



DEPARTMENT OF THE NAVY
HEADQUARTERS UNITED STATES MARINE CORPS
WASHINGTON, DC 20380-0001

MCO 1630.4A
POS-43A
19 Jun 91

MARINE CORPS ORDER 1630.4A

From: Commandant of the Marine Corps
To: Distribution List

Subj: LAW ENFORCEMENT AND PHYSICAL SECURITY ACTIVITIES

Encl: (1) Definitions
(2) NAVMC 11197 (4-88) Law Enforcement and Physical Security Activities
(3) Instructions for completing the Law Enforcement and Physical Security Activities Report

Report Required: Law Enforcement and Physical Security Activities (Report Control Symbol DD-1630-02), par. 4a, encl. (2) and (3)

1. Purpose. To establish policy and procedures for the uniform reporting of law enforcement and physical security activities, in order to submit accurate data to the Department of Defense and the Federal Bureau of Investigation, as required.

2. Cancellation. MCO 1630.4.

3. Summary of Revision

a. Changes the submission requirement of the Law Enforcement and Physical Security Activities report to semiannual vice quarterly.

b. Directs installation provost marshals to compile and maintain quarterly law enforcement and physical security activities statistics.

4. Definitions. Definitions of terms applicable to this Order are listed in enclosure (1).

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5. Action

a. Marine Corps commands with an installation provost marshal will submit Law Enforcement and Physical Security Activities reports to the CMC (POS-43) as follows (Report Control Symbol DD-1630-02 has been assigned to this report):

* (1) Data for the period of 1 January to 30 June of a given calendar year will be submitted not later than 30 July of the same calendar year.

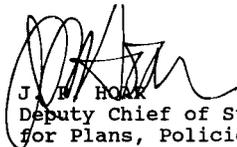
* (2) Data for the period of 1 January to 31 December of a given calendar year will be submitted not later than 30 January of the following calendar year. (This report will be cumulative, including all data previously reported on the past 30 July.)

* b. Installation provost marshals will maintain quarterly statistics to be available to the CMC (POS-43) upon request. All criminal offenses brought to the attention of a Marine Corps command located at a Marine Corps installation will be reported to the installation provost marshal for appropriate action.

c. Reports will be submitted using enclosure (2), NAVMC 11197. Instructions on completing this form are attached in enclosure (3). Blank copies of NAVMC 11197 should be requested from the CMC (POS-43).

d. All NAVMC 11197, Law Enforcement and Physical Security Activities reports will be retained by the CMC (POS-43) and at the installation for a period of 5 years after the date of submission, and thereafter destroyed.

6. Reserve Applicability. This Order is not applicable to the Marine Corps Reserve.


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Deputy Chief of Staff
for Plans, Policies and Operations

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DEFINITIONS

1. Crimes Against Persons. Those crimes listed in section I of NAVMC 11197.
2. Crimes against Property. Those crimes listed in section II of NAVMC 11197. "Others" in this category could include counterfeiting, wrongful appropriation, wrongful disposition, postal violations, receiving stolen property, and forgery. This category does not include those crimes involving fraud.
3. Criminal Complaint. An alleged criminal offense reported to, or observed by, law enforcement or criminal investigative personnel, whether subsequently determined to be founded or unfounded. (Will not be included on report unless determined to be founded.)
4. Offense. Any violation of law, lawful order, regulation, or direction which the offender has a duty to obey.
5. Founded Offense. A criminal complaint in which a determination is made that a criminal offense was committed. This determination is based on police action, not on a court-martial or civilian court verdict.
6. Unfounded Offense. A criminal complaint in which a determination is made that a criminal offense was not committed. This determination is based on a completed police investigation, not on a court-martial or civilian court verdict.
7. Solved. A founded criminal offense in which the subject is identified based on the results of a police investigation, not on a court-martial or civilian court verdict.
8. Unsolved. A founded criminal offense in which a subject has not been identified, or a determination cannot be made based on police action that the identified subject committed the offense.
9. Identified Subject. A person identified on an Incident Complaint Report as the subject of a criminal offense.
10. Sex Offenses. Offenses or incidents of child molestation, indecent acts, trafficking in pornography, carnal knowledge, exhibitionism, incest, obscene communications, transvestitism, voyeurism, prostitution, pandering, and criminal abortion.

ENCLOSURE (1)

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11. Fraud Offenses. Offenses or incidents of bribery and fraud involving conflict of interest, dependency assistance, personnel action, nonappropriated funds, and pay and allowances. This category does not include forgery, which is included in Crimes Against Property.

12. Military Offenses. Military offenses are violations of a military order, regulation, or directive which the offender has a duty to obey. The offense may or may not be classified as a felony. For example, missing a troop movement is a military offense because there is no corresponding civilian law pertaining to troop movements. Similarly, certain civilian laws do not have parallels in military environments.

13. Narcotic. Opium, opium derivatives (morphine, codeine, heroin); synthetic opiates (meperidine, methadone); the coca leaf and its derivatives; cocaine; and crack.

14. Dangerous Drugs. Any substance listed in Schedules I through V in Title 21, U.S. Code, section 812 (21 USC 812), which does not fall into the definition of narcotic or cannabis products.

15. Cannabis Products. The intoxicating products of the hemp plant (cannabis sativa), including hashish.

ENCLOSURE (1)

MCO 1630.4A
 19 JUN 1991

NAVMC 11197(4-88) LAW ENFORCEMENT AND PHYSICAL SECURITY ACTIVITIES

| LAW ENFORCEMENT AND PHYSICAL SECURITY ACTIVITIES | | | | | | | | | | REPORT CONTROL SYMBOL NO - DD-1630-02 | | |
|--|----------------|-----------|------------|---------------------|-----------------|-----------|------------|----------|----------------------------------|---------------------------------------|-----------|----------------|
| NAVMC 11197 (4-88) | | | | | | | | | | PERIOD COVERED: | | DATE PREPARED: |
| SN: 0000-00-888-0150 LA. SH | | | | | | | | | | FROM: | | TO: |
| I. CRIMES AGAINST PERSONS | | | | | | | | | | | | |
| TYPE OF OFFENSE # | NO INCIDENTS B | LOCATION | | IDENTIFIED SUBJECTS | | | | | NO CASES UNDER- TAKEN SUBJECTS I | INVOLVEMENT | | |
| | | ON BASE C | OFF BASE D | USMC E | OTHER SERVICE F | DDO CIV G | MIL DEPT H | OTHERS J | | DRUGS K | ALCOHOL L | ARMY MILIT M |
| 1 MURDER | | | | | | | | | | | | |
| 2 RAPE | | | | | | | | | | | | |
| 3 ROBBERY | | | | | | | | | | | | |
| 4 AGGRAVATED ASSAULT | | | | | | | | | | | | |
| 5 ASSAULT AGAINST ON DUTY POLICE OFFICERS | | | | | | | | | | | | |
| 6 SIMPLE ASSAULT | | | | | | | | | | | | |
| 7 MANSLAUGHTER | | | | | | | | | | | | |
| 8 SEX OFFENSES | | | | S A M P L E | | | | | | | | |
| 9 SUICIDE | | | | | | | | | | | | |
| 10 DOMESTIC DISTURBANCES | | | | | | | | | | | | |
| II. CRIMES AGAINST PROPERTY | | | | | | | | | | | | |
| 11 ARSON | | | | | | | | | | | | |
| 12 BURGLARY (HOUSE BREAKING) | | | | | | | | | | | | |
| 13 LARCENY (GOVT) | | | | | | | | | | | | |
| 14 LARCENY (NON-GOVT) | | | | | | | | | | | | |
| 15 AUTO THEFT | | | | | | | | | | | | |
| 16 WILFUL PROPERTY DESTRUCTION (GOVT) | | | | | | | | | | | | |
| 17 WILFUL PROPERTY DESTRUCTION (NON-GOVT) | | | | | | | | | | | | |
| 18 OTHER | | | | | | | | | | | | |
| III. MISCELLANEOUS CRIMES | | | | | | | | | | | | |
| 19 BRAWL | | | | | | | | | | | | |
| 20 SMUGGLING | | | | | | | | | | | | |
| 21 BLACK MARKET ACTIVITIES | | | | | | | | | | | | |
| 22 TRESPASS | | | | | | | | | | | | |
| 23 PALMER INCIDENTS | | | | | | | | | | | | |
| 24 HONORABILITY | | | | | | | | | | | | |
| 25 DISTURBANCE | | | | | | | | | | | | |
| 26 UNORDERLY CONDUCT | | | | | | | | | | | | |
| 27 OTHER | | | | | | | | | | | | |
| IV. DRUG OFFENSES | | | | | | | | | | | | |
| A. USE POSSESSION | | | | | | | | | | | | |
| 28 NARCOTICS | | | | | | | | | | | | |
| 29 DANGEROUS DRUGS | | | | | | | | | | | | |
| 30 CANNABIS PRODUCTS | | | | | | | | | | | | |

ENCLOSURE (2)

MCO 1630.4A
 19 JUN 1997

| NAVMC 11197 (4-88) (BACK) | | | | | | | | | | | | | | |
|---|--|--|------------------|-----------------|---------------------|-------------------------------|-----------------|-------------|----------------|--------------|-------------------------|---------------|--|--|
| TYPE OF OFFENSE A | NO. INCIDENTS B | LOCATION | | | IDENTIFIED SUBJECTS | | | | | | NO. CASES INVOLVED F | INVOLVEMENT | | |
| | | ON BASE C | OFF BASE D | USMC E | OTHER SERVICE F | DDO CIV G | AML DEP H | OTHERS I | DRUGS K | ALCOHOL L | | AVIATION M | | |
| B. SALES TRAFFICKING | | | | | | | | | | | | | | |
| 31 NARCOTICS | | | | | | | | | | | | | | |
| 32 DANGEROUS GOODS | | | | | | | | | | | | | | |
| 33 CANNABIS PRODUCTS | | | | | | | | | | | | | | |
| V. OTHER SECURITY RESPONSE ACTIVITIES | | | | | | | | | | | | | | |
| 34 UNSECURE BUILDINGS | | | | | | | | | | | | | | |
| 35 IDSCUENESS ALARM ACTIVATION | | | | | | | | | | | | | | |
| 36 ANNUAL CONTROL | | | | | | | | | | | | | | |
| 37 OTHER | | | | | | | | | | | | | | |
| S A M P L E | | | | | | | | | | | | | | |
| VI. TRAFFIC LAW ENFORCEMENT | | | | | | | | | | | | | | |
| A. ALCOHOL RELATED DRIVING OFFENSES | | | | | | | | | | | | | | |
| 38 10% BAC & ABOVE | | | | | | | | | | | | | | |
| 39 0% - 9% BAC | | | | | | | | | | | | | | |
| 40 0% BAC & BELOW | | | | | | | | | | | | | | |
| 41 REFUSALS | | | | | | | | | | | | | | |
| B. OTHER TRAFFIC DATA | | | | | | | | | | | | | | |
| CATEGORY | | MILITARY ON BASE | OTHER BASE PERS | OTHERS | | MILITARY ON BASE | OTHER BASE PERS | OTHERS | TOTAL | | | | | |
| 42 MOVING VIOLATIONS | a. DD FORM 1488 | | | | | b. DD FORM 1089 | | | | | | | | |
| 43 DRIVING PRIVILEGES | a. SUSPENDED | | | | | b. REVOKED | | | | | | | | |
| MOTOR VEHICLES TRAFFIC ACCIDENTS | | | | | | | | | | | | | | |
| | | a. NO. OF ACCIDENTS | | | b. NO. OF PERSONS | | | | c. INVOLVEMENT | | | | | |
| | | FATAL | NON-FATAL INJURY | PROPERTY DAMAGE | KILLED | | INJURED | | FATAL | | NON-FATAL | | | |
| | | | | | BASE PERS | OTHERS | BASE PERS | OTHERS | DRUGS | ALCOHOL | DRUGS | ALCOHOL | | |
| 44 ON BASE | | | | | | | | | | | | | | |
| 45 OFF BASE | | | | | | | | | | | | | | |
| VII. PHYSICAL SECURITY/CRIME PREVENTION ACTIVITIES | | | | | | | | | | | | | | |
| 46 CHILD ID PROGRAM | NO. OF CHILDREN ON BASE | NUMBER OF CHILDREN FINGERPRINTED | | | | | QTR | YTD | | | | | | |
| 47 PHYSICAL SECURITY PROGRAM | NO. PHYSICAL SECURITY SURVEYS REQUIRED | NUMBER OF PHYSICAL SECURITY SURVEYS CONDUCTED | | | | | | | | | | | | |
| 48 CRIME PREVENTION PROGRAM | NO. OF CRIME PREVENTION SURVEYS REQUIRED | NUMBER OF CRIME PREVENTION SURVEYS CONDUCTED | | | | | | | | | | | | |
| | | NUMBER OF CRIME PREVENTION PRESENTATIONS CONDUCTED | | | | | | | | | | | | |
| VIII. POPULATION | | | | | | IX. PERSONNEL STRENGTH | | | | | | | | |
| 49 MILITARY: | | | | | 53 | | | | 57 | | | | | |
| 50 DEPENDENT LIVING BASE HSG: | | | | | 54 | | | | 56 | | | | | |
| 51 CIVILIAN EMPLOYEES: | | | | | 55 | | | | 58 | | | | | |
| 52 TOTAL: | | | | | 162 | | | | 171 | | | | | |

ENCLOSURE (2)

INSTRUCTIONS FOR COMPLETING THE LAW ENFORCEMENT
AND PHYSICAL SECURITY ACTIVITIES REPORT

1. Sections I through IV and Section VI A. To complete these sections use the following instructions for columns a through m.

2. What Offenses are Reported (column a). To complete NAVMC 11197 use every available source to include OPNAV Forms 5527/1, DD Forms 1408 and 1805, as well as traffic tickets and incident reports received from civilian police agencies.

a. Supervisors must exercise good judgment in tabulating offenses reported. For example, extremely minor incidents such as juvenile shoving matches, theft of penny candy or offenses which are not processed for further investigation or corrective action should not be counted when completing the report.

b. One purpose of offense reporting is to document the incidents occurring at each installation. In this respect, the installation at which the incident occurs reports the offense, even though the subject may be from a different installation. Units that receive incident complaints or tickets from other service installations should not count the offenses when completing their report, since they will have been previously counted by the reporting installation.

c. Count only founded offenses. Offenses are counted in the titled category when determined to be "founded offenses" by law enforcement personnel. Report an incident only once; do not report the incident again to reflect the results of a military or civilian court or administrative discharge proceedings. For example, an incident originally classified as a robbery which occurs in January should be reported in the first quarter only; it should not be reported again if a conviction or acquittal occurs in October, or if the conviction is of a lesser included offense such as larceny or assault.

3. Reporting the Number of Incidents (column b). When reporting the number of crimes or offenses, the following rules apply:

a. If a person in one incident commits several crimes or offenses, report each offense the person is charged with. Do not report lesser included offenses. For guidance, see the Manual for Courts-Martial, United States 1984 (MCM).

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b. When a single incident involves several offenders, list only one offense for a victim or incident. For example, if five persons murder two people, two homicides have occurred, even though all five offenders would be categorized under the identified subject columns. However, the burglary of a residence would be shown as one burglary, even if three persons live in the house, and regardless of the number of suspects.

c. The number of attempts will be listed in the respective block by placing it in parentheses; i.e., 17(4) would represent 17 actual offenses, and 4 attempted offenses.

4. Location of Offenses (columns c and d). Categorize "on base" and "off base" incidents according to geography, not jurisdiction. Subjects of on base offenses will be categorized in columns e through m. Subjects of off base incidents will not be categorized for reporting on this report.

5. Identified Subjects (columns e through i). Under this section, report the suspects of the offense. Under Marine Corps and Other Service, combine officers and enlisted. Department of Defense (DoD) civilians include appropriated and nonappropriated fund employees. Military dependents include all dependents of military personnel. Report all others, such as on base contractors, civilians, etc., under the "Others" category. The fact that the subject is or is not covered by the provisions of the UCMJ is not material in classifying offenses for reporting purposes. When a subject can be classified in two categories, that is, dependent and DoD civilian, include the person in the category that reflects the closest service affiliation. This section applies only to on base offenses.

6. Unidentified Subject (column j). In this column, list each offense for which the subjects could not be identified. This category applies only to on base offenses.

7. Drug and Alcohol Involvement (columns k and l). In these columns, enter the number of incidents in which the subject(s) was involved with drugs or alcohol, whether or not it was part of the formal charges. Additionally, in the respective block, enter the number of incidents in which the victim(s) was involved with drugs or alcohol by placing the number in parentheses. This section applies only to on base offenses.

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8. Juvenile (column m). List the number of juvenile subjects (under the age of 18). Service members under the age of 18 will not be classified as juveniles. Juvenile offenders are counted in this category in addition to having been reported in column g, h, i, or j. Also list the number of incidents which had a juvenile victim, by placing the number in parentheses.

9. Special Reporting Instructions

a. In section V, fill out column b only.

b. In section VI B, the following definitions apply:

Military On Base - all active duty military assigned to the installation.

Other Base Pers - civilian employees and military dependents residing on the installation.

Others - all others, such as visitors to the installation.

10. Final Instructions for Lines 1 through 60

| <u>Line #</u> | <u>Activity</u> | <u>What to Report</u> |
|---------------|-----------------|-----------------------|
|---------------|-----------------|-----------------------|

Section I - Crimes Against Persons

| | | |
|----|--|--|
| 1. | Murder | Violation of article (art.) 118. |
| 2. | Rape | Violation of art. 120; except acts of carnal knowledge under art. 120c(2). |
| 3. | Robbery | Violation of art. 122. |
| 4. | Aggravated assault | Violation of art. 128c(4). Do not report cases of simple assault, and assaults that permit increased punishments based on rank or position of the victim under art. 128. |
| 5. | Assault against on-duty police officer | Violation of art. 128c(3) (b). If the victim is performing law enforcement or security duties. |

ENCLOSURE (3)

| <u>Line #</u> | <u>Activity</u> | <u>What to Report</u> |
|---------------|---|--|
| 6. | Simple assault or assault and battery | Violation of art. 128 not previously listed on line 4 or 5. |
| 7. | Manslaughter | Violation of art. 119. |
| 8. | Sex offenses | Violation of art. 120c(2), art. 125 and sex-related crimes of art. 134. (See enclosure (1) for definition.) |
| 9. | Suicide | List the number of suicides which resulted in death. Indicate attempts and suicidal gestures by placing the number in parentheses; i.e., 4(20) would indicate 4 suicidal deaths and 20 attempts or gestures. |
| 10. | Domestic disturbances | Any situation erupting between family or household members requiring response or intervention by police. |

Section II - Crimes Against Property

| | | |
|-----|--|---|
| 11. | Arson | Violation of art. 126. |
| 12. | Burglary/ Housebreaking | Violation of art. 129 or 130. |
| 13. | Larceny and wrongful appropriation (Government property) | Violation of art. 121 when the property is Government-owned, except larceny of motor vehicle, which will be reported on line 15. |
| 14. | Larceny and wrongful appropriation (non-Government property) | Violation of art. 121 when the subject property did not belong to the Government, with the same exception as listed on line 13. |

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| <u>Line #</u> | <u>Activity</u> | <u>What to Report</u> |
|---------------|---|---|
| 15. | Auto Theft | Violation of art. 121. Larcenies and wrongful appropriations of any vehicles, including Government owned. "Vehicle" includes a motorized automobile, truck, bus, motorcycle, and any vehicle operating on land, but not on rails. Report total number of recovered vehicles in parentheses; i.e., 30(10) would represent 30 thefts and 10 recoveries. |
| 16. | Willful property destruction (Government) | Violation of art. 108. Vandalism to Government property. |
| 17. | Willful property destruction (non-Government) | Violation of art. 109. Vandalism to Government property. |
| 18. | Other | Use this line to report other crimes against property not previously reported on lines 11 through 17. See enclosure (1) for definition of "other." |

Section III - Miscellaneous Crimes

| | | |
|-----|-------------------------|---|
| 19. | Fraud | Violation of art. 132. |
| 20. | Smuggling | Violation of art. 92, as it relates to local regulations prohibiting such activities. |
| 21. | Black Market Activities | Violation of art. 92, as it relates to local regulations prohibiting such activities. Black marketing is the exchange of commodities in violation of price, priority of rationing laws, or other pertinent regulations. |

ENCLOSURE (3)

| <u>Line #</u> | <u>Activity</u> | <u>What to Report</u> |
|---------------|--------------------|--|
| 22. | Trespass | An illegal entry onto a military installation, as defined by Federal Statute (50 U.S.C. 797). |
| 23. | Prowler | Cases of prowler incidents investigated by law enforcement personnel. |
| 24. | Homosexuality | List the total number of homosexual acts. This includes sodomy, which is defined as carnal copulation with another person of the same sex or with an animal. See art. 125. This also includes lewd and lascivious acts not necessarily involving copulation. See art. 134. |
| 25. | Disturbances | Violation of art. 116 or lesser offenses of art. 116, including any disturbance resulting in the initiation of an incident complaint report. For example, incidents at clubs, affrays, etc. |
| 26. | Disorderly Conduct | Acts when law enforcement personnel are called on to neutralize disturbances not meeting criteria of line 25. See art. 134. |
| 27. | Other | Other crime-related incidents not reported in lines 1 through 26, or sections IV through VI. Examples of incidents reported in this line are military offenses, illegal alien detentions, provoking speeches or gestures, etc. |

Section IV - Drug Offenses

| | | |
|--------|--------------------|---|
| 28-30. | Use/ Possession | Violation of art. 112a, paragraphs b(1) and b(2). Unlawful use or possession of narcotics, dangerous drugs, or cannabis products. Includes transfer without payment or recompense. See enclosure (1) for definitions. |
|--------|--------------------|---|

ENCLOSURE (3)

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| <u>Line #</u> | <u>Activity</u> | <u>What to Report</u> |
|---------------|-------------------|---|
| 31-33. | Sale/ Transfer | Violation of art. 112a, paragraph b(3). Unlawful sale of, or trafficking in narcotics, dangerous drugs, or cannabis products. |

Section V - Other Security Response Activities

| | | |
|-----|-----------------------------|---|
| 34. | Unsecure Buildings | When law enforcement personnel respond to complaints of, or discover improperly secured buildings or facilities. |
| 35. | IDS/Duress alarm activation | When law enforcement personnel respond to intrusion detection systems (IDS) or duress alarms from protected facilities. For example, fund activities; conventional arms, ammunition, and explosives storage facilities; and other alarmed activities. List in parentheses the number of responses determined to be nuisance/false alarms; i.e., 75(30) would represent 75 total alarm responses, of which 30 were nuisance or false alarms. |
| 36. | Animal Control | Animal control incidents, including animal bites and control of strays. |
| 37. | Other | Any other law enforcement response activity not already covered. |

Section VI - Traffic Law Enforcement

| | | |
|--------|----------------------------------|--|
| 38-41. | Alcohol related driving offenses | In the appropriate blocks, record the number of chemical breath, blood, and urine tests administered to and refused by offenders. Of this total, place the number of blood and urine tests in parentheses; i.e., 45(7) would represent 45 tests, of which 7 were blood or urine tests. |
|--------|----------------------------------|--|

ENCLOSURE (3)

| <u>Line #</u> | <u>Activity</u> | <u>What to Report</u> |
|---------------|--|--|
| 42. | Moving Violations | Record the number of offenses resulting in the issuance of a DD Form 1408 or DD Form 1805 for moving violations, as defined in MCO 5110.1. Do not include those violations previously listed on lines 38 through 41. |
| 43. | Driving Privileges | In blocks a and b, enter the number of personnel whose installation driving privileges were suspended or revoked during the reporting period. In the total block, report total driving privileges suspended and revoked during that reporting period. |
| 44-45. | Motor Vehicle Traffic Accidents | Enter the number of accidents reported to or investigated by law enforcement personnel. Each accident will be listed in only one category of section a. List accidents in the category of greatest significance. For each fatal accident listed, show at least one person killed under "Number of persons Killed," column b. It is possible to have more persons shown as killed, than the number of fatal accidents (that is, one fatal accident where two or more people die). The "number of persons injured" column should indicate the total number of persons injured in accidents. In column c, determine alcohol and drug involvement for drivers, pedestrians, and for those passengers whose actions are determined to have directly contributed to the accident. Regardless of the number of drivers, passengers, or pedestrians identified as being under the influence of alcohol or drugs, make only one entry for each accident in the proper column. |

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| <u>Line #</u> | <u>Activity</u> | <u>What to Report</u> |
|---|-------------------------------------|--|
| Section VII - Physical Security and Crime Prevention Activities | | |
| * 46. | Child Identification Program | Record the number of dependent children residing aboard the installation. Also record the number of children (under the age of 18) fingerprinted during the reporting period, and the year-to-date total. |
| * 47. | Physical Security Program | In the first block, enter the number of annual physical security surveys required for the installation, per OPNAVINST 5530.14. In the remaining blocks, enter the number of physical security surveys conducted during the reporting period, and year-to-date. |
| * 48. | Crime Prevention Program | In the first block, enter the number of annual crime prevention surveys required, per MCO 1600.6. In the remaining blocks, enter the number of crime prevention surveys conducted, and crime prevention presentations given during the reporting period, and year-to-date. |
| Section VIII - Installation Population | | |
| 49. | Military | All permanent personnel assigned to the installation, and those military members TAD to the installation or activity for a period in excess of 30 days. |
| 50. | Dependents residing in base housing | Enter the number of dependents residing in base housing. |
| 51. | Civilian employees | Enter the number of installation civilian employees, including nonappropriated fund employees. |

ENCLOSURE (3)

| <u>Line #</u> | <u>Activity</u> | <u>What to Report</u> |
|---------------|-----------------|-------------------------|
| 52. | Total | Enter population total. |

Section IX - Personnel Strength

53-60. Personnel Strength

Enter (by MOS) the number of personnel assigned to the installation provost marshal's office, whose primary duties include the performance of law enforcement or security duties. Enter the number of personnel as follows:

| <u>Block#-MOS</u> | <u>Block#-MOS</u> | <u>Block#-MOS</u> |
|-------------------|-------------------|-------------------|
| 53 - 5801 | 56 - 5811 | 59 - 5821 |
| 54 - 5803 | 57 - 5812 | 60 - other |
| 55 - 5805 | 58 - 5813 | |

Additionally, in block #56, enter the number of personnel possessing an additional MOS of 5814 by placing the number in parentheses. In block #59, enter the number of personnel possessing an additional MOS of 5822 in the same manner. In block #60, enter the number of non-5800 personnel temporarily assigned to the provost marshal's office for law enforcement or security duties.

ENCLOSURE (3)