

PHYSICAL SECURITY DIVISION



PHYSICAL SECURITY

HANDBOOK

2008

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: JRTC & Fort Polk Physical Security Handbook

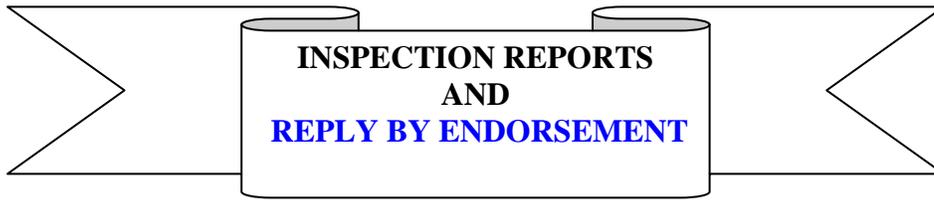
1. Unit commanders or activity chiefs are responsible to control and safeguard any and all United States Government property within their command/activity.
2. The two functions of accountability and physical security of US Government property are interdependent. A comprehensive property accountability system is basic to an effective Physical Security Program.
3. The information that you will find in this handbook is a starting point for your daily accountability and control of government property. This handbook does not cover every aspect of the regulations pertaining to Physical Security; however, each area/item covered in this handbook outlines the minimum security requirements mandated by applicable regulations for said area and/or item.
4. The established objectives, concepts, responsibilities, and policies for the planning and conduct of the Organization Inspection Program (OIP) for the Joint Readiness Training Center (JRTC) and all units and activities assigned or attached to Fort Polk are outlined in JRTC & FP Reg 20-2.
5. Point of contact for this handbook is the Directorate of Emergency Services, Physical Security Division, 531-6012/7756.

JOHN C. LEGGETT
LTC, MP
Director

DISTRIBUTION:
A Plus
Plus 500 (PMO)

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**INSPECTION REPORTS
AND
REPLY BY ENDORSEMENT**

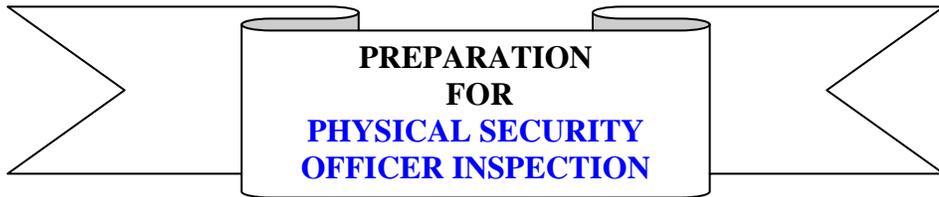
- 1.** The Provost Marshal has overall functional responsibility for Physical Security IAW AR 5-3, AR 5-9 (AOR), AR 190-13, and applicable regulations such as the AR 190-Series.
- 2.** A Physical Security Inspection is a formal, recorded assessment of Physical Security procedures and measures implemented by a unit or activity to protect its assets.
- 3.** Inspection results will be recorded on DA Form 2806-1-R, IAW AR 190-13 and FM 19-10.
- 4.** A written report is provided to the responsible office for action and reply, IAW AR 5-3, Para 2-17, AR 190-13 Para 2-11, 2-12, and FM 19-10.
- 5.** A not adequate rating received on a physical security inspection of an arms room constitutes a mandatory re-inspection within six (6) months, IAW AR 190-11 Para 2-6.
- 6.** Physical Security inspections may be announced or unannounced, IAW AR 190-13 Para 2-11.
- 7.** References:

AR 190-13, The Army Physical Security Program
AR 5-3, Installation Management and Organization
AR 5-9, Area Support Responsibilities
AR 190-11, Physical Security of Arms, Ammunition and Explosives
DA Form 2806-1-R, Physical Security Inspection Report
FM 19-10, Military Police Law and Order Operations



1. Inspectors will be selected by the Provost Marshal or the Security Officer.
2. Military will possess a MOS of 95B.
3. Civilian (equivalent) will possess a GS080 series.
4. School trained by USAMPS.
5. Issued Physical Security credentials by the Provost Marshal or the security officer.
6. Inspectors clearance for access to classified national defense information will be verified by the Directorate of Security. An inspector's need for access to information is determined by the Installation Physical Security Officer.
7. An access list of all command designated physical security inspectors will be furnished to units and activities subject to inspection by members of the Provost Marshal's Office, Physical Security Division, and updated quarterly. A copy of this access list will be kept on file at each unit, and unit/activity personnel will check inspector's credentials.
8. Positive identification of inspector personnel accomplished in the proper manner is essential to security. The identification procedures enumerated below will be used in the stated sequential order to identify physical security inspectors requesting access to any unit, facility, or activity. Once identification is established, access will be granted without delay.
 - a. Personal recognition. When possible, personal recognition is the most reliable and expeditious method available. This method will be used whenever one or more members (military or civilian) of a unit or activity being visited recognize the inspector (s) through previous social or official contact.
 - b. Affirmative review of credentials. This method is utilized when the personal recognition method is not possible. Affirmative review of credentials will have been completed when the senior person present at the facility or activity to be inspected, has determined the physical appearance of the person presenting the credentials for inspection purposes. Once this procedure has been completed and the inspector's identification is no longer in doubt, access will be granted without delay.
 - c. In the event a physical security inspector can not be identified by one of the two methods described above, the senior member of the unit or facility will request assistance from the Provost Marshal's Office. During duty hours, call the Chief, Physical Security at 531-4913/7907. During non-duty hours, call the Military Police Desk Sergeant at 531-COPS.

d. Once the inspector (s) identity is established, he/she may vouch for the validity of personnel not listed on the access roster that may be accompanying him/her for training or other official purposes.

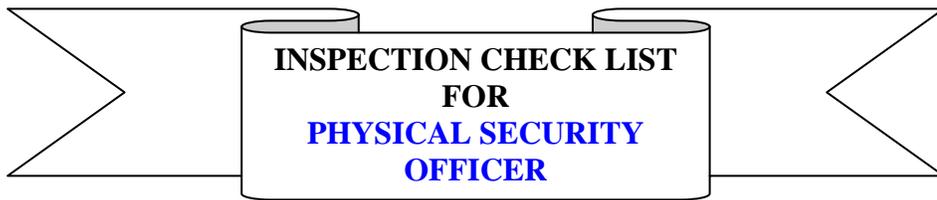


**PREPARATION
FOR
PHYSICAL SECURITY
OFFICER INSPECTION**

- *1. Was a physical security officer appointed, in writing by the unit commander?
(AR 190-13, Para 1-23b (3))
- *2. Has a physical security plan been developed by the unit? AR 190-13, Para 1-23b (3)
- *3. Does the unit have a copy of the last physical security inspection and/or reply by endorsement. (AR 190-13, Para 2-12)
- *4. Has the unit established an end of day security check using Standard Form 701 (activity security checklist). (AR 190-51, Para 1-4e (2))
- *5. Was A SF 702 used to record entry/security check of vault(s)
(AR 380-5)

References

AR 190-51, Security of Unclassified Army Property
AR 190-13, Army Physical Security Program
AR 380-5, Department of the Army, Information Security



**INSPECTION CHECK LIST
FOR
PHYSICAL SECURITY
OFFICER**

Rating Guidelines: To achieve the minimum standards in this area, there can be no more than two (2) critical task deficiencies and no recurring deficiency. Critical task deficiencies are identified by an asterisk (*). Five (5) or more deficiencies other than critical will result in a (NO GO) (Poor) rating.

DEFICIENCY: *A STATEMENT OF WHAT THE INSPECTOR IDENTIFIED AS NOT BEING IAW REGULATORY GUIDANCE.*

RECOMMENDATION: *CORRECTIVE ACTION TO ALLEVIATE SAID DEFICIENCY.*

REFERENCE: *A QUICK AND EASY REFERENCE BY LINE AND PARAGRAPH OF REGULATORY GUIDANCE.*

***1. DEFICIENCY:** Was a physical security officer appointed. in writing by the unit commander?

RECOMMENDATION: The unit commander appoints a physical security officer in writing.

REFERENCE: AR 190-51, Para 1-4e(4), AR 190-13, 1-23b(1)

***2. DEFICIENCY:** The unit has not developed a physical security plan.

RECOMMENDATION: Prepare a physical security plan

REFERENCE: AR 190-13, Para 1-23e

***3. DEFICIENCY:** The unit does not have a copy of the last physical security inspection and/or reply by endorsement.

RECOMMENDATION: Maintain a copy of the inspection report and reply by endorsement, on file until completion of the next physical security inspection, and then destroy it.

REFERENCE: AR 190-13, Para 2-12

***4. DEFICIENCY:** The unit has not established an end of day security check using stand form 701 (activity security checklist).

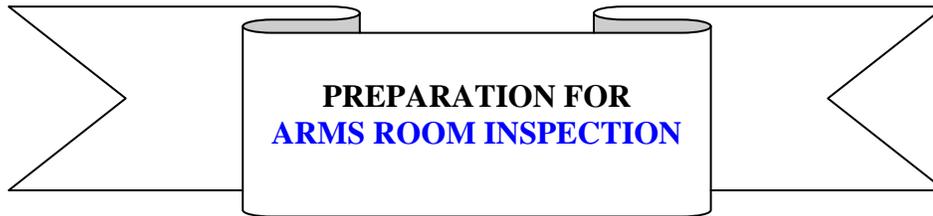
RECOMMENDATION: The unit should establish end of day security checks using SF 701 and post SF 701 adjacent to entry/exit door.

REFERENCE: AR 190-51, Para 1-4e (2)

***5. DEFICIENCY:** An SF 702 was not used to record entry/security check of vault(s).

RECOMMENDATION: An SF 702 will be used to record entry/security checks of vault(s).

REFERENCE: AR 380-5, para 6-10b



**PREPARATION FOR
ARMS ROOM INSPECTION**

1. Check for required forms/documents:
 - a. DA Form 4604-R (Security Construction Statement) dated within five years.
 - b. Unit Standing Operating Procedures (SOP)
 - c. Insure Unit Standing Operating Procedures (SOP) has been reviewed by Provost Marshal Office.
 - d. DA form 2062 utilized for access visual count inventories.
 - e. Informal memorandums documenting monthly serial numbered inventories for previous twenty four (24) months.
 - f. DA Form 2062 utilized for change of custody.
 - g. Appointment orders for an arms room key and lock custodian.
 - h. SF 700 for vaults or containers with combination locks.
 - i. SF 702 for vaults or containers with combination locks.
 - j. DA form 5513-R, key control registers and inventory for primary/operational arms room keys.
 - k. DA Form 5513-R, Key Control Register and inventory for alternate arms room keys.
 - l. FP Form 641, key and lock inventory list.
 - m. Master Authorization List (MAL).
 - n. FP Form 639, weapons and ammunition issue and turn-in register.
 - o. Unit unaccompanied access roster dated within ninety days.
 - p. DA Form 7281-R, background checks for all personnel on the unaccompanied access roster, and the arms room key control custodian.

- q. Letter of agreement between all current commanders if a consolidated arms room has been established.
 - r. Letter of Authorization signed by the current commander for storage of items other than weapons and ammunition.
 - s. Letter of authorization signed by the current commander for storage of each private owned weapon.
 - t. FP Form 563A, Registration of Personal Firearms.
 - u. Letter of Authorization signed by commander when a privately owned weapon has been removed for the arms room.
 - v. Insure DA Form 3749, Equipment Receipt (weapons card) for each privately owned weapon, is issued to owners.
 - w. FP Form 639, Weapons and ammunition issue and turn-in register for privately owned weapons/ammunition.
 - x. Memorandum signed by the commander for storage for knives.
 - y. Ensure the alarm/intrusion detection record is current.
 - z. Ammo License FP 17 if applicable. For storage of Ammunition.
2. Ensure all racks, wall lockers, ammunition cans, etc. are locked.
 3. Check DA Form 2062 access inventories. Explain discrepancies or changes on a memorandum.
 5. Enclosed from pages 13 to 38 are examples of forms to be utilized.
 6. Enclosed from pages 39 to 44 is a checklist pertaining to this area for pre-inspection purposes.
 7. References:
 - a. AR 190-11, Physical Security of Arms, Ammunition and Explosives
 - b. DA Pam 710-2-1, Using Unit Supply system Procedures Manual
 - c. JRTC Reg. 190-3, Privately Owned Weapons
 - d. JRTC Reg. 75-1, Ammunition Control Procedures

HANDBOOK EXAMPLE ONLY

SECURITY CONSTRUCTION STATEMENT For use of this form see AR 190-11: the proponent agency is ODSCFER	
INSTRUCTIONS This form will be prepared in three copies. The original will be maintained permanently in the files of the individual signing the form. The first copy will be maintained permanently in the using unit/organizational files. The second copy will be filed permanently in the Arms/ammunition storage facility. All entries except item 5 will be type written.	
1. The construction of this facility conforms to the criteria or AR 190-11 which is in effect on this date except as indicated hereon No deficiencies noted. The structural integrity and composition are the same as the original constructed category II arms room. <i>Inspected 5 Apr 08 KD00001-9P</i> <i>Inspector, Mr. Luke Skywalker</i>	
2. ROOM AND BUILDING NUMBER, STREET AND INSTALLATION ADDRESS <i>Bldg. 2391, Rm. 19, Vault 2</i>	
3. THIS APPLIES TO a. <input checked="" type="checkbox"/> an existing structure. b. <input type="checkbox"/> construction or new facility c. <input type="checkbox"/> modification or existing facility (explain)	
4. NAME, GRADE, ORGANIZATION AND ADDRESS OR OFFICIAL	
5. SIGNATURE	DATE SIGNED

DA FORM 4604-R,
NOTES:

1. Ensure date in block 1 is within five (5) years.
2. Ensure proper building number is listed in block 2.
3. Document is to be posted on the wall inside of arms room.

HAND RECEIPT / ANNEX NUMBER <i>For use of these form. see DA PAM 710-2-1 The proponent agency is ODCSLOG.</i>		FROM	TO				HAND RECEIPT NUMBER								
FOR ANNEX/C R ONLY	END ITEM STOCK NO.	END ITEM DESCRIPTION	PUBLICATION NUMBER				PUBLICATION DATE			QUANTITY					
STOCK NUMBER a.		ITEM DESCRIPTION b.				*	SEC	UI	QTY	QUANTITY					
						c.	d.	e.	f.	A	B	C	D	E	F
NSN 1005-01-128-9936		RIFLE M16A2							119	119	119				
NSN 1005-01-118-2640		PISTOL M9 9MM							50	50	45/5				
NSN 1005-00-605-7710		MACHINE GUN M60 7.62 WITH SPARE BARREL							10	10	10				
NSN 1005-00-322-9715		MACHINE GUN M-2 50 CAL WITH SPARE BARREL							10	10	10				
NSN 1005-01-127-7510		MACHINE GUN M249 (SAW) 5.56 WITH SPARE BARREL							10	10	10				
NSN 5855-00-629-5334		NIGHT VISION DEVICE AN/PVS4							35	35	35				
NSN 1005-00-710-5599		TRIPOD M122							10	10	10				
NSN 1005-00-322-9716		TRIPOD M3							10	10	5/5				
		LAW SUB-CAL M190							2	2	2				
		POW PISTOL S&W 357 9" BARREL							1	1	1				
		POW PISTOL RUGER 9MM AUTO WITH MAG							1	1	1				
		POW KNIFE HUNTING 8" BLADE BROWN HANDLE W/ SCABD							1	1	1				
		CONTAINER PROTECTED BY SEAL #123456 WHICH CONTAIN 119 MP BAYONETS							1	1	1				
		POW AMMUNITION REMINGTON 357 MAG. SILVER TIP							50	50	50				
		LAUNCHER M203 40MM							20	20	20				
*WHEN USED AS A: HAND RECEIPT, enter Hand Receipt Annex Number HAND RECEIPT FOR QUARTERS FURNITURE, HAND RECEIPT ANNEX/COMPONENTS RECEIPT, enter Accounting Requirements Code (ARC).															
										PAGE <u>1</u> OF <u>2</u> PAGES.					

DA FORM 2062

NOTES:

1. Ensure all items are listed.
2. Ensure quantity authorized is correct.
3. Ensure armorer conducts visual count and annotates this document.
4. Ensure proper documentation is on hand for items not present.
5. This document may be used to document change of custody as indicated on page 16 and 17.
6. Access visual counts are conducted each time the arms room is accessed, regardless of reason or number of times access in one day.
7. Ensure top portion of quantity block reflects the actual number of items on hand and bottom portion of block reflects the actual number of items received out.

STOCK NUMBER a.	ITEM DESCRIPTION b.	c.	SE C d.	UI e.	QTY ATH f.	QUANTITY					
						A	B	C	D	E	F
	POW Cross Bow, with black plastic case				1	1	1				
	POW Samurai Sword, 38 inch long with white wooden case				1	1	1				
					/	/	/				
					/	<i>S</i>	<i>S</i>				
					/	<i>I</i>	<i>I</i>				
					/	<i>G</i>	<i>G</i>				
					/	<i>N</i>	<i>N</i>				
					/	<i>T</i>	<i>T</i>				
					/	<i>U</i>	<i>U</i>				
					/	<i>R</i>	<i>R</i>				
					/	<i>E</i>	<i>E</i>				
					/	<i>AND</i>	<i>AND</i>				
					/	<i>D</i>	<i>D</i>				
					/	<i>A</i>	<i>A</i>				
					/	<i>T</i>	<i>T</i>				
					/	<i>E</i>	<i>E</i>				
					/	<i>/</i>	<i>/</i>				

Reverse of DA Form 2062

PAGE 1 OF 2 PAGES

NOTE: Ensure legible signature and date for each inventory.

HAND RECEIPT / ANNEX NUMBER For use of these form. See DA PAM 710-2-1 The proponent agency is ODCSLOG.		FROM		TO				HAND RECEIPT NUMBER				
FOR ANNEX/CR ONLY	END ITEM STOCK NO.	END ITEM DESCRIPTION	PUBLICATION NUMBER			PUBLICATION DATE			QUANTITY			
						QUANTITY						
STOCK NUMBER a.	ITEM DESCRIPTION b.		c.	SEC d.	UI e.	QTY f.	A	B	C	D	E	F
NSN 1005-01-128-9936	RIFLE M16A2					119	119	119	119	119		
NSN 1005-01-118-2640	PISTOL M9 9MM					50	50	50	50	50		
NSN 1005-00-605-7710	MACHINE GUN M60 7.62 WITH SPARE BARREL					10	10	10	10	10		
NSN 1005-00-322-9715	MACHINE GUN M-2 50 CAL WITH SPARE BARREL					10	10	10	10	10		
NSN 1005-01-127-7510	MACHINE GUN M249 (SAW) 5.56 WITH SPARE BARREL					10	5/5	5/5	5/5	5/5		
NSN 5855-00-629-5334	NIGHT VISION DEVICE AN/PVS4					35	35	35	35	35		
NSN 1005-00-710-5599	TRIPOD M122					10	10	10	10	10		
NSN 1005-00-322-9716	TRIPOD M3					10	10	10	10	10		
	LAW SUB-CAL M190					2	2	2	2	2		
	POW PISTOL S&W 357 9" BARREL					1	1	1	1	1		
	POW PISTOL RUGER 9MM AUTO WITH MAG					1	1	1	1	1		
	POW KNIFE HUNTING 8" BLADE BROWN HANDLE W/ SCABD					1	1	1	1	1		
	CONTAINER PROTECTED BY SEAL #123456					1						
	WHICH CONTAIN 119 MP BAYONETS					1	1	119	119	119		
	POW AMMUNITION REMINGTON 357 MAG. SILVER TIP					50	50	50	50	50		
	LAUNCHER M203 40MM					20	20	10				
<p>*WHEN USED AS A: HAND RECEIPT, enter Hand Receipt Annex Number HAND RECEIPT FOR QUARTERS FURNITURE, HAND RECEIPT ANNEX/COMPONENTS RECEIPT, enter Accounting Requirements Code (ARC)..</p>												

DA FORM 2062

NOTES:

- Ensure all items are listed.
- Ensure quantity authorized is correct.
- 3. Ensure armorer conducts visual count and annotates this document.
- Ensure proper documentation is on hand for items not present.
- 5. This document may be used to document change of custody as indicated by signature of Armorers on page 17.
- Access visual counts are conducted each time the arms room is accessed, regardless of reason or number of times access in one day.
- Ensure top portion of quantity block reflects the actual number of items on hand and bottom portion of block reflects the actual number of items received out.

CHANGE OF CUSTODY

PAGE 2 OF 2 PAGES

STOCK NUMBER a.	ITEM DESCRIPTION b.	c.	SE C d.	UI e.	QTY ATH f.	QUANTITY					
						A	B	C	D	E	F
	POW Cross Bow, with black plastic case				1	1	1	1	1		
	POW Samurai Sword, 38 inch long with white wooden case				1	1	1	1	1		
					/	/	/	/	/		
					/	A	A	A	A		
					/	r	r	r	r		
					/	m	m	m	m		
					/	o	o	o	o		
					/	r	r	r	r		
					/	e	e	e	e		
					/	r	r	r	r		
					/	#1	#2	#1	#2		
					/	AND	AND	AND	AND		
					/	D	D	D	D		
					/	A	A	A	A		
					/	T	T	T	T		
					/	E	E	E	E		
					/	/	/	/	/		

Reverse of DA Form 2062

PAGE 2 OF 2 PAGES

NOTE: Ensure legible signature and date for each Change of Custody

HANDBOOK EXAMPLE

MEMORANDUM FOR RECORD

4 July 2008

SUBJECT: 100% Serial Numbered Inventory of AA&E

1. The below listed items were inventoried by the undersigned by serial number on date indicated and were present and/or accounted for as stated.

A. M16A2 Rifles

- (1) - 1234567 *signed out*
- (2) - 1234568 *signed out*
- (3) - 1234569
- (4) - 1234570
- (5) - 1234571
- (6) - 1234572
- (7) - 1234573
- (8) - 1234574
- (9) - 1234575
- (10)- 1234576

B. 9mm Pistols

- (1) - 2221234
- (2) - 2221235
- (3) - 2221236
- (4) - 2221237

C. Machine Gun M60 with Spare Barrels

- (1) - 21234A
- (2) - 21235A
- (3) - 21236A
- (4) - 21237A
- (5) - 21238A

D. Tripod M-3

- (1) - 4142
- (2) - 4143
- (3) - 4144

E. Machine Gun 50 cal M2 with spare barrels.

- (1) - 212122
- (2) - 212123
- (3) - 212124

F. SAW M249 with spare barrel

- (1) - 69651
- (2) - 69652
- (3) - 69653

G. AN/PVS4

- (1) - 3331
- (2) - 3332
- (3) - 3333
- (4) - 3334

H. Tripod M122

- (1) - 2555
- (2) - 2556
- (3) - 2557

I. Bayonets

(1) - One (1) container protected by seal #123456 containing 119 M9 bayonets.

HANDBOOK EXAMPLE ONLY

Unit/Organization Symbol

Subject: 100% Serial Numbered Inventory of AA& E

J. LAW Sub-cal M190

- (1) - 1
- (2) - 2

L. POW Ammunition

- (1) - 50 rounds Remington, 357 Mag. silver tip

K. POW

- (1) - 2573E Pistol
- (2) - 9124B Ruger 9mm Pistol
- (3) - One (1) Knife Hunting 8" brown blade with scabbard.

M. M203s

- (1) - 1993R Signed out
- (2) - 1994R
- (3) - 1955R
- (4) - 3334

2. This memorandum will be filed for record and be an inspectable item during all Physical Security visits.

2. The memorandum will be retained on file for two (2) years (24 months).

PRINTED NAME
SIGNATURE BLOCK
RANK

NOTES:

- ◆ Ensure all items to include POWs are listed.
- ◆ Ensure quantities are listed for items that do not have serial numbers.
- ◆ Ensure inventory is signed, and dated by individual conducting inventory to include rank.
- ◆ Ensure that annotation is made for items not present (i.e. signed out or in maintenance).
- ◆ Ensure that corrections made to serial numbers are initialed by individual conducting inventory.
- ◆ Ensure that same person does not conduct consecutive inventories.
- ◆ Ensure that the armorer does not conduct this inventory.

HANDBOOK EXAMPLE ONLY
CHANGE OF CUSTODY OF ARMS ROOM KEYS

KEY CONTROL REGISTER AND INVENTORY					
For use of this form see AR 190-11; the proponent agency is ODCSOPS					
UNIT/ACTIVITY YOUR UNIT			PERIOD COVERED FROM: Date Opened TO: Date Closed		
KEY CONTROL NUMBER(S) (Insert serial number or other identifying number from the key)					
1.	SN012345QR A	11.	H0006 A	21.	31.
2.	ID935QYK A	12.	H0007 A	22.	32.
3.	S-23321 A	13.		23.	33.
4.	S-93381 A	14.		24.	34.
5.	2258H A	15.		25.	35.
6.	H0001 A	16.		26.	36.
7.	H0002 A	17.		27.	37.
8.	H0003 A	18.		28.	38.
9.	H0004 A	19.		29.	39.
10.	H0005 A	20.		30.	40.
KEY ISSUE AND TURN-IN					
KEY NUMBER	ISSUED (DATE/TIME)	ISSUED BY (PRINT NAME/SIGN)	ISSUED TO (PRINT NAME/SIGN)	TURNED IN (DATE/TIME)	RECEIVED BY (PRINT NAME/SIGN)
1 - 12	0900 28 JAN 09	KEY CUSTODIAN	ARMORER		
1 - 12	1100 29 JAN 09	ARMORER	ASST. ARMORER		
1 - 12	0845 30 JAN 09	ASST. ARMORER	ARMORER		

DA FORM 5513-R

NOTES:

1. Ensure **all arms room** keys (rack keys and high security lock keys) are listed.
2. Verify document against key for proper serial number.
3. Ensure issued to block contains printed name, signature, date and time .
4. Ensure individual that is in possession of the key is same as last individual in issued to block.
5. Ensure this document stays in the arms room.
6. Ensure that unit and dates are added to the document in blocks provided at top.
7. On reversed side, ensure Arms Room Key Custodian inventories all keys.

HANDBOOK EXAMPLE ONLY

KEY AND LOCK INVENTORY LIST				DATE
UNIT/ACTIVITY YOUR UNIT		LOCATION FT. POLK, LA		Page <u>1</u> of <u>1</u> pages
SERIAL NUMBER	LOCK LOCATION	TOTAL NO. KEYS ISSUED FOR LOCK	TOTAL NO. KEYS IN KEY BOX	REMARKS
SN012345QR	OUTER DOOR ARMS ROOM	3	1	2 EA S-2 SAFE
1D935QYK	OUTER WINDOW ARMS ROOM	3	1	2 EA S-2 SAFE
S-23321	ENTER DOOR ARMS ROOM	2	1	1 EA S-2 SAFE
S-93381	ENTER WINDOW ARMS ROOM	2	1	1 EA S-2 SAFE
2258H	WALL LOCKER #1	2	1	1 EA S-2 SAFE
H0001	M16 RACK #1	2	1	1 EA S-2 SAFE
H0002	M16 RACK #2	2	1	1 EA S-2 SAFE
H0003	CHAIN SECURING MI6 RACK #1&2 TO STRUC.	2	1	1 EA S-2 SAFE
H0004	9MM PISTOL RACK	2	1	1 EA S-2 SAFE
H0005	M249 RACK #1	2	1	1 EA S-2 SAFE
H0006	WALL LOCKER #2	2	1	1 EA S-2 SAFE
H0007	CHAIN SECURING 9MM, M249, LOCKER TO STRUC.	2	1	1 EA S-2 SAFE

FP FORM 641

NOTE #1: Ensure serial numbers match DA Form 5513-R

NOTE #2: Ensure all keys are listed.

NOTE #3: Ensure duplicate keys are maintained at higher headquarters and listed in remarks section.

NOTE #4: Ensure containers with duplicate keys are receipted by S-2 when placed in safe.

HANDBOOK EXAMPLE ONLY

UNIT/OFFICE SYMBOL

DATE

MEMORANDUM FOR: Personnel Concerned

SUBJECT: Additional / Special Duty Appointment

1. Effective 17 Oct 09, 2LT Ritus, Arthur, (your unit) is assigned to the following additional / special duties: Arms Room Key / Lock Custodian.
2. Authority: AR 190-11, Para 3-8
3. Purpose: To perform duties as key and lock custodian for the (your unit) in accordance with AR 190-11.
4. Period: From: 17 Oct 09 to 1 Nov 2010.

COMMANDER'S SIGNATURE BLOCK

HANDBOOK EXAMPLE ONLY

UNIT/OFFICE SYMBOL

DATE

MEMORANDUM FOR RECORD:

SUBJECT: Master Authorization List (MAL)

1. The below listed individuals assigned to unit indicated are authorized to receipt for M16A2 rifle by receipt number annotated:

NAME	UNIT	RECEIPT NUMBER
VOYANT, Claire	UNIT	1
ALLCARRS, Colin	UNIT	2
VATOR, ELLA	UNIT	3
FRIDAY, Gladys	UNIT	4
BACK, Helen	UNIT	5
TOBED, Hugo	UNIT	6
ENTELL, Ike	UNIT	7
DANCE, Joanna	UNIT	8
DE BEEST, Will	UNIT	9
WORD, Sadie	UNIT	10

2. This is a working document and will be updated by the Commander/1SG/Armorer as needed.

COMMANDER'S SIGNATURE BLOCK

HANDBOOK EXAMPLE ONLY

UNIT HEADING
FT POLK LA 71459

UNIT/OFFICE SYMBOL

DATE

MEMORANDUM FOR RECORD:

SUBJECT: Unaccompanied Access Roster

1. Effective immediately, the following personnel are authorized unaccompanied access to the (your unit) arms room. **Building #, Module #, and Zone #.**

<u>NAME</u>	<u>RANK</u>	<u>SSN</u>	<u>UNIT</u>	<u>HOME PHONE</u>	<u>DUTY PHONE</u>
FLESH, Seymore	SFC	xxx-xx-xxxx	unit	home phone#	duty phone#
NOTFRIDAY, Shamus	SGT	xxx-xx-xxxx	unit	home phone#	duty phone#
RONDWINDOW, Trudy	SPC	xxx-xx-xxxx	unit	home phone#	duty phone#
BANKS, Robin	1SG	xxx-xx-xxxx	unit	home phone#	duty phone#
DEATOR, Ray	CPT	xxx-xx-xxxx	unit	home phone#	duty phone#

2. Unit point of contact Name and Phone#.

3. The personnel listed below are authorized accompanied access to the (your unit) arms room.

A. Physical Security Inspectors with credentials.

B. I.G. Officer with credentials.

C. Field Officers of the day.

COMMANDER'S SIGNATURE BLOCK

NOTES:

- a. Roster will be updated every 90 days, posted and a copy furnished to CAMS.
- b. Background checks will have been completed, documented and on file prior to being placed on this roster.
- c. The copy provided to CAMS will have home and duty phone number listed for each person on the roster.

**COMMAND ORIENTED ARMS, AMMUNITION, AND EXPLOSIVES (AA&E)
SECURITY SCREENING AND EVALUATION RECORD**

For use of this form, see AR 190-11; the proponent agency is PMG.

When completed, this form is considered personal in nature and should be protected by a For Official Use Only Cover Sheet.

NAME OF INDIVIDUAL BEING SCREENED	GRADE	SSN
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SECTION I - IMMEDIATE COMMANDER'S INTERVIEW

The interview required by AR 190-11 has been conducted.

NAME OF COMMANDER	GRADE	SIGNATURE	DATE
-------------------	-------	-----------	------

SECTION II - PERSONNEL RECORDS SCREENING

Personnel records have been reviewed in accordance with the AR 190-11.
Information is is not attached which may preclude assignment.

NAME OF REVIEWING OFFICIAL	GRADE	SIGNATURE	DATE
----------------------------	-------	-----------	------

SECTION III - MEDICAL RECORDS SCREENING

Medical records have been reviewed in accordance with the AR 190-11.
Information is is not attached which may preclude assignment.

NAME OF REVIEWING OFFICIAL	GRADE	SIGNATURE	DATE
----------------------------	-------	-----------	------

SECTION IV - PROVOST MARSHAL/SECURITY OFFICE RECORDS CHECK

A law enforcement/security records check has been conducted in accordance with AR 190-11.
Information is is not attached which may preclude assignment.

NAME OF REVIEWING OFFICIAL	GRADE	SIGNATURE	DATE
----------------------------	-------	-----------	------

**SECTION V - LOCAL CIVILIAN LAW ENFORCEMENT AGENCY RECORDS CHECK
(If permitted by state, city, or local laws)**

Local civilian law enforcement agencies in the area of the individual's residence have been checked in accordance with AR 190-11.
Information is is not attached which may preclude assignment.

NAME OF REVIEWING OFFICIAL	GRADE	SIGNATURE	DATE
----------------------------	-------	-----------	------

SECTION VI - IMMEDIATE COMMANDER EVALUATION

Individual has been screened in accordance with AR 190-11.
After thorough review of all information provided, I find this individual suitable unsuitable to perform duties which involve responsibility for the control, accountability, and shipment of AA&E.

NAME OF REVIEWING OFFICIAL	GRADE	SIGNATURE	DATE
----------------------------	-------	-----------	------

NOTE: Anyone having access to the Arms Room and/or Arms Room keys (to include the Commander) will have undergone this procedure prior to being authorized access or being placed on a unaccompanied access roster (commander can not screen him/her self).

ISSUE OUT PRIVATELY OWN WEAPONS (POWs)

UNIT/OFFICE SYMBOL

DATE

MEMORANDUM FOR: Commander

SUBJECT: Authorization to (remove) (store) Privately Owned Weapons (POW) and/or ammunition (in) (from) the UNIT arms room. Description as follows:

1. I (name of individual) request to (store) (remove) my POW and/or ammunition (in) (from) the UNIT arms room. Description as follows:

<u>WEAPON MAKE</u>	<u>SERIAL NUMBER</u>	<u>MODEL</u>
S&W	2573E	Pistol 357
Ruger	9124B	Pistol 9mm
Knife	NONE	Hunting knife w/8" blade and brown handle w/ scabbard

PRIVATELY OWNED AMMUNITION DESCRIBED AS FOLLOWS:

<u>CALIBER</u>	<u>AMOUNT</u>	<u>LOT#</u>	<u>MAKE</u>
357	50 rds.		Remington

2. I understand that whenever I need my weapon (s) from the unit arms room, I will submit this form thru the company commander for authorization to withdraw the POW. This form will be submitted at least 24 hours prior to withdraw and turned in to the unit arms room prior to COB the day prior of withdraw.

Signature and Rank of Requester

Reply to Unit Armorer

APPROVAL / DISAPPROVAL DATE: _____

*COMMANDER'S
SIGNATURE BLOCK*

Note: Ensure Hand receipts from owner to Armor are conducted also.

HANDBOOK EXAMPLE ONLY
TURN-IN OF PRIVATELY OWN WEAPONNS (POWs)

UNIT/OFFICE SYMBOL

DATE

MEMORANDUM FOR: Commander

SUBJECT: Authorization to (remove) (store) Privately Owned Weapons (POW) and/or ammunition (in) (from) the UNIT arms room. Description as follows:

I (name of individual) request to (store) (remove) my POW and/or ammunition (in) (from) the UNIT arms room. Description as follows:

<u>WEAPON MAKE</u>	<u>SERIAL NUMBER</u>	<u>MODEL</u>
Ruger	9124B	Pistol 9mm

PRIVATELY OWNED AMMUNITION DESCRIBED AS FOLLOWS:

<u>CALIBER</u>	<u>AMOUNT</u>	<u>LOT#</u>	<u>MAKE</u>
357	50 rds.		Remington

I understand that whenever I need my weapon (s) from the unit arms room, I will submit this form thru the company commander for authorization to withdraw the POW.
This form will be submitted at least 24 hours prior to withdraw and turned in to the unit arms room prior to COB the day prior of withdraw.

Signature and Rank of Requester

Reply to Unit Armorer

APPROVAL / DISAPPROVAL DATE: _____

*COMMANDER'S
SIGNATURE BLOCK*

NOTE: Include date weapon will leave arms room, the date the weapon is to be returned to arms room, and the location of which weapon will be stored while out of the arms room. Ensure Hand receipts from Armor to owner are conducted also.

REGISTRATION OF PERSONAL FIREARMS

(The proponent of this form is PMO)

AUTHORITY: 5 USC and 10 USC 3012(G)

PRINCIPAL PURPOSE: allow the owner of a personal firearm, who resides on a military installation to maintain it on that installation and to record legitimate ownership of the firearm

ROUTINE USES: Identification of owner (AR 600-12)

DISCLOSURE: Voluntary

REGISTRATION NUMBER NAME OF OWNER (Last, First, MI) SSN GRADE/RANK

ORGANIZATION HOME ADDRESS

PLACE OF STORAGE (check applicable box)

CLASS A - PERMITS FIREARM(S) TO BE STORED IN FAMILY QUARTERS. NEVER IN BOQ, BEQ OR BILLETS

CLASS B - PERMITS FIREARM(S) TO BE STORED IN UNIT ARMS ROOM ONLY

SIGNATURE/DATE (OWNER) SIGNATURE/DATE (CDR) SIGNATURE/DATE (PMO)

SERIAL NUMBER TYPE (Shotgun, Pistol, Rifle, Bow etc)

Model Finish Caliber

SERIAL NUMBER TYPE (Shotgun, Pistol, Rifle, Bow etc)

Model Finish Caliber

SERIAL NUMBER TYPE (Shotgun, Pistol, Rifle, Bow etc)

Model Finish Caliber

SERIAL NUMBER TYPE (Shotgun, Pistol, Rifle, Bow etc)

Model Finish Caliber

SERIAL NUMBER TYPE (Shotgun, Pistol, Rifle, Bow etc)

Model Finish Caliber

SERIAL NUMBER TYPE (Shotgun, Pistol, Rifle, Bow etc)

Model Finish Caliber

SERIAL NUMBER TYPE (Shotgun, Pistol, Rifle, Bow etc)

Model Finish Caliber

SERIAL NUMBER TYPE (Shotgun, Pistol, Rifle, Bow etc)

Model Finish Caliber

Registration Procedures. Within 3 working days of purchase of a firearm, or assuming ownership of a firearm, or taking possession of a firearm, or arrival at Fort Polk if he already owns a firearm, the person possessing the privately owned firearm will: a. Complete FP Form 563A with the exception of the signature (Owner) b. Sign FP Form 563A in the presence co the Commander or designated representative. Non active duty personnel will sign the application before the Provost Marshal or his designated representative (Vehicle Registration Office)

HAND RECEIPT / ANNEX NUMBER <i>For use of this form. See DA PAM 710-2-1 The proponent agency is ODCSLOG.</i>	FROM <i>INDIVIDUAL</i>	TO <i>ARMORER</i>	HAND RECEIPT NUMBER
--	----------------------------------	-----------------------------	----------------------------

FOR ANNEX/CR ONLY	END ITEM STOCK NO.	END ITEM DESCRIPTION	PUBLICATION NUMBER	PUBLICATION DATE	QUANTITY
--------------------------	---------------------------	-----------------------------	---------------------------	-------------------------	-----------------

STOCK NUMBER a.	ITEM DESCRIPTION b.	c.	SEC d.	UI e.	QTY f.	QUANTITY					
						A	B	C	D	E	F
	Pistol, S&W, .357 cal. SN #2573E				1	1					
	Pistol, Ruger, 9mm SN #9124B				1	1					
	Knife Hunting Brown Handle w/scabbard 8" blade				1	1					
	Ammunition .357 cal.				50	50					

***WHEN USED AS A:**
HAND RECEIPT, enter Hand Receipt Annex Number
HAND RECEIPT FOR QUARTERS FURNITURE,
HAND RECEIPT ANNEX/COMPONENTS RECEIPT, enter Accounting Requirements Code (ARC).

DA FORM 2062

HANDBOOK EXAMPLE ONLY
 POW HANDRECEIPT

NOTES:

1. Ensure current armorer is signed for all items listed.
2. Scopes, magazines and/or any other item(s) accompanying weapons will be annotated on this form.

HANDBOOK EXAMPLE ONLY
PRIVATELY - OWNED WEAPONS

WEAPONS AND AMMUNITION ISSUE AND TURN - IN REGISTER											
TYPE	SERIAL NO.	NO RD	AMMUNITION		DATE AND TIME		ISSUED TO		ISSUED BY (INIT)	TURNED IN BY (SIGNATURE)	CHECKED IN BY (SIGNATURE)
							INDIVIDUAL'S NAME	INDIVIDUAL'S SIGNATURE			
POW	9124B	0			14 Jan	0900	INDIVIDUAL'S NAME	INDIVIDUAL'S SIGNATURE	XXY		
POW	23789	0			14 Jan	0905	INDIVIDUAL'S NAME	INDIVIDUAL'S SIGNATURE	XXY		
POW	98743	0			14 Jan	0910	INDIVIDUAL'S NAME	INDIVIDUAL'S SIGNATURE	XXY		
POW	45678	0			14 Jan	0920	INDIVIDUAL'S NAME	INDIVIDUAL'S SIGNATURE	XXY		

FP FORM 639 1 MAY 2001

NOTE: Ensure weapon is properly signed out each time a weapon is removed from the arms room.

EQUIPMENT RECEIPT (DA PAM 10-2-1)	
1. UNIT	2. RCPT NO.
3. STOCK NO.	4. SERIAL NO.
5. ITEM DESCRIPTION	
6. I hereby acknowledge receipt of this equipment from the ARMS ROOM of this unit.	
7. NAME	8. SOCIAL SECURITY NO.
9. SIGNATURE	10. GRADE

DA FORM 3749, JAN 82

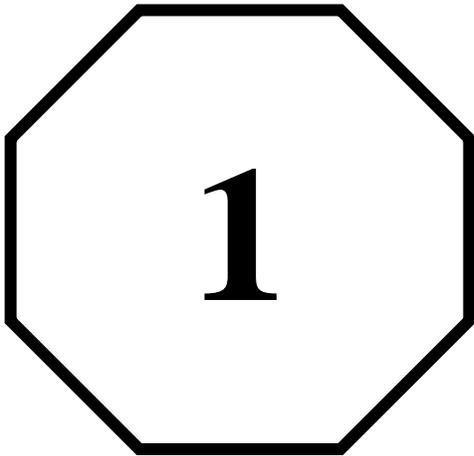
HANDBOOK EXAMPLE ONLY

REVERSE SIDE

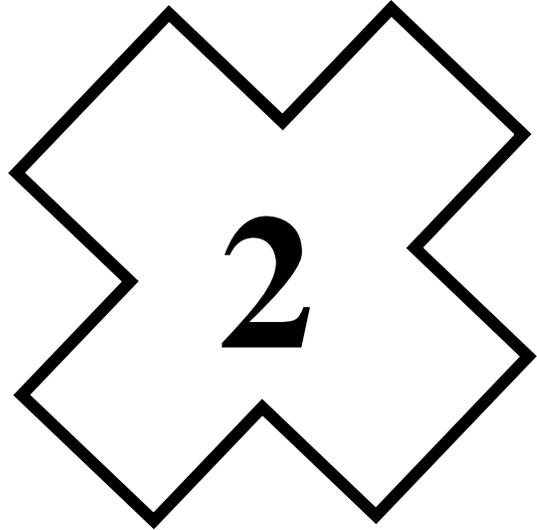
1. THIS CARD WILL BE SURRENDERED EACH TIME THIS EQUIPMENT IS ISSUED.
2. LOSS OF THIS CARD WILL BE REPORTED TO THE UNIT COMMANDER IMMEDIATELY.

_____ *COMMANDER'S SIGNATURE* _____
(SIGNATURE OF ISSUING OFFICER)

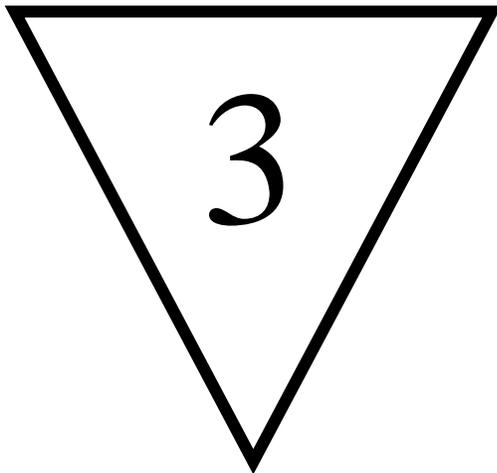
NOTE: Ensure weapons card is present when weapons are signed out of the arms room.



FIRE DIVISION 1
(HAZARD CLASS 1.1)



FIRE DIVISION 2
(HAZARD CLASS 1.2)



FIRE DIVISION 3
(HAZARD CLASS 1.3)



FIRE DIVISION 4
(HAZARD CLASS 1.4)

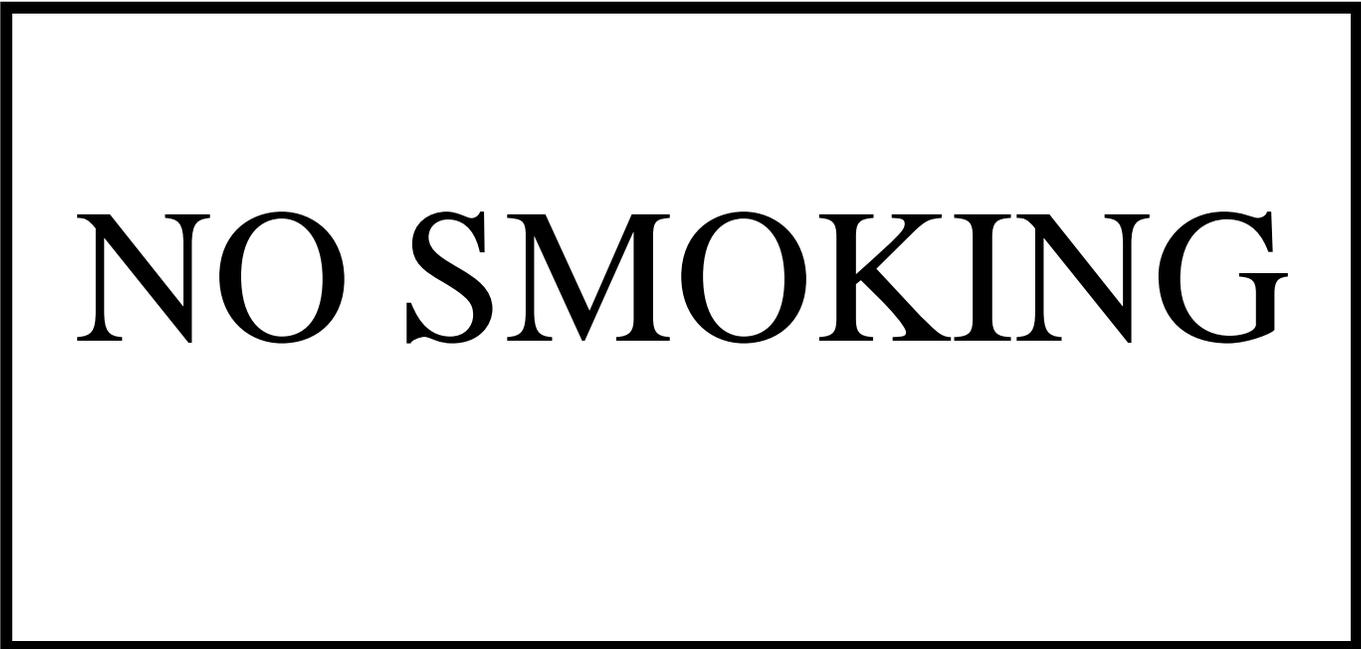
BACKGROUND: ORANGE NO 12246 (SEE FED STD. 595A OR GSA CATALOG)
NUMBERS: 10 IN. HIGH AND 2 IN. THICK; BLACK NO. 1703B (SEE FED STD. 595A OR GSA CATALOG)

HANDBOOK EXAMPLE ONLY

RESTRICTED AREA

WARNING

THIS FASS HAS BEEN DECLARED A RESTRICTED AREA ACCORDING TO SECRETARY OF DEFENSE DIRECTIVE ISSUED 20 AUGUST 1954. UNDER THE PROVISIONS OF SECTION 21, INTERNAL SECURITY ACT OF 1950. UNAUTHORIZED ENTRY IS PROHIBITED. ALL PERSONS AND VEHICLES ENTERING HEREON ARE LIABLE TO SEARCH. PHOTOGRAPHING, OR MAKING NOTES, DRAWINGS, MAPS OR GRAPHIC REEPRESENTATIONS OF THIS AREA OR ITS ACTIVITIES, IS PROHIBITED UNLESS SPECIFICALL AUTHORIZED BY THE COMMANDER. ANY SUCH MATERIAL FOUND IN THE POSSESSION OF UNAUTHORIZED PERSONS WILL BE CONFISCATED.



NO SMOKING

EXAMPLES OF ARMS ROOMS SIGNS

HANDBOOK EXAMPLE ONLY

UNIT/OFFICE SYMBOL

DATE

SUBJECT: Storage of Sensitive items other than Military AA& E in the Unit Arms Room.

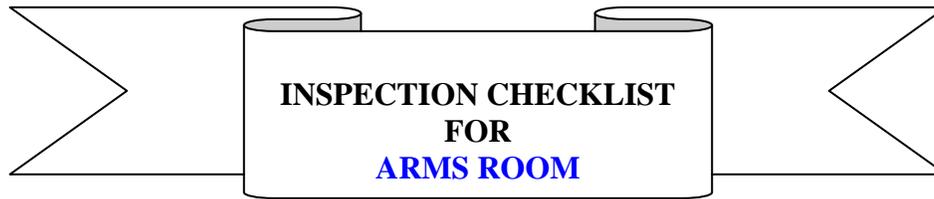
1. I the undersigned authorize the storage of the below listed item in (UNIT) arms room.

<u>ITEMS</u>	<u>QUANTITY</u>
a. Night Vision Device AN/PVS4	35
b. Bayonet M9	119
c. Compasses	20
d. GPS handheld	32
e. Flashlights	20
f. KOI-18	10
g. Radios, handheld	27

2. Point of Contact (COMMANDER AND PHONE NUMBER).

COMMANDER'S SIGNATURE BLOCK

NOTE: Items other than arms and ammunition be stored in arms room only with approval in writing by the Commander. If it is not AAE, it needs to be listed on this document



**INSPECTION CHECKLIST
FOR
ARMS ROOM**

Over all Rating (Circle one)

Adequate	Not Adequate
-----------------	---------------------

Rating Guidelines: To achieve the minimum standards in this area, there can be no critical task or recurring deficiencies. Critical task deficiencies are identified by an asterisk (*). Four (4) or more deficiencies other than critical elements will also result in a Not Adequate rating.

AA&E	YES	NO	N/A
1. Was the arms room posted as a restricted area? (AR 190- 11, para 4-1 5)			
2. Was the restricted area sign visible when the arms room door/issue window was in the open position? (AR 190- 11, para 4- 15)			
3. Was the alarm system sign posted? (AR 190- 11, para 4- 16)			
4. Was the alarm system sign visible when the arms room door/issue window is in the open position? (AR 190- 11, para 4- 16)			
*5. Was the most secure door to the arms room secured with a DA or DOD approved high security padlock? (AR 190- 11, para 4-2)			
*6. Had a qualified facility engineer verified the structure composition of the arms room and prepared a valid DA Form 4604-R (Security construction statement)? (AR 190- 11, para 2-2)			
7. Were requests for physical security waivers or exceptions coordinated with the Provost Marshal Office or Security Office of the installation or activity? (AR 190- 11, para 2-4)			
8. Was the unit Standing Operating Procedures (SOP) current and in keeping with Command and Headquarters Department of the Army Physical Security directives, and/or been coordinated (reviewed) by local law enforcement activity annually, and a copy of reviewed SOP on hand? (AR 190-11, para 1-1 1 & 1-12)			
9. Did the unit SOP cover security of weapons during emergency evacuation of personnel from the field? (AR 190- 11, para 4- 1)			

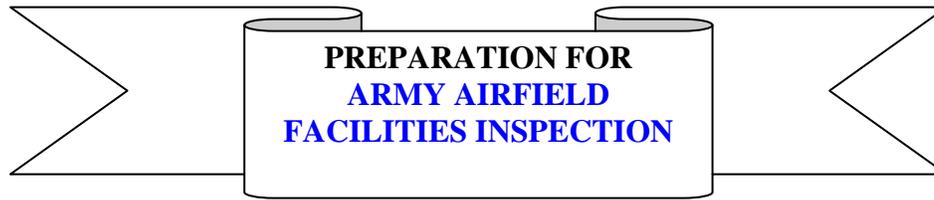
10. Did the armorer properly conduct and/or record visual counts whenever accessing the arms room? (AR 7 10-2, Table 2- 1)			
* 11. Were weapons serial numbered inventories properly conducted and/or recorded on an informal memorandum? (AR 190- 11, para 2-6, AR 710-2, Table 2-1 and DA Pam 7 10-2-1 Para 9-10)			
* 12. Were weapons/sensitive item serial numbers listed correctly and/or included on the 100% monthly serial numbered inventory? (DA Pam 7 10-2-1, para 9- 10)			
* 13. Did the informal memorandum listing the 100% monthly serial numbered inventory contain the printed name and/or signature of the person conducting the inventory? (DA Pam 710-2-1, para 9-10)			
14. Were weapons serial numbered inventories conducted by the same person consecutively? (AR 7 10-2, para 2- 12, and DA Pam 7 10-2- 1, para 9- 10)			
15. Was the unit armorer aware that he/she cannot conduct monthly serial numbered inventories? (AR 7 10-2, para 2- 12, and DA Pam 710-2-1, para 9- 10)			
* 16. Was all ammunition stored in the arms room properly inventoried and accounted for? (AR 190- 11, para 6-3, and DA Pam 7 10-2- 1, para 9- 10)			
17. Was ammunition secured separately from weapons'? (AR 190-11, para 5-8, and JRTC FP REG 75- 1, Para 9-3)			
* 18. Were Night Vision Devices properly secured in the arms room and/or properly inventoried? (FORSCOM Msg dtd 0814002 JUL 87, Subj: Accountability and Security of Night Vision Devices. DA Pam 710-2-1, Appendix L, Para L3g(6))			
* 19. Was the joint inventory of weapons (visual count) for change of custody properly conducted and/or recorded? (DA Pam 7 10-2- 1, para 9- 10)			
*20. Was there an arms room key and lock custodian appointed in writing? (AR 190-11, para 3-8)			
21. Were combination(s) to locks properly changed? (AR 190- 11, para 3-8)			
22. Was a SF 700 properly completed and/or stored? (AR 190-11, para 3-8)			

23. Was a SF 702 used to record entry/secure check of vaults and/or weapons containers? (AR 190-11, Para 3-8)			
24. Was a Key Control Register (DA Form 55 13-R) properly maintained for the arms room keys? (AR 190-11, para 3-8)			
25. Was the key/lock inventory list properly maintained and/or stored? (AR 190-11, para 3-8)			
*26. Were keys to arms room/racks properly accounted for and/or documented upon change of custody? (AR 190- 11, para 3-8, and DA Pam 7 10-2- 1, para 9- 10)			
*27. Were the semi-annual inventories of arms room locks and keys properly conducted and/or recorded? (AR 190- 11, para 3-8)			
28. Were the arms room keys properly stored? (AR 190-11, para 3-8)			
*29. Were the arms room keys properly attended/secured at all times? (AR 190-11, para 3-8)			
30. Were completed Key Control Registers (DA Form 55 13-R) maintained in unit files for a minimum of 90 days? (AR 190-11, para 3-8) 3 1. Was the alternate set of arms room keys maintained at the next higher headquarters? (AR 190-11, para 3-8)			
32. Did all keys have serial numbers? (AR 190-11, para 3-8)			
33. Was the Master Authorization List (MAL) properly maintained? (DA Pam 710-2-1, para 5-6)			
34. Were unit personnel issued a DA Form 3749 (Equipment Receipt)? (DA Pam 710-2-1, para 5-6)			
*35. Was the DA Form 3749 (Equipment Receipt) turned in for weapons issue and/or returned to the soldier when the weapon is turned in? (DA Pam 7 10-2- 1, para 5-6)			
36. Is the weapons log used when weapons are issued for more than 24 hours, and/or the appropriate blocks filled in? (DA Pam 710-2-1, para 5-6)			
37. Upon weapons turn-in, are the weapons log closed out and/or the appropriate blocks filled in? (DA Pam 7 10-2-1, para 5-6)			

38. Are the weapons control logs kept in the unit file until completion of the next monthly serial numbered inventory? (DA Pam 7 10-2- 1, para 5-6)			
*39. Were hand receipts and weapons logs used for issue of other than assigned weapons? (DA Pam 710-2-1, para 5-6)			
*40. Did the unit properly maintain a current unaccompanied access roster for the arms room? (AR 190- 11, para 4- 19)			
*4 1. Had the unit completed required background checks? (AR 190- 11, para 2)			
42. Were background checks initiated every three (3) years and/or recorded on DA Form 7281-R? (AR 190-11, para 2-1 1)			
43. Were weapons separated by unit or battery in a consolidated arms room? (AR 190- 11, para 4-4, and DA PAM 7 10-2- 1, Para 5-6)			
44. Was there a signed letter of agreement between all the commanders concerned for the consolidated arms room? (AR 190- 11, para 4-4, and DA Pam 7 10-2- 1, para 5-6)			
45. Are there procedures established in the unit SOP for the operation of a consolidated arms room? (AR 190- 11, para 4-4, and DA Pam 7 10-2- 1, para 5-6)			
46. Was one commander designated as having responsibility for the overall security of the consolidated arms room? (AR 190-11, para 4-4, and DA Pam 710-2-1, para 5-6)			
47. Do the arms racks and/or containers meet security specifications? (AR 190-11, para 4-2)			
48. Were the arms racks and/or containers weighing less than 500 pounds secured together in groups weighing more than 500 pounds, or secured to the structure? (AR 190- 11, para 4-2)			
49. Have the racks been constructed so that weapons cannot be removed by partial disassembly of weapon or rack? (AR 190-11, para 4-2)			
50. Were the arms racks and containers secured with a series 200 or 5200 secondary padlock? (AR 190-11, para 3-8)			
5 1. Are sensitive items other than military arms and ammunition stored in the arms room without the approval in writing by the unit commander? (AR 190- 11, para 4- 18)			

52. Are tools kept in a locked container within the arms room? (AR 190-11, para4-18)			
53. Are privately-owned weapons (POW) stored in the unit arms room without written authorization from the unit commander or his delegated representative? (AR 190- 11, para 4-5, and JRTC & FP Reg 190-3)			
54. Were privately-owned weapons/ammunition secured in locked containers separated from military AA&E? (AR 190- 11, para 4-5)			
*55. Were privately-owned weapons hand-receipted by the unit armorer when turned in for storage? (AR 190-11, para 4-5)			
56. Was a DA Form 3749 (Equipment Receipt) issued to individuals who are storing privately-owned weapon(s) in the arms room? (AR 190-11, para 4-5)			
57. Were privately-owned weapons registered with the Provost Marshal's Office? (AR 190- 11, para 4-5, and JRTC & FP Reg 190-3)			
*58. Were privately-owned weapons/ammunition inventoried the same as military AA&E? (AR 190- 11, para 4-5)			
59. Were privately-owned weapons listed on the DA Form 2062 and included in the daily visual counts? (AR 190- 11, para 4-5)			
*60. Are privately-owned weapons stored in the arms room withdrawn without written approval of the commander or designated representative? (AR 190-11, para 4-5, and JRTC & FP Reg 190-3)			
61. Are abandoned Privately-owned weapons properly disposed of? (AR 190- 11, para 6-7)			
62. Are knives and restricted weapons stored in the unit arms room properly registered? (JRTC & FP Reg 190-3, para 3-1)			
*63. Is the arms room protected by an Intrusion Detection System (IDS), or under constant surveillance to prevent unobserved access? (AR 190-11, para 4-2 and Ch 1 to AR 190-11)			

<p>*64. Is the quarterly IDS test conducted and/or recorded, and maintained on file for one year? (AR 190-11, para 3-6)</p>			
<p>*65. Was the armorer able to correctly perform an IDS test in accordance with the test procedures? (AR 190-11, para 3-6)</p>			
<p>66. Was applicable state and local law information on the ownership, registration and possession of privately-owned weapons posted on the unit bulletin board? (AR 190- 11, para 4-5)</p>			



**PREPARATION FOR
ARMY AIRFIELD
FACILITIES INSPECTION**

1. Ensure Army aircraft at the aviation facility are secured with a manufacturer-installed or approved modified ignition and door locking security device.
2. Ensure aircraft parking area at aviation facility is sufficiently lighted.
3. Ensure access to aviation facility is properly controlled.
4. Ensure privately owned vehicles are allowed on the flight line only when properly authorized by the aviation facility or airfield commander in writing.
5. Ensure aviation facility auxiliary power units for starting aircraft, vehicles, tugs, fork lifts, aircraft boarding ladders and other items which may be used for circumventing existing security measures are secured.
6. Ensure proper control of the aviation fuel identaplates and credit cards using the DA Form 5830-R.
7. Enclosed is a checklist, page 47, pertaining to this area for pre-inspection purpose.
8. Enclosed page 48 is an example form to be utilized.
9. Reference:
 - a. AR 190-51, Security of Unclassified Army Property
 - b. AR 710-2-1, Using Unit Supply System Procedures Manual

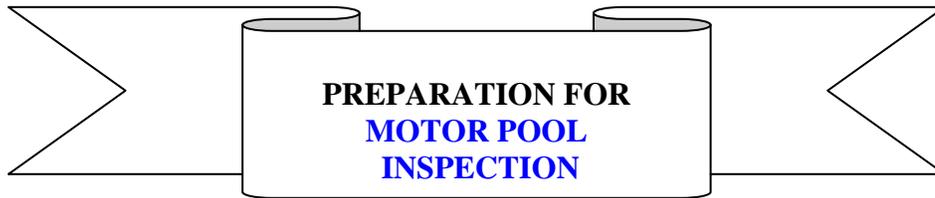
**INSPECTION CHECK LIST
FOR
ARMY AIRFIELD
FACILITIES**

Over all Rating (Circle one)

Adequate	Not Adequate
-----------------	---------------------

Rating Guidelines: To achieve minimum standards in this area, there can be no more than two (2) task deficiencies and no recurring deficiencies.

Air Field Check List	YES	NO	N/A
1. Were army aircraft at the aviation facilities secured with manufacturer-installed or approved modified ignition and door locking security devices? (AR 190-51, Para 3-3)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Is aircraft parking area at aviation facility sufficiently lighted? (AR 190-51, Para 3-3)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Was access to aviation facility properly controlled? (AR 190-51, Para 3-3)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Were privately-owned vehicles allowed access to the flight line? (AR 190-51, Para 3-3)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Are aviation facility auxiliary power units for starting aircraft, vehicle tugs, forklifts, aircraft boarding ladders, and other items which can be used to circumvent existing security measures secured? (AR 190-51, para 3-3)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Are entry into and exit from aviation facility, aircraft parking areas, and support equipment storage areas, controlled? (AR 190-51, Para 3-3)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Are aviation fuel identaplate and credit cards properly controlled? (AR 710-2-1, Para 12-10)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



**PREPARATION FOR
MOTOR POOL
INSPECTION**

1. Ensure that the motor pool has protective lighting.
2. Ensure that "OFF LIMITS TO UNAUTHORIZED PERSONNEL" signs are posted at entrances.
3. Ensure that entry/exit is controlled by leaving only the minimum number of gates open for efficient operation.
4. Ensure that privately-owned vehicles are prohibited in the motor pool.
5. Ensure that military vehicles are parked in the motor pool to the maximum extent possible when not in use.
6. Ensure vehicles are secured with a locking mechanism when parked and unattended.
7. Ensure that the steering wheels of tactical vehicles are secured and immobilized with a chain or cable and a series 200 or 5200 padlock IAW TB 9-2300-422-20.
8. Ensure that items that can be used to defeat security measures are secured when not in use.
9. Ensure that fuel pods on vehicles and fuel vehicle tanks be secured with non-spark producing padlocks (when the vehicle or tanks are carrying fuel) and not under the surveillance of the operator.
10. Ensure that pumps are locked and electrical power is turned off when not in use or under surveillance of personnel authorized to dispense products.
11. Ensure that written instructions are provided to POL dispensing personnel that include procedures for determining if patrons entering the facility are authorized and military vehicles have a valid dispatch.
12. Ensure that all issues of fuel are adequately supervised.
13. Ensure that hoses and other devices used to siphon and carry fuel are secured.
14. Ensure that a key control accountability system is established IAW the Administrative Key Control Section of this handbook.
15. From pages 50 to 52 is a checklist pertaining to this section for pre-inspection purposes.
16. References:
 - a. AR 190-51, Security of Army Property at Unit and Installation Level
 - b. FM 3-19.30. Physical Security
 - c. TB 9-2300-422-2087, Security of Tactical Wheeled Vehicles



**INSPECTION CHECKLIST
FOR
MOTOR POOL**

Over all Rating (Circle one)

Adequate	Not Adequate
-----------------	---------------------

Rating Guidelines: To achieve the minimum standards in this area, there can be no more than two (2) critical task deficiencies, and no recurring deficiency. Critical task deficiencies are identified by an asterisk (*). Five (5) or more deficiencies other than critical will result in a (NO GO) (Poor) rating.

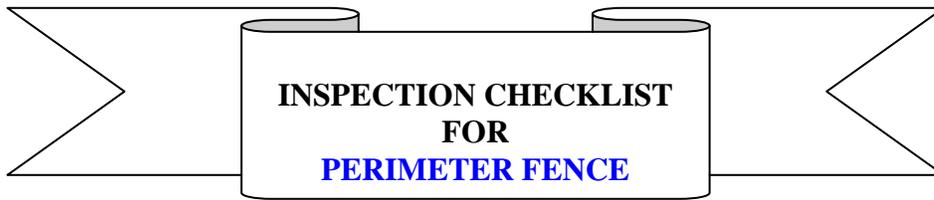
Motor Pool Check List	YES	NO	N/A
* 1. Was the motor pool protected by a perimeter fence or dedicated guards? (AR 190-51, para 3-5)			
*2. Did the motor pool have protective lighting installed? (AR 190-51, para 3-5)			
3. Was the motor pool posted "OFF LIMITS TO UNAUTHORIZED PERSONNEL"? (AR 190-51, para 3-5)			
*4. Was entry exit to the motor pool controlled, leaving only the minimum number of gates open for efficient operation? (AR 190-51, para 3-5)			
5. Were privately owned vehicles allowed access to the motor pool? (AR 190-51, para 3-5)			
6. Were military vehicles parked in motor pool? (AR 190-51, para 3-5)			
7. Were vehicles secured with an appropriate locking mechanism while parked and unattended? (AR 190-51, para 3-5)			
8. Were the steering wheels of tactical vehicles properly secured? (AR 190-51, para 3-5, and TB 9-2300-422-20)			
9. Were items that can be used to defeat security measures properly secured? (AR 190-51, para 3-5)			

<p>* 10. Were fuel pods on vehicles and fuel vehicle tanks properly secured with non-spark producing padlocks? (AR 190-51, para 3- 14)</p>			
<p>* 11. Were POL pumps properly secured, and/or electrical power turned off? (AR 190-51, para 3-1 3 and 3-14)</p>			
<p>12. Were adequate written instructions provided to POL dispensing personnel? (AR 190-51, para 3-13 and 3-14)</p>			
<p>13. Were issues of fuel adequately supervised? (AR 190-51, para 3-13 and 3-14)</p>			
<p>14. Were hoses and other devices used to siphon fuel, and/or containers that can be used to carry fuel properly secured? (AR 190-51, para 3-13 and 3-14)</p>			
<p>* 15. Was a key control accountability system established? (AR 190-51, para 3-13 and 3-14, and App D)</p>			



**PREPARATION FOR
PERIMETER FENCE
INSPECTION**

1. Ensure the perimeter fence is a minimum of six (6) feet in height, and has a one (1) foot top guard facing upward and outward at a forty-five-(45) degree angle.
2. Ensure the fencing fabric is securely fastened to the fence posts and is taut.
3. Ensure the fence posts are set in concrete.
4. Ensure the fencing fabric comes within two (2) inches of hard ground or paving.
5. Ensure the perimeter fence is free of washout areas.
6. Ensure the top guard is securely fastened to the fence posts.
7. Ensure the perimeter fence has a clear zone of twenty (20) feet to the exterior, and if possible fifty (50) feet to the interior, except when a building wall constitutes part of the perimeter barrier.
8. From pages 53-54 is a checklist pertaining to this section for pre-inspection purposes.
9. References:
 - a. AR 190-51, Security of Army Property at Unit and Installation Level
 - b. FM 3-19.30. Physical Security
 - c. TB 9-2300-422-2087, Security of Tactical Wheeled Vehicles



**INSPECTION CHECKLIST
FOR
PERIMETER FENCE**

Over all Rating (Circle one)

Adequate	Not Adequate
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Rating Guidelines: To achieve the minimum standards in this area, there can be no more than two (2) critical deficiencies, and no recurring deficiency. Critical task deficiencies are identified by an asterisk (*). Five (5) or more deficiencies other than critical will result in a (NO GO) (Poor) rating.

Perimeter Fence Check List	YES	NO	N/A
1. Did the perimeter fence meet minimum height requirements? (AR 190-51 and FM 3-19.30, para 5-4)			
*2. Did the perimeter fence meet minimum construction standards? (AR 190-51 and FM 3-19.30, para 5-4)			
3. Was the perimeter fence taut and/or securely fastened to posts? (AR 190-51 and FM 3-19.30, para 5-4)			
4. Did the perimeter fence reach to within two (2) inches of hard ground or paving? (AR 190-51 and FM 3-19.30, para 5-4)			
*5. Was the perimeter fence properly equipped with a top guard? (AR 190-51 and FM 3-19.30, para 5-4)			
6. Were the top guard supporting arms permanently affixed to the posts? (AR 190-51 and FM 3-19.30, para 5-4)			
7. Was the top guard properly equipped with barbed wire? (AR 190-51 and FM 3-19.30, para 5-4)			
8. Were unused gates properly secured? (AR 190-51 and FM 3-19.30, para 5-4)			

9. Did gates and/or entrances, when closed, meet the minimum structural requirements? (AR 190-51 and FM 3-19.30, para 5-4)			
10. Were sewers, air and water intakes, and exhausts, and/or other utility openings that pass through the perimeter barrier properly secured? (AR 190-51 and FM 3-19.30, para 5-5)			
11. Were interior manhole covers properly secured? (AR 190-51 and FM 3-19.30, para 5-5)			
12. Were drainage ditches, culverts, vents, ducts, and/or other openings properly secured? (AR 190-51 and FM 3-19.30, para 5-5)			
13. Did building walls and/or roofs which serve as part of the perimeter barrier provide the minimum required security? (AR 190-51 and FM 3-19.30, para 5-6)			
* 14. Is a clear zone properly maintained, and/or fence free of vegetation? (FM 3-19.30, Para 5-12)			



**PREPARATION FOR
TOOL ROOM/TRUCK
INSPECTION**

1. Ensure that tool room/truck meets the storage structure requirements as outlined in the Storage Structure section of this manual.
2. Ensure tool sets/kits are secured with a key operated tumbler type padlock or factory installed built in key operated tumbler type lock.
3. Ensure portable hand tools and shop equipment, tool sets/kits are being stored in a secure location when not in use.
4. Ensure all required forms (DA Form 2062/DA Form 3161) and a tool log are on hand and properly utilized.
5. Ensure tool logs or temporary hand receipts are complete.
6. Ensure tools not on a hand receipt are returned to the tool room at the end of the day.
7. Ensure only authorized personnel are being issued tools.
8. Ensure tool sets stored in the tool room are issued on a hand receipt.
9. Ensure all required key control forms are on hand and properly completed. (see the Admin. Key Control section of this handbook)
10. Page 59 is a checklist pertaining to this section for pre-inspection purposes.

NOTE: #1: Pages 56 and 58 is an example of a tool sign out on hand receipts and log/register.

NOTE #2: The DA Form 5519-R (Tool sign out log/register) is not a required form, however a tool log must contain all required information that is annotated on DA Form 5519-R. (see page 66)

11. References:

- a. AR 190-51, Security of Unclassified Army Property
- b. AR 710-2-1, Using Unit Supply System Procedures Manual

**INSPECTION CHECK LIST
FOR
TRUCK/TOOL ROOM**

Over all Rating (Circle one)

Adequate	Not Adequate
-----------------	---------------------

Rating Guidelines: To achieve the minimum standards in this area, there can be no more than two (2) critical deficiencies, and no recurring deficiency. Critical task deficiencies are identified by an asterisk (*). Five (5) or more deficiencies other than critical will result in a (NO GO) (Poor) rating.

Truck/Tool Room Check List	YES	NO	N/A
* 1. Does the tool room meet storage structure requirements? (AR 190-51, para 3-22)			
2. Were tool sets kits properly secured? (AR 190-51, para 3-22)			
*3. Were portable hand tools, tool sets or kits, and shop equipment, stored in a secure location when not in use? (AR 190-51, para 3-22)			
4. Were common tools and portable shop equipment not on hand receipt or sub-hand receipt properly controlled through a locally devised receipt, sign in/out log, or exchangeable tag (chit) system? (AR 190-51, para 3-22)			
*5. Was access to tools and shop equipment properly controlled? (AR 190-51, para 3-22)			
6. Is there a current listing of those personnel who are authorized to withdraw tools from the tool room? (DA Pam 710-2- 1, para 6-3)			
7. Was the log or temporary hand receipt properly completed? (DA Pam 710-2- 1, para 6-3)			
*8. Did the tool room custodian properly check and maintain the log? (DA Pam 710-2-1, para 6-3)			
9. Were tool sets properly controlled? (DA Pam 710-2-1, para 6-3)			



**PREPARATION FOR
STORAGE STRUCTURE
INSPECTION**

1. Inspections of storage structure apply to offices, buildings, and structures that store government equipment and supplies, and are not occupied twenty-four (24) hours a day.
2. Check buildings and rooms to ensure they are considered secure storage structures:
 - a. Check all doors to ensure they provide equal security to that provided by the walls of the basic structure.
 - b. Check the door hinge mounting screws to ensure they are not exposed to the exterior of the facility. If they are exposed, they will be spot welded, covered or filled with a material that would prevent easy removal. Nails will not be used.
 - c. Check door hinge pins, if exposed to the exterior of the facility they will be designed or modified to prevent easy removal.
 - d. Check doors to the exterior, if locked from the inside; they will be secured with a deadbolt locking device, crossbar or similar locking device, resistant to jimmying and manipulation from the outside.
 - e. Check all windows to ensure they have individual locking devices.
 - f. Check all first floor openings except doors in excess of 96 square inches, that are located less than 12 feet from the ground level. They will be barred, grilled or covered with chain link material in a way to prevent easy removal. Long narrow openings measuring less than 6 inches are exempt from this requirement.
 - g. Check doors that are secured from the outside. They will have locking devices conforming to the Corp of Engineers guide specifications, for the type of structure or with U.S. Government tumbler type, key operated padlocks. Padlock hasp will be of a size and strength to provide proper security and will not be mounted with nails.
 - h. Check walls, floors, and ceilings to ensure they are constructed of at least 1/2 inch plywood, 1 inch tongue-in-groove, wall boards or equivalent.
 - i. Check unclassified, nonsensitive army supplies and equipment to ensure they are secured with a U.S. Government key operated, pin locking dead bolt, which projects at least a one (1) inch throw into the door frame.

j. Check to ensure the use of padlocks are based on the value of items protected, mission essential, and vulnerability to criminal attack. If used, padlocks will be series 200 or 5200.

k. Check chains, if used to secure equipment and supplies, chains will be at least 5/16 of an inch in diameter.

l. Check buildings, rooms, and offices in which office machines are located to ensure they are secured whenever an individual permanently assigned to the activity is not present. As a minimum, the appropriate doors and windows will be closed and locked.

m. Check small office machines (i.e. calculators, portable computers) to see if they are locked in a desk or cabinet. Small office machines that are not issued for use, ensure they are centrally stored in secure cabinets, containers, room or buildings.

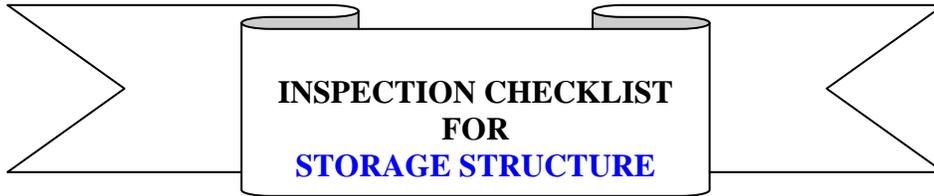
o. Check protective lighting installed to ensure it will illuminate entrances and discourage attempts at entry.

p. Check to ensure security lights are protected from breakage by thrown objects.

3. From pages 62 to 63 is a checklist pertaining to this section for pre-inspection purposes.

4. Reference:

- a. AR 190-51, Security of Unclassified Army Property
- b. FM 19-30, Physical Security



**INSPECTION CHECKLIST
FOR
STORAGE STRUCTURE**

Over all Rating (Circle one)

Adequate	Not Adequate
-----------------	---------------------

Rating Guidelines: To achieve the minimum standards in this area, there can be no critical task or recurring deficiencies. Critical task deficiencies are identified by an asterisk (*). Four (4) or more deficiencies other than critical elements will also result in a NO GO (Poor) rating.

Secure Storage Check List	YES	NO	N/A
1. Do all structure components provide an equivalent degree of security? (AR 190-51, App B, para B-2)			
2. Do doors meet minimum structural standards? (AR 190-51, App B, para B-2)			
3. Do door frames meet minimum structural standards? (AR 190-51, App B, para B-2)			
4. Were door hinges were not properly mounted? (AR 190-51, App B, para B-2)			
*5. Were door hinges and/or other door hardware mounted with nails? (AR 190-51, App B, para B-2)			
6. Did door hinge pins meet minimum security standards? (AR 190-51, App B, para B-2)			
7. Were doors secured from the inside equipped with appropriate locks/locking devices? (AR 190-51, App B, para B-2)			
8. Were doors secured from the outside equipped with appropriate locks locking devices? (AR 190-51, App B, para B-2)			
*9. Were operable windows equipped with appropriate locks/locking devices? (AR 190-51, App B, para B-2)			
* 10. Were windows properly equipped with protective material? (AR 190-51, App B, para B-2)			

11. Were air conditioners properly equipped with protective material? (AR 190-51, App B, para B-2)			
12. Do walls meet minimum structural standards? (AR 190-51, App B, para B-2)			
13. Do floors and/or ceilings meet minimum structural standards? (AR 190-51, App B, para B-2)			
14. Were storage structures containing government furniture and mess equipment secured, when occupants of that activity were not present? (AR 190-51, para 3-23b)			



**PREPARATION FOR
SUPPLY ROOM/COMMO
INSPECTION**

1. Check sensitive item inventories to insure the quarterly inventories for the past year are on hand.
2. Ensure all required signs (OFF LIMITS TO UNAUTHORIZED PERSONNEL) are properly posted at the facility entrances.
3. Check the storage structure of the supply room/supply room annex, to insure they meet the requirements outlined in the storage structure section of this handbook. If not, submit a work request to rectify.
4. Check tool sets and kits to insure they are secured with a tumbler type locking device or factory installed locking device.
5. Check stocks of unissued items to insure they are secured inside the supply room.
6. Check the key control/accountability system as outlined in the administrative key and lock control section of this handbook.
7. Check for organization, cleanliness of supply room, and ensure all records can be easily located by supply NCO or assistant if necessary.
8. Page 65 is a checklist pertaining to this section for pre-inspection purposes.
9. References:
 - a. AR 190-51, Security of Army Property at Unit and Installation Level
 - b. DA Pam 710-2-1, Using Unit Supply systems Procedures Manual

**INSPECTION CHECKLIST
FOR
SUPPLY ROOM/
COMMUNICATIONS**

Over all Rating (Circle one)

Adequate	Not Adequate
-----------------	---------------------

Rating Guidelines: To achieve the minimum standards in this area, there can be no more than two (2) critical task deficiencies and no recurring deficiency. Critical task deficiencies are identified by an asterisk (*). Five (5) or more deficiencies other than critical will result in a (NO GO) (Poor) rating.

Supply Room/ Communications Check List	YES	NO	N/A
*1. Are sensitive items other than weapons inventoried quarterly? (DA Pam 710-2-1, para 9-9)			
2. Are "OFF LIMITS TO UNAUTHORIZED PERSONNEL" signs posted? (AR 190-51, para 3-7 and 3-8)			
3. Do the Supply Room/Supply Annex meet structure requirements? (AR 190-51, para 3-25 and App B)			
4. Are tool sets and kits properly secured? (AR 190-51, para 3-22)			
5. Are stock of unissued items kept secured? (AR 190-51, para 3-23)			
*6. Was a key control/accountability system established? (AR 190-51, para 3-25 and App D)			
7. Were portable items provided double barrier protection? (AR 190-51, Para 3-66)			
8. Are communication and electronic test measurement, and diagnostic non-portable items secured in a building with doors/windows locked during non-operational hours? (AR190-51, Para 3-6b (2))*			
9. Are STU I11 units secured as required? (AR 190-51, Para 3-24c (1))			



**PREPARATION FOR
ADMINISTRATIVE
KEY/LOCK CONTROL
INSPECTION**

- 1.** Ensure there is a key and lock control custodian and an alternate appointed in writing, to issue, receive, and maintain accountability of office, unit and activity keys.
- 2.** Ensure there is a list of those personnel authorized to issue, receive and account for the keys in the absence of the primary and alternate key control custodian, and that the list is posted on the exterior of the key box.
- 3.** Ensure the key control register (DA Form 5513-R) is used to control keys with all appropriate blocks filled in.
- 4.** Ensure the key control register is maintained in a locked container (i.e.: key box, lockable file cabinet, and lockable desk) with access controlled when not in use.
- 5.** Ensure the keys are secured in a safe, filing cabinet, or a key box made of at least 26 gauge steel, with a tumbler type locking device used to secure the key box, and permanently affixed to the structure.
- 6.** Ensure the key box is located in a room where it can be watched around the clock or a room that can be locked during non-duty hours.
- 7.** Ensure only US Government key operated tumbler type locks are used to secure government property.
- 8.** Ensure that master keys, keyed alike and/or padlock sets are not used, if a Master key exists it will be in the sole custody of the commander.
- 9.** Ensure all extra padlocks and keys are kept in a locked container (i.e.: safe, lockable file cabinet) with access controlled when not in use.
- 10.** Ensure all keys are properly accounted for at the end of each duty day. (i.e.: check the key box against the DA Form 5513-R, and ensure keys not in key box are properly signed out, or that keys that have been returned are signed back in, and that all keys in the key box are listed on the key control register).
- 11.** Ensure all operational and alternate keys, are inventoried semiannually and recorded on DA Form 5513-R, and is maintained on file until the next inventory is completed.
- 12.** Ensure when it is determined a key is missing, that the lock is replaced or recored immediately.

13. Ensure a key and lock inventory list (FP Form 641) is maintained in the key box with all keys listed.

14. Ensure all keys have a serial number. This number must be engraved or etched into the key.

15. Ensure keys that have the same serial number are further identified by either numerical or alphabetical sequence. It is not recommended that an item identification (i.e.: bumper number of vehicle) be listed as part of the key number.

16. The alternate set of keys may be stored in a sealed envelope with the signature of the key control custodian, and the date across the seal. Place a piece of tape over the seal and signature. Attach a DA Form 5513-R, to the outside of the envelope, listing all keys in the envelope. Mark the envelope with the section the keys are for. This envelope may be maintained in the key box.

17. If the envelope containing the alternate set of keys is kept at a different location than the key box (i.e.: Company safe, another key box), then 16 above applies, plus the sealed envelope must be hand receipted for, as a sealed envelope containing alternate keys to (location).

18. Enclosed from pages 68 to 73 are examples of forms to be utilized.

19. Enclosed from pages 73 to 77 is a checklist pertaining to this area for pre-inspection purposes.

20. References:

- a. AR 190-51, Security of Army Property at Unit and Installation Level

HANDBOOK EXAMPLE ONLY

UNIT HEADING

UNIT/OFFICE SYMBOL

DATE

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Additional Duty Appointment

1. Effective (date), (name, unit,) is assigned to the following additional/special duties: Primary/or Alternate Key Control Custodian for (ie: unit/activity/section/platoon).
2. Authority: AR 190-51
3. Purpose: To perform duties in accordance with above regulation.
4. Period: (From to Indefinite).

Commander's Signature Block

NOTE: Orders must indicate which section the above custodian is responsible for (i.e.: motor pool, supply etc.)

HANDBOOK EXAMPLE ONLY

UNIT HEADING

UNIT/OFFICE SYMBOL

DATE

SUBJECT: Motor Pool Key Control

1. The below listed individuals are listed for access to (unit) motor pool keys, as indicated by:

<u>NAME</u>	<u>RANK</u>	<u>SECTION</u>	<u>DUTY POSITION</u>
Mato, Tom	E-5	Motor Pool	Mechanic

2. The below listed personnel are authorized to issue, receive and account for motor pool keys in the absence of the primary and alternate key custodians:

<u>NAME</u>	<u>RANK</u>	<u>SECTION</u>	<u>DUTY POSITION</u>
Flower, Colli	E-1	Motor Pool	Clerk

Primary Key Custodian's Signature Block

HANDBOOK EXAMPLE ONLY

KEY AND LOCK INVENTORY LIST				DATE
UNIT/ACTIVITY		LOCATION		Page ___ of ___ pages
SERIAL NUMBER	LOCK LOCATION	TOTAL NO. KEYS ISSUED FOR LOCK	TOTAL NO. KEYS IN KEY BOX	REMARKS
00-422	Front door supply room Bldg 2062	4	1	Co. safe, SFC Smith, SPC Jones
6052H	Wall locker #1 Supply Room Bldg 2062	2	1	Co. safe
41064	SSSC wall locker Supply Room Bldg 2062	3	1	Co safe, SFC Smith
6484	Supply Conex Motor Pool Bldg 2410	2	1	Co. safe
4014	Back Door Supply Room Bldg 2064	4	0	Co. safe, SFC Smith, CPT Comer, SPC Jones
6464H	Wall locker #2 Supply room, Bldg 2062	2	1	Co. safe
5081H	Wall locker #3 Supply room, Bldg 2062	2	1	Co. safe
2644H	Paint locker Bldg 2062	2	1	Co. safe
4414H	Bldg 2448	2	0	removed 10 Aug 92
9225H	TO&E Bldg Bldg 2448	2	1	Co. safe, lock 4414H
				NOTE: 4414H cut during EDRE, replaced w/9225H

FP FORM 641

NOTE #1: Recommend blocks for total number of keys in key box and remarks are annotated in pencil for updating.

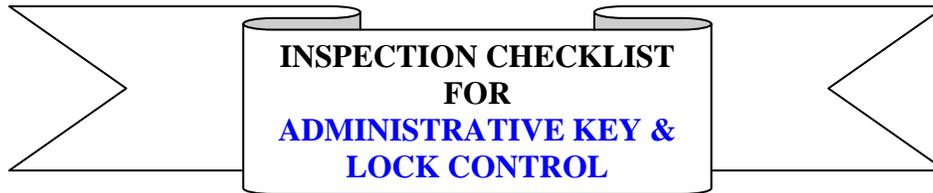
NOTE #2: All other information will be typed or inked in.

NOTE #3: USE FP FORM 641 (REV) 01 MAR 2001

HANDBOOK EXAMPLE ONLY

KEY CONTROL REGISTER AND INVENTORY					
For use of this form see AR 190-11; the proponent agency is ODCSOPS					
UNIT/ACTIVITY			PERIOD COVERED		
YOUR UNIT			FROM: Date Opened TO: Date Closed		
KEY CONTROL NUMBER(S)					
(Insert serial number or other identifying number from the key)					
1.	00-422-A	11.	6464H-A	21.	31.
2.	00-422-B	12.	5081H-A	22.	32.
3.	00-422-C	13.	2644H-A	23.	33.
4.	6052H-A	14. 9225H-A (THIS BLOCK INDICATES THE PROCEDURES USED 4414H-A IF KEY HAS TO BE REPLACED)			
5.	41064-A	15.		25.	34.
6.	41064-B	16.		26.	36.
7.	6484-A	17.		27.	37.
8.	4014-A	18.		28.	38.
9.	4014-B	19.		29.	39.
10.	4014-C	20.		30.	40.
KEY ISSUE AND TURN-IN					
KEY NUMBER	ISSUED (DATE/TIME)	ISSUED BY (PRINT NAME/SIGN)	ISSUED TO (PRINT NAME/SIGN)	TURNED IN (DATE/TIME)	RECEIVED BY (PRINT NAME/SIGN)
1,5,8,	0830 10 JAN 09	<i>Chris P. Becon</i> <i>Chris P. Becon</i>	<i>Dan Druff</i> <i>Dan Druff</i>		
2,9	1430 2 FEB 00	<i>Dan Druff</i> <i>Dan Druff</i>	<i>Chris P. Becon</i> <i>Chris P. Becon</i>		
10	1100 3 FEB 09	<i>Chris P. Becon</i> <i>Chris P. Becon</i>	<i>Dan Druff</i> <i>Dan Druff</i>	0800 2 AUG 09	<i>John Wayne</i> <i>John Wayne</i>
10	0830 2 AUG 09	<i>John Wayne</i> <i>John Wayne</i>	<i>Chris P. Becon</i> <i>Chris P. Becon</i>		

DA FORM 5513-R



**INSPECTION CHECKLIST
FOR
ADMINISTRATIVE KEY &
LOCK CONTROL**

Over all Rating (Circle one)

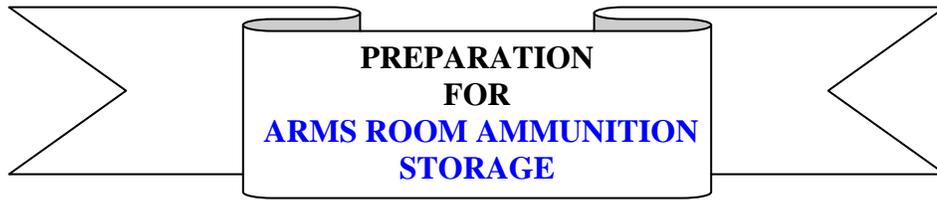
Adequate	Not Adequate
-----------------	---------------------

Rating Guidelines: To achieve the minimum standards in this area, there can be no more than two (2) critical task deficiencies and no recurring deficiency. Critical task deficiencies are identified by an asterisk (*). Five (5) or more deficiencies other than critical will result in a (NO GO) (Poor) rating.

Key and Lock Control Check List	YES	NO	N/A
*1. Was a key custodian (or alternate, if applicable) appointed in writing? (AR 190-51, App D, para D-2)			
2. Had the key custodian (or alternate, if applicable) taken steps to ensure that personnel who were designated to issue, receive, and account for keys in his/her absence clearly understood local key control procedures? (AR 190-51, App D, para D-2)			
*3. Did the key custodian (or alternate, if applicable) properly maintain a key control register (DA Form 55 13-R) at all times? (AR 190-51, App D, para D-2)			
4. Were the keys properly signed out to authorize personnel on a key control register (DA Form 55 13-R)? (AR 190-51, App D, para D-3)			
5. Was the key control register (DA Form 55 13-R) properly secured when not in use? (AR 190-51, App D, para D-3)			
*6. Were keys properly secured in an approved container? (AR 190-51, App D, para D-4)			
*7. Is the key depository located in a room where it is kept under 24-hour surveillance, or in a room that is locked when unoccupied? (AR 190-51, App D, para D-4)			
8. Was an unauthorized master key system or multiple key systems was in use? (AR 190-51, App D, para D-5)			

9. Were unauthorized locks/locking devices used to protect unclassified, non-sensitive Army supplies and equipment? (AR 190-51, App D, para D-1 and D-5)			
10. Are padlocks and/or keys not in use properly secured? (AR 190-51, App D, para D-5)			
11. Are keys and/or combinations to locks properly accounted for at all times? (AR 190-51, App D, para D-6)			
*12. Are differences between keys on hand and the key control register (DA Form 5513-R) properly reconciled at the end of each duty day? (AR 190-51, App D, para D-6)			
*13. Was a semiannual inventory of padlocks and/or keys properly conducted and/or recorded? (AR 190-51, App D, para D-6)			
*14. Were padlocks replaced or recorded when a key was identified as lost or missing? (AR 190-51, App D, para D-6)			
15. Is a key and lock inventory list (FP Form 641) properly maintained and secured in the key depository? (AR 190-51, App D, para D-6)			
16. Are keys which do not have serial numbers given one? (AR 190-51, App D, para D-6)			
17. Are like keys further identified? (AR 190-51, App C, para C-4)			
18. Are the key(s) to the key container properly safe-guarded? (AR 190-51, App D, para D-7)			
*19. Are the roster of personnel authorized access to the key container and/or personnel authorized to receive keys from the key custodian properly maintained? (AR 190-51, App D, para D-7)			
*20. Are keys were in the possession of a person not listed on the key access roster? (AR 190-51, App D, para D-7)			

<p>*2 1. Were change of combinations to locks on vault doors and/or Class 5 or Class 6 security containers (other than AA&E) properly conducted and/or recorded as required? (AR 190-51, App D, para D-7)</p>			
<p>*22. Were unauthorized chain used for security of unclassified, non-sensitive equipment and supplies? (AR 190-51, App D, para D-1 and D-9)</p>			
<p>23. Was a key control/accountability system established? (AR 190-51, para 3-25 and App D)</p>			
<p>24. Were “OPEN-CLOSED” or “OPEN-LOCKED” signs were not visible on the vault or container. AR 380-5, para7-8, AR 190-51, App D, para D-7.</p>			
<p>25. Were The top of the security container will not be used as a “bookshelf” or paper storage area. AR 380-5, para7-8</p>			



1. Preparing for a Physical Security Inspection.

a. Check all required signs (Hazard Classification signs on both the arms room and the exterior of the building). (See page 94)

b. Ensure training ammunition is separated, apart from, and stored in a separate locked metal container (steel wall lockers or locally fabricated metal container) from all other AA&E.

c. Ensure the storage container is marked TRAINING AMMUNITION only.

d. Ensure the ammunition containers used for storage of ammunition are sealed and labeled with quantity contained therein.

e. Ensure quantity by Category is IAW, or less than the authorized amount (see page 94).

f. Ensure the armorer has signed for the ammunition on DA Form 5515 (training ammunition control document) and a copy placed on file in the arms room. (see page 83).

g. Ensure the DA Form 581 (request for issue and turn-in of ammunition) is on file in the arms room and indicates the dates the ammunition will be stored.

h. Ensure the unit listed on DA Form 581 is the unit that stores the ammunition in their arms room. (Example: A Company turns in DA Form 581 to ASP and draws the ammunition. A Company stores the ammunition in A Company arms room. A Company fires the ammunition at the range. A Company turns in the brass/unused ammunition).

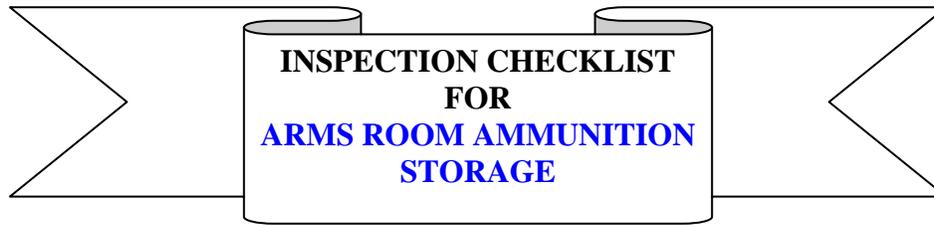
i. Ensure training ammunition and operational ammunition is stored separately at all times.

j. Ensure only authorized ammunition is stored in the arms room. (see page 81).

k. Ensure ammunition residue is not secured in the arms room, and if stored in supply that DOL and Quality Assurance has been notified 24 hours prior.

l. Ensure the Battalion Commander, or first O5 in chain of the command has authorized the storage of training ammunition (in writing) in the arms room and a copy of the authorization is on file in the arms room. (see page 89).

- m. Ensure the Provost Marshal Office, Physical Security Division is notified 24 hours prior to storage's of ammunition in the arms room, and furnished a copy of authorization from the BN. CDR. for Approval.
 - n. Ensure the storage of training ammunition is within the 96 hour limit (check dates ammunition is to be stored on the DA Form 581 and letter by Battalion Commander).
 - o. Ensure when the ammunition is turned over to and released from the unit armorer, it is signed for on DA Form 5515-R. (see page 85).
 - p. Ensure the ammunition is received from and issued to range personnel "IN BULK" from the unit arms room.
 - q. Ensure inventories of ammunition (visual counts) are being conducted and recorded on DA Form 2062 when the arms room is accessed. (see page 84).
 - r. Ensure training ammunition stored in the arms room has been inventoried daily and recorded on DA Form 3020-R (magazine data card). (see page 88).
 - s. Ensure the unit has received an adequate rating on the last Provost Marshal Physical Security Inspection, and a copy of that inspection is on file in the arms room.
 - t. Ensure the Fire Department has been notified (telephonically) of the ammunition storage in the arms room.
2. Enclosed from pages 83 to 88 are examples of forms to be utilized.
3. Enclosed from page 79 to 80 is a checklist pertaining to this area for pre-inspection purposes.
4. References:
- a. AR 190-11, Physical Security of Arms, Ammunition and Explosives
 - b. JRTC & FP Reg 75-1, Ammunition Control Procedures
 - c. DA Pam 710-2-1, Using Unit Supply systems Procedures Manual



**INSPECTION CHECKLIST
FOR
ARMS ROOM AMMUNITION
STORAGE**

Over all Rating (Circle one)

Adequate	Not Adequate
-----------------	---------------------

Rating Guidelines: To achieve the minimum standards in this area, there can be no critical task or recurring deficiencies. Critical task deficiencies are identified by an asterisk (*). Four (4) or more deficiencies other than critical elements will also result in a Not Adequate rating.

ARMS ROOM AMMUNITION STORAGE	YES	NO	N/A
*1. Were Hazard Classification signs properly posted? (JRTC & FP Reg 75-1)			
*2. Was training ammunition properly stored? (JRTC & FP Reg 75-1)			
*3. Was the storage container marked "Training Ammunition Only"? (JRTC & FP Reg 75-1)			
*4. Were ammunition containers labeled with quantity contained therein? (JRTC & FP Reg 75-1)			
*5. Were residue and live ammunition stored separately? (JRTC & FP Reg 75-1)			
*6. Did the quantity by category exceed the authorized amount? (JRTC & FP Reg 75-1)			
*7. Were the DA Form 581 and DA Form 5515 maintained with the ammunition? (JRTC & FP Reg 75-1)			
*8. Was the DA Form 581 properly annotated? (JRTC & FP Reg 75-1)			
*9. Was the ammunition signed for, and stored by, the unit that will utilize it? (JRTC & FP Reg 75-1)			

*10. Were training ammunition and operational ammunition stored separately with no substitutions? (JRTC & FP Reg 75-1)			
*11. Was unauthorized ammunition stored in the arms room? (JRTC & FP Reg 75-1)			
*12. Did the unit make proper and timely notification of storage? (JRTC & FP Reg 75-1)			
*13. Did the unit have a letter of authorization for storage? (JRTC & FP Reg 75-1)			
*14. Was the SAA in the unit arms room beyond the 72 hour limitation? (JRTC & FP Reg 75-1)			
*15. Was ammunition turned over to and released from the unit armorer properly signed for on DA Form 5515-R? (JRTC & FP Reg 75-1)			
*16. Was ammunition issued to and received from authorized range personnel? (JRTC & FP Reg 75-1)			
*17. Were inventories properly conducted and/or recorded when the Arms Room was accessed? (JRTC & FP Reg 75-1)			
*18. Did the unit receive an “adequate” rating on the last Provost Marshal Physical Security Inspection? (JRTC & FP Reg 75-1)			
*19. Had the Fire Department been notified prior to storage? (JRTC & FP Reg 75-1)			
*20. Was an Ammunition Site License on file for the type and quantity of ammunition stored?			



**GUIDELINES FOR
STORAGE OF SMALL ARMS
AMMUNITION (TRAINING)
IN ARMS ROOMS**

1. Small Arms Ammunition (SAA) may be temporarily stored in unit's arms rooms as authorized by DA Pam 385-64 and DA Pam 710-2-1. The purpose of allowing SAA storage in unit's arms rooms is to provide the unit with a safe and secure storage area other than a Field Ammunition Storage Site (FASS) when range scheduling prohibits timely ammunition pick up from the ASP. The preferred storage location is the ASP and units will store SAA in arms rooms only when absolutely necessary.

2. Small Arms Ammunition for arms room storage is defined as Blank, Ball, Ball and Tracer, up to 50 Cal and Shot Gun ammunition. Chemical ammunition of any type, grenades, of any type, pyrotechnics, such as signals, simulators and flares are NOT authorized for arms room storage. The ONLY munitions authorized for arms room storage are as follows:

9mm
.22 Cal
.30 Cal
.32 Cal
.38 Cal
.45 Cal
.50 Cal
Shot Gun Ammunition
5.56mm
7.62mm
14.5mm

3. Quantities of SAA stored temporarily will be kept to an absolute minimum and will not exceed the following quantities per category per training event. Temporary is defined as not to exceed 96 hours to include holidays and weekends, (i.e., 1300, Friday to 1300, Tuesday).

9mm – 3,000 rds
.22 Cal – 5,000 rds
.32 Cal – 1,000 rds
.30 Cal – 1,000 rds
.38 Cal – 5,000 rds
.45 Cal – 5,000 rds
Shot Gun Ammunition – 500 rds
5.56mm – 8,400 rds
7.62mm – 4,800 rds
.50 Cal – 1,000 rds
14.5mm – 500 rds

4. When training requirements exceed these quantity limitations, case-by-case exceptions to policy may be requested. Request should be submitted by memorandum at least 20 days in advance to storage date through and approved by all of the following offices:

- a. Physical Security.
- b. Safety.
- c. DOL QASAS.

Request should include detailed explanation as to why an exception is necessary.

5. Training ammunition will be stored IAW AR 190-11 approved containers and marked TRAINING AMMUNITION ONLY. Ammunition will be properly packed and sealed with boxes reflecting the correct quantity per box. Units receiving ammunition from the ASP for stated purposes will store that ammunition in only their OWN arms room.

6. Storage of SAA will be allowed in only those arms rooms receiving an “adequate” rating on their last annual Physical Security Inspection. Authorization to store SAA in arms rooms will originate, in writing, from the battalion commander or the first LTC in the chain of command.

7. Unit commanders will ensure:

- a. Strict accountability and control of ammunition is maintained.
- b. Residue and live ammunition is NOT stored together. Residue will not be stored in the arms room. However, residue from items listed in paragraph I-2 of this appendix may be stored in unit’s supply room.
- c. The DA Form 581 that the ammunition was drawn on is readily available. The remarks block of the issue DA Form 581 will be annotated with either “FASS Storage” or “Arms Rooms Storage” and the time frame (i.e., 15-17 June) the SAA is to be stored in the arms room.
- d. All unused ammunition is turned in and not stockpiled in the arms room.
- e. A visual accounting of all ammunition will be conducted whenever the arms room has been accessed and documented on DA Forms 5515 and 2062. Ammunition secured within a separate locked or sealed container need not be visually counted. Such containers will be checked for any indications of tampering. When a change of custody occurs, a visual accounting will be conducted and documented on DA Forms 5515 and 2062.

8. Training ammunition will be kept separate from operational loads and will not be substituted for operational ammunition. All storage locations will have appropriate fire symbol posted on the locker/container and on the entrance door of the arms room and entrance to the building when storing SAA.

9. To ensure units are storing SAA IAW guidelines, units will submit a memorandum (See page 89) to PMO, ATTN: Physical Security Branch, stating their intent to store SAA in their arms room 24 hours prior to arms room use. The PMO will inspect SAA storage in conjunction with the unit’s annual Physical Security Inspection if there is SAA stored at that time. Discrepancies found will be reported through command channels to the unit’s commander.

10. Ammunition still packed within the metal can inner pack, (i.e., M2A1 or M19A1 can) will be issued to and received from unit range operations personnel. At no time will ammunition be removed from these cans and/or transported or stored “loose” within the cantonment area.

11. Unit will notify the Fire Department telephonically at 531-2026 when storing SAA in their arms room.

TRAINING AMMUNITION CONTROL DOCUMENT

For use of this form, see AR 710-2; the proponent agency is DCS, G-4.

1. DOCUMENT NO
AA5515

2. PAGE
1 OF 1

SECTION A						SECTION B																																			
3. FROM	4. TO	5. DATE ISSUED	6. DATE TURNED IN	22. FROM	23. TO	24. DATE ISSUED	25. DATE TURNED IN	7. ITEM	8. DODIC/NOMENCLATURE	9. LOT/SERIAL NO	10. QTY ISSUED	11. QTY RESIDUE REQUIRED	12. QTY RESIDUE TURNED-IN	13. QTY LIVE TURNED-IN	14. ISSUED BY	15. RECEIVED BY	16. TURNED-IN BY	17. RECEIVED BY	18a. BRIEFED BY	18b. DATE	19a. BRIEFED BY	19b. DATE	20a. VERIFIED BY	20b. DATE	21a. INSPECTED BY	21b. DATE	30. ISSUED BY	31. RECEIVED BY	32. TURNED-IN BY	33. RECEIVED BY	34a. BRIEFED BY	34b. DATE	35a. BRIEFED BY	35b. DATE	36a. VERIFIED BY	36b. DATE	37a. INSPECTED BY	37b. DATE			
Individual that picked it up from ASP				Armorer Receiving																																					
								1	A080 5.56mm Blank	LC-90E029-70	100																														
36. REMARKS																																									
The above residue items are inert and have been 100 percent inspected and contain no live A&E																																									

HANDBOOK EXAMPLE ONLY

HANDBOOK EXAMPLE ONLY

UNIT/OFFICE SYMBOL

DATE

MEMORANDUM FOR PHYSICAL SECURITY DIVISION

SUBJECT: Authorization for Storage of Training Ammunition in Unit Arms Room

1. References: FP Reg 75-1. Ammunition Control Procedures, dated 27 July 2006
2. In accordance with above reference, _____{*your unit*}_____ will store the below listed training ammunition in the unit's arms room, Bldg_____ for the period of 06 Dec 09 to 07 Dec 09.

DODAC	NOMENCLATURE	QUANTITY
A080	5.56 mm Blank	100

3. Reason for the temporary storage is to ensure an early start for day fire next morning, followed by night fire.
4. Any residue remaining and/or not turned into the ASP on _____*Date*_____ will be stored in the unit supply room.

*SIGNATURE BLOCK
BN COMMANDER OR FIRST
05 IN CHAIN OF COMMAND*

NOTES:

1. Hand carry to Physical Security for verification of last inspection.
2. Physical Security will endorse if approved for storage.
3. One (1) copy with DA Form 581 to ASP.
4. One (1) copy posted in arms room.
5. One (1) copy unit file.



**PREPARATION
FOR
FASS INSPECTION**

- 1.** Ensure the FASS is located the proper distance from public/troop areas, and all required **RESTRICTED AREAS, NO SMOKING, AND HAZARD CLASSIFICATION** signs are properly posted 50 meters surrounding the FASS. Insure the correct hazard classification sign is posted for the ammunition stored.
- 2.** Check concertina wire to ensure triple strands (recommended two strands on bottom, one on top) completely surround the FASS site.
- 3.** Ensure that if more than one unit is occupying the FASS site, that the ammunition is separated by unit (i.e. placed on separate pallets).
- 4.** Ensure that only one unit has responsibility for security of the entire FASS site, this is to include access control.
- 5.** Ensure that guards are dedicated only to the physical security of the FASS. The only exception is if there is a fire in the FASS.
- 6.** Ensure the guards have been briefed and provided explicit written instructions on (at a minimum): actions to be taken in case of a fire, attempted penetration by unauthorized persons, how to notify Range Control in case of an emergency, the use of deadly force (if armed), access control procedures and rules of engagement. Make sure the guards can explain their instructions.
- 7.** Ensure that if armed guards are used, they have qualified with the weapon they are using within the past 12 months.
- 8.** Ensure that if security Category II ammunition (Grenades, Mines, C-4, TNT) is present, that it is protected by two (2) armed guards.
- 9.** Ensure that classified ammunition is protected by two (2) armed guards with a security clearance equivalent to, or greater than, that of the ammunition stored.
- 10.** Ensure guards have communication with Range Control (i.e.: FM Radio or Land Line). Though not required it is recommended that there be two (2) types of communication in case one (1) malfunctions.
- 11.** Ensure that the guards have access rosters containing the name, rank, SSN and unit of personnel authorized access to the FASS. Pages 95 and 96 are examples of a company and Physical Security access roster.
- 12.** Ensure that there are no stacked or stored weapons inside the FASS perimeter to include guard weapons.

- 13.** Ensure that if security Category II ammunition is stored at the FASS location that it is signed for by personnel in the grade of E-6 or above. An E-6 or above must sign for this ammunition from the ASP.
- 14.** Ensure that the DA Form 581 (page 98) is present at the FASS site documenting the original amount of ammunition issued to the unit.
- 15.** Check the DA form 3020-R's (page 99) to ensure that the ammunition is inventoried upon arrival at the FASS location and daily by an E-5 or above.
- 16.** Check the DA Form 5515-R (page 97) to ensure that the ammunition has been hand received or sub-hand received (i.e.: FASS NCO to FASS NCO, or from FASS NCO to Range NCO).
- 17.** Ensure that all ammunition issued on DA Form 5515-R's, when added to the amount of ammunition as recorded on all DA Form 3020-R's, equals the total amount of ammunition on DA Form 581's.
- 18.** Ensure site has security lighting during hours of darkness or reduced visibility, and electrical cables are more than fifteen (15') feet from the FASS perimeter.
- 19.** Ensure ammunition is placed on dunnage at least three (3) inches high, even if stored in a vehicle.
- 20.** Ensure that all ammunition is protected from the elements by a flame retardant tarpaulin.
- 21.** Ensure ammunition is being retained in original containers until ready for use.
- 22.** Ensure unexpended ammunition that is being returned to the ASP is being properly repackaged in the factory pack.
- 23.** Ensure that misfired and damaged ammunition is properly marked and segregated from serviceable ammunition.
- 24.** Ensure that incompatible ammunition and explosives are correctly segregated.
- 25.** Ensure that ammunition is being stacked by type and lot number.
- 26.** Ensure that explosive initiating devices (group B items) are being segregated from other types of ammunition to the maximum extent possible.

- 27.** Ensure that boxed ammunition is not stacked higher than five (5) high.
- 28.** Ensure that shunting or safety clips are remaining with ammunition until ready for use.
- 29.** Ensure that rockets and guided missile nose-ends, except white phosphorus (WP) are pointed in the same direction and toward an area which offers the least exposure to personnel and property in event of fire, explosion, or premature propellant ignition.
- 30.** Ensure that empty ammunition boxes, pallets, containers, dunnage, and lumber are being stored at least 50 feet from any ammunition/explosives.
- 31.** Ensure that WP filled ammunition is being stored upright.
- 32.** Ensure that a container of water large enough to submerge a leaking round of WP is present.
- 33.** Ensure that compliance with any special handling instructions that are annotated on ammunition containers is being accomplished.
- 34.** Ensure adequate and serviceable fire extinguishers are present.
- 35.** Ensure that the wheels of vehicle loading/unloading ammunition are chocked.
- 36.** Ensure that Range Control has been notified of your location.
- 37.** Recommend that a copy of JRTC & FP Reg 75-1 be present.
- 38.** Ensure ammunition is not broken down within the FASS.
- 39.** Ensure only the minimum number of personnel needed for operation are present in the FASS at any time.
- 40.** From pages 100 to 104 is a checklist pertaining to this section for pre-inspection purposes.
- 41.** References:
 - a. AR 190-11, Physical Security of Arms, Ammunition and Explosives
 - b. AR 380-5, Information Systems Security
 - c. JRTC & FP Reg 75-1, Ammunition control Procedures
 - d. TB 9-1300-206, Ammunition and Explosives Standards

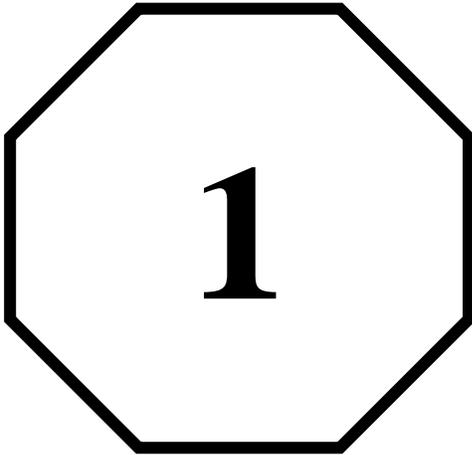
HANDBOOK EXAMPLE ONLY

RESTRICTED AREA WARNING

THIS FASS HAS BEEN DECLARED A RESTRICTED AREA ACCORDING TO SECRETARY OF DEFENSE DIRECTIVE ISSUED 20 AUGUST 1954. UNDER THE PROVISIONS OF SECTION 21, INTERNAL SECURITY ACT OF 1950. UNAUTHORIZED ENTRY IS PROHIBITED. ALL PERSONS AND VEHICLES ENTERING HEREON ARE LIABLE TO SEARCH. PHOTOGRAPHING, OR MAKING NOTES, DRAWINGS, MAPS OR GRAPHIC REEPRESENTATIONS OF THIS AREA OR ITS ACTIVITIES, IS PROHIBITED UNLESS SPECIFICALL AUTHORIZED BY THE COMMANDER. ANY SUCH MATERIAL FOUND IN THE POSSESSION OF UNAUTHORIZED PERSONS WILL BE CONFISCATED.



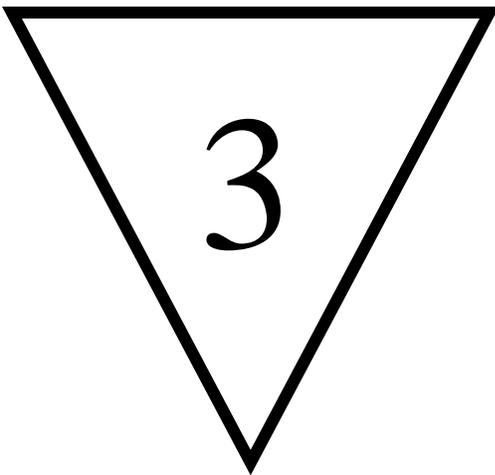
NO SMOKING



FIRE DIVISION 1
(HAZARD CLASS 1.1)



FIRE DIVISION 2
(HAZARD CLASS 1.2)



FIRE DIVISION 3
(HAZARD CLASS 1.3)



FIRE DIVISION 4
(HAZARD CLASS 1.4)

BACKGROUND: ORANGE NO 12246 (SEE FED STD. 595A OR GSA CATALOG)
NUMBERS: 10 IN. HIGH AND 2 IN. THICK; BLACK NO. 1703B (SEE FED STD. 595A OR GSA CATALOG)

HANDBOOK EXAMPLES ONLY

HANDBOOK EXAMPLE ONLY

UNIT HEADING
FT POLK LA 71459

UNIT/OFFICE SYMBOL

DATE

MEMORANDUM FOR RECORD

SUBJECT: FASS Access Roster

1. The below listed personnel are authorized access to (your unit) FASS site for the purpose of issuing, receiving accounting for and/or guarding ammunition.

<u>NAME</u>	<u>RANK</u>	<u>SSN</u>	<u>UNIT</u>
Sparrow, Jack	CPT	111-111-1111	1/23 INF
Jones, Davy	SPC	222-222-2222	1/23 INF
Turner, Will	SGT	333-333-3333	1/23 INF
Swann, Elizabeth	SPC	444-444-4444	1/23 INF

2. The personnel listed above may escort those personnel not listed on this access roster if entry is required and authorized.

3. A copy of this roster will be posted in the FASS SOP book.

4. Point of contact for this memorandum is SSG Bootstrap, Bill FASS NCOIC at 531-1234

CDR'S SIGNATURE BLOCK

NOTES:

1. Access roster should be limited to those personnel working at the FASS.
2. Roster must be signed by commander of unit having operational control of FASS.
3. Ensure that guards have a copy of the access roster.
4. Written ins', add ons', are authorized when initialed by the commander.

HANDBOOK EXAMPLE ONLY

IMSW-POL-DES-P-PS

03 October 2009

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Field Ammunition Storage Site Inspectors

1. The below listed personnel are authorized to conduct inspections of Field Ammunition Storage Sites (FASS).

Mr. Funderburk, Gregory W.	xxxx	PMO	Inspector (Civ)
Mr. Merilos, Emilio	xxxx	PMO	Inspector (Civ)
Mr. Richardson, Randy S.	xxxx	PMO	Inspector (Civ)
Mr. Koch, David	xxxx	PMO	Inspector (Civ)

2. Duty personnel will verify an inspector's authority by comparing the last four (4) of their Credential Numbers (listed above) and/or calling the Provost Marshal's Office, Physical Security Division at 531-7907/6087.

3. The above listed personnel may also vouch for the validity of personnel not listed above who require entrance to the facility.

4. A copy of this FASS access roster should be maintained at all FASS locations to expedite the identification of FASS Inspectors.

(Must be signed by the Provost Marshal)

JOHN C. LEGGETT
LTC, MP
Provost Marshal

Distribution:

A+

NOTE: XXXX indicates the inspector's credential/badge numbers.

HANDBOOK EXAMPLE

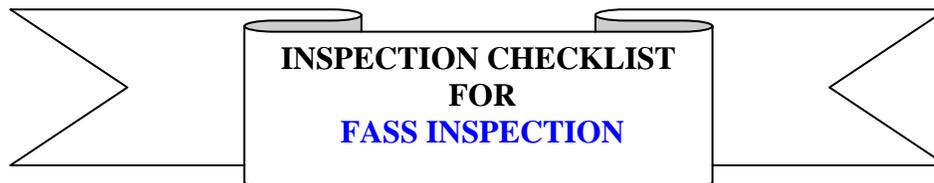
REQUEST FOR ISSUE AND TURN-IN OF AMMUNITION										1. ISSUE	<input checked="" type="checkbox"/>	3. DOCUMENT NO.	4. LOCAL USE	5. PAGE	6. FOR LOCAL USE										
For use of this form, see AF 710-2; the proponent agency is DCS, G-4										2. TURN-IN	<input type="checkbox"/>			1 OF 1	AA581 3928833										
7. SEND TO	8. REQUEST FROM	Your Unit	9. DATE MATERIAL REQUIRED (YYYYMMDD)	10. PRIORITY	11. ALLOCATION PERIOD	12. DODACC	13a. REQUESTED BY	13b. DATE (YYYYMMDD)	13c. SIGNATURE	14a. APPROVED BY	14b. DATE (YYYYMMDD)	14c. SIGNATURE	15. ITEM	16. DODIC	17. NSN	18. NOMENCLATURE	19. UI	20. QTY REQUESTED/TURNED IN	21. RIQ	22. ACTION CODE	23. QTY ISSUED/RECEIVED	24. LOT/SERIAL NO.	25. CC	26. POSTED BY	27. DATE (YYYYMMDD)
													1	A080	1350-01-82-3217	CTG, 5.56mm Ball	ea	1400	RIQ	NIS					
													2	A131	1350-01-182-1234	CTG, 7.62mm Linked	ea	2400	RIQ	NIS					
28. REMARKS	Required for immediate expenditures within the approved training authorization.	Training Dates: 11-12 August 2009	Expenditures will be verified and unused ammunition and salvage components will be turned in within 5 days after training event or exercise for which issued.	29. RELATED DOCUMENT SERIAL NOS.																					
30a. ISSUED BY	30b. SIGNATURE	30c. DATE (YYYYMMDD)	31a. RECEIVED BY	31b. SIGNATURE	31c. DATE (YYYYMMDD)	32. TAMIS CONTROL NO.																			

DA FORM 581, JUL 1999

EDITION OF AUG 89 MAY BE USED

APD FE 11 DZES

HANDBOOK EXAMPLE



**INSPECTION CHECKLIST
FOR
FASS INSPECTION**

Over all Rating (Circle one)

Adequate	Not Adequate		
FASS Storage Site			
Rating Guidelines: To achieve the minimum standards in the area, there will be no deficiencies. One deficiency will result in a not adequate rating.			
* 1. Were Restricted Area, No Smoking, and Hazard Class signs properly posted? (AR 190-11, para 5-8, DA Pam 380-64, 3-14 JRTC & FP Reg 75-1, Para 8-2b (5) (f).			
*2. Was ammunition protected by triple strand concertina? (AR 190-11, para 5-8, DA PAM 385.64, and JRTC & FP Reg 75-1, Para 8-2b (5) (a).			
*3. Were stocks properly separated and identified by unit? (AR 190-11, para 5-8, DA PAM 385.64 and JRTC & FP Reg 75-1Para 8-2b(5(1)			
*4. Was one unit designated as having responsibility for security of the entire area? (AR 190-11, para 5-8, DA PAM 385.64 and JRTC & FP Reg 75-1Para 8-2b(5(1)			
*5. Were guards properly posted? (DA PAM 385.64 and JRTC & FP Reg 75-1Para 8-11C)			
*6. Had guards been briefed and/or provided explicit written instructions? a. Actions to be taken in case of fire. b. Attempted penetration by unauthorized persons. c. How to notify range control in case of emergency. d. The use of deadly force, if armed. e. Access control. f. Rules of engagement. (DA PAM 385.64 and JRTC & FP Reg 75-1Para 8-11C)			
*7. Were guards able to correctly explain their guard orders? (DA PAM 385.64 and JRTC & FP Reg 75-1Para 8-11C)			
*8. Were armed guards qualified with the type of weapon issued? (DA PAM 385.64 and JRTC & FP Reg 75-1Para 8-11C)			
*9. Was Security Category 11 ammunition protected by two armed guards? (DA PAM 385.64 and JRTC & FP Reg 75-1Para 8-11)			

* 10. Was classified ammunition protected by two armed guards? (AR 380-5, and JRTC & FP Reg 75-1, Para 8-11d)			
* 11. Did guards have appropriate security clearance? (AR 380-5, and JRTC & FP Reg 75-1, Para 8-11d.)			
* 12. Did guards have communication with Range Control? (AR 190-11, para 5-8, and JRTC & FP Reg 75-1, Para 8-2b (5) (c))			
*13. Did guards have a proper access roster of personnel authorized access to the FASS? (AR 190-11, para 5-8, and JRTC & FP Reg 75-1, Para 8-2b (5) (h).)			
*14. Were weapons inside the FASS? (JRTC & FP Reg 75-1, Para 8-2b (5) (i))			
* 15. Were personnel in the grade of SSG or above signed for security Category I and I1 ammunition? (AR 190-11, para 5-8, and JRTC & FP Reg 75-1, Para 4-3e & 8-11)			
* 16. Was the DA Form 58 1 present? (DA PAM 385.64 AR 190-11, para 5-8, and JRTC & FP Reg 75-1, para 3-11, para 4-4f, and 4-6)			
*17. Were ammunition inventories properly conducted and/ or recorded on DA Form 3020-R? ? (DA PAM 385.64 AR 190-11, para 5-8, and JRTC & FP Reg 75-1, para 3-11, para 4-4f, and 4-6)			
* 18. Was ammunition properly hand receipted or sub-hand receipted on DA Form 5515-R? ? (DA PAM 385.64 AR 190-11, para 5-8, and JRTC & FP Reg 75-1, para 3-11, para 4-4f, and 4-6)			
* 19. Could ammunition be reconciled? (AR 190-11, para 5-8, DA PAM 385.64, , JRTC & FP Reg 75-1, para 3-11, para 4-4f, and 4-6)			
*20. Did the storage site have adequate security lighting? (AR 190- 11, para 5-8, DA PAM 385.64, and JRTC & FP Reg 75-1)			
*21. Were electrical power cables properly positioned? (JRTC & FP Reg 75-1, DA PAM 385.64)			
*22. Was a two-person rule established for access to a Category I storage site? (JRTC & FP Reg 75- 1, chap 8)			
*23. Was ammunition placed on dunnage? (JRTC & FP Reg 75-1, chap 8, DA PAM 385.64)			

*24. Was ammunition protected from the elements? (JRTC & FP Reg 75-1, DA PAM 385.64)			
*25. Was ammunition retained in original containers until ready to issue? (JRTC & FP Reg 75-1, chap 8, DA Pam 385-64, para 2-9)			
*26. Was unexpended ammunition to be returned to the ASP being properly re-packaged? (JRTC & FP Reg 75-1, DA Pam 385-64, para 2-9,)			
*27. Was misfire and damaged ammunition properly marked and segregated? (JRTC & FP Reg 75-1, chap 8,)			
*28. Were incompatible ammunition and explosives correctly segregated? (TM 9-1300-206, para 5-1 8 & Table 5- 19, JRTC & FP Reg 75-1, chap 8)			
*29. Was ammunition properly stacked by type and lot number'? (TM 9-1300-206, para 4-1, JRTC & FP Reg 75-1, chap 8, DA Pam 385.64)			
*30. Were explosive initiating devices (Group B items) properly segregated? (TM 9-1300-206, para 4-41, DA Pam 385-64)			
*3 1. Were rockets and guided missile nose-ends (except WP) pointing in the same direction and toward an area which offers the least exposure to personnel and property? (TM 9-1300-206, para 4-6 DA Pam 385-64)			
*32. Were empty ammunition boxes, containers, pallets, dunnage, and lumber stored properly? (TM 9-1 300-206, para 3-2, DA Pam 385-64)			
*33. Was WP-filled ammunition stored upright? (TM 9-1300-206, para 4-20 DA Pam 385-64)			
*34. Was a container of water large enough to submerge a leaking round of WP present? (TM 9-1300-206, para 4-21 DA Pam 385-64)			
*35. Were special handling instructions on ammunition containers properly adhered to? (JRTC & FP Reg 75-1, DA Pam 385-64)			
*36. Were appropriate serviceable fire extinguishers present? (JRTC & FP Reg 75- 1, DA Pam 385-64)			
*37. Were the wheels of vehicles loading or unloading ammunition properly chocked? (JRTC & FP Reg 75- 1, DA Pam 385-64)			
*38. Did the unit notify Range Control of its FASS location? (JRTC & FP Reg 75-1, DA Pam 385-64)			

<p>*39. Was a relief area for personnel present inside the FASS? (TM 9-1300-206, change 4, Chapter 5-3, DA Pam 385-64)</p>			
<p>*40. Were ignitable and/or flammable materials found inside the perimeter of the FASS? (TM 9-1300-206, Sec. 4-2, para a (3), (4), DA Pam 385-64)</p>			
<p>*41. Was Security Category I ammunition stored in open air storage? (AR 190-11, DA Pam 385-64, MESSAGE HQDA, DAMO-ODL, 1414452 AUG 95, SAB)</p>			
<p>*42. Were personnel having continuous positive control of the ammunition present? (AR 190-11 Par. 5-8, DA Pam 385-64, and JRTC & FP Reg 75- 1)</p>			



**INSPECTION CHECKLIST
FOR
DEPLOYMENT ARMS
ROOM**

Over all Rating (Circle one)

Adequate	Not Adequate		
Deployed Arms Room Check List			
Rating Guidelines: To achieve the minimum standards in this area, there can be no critical task or recurring deficiencies. Critical task deficiencies are identified by an asterisk (*). Four (4) or more deficiencies other than critical elements will also result in a NO GO (Poor) rating.			
* 1. Was a 100 percent serial numbered inventory properly conducted and/or recorded? (AR 190-11)			
*2. Was a serial numbered inventory of all items remaining in the arms room properly conducted and/or recorded? (AR 190- 11)			
*3. Was a test of the Intrusion Detection System (IDS) properly conducted and/or recorded? (AR 190- 11)			
4. Were guards posted when the Intrusion Detection System (IDS) was not operational? (AR 190-11)			
5. Was the arms room properly sealed? (AR 190-11)			
6. Was a copy of the access roster properly filed at the central alarm monitoring station (CAMS)? (Provost Marshal Office, Physical Security Division, Intergraded Commercial Intrusion Detection System operating instructions: Page 122 thru 140)			
7. Did the unit SOP (if applicable) reflect procedures for transporting Category I & II AA&E? (AR 190-11, para 7- 15)			
8. Was a Record of Daily Duty Officer/Duty NCO checks obtained upon return of the deployed unit? (AR 190-11)			
9. Was an inventory of all items in the arms room properly conducted and/or recorded upon the unit's return? (AR 190- 11)			
10. Did the unit assume complete operational control of the arms room? (AR 190-11, AR 710-2, and DA Pam 7 10-2- 1)			

HANDBOOK EXAMPLE ONLY

MEMORANDUM FOR RECORD

2 JULY 2009

SUBJECT: 100% Serial Numbered Inventory of AA&E **Remaining** in the Arms Room.

1. The below listed items were inventoried by the undersigned by serial number on date indicated and were present when the below listed seals were placed on doors/windows.

A. M16A2 Rifles
(1) - 1234569
(2) - 1234570
(3) - 1234571
(4) - 1234572

G. AN/PVS4
(1) - 3331
(3) - 3333

B. 9MM Pistols
(1) - 2123456
(2) - 2123458

H. Bayonets
(1) - One (1) container protected by seal
#123456 containing 119 M9 bayonets.

C. Machine Gun M60 with Spare Barrels
(1) - 23246A
(2) - 23247A

I. POW Ammunition
(1) - 50 Rounds Remington 357 cal.

D. Tripod M-3

J. LAW Sub-Cal M190
(1) - 1
(2) - 2

E. Machine Gun 50 Cal M2 with Spare Barrels
(1) - 212122

K. POW
(1) - 2573E Pistol S&W 357
(2) - One (1) knife hunting 8" blade, brown handle with scabbard

F. SAW M249 with Spare Barrel
(1) - 69651

L. M203s
(1) - 19994R
(2) - 1955R

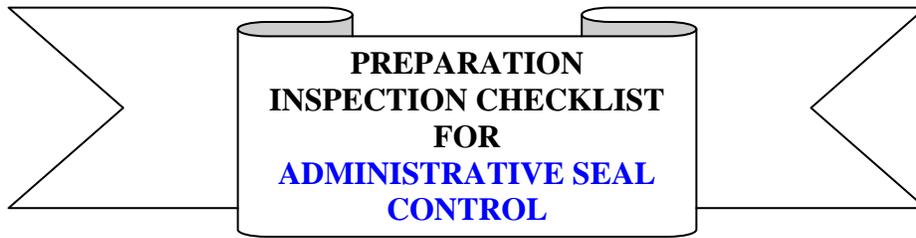
2. This memorandum will be retained on file until unit returns and a 100% serial numbered inventory is conducted and all items are accounted for.

3. The following seal (s) were placed on arms room doors/windows:

seal #XXXXXXXXXXXXXXXXXXXXXXX
seal #XXXXXXXXXXXXXXXXXXXXXXX

SIGNATURE BLOCK
REAR DETACHMENT CDR
DATE/RANK

SIGNATURE BLOCK
DEPARTING CDR
DATE/RANK



**PREPARATION
INSPECTION CHECKLIST
FOR
ADMINISTRATIVE SEAL
CONTROL**

1. Ensure a seal custodian (or alternate, if applicable) is appointed in writing.
2. Ensure the seal custodian (or alternate, if applicable) has taken steps to ensure that personnel who were designated to issue, and account for seals in his/her absence clearly understand local seal control procedures.
3. Ensure the seal custodian (or alternate, if applicable) properly maintains a seal control register at all times.
4. Ensure a seal control/accountability system is established.
5. Ensure seals in use meet authorized specifications.
6. Ensure unused seals are properly secured.
7. Ensure monthly serial numbered inventories of unused seals are properly conducted and/or recorded.
8. Ensure the seal logbook is properly maintained.
9. Enclosed from pages 107 to 109 are examples of forms to be utilized.
10. Page 110 is a checklist pertaining to this area for pre-inspection purposes.
11. Reference:
 - a. AR 190-51, App D, Para. D

HANDBOOK EXAMPLE ONLY

UNIT/OFFICE SYMBOL

DATE

On _____ a 100% monthly inventory of all seals was conducted by the undersigned with a status as indicated.

BALL SEALS

SEAL #

STATUS

A-000001	
A-000002	
A-000003	
A-000004	
A-000005	
A-000006	
A-000007	
A-000008	
A-000009	
A-000010	
A-000011	
A-000012	
A-000013	
A-000014	
A-000015	
A-000016	
A-000017	
A-000018	
A-000019	
A-000020	

YOUR NAME
Rank, USA
Seals Custodian

HANDBOOK EXAMPLE ONLY

UNIT HEADING

UNIT/OFFICE SYMBOL

DATE

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Additional Duty Appointment

1. Effective (date), (name, unit) is assigned to the following additional/special duties: **Primary Seal Custodian** for (i.e.: unit/ activity/ section/ platoon).
2. Authority: AR 190-51
3. Purpose: To perform duties in accordance with above regulation.
4. Period: (from too indefinite).

*Commanders
Signature Block*

NOTE: Orders must indicate which section the above custodian is responsible for (i.e.; motor pool, supply etc.)

HANDBOOK EXAMPLE ONLY

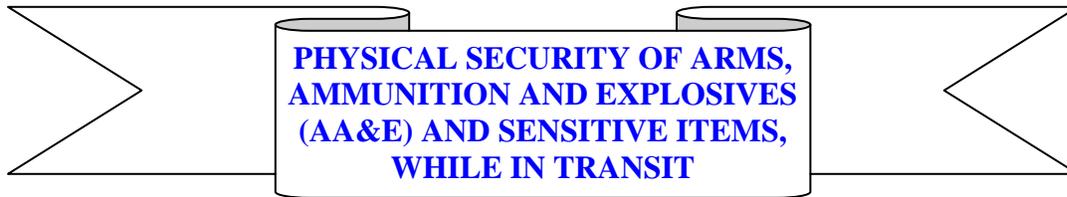
DISPOSITION OF SEALS

SEAL NUMBERS	DATE/TIME APPLIED	APPLIED TO	APPLIED BY	DESTINATION	DATE/TIME REMOVED	REMOVED BY

**INSPECTION CHECKLIST
FOR
ADMINISTRATIVE SEAL
CONTROL**

Over all Rating (Circle one)

Adequate	Not Adequate		
Administrative Seal Control Check List			
Rating Guidelines: To achieve the minimum standards in this area, there can be no more than two (2) critical task deficiencies and no recurring deficiency. Critical task deficiencies are identified by an asterisk (*). Five (5) or more deficiencies other than critical will result in a (NO GO) (Poor) rating.			
* 1. Was there a seal custodian (or alternate, if applicable) appointed in writing? (AR 190-51, App D, para D- 10)			
2. Had the seal custodian (or alternate, if applicable) taken steps to ensure that personnel who were designated to issue, and account for seals in his/her absence clearly understood local seal control procedures? (AR 190-51, App D, para D-10)			
*3. Did the seal custodian (or alternate, if applicable) properly maintain a seal control register at all times? (AR 190-51, App D, para D-10)			
*4. Was a seal control accountability system established? (AR 190-51, para D-10)			
5. Did seals in use meet authorized specifications? (AR 190-51, App D, para D-10)			
*6. Were unused seals properly secured? (AR 190-51, App D, para D- 10)			
*7. Were monthly serial numbered inventories of unused seals properly conducted and/or recorded? (AR 190-51, App D, para D-10)			
*8. Was the seal logbook properly maintained? (AR 190-51, App D, para D-10)			



**PHYSICAL SECURITY OF ARMS,
AMMUNITION AND EXPLOSIVES
(AA&E) AND SENSITIVE ITEMS,
WHILE IN TRANSIT**

1. Production and movement of AA&E and Sensitive Items, to include physical security while in transit from the ammunition depot to the receiving installation is the responsibility of AMC. Transit may be accomplished by government approved commercial contractors with strict regulatory physical security requirements.

2. Upon receipt of AA&E and Sensitive Items at installations, the Ammunition Supply Point (ASP) of the Directorate of Logistics (DOL) assumes all responsibilities, until relinquished to the unit (s), thereby transferring said responsibility to same.

3. There are four basic categories of arms, ammunition and explosives:

a. Category I (Arms)

(1) Non-nuclear missiles and rockets in a ready to fire configuration, for example, Hamlet, Red Eye, Stinger, Dragon, light antitank weapon (LAW) and Viper. This category also applies in situations where the launcher tube and the explosive rounds, though not in a “ready to fire” configuration, are jointly stored or transported.

b. Category II

(1) Light automatic weapons up to and including M16A2, M4, M249,.50 caliber and 40mm MK 19 machine gun.

c. Category III

- (1) Launch tube and grip stock for Stinger missile.
- (2) Launch tube, sight assembly, and grip stock for Hamlet and Red Eye missiles.
- (3) Tracker for Dragon missiles.
- (4) Mortar tubes excluding the 4.2.
- (5) Grenade launchers.
- (6) Rocket and missile launchers, unpacked weight of 100 pounds or less.
- (7) Flame throwers.
- (8) The launcher or missile guidance set or the optical sight for the TOW.

d. Category IV

- (1) Shoulder-fired weapons, other than grenade launchers, not fully automatic.
- (2) Handguns.
- (3) Recoilless rifles up to and including 90mm.
- (4) All night vision devices and other sensitive items, as deemed necessary for additional security.

e. **Category I (Ammo and Explosives)** Explosive complete rounds for Category I missiles and rockets.

f. **Category II**

- (1) Hand or rifle grenades, high explosive, and white phosphorus.
- (2) Mines, antitank, or antipersonnel (unpacked weight of 50 pounds or less each).
- (3) Explosives used in demolition operations, for example, C4 military plastic explosive, and TNT.

g. **Category III**

- (1) Ammunition, .50 cal. and larger, with explosive filled projectile (unpacked weight of 100 pounds or less each).
- (2) Grenades, incendiary, and fuses for high explosive grenades.
- (3) Blasting caps.
- (4) Supplementary charges.
- (5) Bulk explosives.
- (6) Detonating cord.

h. **Category IV**

- (1) Ammunition with non-explosive projectile (unpacked weight of 100 pounds or less each).
- (2) Fuses, except for paragraph 3g(2) above.
- (3) Grenades, illumination, smoke, and CS/CN (tear producing)
- (4) Incendiary devices.
- (5) Riot control agents, 100 pound package or less.
- (6) Ammunition for weapons in Category IV above, not otherwise categorized.

i. **Sensitive Items.** Sensitive, high dollar value equipment (night vision devices, communications and electronics equipment, tool kits, etc.) should be secured in locked/sealed containers with equipment of comparable value and sensitivity, and accounted for in accordance with (IAW) established supply procedures.

4. Units in transit with any like item(s) listed in Para 3. above will at a minimum accomplish security requirements, by types of movement as follows.

a. **Ground Transportation Requirements**

Category I and II

- (1) AA&E and Sensitive Items shipments will be inventoried by serial number, inventory will contain as a minimum, serial numbers, nomenclature, and quantity. One (1) copy will be maintained within the arms room and one (1) copy will accompany the shipment.
- (2) AA&E and Sensitive Items will be placed in the custody of a commissioned officer, warrant officer, non-commissioned officer (E-6 and above), or DOD civilian of equivalent grade.
- (3) Units must maintain armed guard surveillance at all times to and from destination.
- (4) Two (2) person rule applies.

Category III and IV

(1) AA&E and Sensitive Items shipments will be inventoried by serial number, inventory will contain as a minimum, serial numbers, nomenclature, and quantity. One (1) copy will be maintained within the arms room and one (1) copy will accompany the shipment.

(2) AA&E and Sensitive Items will be placed in the custody of a designated responsible individual.

(3) Will have dual driver protection. One driver must be with the vehicle and awake at all times to and from the destination.

(4) Guards may be armed at the discretion of the commander.

NOTE #1: Additional requirements may be dictated by the ASP/ITO/DTO/DAO/DOL.

NOTE #2: Consideration should be given to consolidating all sensitive items and equipment with AA&E.

b. Military Aircraft

Category I and II

(1) AA&E and Sensitive Items shipments will be inventoried by serial number. Inventory will contain as a minimum, serial numbers, nomenclature, and quantity. One (1) copy will be maintained within the arms room and one (1) copy will accompany weapons.

(2) Category I and II AA&E will be placed in the custody of a commissioned officer, warrant officer, non-commissioned officer (E-6 and above), or DOD civilian or equivalent grade.

(3) Units must maintain armed guard surveillance at all times to and from the aircraft.

(4) Two (2) person rule applies.

(5) Weapon systems will be shipped in a locked, banded, and sealed metal container (i.e. Conex). A copy of the serial number inventory will be placed inside the container.

(6) Containers will be loaded in such a manner that doors are inaccessible during shipment.

(7) The container will be sealed with a serial number seal and the number will be recorded and maintained by the shipper.

(8) Guards will relinquish their ammunition to a responsible member of the flight crew, only after the shipment has been loaded and all hatches secured.

(9) Upon arrival, the load master will return the ammunition to assigned guards. The guards will deplane prior to the removal of the AA&E from the aircraft and resume custody/responsibility.

Category III and IV

(1) AA&E and Sensitive Items shipments will be inventoried by serial number. Inventory will contain as a minimum, serial numbers, nomenclature, and quantity. One (1) copy will be maintained within the arms room and one (1) copy will accompany weapons.

(2) Category III and IV will have dual driver protection. One driver must be with the vehicle and awake at all times to and from the aircraft.

(3) Guards may be armed at the discretion of the commander.

NOTE #1: Shipments of AA&E and Sensitive Items by air freight, log air, quick trans, MAC or commercial charter must be coordinated with DOL Transportation Office (ITO).

NOTE #2: Consideration should be given to consolidating all sensitive items and equipment with AA&E.

c. Rail Movements

Category I and II

(1) AA&E and Sensitive Items shipments will be inventoried by serial number. Inventory will contain as a minimum, serial numbers, nomenclature, and quantity. One (1) copy will be maintained within the arms room and one (1) copy will accompany weapons.

(2) Category I and II AA&E and Sensitive Items will be placed in the custody of a commissioned officer, warrant officer, non-commissioned officer (E-6 and above) or DOD civilian of equivalent grade.

(3) Units must maintain armed guard surveillance of all rail cars transporting AA&E and Sensitive Items, as well as to and from the rail sites.

(4) Two (2) person rule applies.

(5) AA&E and Sensitive Items will be shipped in a locked, banded, and sealed metal container (i.e. conex). A copy of the serial numbered inventory will be placed inside the container.

(6) Containers will be loaded in such a manner that doors are inaccessible during shipment.

(7) Containers will have a serial numbered seal and the number will be recorded and maintained by the shipper.

Category III and IV

(1) AA&E and Sensitive Items shipments will be inventoried by serial number. Inventory will contain as a minimum, serial numbers, nomenclature, and quantity. One (1) copy will be maintained within the arms room and one (1) copy will accompany weapons.

(2) Category III and IV AA&E will have dual driver protection. One driver must be with the vehicle and awake at all times to and from the rail sites.

(3) Guards may be armed at the discretion of the commander.

NOTE: #1: Shipments of AA&E and Sensitive Items by commercial carriers will be coordinated with DOL Transportation Officer (ITO).

NOTE: #2: Consideration should be given to consolidating all sensitive items, equipment with AA&E.

d. Military Vehicles. Military vehicles containing ammunition/explosives will not be operated or parked inside family housing of troop areas, motor pools, shops, warehouse areas and administrative areas. Exception is for units transporting SAA or operational ammunition to arms room for storage. The term "administrative area" specifically includes the Main Commissary and Post Exchange facilities on the installation. Military vehicles transporting ammunition must have the appropriate explosive placards displayed on the vehicle prior to departing the ASP and at all times while ammunition is on the vehicle.

e. Movement of Ammunition/Explosives over a Public Highway. Units requiring such movement in a military vehicle must first secure clearance from Unit Movement Branch, Transportation Division, DOL. For the purpose of this regulation, the term "public highway" does not include Louisiana numbered highways within the boundaries of Fort Polk and/or designated tank trail route to Peason Training Area.

f. Post Routes From ASP to Training Areas and Ranges.

- a. East Route: Mill Creek Road east to training area/range.
- b. North Route: Mill Creek Road to Texas Avenue to Avenue K (North Fort) to Artillery Road, east to training area/range.
- c. Peason Training Area Route: Mill Creek Road to Texas Avenue to Avenue K (North Fort) North on Avenue K and exit North Fort Gate 2, proceed north and cross Louisiana 28 and Louisiana 8 and proceed on tank trail to Peason Training Area.

g. Post Route from Training Areas/Ranges to ASP. Follow the reverse route used to move the ammunition from the ASP to the training area.

h Transportation Security of Ammunition and Explosives.

- a. Movement of Category I and II ammunition and explosives by unit or organizational transportation will be under armed guard protection. For motor vehicles, armed guard surveillance requires driver and one armed guard. An escort vehicle must also be provided when transporting Category I ammunition. Ammunition must be placed in the custody of a SSG (E6) or above.
- b. Movement of Category III and IV ammunition and explosives by unit or organizational transportation will be with one operator (driver/co-driver) and one escort (per vehicle) performing constant surveillance.
- c. Transporting ammunitions/explosives in privately owned vehicles (POVs) is prohibited.

5. Security Clearance: If ammunition or explosives are classified SECRET or higher, the guards will possess an equivalent degree of clearance.

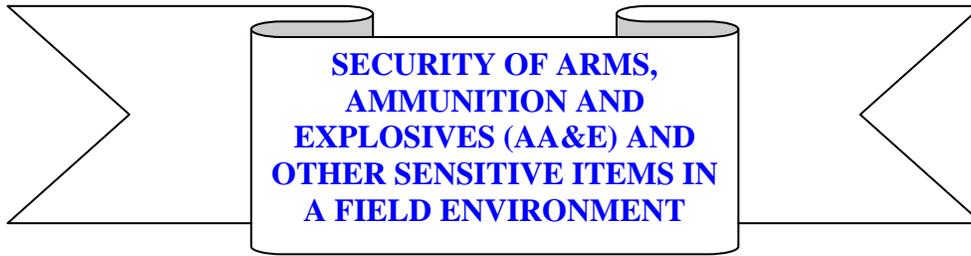
6. Two Person Rule: Two authorized persons, each having equal knowledge of duties will be present at all times during any operation which affords access to Category I items. This includes guards.

7. With the possibility of threats directed toward the US Government, when AA&E and Sensitive Items are present, especially during any transit, the chain of command at all levels will be cognizant of, and ensure all applicable regulations are strictly maintained.

8. Questions concerning shipments of AA&E and Sensitive Items should be directed to the Provost Marshal, Physical Security Division, 531-7907/7756.

9. References:

- a. AR 190-11, Physical Security of Arms, Ammunition and Explosives.
- b. AR 55-355, Defense Traffic Management Regulation.
- d. DA Pam 710-2-1, Unit Supply Update.
- e. MSG, CMD, FORSCOM, dated 041900Z Jan 94, SUB: Security and Accountability of Sensitive US Government Property during Unit Movements.
- f. MSG, CMD, Fort Polk, E-Mail, date 081892, 1301, SUB: Security of Night Visions Devices.
- g. JRTC & Fort Polk Regulation 75-1, Ammunition Control Procedures.



**SECURITY OF ARMS,
AMMUNITION AND
EXPLOSIVES (AA&E) AND
OTHER SENSITIVE ITEMS IN
A FIELD ENVIRONMENT**

1. The unit commander has the overall responsibility for the security and safeguarding of all weapons, ammunition and sensitive items on his property book, and/or in his/her possession or care.
2. Prior to deploying to the field the commander will ensure.
 - a. A safety briefing is conducted on AA&E while in a field environment.
 - b. Weapons will be issued to soldiers upon authorization from the commander.
 - c. Prior to issuing a weapon from the arms room, the armorer will check the MAL and the soldiers weapon card to ensure the numbers, name, and the signature match and are correct.
 - d. Soldier will turn in a DA Form 3749 (equipment receipt) card when signing for weapons or other sensitive items from the arms room.
 - e. Soldiers that do not have a weapons card will sign out the weapon on a DA Form 3161 or DA Form 2062, and (FP Form 639) a weapons log.
 - f. If the weapon will be out of the arms room over twenty-four (24) hours, the soldier must turn in his/her DA Form 3749, and sign weapons log (FP Form 639).
3. Movement of AA&E
 - a. Commanders will ensure adequate security measures are taken to protect AA&E and sensitive items being moved by unit transportation, on or off post.
 - b. AA&E and sensitive items will not be left unattended or unsecured at any time.
 - c. Category I & II AA&E will be placed in the custody of a commissioned officer, warrant officer or NCO (E-6 and above).
 - d. Category I AA&E will be provided armed surveillance.
 - e. Category II A A&E will be provided armed surveillance if taken off post (in bulk).
 - f. Category III & IV and sensitive items will be under the continuous positive control of designated responsible personnel.
 - g. Weapons will be transported by military vehicle only.
 - h. Under no circumstances will a weapon be transported in a POV.

4. While in a field environment:

- a. A system of supervisory checks will be established to ensure all personnel comply with security procedures for AA&E and sensitive items.
- b. Control of AA&E and sensitive items during field training or range firing will be closely monitored by officers and NCOs'.
- c. When the company is operating in the field, each soldier will be responsible for securing his/her weapons at all times.
- d. During field exercises and training, all pistols will be secured to the responsible person by a lanyard.
- e. AA&E and sensitive items will not be left unattended or unsecured.
- f. AA&E and sensitive items will be under continuous control.
- g. Any time weapons are stacked in the field, a guard will be posted.
- h. In the event a weapon or sensitive item is lost or missing, the company commander and the S-2 will be notified immediately. They will report lost/missing items to higher headquarters in compliance with applicable regulations.

5. Immediate action to be taken in the event of a lost/missing weapon or sensitive item.

- a. Immediately notify the company commander, S-2, the Military Police and/or CID.
- b. Restrict individuals to the operating area.
- c. Conduct a detailed search for the weapon or sensitive items.
- d. Detailed procedures are outlined in this handbook at pages 120 and 121.

6. The following action will not occur upon discovery of an incident involving AA&E or other sensitive items:

- a. Do not accuse anyone of taking the weapon unless a statement can be obtained from a witness.
- b. Do not attempt to conceal the fact from higher headquarters. The command group must immediately be notified.
- c. As soon as the weapon or sensitive item is found/recovered, the entire chain of command that had been notified when the loss was discovered will be informed of the recovery of the weapon/sensitive item as soon as possible.

7. Procedures for dead or medically evacuated personnel:

a. Weapons will normally be turned in by the soldier who initially drew the weapon.

b. The only exception to this policy will be when the soldier who drew the weapon has been killed or injured so severely medical evacuation must take place.

8. When a soldier is killed or severely injured the following actions must take place:

a. The senior soldier from the injured person's unit will take physical control of the weapon prior to evacuation.

b. That soldier will maintain physical control of the weapon until it can be returned to the unit arms room.

c. If no one from that unit is present, the weapon will be hand receipted to a responsible officer/NCO and returned to the unit's arms room as soon as possible.

9. Security of NVD's during training exercise:

a. NVD's not in use will be secured IAW AR 190-11 as a category IV item, and/or a guard posted.

b. Access to keys and padlocks securing NVDs will be strictly controlled.

c. NVDs / NVGs taken to the field will be secured either around the neck or inside the butt pack, and in the possession of the individual signed for them.

d. Under no circumstances will the NVDs be left unsecured or unattended at any time.

10. Upon returning from the field environment:

a. The soldier will return his weapon to the arms room, the armorer will verify item and serial number prior to returning the DA Form 3749 and closing out weapons log.

b. Weapons logs will be destroyed after the monthly serial number inventory, unless weapons are still signed out.

c. A 100% serial numbered inventory will be conducted of all AA&E and sensitive items by a responsible officer/NCO (E-6 or above) and recorded on a memorandum.

d. Higher headquarters will be notified upon 100% accountability of unit's AA&E and sensitive items.

11. References:

- a. AR 190-11, Physical Security of Arms, Ammunition and Explosives.
- b. DA Pam 710-2-1, Unit Supply Procedures.
- c. JRTC & FP Reg 75-1, Ammunition Procedures,
- d. MSG, CMP FORSCOM dated 041900Z Jan 94 SUB: Security and Accountability of Sensitive US Government Property During Unit Movements.
- e. AR 190-13, The Army Physical Security Program.
- f. AR 585-04, Ammunition and Explosives Safety Standards.



- 1.** It is recommended that commanders treat all unaccounted subject items as if items have been stolen until circumstances prove otherwise (i.e. lost, inventory discrepancies etc.).
- 2.** Listed below are actions to be taken in the event of lost, stolen, or missing AA&E or other sensitive items:
 - a. The unit chain of command will be notified.
 - b. Notify the Provost Marshal Office (PMO) or Security Office as soon as the incident is discovered. The notice will be as complete as possible but will not be delayed because of incomplete date. US Army Reserve units will notify the Provost Marshal responsible for their geographical area.
 - c. Secure and cordon off the scene of the lost/theft.
 - d. Restrict individuals to the affected area.
 - e. Record the name, POV data, and off-post addresses of individuals who are not present at the time the area is secured and who may have departed during the time of the incident. Provide data to the MP's upon arrival.
 - f. Conduct a detailed search for the lost/stolen items.
 - g. Conduct a 100% serial numbered inventory of all sensitive items listed on the unit property book. (NOTE: This inventory is conducted to insure that all other sensitive items are accounted for and to ensure/identify accurate serial numbers of lost/stolen items are reported). This inventory will be conducted by an NCO/Officer and will be recorded on a memorandum.
- 3.** Inventory and accountability losses must be thoroughly investigated before any loss can be attributed to any inventory of accountability discrepancy, it must be determined through investigation that the loss was not the result of theft or misappropriation.
 - a. Investigation will be conducted in accordance with AR 735-5, and/or AR 15-6.
 - b. For incorrect listing of serial numbers in unit property books, corrections will be made in accordance with DA Pam 710-2-1.

c. All serial numbers in question will be checked through DOL serialization for verification of owning unit.

4. Transportation losses/thefts. All AA&E lost/stolen while being transported by, or under the supervision of any unit will be reported to the Provost Marshal as soon as possible after the incident is discovered.

5. Request, through channels, that an AR 15-6 investigation be initiated for AA&E listed in Appendix E, AR 190-11, and for other sensitive items lost as Controlled Inventory Item Code (CIIC) of 1,2,3,4,5,6,9,N,P,Q, or R and Night Vision Devices with a SEC of Y, including LIN, L40063, N04456, N04596, N04730, N04732, and Y03104. Requirements for AR 15-6 investigation for AA&E are listed in AR 190-11, for other sensitive items requirements see list in DA Pam 710-2-1, N-3 d(1). When there is a doubt as to how, when and under what circumstances, you initiate a AR 15-6 investigation for an item lost, missing or stolen, contact the office of the Staff Judge Advocate.

6. When lost, stolen, or missing AA&E or other sensitive items are found/recovered the following actions will be taken:

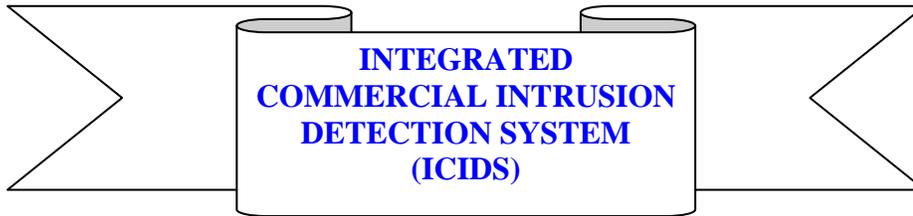
a. Chain of command will be notified.

b. Notify the Provost Marshal Office or the Security Office and report all information surrounding the recovered item, (i.e. time found, location item was found, who found the item etc.).

7. Night Vision Devices will be secured and accounted for using the criteria for Category IV AA&E as outlined in references.

8. References:

- a. AR 190-11, Physical Security of Arms, Ammunition and Explosives.
- b. AR 190-13, The Army Physical Security Program.
- c. AR 190-51, Security of Army Property of Unit and Installation.
- d. AR 380-5, Department of the Army Information Security.
- e. AR 710-2, Supply Policy below the Wholesale Level.
- f. DA Pam 710-2-1, Using Unit Supply System, Manual Procedures.
- g. JRTC & FP Reg 75-1, Ammunition Procedures.
- h. FORSCOM Msg. dtd 16 December 1994, Subj Accountability and Security of Night Vision Devices.
- I. AR 735-11, Accounting for Lost, Damaged and Destroyed Property.



1. Integrated Commercial Intrusion Detection System (ICIDS)

a. Purpose: This section provides guidance for the operation of the Integrated Commercial Intrusion Detection System, (ICIDS) at Fort Polk, Louisiana.

b. Scope: The adequacy of protection of an arms room is in direct proportion to: the degree of physical protection offered by weapons racks plus the construction of the arms room itself; the reliability of an intrusion detection system; the responsiveness of reaction force to the reported intrusion. The scope of this section is limited to the basic operational procedures necessary to ensure the maximum protection is received from the system resulting in immediate notification of a designated authority should an intrusion attempt be made. It must be emphasized, however, that the best intrusion detection system is ineffective if appropriate physical security procedures and responsive reaction personnel are not a part of the overall protection plan.

c. Threat: The ICIDS is designed to detect the semi-skilled intruder who can be expected to attempt entry without sophisticated equipment and detailed planning and may work individually or as a member of a small group. The semi-skilled intruder has been and is expected to continue to be the primary threat to arms rooms. This intruder can be expected to attack locks, doors, windows, vents, walls, floors, and ceilings of the arms room, or he may be stay-behind to remove arms after the room is secured. He is also expected to resort to armed robbery by confronting armorers and guards.

d. Vulnerabilities:

(1) Doors - constitute a primary point of intrusion. The intruder can be expected to attempt entry by cutting or breaking the lock and opening the doors, or by breaking through the door.

(2) Walls, ceilings, floors - A determined intruder can break through almost any type wall, ceiling, or floor normally found in arms rooms in a matter of seconds or minutes with readily available tools. For example, a man with a ten-pound sledge hammer can batter a man-size hole through either an eight-inch filled concrete block wall or five-inch reinforced concrete wall in less than a minute.

(3) Windows - Windows, like doors are a primary point of intrusion and are the hardest of all room features to protect. For example, a man with a two-pound hammer can clean out a wire-reinforced glass window in a metal frame in less than a minute.

(4) Apertures - An opening of 96 square inches (minimum dimensions of six inches) or larger, in walls, ceilings, floors, or doors must be considered as a possible point of entry.

(5) Personnel - Guard and arms room personnel offer ready targets for persons bent upon robbery. Armed guards may be robbed of their weapons while armorers and Charge of Quarters may be used by an intruder to gain access to weapons.

2. General

a. The ICIDS consists of a family of intrusion sensors, a duress sensor, a control unit, a monitor cabinet, alarm and status monitor modules, a data transmission system, and an audible alarm. The various intrusion sensors detect penetration through boundaries of the protected area, intruder motion in the protected area, or the removal of or proximity to the protected item. The duress sensor allows that assistance is required.

The control unit supplies primary and backup power for all sensors, controls the mode of system operation, controls activation of the audible alarm, and supplies alarm and status conditions for transmission to the monitor modules. The audible alarm, located at the protected area, provides notification to those near the protected area that an intrusion has occurred. The audible alarm is not sounded when the duress sensor is activated. The data transmission system transmits system alarm and status condition from the control unit to a module in a monitor cabinet. The alarm monitor module displays only alarm data transmitted by the data transmission system, and provides an audible tone indication of any changes to a sensor, the control unit, or the monitor module.

b. Modes of System Operation: there are three modes of operation:

(1) Secure: The ICIDS is operated in the SECURE mode when the protected area is secured. In this mode, all alarms (intrusion, tamper, and duress) are processed and presented to the monitor modules. All alarms, except the duress alarm, are presented to the Audible Alarm. An exit time delay is provided to allow authorized personnel to leave the protected area without sounding an alarm.

(2) Access: The ICIDS is operated in the ACCESS mode when the area is open to authorized personnel. In this mode, all intrusion alarms are inhibited from being presented to either the monitor modules or the audible alarm. Tamper and duress alarms are presented to the monitor modules, but only tamper alarms are presented to the audible alarm. An entrance time delay is provided to allow authorized personnel to enter the protected area and turn the control unit mode switch to ACCESS without sounding the audible alarm or monitor module alarm.

(3) TEST/RESET: The TEST/RESET mode is used when maintenance is being performed on the system. All alarms are inhibited from the audible alarm but are presented to the monitor modules. Upon receipt of an alarm input, an audible signal in the control unit is activated for 10 seconds as an aid in ICIDS testing. Momentarily placing the mode switch in this position will reset and silence the audible alarm, and personnel at monitor cabinet that a change from ACCESS to secure was received

c. Instantaneous Alarm with Latched Delayed Type of Operation: Alarm signals may be presented to the monitor modules in one of four ways. For the sake of brevity, only the instantaneous alarm with latched delayed type of operation will be discussed in this handbook. In the SECURE mode of operation, intrusion alarm inputs to the control unit, occurring prior to expiration of the entrance time delay, are instantaneously transmitted to the monitor module to which the control unit is connected.

If the mode switch on the control unit is not turned to ACCESS prior to expiration of the entrance time delay, the control unit will transmit another alarm which will continue until reset by momentarily switching the mode switch at the control unit to TEST/RESET position. After turning the mode switch on the Control Unit to SECURE, intrusion alarms generated by personnel securing the area will be instantaneously presented at the control unit alarm outputs. This alarm output will continue for 10 seconds or until the alarm input has disappeared, Provided an alarm input is not present upon expiration of the exit time delay, the control unit will transmit another alarm which will continue until reset. Taper and duress alarms are transmitted instantaneously.

d. Description of System Components: The individual components which are interconnected to form a ICIDS system are described in the following paragraphs.

(1) Control Unit: The control unit contains the primary and backup power supply for system operation at the protected area and contains circuitry to recognize and process system status alarm conditions for transmission to the audible alarm and/or monitor module. Transfer to backup power supply (battery) is on continuous float charge when AC power is present at the control unit. The control unit houses the data transmitter. A momentary action push-button switch is provided in the control unit to synchronize/-chronize the data transmitter and data receiver if a data transmission system used.

A high security key-lock switch is provided on the front of the control unit door to deter unauthorized opening. When the door is opened, a tamper switch is activated and a tamper alarm is generated. A white light is provided on the front of the control unit to indicate the presence of AC power to the unit.

(3) Monitor Cabinet: The monitor cabinet houses monitor modules for monitor system status, and a signal module for monitoring status of AC power to the monitor cabinet and for providing an audible signal when system status changes. The signal module acknowledge switch is used to acknowledge AC power failures to the monitor cabinet which is indicated by the flashing of the white lights on the front of the signal module. The monitor cabinet has a self contained primary and backup power supply. Transfer to backup power is automatic and instantaneous if AC power fails. The backup power supply (battery) is on continuous float charge when AC power is present at the monitor cabinet. The monitor cabinet also houses the data receivers which are plugged into the monitor modules, if data receivers are used. Three types or sizes of monitor cabinets are available: a single zone with provisions for one plug in monitor module; a five zone with provisions for up to five monitor modules; and a 25 zone which accepts up to 25 monitor modules.

(4) Balanced Magnetic Switch: The balanced magnetic switch detects penetration through the boundary of the protected area by protecting the opening of a secured door or window. It consists of a magnetic switch assembly and an actuating magnet assembly. The magnetic switch assembly mounts on the door frame, and the actuating magnet assembly mounts of the door. When the door or window is closed, the field from the actuating magnet assembly interacts with a second field and allow the switch to close. When the door or window is opened, the actuating magnet assembly is moved away from the switch assembly, the field inside the magnetic switch assembly becomes unbalanced and forces the switch open.

(5) When the switch opens, an intrusion alarm signal is initiated. An attempt to remove the cover of the magnetic switch assembly and the actuating magnet assembly also will initiate an alarm signal. The balanced magnetic switch does not require operating power from the control unit.

(6) Capacitance Proximity Sensor: The capacitance proximity sensor is designed to detect intruder penetration through windows, ventilators, and other similar openings, or to detect removal or attempted removal of protected items from storage containers. If the sensor is used as a penetration sensor, the window, ventilator, or similar opening must be covered with a metal grill insulated from electrical ground. The grill is not supplied with the sensor. The grill must be manufactured locally from such conducting materials as metal fencing or expanded metal. Coaxial cable is supplied with the sensor to connect the grill of protected container to the signal processor. As much as 1200 square feet of protected metal surface may be connected to a signal processor. The sensor continually monitors the net capacitance between the metal and a reference ground. When an intruder closely approaches or touches the protected metal, the capacitance between the metal and ground is changed. This change in capacitance is sensed by the signal processor, and an alarm, is generated. The sensor is designed such that slow changes in capacitance, caused by normal changes in environmental conditions, will not cause an alarm to be generated. Operating power is supplied by the control unit.

(7) Grid Wire Sensors: The grid wire sensor is used to detect forced entry through walls, floors, ceilings, doors, windows, and other barriers. The surface of the barrier is covered by two continuous wires in a 4-inch square grid pattern. Wood panels are then installed over the wire grid to protect the grid from day-to-day abuse and to conceal the grid. The grid wire is terminated in a junction box which has a tamper switch on the back of the box to detect attempts to pry the box off the wall. The terminals in the box are wired to the control unit alarm inputs. Penetration of the barrier breaks the wire at one or more points and causes an intrusion alarm to be generated. The grid wire sensor does not require power to be generated. The grid wire sensor is supplied in a kit containing all the material required for installation of the sensor. Each kit has sufficient material to cover an area approximately 160 square feet.

(8) Vibration Sensors: The vibration sensor will detect penetration through expanded metal cages or room liners and through metal barriers placed over windows and other openings in the protected area. The sensor detects structurally-transmitted vibration imposed on the metal barrier by actions such as burning, sawing, drilling, and hammering. The sensor generates an alarm when the energy generated satisfies certain design criteria. The sensor consists of a vibration signal processor and one or more vibration sensor detectors. Up to 20 vibration signal detectors can be connected to one signal processor. The detectors will detect vibrations within a radius of four (4) feet from the detector. Operating power is supplied by the control unit.

(9) Passive Ultrasonic Sensor: The passive ultrasonic sensor will detect penetration of metal and masonry walls, ceiling, and floors. It also detects penetration of windows and vents covered by metal grills, shutters, or bars, if these openings are properly sealed against outside sounds. The sensor detects ultrasonic energy that is generated by sawing, hammering, drilling, or burning with a torch.

(10) When the ultrasonic energy generated satisfies certain design criteria, the sensor initiates an alarm. The passive ultrasonic sensor also can be used to detect penetration of wooden walls. If so used, the sensor should be used in conjunction with an ultrasonic motion sensor. The sensor consists of a passive ultrasonic signal processor and one or more passive ultrasonic signal receivers. Up to 20 receivers can be connected to one signal processors to achieve large area coverage. To protect four walls, a minimum of two receivers must be used. Operating power is supplied by the control unit.

(11) Ultrasonic Motion Sensor: The ultrasonic motion sensor detects the motion of an intruder inside the protected area. The sensor detects the Doppler frequency shift of the received ultrasonic signal caused by motion signal processor and one to 20 ultrasonic signal transceivers. The signal transceiver contains a transmitting transducer and a receiving transducer. A transmitting transducer radiates an ultrasonic signal, which is reflected from the surface within the protected room. A receiving transducer receives the reflected signal. If no motion exists within the protected room, the received and transmitted signals are at the same frequency. Motion, however, causes the received signal to differ in frequency from the transmitted signal. The signal processor detects this change in frequency and initiates an alarm signal when certain design criteria have been met. The sensor is designed to recognize and discriminate against air turbulence, blowing curtains, vibrating walls, and similar nuisance alarm creating phenomena. However, it is suggested that the air current inside the protected area be kept as stable as possible in order to minimize false alarms. Operating power is supplied by the control unit.

AC Power Indicator Light Presence of light from indicator indicates AC Power is being supplied to the control unit. Absence of light from indicator indicates failure of AC power to control unit.

NOTE: This table covers only items used by the operator. Items used by higher level maintenance are covered in instructions for appropriate maintenance level.

3. SYSTEM OPERATING PROCEDURES: There are a minimum of two (2) operators involved in the operation of a ICIDS System:

One (1) at the control unit location and one at the monitor Cabinet location. The Control Unit Operator (Armorer) is the individual designated access to the protected area at the end of normal working hours.

4. TESTING THE INTEGRATED COMMERCIAL INTRUSION DETECTION SYSTEMS (ICIDS). The unit/activity will test their ICIDS once a month.

a. An authorized unit/activity representative will contact the CAMS room (531-1214) and request to test the ICIDS.

b. The alarms monitor will verify the identity of the personnel requesting to conduct the test by the use of the unit/activity card file. If the identity of the personnel requesting to test the ICIDS cannot be verified, permission to test will not be given.

c. STEP ONE: The unit representative will open the protected area main door, and remain outside the protected area until CAMS confirms that an alarm has been received to test the BMS.

d. STEP TWO: The unit representative will enter the arms room and position the mode switch key in the ACCESS position, and wait until CAMS confirms that a mode change has been received in conjunction with an ultrasonic motion sensor. The sensor consists of a passive ultrasonic signal processor and one or more passive ultrasonic signal receivers. Up to 20 receivers can be connected to one signal processor to achieve large area coverage. To protect four walls, a minimum of two receivers must be used. Operating power is supplied by the control unit.

e. STEP THREE: The unit representative will secure the main door of the protected area from the inside. Move the mode switch key to the SECURE position. Wait 90 seconds, then

proceed to move around inside the protected area until CAMS confirms that an alarm has been received (test motion).

f. **STEP FOUR:** The unit representative will move the mode switch key to ACCESS position, wait until CAMS confirms that a mode change had been received.

g. **STEP FIVE:** After STEP FOUR has been completed CAMS will advise if the ICIDS is operative or inoperative and give the completion time.

h. If the ICIDS, during any step, fails to test correctly, CAMS will notify the unit First Sergeant and ICIDS will be re-tested. If the ICIDS fails to test correctly the second time, a unit guard will be posted, until DOL personnel can check the ICIDS and determine if it is operational.

i. A unit/activity representative will verify that the test is satisfactorily completed and record the test results on FORSCOM Form on Pages 136 thru 141.

j. A unit/activity receiving a false, nuisance and/or actual alarm will record the results on DA Form 4930-R on page 142.

5. DURESS ALARMS: ICIDS duress alarm will not be tested except by authorized DOL personnel.

6. Control Unit (Armorer) Operating Procedures:

1. Item Operating Procedures

a. Securing Protected Area

(1) Insure that all personnel have left

(2) Shut all doors and windows in protected area.

(3) Secure all windows and doors, except main entrance door.

(4) Verify control unit AC POWER indicator light is on. Verify with personnel at monitor cabinet that the alarm was transmitted when room was entered and that the system is now in ACCESS mode.

NOTES 1. Abnormal conditions shall be reported to the following personnel:

a. Provost Marshal's CAMS Office, telephone 531-1214, and the Physical Security Division, telephone 531-7907.

2. Main entrance door must be closed within 40 seconds after key pad is placed in secure position to prevent alarm. This time limit is set for the control unit exit delay time.

3. Key pad must be placed in ACCESS position within 40 seconds after main entrance door is opened to prevent alarm. This time limit is set for the control unit entrance delay time.

4. Intrusion Detection System Key Control, Accountability, and Security

a. Arms and Ammunition Storage Area

(1) The keys to the monitor consoles and control units will be maintained by DOL personnel.

ACCESS: The top line of the second message will display your ZONENUMBER and location description. The bottom line of the second message will display the time and date.

ACCESS MODE

The first individual to enter the zone, will be greeted with a steady tone emitting from the keypad. This is the security system's way of getting the users attention. The system is currently in a secure mode and is requesting that be placed it in the access mode. To place the system in the access mode the six digit PIC number (one asterisk "*" will appear on the display for each number pressed) and then press the **GO** key. At this point the display will change to a function key menu screen (if the display requests "PLEASE RE ENTER" either the PIC number was entered wrong or the number is not valid). The function key menu will appear, as shown below:

ACC	***	CMD	DIS
F1	F2	F3	F4

Press the F1 key to place the zone in ACCESS mode. No other action is required. After a few seconds the keypad will beep, and the display will briefly change to "<KEY> TIME OUT" and then return to a normal display. The state of the zone should now be ACCESS. If the display indicates that it is in EXTENDED ACCESS further action will be required (See procedures for EXTENDED ACCESS). If the display indicates ACCESS, no further action will be required until it is time to SECURE the zone.

SECURE MODE

If you are the last one out of your zone, you will be required to SECURE the zone. To place the system in the secure mode you enter you six digit PIC number (one asterisk "*" will appear on the display, for each number pressed), then press the **GO** key. At this point, the display will change to a function key menu screen. The function key menu will appear, as shown below:

SEC	EXT	CMD	DIS
F1	F2	F3	F4

Press the **F1** key to place the zone in SECURE mode. Watch the display and verify that the mode has changed to SECURE. Immediately leave the zone and secure the door. After a few seconds, the green indicator light (LED) outside the zone will start to flash. It should illuminate five times, one long and four short flashes. This visual indicator is the assurance that the security system has properly setup and that the Communication Center has acknowledged the change of state of the zone. The system will either flash five times or not at all, no condition exists that will cause the LED to flash in a different pattern. If the LED does not flash, enter the zone, and place the system back in the access mode. Check that all occupants have left and additional doors (if any) are properly secured. If the Starpin displayed the message "CAN NOT SECURE" this indicates a non-ENTRY/EXIT SENSOR has not secured. Follow the internal security procedures or notify monitoring station.

EXTENDING ACCESS

Should the zone be accessed outside of normal hours the display will show that it is in the EXTENDED ACCESS mode. Should the zone be accessed for 55 minutes or longer the keypad will start to beep every few seconds. Validate that you are an authorized user of that zone. To do this enter the six digit PIC number then press the **GO** key. At this point the display will change to a function key menu screen. The function key menu will appear, as shown below:

SEC	EXT	CMD	DIS
F1	F2	F3	F4

Press the **F2** key to EXTEND access for an additional 55 minutes. The display will indicate “REQUEST GRANTED” and return to the normal display. A zone must be extended once every 55 minutes. Failure to EXTEND the access during the 5 minute window that the keypad beeps will cause an ALARM to be reported to the communication center. This feature prevents a zone from being left in the ACCESS mode after all occupants have left.

ACCESS: The top line of the second message will display your ZONE NUMBER and location description. The bottom line of the second message will display the time and date.

DISPLAYING SENSORS IN ALARM / WALK TEST SENSORS

There are two techniques to display the sensor(s) in alarm. The following sections will discuss both ways. Utilize the one that is more comfortable or find easier to accomplish.

METHOD 1 - Display Alarms

To display what sensor(s) are in alarm using this method enter the six digit PIC number then press the **GO** key. At this point the display will change to a function key menu screen. The function key menu will appear, as shown below:

```
SEC  EXT  CMD  DIS
F1   F2   F3   F4
```

Press the **F4** key, this will change the function menu display as shown below:

```
ALM  HSK  MTC  HIS
F1   F2   F3   F4
```

Press the **F1** key, this will change the function menu display, as shown below:

```
24H  ZNE  PER  ALL
F1   F2   F3   F4
```

At this point either the 24H or the ANE will be flashing if there are any sensors in alarm. If the 24H is flashing, this indicates that one of the non-shuntable 24 hour sensors are in alarm. If the ZNE is flashing, this will indicate a shuntable zone sensor is in alarm. Press the **F1** key if 24H is flashing. Press the **F2** key if ZNE is flashing. Once the has been pressed either the F1 or F2 key immediately press the **F3/HALT** key. If only one sensor is in the alarm state the display will be very quick. Be prepared to immediately press the F3/HALT key after pressing the F1 or F2 key. It may have to tried several times before F3 can be pressed quickly enough to freeze the display.

The F1/_ and F2/_ up/down keys will now function to scroll through the sensor(s) that are in an alarm state.

METHOD 2 - Display alarms and/or walk test sensors

This test is best performed using two people familiar with the operation of the system and the layout of the location of the sensors in the zone. To perform this function enter the six digit PIC number then press the **GO** key. At this point the display will change to a function key menu screen. The function key menu will appear, as shown below:

```
SEC  EXT  CMD  DIS
F1   F2   F3   F4
```

Press the **F4** key, this will change the function menu display, as shown below:

```
ALM  HSK  MTC  HIS
F1   F2   F3   F4
```

Press the **F3** key, this will change the function menu display, as shown below:

TST SNT CLR
F1 F2 F3 F4

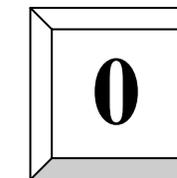
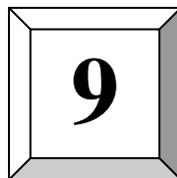
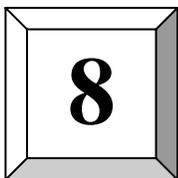
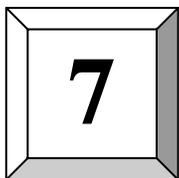
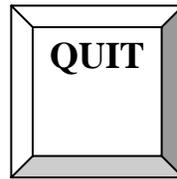
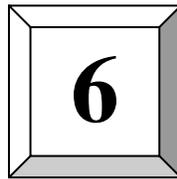
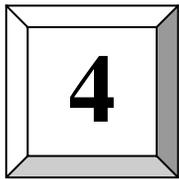
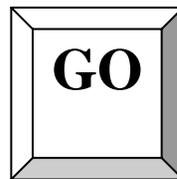
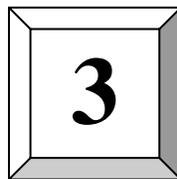
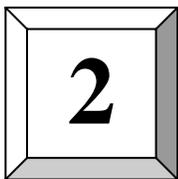
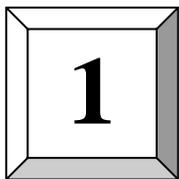
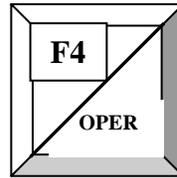
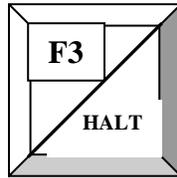
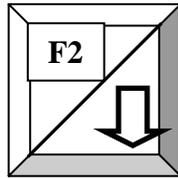
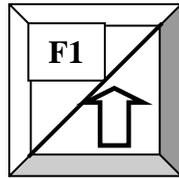
Press the **F1** key, this will change the function menu display, as shown below:

WLK SLF ZNE SGL
F1 F2 F3 F4

Press the **F1** and **F4** simultaneously. Immediately after pressing the F1 and F4 keys press the **F3/HALT** key. At this point, on the display, the testable sensors in the zone will be seen. The **F1/-** and **F2/-** up/down arrow keys now work to scroll through the sensors. While scrolling throughout the sensors, scan the right edge of the display, look for any sensor that does not have the **OKOK** on the right edge. The indications that a sensor has been violated are:

- ALOK** - The sensor is in an alarm state
- ALTP** - The sensor is in a tamper state or a wire is cut.
- OKTP** - The wire to the sensor has been shorted.

D A O



STARPIN KEYPAD

BALANCED MAGNETIC SWITCH

(BMS)
ARMS ROOM ID NUMBER: **DATE:**

The balanced magnetic switch consists of a magnet assembly and a reed switch assembly enclosed to individual housings. The switch assembly is mounted to a door or window frame, while the magnet assembly is mounted to the moveable door or window. With the door or window closed, the magnet assembly acts on the switch assembly holding it closed to complete a circuit. When the door or window is opened, the magnet moves away from the switch releasing it. As the switch is released, it opens the circuit causing an alarm. Balanced magnetic switches are used to detect the opening and closing of doors, windows, skylights, and other similar movable entryways.

TEST PROCEDURE:

1. Contact CAMS (Central Alarm Monitoring System) 531-1214. Identify yourself, your location (i.e. building name/number and Room number), and the purpose of the test.
2. Set control unit in the test position.
3. With the door/window closed and locked, attempt to rattle or move the door/window. Alarm should not activate.
4. Slowly open the door, gate, or window. An audible alarm should initiate immediately when the latching edge of the opening has moved not more than 1-1/4 inches from the control unit.

(Note: Actual alarm receipt at MP desk / CAMS may be delayed a few seconds by an entry time delay programmed into the system, or by the polling time needed by certain monitoring and control systems)

5. close the door, gate or window. After 10 seconds, the audible alarms will stop at the control unit.
6. Reset the control unit to its original position.
7. Contact CAMS 531-1214. Inform them of test completion.

TEST/INSPECTION CHECK LIST:

NUMBER OF BMS IN THIS ROOM:

NUMBER OF BMS IN THIS ROOM PASSED:

NUMBER OF BMS IN THIS ROOM FAILED:

(Name and phone number of person notified of sensor failure)

INSPECTOR NAME

SIGNATURE

CAPACITANCE PROXIMITY SENSOR

ARMS ROOM ID NUMBER: (CPS) **DATE:**

The Capacitance detection system establishes an electrical field around the protected objects, which must be metallic and insulated from ground. An intruder approaching or touching the protected object disturbs the field causing a change in system capacitance, resulting in an alarm.

TEST PROCEDURE:

1. Contact CAMS (Central Alarm Monitoring Station) 531-1214. Identify yourself, your location (i.e. building name/number and Room number), and the purpose of the test.
2. Set control unit in the test position.
3. Allow 1 minute for system to stabilize.
4. Slowly approach the protected object. An audible alarm should initiate immediately either just prior to, or as you touch the object from the control panel.
5. Repeat steps 3 and 4 for each protected object on the circuit. The audible alarm will stop at the control unit 10 seconds after sensor is out of alarm.
6. If protected objects are located along the walls, reset the control unit and walk test the area on the opposite side of the walls to determine if the detection pattern is penetrating through the wall.
7. Reset the control unit to its original position.
8. Contact CAMS 531-1214. Inform them of test completion.

TEST/INSPECTION CHECK LIST:

NUMBER OF CPS IN THIS ROOM:

NUMBER OF CPS IN THIS ROOM PASSED:

NUMBER OF CPS IN THIS ROOM FAILED:

(Name and phone number of person notified of sensor failure)

INSPECTOR NAME

SIGNATURE

DURESS

(DS)

ARMS ROOM ID NUMBER:

DATE:

The Duress sensor are incorporated into an intrusion detection system to provide individuals with a means of signaling, in a covert manner, that they have been placed under duress. Each of the following sensors is designed for use in a particular application. Selection of an appropriate duress sensor should be primarily based on choosing a sensor which provides the easiest method of covert operation in a given duress situation. Virtually all duress sensors are available in either wired or wireless versions. For the protection of the user, duress sensors must never annunciate in the area where they are located.

HAND/FOOT OPERATED DURESS SENSORS

The hand/foot duress sensor is a small switch designed so that it may be easily mounted in a convenient-to-reach, concealed location. A recessed movable plate or switch located within the device is depressed to initiate and alarm. The switch is designed so that accidentally leaning or brushing against the switch will not activate it.

TEST PROCEDURE:

1. Contact CAMS (Central Alarm Monitoring Station) 531-1214. Identify yourself, your location (i.e. building name/number and Room number), and the purpose of the test.
2. Test should be accomplished with the control unit in the access position.
3. Ask the protected individual to activate the switch. An alarm should initiate at the MP desk / CAMS.
4. Reset the sensor according to manufacturer's directions as required.
5. Reset the control unit to its original position.
6. Contact CAMS 531-1214. Inform them of test completion.

TEST/INSPECTION CHECK LIST:

NUMBER OF DS IN THIS ROOM:

NUMBER OF DS IN THIS ROOM PASSED:

NUMBER OF DS IN THIS ROOM FAILED:

(Name and phone number of person notified of sensor failure)

INSPECTOR NAME

SIGNATURE

MICROWAVE MOTION SENSOR

MMS

ARMS ROOM ID NUMBER:

DATE:

Microwave motion sensor operates on the Doppler frequency shift principle. A pattern of inaudible energy in the microwave frequencies is transmitted into the room and monitored by the system receiver(s). Intruder motion within the room disturbs the microwave energy pattern, altering its frequency. The change in frequency or Doppler shift is viewed by the detector as an alarm condition. Numerous configurations of the sensor and detection pattern are available.

Since microwave energy will penetrate most construction material except concrete and metal, care should be taken to assure that the microwave pattern is confined to the desired area. The shape of directional and omnidirectional patterns are available.

TEST PROCEDURE:

1. Contact CAMS (Central Alarm Monitoring System) 531-1214. Identify yourself, your location (i.e. building name/number and Room number), and the purpose of the test.
2. Set control unit in the test position.
3. Allow 1 minute for system to stabilize.
4. Conduct a walk test by beginning at a point outside the protected area and moving along likely intruder paths until audible alarm is activated at the control unit.
5. Repeat steps 3 and 4 several times from different directions, being sure to cover all potential intruder paths, The audible alarms will stop at the control unit 10 seconds after sensor is out of alarm.
6. Reset the control unit to its original position.
7. Contact CAMS 531-1214. Inform them of test completion.

TEST/INSPECTION CHECK LIST:

NUMBER OF CPS IN THIS ROOM:

NUMBER OF CPS IN THIS ROOM PASSED:

NUMBER OF CPS IN THIS ROOM FAILED:

(Name and phone number of person notified of sensor failure)

INSPECTOR NAME

SIGNATURE

PASSIVE ULTRASONIC SENSOR

(PUS)

ARMS ROOM ID NUMBER:

DATE:

The passive ultrasonic sensor is a microphonic type device, which detects the ultrasonic energy frequencies produced by breaking construction materials such as wood, glass, masonry, cinder block, brick, or metals. Since different materials emit different frequencies when penetrated, care should be taken to select a device suitable for the particular environment and structure being protected. Passive ultrasonic sensors may be utilized in the same area as active ultrasonic motion detection, however, the two devices must be compatible and synchronized together.

TEST PROCEDURE:

1. Contact CAMS (Central Alarm Monitoring System) 531-1214. Identify yourself, your location (i.e. building name/number and Room number), and the purpose of the test.
2. Set control unit in the test position.
3. Allow 1 minute for system to stabilize.
4. Use a set of brass keys 96 or more) on a ring to generate noise. Jingle the keys for to six times at 1-second intervals. At the end of the fourth to sixth jingle, an audible alarm should sound immediately at the control unit.
5. Repeat the test procedure at several locations within the area of protection, especially at the far end of each detectors range. Testing should take place along the walls or other protected surfaces where intrusion is likely, not in the middle of the room. The audible alarm will stop at the control unit 10 seconds after sensor is out of alarm.
6. Reset the control unit to its original position.
7. Contact CAMS 531-1214. Inform them of test completion.

TEST/INSPECTION CHECK LIST:

NUMBER OF PUS IN THIS ROOM:

NUMBER OF PUS IN THIS ROOM PASSED:

NUMBER OF PUS IN THIS ROOM FAILED:

(Name and phone number of person notified of sensor failure)

INSPECTOR NAME

SIGNATURE

ULTRASONIC MOTION SENSOR

(UMS)

ARMS ROOM ID NUMBER:

DATE:

Ultrasonic motion detection operates on the Doppler frequency shift principle. A pattern of inaudible sound waves, generally in the 20 to 45 kHz range are transmitted into the room and monitored by the system receiver(s). Intruder motion within the room disturbs the sound wave pattern, altering its frequency. The change in frequency or Doppler shift is viewed by the detector as an alarm condition.

Numerous configurations of the sensor and detection pattern are available, including wall mounts, ceiling mounts, and covert mounts where the sensor is disguised as an everyday office or home object. Sensors are available as transceivers where both transmitter and receiver are mounted in the same housing, or as 'split head' systems where individual transmitters and receivers are utilized. The type and location of the transmitters and receivers determine the detection pattern and extent of coverage.

TEST PROCEDURE:

1. Contact CAMS (Central Alarm Monitoring System) 531-1214. Identify yourself, your location (i.e. building name/number and Room number), and the purpose of the test.
2. Set control unit in the test position.
3. Allow 1 minute for system to stabilize.
4. Conduct a walk test by beginning at a point outside the protected area and moving along likely intruder paths until audible alarm is activated at the control unit.
5. Repeat steps 3 and 4 several times from different directions, being sure to cover all potential intruder paths. The audible alarms will stop at the control unit 10 seconds after sensor is out of alarm.
6. Repeat this procedure for each individual sensor in the system.
7. Reset the control unit to its original position.
8. Contact CAMS 531-1214. Inform them of test completion.

TEST/INSPECTION CHECK LIST:

NUMBER OF UMS IN THIS ROOM:

NUMBER OF UMS IN THIS ROOM PASSED:

NUMBER OF UMS IN THIS ROOM FAILED:

Name and phone number of person notified of sensor failure)

INSPECTOR NAME

SIGNATURE

HELPFUL HINTS FROM PS MAGAZINE

Additional helpful hints from PS Magazine can be found at:

<https://www.logsa.army.mil/psmag/psonline.cfm>

Additional help for DOD locks can be found at:

https://portal.navfac.navy.mil/portal/page?_pageid=181,4914415&_dad=portal&_schema=PORTAL

Additional help for racks can be found at:

http://tri.army.mil/lc/cs/csl/small_arms_storage_racks.htm

New Armorers Need Help



Being given a new job that you're not trained to do can be frightening. But new company armorers often find themselves in that position. You may have had little or no training in weapons, but you're still made responsible for all weapons in the company. Don't fear. Help is available.

Most Army posts have an armorer training program that gives an overview of:

- M16 rifle/M4 carbine, M203 grenade launcher, and most of the machine guns
- Arms room procedures
- Security requirements
- Maintenance forms

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Also, most direct support folks will be happy to answer your questions about the weapons you work with, their gauging requirements, and the forms needed to turn weapons in for repair. Your understanding of your job makes their job easier.

In addition, two free videotapes are available to help you inspect, repair, and maintain rifles and machine guns. "Organizational Maintenance on Small Arms, Part 1," production identification (PIN) 710417, covers the MK19 and M249 machine guns and the M9 pistol. "Organizational Maintenance on

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Small Arms, Part 2," PIN 710593, deals with the M16A2 rifle and M60 machine gun.

You can get the tapes through your Training and Audiovisual Support Center (TASC), or from the Joint Visual Information Services Distribution Activity by fax at DSN 795-6106 or (717) 895-6106, or by e-mail at: vibuddy@gttd.net

Or write to:

JMSDA
Warehouse 3/Bay 3
11 Hap Arnold Blvd
Tobyhanna, PA 18466-5120

Include your name, full mailing address, the title and PIN number of the film, format (VHS, for example), and

PS 580

the quantity of tapes you need. APO addresses must include their unit/box number, CMR/box number, or PSC/box number.

Or order on the Internet from:
<http://dodimagery.afis.osd.mil/>

Click on **Search DAVTS/DITIS**. Then click on **PIN/ICN search**. Type in the PIN and click on **Search**. Once the title comes up, click on it. Go to the bottom of the screen and click on **Order It!**

The best person to check with on what training is available at your post is your unit training officer. The local ACALA logistics assistance representative is also a good source.

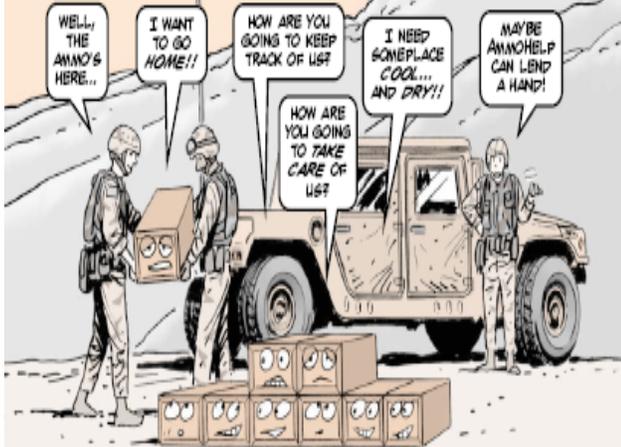
Help is there. Just ask.

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Ammunition...

AmmoHelp Has the Answers



Need help with a question when dealing with ammunition-related problems? Not sure where to turn?

Sources of valuable advice include a Quality Assurance Specialist (Ammunition Surveillance), ammunition supply point personnel, range safety, a military ammunition specialist (MOS 55B), an ammunition LAR, and various publications including ARs, TMs and FMs.

Still no luck? Try the Defense Ammunition Center's (DAC) AmmoHelp website. This 24-hour help system provides a one-stop clearing house for soldiers and civilians seeking answers to ammunition-related questions that can't be readily found elsewhere.

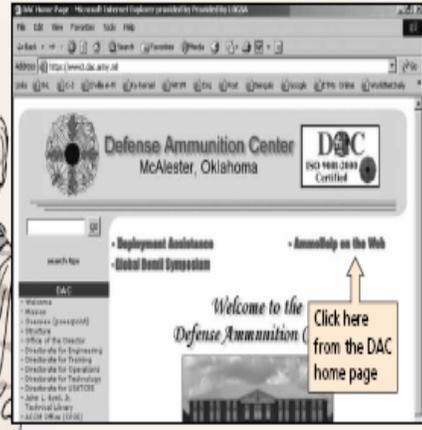
AMMOHELP CAN HELP WITH AMMUNITION TOPICS SUCH AS...

- Administration
- Ammunition logistics (supply, transportation, and storage)
- Ammunition surveillance
- Ammunition training and training courses
- Engineering (drawings, testing, and equipment)
- Explosives safety
- Cataloging
- Material management
- Physical security
- Demolition/demil technology

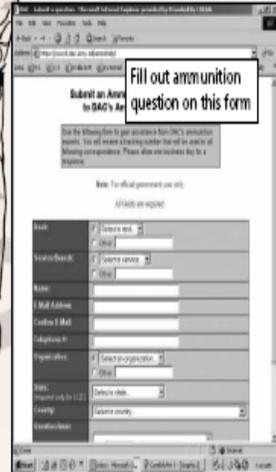
THERE ARE THREE WAYS TO ASK/SUBMIT A QUESTION...

1 THE PREFERRED METHOD IS VIA THE INTERNET AT DAC'S HOME PAGE: <https://www3.dac.army.mil>

ONCE THERE, SELECT THE AMMOHELP ON THE WEB HOT BUTTON AND FILL OUT THE FORM.



2



YOU CAN FORWARD AN EMAIL QUESTION BY SENDING IT TO: AmmoHelp@dac.army.mil

3

YOU CAN ALSO ASK YOUR QUESTION BY CALLING TOLL-FREE (877) 668-2842.

AmmoHelp is intended for official government use only. Normally only questions received from a government domain (.mil or .gov) are answered, so make sure you provide a government email address for responses. Most answers are provided within two working days.

All questions and responses are collected in a local database. The information is periodically reviewed to identify specific problem areas as they surface in the field.

New Phone Numbers

The General Services Administration (GSA) has some new phone numbers and a new address for folks needing Material Safety Data Sheets (MSDS) on GSA-managed hazardous materials. To get MSDSs, you'll need to access GSA's database, Fast Action Safety Data Transmission.



HERE ARE THE NEW PHONE NUMBERS TO ACCESS THE DATABASE ...

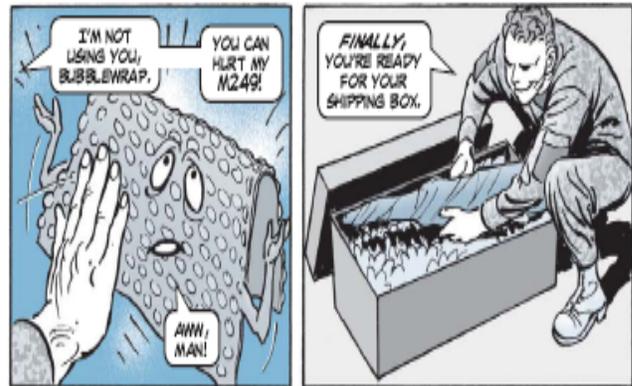
DSN 327-2710
Toll-free 1-800-795-7925

The commercial number, (703) 305-6360, remains the same.

IF YOU NEED TO FAX INFO TO GSA'S MSDS OFFICE, USE COMM (404) 331-2066, OR YOU CAN WRITE TO...

General Services Administration
Federal Supply Service (4FQ)
ATTN: MSDS Coordinator
401 W. Peachtree St., Suite 1940
Atlanta, GA 30365-2550

Safe Shipping For Your Weapons



All the care you give your rifle, machine gun, or pistol in the field can go to waste if you don't show the same care when you ship it to or from SWA.

If you just toss your weapon in a box for shipment, moisture can let corrosion turn it into an expensive piece of junk by the time it arrives at its destination. And that has happened many times in the last four years. Too many weapons have been ruined because PM was forgotten when it came time to ship them.

But your weapon can have a safe journey if you just remember these rules:

- **Clean 'em.** Completely clean your weapons like their -10 TMs say to. **But no steam cleaning!** That surely leads to corrosion because it also cleans out all lubricant.
- **Lube 'em.** That means CLP for all weapons except the MK19. For it, use corrosion preventive compound (MIL-PRF-16173 grade 3), NSN 8030-00-244-1293, cut 50 percent with mineral oil; or use general purpose lubricating oil (MIL-PRF-3150), NSN 9150-00-231-2356; or general purpose lubricating oil (MIL-PRF-32033), NSN 9150-00-231-9062, if it's used with vapor corrosion inhibitor (VCI). All three lubes can also be used for all weapons if necessary.
- **Wrap 'em.** Wrap weapons in VCI barrier and secure the barrier with tape. NSN 8135-00-664-0015 brings a 3 x 600 foot roll of VCI.
- **Do not use bubblewrap.** Some bubblewrap contains a chloride that when mixed with moisture forms an acid that causes corrosion. There's no way to tell which is which, so avoid all of them!

Some units have reported problems getting these VCI materials through the supply system. Band-All is another source for VCI bags and will ship them within 24 hours. Their bags can be heat-sealed, taped or closed with a twist tie, and come in 31x21x51, 42x36x58 and 58x48x90 inch sizes.

The 31x21x51 bag will hold an MK19 or M2 without the barrel attached. An M2 barrel will fit in this bag if it's angled in.

The 42x36x58 and 58x48x90 bags will hold several weapons. Use at least one sheet of greaseproof paper between layers of weapons. The best protection is to sandwich corrugated fiberboard between two sheets of greaseproof paper and put that between weapon layers. Greaseproof paper comes with NSN 8135-00-753-4661, NSN 8135-00-233-3871 or NSN 8135-00-224-8885.

Contact Band-All at (309) 794-9544.

Another source for VCI bags is MRN Enterprise. They offer

- a 14x16-in rifle bag that also can be used for the M2 (without barrel), M240, and M249.
- an 18x60-in bag that can hold the M16, M240, M249, MK19 with barrel, and M2 without barrel.
- a 14x50-in bag that works for the M16, M249, and M2 without barrel
- a 10x18-in bag for pistols and bayonets.

Call 412-221-9111 or order at their website: <http://www.mrnenterprises.com>

• **Box 'em.** Place the wrapped or bagged weapons into weather-resistant fiberboard boxes. Tape all open seams and edges to prevent the VCI from escaping and dirt and moisture from getting inside. Put filler material in the boxes to keep the weapons from shifting.

Fiberboard boxes can be ordered through GSA. Their NSNs, sizes, type, and what weapons they can hold are listed on the chart on the next page.

At most posts, you can find large boxes at the ammunition refuse yard and the DOL receiving area.

Plastic containers can also be used for shipping weapons. Wal-Mart and other large discount stores usually carry these kind of containers in the automotive department for around \$35. Many of these containers can be padlocked.

For more information, go to:

<https://aeps2.ria.army.mil/commodity/win/tacom/corrosion-preventive.html>

Log in with your AKO password.

NSN 8115-00-	Box size (inches)	Weapon	Type	Qty	Cost
579-8461	38 x 14 x 20	M2 or MK19 w/o barrel, M16	Flaps	3	\$35.57
993-2790	40 x 28 x 28	M2 or MK19 w/o barrel, M16	Flaps	3	\$76.03
616-9154	43.5 x 18 ¹ / ₂ x 13	M2 or MK19 w/o barrel, M16, M249	Flaps	3	\$45.68
935-5906	43 x 31 ¹ / ₄ x 35 ¹ / ₄	M2 or MK19 w/o barrel, M16, M249	Flaps	1	\$38.63
559-5516	45 x 14 x 22	M2 or MK19 w/o barrel, M16, M249	Flaps	3	\$31.32
559-9999	45 x 22 x 22	M2 or MK19 w/o barrel, M16, M249	Flaps	2	\$41.89
559-9996	46 x 46 x 22	M2 or MK19 w/o barrel, M16, M249	Flaps	1	\$35.24
935-6510	58 x 43 x 35 ¹ / ₄	M2 or MK19 w/o barrel, M16, M249, M240	Flaps	1	\$38.76
782-1695	48 x 40 x 28 ¹ / ₄	M2 or MK19 w/o barrel, M16, M249	Flaps	1	\$31.19
926-4886	46 ⁷ / ₈ x 38 ⁷ / ₈ x 26	M2 or MK19 w/o barrel, M16, M249	Top cap	1	\$32.63
926-4887	46 ⁷ / ₈ x 38 ⁷ / ₈ x 36	M2 or MK19 w/o barrel, M16, M249	Top cap	1	\$36.54
926-4888	46 ⁷ / ₈ x 38 ⁷ / ₈ x 42	M2 or MK19 w/o barrel, M16, M249	Top cap	1	\$40.32
953-0276	47 ¹ / ₂ x 39 ¹ / ₂ x 35 ¹ / ₂	M2 or MK19 w/o barrel, M16, M249	Top cap	1	\$48.29
935-1140	48 x 40 x 36	M2 or MK19 w/o barrel, M16, M249	Top cap	1	\$40.46
142-9594	46 ⁷ / ₈ x 38 ⁷ / ₈ x 15 ¹³ / ₁₆	M2 or MK19 w/o barrel, M16, M249	Top cap	1	\$32.63
559-9998	43 x 22 x 34	M2 or MK19 w/o barrel, M16, M249	Flaps	2	\$39.15
901-6435	47 ¹ / ₂ x 39 ¹ / ₂ x 28	M2 or MK19 w/o barrel, M16, M249	Top cap	1	\$32.63
901-6434	47 ¹ / ₂ x 39 ¹ / ₂ x 28	M2 or MK19 w/o barrel, M16, M249	Sleeve with double caps	1	\$35.87
935-5896	43 x 31 ³ / ₄ x 35 ¹ / ₄	M2 or MK19 w/o barrel, M16, M249	Flaps	1	\$30.28
753-4691	58 x 32 x 28 ¹ / ₄	M2 or MK19 w/o barrel, M16, M249, M240	Top cap	1	\$35.63

PS
END

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NOV 07

To Secure or Not?



THAT IS THE QUESTION!



SR, LOCKING THESE RIGS UP SURE CREATES A HUGE SAFETY RISK!

I KNOW, MOTOR SERGEANT, IT MAKES NO SENSE,...

...BUT I HAVE THIS LETTER THAT SAYS THE FUEL TRUCKS HAVE TO BE SECURED.



FOR MANY YEARS FUEL TRUCKS HAVE BEEN LEFT UNLOCKED SO THEY COULD BE MOVED QUICKLY IN CASE OF FIRE.

THE INCREASE IN PHYSICAL SECURITY CONCERNS SINCE 9/11 HAS SOME PEOPLE TRYING TO FIND A REGULATION THAT SUPPORTS LEAVING FUEL TANKERS UNLOCKED. HERE'S THE ANSWER...

Dear MSG Half-Mast,
 We used to leave all refueling vehicles and fuel tankers steering wheels unsecured for safety. In case of fire, we could quickly move the vehicles out of danger without the delay of getting a key. Recently we were told to secure all fuel tankers in the motor pool because there wasn't a regulation or policy that exempted them from security requirements. I need to know if there is a regulation or policy that can provide the proper guidance.
 SSG A.W.

Dear Sergeant A.W.:

The answer isn't easy to find. It's not in safety, security, maintenance, or hazardous waste/environmental publications. It turns out to be a military police regulation. AR 190-51, Military Police, Security of Unclassified Army Property (Sensitive and Nonsensitive), requires vehicles to be secured with a locking mechanism. However, Para 3-5e. (2)(g) also provides an exception for fuel tanker vehicles at the discretion of the installation commander.

The regulation is available online at the Army Publishing Directorate's website:

http://www.army.mil/usapa/epubs/190_Series_Collection_1.html

Half-Mast



THE KEY TO THE COMPETING SAFETY AND SECURITY CONCERNS IS A RISK ASSESSMENT.

THE INSTALLATION COMMANDER MUST WEIGH THE RISKS AND DECIDE IN FAVOR OF WHAT SEEMS TO BE THE MOST LIKELY RISK.

Need Help? Call COMET



If your unit needs help getting on top of problems like property accountability or ordering the correct publications or mastering ULLS, you need COMET.

COMET stands for command maintenance evaluation and training team. The teams, which are usually made up of retired warrant officers and NCOs, evaluate a unit's equipment, readiness and supply posture. COMET helps solve any problems they find with assistance and training. Their work is confidential and helps a unit stay out of hot water.

COMET trains and assists in these and other areas:

- maintenance management
- shop operations
- TAMMS/PLL
- ULLS and SAMS
- tool room operations and accountability
- AOAP/TMDE
- arms room management and weapons PMCS
- supply operations
- property accountability
- SOPs
- publications

The Army has COMETs at Forts McPherson, Bragg, Stewart, Drum, Campbell, Hood, and Lewis. You can contact them through your division or brigade's G-4 or S-4 or through the COMET program manager listed below.

The COMET program supports other posts and the Guard and Reserve. To arrange a COMET visit, contact COMET Program Manager Chuck Hicks at DSN 367-6649/(404) 464-6649 or email: charles.hicks2@forscom.army.mil

See COMET suggestion on Page 22

Small Arms...

WEAPONS RACK

FROM NOW ON,
ORDER YOUR
RACKS... DON'T
GET THEM MADE
LOCALLY!



The Army has changed its requirements on racks for rifles, machine guns, and pistols.

Para 4-2c in AR 190-11, *Physical Security*, has been changed to outlaw the fabrication of any racks after 1 Jan 01.

Also, any fabricated or modified racks already in use must be certified as secure by a TACOM logistics assistance representative (LAR)—or an authorized reserve component representative—along with a battalion-level command representative before 1 Jan 02.

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MAR 01

REQUIREMENTS CHANGE

To be certified as secure, a fabricated or modified rack must:

- ★Have hinged locking bars with hinge pins welded or otherwise secured to the rack frame
- ★Be secure enough to prevent weapons from being disassembled and removed while locked in the rack
- ★Use at least 3/8-in diameter bolts or machine screws. Bolts and nuts must be tack welded, brazed, or peened. Any modifications to standard-issue

racks, including adding an adapter bar for the M12 rack to store M4 carbines, must also be approved by TACOM-Rock Island. Send requests for rack certification or modification to:

TACOM
EA-SALD
ATTN: AMSTA-LC-CSL-D
Rock Island, IL 61299-6000

Questions? Contact James Rollins at (309) 782-1797, DSN 793-1797, e-mail rollinsj@ria.army.mil.

The NSNs for standard-issue racks are:

RACK	WEAPON	NSN 1095-
M11	M1 and M14 rifle	00-897-8755
M12	M16 rifle / M4 carbine	00-407-0674
M13	M249 machine gun	01-197-7902
M14	M9 / M11 pistol	01-236-2203
M15	MK 19 machine gun	01-216-9295
	M240B machine gun	01-466-2065

For all other weapons, use the universal rack, NSN 1095-01-454-6320.

AN PAQ-4 Light Bracket

The article on AN/PAQ-4 aiming light brackets on page 40 in PS 571 (Jun 00) had a mistake. The M2/M60 adapter is NSN 5340-01-362-9873, not the NSN listed.

Get the Right M9 Pistol Laser

If you're ordering the new laser grip aiming lights for your unit's M9 pistols, make sure you order the right one. The M9 laser light comes with NSN 5855-01-460-9157 and costs \$325.

PS 580

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MAR 01

Small Arms...

**HOW MANY
DOES RACK
HOLD?**



Dear Half-Mast,

I know the Army prefers that units no longer fabricate racks for weapons that do not have a specific arms rack. They would rather have armorers use the universal arms rack, NSN 1095-01-454-6320, instead. Exactly how much does this rack hold? Armorers need to know so they will know how many racks they need.

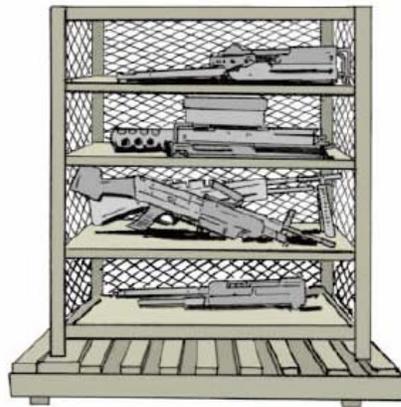
SGT M.O.

Dear Sergeant M.O.,

The universal rack is 72 ½ inches tall, 25 inches deep and 54 ½ inches wide. It comes with five shelves (one shelf is removable). It fits six M16-series rifles or M4/M4A1 carbines or three of any of the machine guns per shelf.

The change to AR 190-11 covers the new rack policy. If you have questions about fabricating a small arms rack or have any rack questions, contact TACOM-RI's James Rollins at (309) 782-1797, DSN 793-1797, or e-mail rollinsj@ria.army.mil. You can also visit the small arms website at http://www-acala1.ria.army.mil/LC/cs/csl/small_arms_storage_racks.htm.

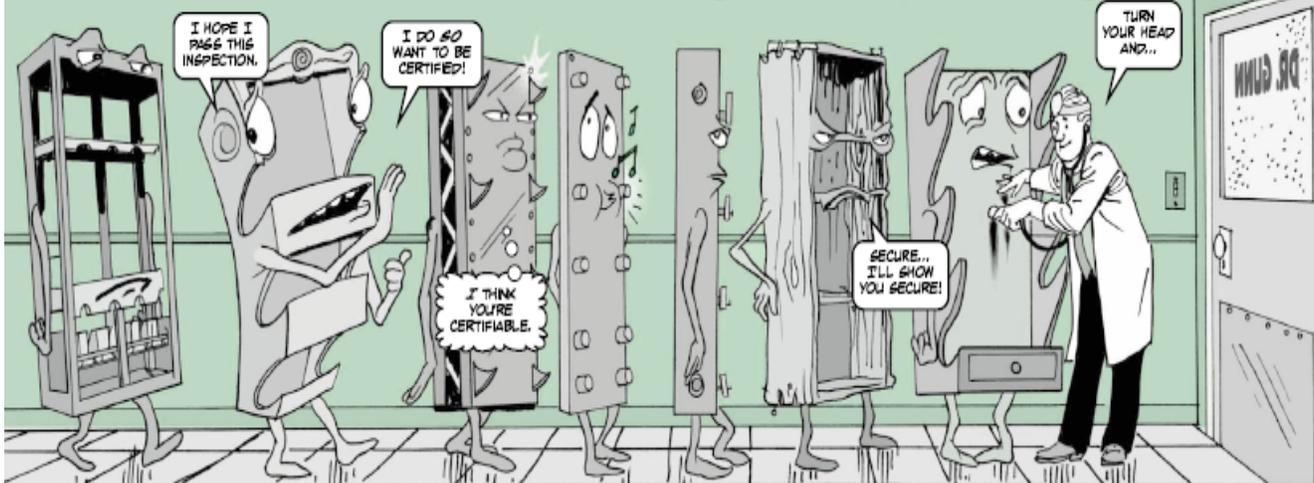
Universal arms rack



Small Arms...

Fabricated Racks

OK If Certified



YOU CAN FABRICATE RACKS... AS LONG AS THEY'RE CHECKED FOR SECURITY.

Units can still fabricate and legally use racks as long as the fabricated racks are certified as secure by a TACOM-RI logistics assistance representative (LAR)—or an authorized Reserve Component representative—along with a battalion-level command representative. Once the racks are certified as secure, they are authorized for use indefinitely. Units simply need to place the serial number provided by TACOM or Reserves on the rack and keep the certification document on file.



- have hinged locking bars with hinge pins welded or otherwise secured to the rack frame.

- be secure enough to prevent weapons, receivers, or barrels from being disassembled and removed while locked in the rack without using tools.
- use at least 3/8-in diameter bolts or machine screws. Bolts and nuts must be tack welded, brazed, or peened. Any modifications to standard-issue racks, including adding an adapter bar to the M12 rack to store M4 carbines, must also be approved by TACOM. Send requests for rack certification or modification to:

TACOM
EA-SALD
ATTN: AMSTA-LC-CSL-D
Rock Island, IL 61299-6000
Questions? Contact James
Rollins at (309) 782-1797/DSN
793-1797 or email:
rollinsj@ria.army.mil

The NSNs for the standard-issue racks are:

Rack	Weapon	NSN 1095-
M11	M1 and M14 rifle	00-897-8755
M12	M16 rifle/M4 carbine	00-407-0674
M13	M249 machine gun	01-197-7902
M14	M9/M11 pistol	01-236-2203
M15	MK 19 machine gun	01-216-9295
	M240 machine gun	01-466-2065

YOU CAN ALSO GET A UNIVERSAL RACK THAT WILL HOLD ALL SMALL ARMS WITH NSN 1095-01-464-6320.

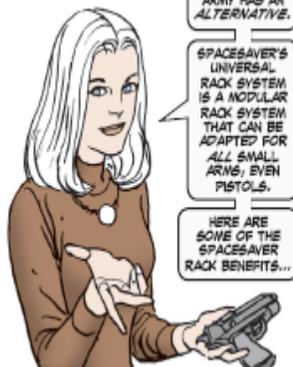
PS 619

16

JUN 04



The Army's current family of racks is quite specific. Each rack can store only a specific weapon, with the exception of the universal rack, which is basically a cage with shelves.

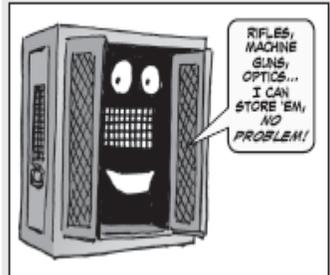


NOW THE ARMY HAS AN ALTERNATIVE.

SPACE SAVER'S UNIVERSAL RACK SYSTEM IS A MODULAR RACK SYSTEM THAT CAN BE ADAPTED FOR ALL SMALL ARMS, EVEN PISTOLS.

HERE ARE SOME OF THE SPACE SAVER RACK BENEFITS...

Flexibility—The rack can be used to store rifles, machine guns, hand guns, optics and other accessories. Every inch of the rack can be used for some sort of storage.



Security—The Spacesaver racks have locking arms with steel lock rods that prevent the doors from being opened without tools within 10 minutes, which meets the Army's security standards. The racks can be ganged together top-to-bottom, side-to-side, or back-to-back. No chains or welding are necessary for the racks to meet the requirement that any rack lighter than 500 pounds must be secured to the building or to another rack in facilities not manned 24 hours daily.

Space efficiency—Both the tall rack and the standard rack are 16.25 inches deep and 42 inches wide, which allows weapons to be stored with optics attached. Spacesaver racks have retractable doors, which makes it easier to use adjacent racks without the doors blocking each other.

Visibility—Both racks have perforated doors, sides, and backs that allow inventory of the contents without having to open up the racks.

Durability—The new racks are constructed of heavy gauge metal. The parts of the rack that contact weapons have a vinyl coating or are made of thermoplastic that can withstand temperature extremes.

Mobility—Spacesaver has designed a cart to transport the racks.

Transportability—Optional handles, barrel supports and a universal base let you transport weapons safely in the racks.



PS 639

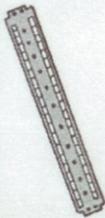
21

FEB 06

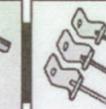
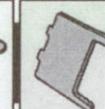
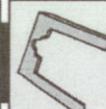
See chart on next page for existing NSNs.

NSNs are not on the AMDF, so in the REMARKS block of DD Form 1348-6 you must write "NSNs not on the AMDF".

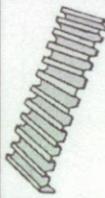
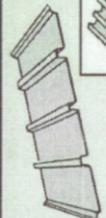
Support Rails



Barrel Systems



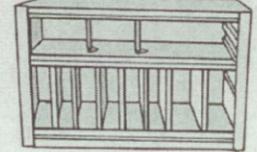
Bases



Overstorage Cabinets



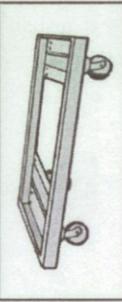
Bin Systems



Handles



Cart



Spacesaver NSNs

- standard rack (45-in tall cabinet), NSN 1090-01-523-5640
- tall rack (61-in tall cabinet), NSN 1095-01-523-5978
- MK 19 barrel support, NSN 1010-01-523-5974
- M2 barrel support, NSN 1005-01-523-5735
- standard barrel support, NSN 1005-01-523-5739
- standard base for 10 weapons (stores shotguns, M16/M4s, and other weapons with standard stocks), NSN 1005-01-523-5975
- standard base for 5 weapons, NSN 1005-01-523-5990
- mortar base (also stores MK 19s), NSN 1005-01-523-5989
- M2 machine gun base (stores two M2s and their four barrels), NSN 1090-01-523-5965
- weapons base for M249s and M240s with spare barrel holes, NSN 1005-01-523-5976
- vertical full bin system for 45-in tall cabinet, NSN 1095-01-523-6235
- horizontal full bin system for 61-in tall cabinet, NSN 1005-01-523-5988
- M16/M4 rack kit, NSN 1095-01-523-4304
- standard rack for M249s and their spare barrels, NSN 1095-01-523-4303
- support rail, NSN 5340-01-523-4296
- pistol hook, NSN 1095-01-523-4299

HERE ARE THE NSNs AVAILABLE FOR SPACESAVER COMPONENTS...



Several Spacesaver components, such as the cart, handles, universal base, overstorage cabinets, two of the barrel supports, and the universal base stock caps have no NSNs yet. They can be purchased from Spacesaver through the GSA contract. Spacesaver will help units design a layout in their arms rooms for the racks and will install them for an additional price.

To order components directly from Spacesaver or to arrange to meet with a Spacesaver representative, call 1-800-492-3434, or email: jglass@spacesaver.com. For more information about Spacesaver, go directly to their website at www.spacesaver.com.

Any Spacesaver component that comes with an ID plate showing an NSN does not need be certified. No ID plate means the rack will have to be certified by a TACOM logistics assistance representative (LAR)—or an authorized Reserve Component representative—along with a battalion-level command representative.

Standard Racks

The NSNs for the standard racks are:

Rack	Weapons	NSN 1095-
M11	M1, M14 rifle	00-897-8755
M12	M16 rifle/M4 carbine	00-407-0674
M13	M249 machine gun	01-197-7902
M14	M9/M11 pistol	01-236-2203
M15	MK 19 machine gun	01-216-9295
	M240 machine gun	01-466-2065

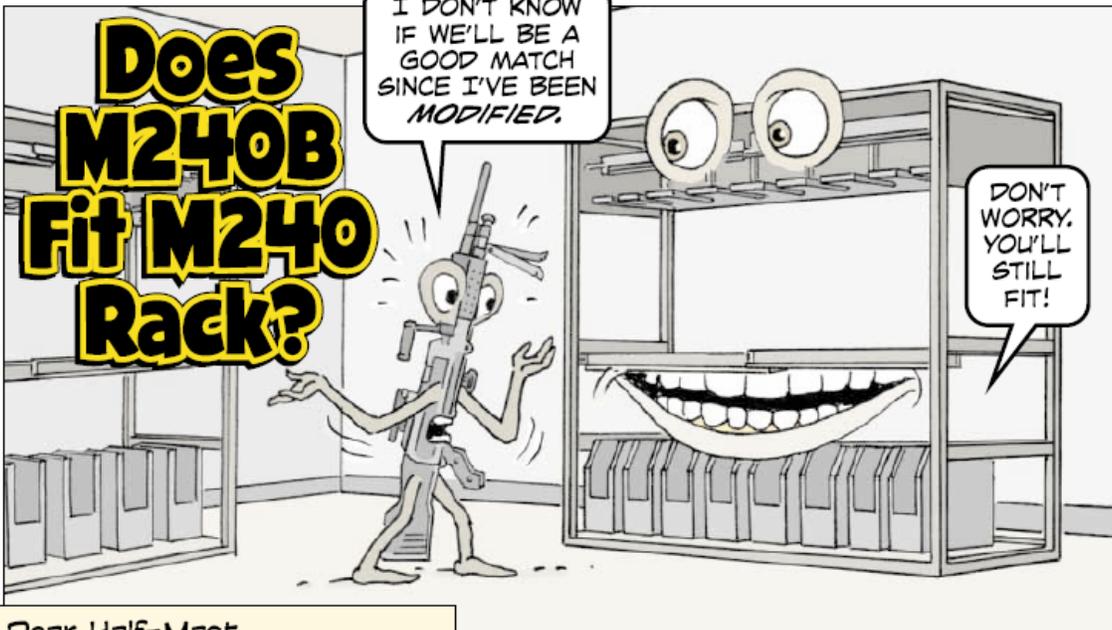
The universal rack, which can be used for any weapon, comes with NSN 1095-01-454-6320.

For any standard rack questions, contact TACOM at DSN 793-2978/(309) 782-2978. For rack certification questions, contact DSN 793-1797/4268 or commercial (309) 782-1797/4268.

Visit the small arms rack website:

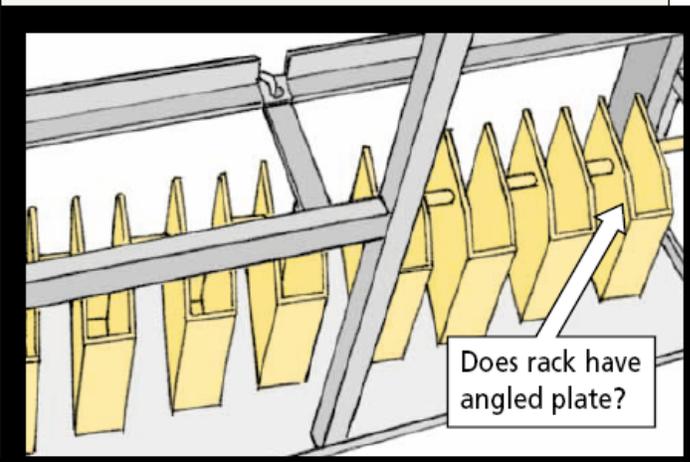
http://tri.army.mil/1c/cs/csl/small_arms_storage_racks.htm





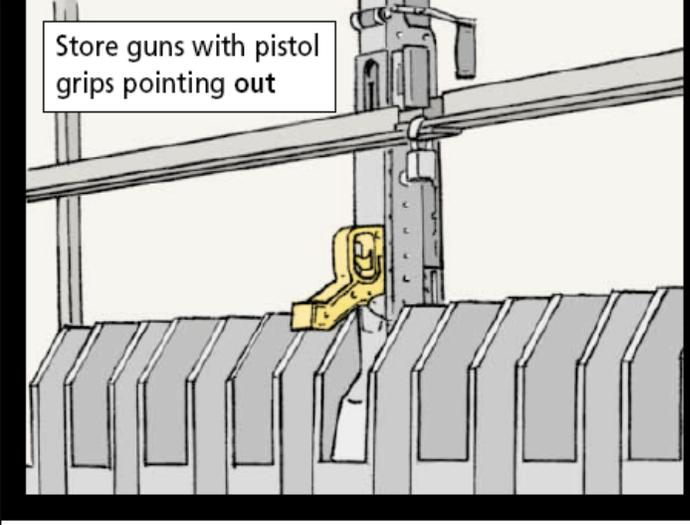
Dear Half-Mast,
 Does the M240B machine gun fit in the M240 rack if the M240B has been modified with the new buffer assembly and buttstock (MWO 9-1005-313-20-1) and forward rail assembly (MWO 9-1005-313-30-1)? We're hearing that it *won't* fit.

SGT D.R.



Dear Sergeant D.R.,
 It shouldn't be a problem as long as you don't have one of the old M240 racks. You can't modify the old rack. You'll need to order a new one with NSN 1095-01-466-2065. The newer M240 racks have an angled plate in the bottom. You will need to store the M240s in the rack with the pistol grips pointing out. Otherwise, they won't fit.

Half-Mast





Safety First

- Before you move the cage, securely fasten the gear inside. That'll keep things from shifting and prevent personal injury or damage to the gear.
- Before you roll the HVASC on casters, make sure the surface is firm, smooth and free of debris, clutter and cracks. Even though the cages are bottom-heavy, there's a risk of tipping.
- Use the two-man rule when you move the cage: one person to push and the other to pull and steer.
- When you put the cage in a permanent place, make sure it's on a firm, level surface with the casters locked.
- If you lift the cage with a forklift or crane, always lift from the bottom. Never connect hooks, chains, straps or shackles to the top of the cage for lifting.



Shipping Safety

Before you ship the cage:

- Evenly distribute and securely fasten the gear inside.
- Use the caster locks to lock the casters in place.
- If you remove the casters, put them inside the cage so they won't get lost.

Cleaning

Use warm water and a mild laundry detergent to remove dirt, oil and grease from the cage and the tarp. Rinse with clean water and allow to air dry. Do not fold and store the tarp until it is thoroughly dry. Storing the tarp damp can cause mold to grow.

Publications

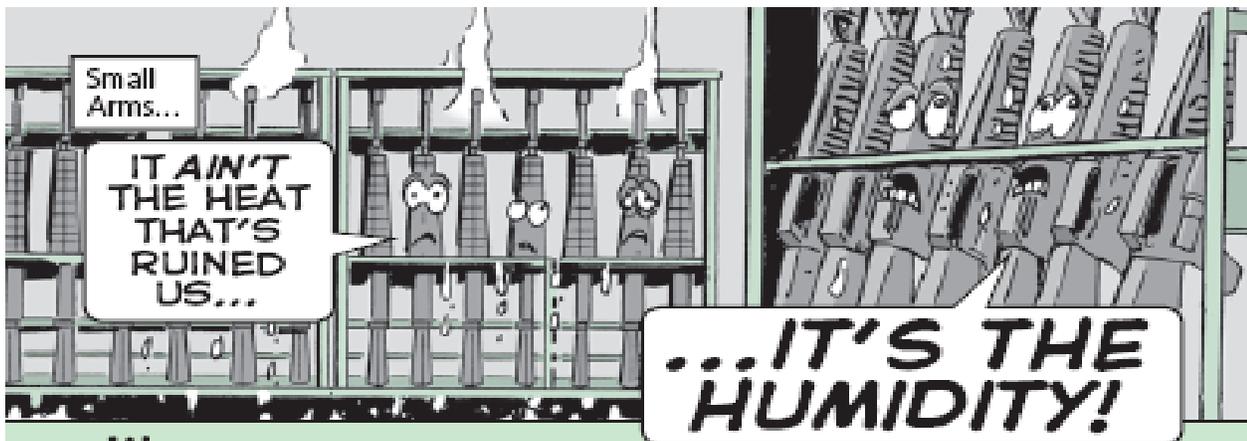
There is no Army technical manual supporting the HVASC. But each one comes with a user's guide that covers use, maintenance, shipping and safety.

If you have questions about security, start by going to your installation's security office. You may also want to read the following Army regulations:

- AR 190-11, *Physical Security of Arms, Ammunition and Explosives*
- AR 190-13, *The Army Physical Security Program*

You'll find them online: <http://www.army.mil/usapa/epubs/index.html>

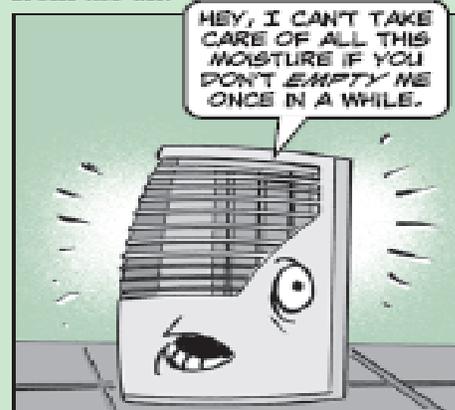




When it comes to corrosion ruining weapons stored in the arms room, it's not the heat, it's the humidity. Humidity causes moisture to build up on and in weapons. And then corrosion is close behind. If the corrosion is not cleaned off, soon you need a new rifle or machine gun.

One good way to fight humidity is with a dehumidifier, NSN 4440-00-566-0616. At less than \$150, it quickly pays for itself if it helps prevent just one weapon from being ruined by corrosion.

But--and this is a big but--the dehumidifier will only help if it's emptied on a regular basis. How often will depend on how humid it is where you're operating. Someplace like Louisiana may require daily emptying of the dehumidifier. And if you, the armorer, are gone for days or weeks, you need to have someone emptying the dehumidifier in your absence. Once a dehumidifier is full it stops pulling moisture from the air.

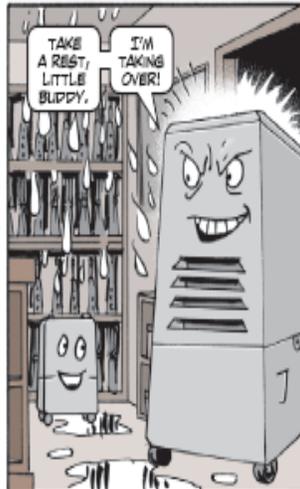


Weapons should always be lubed for storage. Also, don't store weapons with the barrel caps on. The caps trap moisture inside the weapon.



Weapons TMs say you can store weapons for up to 90 days without cleaning, lubing and PMCS if they're not fired. But even if you have a humidifier, weapons need to be checked at least monthly for signs of corrosion, especially in humid areas. If you wait three months to check, it may be too late.

BIG ARMS ROOMS NEED BIG DEHUMIDIFIERS



PS 656

18

JULY 07

Dear Editor,

The article in PS 645 (Aug 06) suggesting armorers run a dehumidifier in the arms room was good—but it didn't go far enough.

The dehumidifier listed in the article was the type used in the home and holds only 15 pints. That may not be big enough for many arms rooms. For not that much more money, you can get a dehumidifier with a 30- to 60-pint capacity. Industrial supply houses like McMaster or Grainger and the large home supply outlets have a wide selection. If it means saving thousands by preventing weapons from being ruined by corrosion, spending a few dollars more for a larger dehumidifier is a no-brainer.

Units might also want to consider buying a dehumidifier that has an integral drain so that the water can be run directly to a building drain. Another option is one with a pump so that water can be piped into a large plastic drum.

If your arms room temperature sometimes drops below 65°F, you may need to get a dehumidifier with automatic deicing. Many dehumidifiers ice up below 65°F.

Armorers need to remember that most dehumidifiers start to lose their effectiveness above 95°F. So, if at all possible, the temperature in the arms room needs to be kept below that.

Dehumidifiers should be positioned on the floor since moist air settles. Circulation helps fight humidity, too, so running a fan is a help, especially blowing into corners.

Another excellent addition to the arms room is a humidity meter. You can get a good one for around \$25. The meter lets you directly monitor the humidity. Armorers should aim for 35 to 45 percent to prevent corrosion.

I hope these suggestions help armorers win the war against corrosion.

Army Sustainment Command
Rock Island, IL

Editor's note: They certainly will, . . . One other point on dehumidifiers was made to PS during a recent visit to Ft Bragg by of MATES:

Dehumidifiers need to be emptied on a regular basis to do any good. If armorers are going to be gone for long periods, someone else needs to be assigned the task of servicing the dehumidifier. And remember, even with dehumidifiers, the first line of defense against corrosion is the PMCS in your technical manuals.



High Security Locks...

Put a **LOCK** on

There's no TM for the high security padlock (HSP), like the one on your arms room door. But it still needs PM to do its job.

Here's the key to good security.

Lock Maintenance

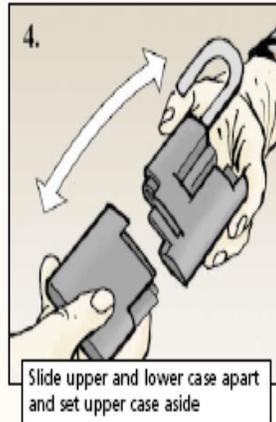
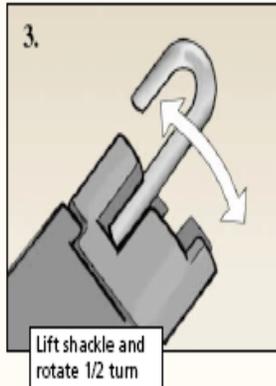
Clean locks every 6 months. You will need the following items for the job:

ITEM	NSN
Wire brush	7920-00-449-6859
Aerosol cleaning solvent	6850-01-061-5493*
Molybdenum disulfide powder (graphite)	6810-00-264-6715
Corrosion preventive compound	8030-00-938-1947
Molybdenum disulfide grease	9150-00-943-6880

*Order it on a DD 1348-6 from SOS 591 and note "NSN not on AMDF" in the REMARKS block.

To clean the lock, follow these seven steps:

1. Hold the lock in your hand. Insert the control key fully in the keyway.
2. Rotate the key 1/4 turn counterclockwise.



5. Rotate the key back to the locked position and take it out.
6. Cover the top of the lower case and turn the case upside down.

PS 580

56

MAR 01

Maintenance

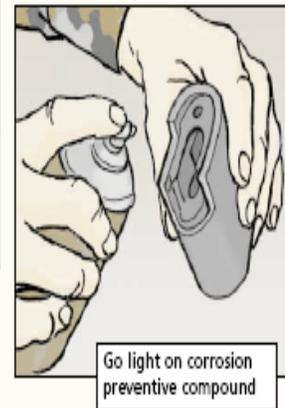
IT DOESN'T MATTER HOW BIG OR STRONG THEY ARE... WITH THE PROPER PM, NOBODY WILL GET INTO YOUR ARMS ROOM!



All parts and both cases can now be inspected and cleaned with the cleaning solvent.

Remove any corrosion with the wire brush.

Clean and very sparingly lubricate the cylinder by spraying it with corrosion preventive compound.



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Lube the shackle, steel ball and cam with a **small amount** of molybdenum disulfide grease. Using too much grease or lubricant can gum up the works.

If you use the molybdenum disulfide powder (graphite) to lubricate the key-way and cylinder, lube it this way:

1. Dip the key in the can of lubricant. Remove excess lube by lightly tapping the key against the interior rim of the can.

If you use a corrosion preventive

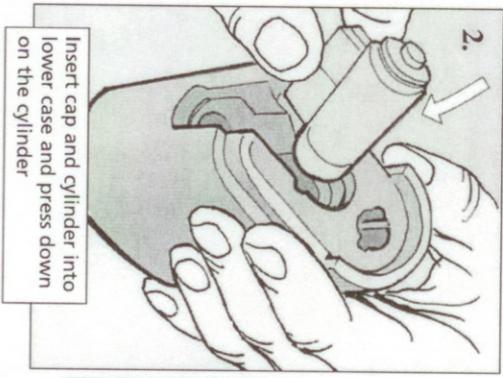
compound lubricant on the cylinder, **don't use** graphite at the same time. This, too, can really gum up the lock cylinder's internal components.

2. Insert and remove the key several times, turning the key from LOCK to UNLOCK each time.

Avoid using petroleum-based products like Lock-Eze or WD-40 on the lock. They are big collectors of dust, sand and other elements that get into the lock cylinder.

Put the Lock Back Together

1. Place the key cap over the end of the cylinder.
2. Insert the control key and rotate it 1/4 turn counterclockwise. **Don't** remove the key from the lock.
3. Place the cam on top of the cylinder.
4. Slide the upper case assembly back into the lower case.
5. Rotate the shackle back and insert it into the shackle hole.
6. Turn the key 1/4 turn clockwise.
7. Remove the key.
8. Remove the key.



2. Insert cap and cylinder into lower case and press down on the cylinder



MAKE SURE THE CYLINDER IS WORKING BY USING THE OPERATOR KEY TO LOCK AND UNLOCK THE HSP SEVERAL TIMES.

Won't Work?

If you've disassembled, cleaned and reassembled the HSP, and the cylinder doesn't work, order a new cylinder with NSN 5340-01-323-1087. Order it on a DD 1348-6 from SOS S91 and note "NSN not on AMDF" in the REMARKS block.

PS 580

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MAR 01

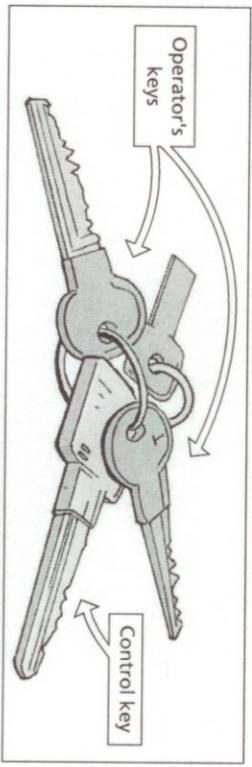
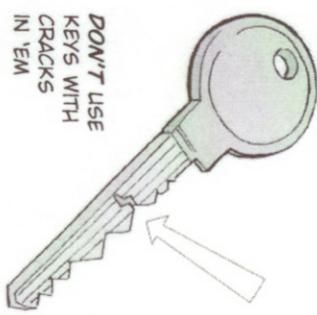
Maintaining Keys

A key's deep cuts and sharp angles make it easy to crack if forced or twisted before it's fully inserted into the cylinder. If the key doesn't go in or turn easily, clean and lube the lock as above. Use the control key only to service or replace a cylinder.

Check the keys every time you use them. When you see cracks in a key, stop using it and start using your spare operator key until you can get a new one made. Call the Defense Locking Systems, at DSN 482-1354/(812) 854-1354, for assistance on ordering new keys.

Sargent and Greenleaf (S&G) Model 833C, NSN 5340-01-217-5068, has replaced High Shear Model LK-1200 and S&G Model 831B. When the older models become unserviceable, replace them with 833Cs.

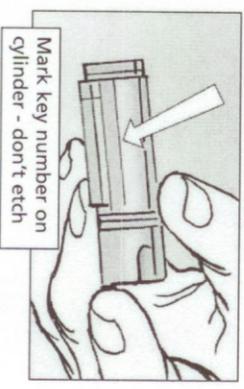
Each padlock has its own matched set of serial-numbered keys—a control key (with a square bow) for servicing or replacing a cylinder and two operator keys (with a round bow) for day-to-day operation.



Operator's keys

Control key

A good way to remember which keys match which cylinder is to mark the serial number of the keys on the matching cylinder. Use a fine-point permanent marker. **Never etch the number** on the cylinder, or you'll damage its Teflon coating.



Mark key number on cylinder - don't etch

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PS END

If you don't know the product's item number or NSN, you can search by entering a few descriptive words in the search field. Or you can click on one of the product categories. Either method will yield multiple links leading to an item's detail page, where you can download the MSDS.



THE MOST COMPREHENSIVE DOD SOURCE FOR M&D'S IS THE HAZARDOUS MATERIALS INFORMATION RESOURCE SYSTEM (HMIRS) WEBSITE AT: <http://www.dlss.dla.mil/hmirs/default.asp>

IT'S THE OFFICIAL DOD REPOSITORY FOR M&D'S.

DS END

Locks...

LOCK PROGRAM FOR SECURITY



YOU NEVER KNOW WHO'S LURKING IN THE SHADOWS, WATCHING, WAITING PATIENTLY FOR AN UNSHARED MOMENT.

YOU NEVER KNOW WHO'S THE THIEF SCHEMING TO STEAL SOMETHING OF VALUE.

THAT'S WHY YOU NEED TO PUT SOME THINGS UNDER LOCK AND KEY, THINGS LIKE WEAPONS, FUNDS, JEWELS, MAPS, DRAWINGS, PLANS AND CLASSIFIED DOCUMENTS.



PS 629

56

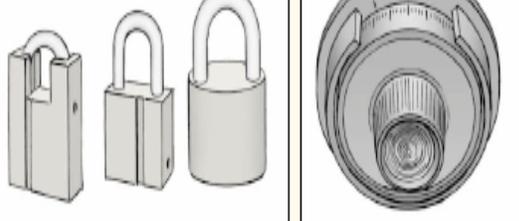
APR 05



THE DOD LOCK PROGRAM CAN HELP SECURE YOUR VALUABLES. ITS WEBSITE IS AT <http://locks.nfesc.navy.mil/index7.htm>

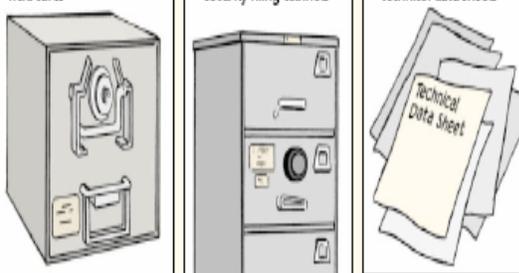
THERE YOU'LL FIND A COMPLETE SOURCE OF INFORMATION ON LOCKS, SAFES AND SECURITY CONTAINERS, INCLUDING...

- high and low security padlocks
- combination locks



- high security hasps
- high security doors
- map and plan containers
- vault doors
- weapon storage containers
- NSNs and ordering information

- field safes
- security filing cabinets
- technical data sheets



- an 800 number for technical support, 1-800-290-7607
- security chains
- security seals and tamper indicating devices
- federal and military specifications
- newsletters addressing security issues and locking devices
- training information




THE DOD LOCK PROGRAM IS THE KEY TO YOUR SECURITY PROBLEMS.

GSA Approved Security Containers...

You'll Feel More Secure

WHAT CAN YOU STORE IN GENERAL SERVICES ADMINISTRATION (GSA) APPROVED SECURITY CONTAINERS?

JUST ABOUT ANYTHING OF VALUE: MONEY, JEWELS, PRECIOUS METALS...

...EVEN WEAPONS!



BUT YOU'RE MORE LIKELY TO STORE CLASSIFIED INFORMATION SUCH AS DOCUMENTS, DRAWINGS...

...MAPS, PLANS AND FILM.

GSA OFFERS THE FOLLOWING TYPES OF SECURITY CONTAINERS...



- filing cabinets
- map and plan containers
- field safes
- weapon storage containers

PS 661

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DEC 07

[Click here for a copy of this article to save or email](#)

Currently, there are two classes of containers being manufactured: Class 5 and Class 6.

Use Class 5 containers to store weapons, funds and jewels. Also use them to store classified documents, components, materials and equipment. They come in file cabinet, weapon storage and map and plan varieties. Class 5 containers provide the same protection as Class 6. In addition, Class 5 containers offer 10 minutes of protection against forced entry.

Use Class 6 containers to store classified drawings, maps, plans and other classified material.

FOR THE FULL STORY ON GSA APPROVED SECURITY CONTAINERS, GO TO THE DOD LOCK PROGRAM WEBSITE:
<https://portal.nsvfec.navy.mil/go/locks>



Once you get to the home page, rest your cursor on Security Hardware in the left-hand banner. A drop-down menu will appear. Click on [GSA Approved Security Containers](#) in the drop-down menu. The links on the next page will take you to descriptions, dimensions and photos of the containers, plus ordering information and NSNs.

JUST REMEMBER, NEVER STORE CLASSIFIED MATERIAL, MONEY AND WEAPONS-OR ANY COMBINATION OF THESE-IN THE SAME SECURITY CONTAINER.

FOR MORE INFO, SEE PAGE 75 OF DOD 5200.1-R, INFORMATION SECURITY PROGRAM (IAN 97).

FOR GUIDANCE ABOUT THE STORAGE OF CLASSIFIED INFORMATION, SEE THESE REGULATIONS...

FOR GUIDANCE ABOUT THE STORAGE OF CONVENTIONAL WEAPONS, SEE THESE REGULATIONS...

- DoD 5200.1-R, Information Security Program
- AR 380-5, Department of the Army Information Security Program
- DoD 5100.76-M, Physical Security of Sensitive Conventional Arms, Ammunition, and Explosives
- AR 190-11, Physical Security of Arms, Ammunition and Explosives



From: 2LT J.S.
Sent: Sunday, June 09, 2002 5:07 PM
To: Half-Mast
<psmag@logsa.army.mil>

Dear Half-Mast,
I know that unit arms room racks require strong padlocks and chains to meet security requirements. Could you give me NSNs for a chain and a padlock that would meet those requirements?
2LT J.S.

THAT OUGHTA DO IT!



PS 598

Dear Lieutenant,

You bet. NSN 4010-00-149-5583 brings 550 feet of heavy-duty chain and NSN 4010-00-171-4427 brings 20 feet. NSN 5340-01-408-8434 gets a secure padlock with a 3-in shackle and NSN 5340-00-158-3805 gets one with a 2-in shackle.

You'll find the straight scoop on arms room rack security in AR 190-11, Physical Security of Arms, Ammunition, and Explosives. It's on the Internet at www.usapa.army.mil/gils.



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SEP 02

Here are some important rules armorers must remember:

- All arms racks or containers must be locked with approved secondary padlocks. In arms rooms that are not manned 24 hours a day, rifle racks and containers weighing less than 500 pounds must be fastened to the floor or wall or fastened together in groups totaling more than 500 pounds with bolts or with chains equipped with secondary padlocks.
- Bolts used to secure racks must be spot welded, brazed, or peened to prevent easy removal. Chains must be heavy duty hardened steel, welded, straight links, galvanized, and of at least 5/16-in thickness or of equivalent resistance to the force required to break or cut a secondary padlock.

Of course, any time you have security questions, the best place to start is with your local security office.

Half-Mast



Connie's Post Scripts



THESE MAY
BE LONG,
BUT THEY'RE
STILL
BRIEFS!

Many Small Arms Parts No Longer Controlled Inventory

In the early 90s, the Army was having trouble with small arms repair parts accountability. To fix that, the Army made the repair parts items controlled inventory, which meant the parts had to be kept in locked containers behind double barrier protection with controlled access.

That made it difficult for armorers to get the parts they needed to make repairs to their weapons. The Army recognized this and over the past few years has reclassified many small arms repair parts with a Controlled Inventory Item Code of U (unclassified), which means these parts can be stocked and stored without the accountability and and storage restrictions.

The Army also said Para 2-24b of AR 710-2, which states "Bench stocks are authorized for all maintenance activities," applies to all unit motor pools and arms rooms as well as direct support shops. In other words, armorers can stock any unclassified small arms repair parts that qualify as bench stock in the arms room.

Armorers don't need to search for what repair parts can be ordered as bench stock for each weapon. CW2 Robert Philyaw of B Co, 2nd FSB, 2ID in South Korea has compiled a list of repair parts armorers can order broken down by weapon. You can access the list at

<https://www.us.army.mil/suite/doc/1513941>

All of these parts can stocked on unit PLL.

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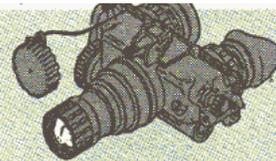
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NVDs. . .



They're Nightwalkers

Seems a lot of night vision devices (NVDs) are taking a hike—late at night. To avoid paying the high replacement cost—\$4,000 to \$8,000—keep yours under lock and key.

AR 190-51 tells you to keep NVDs under double barrier protection. Some units lock them in their arms room inside a locked building. If your arms room is too small to store both weapons and

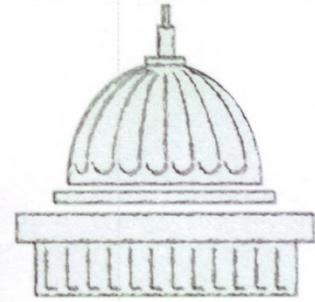
NVDs, make sure that wherever you store them meets the requirements in Appendix B of AR 190-51. And when you take 'em to the field, keep 'em locked in a storage box inside a locked combat vehicle, or some such.

Regardless of how you secure NVDs at home or away, you're responsible for them. Keep them safe and secure!

NRA / ILA Firearms Laws for

LOUISIANA

(As of August, 2004)



Compiled by:
NRA-Institute for Legislative Action
11250 Waples Mill Road
Fairfax, Virginia 22030
(800) 392-8683
www.nraila.org

A SYNOPSIS OF STATE LAWS ON PURCHASE, POSSESSION AND CARRYING OF FIREARMS.

QUICK REFERENCE CHART

	Rifles and Shotguns	Handguns
Permit to Purchase	No	No
Registration of Firearms	No	No
Licensing of Owners	No	No
Permit to Carry	No	Yes

STATE CONSTITUTIONAL PROVISION

"The right of each citizen to keep and bear arms shall not be abridged, but this provision shall not prevent the passage of laws to prohibit the carrying of weapons concealed on the person." Article 1, Section 11.

PURCHASE

No state permit is required for the purchase of a rifle, shotgun, or handgun.

It is unlawful to sell or deliver firearms or other dangerous weapons to anyone under the age of eighteen. Lack of knowledge of the minor's age is not a defense.

POSSESSION

No state permit is required to possess a rifle, shotgun, or a handgun. It is illegal for any person who is a national of a country with whom the United States is at war to own, possess, have custody, or use any firearm. It is unlawful for anyone who has been convicted of certain crimes of violence to possess a firearm for a period of ten years from the date of completion of the sentence, probation, parole or suspension of sentence. It is unlawful for any person under seventeen to possess a handgun on his person, but this does not apply to any person under seventeen who is attending a hunter's safety or firearms safety course; engaging in practice in the use of a firearm or target shooting at an established range; hunting or trapping pursuant to a valid license; or traveling to or from one of the above activities.

CARRYING

No person shall carry a concealed firearm intentionally without a permit unless one is a peace officer in performance of his or her official duties.

The Deputy Secretary of Public Safety Services of the Department of Public Safety and Corrections shall issue a concealed handgun

permit to any citizen who qualifies for a permit. To qualify, a citizen shall:

- (1) reflect training in pistols, revolvers or both;
- (2) agree to hold harmless and indemnify the department, the state or any peace officer for any liability arising from the issuance of the permit;
- (3) be a resident of the state and have been a resident for six months or longer;
- (4) be at least 21;
- (5) not suffer from mental illness which prevents the safe handling of a firearm;
- (6) not be ineligible to possess a firearm by having been convicted of a felony;
- (7) not have been committed for the abuse of a controlled substance, or been found guilty of, or entered a plea of guilty or nolo contendere relating to a controlled substance within 5 years;
- (8) not chronically and habitually use alcoholic beverages to the extent that normal faculties are impaired;
- (9) not have entered a plea of guilty or nolo contendere to or been found guilty of a misdemeanor crime of violence within 5 years of completion of sentence;
- (10) not have been convicted of, entered a plea of guilty or nolo contendere to, or not be charged under indictment, or a bill of information for any crime of violence or any crime punishable by imprisonment for one year or more;
- (11) not be a fugitive from justice;
- (12) not be an unlawful user of, or addicted to, marijuana, depressants, stimulants, or narcotic drugs;
- (13) not have been adjudicated to be mentally deficient or been committed to a mental institution;
- (14) not be an illegal alien;
- (15) not have a Dishonorable Discharge from the Armed Forces;
- (16) not have a history of engaging in violent behavior;
- (17) not be ineligible to possess a firearm under federal law.

The applicant shall demonstrate competency with a handgun by completion of certain specified courses, classes, and programs in firearms safety and training.

The Deputy Secretary of Public Safety Services shall, within two working days of the permit application, notify the Chief of Police of the municipality and the Chief Law Enforcement Officer of the parish in which the applicant is domiciled of such application. Those officers shall have 10 days to forward to the Deputy Secretary information relating to the applicant's legal qualification to receive a permit. The Deputy Secretary shall issue, "timely and without delay," the permit to all qualified applicants. The permit shall be valid in all parishes statewide for a term of four years.

A permittee armed with a handgun shall notify any police officer who approaches the permittee in an official manner or purpose, that he has a weapon on his person, submit to a pat down, and allow the officer to temporarily disarm him. Whenever a law enforcement officer has reasonable grounds to believe an armed permittee is under the influence of alcohol or a controlled dangerous substance, the officer may take temporary possession of the handgun and request submission to a chemical test. Whenever an officer is made aware that an individual is behaving in a criminally negligent manner, or is negligent in carrying a handgun, the officer may seize the handgun until adjudication by a judge. Failure to comply with these provisions shall result in a six-month automatic suspension of the permit.

The permit shall be revoked under any of the following circumstances: (1) the blood alcohol reading of the permittee is .05 per cent or greater; (2) a blood test or urine test shows the presence of a controlled dangerous substance; (3) a permittee refuses to submit to a chemical test upon request of a law enforcement officer; (4) the permittee is found guilty of negligent carrying of a concealed handgun.

A permittee may not carry a concealed handgun into:

- (1) a law enforcement building,
- (2) a detention facility, prison or jail,
- (3) a courthouse or courtroom,
- (4) a polling place,
- (5) a meeting place of the governing authority of a political subdivision,
- (6) the state capitol building,
- (7) any portion of an airport facility where the carrying of firearms is prohibited under federal law,
- (8) any church or similar place of worship,
- (9) a parade or demonstration for which a permit is issued,
- (10) any portion of a permitted area where alcoholic beverages are sold for on-premises consumption,
- (11) any school "firearm-free-zone"; or
- (12) any place in which firearms are banned by state or federal law.

A property owner may prohibit access to his property by persons possessing concealed handguns. A permittee may not carry a concealed handgun into a private residence of another without first receiving the consent of that person.

It is unlawful to possess a firearm on a school campus during regular school hours or on a school bus. It is also unlawful to possess a firearm on one's person: on school property, at a school sponsored function, in a firearm-free zone, on a school campus, or on school transportation, or within 1000 feet of a school campus. These prohibitions do not apply to: the possession of a firearm occurring within 1,000 feet of school property and entirely on private property, entirely within a private residence, or in accordance with a concealed handgun permit; or any constitutionally protected activity which cannot be regulated by the state, such as a firearm contained entirely within a motor vehicle.

NATIONAL FIREARMS ACT FIREARMS

State law governs a special category of firearms that is roughly similar to the category also governed by the National Firearms Act. Such items include: shotguns with barrels of less than 18 inches; rifles with barrels of less than 16 inches, any weapon made from either a

rifle or shotgun if the overall length is less than twenty-six inches; machine guns, silencers, and certain specifically described weapons. No person shall possess or transfer such an item without the prior approval of the Department of Public Safety. Every person possessing such an item shall register with the Department of Public Safety. State law does not require the registration of items which are unserviceable and are transferred as a curiosity or ornament.

ANTIQUES AND REPLICAS

Louisiana statutes are silent on antique and replica firearms. They are treated as ordinary firearms for possession, sale, and carrying purposes.

MISCELLANEOUS

It is unlawful to possess a firearm while on the premises of an alcoholic beverage outlet, which is defined as any commercial establishment in which alcoholic beverages are sold in individual servings for consumption on the premises.

The governing authority of any political subdivision or local or other governmental authority of the state is preempted from bringing suit to recover against any firearms or ammunition manufacturer, trade association, or dealer for damages for injury, death, or loss or to seek other injunctive relief resulting from or relating to the lawful design, manufacture, marketing, or sale of firearms or ammunition. The authority to bring such actions as may be authorized by law shall be reserved exclusively to the state.

It is unlawful to obliterate, remove, change, or alter numbers or marks of identification on any firearm. No person shall intentionally receive, possess, carry, conceal, buy, sell, or transport any firearm which has been illegally obtained or from which the serial number or mark of identification has been obliterated. This shall not apply to any firearm which is an antique or war relic and is inoperable or for which ammunition is no longer manufactured in the U.S. and is not readily available in the ordinary channels of commercial trade, or which was originally manufactured without such a number.

No governing authority of a political subdivision shall enact after July 15, 1985 any ordinance or regulation more restrictive than state law concerning in any way the sale, purchase, possession, ownership, transfer, transportation, license, use, or registration of firearms, ammunition, or components of firearms or ammunition.

No person shall import, manufacture, sell, purchase, possess, or transfer, any bullet that has a steel inner core or core of equivalent density and hardness, truncated cone, and is designed for use in a handgun as a body armor or metal piercing bullet, or which has been primarily manufactured or designed by nature of its shape, cross-sectional density, or any coating applied thereto, to breach or penetrate body armor when fired from a handgun.

SOURCES: La. Rev. Stat. Ann. §§ 14:91, 14:95; 14:95.1-8; 40:1379.3; 40:1752-1754; 40:1781; 40:1796; 40:1799; 40:1803; 40:1810-1812

CAUTION: Firearm laws are subject to frequent change and court interpretation. This summary is not intended as legal advice or restatement of law. This summary does not include federal or local laws, ordinances or regulations. For any particular situation, a licensed local attorney must be consulted for an accurate interpretation. **YOU MUST ABIDE WITH ALL LAWS: STATE, FEDERAL AND LOCAL.**

This may be reproduced. It may not be reproduced for commercial purposes.

REFERENCES:

DOD 4500.32-R, Military Standard Transportation and Movement Procedures.

DOD 6055.9-SDT, Ammunition and Explosives Safety Standards.

AR 5-3, Installation Management and Organization.

AR 5-9, Areas of Responsibilities.

AR 15-6, Procedures for Investigations.

AR 190-11, Physical Security of Arms, Ammunition and Explosives.

AR 190-13, The Army Physical Security Program.

AR 190-14, Carrying of Firearm and Use of Force for Law Enforcement and Security Duties.

AR 190-40, Serious Incident Reporting.

AR 190-51, Security of Army Property at Unit and Installation Level.

AR 380-5, Department of the Army Information Security.

AR 380-19, Information Systems Security.

AR 385-64, Ammunition and Explosives Safety Standards.

AR 710-2, Material Management for Using Units, Support Units and Installations.

AR 735-5, General Principles, Policies, and Basic Procedures.

AR 735-11, Accounting for Lost, Damaged, and Destroyed Property.

DA Pam 710-2-1, Using Unit Supply Systems Procedures Manual.

DA Pam 710-2-2, The Supply Support Activity (SSA) Supply Manual Procedures.

FORSCOM Message dated 081400Z Jan 94 SUB: Security and Accountability of Sensitive US Government Property During Unit Movement.

JRTC & FP Reg 20-2, Organization Inspection Program (OIP).

JRTC & FP Reg 75-1, Ammunition Control Procedures.

JRTC & FP Reg 190-3, Privately Owned Weapons.

TB 5-6350-264, Selection and Application of Interior Commercial Intrusion Detection System (ICIDS).

TB 9-2300-422-20, Security of Tactical Wheeled Vehicles.

TB 9-1300-206, Ammunition and Explosives Standards.

FM 19-10, Law and Order Operations.

FM 3-19-30, Physical Security.

TB 9-1005-319-23 and P

PM Magazine