

CHAPTER 3 - SECURITY

A. SAFEGUARDING FUNDS

(See DRMS-I 4160.14, Volume I, Chapter 2, Security, for fund escort procedures).

1. Cashier Facility (see DRMS-I 4160.14, Volume I, Chapter 2).

a. Each cashier will be issued his or her own cash box or drawer. These should remain locked whenever they are not in use.

b. Never leave funds unattended, even if they are in a locked cash box or drawer.

2. Cash in excess of the cash change fund will be handled in accordance with DRMS-I 4160.14, Volume 1, Chapter 2, Security.

B. ANTI-ROBBERY/ACTUAL ROBBERY INSTRUCTIONS

1. Training. DRMOs Central will train all personnel authorized to handle funds in these procedures before they are certified to handle funds. Training will be in accordance with host security procedures and DRMS-I 4160.14, Volume 1, Chapter 2, Security.

2. Anti-Robbery Plans. In accordance with DRMS-I 4160.14, Chapter 2, Security, the DRMO Chief will develop a comprehensive plan to activate in case of robbery at the DRMO. This plan will be coordinated with host physical security for adherence to host installation anti-robbery plans.

C. KEY CONTROL.

DRMOs will ensure compliance with DRMS-I 4160.14, Volume 1, Chapter 2, Security, for key control.

D. SECURITY OF SAFE WITHIN CASHIER FACILITY

1. DRMOs Central will ensure compliance with DRMS-I 4160.14, Volume 1, Chapter 2, Security, practices for safes.

2. Limit access to the cashier facility to authorized personnel only. This list includes, primary and alternate cashier, cashier supervisors, cash verifiers and auditors, disinterested witnesses for purposes of locking the safe and official DLA/DRMS visitors.