

EMERGENCY ENTRY INTO GROUP III SPACES

ENTRY BY THE SALES OFFICER

In the absence of the responsible sales outlet operator or bulk storeroom custodian, emergency entry into Group III space may be made by the sale officer. Emergency entry will be made in the presence of two witnesses, one of whom should be a commissioned officer. The sales officer will remove the combination and/pr keys from the sealed envelopes and enter the space. The two witnesses will not leave the Group III spaces unattended while it is unlocked. Then access is no longer necessary, the space will be secured by replacing the lock and sealing the space with a numbered car seal in the presence of the two persons witnessing the entry. The car seal number will be recorded in the Car Seal Number Log and initialed by the two witnesses. The car seal will be removed by the responsible custodian upon return in the presence of the sales officer. The custodian will then be required to change the combination as described in NAVSUP Pub 487, paragraph 1201-2a. Prior to changing the combination, the responsible custodian may, if desired, conduct an inventory of the space.

ENTRY BY THE COMMAND DUTY OFFICER

ONLY when the urgency of the emergency dictates and when both the responsible custodian and the sales officer are absent may the command duty officer authorize entry into the space. Emergency entry will be made in the presence of at least two witnesses one of whom should be a commissioned officer. Damage control cutters or burners will provide the easiest and quickest entry. The two witnesses will not leave the Group III space unattended while it is unlocked. The command duty officer will secure the space with a lock and a number care seal in the presence of the two persons witnessing the entry. The car seal number will be recorded by the command duty officer and initialed by the two witnesses. The recorded car seal number will be given to the sales officer upon return. The general procedures outlined in NAVSUP Pub 487, paragraph 1010-1 will be followed upon the return of the sales officer and responsible custodian.

SUPPLY OFFICER

SALES OFFICER