guidance to the National Oceanic and Atmospheric Administration (NOAA) program directors, managers, employees, and Uniform Service personnel of the NOAA Corps Officers to effectively secure departmental vessels at sea and in port. All vessels must institute physical security programs in accordance with the security requirements contained in Chapter 30 and 31 of this manual to protect life, property, and information from loss, damage, or misuse. Protective measures on vessels will include personnel and equipment under the operational or administrative control of the Department of Commerce. Operating units may use this guidance to provide more stringent requirements for their own use.

B. Vessels involved in projects that require access to sensitive or classified information will implement appropriate safeguards to protect such information based on requirements contained in Section III, National Security Information, of this manual.

### **4002 Responsibilities**

A. The Director, NOAA Corps Operations (NC), is responsible for implementing departmental and NOAA policies as they relate to NC shipboard administrative and operational activities.

B. The Joint Director, Marine Operating Center Atlantic and Marine Operating Center Pacific, is responsible for ensuring the implementation of operational and administrative policies aboard vessels of the NOAA fleet berthed, in-port or underway.

C. Servicing security officers are responsible for providing guidance, assistance, and support to NOAA for implementing security policy requirements.

D. The commanding officer of a vessel is responsible for shipboard security and will continually review, inspect, and evaluate established shipboard security measures to ensure compliance and consistency with established security policies and procedures.

E. All personnel embarked on a departmental vessel are subject to whatever actions the commanding officer may take to ensure the safety and security of the vessel, the crew, its passengers, and cargo.



**U.S. DEPARTMENT OF COMMERCE  
MANUAL OF SECURITY  
POLICIES AND PROCEDURES**

---

## **4003 Shipboard Security Program**

**A.** A ship under the administrative or operational control of the Department is considered a facility. Shipboard security programs will be established for all Department of Commerce, NOAA, and NC vessels to assure that each vessel is protected by the minimum-security requirements. Such a program may consist of a qualified 24-hour gangway/security watch, a shore-based security force that regularly checks the ship, or a periodic inspection procedure whereby each vessel's command may be contacted within a reasonable timeframe. The nature and extent of the security program and appropriate procedures shall be established and documented by the commanding officer or a designated representative.

**B.** Factors that influence a shipboard security program include the following elements.

1. General threats
2. Specific threats
3. Criminal activity
4. Terrorism
5. Piracy
6. Destruction of Government Property
7. Espionage
8. Sabotage

## **4004 Active Vessels**

**A.** Commanding officers of active vessels will ensure the protection of its personnel, cargo, equipment, and property through the implementation of physical security safeguards contained in Chapters 30 and 31 of this manual and pertinent NOAA and NC directives, regulations, and orders.

**B.** Each vessel command will maintain a list of key shipboard personnel and their telephone numbers for use in an emergency situation. Ship and watch officers will post this list in a convenient place for use.



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**U.S. DEPARTMENT OF COMMERCE  
MANUAL OF SECURITY  
POLICIES AND PROCEDURES**

---

## **4005 Inactive Vessels**

- A. Inactive ships may be fitted with sensors designed to detect fire, flooding and intrusion. These sensors must be connected to alarm systems capable of ensuring shore-based personnel are alerted for immediate response.
- B. Shore-based security monitors will dispatch personnel to investigate all alarm soundings. Reports will be made of each alarm sounding and be maintained at shore-based commands.

## **4006 Aircraft Security**

- A. All Department of Commerce aircraft, its cargo and equipment, and persons under operational or administrative control of the Department shall be protected in accordance with this chapter and Chapter 30 and Chapter 31 of this manual in order to protect life and property against espionage or sabotage, crime, attack, or misuse.
- B. Operating units are required to establish security programs for all departmental, NOAA, and NOAA Corps aircraft. This manual will be used as a basis to establish appropriate requirements as determined by respective directors or operating unit officials.
- C. Projects requiring access to sensitive or classified information will require implementation of appropriate safeguards by the responsible officials to protect such information based on guidance contained in Section II, Personnel Security, and Section III, National Security Information, of this manual.
- D. The purpose of this guidance is to provide security measures to departmental personnel; National Weather Service (NWS) personnel; NOAA Corps Officers; and NOAA program directors, managers, and employees to assure aircraft owned or leased by the Department are safe and secure at home and abroad.

## **4007 Responsibilities**

- A. Department of Commerce directors are responsible for implementing departmental, NOAA, and Federal regulations pertaining to aircraft administrative and operational activities.
- B. The Joint Director, Marine Operating Center Atlantic and Marine Operating Center Pacific, is responsible for implementing operational and administrative policies aboard aircraft in flight and parked on the ground.



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**U.S. DEPARTMENT OF COMMERCE  
MANUAL OF SECURITY  
POLICIES AND PROCEDURES**

---

C. The servicing security officer is responsible for providing guidance, assistance, and support for implementing security policies and procedures.

D. The senior Department of Commerce employee involved in the operation or administration of an aircraft has full responsibility for aircraft security and will continuously review, inspect, and evaluate established aircraft security procedures.

E. All personnel embarked on a departmental aircraft are subject to whatever actions the pilot may take to ensure the safety and security of the aircraft, the crew, its passengers, and cargo.

## **4008 Aircraft Security Programs**

A. An aircraft under the administrative or operational control of the Department is considered a facility. Security programs will be established for all Department of Commerce, NOAA, and NOAA Corps flight programs to assure that each aircraft is protected by the minimum-security requirements. The nature and extent of the security program and appropriate procedures shall be established and documented by the appropriate operational officials or their designated representatives.

B. Factors that influence an aircraft security program include, but are not limited to:

1. General threats
2. Specific threats
3. Criminal activity
4. Terrorism
5. Piracy
6. Destruction of Government Property
7. Espionage
8. Sabotage

## **4009 Aircraft Security**

A. Commanding officers/pilots of departmental, NOAA, and NOAA Corps aircraft will implement unit, program, or laboratory physical security safeguard procedures to protect personnel, cargo,



## **U.S. DEPARTMENT OF COMMERCE MANUAL OF SECURITY POLICIES AND PROCEDURES**

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equipment, and property while the aircraft is parked on the ground. Additionally, all pertinent NOAA, NWS and NOAA Corps directives, Federal Aviation Administration (FAA) Regulations, and Executive Orders will be implemented.

**B.** All departmental aircraft will be secured and guarded as deemed necessary by the senior pilot or senior official responsible for the use and operation of the aircraft. Department aircraft should be stored in an approved FAA aircraft hanger available and prudent, to protect against damage from sun and weather. The hanger will be secured and alarmed if not guarded, and provisions made to alert personnel assigned to the aircraft if an alarm is detected.