

National Reconnaissance Office

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6 January 1998
NROI 150-4
Facilities Management

SUBJECT: Prohibited Items in NRO Headquarters Buildings/Property

A. SYNOPSIS. This instruction identifies items that are prohibited in National Reconnaissance Office (NRO) Headquarters (HQS) buildings and/or property. Individuals in violation of these prohibitions may be subject to administrative sanctions and/or criminal prosecution.

B. AUTHORITY.

1. 18 U.S.C. § 930.
2. 32 CFR 1903.7; 1903.10.
3. NRO Security Manual (BSM, dated June 1993).
4. DCID 1/21, Annex D, Part I.
5. NRO Policy Directive 002/95.

C. PURPOSE. The purpose of this instruction is to identify items that are prohibited in NRO HQS buildings and/or property.

D. DEFINITIONS.

1. Dangerous Weapons: Firearms, ammunition, explosives, incendiary devices, blades, knives (other than small pocket-knives), and any other instrument or material that is used for, or is readily capable of, causing death or serious bodily injury.

2. Illegal Substances: Any item that is identified by federal or state statute as unlawful to possess without appropriate authorization (e.g., illegal narcotics, nuclear materials, biological or chemical agents).

3. NRO HQS: Westfields, [REDACTED] for the purposes of this instruction.

4. Non-Approved Electronic Equipment: Personally owned cellular phones, laptops, and associated media; transmitting and

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recording devices. (For more specific guidance, see NRO Security Policy Directive 002/95 and DCID 1/21, Annex D, Part I, located on the Office of Security Homepage on the NRO "Bye-way.")

E. PROHIBITED ITEMS.

1. The following items are not permitted on NRO HQS **property** unless expressly permitted for official reasons:

- a. Dangerous Weapons;
- b. Illegal Substances;
- c. Animals other than Guide Dogs.

2. In addition to the items listed in E.1, the following items are not permitted in NRO HQS **buildings**, nor may they be used on NRO HQS property, unless expressly permitted for official reasons:

- a. Cameras and Photographic Equipment;
- b. Alcoholic Beverages;
- c. Non-approved Electronic Equipment.

F. EXCEPTIONS. Requests for all exceptions, excluding alcohol, will be addressed on a case-by-case basis by contacting the Facility Duty Officer at 850-6161. Directorate and Office heads may approve the introduction of alcohol into NRO HQS buildings on special occasions.

G. QUESTIONS. Questions pertaining to this instruction may be directed to Management Services & Operations/Headquarters Security Services Group at secure 850-5048 or 850-5200.

//Signed//

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Director, Management
Services and Operations

OPR: MS&O/HSSG

This instruction supersedes NRO Headquarters Notice 13-95, "Prohibition Against the Possession of Weapons on NRO Headquarters Facilities," dated 8 August 1995.