



# UNITED STATES MARINE CORPS

MARINE FORCES RESERVE  
4400 DAUPHINE STREET  
NEW ORLEANS, LOUISIANA 70146-5400

IN REPLY TO  
ForO 7500.3A  
COMPT  
**MAY 10 2007**

## FORCE ORDER 7500.3A

From: Commander, Marine Forces Reserve  
To: Distribution List

Subj: SAFEGUARDING FUNDS AND RELATED DOCUMENTS

Ref: (a) DoD Financial Management Regulations, Volume 5  
(b) MCO P4400.15E

1. Situation. To publish instructions regarding the proper safeguarding of official funds and related documents per the references.
2. Cancellation. ForO 7500.3.
3. Mission. Commanding Officers/Inspector-Instructors/Site Commanders are directed to ensure strict compliance with the provisions of this Order.
4. Execution. The Commanding Officer/Inspector-Instructor/Site Commanders are responsible for the security and proper accountability of official funds. Official funds are defined as appropriated and non-appropriated funds such as Special Services, cash collections from the sale of meals by an authorized custodian, and U.S. Treasury Checks. Internal security measures and controls provide adequate protection of these funds. Periodic evaluations of the adequacy of security measures used will be made and any deficiencies corrected immediately.
5. Administration and Logistics
  - a. Custody. All official funds in the hands of an accountable individual will be kept in a safe or security container as specified in paragraph 5d below. The accountable individual will not divulge or entrust the combination of the safe to any other person. When physically incapacitated and unable to open the safe or security container, the accountable individual, upon order of the Commanding Officer,/Inspector-Instructor/Site Commander, may divulge the combination to a designated board of officers. This board of officers must consist of at least two individuals and may be comprised of enlisted personnel in the rank of Staff Sergeant or above. Placing the combination in a sealed envelope to be kept in the custody of another person is prohibited.

If the accountable official becomes incapacitated to the point of being unable to reveal the combination to a board of officers, then the safe must be drilled by a licensed locksmith under the supervision of the designated board of officers. Provisions must be made ahead of time to safeguard the contents of the safe immediately upon drilling.

The combinations to safes and security containers will be changed at least once every six months. The preferred interval is to change the combinations on a staggered basis such as five months, two months, six months, three months, etc., but at no time will the intervals between changes exceed six months. A record of changes will be maintained to document compliance with this requirement along with a record of combination changes which will be kept inside each vault, safe, or container. The record will be dated and signed by the accountable individual but will not indicate the combination. Anytime the accountable individual feels the combination has been compromised, the combination will be changed immediately. The dial of the container will be concealed by a shield made of cardboard or other suitable material so that the operation of the combination cannot be observed by others. The name and phone number of the accountable individual will be posted to the inside of the container.

b. Location. Wherever possible, the storage containers of all persons having custody of funds will be placed in a single room where physical security measures can be concentrated efficiently. If possible, all containers will be placed so that the dial faces an inhabited area. The custodian must shield the dial with the hand or body while operating the combination as an additional security measure to shield the combination.

c. Contents. Public funds and documents will not be stored in a container in which classified material is stored. Strict compliance must be met with the requirement that official funds are not co-mingled. Separate storage containers must be furnished to each accountable individual with custody of the Imprest fund, Special Services funds, monies collected by an authorized custodian, and the individual responsible for the handling of U.S. Treasury checks.

d. Storage Containers. Official funds and related vouchers must be stored in security containers that are in compliance with the specifications of reference (a) and this paragraph.

(1) Weight. All storage containers or safes that are mounted on wheels or casters, or which weigh less than 750 pounds, will be secured to prevent movement. Bolting or chaining the container in place satisfies this requirement if the container cannot be moved.

(2) Categories of storage Containers

(a) All currency as defined in paragraph 0301 of reference (a) must be stored in a container carrying at least a Class 1 or Class 5 rating approved by the General Services Administration (GSA) and manufactured under the following Federal Specifications:

(1) Class 1 or Class 2 cabinet - AA-F-357 (GSA-FSS).

(2) Class 4 or Class 5 cabinet - AA-F-358 (GSA-FSS).

(3) Class 5 or Class 6 Map and Plan file - AA-F-363 (GSA-FSS).

(4) Class 6 Drawer File - AA-F-358 (GSA-FSS).

(b) A commercial burglary resistant safe certified by Underwriters' Laboratories with the following classification may be used:

(1) Tool-Resistant Safe - TL-15.

(2) Tool-Resistant Safe - TL-30.

(3) Torch and Tool-Resistant Safe - TRTL-30.

(4) Torch and Tool-Resistant Safe - TRTL-60.

(c) The Class 1 and Class 5 containers have been rated to provide the greatest protection against forced entry. The burglary resistant safes are designated to protect their contents against forced entry. The numerical values assigned in the classifications represent the time, in minutes, which the given safe should resist forced entry. Field safes that meet any of the above specifications are acceptable security/safe containers.

6. Command and Signal. This Order is applicable to the Marine Corps Reserve.



R. E. BRAITHWAITE  
Executive Director

DISTRIBUTION: D