

## APPENDIX 4-D

**PROCEDURES FOR ENTERING VAULT  
STORAGE AREAS OF SENSITIVE STOCKPILE MATERIALS**

1. *General*

a. The ensuing procedures will be adhered to whenever access is required to high-value, sensitive vault material under the control of the DNSC. These procedures shall be applicable to vaults at:

DNSC Diamond Sales Center c/o Citibank, 640 Fifth Avenue, New York, NY; DNSC Somerville Depot - Somerville, NJ.

b. These minimum uniform standards apply to all locations storing Stockpile materials classified as sensitive items requiring a high degree of protection and control due to statutory requirements, regulations, high monetary value, or hazardous nature. Where standards in effect at the Federal installation having custody of a storage site exceed those set forth here, the higher standards will apply.

c. Where existing storage deviates materially from these standards, corrective action should be taken or programmed. Where a waiver, variance, or deterrent is called for, procedures of the appropriate Federal agency should be followed.

2. *Responsibility*

a. *Operational Control.* The Chief of Operations and Logistics Division (DNSC-OL) and applicable Depot Managers, have been delegated authority to have operational control and responsibility for the receipt, storage, security and accountability of Strategic and Critical materials designated for storage in high security vaults as follows.

(1) DNSC-OL	DNSC Diamond Sales Center c/o Citibank 640 Fifth Avenue New York, NY 10019
-------------	---

(2) Depot Manager (DNSC-MOSO) -	Somerville, NJ
---------------------------------	----------------

b. *Duties.* DNSC-OL and applicable Depot Managers, will be responsible for assignment and training of Vault Custodians, adherence to security procedures, annual revision of combinations, control of operations in the DNSC vault area, and operating vaults in conformance with DNSC-OL standard operating procedures, and those procedures applicable to a specific vault. The Chief, DNSC-OL and Depot Managers will also develop and submit recommendations for revised procedures to cope with new and/or changed conditions, and will assure that all persons to be entrusted with vault combinations have appropriate security clearance.

c. *Termination of Employee Having Vault Combinations.* DNSC-OL and Depot Manager shall ensure that vault combinations are changed whenever an employee having the combination(s) transfers, retires,

**APPENDIX 4-D****PROCEDURES FOR ENTERING VAULT  
STORAGE AREAS OF SENSITIVE STOCKPILE MATERIALS**

or is terminated. This action is to occur NLT the final week of employment and the employee awaiting job disposition shall not be assigned vault operations thereafter. A memo shall be sent to the DNSC-OL stating when the combinations were changed and the date the new combinations became effective.

d. *Internal Control.* General Supply Specialist personnel shall have responsibility in accordance with requirements to conduct a review of DNSC materials stored in high security vaults on a scheduled basis. Such inspections shall include verification of inventory based on physical count, compilation of inventory data from documents of record in the case of sealed containers, and review and verification of official inventory records for commodities contained in high security vaults. Restrictions established by the Vault Custodian will not inhibit General Supply Specialist members of the vault team to accomplish their assignment. In the event a dispute cannot be resolved on site, the matter shall be referred to DNSC-OL for resolution. For more information see attachment 4-D-1.

**3. Security****a. Seals***DNSC Lead and Wax Seals*

(a) Lead and wax seals shall be applied by the DNSC vault team where applicable, and according to the DNSC-OL SOP's for the particular facility and commodity shipment packaging involved.

(b) The DNSC-OL has the responsibility for the biannual updating of lead and wax sealing devices used by Operations and Logistics personnel, and for maintaining a register and receipt file for persons to whom such equipment has been issued. Copies of documentation reflecting all prior years of assignment will be maintained by the DNSC-OL for audit and reference purposes indefinitely. Notification of updating shall be sent to the DNSC-OL.

**b. Inventory.**

An adequate supply of seals shall be available for continued operations at all vault facilities from the Vault Custodian. Appropriate action should be taken by the DNSC-OL and/or Depot Managers to secure and maintain a sufficient inventory of seals.

**c. Check and Balance.**

A member of the vault team participating in the release of vault materials to be shipped or relocated shall not be assigned to receive the same shipment which had been prepared by the member for release from the shipping point.

**4. Procedures****a. Control and Access to Vaults**

**APPENDIX 4-D****PROCEDURES FOR ENTERING VAULT  
STORAGE AREAS OF SENSITIVE STOCKPILE MATERIALS**

(1) Inventory records and operational responsibility for the vault located at Citibank, NY, NY shall be maintained and retained at the DNSC-OL office. All personnel, with the exception of potential bidders for industrial diamonds, planning to visit the Citibank vault shall be approved by the Director, Directorate of Stockpile Operations, prior to the visit. The person or persons shall provide in writing, the purpose for visiting the facility. The request must contain the following information: Date(s) of visit, name of visitors, and reason for visit.

(2) Inventory records for all commodities stored in the Somerville, NJ vault shall be maintained by the Somerville Depot Manager and retained at the DNSC Somerville Depot.

**b. Vault Combinations**

(1) All vault custodians shall be given a background check or security clearance before being issued a combination to the compartments.

(2) *Availability.* Vault combinations will be made available only to the minimum number of fully trained personnel required to permit operation of at least two DNSC vaults simultaneously.

(2) *Change.* Vault combinations shall be changed on an annual basis, occurring NLT March 31 of each year. DNSC-OL or Depot Managers, shall be responsible for making the necessary arrangements for the change. Records of such changes shall be placed in a sealed envelope by the DNSC-OL or Depot Managers and transported to the DNSC-O for safekeeping.

**c. Vault Register**

(1) A vault log book or sign-in register shall be maintained. In vault A Citibank there will be separate log books for GOV employees and visitors. The log will reflect the following information.

- (a) Date (Month, Day, Year)
- (b) Name of Visitor (Printed and Signature)
- (c) Organization Represented
- (d) Time In/Time Out
- (e) Purpose of Visit

(2) All persons entering the vault shall be required to sign the register and enter the above information. Also they must present valid picture identification (i.e. drivers license, passport).

**APPENDIX 4-D****PROCEDURES FOR ENTERING VAULT  
STORAGE AREAS OF SENSITIVE STOCKPILE MATERIALS**

(3) Each sign-in log register shall be maintained in a ledger type book and be reviewed at the close of each year by each Chief, DNSC-OL or Depot Managers, and signed at the bottom to reflect such review. Sign-in procedures will continue on the next blank page. Completed ledgers shall be maintained in DNSC by the DNSC-OL for future reference.

d. *Vault Team*

(1) *Composition.* The vault team shall consist of two DNSC-OL employees. The Vault Custodian shall be a GS-11 or higher, with appropriate security clearance. The other member of the team will not require any security clearance.

(2) *Assignment.* DNSC-OL, and/or Depot Managers will be responsible for coordinating the assignment of personnel from their respective field operation and/or depot to the vault team. Assignments, scheduling, etc. shall be resolved by the DNSC-OL, Depot Managers or their alternate prior to departure from assigned field locations.

e. *Responsibility*

(1) *Vault Custodian.* The Vault Custodian shall be responsible and/or accountable for:

(a) Opening and closing the vault or vault compartment door.

(b) Having all visitors sign the register and enter the appropriate information.

(c) Ensuring that entry and departure procedures are followed, and for controlling operations while in the vault to ensure conformance to DNSC and applicable Federal Agency regulations and standard operating procedures.

(d) Any and all transactions that take place while visitors are in the vault. The Vault Custodian will not allow entry to unauthorized personnel without clearance from the DNSC-OL, and will not permit deviations from instructions contained in this Manual or in other standard operating procedures.

(e) Ensure that an adequate number of the various types of seals are available for all vault facilities in the assigned areas.

(f) May supplement these procedures with additional restrictions that may be deemed necessary.

(2) *Vault Team.* The Vault Team shall be responsible for:

**APPENDIX 4-D****PROCEDURES FOR ENTERING VAULT  
STORAGE AREAS OF SENSITIVE STOCKPILE MATERIALS**

- (a) Acting as a unit in accomplishing receipt for storage of material as well as selection, preparation, weighing, count verification, and shipping of commodities from the designated vault. In no instances shall the team members perform on different projects while in the vault. Both members must be able to jointly verify results of each reported accomplishment.
- (b) Ensuring that entry and departure procedures required for opening and closing the vault are adhered to.
- (c) Controlling operations while in the vault.
- (d) Determining that all visible and accessible containers are sealed and intact during periodic inspections of specific commodities. Results of this inspection shall be noted on applicable inspection and custodian reports. Broken seals should not be replaced until containers have been opened and contents verified. Authorization to open containers must be given by the DNSC-OL. Results of verification, discrepancies, resealing, and final resolution shall be fully documented.
- (e) To ensure that any packages which may be required to be opened will be resealed and the facts concerning the opening and resealing are documented on all applicable reports. Serial numbers of seals removed, as well as the number of the seal which is reapplied, shall be referenced in documentation by the vault team.

**5. *Opening of Packages and/or Containers***

a. *Authorization.* No containers or packages will be opened unless specific written instructions are generated and distributed to the applicable offices involved. In the absence of such authorization, authority may be granted by consulting with the DNSC-O through the Chief of Operations. Reasons for the need to open packages or containers shall be given in writing to the DNSC-OL, with concurrence by the DNSC-O. Not more than one package shall be opened and inspected at one time. The opened package must be closed and sealed before the next package is opened. This will minimize the potential for errors in repackaging, accidental loss and security surveillance oversight.

b. Containers opened for verification shall be annotated to indicate the date and reason for opening, and signatures of the assigned General Supply Specialists entered in the report. This information shall be placed on the interior packing list.

**6. *Vault Transactions***

a. *Notification.* Both members of the DNSC-OL Vault Team will have prior notification of all transactions to be made before visiting the vault, i.e., for acquisitions and sales, lots to be identified for future movements, identification of contractor to perform maintenance, repair to the vault, scale repair and/or certification, etc.

b. *Shipments / Transfers.* Under no circumstances will material, including samples, be removed from a vault without shipping instructions properly executed by authorized DNSC officials. In rare instances,

## APPENDIX 4-D

### PROCEDURES FOR ENTERING VAULT STORAGE AREAS OF SENSITIVE STOCKPILE MATERIALS

letters of authorization from the DNSC Administrator may be issued and acted upon. Transfers at Citibank of material from Vault B to Vault A. will require a hand to hand receipt to be issued by a custodian receiving material into Vault A. The vault custodian will be fully responsible and accountable for material in Vault A.

c. *Signatures.* Hand-to-Hand signatures will be secured and checked when the DNSC is required to transfer or issue materials directly to purchasers or their representatives. All information such as vehicle number, company name, license numbers for armored car, truck/trailer, automobile, or railcar, if applicable, will be noted on all documentation.

#### 7. *Visitors*

a. All government visitors scheduled for entry into a vault will receive prior notification of the need to show official ID's which should contain, if possible, acceptable recognizable photographs and signature specimen on date of visit. These credentials will be examined outside the vault area prior to entry by the vault team members and security personnel/guards posted outside the vault.

b. All visitors to the Citibank vault will have prior approval from DNSC-O.

c. Purchasers or prospective purchasers scheduled to visit a vault will comply with existing IFB and DNSC identification procedures for entering security areas. All other persons should be instructed to submit letters of authorization from the firm's senior official with a signature specimen of the authorized person prior to the date of visit. If the DNSC is required to transfer material directly to an armored car service, a signature specimen and vehicle identification data shall be furnished by the carrier prior to pickup of the material.

d. All authorized visitors shall wait at a reasonable distance, either outside the vault, or away from the compartment door, until the Vault Custodian opens and secures the vault for access. In no circumstance shall combination information be compromised by a visitor standing too close to the Vault Custodian.

#### 8. *Internal Audits*

DNSC-OL will periodically visit each vault in their respective areas of operation to ensure that vault procedures are being followed by observing how the procedures are being implemented and noticing problems which may materialize during actual operations. A report reflecting observations, problems encountered, and solutions or recommendations is required to be sent to the DNSC-O.

#### 9. *Reports*

*Vault Custodian.* In addition to any other report required by the DNSC-OL, a Storage Custodian Report will be required from the Vault Custodian each time an entry is made to indicate what was accomplished

and signed by the other vault team member. A copy of each custodian report shall be furnished to DNSC-OL. Where operations in a vault area are of a continuous nature, one weekly report (not to

**APPENDIX 4-D**

**PROCEDURES FOR ENTERING VAULT  
STORAGE AREAS OF SENSITIVE STOCKPILE MATERIALS**

exceed seven (7) calendar days), will be submitted with all required information (seal numbers, personnel names, time and date of entry, etc.), reflected on a daily basis. The reports are attached to the back of this section.