

DEPARTMENT OF THE ARMY
FORT CAMPBELL INSTALLATION
39 Normandy Boulevard
Fort Campbell, Kentucky 42223-5617
1 July 2008

Physical Security
Fort Campbell's Physical Security Program

Contents (Listed by paragraph and page numbers)

CHAPTER 1: General

Summary • 1-1, *page 5*
Applicability • 1-2, *page 5*
Supplementation • 1-3, *page 5*
Suggested Improvements • 1-4, *page 5*
Distribution • 1-5, *page 5*

CHAPTER 2: Security of Arms, Ammunition, and Explosives (AA&E)

Section I

Commanders and Custodians of AA&E

Arms room Standing Operating Procedures (SOP) • 2.1.1, *page 6*
Duties and Responsibilities • 2.1.2, *page 6*
Commanders • 2.1.2, *page 6*
Arms Room Officers • 2.1.2, *page 6*
Armors • 2.1.2, *page 6*
AA&E Key/Lock Custodians • 2.1.2, *page 6-7*
Inventory Officers • 2.1.2, *page 7*
Unit Physical Security Officers • 2.1.2, *page 7*
Disciplinary actions • 2.1.3, *page 7*

Section II

Policy

Arms room Construction/Structure standards/ DA Form 4604 • 2.2.1, *page 7*
Vault rooms/ Use of the SF 700 • 2.2.2, *page 7-8*
Use of the SF 702 • 2.2.3, *page 8*
Signs/ TN, KY laws/ IDS Alarm/ Restricted Area/ Lautenberg Message/ Risk Analysis • 2.2.4, *page 8*
Inspection requirements/ Ratings/ Definitions • 2.2.5, *page 8-9*
Personnel Training requirements • 2.2.6, *page 9*
Unaccompanied access rosters • 2.2.7, *page 9*
Personnel evaluation/ DA Form 7281 • 2.2.8, *page 9-10*

Section III

Physical Security Planning (Consolidated AA&E/ IDS/PIC/ Guard Force Plans/ Key & Lock Control)

Arms room Bi-Lateral/ Consolidated Storage Agreements • 2.3.1, *page 10*
IDS Alarms • 2.3.2, *page 10*
Alarm Activations • 2.3.3, *page 10*
Alarm Tests • 2.3.4, *page 10*
PIN/PIC Codes • 2.3.5, *page 11*
Security Breach of Arms Rooms/Sensitive Items Storage Areas • 2.3.6, *page 11*
Unit Guard Forces/ security checks • 2.3.7, *page 11*
Arms Room Key and Lock control/ DA Form 5513 • 2.3.8, *page 11-13*

Section IV

Protection of AA&E

- Arms room Security Lighting • 2.4.1, *page 13*
- Arms racks and Security Containers/ Modifications & Certifications/ Chains • 2.4.2, *page 13*
- Privately Owned Weapons & ammunition • 2.4.3, *page 13*
- Commercial weapons & ammunition/ (AAFES) • 2.4.4, *page 13*
- Contract Guard weapons & ammunition • 2.4.5, *page 14*
- Demilitarized War Trophies (DEWAT) • 2.4.6, *page 14*
- Foreign weapons & ammunition • 2.4.7, *page 14*
- Use of FC Form 2171 • 2.4.8, *page 14-15*
- Master Authorization List (MAL) • 2.4.9, *page 15*
- Use of DA Form 3749/ Issue and Turn in procedures • 2.4.10, *page 15-16*
- Arming of unit armorers • 2.4.11, *page 16*
- Security of armorer's Tools • 2.4.12, *page 16*
- Security of (Non AA&E items) Bayonets, NVD, Lasers, Combat Optics • 2.4.13, *page 16*
- PBO Monthly Sensitive Items Inventories • 2.4.14 *page 16-17*
- Use of the FC Form 2170 • 2.4.15, *page 17*

Section V

Protection of Ammunition & Explosives (A&E)

- A&E Bunkers • 2.5.1, *page 17*
- Security Requirements for CAT I and CAT II A&E • 2.5.2, *page 17*
- Security Requirements for CAT III and CAT IV (Include TNG Bunkers) • 2.5.3, *page 17-18*
- Security of Field Level Munitions Storage Areas (FLMSA)/ Field ASP • 2.5.4, *page 18*
- Portable Armories • 2.5.5, *page 18*
- A&E Amnesty Policy • 2.5.6, *page 18-19*
- Operational (Guard) ammunition • 2.5.7, *page 19*

Section VI

Disposal and Demilitarization

- Military AA&E • 2.6.1, *page 19*
- Disposal of abandoned & confiscated Privately Owned Weapons (firearms) • 2.6.2, *page 19-20*

Section VII

Transportation

- Unit Deployment from Home Station AA&E Inventories • 2.7.1, *page 20*
- 100% Serial Number Deployment Inventory Procedures • 2.7.2, *page 20*
- Redeployment • 2.7.3, *page 20-21*
- In transit Security of AA&E and NVD • 2.7.4, *page 21*
- Shipments On/Off Fort Campbell Reservation • 2.7.5, *page 21*
- Temporary Military Vehicle • 2.7.6, *page 21*

Section VIII

Lost/Stolen Military AA&E and Other Sensitive Items, *page*

- General • 2.8.1, *page 21-22*
- Sensitive Items • 2.8.2, *page 22*
- Lost/Theft of AA&E Shipments • 2.8.3, *page 22*
- Off-Post/Installation Loss/Theft of AA&E/Sensitive Items • 2.8.4, *page 22*

Section IX

Privately Owned Weapons/ Registration

- Control of Weapons /Conceal Carry Permits • 2.9.1, *page 22*
- Definitions • 2.9.2, *page 22*
- Inventories • 2.9.3, *page 22-23*

Registration required • 2.9.4, *page 23*
Registration • 2.9.5, *page 23-24*
Possession and Transportation of Firearms • 2.9.6, *page 24*
Prohibited Items • 2.9.7, *page 24-25*
Air Powered Weapons • 2.9.8, *page 25*
Bows, Arrows, Crossbows, and Slingshots • 2.9.9, *page 25*
Post Exchange Firearms / Ammunition Sales • 2.9.10, *page 25*
Safeguarding • 2.9.11, *page 25*
Installation Physical Security Office • 2.9.12, *page 26*
Commanders • 2.9.13, *page 26*
Sale • 2.9.14, *page 26*
Loss/ Stolen • 2.9.15, *page 26*

CHAPTER 3: Security of Unclassified Army Property (Sensitive and Non-sensitive)

Section I

Introduction

Purpose • 3-1, *page 41*
General • 3-2, *page 41*
Responsibilities • 3-3, *page 41*

Section II

Physical Security Officers (PSO)

Duties and responsibilities • 3.2.1, *page 42*
Use of risk analysis / Mission Essential Vulnerable Areas (MEVA) • 3.2.2, *page 42*
Unit level inspections • 3.2.3, *page 43*

Section III

Physical Security Plan (BDE, BN, CO, and Directorate level) • 3.3.1, *page 44*

Section IV

Crime Prevention

Responsibilities • 3.4.1, *page 44-46*

- a. Commanders
- b. Unit Crime Prevention Officers
- c. Individual Soldiers
- d. Unit Supply
- e. SDO/SDNCO/CQ

Unit Storage Facilities • 3.4.2, *page 46*
Health and Welfare Inspections • 3.4.3, *page 46*
Security of Privately Owned Vehicles • 3.4.4, *page 46*
Dayroom/ Barracks • 3.4.5, *page 46*
Operation Identification • 3.4.6, *page 47*
Light Control Measures • 3.4.7, *page 47*
Security during deployments • 3.4.8, *page 47*
Unit Funds • 3.4.9, *page 47*

Section V

Administrative Key and Lock Control

Key & lock control custodians • 3.5.1, *page 47-48*
Use of the key control register (DA Fm 5513) • 3.5.2, *page 48*
Key depositories • 3.5.3, *page 48*
Locks • 3.5.4, *page 48-49*

Section VI
Security of computers and components • 3.6.1, page 49

Section VII
Security vaults, safes, and containers
Specialized security equipment • 3.7.1, page 50
Forms • 3.7.2, page 50
IDS Alarms • 3.7.3, page 50

Section VIII
Security of supply rooms and equipment storage areas
Requirements • 3.8.1, page 51
Accountability • 3.8.2, page 51

Section IX
Security of Army Property (High Dollar/ Pilferage like items, NVDs, Optics, NBC,...etc)
High Dollar • 3.9.1, page 51
Storage rooms • 3.9.2, page 51

Section X
Protective Seal control
Requirements • 3.10.1, page 52
Issuing office • 3.10.2, page 52
Receiving office • 3.10.3, page 52
Table of approved seals for AA&E • 3.10.4, page 52-54

Section XI
Security of Controlled Medical items (notes R, Q, C)
Definitions • 3.11.1, page 55
Storage Requirements • 3.11.2, page 55
Inventories • 3.11.3, page 55

Section XII
Security of unit motor pools
Definitions • 3.12.1, page 55
Requirements • 3.12.2, page 56
Perimeter fencing and lighting • 3.12.3, page 56
Key and Lock control • 3.12.4, page 56
Security of Tactical Vehicles • 3.12.5, page 56
Security of PLL Property • 3.12.6 page 56
Security of Tool Rooms • 3-12.7, page 56-57

Section XIII
Airfield Security
Airfield Management responsibilities • 3.13.1, page 57
Unit level responsibilities • 3.13.2, page 57
Flight Operations • 3.13.3, page 58
Aviation Life Support Equipment (ALSE) • 3.13.4, page 58

Section XIV
Military Customs Operations
Purpose • 3.14.1, page 58
Scope • 3.14.2, page 59

Responsibilities • 3.14.3, *page 59*

Section XV Unit Mail Rooms

Purpose • 3.15.1, *page 60*

Responsibilities • 3.15.2, *page 60*

Appendix List

Appendix A: Explanation of forms and records, *page 27*

Figure List

Figure 2-1 Sample Unaccompanied Access Roster, *page 28*

Figure 2-2 Sample DA Form 7281, *page 29*

Figure 2-3 Sample Alarm Test Memorandum, *page 30*

Figure 2-4 Sample DA Form 5513, *page 31-32*

Figure 2-5 Sample FC Form 2171, (Single Armorer Opening and Closing), *page 33*

Figure 2-6 Sample FC Form 2171, (Arms room Transfer between Armorers), *page 34*

Figure 2-7 Sample Monthly PBO inventory, *page 35-36*

Figure 2-8 Sample FC Form 2170, (Joint Inventory for Stay Behind Equipment) *page 37-38*

Figure 2-9 Sample FC Form 2170, (Items not listed on PBO Sensitive Items Hand Receipt) *page 39-40*

Figure 3-1 Sample FC Form 4986 (Personal Property Record), *page 61*

Figure 3-2 Sample DA Form 5513 (MASTER Inventory Key register), *page 62-63*

Figure 3-3 Sample DA Form 5513 (Permanent Issue key register), *page 64-65*

Figure 3-4 Sample DA Form 5513 (Temporary Issue key register), *page 66-67*

CHAPTER 1: General

1-1. Summary

This regulation—

Establishes the Fort Campbell Physical Security Program. This program is part of the Installation Force Protection Program. Provides supplemental guidance to DA physical-security publications. Must be used with AR 190-5, AR 190-11, AR 190-13, AR 190-16, AR 190-51, AR 525-13, DA Pamphlet 190-51, DA Pamphlet 710-2-1, CAM Reg 190-5, CAM Reg 525-13, CAM Reg 700-2, CAM PAM 1-201, and DOD Reg UFC 4-010-01 / (02)

1-2. Applicability

This regulation applies to any element or component of the Department of Defense, whether assigned, attached, or supported by Headquarters, 101st Airborne Division (Air Assault) and Fort Campbell, Kentucky. This regulation does not authorize methods of operation or requirements outlined or specified by higher command to be changed in any manner. In the case where this regulation may conflict with a higher command's requirement or regulation, the more stringent standard of the two will apply. Questions concerning the applicability and interpretation of contents should be referred to the Physical Security Office, Directorate of Emergency Services.

1-3. Supplementation

Supplementation of this regulation is prohibited without approval of Director, Emergency Services. Commanders will not deviate or supplement this regulation.

1-4. Suggested Improvements

Users are invited to send comments and suggested improvements, through established command channels, on DA Form 2028 (Recommended Changes to Publications and Blank Forms) to Director, Emergency Services, Attn: Chief, Physical Security.

1-5. Distribution

Intranet.

Chapter 2: Security of Arms, Ammunition, and Explosives (AA&E)

Section I

Commanders and Custodians of AA&E

2.1.1. Arms room Standing Operating Procedures (SOP)

Commanders are responsible to provide written guidance/special instructions for the protection and accountability of Arms, Ammunition, & Explosives (AA&E)/Sensitive Items (SI) that are stored in AA&E facilities. The unit AA&E SOP at a minimum must address the following:

- a. Must be approved and signed by the current Commander.
- b. Duty responsibilities for:
 - (1) Armorers. (Primary and Alternate).
 - (2) Unit Arms Room Officers.
 - (3) Arms Room Key & Lock custodians (Armorers are prohibited from this duty).
 - (4) Inventory Officers (Monthly PBO).
- c. Individual responsibility for AA&E during operational and field training conditions.
- d. Security of AA&E stored or mounted on vehicles and aircraft.
- e. Instructions for timely submission of Serious Incident Reports (SIR) refer to AR 190-45 and CG Policy Letter# 16.
- f. Reporting procedures for all losses (actual or suspected) or recoveries of AA&E/sensitive items (PMO must be notified within 2 hours).
- g. Security of AA&E/SI for medically evacuated personnel during training.
- h. Specific procedures for posting an armed guard (with firearm and like ammunition) in the event of IDS alarm failure and Higher Force Protection Conditions (FPCON). Personnel are required to be briefed and sign a statement on the use of deadly force IAW AR 190-14.
- i. Use and completion of required forms, ie., FC Form 2171, alarm test memo, DA Form 3749, MAL, etc.

2.1.2. Duties and Responsibilities

- a. Commanders.

All unit commanders will establish effective written procedures defining security responsibilities for receipt, utilization, and accountability of all government AA&E and Sensitive Items property within the unit under the following conditions:

 - (1) Implementation of established written procedures, records, and compliance with regulations.
 - (2) Establish controls within each subordinate unit/activity for periodic inspection and correction of deficiencies noted.
 - (3) Conduct assessments/inventories to ensure accountability of property and adherence to required procedures.
 - (4) Establish a training program for those personnel responsible for the accountability and security of AA&E and Sensitive Items.
- b. Arms Room Officers.
 - (1) Commanders will appoint in writing an Arms Room Officer (E-6 and above) for each arms room under their command. Arms Room Officers will not be listed on the unaccompanied access roster and do not require a DA Form 7281 (Command Oriented AA&E Security Screening and Evaluation Record)
 - (2) Appointed arms room officer must conduct inspections/assessments of the arms room operational procedures pertaining to the security and accountability of AA&E to ensure that regulatory requirements are met or exceeded. At a minimum inspections will be conducted quarterly and written report is required. (The use of FC Form 4046, Figure 4-4 Security of AA&E Checklist meets this requirement).
 - (3) Arms Room Officers must be trained on Inventory/accountability of AA&E IAW AR 190-11 and this regulation. The Physical Security Office conducts monthly training at the Education Center on arms room operations that would be beneficial to newly appointed personnel. Units can schedule personnel through DTMS or by contacting 798-7587/0437 or 956-4346.
- c. Armorers.

Only personnel who have been favorably screened utilizing DA Form 7281 will be allowed unaccompanied access to AA&E facilities/listed on the unaccompanied access roster. Armorers will be sub-hand receipted for all AA&E and sensitive items stored in the arms room from the unit CDR. Armorers will be familiar and enforce all applicable regulations (AR 190-11 & CAM Reg 190-1). Within six months of being appointed as Armorers, will attend the Installation Physical Security Class given monthly by DES (Contact DES at 798-7587 or 0437) or armorers can sign up through DTMS.

d. AA&E Key and Lock Control Custodians.

Only personnel who have a favorable screening on DA Form 7281 will be appointed in writing by the CDR as unit arms room Key & Lock Control Custodians. (Armorsers are prohibited from this duty). The Key/Lock Custodian WILL NOT be listed on the Unaccompanied access roster. Alternate custodians are recommended. Custodians will be familiar with key/lock control procedures and will establish Key and lock control procedures IAW Paragraph 2.3.8 of this regulation.

e. Inventory Officers (Monthly PBO Sensitive Items).

Inventory Officers will be selected by the Commander. Inventory officers will be trained on proper inventory and documentation procedures. The monthly Weapons and Sensitive Items Inventory will be conducted by an NCO, Commissioned Officer, Warrant Officers, or DA Civilian equivalent. Armorsers are prohibited from conducting/participating on these inventories. The same person is prohibited from conducting consecutive monthly inventories. See Paragraph 2.4.14 for specific responsibilities.

f. Unit Physical Security Officers.

Physical Security Officers (PSO) is required at all Command levels. Unit PSO will be appointed in writing by the CDR. PSO must be SSG/E-6 and above. PSO are required to conduct assessments/inspections of all unit AA&E facilities as directed by the CDR. PSO are required to enforce the Army's Physical Security Program. PSO and Arms Room Officers can be the same person.

2.1.3. Disciplinary actions

a. In accordance with the provisions and requirements of applicable laws and/or regulations, appropriate action will be taken with respect to the individual(s) responsible for any violations of the procedures and requirements imposed pursuant to this regulation. Failure to perform the requirements of this regulation provides a basis for disciplinary action under applicable law; e.g., MCM Article 92 or Article 108.

b. Violations of Federal criminal laws provide a basis for prosecution. Additionally, under the provisions of the Assimilative Crime Act, personnel not subject to the UCMJ may be prosecuted in the U.S. Magistrate Court and the U.S. District Court, as appropriate, for violations of any state laws, which are committed wholly or in part on the Fort Campbell military reservation. Violators may be cited on DD Form 1805 (United States District Court Violation Notice) by recording the specific paragraph or section of the Tennessee or Kentucky Penal Code that has been violated.

c. Personnel who experience a loss or theft of government-owned AA&E items while on the Fort Campbell reservation will report such loss/theft immediately (within 2 hours) to the Fort Campbell Police.

d. If a loss/theft occurs while participating in exercises (off the installation), (in a foreign country), or on (another installation), personnel responsible will immediately report such losses to the local authorities having jurisdiction and will then report the loss immediately to Fort Campbell.

e. Privately owned weapons will not be carried to field training exercises (FTXs) nor will they be carried or transported on unit deployments. The use of privately owned weapons by personnel other than general officers in the performance of their military duties is prohibited.

Section II Policy

2.2.1. Arms room Construction/Structure standards/DA Form 4604

Each unit arms room will have a current DA Form 4604 (Security Construction Statement) prepared/approved by a qualified DPW Engineer. A copy of the DA Form 4604 will be posted on the inside of each arms room. The DA Form 4604 will be updated every five years. Units can contact DES Physical Security for instructions on updating the form at 798-7587 or 956-4345/46.

2.2.2. Vault rooms/Use of the SF 700 (Security Container Check sheet)

SF 700 is required for all AA&E facilities that are secured with combination locks (digital or mechanical). A current SF 700 is also required for security containers/safes equipped with combination locks that store AA&E keys. Personnel completing the form will--

- a. Complete Part 1, Part 2, and 2a.
- b. The date of the combination change must be listed.
- c. List the first four persons (if applicable) to be notified in the event the container/vault is found open and unattended.
- d. Detach Part 1 and post on the inside of the vault door/drawer.

- e. Mark parts 2 & 2A with the highest classification stored in the container. (If applicable)
- f. Complete and detach Part 2A and insert in Part 2 (envelope). Issue this sealed copy (envelope) to the next higher S-2 for proper storage. (Recommend that a hand receipt or DA Fm 5513 be use to show transfer of document.)
- g. Combinations must be changed initially when vault/safe is put in service, annually, when there is a change in custodian or personnel, or when compromised.

2.2.3. Use of Standard Form (SF) 702 (Security Container Check Sheet)

The SF 702 will be used to record the opening and closing of AA&E facility as listed on the “note” below. SF 702 is no longer required for arms room facilities protected by an operational IDS alarm. The heading of each form will be completed. SF 702 is not required for separate NVD, ALSE storage facilities, however an SF 701 is required. The SF 702 or SF 701 if applicable will be maintained for at least 90 days.

Note: SF 702 is required for:

- a. Arms room without operational IDS alarm.
- b. All consolidated arms rooms (regardless if IDS is operational or not operational).
- c. All A&E Training bunkers.

2.2.4. Signs/Risk Analysis

- a. Local firearms laws: TN and KY state firearms laws will be posted on the exterior wall of the arms room.
- b. IDS Alarm signs: All alarmed facilities will have a permanent IDS Alarm sign posted by the exterior entrance door to each arms room where possible at eye level. Signs can be requested from the local DPW sign shop (798-5641/1200). A work order is required.
- c. Restricted Area signs: All AA&E facilities will have a permanent Restricted Area sign that contains the warning notice IAW AR 190-13, posted by the entrance door to all arms rooms where possible at eye level.
- d. Lautenberg Amendment Message: A copy of the HQDA. Message (dated 1720z May 2002) will be posted on the exterior wall adjacent to the arms room entrance door. The message is intended to alert CDR/Personnel that person(s) who have been convicted of domestic violence, will not be authorized to possess, carry, use firearms. The Lautenberg Amendment to the Gun Control Act of 1968, effective 30 September 1996, makes it a felony for those convicted of misdemeanor crimes of domestic violence to ship, transport, possess, or receive firearms or ammunition. The Amendment also makes it a felony to transfer a firearm or ammunition to an individual known, or reasonably believed, to have such a conviction. Soldiers are not exempt from the Lautenberg Amendment.
- e. Risk Analysis (DA Form 7278-R): All arms rooms are Mission Essential Vulnerable Areas (MEVA) and Restricted Areas (RA) and require Risk Level Worksheets (DA Form 7278-R). This form will be updated every 3 years and maintained in unit files, refer to AR 190-51, Chap 2 and DA PAM 190-51, Chap 2 for form completion. The analysis will be conducted by the unit Physical Security Officer (PSO) or Arms Room Officer jointly with the unit, using DA Form 7278-R in conjunction with DA PAM 190-51. Unit PSO may contact the Installation DES Physical Security Office (PSO) for assistance.

2.2.5. Inspection Requirements/Ratings/Definitions

- a. Arms room inspection ratings: Inspections will be conducted by a credential-bearing inspector every 18 months for arms storage facilities; this includes NAF weapons storage areas. Arms Rooms will be rated as “Adequate” or “Not Adequate”. A rating of “Not Adequate” will be given based on:
 - (1) One major deficiency.
 - (2) Five or more minor deficiencies.
 - (3) Any recurring deficiency from a previous inspection that is correctable at unit level.
 - (4) Failure to submit required work orders in a timely manner, for deficiencies that cannot be corrected at unit level.
 - (5) Arms room that failed their initial inspection and failed to reply within the 45 day suspense (listed in Block# 12 of the DA Fm 2806-1-R).
- b. Inspections/inspectors.
 - (1) The Physical Security Office has the authority and is required to inspect all AA&E facilities, forward ASP sites, ranges, and the transit/movement of AA&E to include control, accountability, and security on an unannounced basis.
 - (2) Reports of these inspections will be forwarded through command channels to the unit Commander.

Note: The Installation Commander under, AR 190-13, Paragraph 2-12, requires a report of action taken to correct all Not Adequate findings/deficiencies. Commanders will formally reply in writing indicating corrective actions

taken to correct findings/deficiencies for all Not Adequate ratings to the Director, DES, ATTN: Physical Security Office (PSO) within the 45-day suspense. Once that document is received, Units will coordinate with the PSO (798-7587 or 956-4345) to schedule re-inspections. The re-inspection for AA&E facilities must occur within 180 days of the initial inspection IAW AR 190-11, Para 2-6. Any recurring deficiencies noted on a re-inspection will result in the unit being rated as not adequate and reported as not adequate until their next scheduled physical security inspection.

- c. Arms Room Standards/Arms room inspection definitions.
 - (1) Major Deficiencies:
 - (a) Structural deficiencies not covered by a valid waiver or exception.
 - (b) Loss of accountability of weapons/ammunition and SI.
 - (c) Loss of accountability of arms room keys.
 - (d) Any deficiency that constitutes a major breach of arms room security (includes administrative errors that ultimately affect the security/accountability of arms, ammunition, and explosives (AA&E), poor operating procedures, or missing documentation).
 - (e) Sharing PIC codes.
 - (f) Failure to change combinations as required for arms storage vault doors or sharing combinations with unauthorized personnel.
 - (g) Storing ammunition or explosives in the arms room without proper authorization/documentation.
 - (h) Failure to meet the requirement for continuous surveillance of the arms room by an armed guard, duty personnel (personnel authorized unaccompanied access), or protection by IDS.
 - (i) A recurring deficiency when corrective action is within the means of the unit.
 - (2) Minor Deficiencies: Regulatory deficiencies noted in all other areas not covered in paragraph 2-5c above.
 - (3) Observation: A condition (where regulatory guidance is nonexistent or is unclear), which constitutes a weakness in the security posture.
 - (4) Note/Comment: Describes conditions/actions, which affect the overall security, e.g. description of waivers/exceptions and the fact that compensatory measures were fully implemented by the unit. MFR signed by Commanders do not negate the deficiency.

2.2.6. Personnel Training requirements

Only trained and competent personnel will be assigned duties involving the control and inventory of AA&E and Sensitive Items. The Commander has the overall responsibility to ensure that personnel are properly trained, develop training requirements and pro-active measures to ensure the safeguard of all AA&E/Sensitive Items.

2.2.7. Unaccompanied Access Rosters

- a. Each unit arms room will have only one current unaccompanied access roster which is approved and signed by the responsible Commander.
- b. Unit commanders and activity, facility, or office directors must provide the installation ICIDS Administrator (building 2704, telephone 798-1222/1225, fax 798-1223) current and updated access rosters for their respective alarmed areas. Copies of the access rosters will be issued to the SDNCO and S-2. Prepare an access roster IAW Figure 2-1.
- c. This roster must be protected from public view (posted inside the arms room/AA&E facility).
- d. Personnel not listed on the unaccompanied access roster are prohibited to enter arms rooms for the purpose of drawing/returning weapons/sensitive items.
- e. Personnel being escorted by the armorer will NOT be left unsupervised in the arms room.

2.2.8. Personnel evaluation/DA Form 7281, Command Oriented Arms, Ammunition, and Explosives (AA&E) Security Screening, and Evaluation Record (for unaccompanied access to arms and/or ammunition storage facilities/areas, and AA&E Keys)

- a. DA Form 7281 must be completed prior to personnel being appointed as the key and lock custodian, other personnel involved in the control, issue, and receiving of AA&E.
- b. Completed forms will be maintained on file in the arms room as long as the individual is authorized those duties. Personnel will be re-screened every three years.
- c. This form must be completed in the sequence listed (see sample at Figure 2-2). The processing of Section IV (Provost Marshal), of DA Form 7281 will be conducted at Bldg# 2704, DES Emergency Communications Center (ECC).
- d. In-coming Commanders are encouraged to review approval screening records/form from previous

Commanders. Continue to accept the form signed by the previous CDR as long as it is not expired. (Older than 3 years)

Section III

Physical Security Planning (*Consolidated AA&E/IDS/PIC/Guard Force Plans/Key & Lock Control*)

2.3.1. Arms room Bi-Lateral/Consolidated Storage Agreements

When more than one unit shares the same facility for the storage of AA&E, a formal written agreement will be prepared and signed by all Commanders. The agreement will address:

- a. Unit that has overall responsibility for the storage facility.(Host)
- b. Maximum quantities to be stored. (Per tenant unit)
- c. Physical safeguards to be used. (Racks, locks...etc)
- d. Frequency of, and the responsibility for issuing/receiving, physical inventories or reconciliations.
- e. Reporting of losses for investigations.
- f. Key and lock control procedures.
- g. Procedures for authorization and identification of individuals to receipt for physically taking custody of AA&E.
- h. Risk categories of items to be stored.

2.3.2. Intrusion Detection Systems (IDS)/Alarms

All unit level arms rooms will be protected by at least two types of alarm sensors (Balance magnetic and volumetric sensor such as passive infrared). A&E bunkers that store CAT I and CAT II A&E munitions require only one type of sensor. The Integrated Commercial Intrusion Detection System (ICIDS) is the approved alarm system on Fort Campbell.

2.3.3. Alarm activations

The following procedures will be initiated upon alarm activation:

- a. An alarm received during normal duty hours, monitoring point personnel will immediately inform the unit/activity concerned and request they conduct a security check of the affected area. The name and rank/title of the person conducting the security check will be provided to the alarm monitoring point personnel. If a security violation is observed or suspected, the Ft Campbell Police will be notified immediately. If no security violation is found, the unit will ensure authorized unit personnel reset the alarm.
- b. The Fort Campbell Police and unit SDO/SDNCO or activity representative will be notified of all alarms received during non duty hours. If the area is determined to be secure and only one alarm was activated, the unit/activity representative may request alarm monitoring personnel reset the alarm. If the alarm is again activated, the unit/activity will be required to provide an individual on the unaccompanied access roster to enter the facility and reset the alarm.
- c. In the event of an alarm malfunction, i.e., power or mechanical failures, an armed guard (with firearm and like ammunition) is required to be posted in accordance with AR 190-11. Commanders will ensure persons who are armed receive special instructions on the use of deadly force in accordance with AR 190-14, Chap 3.

2.3.4. Alarm tests

All units/activities with AA&E/sensitive items storage facilities protected by ICIDS will conduct a monthly test of the alarm system. An individual on the unit's unaccompanied access roster will conduct the test by calling the alarm monitoring point (798-1221/1224), giving building number and zone number and the name of person conducting the test. The alarm-monitoring person will provide instructions on how to perform the test. After the test is completed, the person conducting the test will annotate the test results on a memorandum. Memorandums reflecting alarms tests will be IAW Figure 2-3 and maintained on file in the arms room for a period of one year.

2.3.5. PIN/PIC codes

Current and accurate unaccompanied access rosters are required to generate the Personal Identification Code (PIC) or Personal Identification Numbers (PIN) and verify all personnel with authorized access by the monitoring personnel. A PIC number is issued to individuals requiring unaccompanied access to alarmed areas; this PIC number will not be shared. Any individual found to have compromised his/her PIC number will be deleted immediately from the system and the unit/activity commander/director notified.

Note: The individual who compromised their PIC/PIN can not receive a new PIC/PIN until receipt of Commanders

Action is submitted to the Emergency COMMS Center, Bldg 2704.

2.3.6. Security breach of arms room/sensitive item storage areas

All units/activities with AA&E/Sensitive items will report security breaches to the PMO (798-7111 or 798-7112) SDNCO/CQ offices are required to maintain current notification rosters of each AA&E facilities.

- a. Actions taken in the event of actual breach:
 - (1) Notify PMO and Chain of Command.
 - (2) Detain suspect(s) until arrival of PMO/Ft Campbell Police.
 - (3) Notify Physical Security Office (798-7587 or 956-4345/46 duty hours only).
 - (4) Conduct a 100% by serial number inventory of all AA&E/Sensitive Items (SI).
 - (5) Record the Inventory. (Requires signature from CDR or representative)
 - (6) If nothing is missing, conduct a test of the alarm with the monitoring point, if test is successful then secure the arms room when instructed by the monitoring station.
- b. In the event of actual loss, missing or stolen AA&E and SI. Refer to Chapter 8 of this regulation.

2.3.7. Unit Guard Forces

- a. **IDS Failure:** In the event of IDS alarm failure in unit arms rooms that store CAT II Arms (fully automatic/burst type), and CAT I & II Ammunition & Explosives Storage areas/bunkers. The unit is required to immediately provide armed guard(s) with firearm and like ammunition. The type of weapon and ammunition quantity to be issued is determined by the CDR as addressed in the arms room SOP. All guard personnel will be briefed on the "Use of Deadly Force" IAW AR 190-14.
- b. **Security checks:** Designated personnel such as SDNCO and CQ are required to conduct security checks during non-duty hours of unoccupied alarmed CAT II arms rooms not exceed every 8 hours. All security checks will be recorded on SF 702 and or DA Fm 1594 (daily staff journal). Records of security checks will be retained in unit files for a minimum of 90 days.
- c. **Procedures for unsecure arms room:** If the arms room is discovered opened/unsecured, the SDNCO/or person will immediately post a dedicated armed guard on the outside of the door of the arms room and immediately report the discovery to the Ft Campbell Police, telephone 798-7111/7112/7113. Upon arrival of the Military Police, a 100% serial number inventory will be conducted using the PBO Sensitive Items copy. If discrepancies are discovered, the Ft Campbell Police will take charge of the arms room. If there is nothing missing, the duty officer/NCO will have the armorer retest the alarm system, record the test on memorandum, and secure the arms room. If the alarm system is not operable, the duty officer/NCO will place a dedicated armed guard at the entrance outside the arms room until the alarm is repaired or the weapons and sensitive items can be relocated to another secure arms room. The Physical Security Office will submit a report for arms rooms found unsecured to the next higher Command.

2.3.8. AA&E Key and Lock control/DA Form 5513 (Form dated SEP 06)

Only DOD approved padlocks will be used to secure AA&E racks/containers. Authorized locks for securing entrance doors to AA&E facilities are the S&G Model 833c High Security Padlock (HSP) with High Security Hasp; or Combination locks that meet (UL) Standard 768, Group 1. Example of a Group 1 is the S&G Group 1 Mechanical Combination lock. For information/ordering, refer to the DOD Lock Program at the below web address: Link for S&G Model 833c (key operated):

https://portal.navfac.navy.mil/portal/page?_pageid=181.5353098,181_5353127&_dad=portal&_schema=PORTAL

Link for Mechanical Combination lock:

https://portal.navfac.navy.mil/portal/page?_pageid=181.5340809,181_5344051&_dad=portal&_schema=PORTAL

- a. Use of DA Form 5513 (Key Control Register and Inventory)
DA Form 5513 will be used to record the issue, receipt of AA&E storage facility keys, and key inventories for continuous accountability. (Refer to sample Figure 2-4)
- b. Completion of DA Form 5513 (Key Control Register & Inventory).
- c. Personnel (Key Custodian) completing the form will--
 - (1) List all keys by serial numbers, their lock location and total quantity of keys for each lock. {Note, The High Security Padlock (HSP) has 3 keys, two operational and one maintenance key}
 - (2) The key custodian will update the DA Form 5513 when keys/locks are added or removed from the AA&E facility to reflect the change.
 - (3) Complete all information, when issuing or receiving returned keys information in the "Key Issue and Turn In" blocks TO INCLUDE DATES/TIMES.

(4). Maintain completed registers (DA Fm 5513) for AA&E facilities for one year.

(5) SDNCO/CQ completed registers recording the issues/returns of AA&E key containers will be maintained for a minimum of 90 days.

d. Security of AA&E keys and locks

The following procedures will be used by personnel responsible for the security of AA&E keys and locks. A two person control rule is required for access to AA&E keys. (For example; key container stored with SDNCO and key that opens the container maintained by unit OPNS, 1SG, etc.) Armorer will make contact with two different persons for total access to AA&E keys. Under no circumstances will the locked sealed container and the key that opens the locked container be issued by the same person. These containers will be stored separate from other administrative-type keys.

(1) Commanders will appoint in writing an arms room key and lock custodian. (DA Fm 7281 is required). (Armorer and other personnel listed on the unaccompanied access roster are prohibited from this duty)

(2) Both the primary and alternate sets of AA&E keys will be separately maintained from other keys in the following manner:

(a) The primary and alternate sets of keys will be maintained in separate locked containers or sealed envelopes (alternate set) with controlled access.

(b) The primary arms room keys (when not in use) will be placed in a locked metal container and secured with a DOD approved padlock at the end of the duty day. The locked/sealed container will be signed in/out to the battalion SDO/SDNCO on DA Form 5513.

(c) The key to the locked container securing the arms room keys will be incorporated into an admin key control system (DA Fm 5513) and signed out/in to authorized personnel. The key that opens the key container will not be personally retained.

(d) Keys and containers will not be stored in the same container with classified material. (Segregated in individual drawers is acceptable) The primary and alternate set of arms room keys will not be stored in the same container. The armorer may (for short periods i.e. lunch break or equipment turn-in) secure the locked key container inside a safe of at least 20 gauge steel that is secured with a low security padlock or combination lock (1SG or Commander Safe). Containers do not need to meet the 500 LB rule as long as the container/safe is located in a secure room or under continuous surveillance. Keys to the arms room/storage area will not be removed from the battalion area.

(e) The transfer of arms room keys between armorers will be recorded on DA Form 5513.

(f) A single diagonal signature for multiple key/lock issues is prohibited.

(g) The use of master/keyed alike locks (lock sets) in AA&E facilities is prohibited.

(h) Combinations padlocks are prohibited for the security of AA&E/Sensitive Items containers/racks.

e. The arms room key and lock custodian will ensure that:

(1) The arms room key/lock custodian will inventory the AA&E keys, initially, semi-annually or when there is a change of custody and record the results on page#2 of the DA Form 5513. Inventories and completed DA Form 5513s will be maintained on file for a period of one year.

(2) Only the appointed key/lock custodian is authorized to add or remove keys/locks from the AA&E/arms room key control system.

(3) AA&E keys will be only issued to authorized personnel on DA Form 5513, The form will be properly completed.

(4) Any changes in the status of locks and keys will be documented (MFR required, signed by the Key Custodian).

(5) Retain inventory records and completed DA Form 5513 registers for one year.

(6) The Key/lock custodian will issue the Primary arms room keys to the senior armorer on a DA Form 5513. (This is a one time initial issue.)

Note: If armorer is going on Leave, TDY, etc for longer than 30 days, the Key Control Custodian will have the Alternate Armorer sign for the arms room keys. (One time)

(7) The Key/lock custodian will Issue the Alternate set of arms room keys (one key to each lock of the primary keys to include the maintenance key to the high security padlock) (in sealed envelope or locked container) to the next higher S-2 on DA Form 5513 (One time initial issue) The container will then be placed in a lockable container; e.g., a safe. The Unit Key/lock custodian is solely responsible to conduct the semi-annual inventory of both primary and alternate keys.

Note: The interior gate key and escape key is not to be included into the arms room key control system as they are not part of the barriers of protection.

f. Lost/stolen keys and locks.

When a key to a lock used to secure AA&E is determined missing or stolen, the affected lock will be replaced immediately with the necessary changes made on all records and forms. If keys are determined to have been stolen, the Military Police will be notified immediately.

g. Replacement locks.

Replacement or reserve locks are authorized and will be incorporated into the arms room key control system with the keys/locks issued to authorized personnel by the appointed AA&E Key Control Custodian. The locks will be secured in a locked container (stapled) or secured to the chain securing the weapons racks inside the AA&E facility to prevent unauthorized removal.

Section IV Protection of AA&E

2.4.1. Arms Room Security Lighting

Interior and exterior lighting is required for all AA&E facilities. The light switch will be inaccessible to unauthorized personnel. Newly constructed arms room facilities are equipped with a dedicated ceiling light and do not require protective mesh or screens. If the arms room is located within another secure room, the entrance door to the secure room will be illuminated.

2.4.2. Arms Racks and Security Containers/Modifications & Certifications/Chains

All arms racks and security containers in use to secure AA&E/Sensitive Items will be TACOM approved NSN equipment. Locally fabricated arms racks/containers will require approval and certification from the local TACOM LAR Office. Exception are metal standard issue wall lockers do not require certification, as long as exposed screws/pins are rendered inaccessible from disassembly from the exterior. All arms racks/containers with an empty weight of 500 lbs will be chained, bolted together to accumulate 500lbs and secured with DOD approved padlocks. Certification numbers issued by the LAR will be visibly displayed on the modified racks/containers. Chains used to secure racks or containers will be of heavy-duty, hardened steel chain, welded, straight-link steel. The steel will be galvanized of at least 5/16-inch thickness or of equal resistance required to force, to cut, or break an approved low security padlock. An example of such a chain is Type 1, Grade C, Class 4 NSN 4010-0-149-5583.

2.4.3. Privately Owned Weapons & ammunition

Commanders may authorize the storage of Privately Owned Weapons (POW) in the arms room, under the following conditions:

- a. Firearms registered with DES at the Gate# 4 Vehicle & Weapons Registration Center (Copy of registration maintained with POW).
- b. POW ammunition limited to 100 rounds per POW.
- c. POWs will be secured separately from military weapons/ammo.
- d. POWs and their ammunition will be signed in (initial entry) and accounted for at all times on the FC Form 2171.
- e. A written authorization is required from the CDR, before a POW can be removed from the arms room.
- f. POWs and their ammo will be inventoried in the same manner as military AA&E. (Written in on the last page by quantity, type, caliber, serial number on the Monthly Sensitive Items inventory.
- g. A DA Form 3749 (Equipment receipt) will be prepared for each POW and issued to the POW owner as required.

Note: All non firearms to include BB guns, paint ball guns, bows, knives with a blade over 4 inches do not require DES registration. Refer to Chapter 9 of this regulation for further guidance.

2.4.4. Commercial weapons & ammunition/(AAFES)

Commercially owned weapons/ammo are not authorized for storage in military arms rooms.

2.4.5. Contract Guard weapons & ammunition

Contract guard weapons and their ammunition if authorized for storage in military arms rooms will be accounted for and secured like military AA&E. (Unless specified in the written contract.)

2.4.6. Demilitarized War Trophies (DEWAT)

Non firing DEWAT items that are authorized for unit storage will be secured and accounted for as directed by the responsible CDR. If DEWAT items are stored inside the arms room, they will be accounted for and inventoried in

the same manner as military AA&E.

2.4.7. Foreign Weapons & Ammunition

Fully functional (firing) foreign weapon(s)/AA&E for operational, training requirements, or intelligence purposes, will be accounted/inventoried and stored like military AA&E. Prior registration with IPBO/DPBO is required and unit will be required to have functional AA&E permanently listed in the unit's PBO Sensitive Items hand receipt. Note: AA&E that has been temporary hand receipted to the unit by Pratt Museum; the unit will NOT permanently list them on their unit PBO hand receipt.

2.4.8. Use of FC Form 2171 (Weapons/Sensitive Items Register)

FC Form 2171 will be used to record the daily (when accessed) operational requirement inventory (visual count) and the issue/return of weapons and sensitive items. FC Form 2171 will be closed out at end-of-duty day not to exceed midnight/2400hrs if on continuous operation. Personnel completing the weapons/SI register form (refer to sample Figure 2-5) will—

a. AA&E/SI stored in locked containers that have a protective seal applied requires a joint inventory conducted by the armorer and Commander. This inventory will be recorded on a memorandum signed by both parties listing contents by type/nomenclature, quantity, serial number if applicable, and annotate the protective seal number used. Post a copy of this memorandum on the exterior of the locked/sealed container. The armorer conducting the daily when accessed and the person conducting the monthly sensitive items inventory are not required to break the seal, as long as the memorandum is validated by matching the protected seal number listed on the memorandum against the locked/sealed container. An entry in the remarks section of FC Form 2171 and PBO inventory will reflect the property as "validated by" protective seal # _____".

b. Personnel completing the weapons/sensitive register form (sample at Figure 2-5) will—

(1) Enter a single line entry with signature for each AA&E and other sensitive item that are signed out and in.

(2) Compare the last inventory from the previous day with the first inventory of the present day. Any differences in the inventories will be reported immediately. Should any discrepancies be noted, a joint inventory must be conducted by the individual opening the facility and an officer or NCO designated by the commander.

(3) If a change of custody of the AA&E/sensitive items storage container keys occurs, conduct a joint second or third inventory as required. (Transfer of arms room keys will be recorded on DA Fm 5513)

(4) Ensure the person accepting responsibility for the arms room and the contents prints his/her name and affixes his/her signature in the "Signature of Accepted Individuals" blocks of FC Form 2171 (see Figures 2-5 and 2-6) as accepting responsibility.

(5) All AA&E and additional items (authorized by the CDR) stored in the arms room, to include spare barrels, ammunition, bayonets, POWs, silencers, suppressors will be included in the daily inventories.

(6) Total block: Indicate the total quantity of AA&E/SI authorized by MTOE. The "In Arms Room" block and "Signed Out" block must add up to the "Total" block. (The total amount will be same as listed in the PBO Sensitive Items listing)

(7) Armorer(s) are authorized to conduct the daily closing number count (verifying official) of all AA&E and other sensitive items. This will be recorded on the FC Form 2171, by printing, signing their name and dating the form. Verify items not present in arms room, the armorer has supporting documents and items are properly signed out/in of the FC Fm 2171.

(8) Maintain properly completed FC Form 2171 on file for a minimum period of 90 days in order to establish a chronological inventory record. If a weapon or sensitive item remains signed out after 90 days, retain the form on file until the weapon/sensitive item is returned, signed back in on the same/original FC Form 2171 and until the next monthly weapons/ammunition inventory confirms the return.

(9) The FC Form 2171 in conjunction with Hand receipts or DA Fm 3749 will continue to be used for issue and turn-in of crew-served weapons regardless of the time the weapons are to be removed from the arms room.

(10) Weapons and other sensitive items that have been laterally transferred or are forward deployed will be accounted for on the FC Form 2171, until such property is deleted from the unit's PBO hand receipt.

c. Use of FC Form 2171 during deployments:

(1) Maintain original form (that list weapons/sensitive items issues) in the arms room. (A copy of the FC Fm 2171 should be taken with the deploying unit.)

(2) Create an additional column on the FC Form 2171 for property pending deployment. (That is still present in arms room. Example: (M4 R/D) and additional adjacent column would list (M4 DEP).

Note: RD=Rear Detachment; DEP=Deploying -currently present in arms room.

(3) Once deployed property has been deleted from the Rear DET hand receipt, the armorer can then drop the

count (deployed property) from the FC Form 2171. (An entry in the remarks block is required.)

Example of FC Form 2171 (Nomenclature block)

Type	M4 RD	M4 DEP	M68 RD	M68 DEP
In arms room	10	120	0	120
Signed out	0	0	0	0
Total	10	120	0	120

2.4.9. Master Authorization List (MAL)

The armorer is responsible to establish and maintain a current (hard copy) MAL for all assigned and unassigned AA&E and other sensitive items stored in the arms room. The MAL at a minimum will list the full name of the soldier, unit, serial number, and the number of the equipment receipt. The armorer when issuing weapons/sensitive items will compare the soldier's information against the MAL for proper issuance of equipment. The MAL should not be displayed where it is visible to the public.

2.4.10. Use of DA Form 3749/Issue and Turn in procedures

a. The armorer will prepare a DA Form 3749 (Equipment Receipt) for all assigned weapons and other assigned sensitive items. The signature of the bearer and approval signature from the CDR will be completed in ink. If a Change of Commander has occurred, continued to accept the DA Form 3749 as long as the soldier is assigned the same equipment. The loss of a DA Form 3749 will be reported to the CDR immediately. Duplicate cards that are prepared will be marked/stamped with the words "DUPLICATE"

b. When individually assigned weapons are issued for 24 hours or less the turn-in of DA Form 3749 is required and will be retained in the arms room until the equipment is returned. An entry on the FC Form 2171 is not required.

(1) Assigned weapons will only be drawn by the assigned bearer of the DA Form 3749.

(2) The Turn-in of weapons will normally be made by the person to whom it was issued. Commanders will establish an SOP for emergencies. Crew served weapons may be turned in by any member(s) of the crew.

(3) AA&E issue over 24 hours regardless of duration period requires two tracking documents, example; signed out on FC Fm 2171 and turn-in of DA Fm 3749. Refer to the issue chart below.

Figure: Issue chart for AA&E and Sensitive Items

	MAL	DA Fm 3749	Hand Receipt	FC Fm 2171	Turn-in document	Maint Work Order
<24 Hr and Individually Assigned	X	X				
>24hr and Individually Assigned	X	X		X		
Assigned Crew served	X	X		X		
Unassigned	Note#1		X	X		
Turn-in/lateral transfer				X	X	
Maintenance				X		X
Assigned but no card on hand	X		X	X		

Legend:

X= Required

<= Less than

>= Greater than

Note#1: Validate that the weapon is unassigned as listed on the MAL.

2.4.11. Arming of unit armorers

The decision to arm the unit armorers (When on duty) with firearm and like ammunition lies with the Commander.

Under higher Force Protection Conditions (FPCON Charlie and Delta) unit armorers when on duty in the arms room will be armed with firearm and like ammunition. Note: arms rooms are MEVAs.

2.4.12. Security of armorer's Tools

Armorer's tools when stored inside the arms room will be secured in locked tool boxes or secured inside containers with DOD approved padlocks. At no time will tools, like hammers, crow bars, bolt cutters, and other large tools be left unsecured.

2.4.13. Security of (NON-AA&E), Bayonets, NVD, Lasers, Combat Optics, and Other high dollar items

a. In the absence of other secure areas, Commanders may authorize in writing the storage of Non-AA&E items inside the arms room. In this case, all non-AA&E items will be accounted for and secured in the same manner as military AA&E. This includes accountability on FC Fm 2171 by nomenclature, quantity, and added (in writing) on the Monthly PBO Sensitive Items "Working Copy" report by nomenclature, quantity, and serial number if applicable.

b. NVD, lasers, and other Combat Optics identification number plates tend to become separated from these devices. Serial numbers not embedded on the equipment will be permanently affixed by an alternate means, i.e., engraving, paint pen, etc.

c. When units are on FTX; NVD, Lasers, and optics will be secured and accounted for like weapons (included in sensitive items reporting).

2.4.14. PBO Monthly Sensitive Items Inventories

a. Units will use the current property book/sensitive items listing ("Working Copy") to conduct the monthly weapons/sensitive items inventory. The last 3 months of completed working copies of the inventories will be readily available in the arms room for inspections. Units will retain a two year history of these inventories in the supply room. (4 years if discrepancies noted/reported.)

b. An individual designated by the commander (Officer, CPL & above, Warrant Officer, or DOD Civilian appointed by the responsible officer) will conduct the inventory. The same individual can not conduct consecutive monthly inventories. The unit armorers are not authorized to conduct/participate in this inventory. The inventory Officer/NCO must review all supporting documentation for items not physically present during the inventory. (See Figure 2-7)

c. The disposition of weapons and sensitive items not present for inventory will be recorded adjacent to the items serial number. The following codes are recommended to record the disposition: (S/O) Signed Out, (M) Maintenance, (L) Lateral Transfer, or (T/I) Turn In. Armorers must provide documentation for items not physically present during the monthly sensitive items inventory.

d. A serial number inventory of all AA&E (including privately owned weapons and ammunition), military ammunition by lot number, bayonets, and any other item the commander has directed to be stored within the facility must occur.

e. The inventory Officer/NCO will record the results of this inventory on the "working copy". He/she will print, sign their name, list rank, and date the property book/sensitive items listing on the date the Arms Room weapons/sensitive items inventory was completed. Additionally, if inventory takes longer than one day, the inventory Officer/NCO will list the date the arms room inventory was completed.

f. Sealed containers will be inventoried by validating the protective seal number against the memorandum posted on the exterior of the container. Such containers will be checked for signs of tampering. The inventorying officer/NCO will record "as validated by protected seal# _____", adjacent the LIN.

2.4.15. Use of the FC Form 2170 (Unit Arms Room Weapons/Ammunition/Equipment Inventory Register)

Purpose:

a. This form is authorized for use to record inventories of the additional items (that are not permanently on PBO Monthly Sensitive Items listings) to include non-AA&E items stored inside the arms room. A copy of this form when completed and signed by the Inventory Officer/NCO will be attached to the Unit's PBO "Working Copy" and maintained on file in the arms room. See sample Figure 2-9.

b. This form can also be used to document/inventory property staying with Rear Detachment. Refer to Section VII (Transportation) of this regulation and sample Figure 2-8.

Section V

Protection of Ammunition & Explosives (A&E)

2.5.1. A&E Bunkers

Non-nuclear missiles, rockets, ammunition and explosives listed in Appendix B, AR 190-11 will be stored in approved Igloo/bunker storage facilities at the Fort Campbell ASP. Designated unit Training Bunkers are only authorized to store CAT III and CAT IV A & E. Units/activities will establish and maintain a current SOP.

2.5.2. Security Requirements for CAT I and CAT II A&E

- a. Requires an IDS Alarm (one type on sensor) or requires continuous surveillance by armed guards. IDS alarms will be tested monthly with the Emergency Communications Center (798-1221/24). Alarm records will be maintained in unit files for 1 year.
- b. Key & lock control will be IAW Section III of this regulation. Note: If A&E stocks are segregated in locked cages/containers inside the bunker, these keys will be incorporated into an admin key control system. Keys will NOT be personally retained.
- c. Requires unaccompanied access roster and supporting DA Form 7281 for each personnel listed.
- d. SF 702 is required to record entry/exit and guard security checks.
- e. After duty hours guard checks are required not to exceed every 8 hours. Retain records on file for 90 days.

2.5.3. Security Requirements for CAT III and CAT IV (Including TNG Bunkers)

- a. IDS alarms are not required.
- b. Key & lock control will be IAW Chapter 3 of this regulation. *Note:* If A&E stocks are segregated in locked cages/containers inside the bunker, these keys will be incorporated into an admin key control system. Keys will NOT be personally retained.
- c. Requires unaccompanied access roster and supporting DA Form 7281 for each personnel listed.
- d. SF 702 is required to record entry/exit and guard security checks.
- e. After duty hours guard checks are required not to exceed every 48 hours. Retain records on file for 90 days.

2.5.4. Security of Field Level Munitions Storage Areas (FLMSA)/Field ASP

- a. FLMSA:
 - (1) All Field Level Munitions Storage Areas will be designated by the CDR and used for temporary storage during a field training event. After firing the FLMSA can be used to reconcile the munitions prior to turn-in.
 - (2) All FLMSA will be guarded by armed guards at all times regardless of the FPCON.
 - (3) FLMSA facilities will be secured with High Security Padlocks when not in use.
- b. Field ASP/FARP (OPEN STORAGE): Field ASP will meet same requirement as for FLMSA
 - (1) Access will be strictly controlled. The 2-person rule will apply to Category I missiles and rockets at these locations.
 - (2) Perimeter barriers, either temporary or permanent, must be placed to preclude unauthorized entry into the storage area.
 - (3) Storage areas will be posted as a restricted area.
 - (4) Armed guards will be posted to control entry, to protect CAT I through CAT IV A&E and in the event Category I missiles and rockets are stored there, to enforce the 2-person rule. The guards will be equipped with a primary and alternate means of communications (A dedicated cell phone may be used as secondary means). At a minimum, armed guards will be checked every 4 hours by an individual appointed by the commander.
 - (5) Positive measures (for example, security lighting or additional guards so that visibility between guards is maintained and so on) will be implemented during hours of darkness or reduced visibility.
 - (6) Accountability procedures will be established.
 - (7) Category I missiles and rockets stored in open areas are vulnerable to theft. The responsible commander should consider placing these Category I missiles and rockets in either an approved container (MILVAN, SEAVAN, or CONEX), or in a totally enclosed storage building. The following additional PS measures apply if the container or building is used:
 - (a) Doors will be secured with 2 approved medium security or low security locks.
 - (b) Access to, or possession of, both keys to the building by 1 person is prohibited.
 - (c) A key control system will be established so that no 1 person will be allowed to have access to keys to installed A and B locks.

(8) Commanders of units that routinely deploy for field training and live firing should consider having the support engineer activity construct a storage building to be used at the FLMSA. This building need not meet the minimum construction standards for Category 1 storage buildings in this regulation (earth covered), but should provide a degree of security necessary to enforce 2-person access and provide shelter from the weather. A Type 2 outdoor magazine may also be used as a temporary storage structure.

(9) When more than 1 unit uses the same area, stocks will be separated and identified by unit. One unit will be designated as responsible for the security of the entire area, including access control.

2.5.5. Portable Armories

Portable/deployable armories are authorized for the storage of Category II through IV arms provided they are built to U.S. Government specification (Naval Surface Warfare Center (NSWC) 3046-93.2. Each portable armory will have a current DA Form 4604 that includes the serial number of the armory vault.

2.5.6. Ammunition and Explosive (A&E) Amnesty Policy

The amnesty program is intended to ensure maximum recovery of military ammunition and explosive outside the supply system. It is not intended to circumvent normal turn-in procedures.

a. Commanders will--

(1) Establish and implement a program that does not intimidate the individual from freely turning in ammunition. Amnesty containers will be located in an area that is accessible 24/7.

(2) Commanders will monitor the amnesty program by appointing person(s) to inspect the container at least monthly. The keys that secure the amnesty container will be maintained/controlled in a key control system.

(3) Brief unit personnel semiannually on policies and procedures of the amnesty program.

(4) Monitor the program to ensure units do not abuse it in lieu of proper ammo turn-in procedures.

(5) Post the location and telephone number of the nearest turn-in point and provide directions to anyone (military or civilian) who wants to turn-in under the program.

(6) Develop Standing Operating Procedures (SOP) detailing specific functional responsibilities and explosives safety handling requirements.

b. Soldier(s) will only recover .50 caliber ammo and below for turn-in at the nearest amnesty container.

Ammunition above .50 caliber or explosives procedures are:

(1) Identify exact location where ammunition/explosives are found.

(2) Secure area as best as possible.

(3) Notify Ft Campbell Police at 798-7111/12/13. (They will determine if EOD is required.)

(4) Notify your chain of command and SDO/SDNCO.

(5) Safety First.

c. Amnesty containers: Amnesty containers will be of at least 26-gauge steel and secured with a DOD approved padlock. Containers will be affixed to a fixed structure to prevent unauthorized removal/pilferage. The hole/opening will not be greater than one inch in diameter.

2.5.7. Operational “Guard” ammunition (Not training)

Each arms room is authorized to store limited amount of “Operational” guard ammunition (5.56mm Ball, 9mm Ball, or .45 Cal) for the purpose of arming a guard(s) in the event of AA&E storage facility IDS Alarm failure. The quantity of ammunition stored will be based on “operational necessity” and will not exceed 100 pounds of Net Explosive Weight (NEW).

Maximum quantities allowed for storage in arms rooms:

26,385 rounds of 5.56mm ball, M855 (DODIC A059) is 100 pounds of NEW.

109,769 rounds of 9mm ball, M882 (DODIC AA49) is 100 pounds of NEW.

128,205 rounds of .45 Cal ball, M1911 (DODIC A475) is 100 pounds of NEW.

Note: Combinations of the different ammunition calibers is authorized as long as the cumulative weight does not exceed 100 pounds of NEW.

The following measures are required:

a. CDR will authorize in writing the storage of “Operational” ammunition.

b. Operational ammunition (Not Training) will be requested by the unit’s ammo section/supply section as appropriate.

c. Ammunition will be hand receipted to the armorer on DA Form 5515, or DA Form 3161, and on Armorers’

Hand receipt by DODIC, lot number, type, and quantity.

- d. Ammunition will be accounted/listed on the FC Form 2171 by type and quantity.
- e. Operational Ammunition (Not Training) will be permanently placed on the unit's PBO Sensitive Items hand receipt by DODIC, Lot number, caliber, and quantity.
- f. Operational ammunition can be placed in magazines; in this case the magazine will contain a red diagonal stripe. Note: At no time will loaded magazines be inserted in the weapon when stored inside the arms room.
- g. If Training ammunition is stored, the cumulative weight will not exceed 100 pounds of NEW. Stocks will be segregated by "training" and "operational" loads and accounted separately on the FC Fm 2171. Written guidance is required for the storage and duration of training ammunition being stored.
- h. Units on funeral Detail are authorized to store up to 1150 rounds of "BLANK" 5.56mm. Measures listed in item "b", "c", "d", and "g" listed above applies.

Section VI Disposal and Demilitarization

2.6.1. Military AA&E

- a. A report (transaction) for military arms by serial number will be made to DOD Central Registry upon the demilitarization of each arm.
- b. Ammunition: DRMO is not permitted to receive live ammunition. DRMO may receive inert ammunition components.

2.6.2. Disposal of abandoned & confiscated Privately Owned Weapons (POW) firearms:

Any POW (firearm) that is abandoned at the unit level will be disposed by:

- a. Contact Rock Island Army Depot for instructions at DSN 793-4780.
- b. Complete DD Form 1348-1 (DOD Single Line Item Release/Receipt Document) and assign a document number.
- c. Rock Island Army Depot will provide shipping instructions. Ship firearms via registered mail, return receipt requested. Ship to Anniston Army Depot, ATTN: SDSAN-DSP-PPC, Anniston, Alabama 36201. DSN: 571-6639.
- d. Clear firearms from (Vehicle Registration Office, by Gate# 4, telephone 798-5047) prior to shipment
- e. Disposal of non-firearm POWs, i.e., knives, martial arts weapons, etc.
 - (1) Unit will attempt to forward items to owner/next of kin.
 - (2) If above meets with negative results, after 60 days, the POW (non-firearm) will be destroyed and a memorandum for record signed by unit CDR will be retained on file for 90 days. (Example of knife; blade will be broken from the handle) (Any other non-firearm POW will be rendered in operable) exercise caution when performing the task.

Section VII Transportation

2.7.1. Unit Deployment from Home Station AA&E Inventories

Commanders are responsible to ensure that 100% serial number inventories are conducted prior to shipment of equipment. The following procedures will be implemented during periods of unit deployment from home station (off the installation):

2.7.2. 100% serial number Deployment inventory/procedures

- a. The unit will conduct a 100 % serial number inventory of all arms, ammunition, and other sensitive items prior to deploying unit's departure from home station.
- b. After the unit is uploaded, a responsible officer or NCO of the deploying unit and a responsible officer or NCO of the rear detachment, which has been added to the unaccompanied access roster, will conduct a joint serial number inventory of all items remaining in the arms room.
- c. The results of this joint inventory will be recorded on FC Form 2170 (Equipment Inventory Register) (sample at Figure 7-2) (the unit's PBO Hand receipt inventory form can be used in lieu of the FC Form 2170).
- d. A copy of the joint inventory will be given to the Rear Detachment Commander (RDC), and a copy left inside the deploying unit's arms room. Both Deploying and Rear Detachment inventorying officers are required to print, sign and date the inventory. These inventories will be retained until the Fwd deployed unit returns and both PBO hand receipts (Fwd Deployed and Rear DET) have merged and the next month's inventory reflects the merge.

- e. AA&E Keys and locks will be transferred to the Rear DET AA&E Key custodian via DA Form 5513, who will then re-issue keys/locks to the armorer. Spare set/alternate keys will be issued to S-2 via DA Form 5513.
- f. If arms room is not storing any AA&E/SI; leave the alarm in the “access mode”. The unit CDR is required to prepare/sign a written memorandum stating “no AA&E/SI being stored.” This memo will be provided to the Alarm Monitoring Point (Bldg # 2704) Tel# 798-1225. The arms room can then be secured with a DOD approved padlock.
- g. Stay Behind Equipment (SBE) weapons/sensitive items should be consolidated to the greatest extent possible.
- h. Retain the original copy (list of deployed property issued out) of the weapons/sensitive items register (FC fm 2171) in the arms room.

2.7.3. Redeployment

Activate arms room by:

- a. Prepare unaccompanied access roster with completed DA Form 7281 (bring it to DES, Alarm Monitoring Point, Building 2704. For issuing of PIC, refer to chapter 3 of this regulation).
- b. Validate arms room key/lock control system and update as necessary (Key/Lock Custodian, Inventories).
- c. Change combinations on vault doors/safes as applicable.
- d. Items left in the arms room at the time of deployment MUST BE accounted for, prior to re-introducing returning AA&E/SI. Conduct a 100% serial number inventory using the sensitive items listing or the FC Form 2170.
- e. All returning weapons/sensitive items will be signed back in on the original copy of the FC Fm 2171.

2.7.4. In-transit Security of AA&E and NVD

Military AA&E and other sensitive items will be in the possession of the person to whom issued/signed out, at all times while in training or transporting on Fort Campbell. Military weapons/AA&E will NOT be transported in Privately Owned Vehicles (POV).

NVD(s) can be transported in POV if they meet the following requirements;

- (a) Written approval from the first O-5 in the chain of command.
- (b) NVD(s) transported by an NCO or above.
- (c) NVD(s) will be signed in/out utilizing proper hand receipt procedures.
- (d) NVD(s) will be in the possession of the assigned person at all times.
- (e) NVD(s) will only be transported on-post directly to and from official duty locations.

2.7.5. Shipments on/off Fort Campbell reservation

All shipments of AA&E, both on and off the Fort Campbell reservation, will be conducted with the following security procedures:

- a. Shipments of AA&E and NVD departing the Fort Campbell military reservation will be in compliance with the Department of Transportation regulations, AR 190-11, DTRM 55-135, and DOD 4500.76M. It is required that all shipments of AA&E and NVD be coordinated through the Installation Transportation Office, telephone 798-5678. Transportation of AA&E and NVD during unit deployments will be provided double barrier protection; e.g., in a locked container, inside a locked CONEX.
- b. Refer to AR 190-11, Chap 7 and CAM REG 700-2 for Movement of AA&E

2.7.6. Temporary military vehicle

Any vehicle procured by the government whether rented/leased is considered a temporary military vehicle (validated by military travel orders) therefore authorized to be used in the transportation of military weapons. For off-post travel, units will coordinate with local Law Enforcement agencies.

Section VIII

Lost/Stolen Military AA&E and Other Sensitive Items

2.8.1. General

Sensitive Items: Those items identified in the Army Master Data File (AMDF) FEDLOG by a Controlled Inventory Item Code (CIIC) 1,2,3,4,5,6,8,9,N,P,Q,R,\$,Y, and Night Vision Devices. Refer to Fort Campbell Chart 47 (Listed on the intranet) is available as a pocket guide. When a weapon or sensitive item is lost/stolen, the senior ranking person at the scene must initiate the following actions:

- a. Immediately notify the entire chain of command after discovering a loss/stolen sensitive item(s), notify the Ft Campbell Police (telephone 798-7111/7112) within TWO hours, update the Emergency Operations Center (EOC)

(798-6160) and the Division Staff Duty (798-9793) every two hours or as directed by the Incident Commander.

b. Immediately cordon off the scene of the loss/stolen item and assemble all personnel who had possible access to or responsibility for the missing item.

c. The IC retains approving authority for granting an amnesty period. However, Commanders must coordinate with Staff Judge Advocate, (SJA) prior to granting an amnesty period.

d. Initiate a detailed search, to include a complete inventory of weapons and other sensitive items. Seek advice from the SJA before inspecting personal areas or gear. Segregate personnel who may have knowledge of the loss/theft and make available these personnel to the CID or investigating officials.

f. Notify adjacent units regarding the incident to ensure they are aware of the incident and have not located the lost/stolen item.

g. The unit will remain in the field/location of the loss/theft until the weapon or sensitive item is found or the unit receives a release from the search by the Assistant Division Commander (Operations) or Assistant Division Commander (Support) based on recommendations of the major unit commander and the Provost Marshal.

h. Use the procedures outlined below in aiding your search.

(1) Search procedures:

(a) The senior person assumes the position of on-scene commander and initiates a search of the immediate area. He/she will notify the chain of command within one hour.

(b) A search party is formed (the size of the search party is determined by the unit commander and/or the chain of command). As a minimum, the areas searched should include the area from where the weapon or sensitive item was discovered lost/stolen to the last place it was accounted for.

(c) Refer to AR 190-45, Chapters 8 and 9 for SIR reporting requirements.

2.8.2. Sensitive Items

For purposes of this regulation, the following are considered sensitive items:

- a. Weapons (firearms).
- b. Ammunition/Explosives.
- c. All NVDs.
- d. Military radios.
- e. ANCDs/SOIs.
- f. COMSEC equipment (e.g., KY13, KY57, etc.).
- g. Any other item listed/coded in AMDF FEDLOG as a sensitive item.

2.8.3. Lost/Theft of AA&E Shipments

Transportation officers or their designated representatives will report all information, which concerns the loss/theft of AA&E/sensitive item shipments to the Fort Campbell Police.

2.8.4. Off-Post/Installation Loss/Theft of AA&E/Sensitive Items

Personnel who experience a loss/theft of government-owned AA&E/sensitive items while off the Fort Campbell reservation will report such losses/thefts to the local police and will then immediately notify the Fort Campbell Police of the loss. If participating in exercises off the installation, in a foreign country, or on another installation, personnel responsible will report such losses to the local authorities having jurisdiction and will then report the loss immediately to the Chain of Command and within 2 hours notify the local Military Police Desk.

Section IX

Privately Owned Weapons/Registration

2.9.1. Control of weapons/Conceal Carry Permits

- a. Purpose: To control firearms, weapons, and other dangerous items.
- b. Civilian firearm Conceal Carry Permits (CCP) are not authorized/approved on the Fort Campbell Installation.
- c. Violations of this section are separately punishable as violations of a lawful general regulation under Article 92, Uniform Code of Military Justice and Title 18 USC.

2.9.2. Definitions

- a. FIREARMS: A small arms weapon from which a projectile is fired by gunpowder.
 - (1) RIFLE: A shoulder firearm with spiral grooves cut in the inner surface of the gun barrel to give the bullet a rotary motion and thus a more precise trajectory. Rifle barrel at a minimum must be 16 inches in length.

(2) SHOTGUN: A smoothbore gun for firing small shot to kill birds and small quadrupeds, though often used with buckshot to kill larger animals. Shotgun barrel at a minimum must be 18 inches in length. With an overall length of greater than 26 inches in length.

(3) PISTOL: A short firearm intended to be held and fired with one hand. Usually a semi-automatic type with magazine containing cartridges.

(4) REVOLVER: A pistol having a revolving chambered cylinder holding a number of cartridges that may be discharged in succession.

(5) ANY OTHER WEAPON (AOW): This type of firearm classification must be approved/listed by Bureau of Alcohol, Tobacco, & Firearm (BATF) as legal to own.

(6) MUZZLE LOAER: A firearm that is loaded through the muzzle.

b. FULLY AUTOMATIC WEAPONS: These type of firearms are not legal to own/possess unless approved by BATF/Federal Firearms License.

2.9.3. Inventories

a. Privately Owned Weapons (POW), to include knives and ammunition secured in the unit arms room, will be inventoried in conjunction at the same frequency as government weapons and ammunition. Must be included in the daily inventory and recorded on the FC Form 2171 and included/listed on the monthly property book Sensitive Items Inventory. POW and ammunition will be stored separately (in separate containers) from government weapons and ammunition. POW and ammunition may be stored in the same enclosed wall locker or suitable container. No more than 100 rounds of privately owned ammunition will be stored for each POW.

b. A DA Form 3749 (Weapons Receipt card) will be issued for each POW firearm secured in the arms rooms.

c. When POWs are stored in the arms room, the armorer must have access to the POW, in order to validate the daily (number count) inventory and during the monthly sensitive items inventory inspection.

2.9.4. Registration required

Except as provided in subparagraphs a, b, and c below, it is unlawful and a criminal offense for anyone to carry or possess any non-government-owned firearm while on the Fort Campbell military reservation unless such item has been properly registered with the Installation Vehicle and Weapons Registration Office (VEH REG) at Gate# 4, Gate# 7, or VEH REG Office in Building 2577 (IN/OUT Processing) during operational hours.

a. In the event the VEH REG Office is closed:

(1) The POW firearm will be stored in the unit arms room,

(2) or Kalsu Replacement Company arms room if applicable,

(3) or if residing in GOVT quarters on Ft Campbell, POW can be stored in GOVT quarters.

b. The Commander must be notified, pending proper registration within 72 hours.

c. Personnel newly assigned to Fort Campbell and residing on the installation will register non-government-owned firearms/handguns with the VEH REG Office within 72 hours after arrival on the military reservation.

d. Civilians, military personnel, and personnel not stationed at Fort Campbell may bring a firearm onto the Fort Campbell installation for the explicit purpose of hunting. Provided their possession or use of the firearm meets all of the following criteria:

(1) During a designated hunting season.

(2) In a designated hunting area.

(3) A caliber and type specified for the given hunt and area.

(4) Transportation of firearm will be unloaded and encased.

e. Military personnel residing off-post and requiring storage of POWs in military arms room will comply with on post registration requirements. Commanders can direct soldiers residing on/off the installation to store POWs in the unit arms room.

2.9.5. Registration

Registration procedures for non-government-owned firearms are as follows:

a. Firearms owned by personnel residing on this installation will be registered with the Installation Security Office, Vehicle and Weapon Registration Section within 72 hours after bringing the weapon(s) onto this installation.

b. Temporary registration:

(1) Temporary registration will be authorized when an individual is awaiting unit assignment, residing in transit quarters, or TDY.

(2) The Vehicle and Weapons Registration office is authorized to effect temporary registration on non-government-owned firearms and handguns.

(3) The temporary registration Combined Operations Police Suite (C.O.P.S.) form with PMO stamp

c. Permanent registration:

STEP 1: Complete "FC Form 2635 (Application for Firearms Registration). Note: E-6 and below will require Commanders signature for approval.

STEP 2: Take completed application form (FC Fm 2635) to the VEH/Weapons Registration Office. Note: Firearms will not be transported inside the Registration building.

STEP 3: Once application has been submitted by the POW owner, you will receive a C.O.P.S. registration form with PMO stamp. The registration WILL BE MAINTAINED with the firearm.

(1) Personnel residing in government quarters will register all POW firearms with VEH REG within 72 hours of the POW entering the installation.

(2) Personnel residing in the barracks will store POW firearms in the unit arms room and will provide the arms room a copy of the C.O.P.S. form with PMO stamp. In order to remove a POW from the arms room, written authorization must be granted by the commander.

(3) A copy of the registration will be carried when transporting any POW.

(4) POW firearms are not authorized for conceal carry on the Fort Campbell reservation. Local state Conceal Carry Permits are not recognized/approved on Fort Campbell.

2.9.6. Possession and transportation of firearms

Except as provided in subparagraphs a through g below, no one will possess, carry, or transport, on his/her person or in his/her vehicle, a firearm or handgun on the Fort Campbell Military Reservation.

a. Soldiers may possess, carry, and transport firearms/handguns that are military property of the United States in the course of military duties as directed by their commander.

b. Subject to the approval and regulation of the Commanding General, civilian law enforcement officers may possess, carry, and transport appropriate firearms or handguns in the course of their official duties.

c. An individual may transport a properly registered personal firearm/handgun directly to and from locations off the installation.

d. An individual (military/civilian) may transport a properly registered personal firearm or handgun directly to and from hunting areas and marksmanship practice at an authorized location on the installation.

e. An individual may transport a blank or starter pistol directly to and from athletic events requiring their use or training sessions involving hunting dogs.

f. An individual may transport a properly registered firearm or handgun directly to and from sanctioned gun shows in which the firearm or handgun is to be displayed.

g. Firearms transported in accordance with subparagraphs c through f above will be unloaded, and the ammunition will not be near the weapon(s). The weapon(s) and the ammunition will be inaccessible to all occupants of the vehicle. The weapon(s) will not be concealed. The weapon(s) will not be carried on the person (concealed or not concealed) of any occupants.

2.9.7. Prohibited items

Except as provided below, no one will possess or use the following prohibited items on the Fort Campbell Military Reservation:

a. A knife having a blade in excess of four inches unless such knife is:

(1) A kitchen knife in a dining facility, family quarters, or bachelor quarters.

(2) A hunting or fishing knife being utilized in the course of an authorized hunting or fishing outing or in family quarters or bachelor quarters.

(3) A hunting or survival knife being utilized by military personnel during field training exercises or flight missions, subject to the approval and regulation of the unit commander.

(4) A souvenir sword, bayonet, and medieval style edged maintained and appropriately displayed within government offices, museums, historical or instructive displays, or within government quarters as part of a personal collection or for decorative purposes.

(5) Stored in a unit arms room, subject to the approval and regulation of the unit commander, and possessed, carried, transported directly to and from the strictly authorized activities (e.g., hunting, martial arts demonstration, etc.), and used solely during those authorized activities.

b. Blackjacks, sappers, nun-chucks, cudgel type weapons or clubs, nightsticks, riot batons, homemade clubs, kung fu sticks, garrotes, or other related martial arts weapons. Military Police, CID agents, security guards, and other law enforcement personnel are authorized to possess or use any of the following items when authorized by the individual's commander: clubs, nightsticks, riot batons, and expandable batons. Personnel may possess or use nun-

chucks and kung fu sticks only in connection with martial arts training, practice, and exhibitions. They will not be used in a threatening manner towards any non-participant and may never be carried in a concealed manner. Personnel residing in the barracks will store the item in the unit arms room.

- c. Brass knuckles, "sap gloves," "Knuckles," or any other device fitting over or inside of the hand which may be used for the purpose of striking another person, or to amplify the effect of a bare-handed blow.
- d. Homemade percussion-type weapons. Exceptions: percussion weapons sold in kit form for assembly and legal for hunting, gun shows, or displays. These weapons, if in firing condition, must be registered as required in paragraph 9-4 above.
- e. Pyrotechnics and explosives of any type (other than ammunition for firearms and handguns), including simulators and grenades, except when authorized for military use. Exception: Gunpowder and primers for legitimate reloading or muzzle weapons; however, these items will not be maintained in troop barracks.
- f. A shotgun having a barrel(s) less than 18 inches in length.
- g. A weapon made from a shotgun if such weapon, when modified, has an overall length of less than 26 inches or a barrel(s) of less than 18 inches in length.
- h. A rifle having a barrel(s) less than 16 inches in length.
- i. A weapon made from a rifle if such a weapon, when modified, has an overall length of less than 26 inches or a barrel(s) of less than 16 inches in length.
- j. A machine gun not registered with the Federal Government [as defined by Title 26 United States Code Section 5845(b)].
- k. A muffler or silencer not registered with the Federal Government for any firearm or handgun or any weapon or device from which a shot can be discharged through the energy of an explosion.
- l. Any pistol or revolver with a smooth bore. Exceptions: a smooth bore weapon sold in kit form for assembly and legal for hunting, gun shows, or displays.
- m. Any knife having a switchblade, automatic opener, or spring loaded.
- n. Any razor, ice pick, or letter opener carried in a concealed manner. This includes the following items: sword canes, sword umbrellas, automatic batons, penknives, lipstick knives, and any other blade that is disguised to resemble everyday items.
- o. Home made IEDs.
- p. Dummy hand grenades/explosives.
- q. Stun guns.
- r. TASERS
- s. Biological agents of any type. (Exception are authorized pepper spray like items)

2.9.8. Air powered weapons

- a. Paint-ball guns, SIMUNITION type guns, air rifles, air pistols, air soft, BB guns, or pellet firing devices may be used for target practice in authorized target areas.
- b. Firing these weapons is PROHIBITED in on-post housing areas.
- c. Air powered weapons do not need to be registered on post.

2.9.9. Bows, Arrows, Crossbows, and Slingshots

Bows, arrows, crossbows, and slingshots are not required to be registered on post and may be used for hunting or target practice in authorized hunting or target areas only. (Prohibited from use in on-post Housing areas). Personnel living in the barracks will store these items in the arms room subject to the same controls as firearms. The owners of these items may draw the items from the arms room once written approval has been obtained from the unit commander.

2.9.10. Post Exchange (Fire arm/Ammunition sales)

Approval from the Bureau of Alcohol, Tobacco, & Firearms (BATF) is required before the Post Exchange is authorized to sell firearms/handguns and ammunition. *The Post Exchange (AAFES) will;*

- a. Not sell firearms/long guns to anyone under the age of 18.
- b. Not sell any handgun to anyone under the age of 21.
- c. Not stock or display any type illegal type firearm or any knife having a switchblade or automatic opener. The Post Exchange may take orders for the sale of long guns/handguns to authorized persons. Such weapons will, upon receipt, be registered with the Installation VEH REG Office, and be stored and controlled as stated in paragraph 2.9.5 above, unless the person who purchases the firearm or handgun resides off post. The Post Exchange will control weapons in accordance with applicable Federal gun laws, regulations, and installation policies.

d. Personnel authorize to purchase firearms and reside on the installation must register their firearm(s) with DES VEH REG Office within 72 hours of purchase.

e. Establish written procedures for the safe transfer and sales of POW and ammunition to the buyer.

2.9.11. Safeguarding

The manager of the Post Exchange and other activities possessing firearms and/or ammunition will safeguard them in accordance with all applicable local state laws and BATF requirements. Owners and sponsors owning/storing POWs are solely responsible for security/safety of their POWs.

2.9.12. Installation Physical Security Office (PSO)

The Installation Physical Security Office will maintain liaison with local civilian law enforcement agencies to exchange information concerning the sale and control of firearms and handguns.

2.9.13. Commanders

Commanders' will--

a. Give particular attention to the detection of non-government-owned handguns and firearms and ammunition or other dangerous/unauthorized weapons during regular inspections of their areas of responsibility. Unauthorized and/or unregistered weapons will be impounded or confiscated and disposed of in accordance with current directives and regulations.

b. Secure and maintain accountability for non-government-owned weapons and knives with blades greater than four inches in accordance with the requirements of AR 190-11 and AR 710-2. Non-government-owned weapons, ammunition, and knives with blades greater than four inches, owned or possessed by personnel residing on post in other than family quarters or bachelor quarters, will be stored in the unit arms room and will not be introduced into troop living areas.

c. Brief the contents of this section to the attention of all personnel of the command.

d. Post the Fort Campbell, State of Tennessee, and the State of Kentucky registration requirements on the unit bulletin board.

2.9.14. Sale

a. The establishment of a firearms dealership in Government quarters on the installation is prohibited.

b. Authorized firearms dealers are prohibited from conducting sales or other transactions with privately owned weapons on the installation.

c. Individual sale of a Privately Owned Weapon is authorized; however, the sale of an on-post registered firearm must be reported to the VEH REG Office within 24 hours of such sale.

2.9.15. Loss/Stolen

Military personnel, civilians, and their family members who have registered POW(s) on the installation, will report the loss or theft of a registered firearm or handgun to the Ft Campbell Police within 24 hours of the discovery of such loss or theft.

**Appendix A
Explanation of Forms/Records**

<u>Retention Form Number</u>	<u>Title</u>	<u>Responsible Personnel</u>	<u>Period</u>
DA Form 3749	Equipment Receipt	Armorer	Change in MAL
DA Form 4604	Construction Statement	Armorer/DPW	Updated every 5 years
DA Form 5513	Key Control Register & Inventory	Key custodian and armorer	1 year
DA Form 7281	Command Oriented Arms, Ammunition, and Explosives (AA&E) Security Screening and Evaluation	Battalion S2	Renew every 3 years
Standard Form 700	Security Container Information	S-2/Security manager	Updated annually, or changes in personnel, or compromised
Standard Form 702	Security Container Check Sheet	Armorer, NVD Custodian	90 days after Completion
FC Form 2170	Unit Arms Room Weapons/ Ammunition Inventory Register	Commander, unit	As required
FC Form 2171	Weapons/Sensitive Items Register	Armorer	90 days or until Equipment is Returned
Monthly PBO	Sensitive Items Inventory Report	Directed by CDR	Working copies in arms rooms for last 3 months

UNIT LETTER HEAD

OFFICE SYMBOL

DATE

MEMORANDUM FOR RECORD

SUBJECT: Unaccompanied Access Roster

1. The following individuals are authorized unaccompanied access to the ARMS ROOM in BLDG # _____, ZONE # _____

<u>NAME</u>	<u>RANK</u>	<u>SSN (last four)</u>
-------------	-------------	------------------------

2. Above personnel have been screened and have a completed and approved DA Form 7281 on file IAW AR 190-11 Chap 2-11.

3. POC telephone numbers are DUTY HOURS: 798-XXXX
AFTER DUTY HOURS: STAFF DUTY 798-XXXX

Commander's Signature Block

Figure 2-1 Sample Unaccompanied Access Roster

<p align="center">COMMAND ORIENTED ARMS, AMMUNITION, AND EXPLOSIVES (AA&E) SECURITY SCREENING AND EVALUATION RECORD</p> <p align="center">For use of this form, see AR 190-11; the proponent agency is PMG.</p>			
<p>When completed, this form is considered personal in nature and should be protected by a For Official Use Only Cover Sheet.</p>			
NAME OF INDIVIDUAL BEING SCREENED		GRADE	SSN
Doe, John B.		E-4/SPC	111-22-3333
SECTION I - IMMEDIATE COMMANDER'S INTERVIEW			
The interview required by AR 190-11 has been conducted.			
NAME OF COMMANDER	GRADE	SIGNATURE	DATE
Smith, Jane	O-3/CDR	signature	4 JAN 08
SECTION II - PERSONNEL RECORDS SCREENING			
Personnel records have been reviewed in accordance with the AR 190-11. Information <input type="checkbox"/> is <input checked="" type="checkbox"/> is not attached which may preclude assignment.			
NAME OF REVIEWING OFFICIAL	GRADE	SIGNATURE	DATE
Ramirez, Jeff	E-5	signature	7 JAN 08
SECTION III - MEDICAL RECORDS SCREENING			
Medical records have been reviewed in accordance with the AR 190-11. Information <input type="checkbox"/> is <input checked="" type="checkbox"/> is not attached which may preclude assignment.			
NAME OF REVIEWING OFFICIAL	GRADE	SIGNATURE	DATE
Visger, James	1LT	signature	9 JAN 08
SECTION IV - PROVOST MARSHAL/SECURITY OFFICE RECORDS CHECK			
A law enforcement/security records check has been conducted in accordance with AR 190-11. Information <input type="checkbox"/> is <input checked="" type="checkbox"/> is not attached which may preclude assignment.			
NAME OF REVIEWING OFFICIAL	GRADE	SIGNATURE	DATE
Borja, Boris	1LT	signature	14 JAN 08
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 <input type="checkbox"/> is <input type="checkbox"/> is not attached which may preclude assignment.			
NAME OF REVIEWING OFFICIAL	GRADE	SIGNATURE	DATE
N/A			
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 <input checked="" type="checkbox"/> suitable <input type="checkbox"/> unsuitable to perform duties which involve responsibility for the control, accountability, and shipment of AA&E.			
NAME OF REVIEWING OFFICIAL	GRADE	SIGNATURE	DATE
Smith, Jane	O-3/CDR	signature	21 JAN 08

DA FORM 7281, SEP 2006

APD PE v1.00

Figure 2-2 Sample DA form 7281

UNIT LETTER HEAD

Office symbol

Date

MEMORANDUM FOR RECORD

SUBJECT: Monthly AA&E ALARM TEST

1. Date/Time alarm test conducted: _____

2. Name or initials of person from Alarm monitoring point: _____

3. The following sensors were tested BMS (door, window), motion sensor, and duress, if applicable.

Results of alarm test (CIRCLE ONE that applies) Operational/Non-Operational

Note: If non-operational explain: _____

4. Point of contact for this action is the undersigned.

UNIT ARMORER

(Must be signed by person who conducted the test and listed on the unaccompanied access roster)

(Note: Retain alarm test memo for 1 year)

Figure 2-3 Sample Alarm Test Memorandum

List keys by:

- serial numbers
- their lock location
- quantity of keys per lock

KEY CONTROL REGISTER AND INVENTORY					
For use of this form see AR 190-11; the proponent agency is PMG.					
UNIT/ACTIVITY			PERIOD COVERED		
Your Unit or Activity			FROM: 1 JAN 08	TO:	
KEY CONTROL NUMBER(S)					
(Insert serial number or other identifying number from the key)					
1.	K-227, main door (3) High Sec P/lock has 3 keys	11.	A7160, Guard Ammo can	21.	31.
2.	2aa, interior barred door	12.	Alternate keys in locked & sealed container/ or envelope	22.	32.
3.	H3261, Issue window (2)	13.		23.	33.
4.	H1230, Rack#1 (2)	14.		24.	34.
5.	M4567, Rack#2 (2)	15.		25.	35.
6.	H9987- 2ea, H1940- 2ea Universal container (4)	16.		26.	36.
7.	I-194-2ea, J-551-2ea HVASC container (4)	17.		27.	37.
8.	H980714, 5/16 inch Chains (2)	18.		28.	38.
9.	H5510, 5/16 inch Chains (2)	19.		29.	39.
10.	H032095, Wall locker (2)	20.		30.	40.
KEY ISSUE AND TURN IN					
KEY NUMBER	ISSUED (Date/Time)	ISSUED BY (Printed Name/Signature)	ISSUED TO (Printed Name/Signature)	TURNED IN (Date/Time)	RECEIVED BY (Printed Name/Signature)
1-11 Primary	1 JAN 08 0830	Print name	Print name		(One Time Initial Issue)
		KEY CUSTODIAN	UNIT ARMORER		
12 Alternate	1 JAN 08 1330	Print name	Print name		(One Time Initial Issue)
		KEY CUSTODIAN	S-2 Representative		Includes HSP Maint key
	Instructions:	1. Key custodian keeps	he original signed copy.		
		2. Give armorer a copy	of signed register.....		
	Instructions:	3. Armorers are required	to maintain a seperate DA		
		Fm 5513 to transfer keys	with the assistant armorers		
		4. (KEEP COMPI FTED	REGISTERS FOR 1 YR)		
		Note: The key that opens	the key container is not....		
		to be listed on this form	(on admin register)		

DA FORM 5513, SEP 2006

Page 1 of 2
APD PE v1.00

Figure 2-4 Sample DA Form 5513 (page #1)

CAM Regulation 190-1 • 1 July 2008

SAMPLE

WEAPONS/SENSITIVE ITEMS REGISTER														DATE		
(For use of this form see CAM Regulation 190-1. The proponent of this form is DES)														18 Jan 08		
JOINT INVENTORY AND TRANSFER OF ACCOUNTABILITY																
1 ST INVENTORY	TYPE OF WEAPONS/ AMMUNITION	M-4	M-9	M249/ SB	M240/ SB	5.56 amm	PVS-7 D	M-68 ets	POW Pistol	POW amm	ASIP	AK 47	SIGNATURE OF ACCOUNTABLE INDIVIDUALS			
													BOX FROM	KEY FROM	ACCEPTED	
	IN ARMS ROOM	172	10	5/3	10/10	20	83	172	160	2	100	5	1	SDNCO		
	SIGNED OUT	0	0	0/0	0/0	0	1	0	0	0	0	0	0	Opns		
	TOTAL	172	10	5/3	10/10	20	84	172	160	2	100	5	1	Robert Brown		
	IN ARMS ROOM															
	SIGNED OUT															
	TOTAL															
	IN ARMS ROOM	171	10	5/3	10/10	20	84	171	160	1	0	5	1	Robert Brown		
	SIGNED OUT	1	0	0/0	0/0	0	0	1	0	1	100	0	0	Robert Brown		
	TOTAL	172	10	5/3	10/10	20	84	172	160	2	100	5	1	SPINCO		
	IN ARMS ROOM															
	SIGNED OUT															
	TOTAL															
ISSUE AND TURN IN OF WEAPONS AND SENSITIVE ITEMS																
DATE/TIME	TYPE	SERIAL NO	AMMUNITION		ISSUED TO		ISSUED BY (Initials)	TURNED IN BY (Signature)	RECEIVED BY (Signature)							
			IN	OUT	PRINTED NAME	SIGNATURE										
19Jan 1800	m74				Smith, Jon	Jon Smith	JB	Jon Smith	Robert Brown							
1000 0900		W014012														
19Jan 1800	m60				Smith, Jon	Jon Smith	JB	Jon Smith	Robert Brown							
1000 0900		56412														
19Jan 1800	Colt				Jones, Bill	Bill Jones	BJ	Bill Jones	Don Chudler							
1432 1400	45	112134	50	100												
REMARKS (Anything that cannot be justified above)										DATE						
Bayonets Verified by Serial #1002 PVS 7D Returned from Maint (Signed in on original 2171) M-4 + M60 - WLC POW M240 00 File										18 Jan 08						
VERIFYING OFFICIAL (Printed name and signature)																
Robert Brown																
Robert Brown																

SAMPLE

Figure 2-5 Sample FC Form 2171 (Single Armorer Open/Closing)

LINE	SUBLINE	NSN	FBIC ECS	NOMENCLATURE	UI	CIIC	O/H
R97234		1005012310973	8	RIFLE 5.56 MM M4	EA	2	0076
W014405 ✓		W014405 ✓		W014415 ✓			
W014430 ✓		W014430 ✓		W014463 ✓			
W014543 ✓		W014712 ✓		W014764 ✓			
W014831 ✓		W014832 - L (LETICAL TRANSFER)		W014915 ✓			
W014920 ✓		W014952 ✓		W014956 ✓			
W015066 ✓		W015077 ✓		W015214 ✓			
W015296 ✓		W015471 ✓		W015493 ✓			
W015640 ✓		W016069 ✓		W016234 ✓			
W016436 - M (MOUNT)		W016947 ✓		W017094 ✓			
W017269 ✓		W017270 ✓		W017276 ✓			
W019234 ✓		W019235 ✓		W019474 - 50			
W020501 ✓		W020503 ✓		W020547 ✓			
W020600 ✓		W020659 ✓		W020779 ✓			
W020842 ✓		W020843 ✓		W020860 ✓			
W020886 ✓		W020904 ✓		W020877 ✓			
W020938 ✓		W020956 ✓		W020912 ✓			
W020991 ✓		W020992 ✓		W020958 ✓			
W020998 - 50		W020999 ✓		W020994 ✓			
W021042 ✓		W021059 ✓		W021011 ✓			
				W021104 ✓			

QTY ON HAND = 70 QTY IN MAINT = 1 QTY SIGNED OUT = 3 QTY OTHER = 24/76 REMARKS 76

C39136		1305011729558	8	CTG 9MM BALL NATO	EA	4	00024
WCC96F02 ✓							

QTY ON HAND = 24 QTY IN MAINT = 0 QTY SIGNED OUT = 0 QTY OTHER = 0 REMARKS 24 (locked container, verified by protective seal # 980320)

D78555		5810013931973	8	D T D ANCYZ-10 V3	EA	9	00028
425498 - 50		425708 ✓		426619 ✓			
426596 ✓		426738 ✓		426897 ✓			
427007 ✓		427113 ✓		427154 ✓			
427227 ✓		428379 ✓		428385 ✓			
428426 ✓		430977 - 50		505125 ✓			
505142 ✓		505148 ✓		505163 ✓			
505192 ✓		505198 ✓		505202 ✓			

QTY ON HAND = 26 QTY IN MAINT = 0 QTY SIGNED OUT = 2 QTY OTHER = 0 REMARKS 28

Figure 2-7 Sample Monthly PBO Sensitive Items Inventory

LIN	SUBLIN	NSN	PBIC ECS	NOMENCLATURE	UI	CIIC	O/H
D78555	N02758	5810010951312	8	KYX-15A/TSEC	EA	9	00002
18629 ✓		4950 ✓					
QTY ON HAND = 2 QTY IN MAINT = 0 QTY SIGNED OUT = 0 QTY OTHER = 0 REMARKS 2							
RR5035		100501X904490	8	RIFLE 7.62MM AK47 CHI	EA	2	00003
001806 ✓		2184 ✓		2200 ✓			
QTY ON HAND = 3 QTY IN MAINT = 0 QTY SIGNED OUT = 0 QTY OTHER = 0 REMARKS 3							
T40405		5810010269620	8	TAPE READ KOI-18/TSEC	EA	9	00002
24410 ✓		67913 -50					
QTY ON HAND = 1 QTY IN MAINT = 0 QTY SIGNED OUT = 1 QTY OTHER = 0 REMARKS 2							

NOTE: ITEMS STORED IN THE ARMS ROOM, BUT NOT LISTED IN THE PBO HAND RECEIPT/INVENTORY WILL BE LISTED ON THE "WORKING COPY" OF THE PBO INVENTORY

- 157-M9 Bayonets
- 1- POW 45 Cal Pistol Sni#12345, Model "Colt"
- 30- Rounds of 5.56 Ball Ammunition Lot #54321 /DODIC# A059 (SEAL# 1055227)
- 15- Compasses
- 150- Body Armors (IBA)

"Inventory Officer/WCO Signs the Working Copy"
 Bob DoRight
 SFC
 24 MAR 08

ALL SENSITIVE, EXPLOSIVE, AND HAZARDOUS ITEMS HAVE BEEN INVENTORIED

NO DISCREPANCIES WERE DISCOVERED

DISCREPANCIES HAVE BEEN REPORTED AND/OR ACCOUNTED FOR IN ACCORDANCE WITH APPLICABLE REGULATIONS.

SIGNATURE WITH INAPPROPRIATE SENTENCE DELETED

Figure 2-7 Sample Monthly PBO Sensitive Items Inventory (Continued).

CHAPTER 3: Security of Unclassified Army Property (Sensitive and Non-Sensitive)

Section I

Introduction

3-1. Purpose.

This regulation—

- a. Describes Physical Security (PS) requirements from regulatory sources.
- b. Prescribes support documentation and records that each unit must maintain.
- c. Is a tool that Commanders will use to effectively manage their PS program.

3-2. General

a. Physical Security (PS) is a critical part of the Army's Force Protection Program. PS measures are designed to detect, deter, delay, and defend against threats to U.S. Forces assets. PS measures are a combination of active or passive systems, devices, and security personnel. Measures may be physical (for example, barriers, fences, lights, walls), electronic (for example, alarms, cameras, Electronic Entry/access Control Systems, and procedural (for example, security checks, inspections and surveys, security training and awareness programs, property inventory and accountability procedures). A successful PS program cannot be achieved without appropriate command emphasis and the cooperation of every element of a commander's staff. PS personnel must be fully engaged in and remain active participants in the Fort Campbell Force Protection Program.

b. This Section II—

(1) Implements the requirement in AR 190-13 for Major Army command (MACOM) commanders to establish a PS program.

(2) Prescribes policy and procedures and assigns responsibility for developing a practical and effective physical security program for Fort Campbell.

3-3. Responsibilities

Commanders have an inherent PS responsibility for their commands. This responsibility will not be delegated or transferred, except by official orders.

a. Installation responsibilities.

(1) INSTALLATION PHYSICAL SECURITY OFFICE (PSO):

(a) Inspect all administrative areas not to exceed 24 months or as directed.

(b) Inspect all Arms Ammunition & Explosive (AA&E) facilities to include bunkers, not to exceed 18 months.

Note: Units will coordinate with the Physical Security Office @ 798-7587 or 798-4345 to schedule unit inspections. Scheduling will be included in unit training calendars.

(c) Conducts surveys and Risk Analysis per AR 190-13.

(d) Inspect Field ASP/FARP/FLMSA..

(e) Support Inspector General (IG), QASAS, and Safety inspections.

(f) Conducts U.S. Customs missions.

b. Unit responsibilities.

(1) BDE/MAJOR COMMANDS:

(a) Have assigned Physical Security Officers/managers appointed in writing.

(b) Conduct/review physical security and crime prevention inspections of the organization and recommend improvements to Commanders.

(c) Present physical security and crime prevention measures to unit personnel.

(d) Advise unit commander on information which would impact crime trends and/or problems in the unit.

(e) Maintain Staff Duty Officer (SDO) and/or Staff Duty NCO (SDNCO). Require the SDO or SDNCO to conduct random checks of subordinate units during the hours of darkness as required by Army regulations, to ensure proper crime prevention and physical security measures are implemented. The SDO and SDNCO will ensure checks of the units are entered in the SDO/SDNCO journal and maintained on file for a minimum of 90 days.

(f) S-2 Coordinate with the Physical Security Office @ 798-7587 or 956-4345 to schedule unit inspections. Scheduling will be included in unit training calendars.

(g) Forward a copy of the BDE Physical Security Plan to the Physical Security Office.

(2) BN CDR:

(a) Have assigned Physical Security Officers/managers appointed in writing.

- (b) Develop Physical Security Plans and Crime Prevention SOP
 - (c) Conduct quarterly physical security inspections of all subordinate units, maintains these inspection records on file until the next inspection is conducted.
 - (d) Review physical security and crime prevention inspections and recommend improvements to commanders.
 - (e) Present physical security and crime prevention measures to unit personnel.
 - (f) Advise unit commander on information which would impact crime trends and/or problems in the unit.
 - (g) If the BN is the highest level of command coordinate with the Physical Security Office @ 798-7587 or 956-4345 to schedule required inspections. Scheduling will be included in unit training calendars.
 - (h) Maintain Staff Duty Officer (SDO) or Staff Duty NCO (SDNCO). Require the SDO or SDNCO to conduct random checks of major subordinate units during the hours of darkness as required by army regulations, to ensure proper crime prevention and physical security measures are implemented. The SDO and SDNCO will ensure when they make checks of units, it is entered in the SDO journal, maintain security checks on file for a minimum of 90 days.
- (3) UNIT CDR/ACTIVITY MANAGERS:
- (a) Appoint in writing a Physical Security Officer/manager.
 - (b) Implement and enforce Physical Security measures and Crime Prevention policies.
 - (c) Maintain Physical Security and Crime Prevention SOP.
 - (d) Maintain inspection records on file until the next inspection is conducted.
 - (e) Review physical security and crime prevention policies and recommend improvements to next higher level commanders.
 - (f) Incorporate physical security and crime prevention measures to unit personnel.
 - (g) Advise next higher command on information which would impact crime trends and/or problems in the unit.
 - (h) Recommend having Charge of Quarters (CQ). Require the CQ to conduct random checks of unit areas during the hours of darkness as required by army regulations, to ensure proper crime prevention and physical security measures are met.
- (4) SEPARATE COMMANDS:
All of Chapter 1 listed above applies. (If applicable)

Section II

Physical Security Officers (PSO)

3.2.1. Duties and responsibilities

- a. PSO are required at Company/Troop Level and above. PSO will be appointed in writing by the Commanders and will be in the grade of E-6 and above. PSO will be proactive in their duties and ensure the unit's physical security and Crime Prevention programs are implemented, followed, and makes recommendations as necessary.
- b. At a minimum, liaison will be established with the following agencies:
 - (1) Installation Physical Security Office.
 - (2) Local MI field offices.
 - (3) Installation Criminal Investigation Division, Force Protection and Military/Police agencies.
- c. PSO will establish/develop a written unit level security checklist. The checklist(s) will provide the frequency of checks to conduct as required by the appropriate risk level for the asset being protected.

3.2.2. Use of risk analysis/Mission Essential and Vulnerable Areas (MEVA)

- a. Commanders are required to safeguard and protect military property in accordance with the risk level associated (Level I (Low), Level II (Medium), or Level III (High)). DA Pamphlet 190-51 provides the instructions/procedures for determining security requirements and conducting a risk analysis for all categories of Army property.
- b. The risk analysis will be conducted by the PSO in coordination with the unit or activity commander.
- c. A risk analysis will be conducted on all MEVA—
 - (1) When a unit or activity is activated.
 - (2) When a unit permanently relocates to a new site or facility.
 - (3) When no formal record exists of a previous risk analysis.
 - (4) At least every 3 years or more frequently at the discretion of the unit or activity commander.
 - (5) During the planning stages of new facilities, additions to facilities, and facility renovations.
 - (6) When an incident occurs in which an asset is compromised.
- d. After completion of the risk analysis (DA Form 7278). The PSO will then refer to AR 190-51 to determine the

level of Physical and Procedural security measures that are required based on risk level indicated.

e. Other approved DOD automated versions of the risk analysis are authorized, but must be used in conjunction with AR 190-51.

f. Mission Essential and Vulnerable Areas (MEVA)

Facilities or activities within the installation that, by virtue of their function, are evaluated by the commander as vital to the successful accomplishment of the installation's, State National Guard, or MUSARC mission. This includes areas nonessential to the installation's/facilities operational mission but which, by nature of the activity, are considered vulnerable to theft, trespass, damage, or other criminal activity.

3.2.3. Unit level inspections

PS inspections are formal, recorded assessments of PS procedures and measures implemented by a unit or activity to protect its assets.

a. PS inspections will be conducted according to AR 190-13, paragraph 2-11; and this regulation.

b. Physical Security Inspectors (PSI) will not engage in illegal or dangerous conduct to demonstrate security deficiencies or weaknesses observed during an inspection.

c. Inspections may be unannounced. However, before conducting an unannounced inspection, PSI should review unit training schedules to ensure that the inspection will not interfere with training.

d. PS inspections will be conducted—

(1) When a MEVA, unit, or activity is activated.

(2) When no record exists of a prior PS inspection.

(3) When a unit or activity changes in a way that may affect existing PS plans and there is an indication or a report of significant or recurring criminal activity.

(4) Every 18 months for conventional-arms and ammunition-storage activities.

(5) Every 18 months for critically sensitive, multiple-customer ADP service-center activities or facilities.

(6) Every 2 years for MEVA other than those in (4) and (5) above.

(7) All other activities will be inspected within a 24 to 36 month window.

(8) Inspections can be conducted more frequently at the discretion of the Commander.

e. Courtesy inspections will not be conducted as a substitute for inspections required by regulation.

f. Requests to change the date of a scheduled inspection must be approved by the organization's next-higher commander.

g. PSI will be granted ACCOMPANIED access to U.S. Forces facilities, records, and information on a need-to-know basis consistent with the PSI clearance for access to classified information and the provisions of applicable regulations.

h. PSI will give units and activities a verbal out briefing at the completion of the inspection.

i. On the spot corrections are authorized by the PSI.

j. When a deficiency is identified, the unit or activity commander will correct it immediately or use adequate compensatory measures until the deficiency can be corrected. The submission of work order requests alone is not considered a compensatory measure.

k. Deficiencies that are beyond the capability of the local commander to correct because of a lack of resources will be reported to the next-higher commander with a request for resource assistance and listing justification and impact statement.

l. DA Form 2806-1-R or CIP Checklist (FC Form 4046), or both will be used to prepare and record all PS inspections. Attachments may be added to the printed report to clarify unique command requirements.

m. INSPECTION REPORTS (DA Form 2806-1-R):

(1) Units or activities storing AA&E and other sensitive items that receive a "Not Adequate" rating on an Installation PS inspection (DA Form 2806-1-R) will submit in writing a report of corrective action to the inspecting activity (ATTN: Chief, Physical Security) within 45 consecutive days after the INITIAL inspection. The corrective action memo must be received before a re-inspection can be scheduled.

(2) A report of corrective action must identify corrective actions taken, compensatory measures implemented, or both to address findings on the survey, inspection, or vulnerability assessment.

(3) The results of a survey, inspection, or assessment often identify critical deficiencies or vulnerabilities in an installation or facility PS program.

(4) According to AR 190-13, paragraph 2-13, reports of completed inspections or surveys will be classified and safeguarded according to DOD 5200.1-R and AR 380-5.

(5) At a minimum, reports will be marked "UNCLASSIFIED/FOR OFFICIAL USE ONLY."

(6) DES Physical Security Office will send by e-mail the completed inspection reports to the inspected unit

within 7-10 workdays after the inspection. Copies of PS inspection reports will be provided to the—

- (a) Commander or director of the organization inspected.
- (b) Commander or director at the next-higher level above the organization inspected.
- (c) Installation PSO. (When requested)
- n. Units and activities must keep inspection reports until the next inspection is complete.
- o. Recurring findings will be reported on future PS inspections until the deficiency is corrected.

Section III

Physical Security Plan (BDE, BN, CO, and Directorate level)

3.3.1. Physical Security Plan (PSP)

a. Commanders will develop a Physical Security Plan (PSP). The PS plan will be developed according to AR 190-13, paragraph 2-9, and guidelines outlined in FM 3-19.30, appendix F. PSP will be integrated with the unit antiterrorism/force protection (AT/FP) program.

b. The MSC/BDE CDR/Director are responsible for coordinating/establishing PSP for subordinate units and activities. PS plans will—

- (1) Assign responsibilities and establish procedures.
- (2) Addresses contingency procedures.
- (3) Address changes in requirements at higher Force Protection Conditions (FPCON).
- (4) Ensure subordinate and tenant activity plans integrate with and complement the BDE/Directorate PS plan.
- (5) Be reviewed annually by the next higher Command.
- (6) List of Primary/Inhabited areas to include barracks IAW DOD UFC Reg 4-010-01.
 - (a) Fifty or more personnel in one single structure is considered a “Primary Gathering Area”.
 - (b) Eleven but less than fifty personnel occupying a single structure is an “Inhabited Area”.
- (7) At a minimum the PS Plan will address:
 - (a) Copy of current Installation Threat Statement
 - (b) Terrorism counteraction plan (refer to CAM Reg 525-13 & AR 525-13)/additional unit requirements identified.
 - (c) Bomb threat plan/emergency evacuation plan required at FPCON “A” measure#3
 - (d) Closure plan/control access to unit areas, when 100% ID check is required at FPCON “B” measure 12.
 - (e) Natural disaster plan (refer to CAM Pam 500-1)
 - (f) Civil Disturbance/Unit Guard Force (When required at higher threat/tasking).
 - (g) Resource plan (if required barriers, c-wire, etc to create a stand off distance for high occupancy buildings and other critical areas).
 - (h) Communication plan (Address all COMMO needs for paragraph a-g listed above. Establish COMMO with local law enforcement on sharing information about possible threats.)
 - (i) List of unit Restricted Areas. (if applicable)
 - (j) List of unit MEVA. (If applicable)

Note: Annexes to the PS plan (a-j) will be exercised at a minimum every two years. The PS Plan will be approved/signed by the responsible Commander.

Section IV

Crime Prevention

3.4.1. Responsibilities

- a. Unit Commander(s):
 - (1) Establish viable and continuous crime prevention programs through policies and SOPs.
 - (2) Appoint in writing a unit Crime Prevention Officer (CPO), and an assistant Crime Prevention Officer/NCO (Corporal or higher) to establish and maintain the unit's crime prevention program. This includes the coordination of all crime prevention activities within the unit (such as annual training, refresher training, unit crime prevention awareness programs, etc.)
 - (3) Monitor the program to ensure its effectiveness.

Note: CPO can also be the appointed PSO, in this case the individual will be in the rank of SSG/E-6 and above.

- b. Unit Crime Prevention Officers (CPO) (BN/CO Level)
Unit CPO will;

- (1) Establish and maintain the Commander's crime prevention program.

- (2) Include crime prevention briefings as a part of in-processing at the unit for newly assigned personnel.
 - (3) Schedule and conduct unit crime prevention briefings and training semi-annually. Maintain records of attendance. (Made readily available for inspection)
 - (4) Conduct quarterly unit crime prevention inspections, and maintain the results on file within the unit for a minimum of 12 months.
 - (5) Ensure secure storage areas are available to store soldiers' personal property and TA-50 during their absence.
 - (6) Encourage soldiers to participate in "Operation Identification" and ensure their high value dollar items (\$100.00 or more) are inventoried and verified by a witness's signature on Personal Property Record (FC Form 4986). Maintain their record in a secure filing area and update regularly. Each soldier should complete a Personal Property Record whether or not he/she wishes to inventory his/her property. A memorandum for Record (MFR) will be completed and witnessed for personnel who decline to inventory their property.
 - (7) Ensure the SDO/SDNCO has a current roster of unit personnel and their assigned rooms in the billets (posted in the SDO/SDNCO Duty Log Book).
 - (8) Control access to billeting areas in accordance with troop policy. Post visitors policy on unit bulletin board.
 - (9) Post the locations of "OFF LIMITS AREAS" on unit bulletin boards.
- c. Individual Soldier will:
- (1) Secure both private and government property at all times. Avoid situations conducive to crime. All soldiers are encouraged to report to the Commander, or his/her representative, any criminal acts observed or suspicious acts which might indicate the presence of criminal activity.
 - (2) Ensure assigned wall/foot lockers are in serviceable condition. If these security containers are unserviceable, request a secure location to secure valuables until defects are corrected. Request (through your unit supply) to have locks replaced if the keys have been lost or combinations have been compromised. Government issue locks are authorized for official use only and will not be used to secure personal property.
 - (3) Register all items of personal property valuing \$100.00 or more (includes items of sentimental value) on a Personal Property Record (FC Form 4986) and ensure that items listed on this form are verified by a witness. The form is also signed by the same witness prior to returning to the unit CPO.
 - (4) A memorandum for Record (MFR) will be completed and witnessed for personnel who decline to inventory their property.
 - (5) Recommend marking property with "USA (Last four numbers of soldier's SSN)."
 - (6) Not leave valuables and money in pillows, mattresses, or unsecured night stands, desks, or lockers.
 - (7) Not leave easily removable items in Privately Owned Vehicles (POV), whether or not the POV is secured.
 - (8) Do not store/keep military MTOE equipment inside of POV.
 - (9) Refrain from carrying large sums of money (over \$100.00) on your person.
 - (10) The storage of CTA-50 is PROHIBITED in unattended parked POV and Military vehicles on and off-post. Soldiers are allowed to transport CTA-50 for duty requirements, but at no time will CTA-50 be left unattended.
 - (11) OCIE
 - (a) Issued clothing will be marked as indicated in AR 700-84.
 - (b) Individual clothing and equipment of personnel living in troop billets and reserve component personnel will be secured by one of the following means to be determined by the commander:
 - In a locked wall locker or footlocker.
 - In a locked duffel bag, further secured to the building structure, or a separate locked room.
 - (c) Access to reserve component OCIE will be controlled by designated individuals. Locked duffel bags, wall lockers, or footlockers will be placed in a separate locked room or cage. In lieu of a separate room, access to wall lockers may be controlled by modifying the lockers to accept a locking bar or by adding a second hasp and securing the locker with a second lock. Keys to access reserve component OCIE will be placed in the unit key depository and access will be controlled by the unit key custodian.
- d. Consideration should be given to marking items as indicated in appendix C, AR 190-51.
- e. Unit Supply:
- (1) Establish security control measures for bolt cutter issue.
 - (2) Ensure all high dollar items have double barrier protection, i.e., camera stored in locked wall locker inside locked supply room.
 - (3) Identify a segregated secure location/wall locker for property belonging to AWOL soldiers.
 - (4) Pilferage/high dollar items (commercial/military) will be marked as directed by the unit Commander.
- "Permanently marked" is defined as not being easily removed (i.e., inscribed into the item's surface). This should be done in a manner so as not to deface or devalue the item being marked. For further guidance of marking government property, refer to AR 190-51, Security of Army Property at Unit and Installation Level, Appendix C,

“Marking of Government Property”.

- (5) Supply storage rooms will be posted as “Off Limits to Unauthorized Personnel”
- (6) Access rosters will be prepared/posted.

f. SDNCO/CQ responsibilities:

- (1) Conduct security checks as directed on the PSO/unit security check sheet or record results in the SDO/SDNCO Journal (Refer to Para 3.4.8 for security lighting control measures).
- (2) Comply with fire and safety requirements, and secure all doors except the main entrance doors after duty hours. Ensure exits provide required safety, but preclude entry.
- (3) Secure any property found unsecured. Annotate findings in the journals.
- (4) Report all incidents to the Command
- (5) Report observed criminal acts or suspicious activity to the Ft Campbell police immediately.

3.4.2. Unit storage facilities:

The unit will provide secure storage facilities for personal property belonging to personnel on leave, TDY, deployed, AWOL, or in field training.

3.4.3. Health and welfare inspections:

Commanders will coordinate with their SJA prior to conducting Health & Welfare inspections. During routine health and welfare inspections, the unit inspector(s) will attempt to detect and, if possible, make corrections for unsecured valuables, personal and government property. Units will keep a record of these inspections. These records will not indicate personal findings. The CDR is required to notify the Ft Campbell Police of any prohibited/suspected item(s) found. Confiscated items will not be stored in unit arms rooms. Illegal items will be released to Ft Campbell Police as appropriate. Unit commanders can request/coordinate in advance with PMO (K-9/narcotics team) to assist in the health and welfare inspections.

3.4.4. Security measures for Privately Owned Vehicles (POV):

All personnel will take the following security measures to prevent larceny of motor vehicles or their contents:

- a. Secure all motor vehicles when unattended, regardless of location or time of day.
- b. Remove from sight all valuable items left inside the vehicle.
- c. Ensure DVD/CD players, CB radios, or any other electronic equipment are permanently mounted inside the vehicle.
- d. The storage of OCIE/TA-50 items inside POV is prohibited.

3.4.5. Dayroom/Barracks

- a. Copies of the Installation’s “Off Limits Establishments” list will be posted on all unit bulletin boards.
- b. Signs warning non-unit personnel to report to the orderly room/CQ WILL be posted on all perimeter doors to the billets
- c. Visitation procedures will be established by the Commander. Visitor’ sign-in logs will be used and maintained for a minimum of 90 days.
- d. All rooms will be adequately secured when individuals are asleep or not present.
- e. Personal high dollar value items (recommend value of \$100 or more) will be inventoried and recorded on FC Fm 4986, for every unit member for whether they participate or not. (Required for personnel residing in barracks) These forms will be updated at a minimum on a semi-annual basis. See sample Figure 3-1.
- f. Dayroom televisions/DVD players and other high dollar Government (GOVT) property will be sub-hand receipted to the barracks NCO or supply NCO. The property will be properly secured to stands and/or fixed objects.
- g. Privately Owned Weapons (POWs) are prohibited in the barracks (Martial arts/firearms/bows/knives with a blade > 4” in length.) Refer to the POW section of this regulation in Section I, Chapter 9.

3.4.6. Operation Identification

CPO will develop a program that would identify private property in the event loss/stolen property is recovered. A program such as "Operation Identification" for marking high dollar property is recommended. (Recommend marking with Soldiers Last name's initial and last four, example B-9876.) Ensure electrostatic engravers or other methods are made available to unit/activity personnel for marking personal property for identification.

Note: Identification markings should be engraved were possible.

3.4.7. Light control measures:

Leave lights on in designated areas in order to reduce potential for crime. These areas should include, but are not limited to, vehicle parking lots, troop paths, sidewalks, outside areas where troops congregate, and those areas declared "OFF LIMITS". Report in-operative lights to unit Command/R&U. Record findings on the journal. CPO in conjunction with the unit PSO, conduct lighting surveys of areas, to determine if lighting is adequate or not adequate.

3.4.8. Security during deployments

a. Commanders and supervisors are required to conduct recorded inventories of all Stay Behind Military property. Inventory all barracks soldiers' Stay Behind Property. All Stay Behind Property will be secured in approved containers, wall lockers, or other secure locations. A security protective seal should be used in addition to the padlock for all secure storage containers/areas.

b. Commanders can designate a secure area within their area of responsibility. The secure area/room must meet structure standards IAW AR 190-51, Appendix B-2. All high dollar property listed on the FC Fm 4986 requires a witness signature for verification.

c. POV to include ATVs, Boats, RVs, etc., will be secured in the designated POV storage area during deployments.

3.4.9. Unit Funds

a. The Commander may authorize the storage of limited funds, not to exceed \$300 in U.S. currency for the purpose of a taxi fund, or approved unit funds for legitimate purposes. Written policies will be established for the control, accountability, and storage of these funds.

b. Funds will be stored in approved DOD containers or equivalent safes. These funds will not be stored in safes that contain classified materials or AA&E keys.

Section V

Administrative Key and Lock Control

3.5.1. Key & lock control custodians

a. Commander will appoint in writing a Primary key and lock custodian. Recommend appointing alternate custodian(s). The primary Key/lock control custodian is authorized to approve and sign the key depository access roster.

Note: Key control should be established at section level. This would require appointing section key custodians.

b. The access roster will be posted on the exterior of all key depositories. (Appointment orders can not be substitute as an access roster.)

c. If a unit has multiple key depositories located side by side, only one access roster is required as long as each key depository has been numbered. The access roster will then reflect "The following personnel have access to key box#1, #2, #3, etc."

d. Master keys are not authorized, unless a unit has a HQDA waiver, exceptions are:

(1) A room with multiple doors that opening one or all doors leads to the same interior.

(2) Vehicle doors that lead to the same area i.e., M1114 Armored HWMMWV/M1117 ASV.

(3) Storage containers with multiple doors that opening one door leads to the same interior of the container.

e. All keys/locks in use to secure GOVT equipment will be incorporated into a key control system.

f. If a change in custodian occurs, a joint inventory of keys and locks is required with the departing custodian and incoming custodian. Results will be recorded on DA Form 5513.

g. Keys that secure containers storing recovered military ammunition (AMNESTY BOX) will be controlled as administrative keys. Keys to the amnesty box will not be personally retained.

3.5.2. Use of the key control register (DA Form 5513)

a. Appointed Key/lock Control custodians (Primary/Alternate) are responsible to ensure the key register is accurate, properly completed, and accounts and list all keys by their serial numbers, location of their locks, and total quantity of keys per lock.

b. The appointed Key/lock Control Custodian is required to conduct an initial 100% key/lock inventory by serial number, and semi-annual inventories thereafter. Inventories will be recorded on page#2 of DA Form 5513.

Inventory records for admin keys will be maintained until the next semi-annual key & lock inventory is completed. Refer to sample Figure 3-2.

3.5.3. Key depositories

Key depositories will be made of at least 26 gauge steel and equipped with a tumbler type lock. These key depositories/boxes will be securely affixed to a wall. The key box will be stored in a secure room when unattended. The key box will be secured when not in use.

3.5.4. Locks

a. Only DOD approved padlocks will be used to secure GOVT property. The locks will meet the following specifications:

(1) All keys shall be captive (key retaining/un-removable) in the cylinder when unlocked. Each padlock shall be furnished with two (2) keys.

(2) Marking. The markings "U.S." shall be .25 inch minimum size and can be located on either side of the padlock.

(3) Hardened shackle – usually stamped in the curve of the shackle.

(4) Heal and toe locking notches – with the lock in the open position there will be a notch on each end of the shackle.

(Low security padlocks are listed below)

KA - Keyed Alike	KI - Keyed Individually	CID-Commercial Item Description
NSN	DESCRIPTION	
5340-00-158-3805	Padlock (without chain): Steel case and shackle. (KI)	CID A-A-59487-2S
5340-00-158-3807	Padlock (with chain): Steel case and shackle. (KI)	CID A-A-59487-2SC
5340-01-437-0625	Steel case 1 3/4" body width. Set: 6 Locks. (KA)	CID A-A-59486-2AS06S12



Note: Above list is not all inclusive. Some of the most common DOD approved locks are manufactured by "American Lock TM", "Master", and "Federal".

b. The appointed key/lock custodian will be notified of any lock changes within the unit/activity. A reason/justification will be given to the custodian for replacement of lock(s).

c. DOD padlocks will not be cut/broken-off unless approved by the responsible Commander or 1SG.

Section VI

3.6.1. Security of computers and components

a. GOVT portable computers and their components (CPU) will be provided double barrier protection when left unattended.

b. Computers that are located in rooms with windows that are above 12 feet from ground level do not require security cables as long as the room is secured when unattended.

c. Computer cable locking devices that require keys will be listed on the DA Fm 5513 and accounted for IAW AR 190-51, Appendix D.

d. Computers will be sub-hand receipted to the user level.

e. Marking of computers for identification purposes will be conducted at the Commander's discretion. Marking for identification purposes will be IAW AR 190-51, Appendix C-4. (Recommend paint markers or engraving were possible.)

Example of markings:

US Army or "USA", 101st ABN DIV

Unit UIC or unit name

Hand Receipt #

Serial number of property

Preferred way to attach security cables:

Recommend attaching the flat screen to the CPU. If using stick-on locking hasp devices, avoid direct attachment to desk furniture.



**Lap top security cable looped around a structure.
VGA Port Laptop Lock**



Section VII

Security vaults, safes, and containers

3.7.1. Specialized security equipment

a. GSA-approved field safes and special purpose, one and two drawer, light-weight, security containers, approved by the GSA, are used primarily for storage of classified information in the field and in military platforms, and will be used only for those or similar purposes. Such containers will be securely fastened to the structure or under sufficient surveillance to prevent their theft or compromise.

b. GSA-approved map and plan files are available for storage of odd-sized items such as computer media, maps, charts, and classified equipment.

c. GSA-approved modular vaults, meeting Federal Specification AA-V-2737, can be used to store classified information as an alternative to vault requirements described in section III of this Chapter. For guidance in storing classified material refer to AR 380-5.

Note 1: GSA approved field safes that are serviceable can be used to store AA&E storage key containers as long as the safe does not contain classified material. The safe would be under continuous surveillance or in a locked room when unattended.

Note 2: For approved safes refer to the DOD lock program:

CAM Regulation 190-1 • 1 July 2008

3.7.2. Forms

- a. SF 700: (Security Container Information) will be used for all DOD approved combination locks. (Digital or mechanical). Part 1 will be posted inside the safe/vault and reflect the date the combination was changed and by whom, listing of contact/POC information. Parts 2 and 2A will be issued to the next higher S-2 for proper storage.
- b. SF 701: (Activity Security Checklist) is required if maintaining classified material, keep records for a minimum of 90 days. SF 701 is also required for areas, rooms, storing military Equipment and supply storage areas.
- c. SF 702: (Security Container Check Sheet) is required for combination type safes/vault. If not storing AA&E keys, keep the SF 702 for 24hrs from the last entry date. If storing AA&E keys (separate location) with in the safe/vault, keep the SF 702 for a minimum of 90 days.

3.7.3. IDS Alarms

Vaults or secured rooms storing classified material/sensitive items that are protected by ICIDS will conduct a monthly test of the alarm system. An individual on the unit's unaccompanied access roster will conduct the test by calling the DES Emergency Communications Center (798-1221/1224), giving building number and zone number and the name of person conducting the test. The alarm-monitoring person will provide instructions on how to perform the test. After the test is completed, the person conducting the test will annotate the test results on a memorandum. Memorandums reflecting alarms tests will be IAW Figure 3-1 and maintained on file in the unit for a period of one year.

Section VIII

Security of supply rooms and equipment storage areas

3.8.1. Requirements

- a. Commanders will designate a secure location for unit supply rooms and equipment storage areas. Caging material is authorized as long as walls extend to the true ceiling and is completely enclosed.
- b. Supply rooms will meet at least Risk Level I structure security requirements identified in AR 190-51, Appendix B-2.
- c. "Off Limits to Unauthorized Personnel" signs will be posted by each entrance door.
- d. Access roster posted by main entrance. This roster can be signed by Supply NCO or CDR.
- e. Keys and locks will be DOD approved and controlled IAW AR 190-51, Appendix D and this regulation.

3.8.2. Accountability

- a. Expendable/perishable items will be controlled/issued as directed by the CDR.
- b. High dollar property/equipment will be provided double barrier protection.
- c. Secure any soldiers AWOL CTA 50 and personal property in designated location segregated from GOVT property. This includes proper recorded inventories.
- d. Establish sign out procedures for bolt cutters.

Section IX

Security of Army Property (High Dollar/Pilferage like items, NVDs, Optics, NBC,...etc)

3.9.1. High Dollar Items:

- a. All military property that are considered as either high dollar items, vulnerable to theft, or portable equipment for example NVD, CBRNE Equipment, Tactical Radios, Lasers, Combat optics, IBA vest/plates, bayonets,...etc will be protected by at least two barriers of protection. EXCEPTIONS ARE LISTED (1) and (2) BELOW
 - (1) AA&E items will be protected IAW AR 190-11
 - (2) Any other property that has a security Controlled Item Inventory Code (CIIC) will be protected IAW AR 710-2 and this regulation.
- b. Examples of double barrier protection can be;
 - (1) A locked Government vehicle inside A perimeter fence that is at least 6 feet tall (not including the top guard.)
 - (2) ICAM locked inside a wall locker that is located inside a secured room.
 - (3) Portable Government Laptop computer secured with a security cable and stored inside a locked room. (A

cable or other means of security is required for rooms that are less than 12 feet from ground level)

3.9.2. Storage rooms:

- a. All items listed above in Paragraph 9-1 and other government high value items, requires two barriers of security.
- b. In order for a room to be considered a secured area, the room must meet construction standards listed in AR 190-51, Appendix B.
- c. Door must be a minimum of 1 ¾ inch thick solid wood or hollow steel
- d. All hinge mounting screws that are exposed, will be spot welded, peened, covered, or filled to prevent removal.
- e. Windows in excess of 96 square inches and less than 12 feet from ground level equipped with a locking device and covered with bars 6-inch on center each way, with 5/16-inch expanded metal mesh, or 9-gauge chain link fabric. (Note: exception to barring windows is to provide a secure container/wall locker within the room.
- f. Doors that are secured from the outside will have locking devices conforming to U.S. Army Corps of Engineers guide specifications or with DOD approved padlocks.
- g. Rooms used to secure high value items will have signs posted by the entrance door(s) that state "Off Limits To Unauthorized Personnel" posted and access will be controlled.
- h. Keys and locks will be controlled in accordance with AR 190-51, Appendix D.
- i. SF 701 (Activity security checklist) will be used at the end of the duty day and maintained for a minimum of 90 days.

Section X Protective Seal Control

3.10.1. Requirements

Protective Seals are intended to be used as a supplement to verify the integrity of secured property. At no time will a protective Seal replace the use of a padlock. A protective seal is a closure device that serves as a check against tampering or unauthorized opening. If designed and attached properly, a seal will show signs of tampering/forced entry. When protective seals are used at unit/activity level, the following will be required;

3.10.2. Issuing Office (This will normally be the S-2, Supply Section)

- a. CDR will appoint in writing a Protective Seal Custodian.
- b. List all seals by their serial numbers in a log book.
- c. Issue seals to authorize individuals. Record the date/time of issue, person receiving, seal numbers)
- d. Inventory all unissued seals on a monthly basis (modified DA Fm 5513 or equivalent form may be used)

3.10.3. Receiving Office

Actual use by unit custodian/person.

- a. CDR will appoint in writing a Protective Seal Custodian.
- b. List all seals by their serial numbers in a log book.
- c. Inventory all unissued seals on a monthly basis (modified DA Fm 5513 or equivalent form may be used).
- d. Record the date/time applied, location of item applied, seal serial number(s), and the name of the person applying the seal. Example: The S-2 (Issuing Office) signs out a batch of Protective Seals to the unit SUPPLY NCO (user/custodian). When a seal is destroyed/removed, the unit custodian (user level) will be notified for his/her record. Seals Approved by the Department of Defense. Several seals that have been procured by the Defense Logistics Agency (DLA) are listed in Ref 3.10.4. The following seals are required for the protection of AA&E and classified shipments.

3.10.4. Table of approved seals for AA & E Shipments.

Reference:

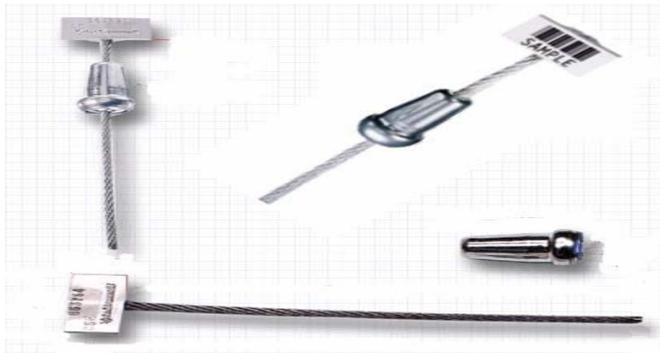
Description	National Stock Number (NSN)*
Cable Seal Lock (Figure 10-1)	NSN 5340-00-084-1570
Cable Seal Lock (Figure 10-2)	NSN 5340-01-177-7405
Bolt Seal (Figure 10-3)	NSN 5340-01-260-9935
Bolt Seal (Figure 10-4)	NSN 5340-01-334-0791
Bolt Seal (Figure 10-5)	NSN 5340-01-318-6771

*Current information on National Stock Numbers can be obtained by contacting the DLA at:
Toll Free: 1-877-DLA-CALL (352-2255)
DSN: 661-7766
Commercial: 269-961-7766
DLA Web Site: http://www.supply.dla.mil/dla_call.asp

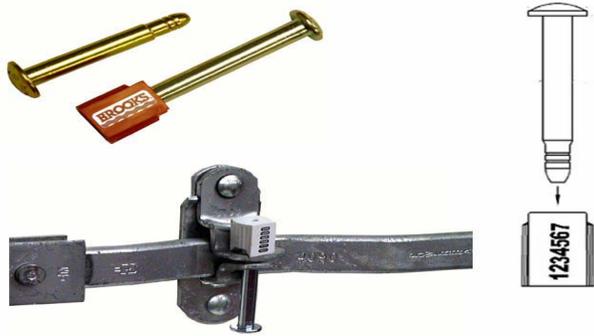
Note: Pictures are not to scale.



Cable Seal Lock (Figure 10-1)



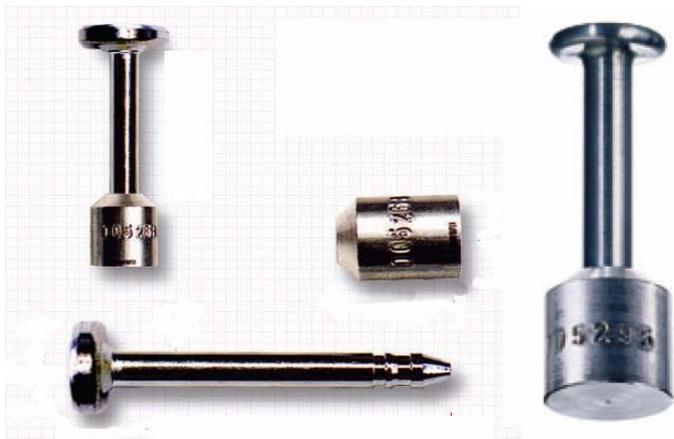
Cable Seal Lock (Figure 10-2)



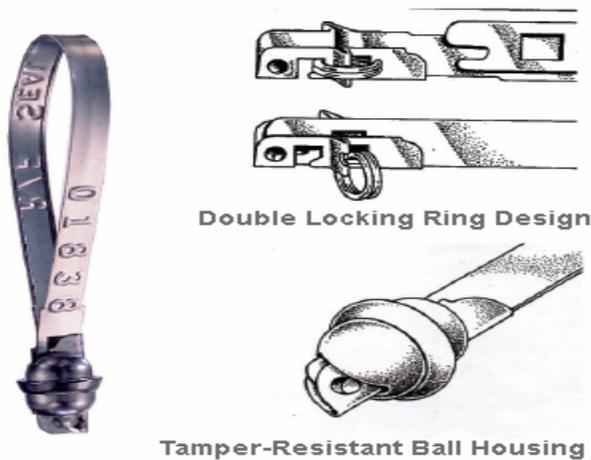
Bolt Seal (Figure 10-3)



Bolt Seal (Figure 10-4)



Bolt Seal (Figure 10-5)



Car Ball Seal (Figure 10-6)

**Section XI
Security of Controlled Medical items (notes R, Q, C)**

3.11.1. Definitions

- a. **Controlled medical substance:** A drug or other substance, or its immediate precursor, listed in current schedules of 21 USC 812 in medical facilities for the purpose of military treatment, therapy, or research. Categories listed in this section are narcotics, amphetamines, barbiturates, and hallucinogens.
- b. **Bulk Storage:** Storage in a facility above the using or dispensing level specifically applicable to logistics warehouse and depot stocks. This applies to activities using controlled medical substances and items (such as pharmacies, wards, or clinics) only when a separate facility (building or room) is used to store quantities that exceed normal operating stocks.
- c. **Note C controlled medical items:** Sets, kits, and outfits containing one or more component Note Q or Note R items.
- d. **Note Q controlled medical items:** All standard drug items identified as Note Q in the Federal Supply Catalog, Nonstandard Drug Enforcement Administration (DEA) Schedule III, IV, V Controlled Substances.
- e. **Note R controlled medical items:** All items identified as Note R in the Federal Supply Catalog, Nonstandard DEA Schedule II Controlled Substances.

3.11.2. Storage requirements

- a. Items identified as Note R will be stored in an approved safe or vault secured with a Class 5 vault door. (Small quantities may be stored in GSA approved safe, IAW AR 190-51, Para 4-7a). At existing facilities where a vault is not feasible, a storage site/room can be used as long as it meets App. B, AR 190-51 secure room standards. (Double doors can be used as long as they are of equivalent structure to a vault door).
- b. Items identified as Note Q will be stored as Note R, however, dual door protection may be eliminated provided entrance door is as specified in Appendix B IAW AR 190-51
- c. Items identified as Note C chests, kits, outfits, other assemblages, or withdrawn controlled medical items stored as per Note R and Q.
- d. Containers storing Bulk Notes R, Q, & C medical items secured in a vault, room require Intrusion Detection System (IDS) alarm.
 - (1) The IDS must consist of at least two types of intrusion sensors. These IDS alarm systems will be tested with the monitoring point on a monthly basis. Maintain alarm test records for one year.
 - (2) Bulk storage areas will be designated and posted as Restricted Areas. Requests for designation of a "Restricted Area" must be FORMALLY STAFFED FOR APPROVAL by the Installation Commander (IC).
 - (3) Facilities storing Notes R, Q, & C will be required to use the SF 701 to record security checks (Containers/Safes require SF 702) (Combination type locks will require SF 700)

3.11.3. Inventories

An inventory of all Note R and Q controlled items, except aviation survival kits will be conducted monthly by a disinterested officer (E-7 or above, or GS-7 or above). The same person can not conduct consecutive monthly inventories.

Section XII

Security of unit motor pools

3.12.1. Definitions

a. Motor pool: A group of motor vehicles used as needed by different organizations or individuals and parked in a common location when not in use. On an Army installation, all units/activities to include non tenant units with 10 or less assigned commercial-type vehicles with no local organizational maintenance support does not have a motor pool, under this regulation, even though the vehicles are parked together.

b. Motor vehicle: A self-propelled, boosted, or towed conveyance used to transport a burden on land. This includes all Army wheeled and track vehicles, trailers, and semitrailers, but not railroad locomotives and rolling stock.

3.12.2. Requirements

a. A formal risk analysis (DA Fm 7278-R) or equivalent automated version is required for all tactical motor pools to determine the level of “physical protective “and “security procedural” measures required.

b. All tactical vehicles when not in use will be parked in unit level motor pools. Exceptions are in time of deployment, ranges, training areas, or when authorized parking at Rail Shipping yards or airfields as appropriate.

c. When not in use and in non-combat areas all tactical vehicles will be secured rendering them inaccessible by locking the doors or steering wheel is made inoperable with security chains or cables IAW appropriate TMs.

d. “Off Limits to Unauthorized Personnel” signs will be posted by all entrances.

e. “No POV” signs will be posted by all entrances.

f. Tactical vehicle parking areas will be at a distance from the perimeter fence as determined by the risk analysis. (Risk Level II requires a 20 feet stand-off or as far as possible)

g. Perimeter fencing.

h. Protective lighting.

i. Unit security guard checks as determined by the risk level.

3.12.3. Perimeter fencing and lighting

a. Perimeter fence: Fencing used will meet the requirements of U.S. Army Corps of Engineers Drawing Code STD 872-90-00 Series. The minimum height will be 6 feet tall not including the top guard. Fencing will be at least 9 gauges and the bottom of the fence will not be above 2 inches off the ground. For further fencing requirements refer to FM 3-19.30, Chapter 4.

b. Perimeter wall: Any wall over 6 feet tall which delineates a boundary and serves as a portion of the perimeter fence. These walls may be constructed of reinforced concrete, masonry, or stone.

3.12.4. Key and Lock control

a. All units/activities will establish SOPs for the control and accountability of keys/locks for vehicles, buildings, storage areas, and perimeter access points.

b. Use of master keys or lock sets to secure vehicle steering wheels are prohibited.

c. Consolidated motor pools will designate one unit as overall in charge of motor pool security. This includes responsibility for perimeter fencing, lighting, key and lock control IAW AR 190-51, Appendix D. A local SOP will be developed to address specific responsibilities.

3.12.5. Security of Tactical Vehicles

While in garrison, all tactical vehicles, trailers with lockable compartments, Gators, etc., will be secured when parked and unattended. Locks will be DOD approved. Security chains will be at least 5/16th inch steel. (Unless manufacturer equipped cables are installed). Exemption to vehicle security will be POL vehicles, the steering wheel or doors will not be secured. The rear hatches (fuel dispensers) and top hatches (if applicable) will be secured if vehicle contains fuel. Locks will be DOD non-sparking padlocks. Master keys or keyed alike keys will not be used to secure vehicle steering wheels.

3.12.6. Security of PLL Property

Unit repair parts will be stored in a single area accessible only to maintenance or supply personnel.

- a. Access roster is required and posted by the entrance to the storage location.
- b. "Off Limits to Unauthorized Personnel" signs will be posted by entrances.
- c. Storage area will meet at least Risk Level I security and structure requirement IAW AR 190-51, Para 3-11 and Appendix B.
- d. Locks in use will be DOD approved.
- e. Local sign out procedures will be established for accountability of repair parts.

3.12.7. Security of Tool Rooms

Commanders will appoint in writing a tool room custodian. Tools will be hand receipted to the custodian and tools will be signed out on DA Fm 5519 or equivalent form. Maintain these forms until all tools are returned.

- a. Access roster is required and posted by the entrance to the storage location.
- b. "Off Limits to Unauthorized Personnel" signs will be posted by entrances.
- c. Storage area will meet at least Risk Level I security requirement IAW AR 190-51, Appendix B (Secured Room). Caging material is authorized as long as it completely encloses the room to include top portion. Tool containers loaded on military trucks will be secured when not in use.
- d. Locks in use will be DOD approved.
- e. High dollar tools will be marked for unit identification and provided double barrier protection.
- f. Mechanics will sign for their tool kits/box and the key can be personally retained by the mechanic, a copy of the key can be retained by their supervisor or CDR if it is stored in a locked container with controlled access.
- g. SOP will address issue/receiving procedures and reconsolidation at end of duty day.
- h. Tool kits/boxes will be secured when not in use.

Section XIII

Airfield Security

3.13.1. Airfield Management responsibilities

Airfields will be designated as "Restricted Areas". Signs that contain the warning notice IAW AR 190-13 will be prominently posted at a distance not to exceed 100 feet apart on the perimeter fence line.

a. The Airfield Commander/Manager will have a current and executable written Physical Security plan formatted IAW AR 190-13. Copies of the PS Plan will be forwarded to appropriate Commands on the airfield and the Installation Physical Security Office. Privately Owned Vehicles (POV) are prohibited from the flight line or other areas where aircraft are parked, except when authorized in writing by the airfield Commander.

b. A Physical Security Officer (PSO) will be appointed in writing and will maintain liaison with tenant units on the airfield. Risk Analysis will be conducted on respective areas to ensure security measures are met or exceeded.

(1) The PSO as directed by the Airfield CDR is required to conduct assessments/inspections of tenant units to ensure compliance.

(2) Establish access badge procedures IAW AR 190-13

c. Key control custodians will be appointed in writing by the Commander. All keys to gates and other locations in used by the airfield management will be controlled IAW AR 190-51, Appendix D.

d. Access Control: Entry to and exit from all buildings associated with the aviation facility, aircraft parking areas, and support equipment storage areas controlled at all times. Entry and exit can be controlled through manpower and procedural means, mechanical means, or electronic means.

e. The Airfield Management will develop a terrorism counteraction contingency plan. At a minimum this plan will address;

- (1) Hijackings on the airfield
- (2) Bomb Threats/Explosions
- (3) Shootings
- (4) Suicide/Aircraft attack
- (5) Any other threat identified by the Airfield CDR.

Note: Focus is to have a "Plan of Action"/Contingency plan in the event of such incidents occur on the airfield.

3.13.2. Unit level responsibilities

a. Aircraft mounted weapons: When not in use, aircraft with weapons mounted will be parked inside an aircraft parking area. The parking areas for aircraft with mounted weapon(s) will be lighted and have IDS or continuous

surveillance. When operational readiness permits, weapons mounted on aircraft that are easily removable, will be removed and stored in an arms room storage area meeting the requirements for storage of category I or II AA&E, or will be under continuous armed surveillance. Weapons that remain installed on the aircraft will be made inoperable by removing barrels or firing mechanisms when practical. Removed components will be stored in a secure location.

(1) Weapon systems that are impractical to dismount, due to operational readiness or damage to the weapon system will be made inoperable by the removal of essential component or components. Electrical power may be considered an essential component on the 20mm and 30mm weapon systems. When electrical power is the only essential component removed from the weapons systems, AMMUNITION for those weapons systems will not be stored on board the aircraft. Level II security measures per AR 190-51 will apply.

(2) A secured location is an arms room, an area under continuous armed surveillance, or any structure meeting the requirements for storage of category I or II AA&E in AR 190-11.

b. When not in use, aircraft equipped with manufacturer-installed or approved modification work order ignition and other door-locking devices will be secured. Keys to locking devices and ignitions will be controlled and accounted for on DA Form 5513. Aircraft keys are PROHIBITED from personal retention. Duplicate keys serving as operational keys at maintenance facilities are also PROHIBITED. When aircrafts are not stored in hangars, they will be in close proximity to each other.

c. Parked aircraft will be checked by the responsible unit as determined by the appropriate risk level. Security checks/records will be maintained at unit level for a minimum of 90 days.

(1) Risk Level I: Requires security checks not to exceed every 4 hours for unattended aircrafts.

(2) Risk Level II: Requires security checks not to exceed every hour for unattended aircrafts.

(3) Risk Level III: Requires guards providing continuous surveillance.

d. Privately Owned Vehicles (POV) will be prohibited from the flight line or other areas where aircraft are parked, except when authorized in writing by the aviation facility or airfield Commander.

e. Entry to and exit from all buildings associated with the aviation facility, aircraft parking areas, and support equipment storage areas will be controlled at all times. (Entry and exit can be controlled through manpower and procedural means, mechanical means, or electronic means)

f. Badge control measures will be strictly enforced in areas designated as restricted areas.

g. Tenant CDR will coordinate with the Airfield CDR/Manager regarding any security requirements/issues.

3.13.3. Flight Operations

If more than one unit stores property (ie., NVDS, aircraft keys, fuel cards, etc.) in the same room/location, a bi-lateral storage agreement is required to established responsibility, control, and accountability of consolidated property. One CDR will be designated as overall responsible. All CDR will approve and sign this agreement.

3.13.4. Aviation Life Support Equipment (ALSE)

a. ALSE/high dollar items will be provided double barrier protection, i.e., in a locked container in a secured room. Access roster to the equipment storage area will be posted. "Off Limits To Unauthorized Personnel" signs will be posted by the entrance(s). A bi-lateral storage agreement is required for consolidated storage facilities. All CDR will approve and sign this agreement.

b. Pen Distress flares: CAT 1.3 and Signal Smoke Illums: CAT 1.4 will be stored and secured in approved containers. Quantities will be limited to operational necessity.

c. End of duty day checks will be established utilizing SF 701 (Activity security checklist) and maintained for a minimum of 90 days.

Section XIV

Military Customs Operations

3.14.1. Purpose:

The Military Customs Program (MCP) is a written joint agreement between the Garrison Commander, Fort Campbell and the Port Director of Customs Border Protection (CBP) Office at Memphis, TN. The program is intended to supplement rapid deployment and redeployment forces. The program will not circumvent regulatory US Customs and United States Department of Agriculture (USDA) laws. This regulation prescribes responsibilities for customs/law enforcement matters on Fort Campbell and updates Ft Campbell police/criminal investigation reporting procedures involving customs violations. It provides guidelines concerning required training for personnel performing customs/law enforcement services within the Customs Territory of the United States.

3.14.2. Applicability:

This regulation applies to all units of the Active Army, other branches of the Armed Services, the U.S. Army Reserve, the Reserve Officers Training Corps (ROTC), and the Army National Guard (ARNG) when in Federal Service that perform a military customs law enforcement service. Authorized Military Dependents and DOD Civilian employees with official orders will comply with this regulation, CBP, and USDA requirements while processing at Fort Campbell. This regulation is applicable during full mobilization/demobilization of units.

3.14.3. Scope.

The Military Customs Program (MCP) is a valuable asset to the Fort Campbell Military Community. In order to facilitate the customs missions, the Passenger Processing Center (PPC) building# 7162 on Campbell Army Airfield can be utilized for processing incoming personnel. Currently the PPC can accommodate up to 250 passengers. Sterile boundaries will be established at the PPC to include the surrounding area and the aircraft. This area will remain isolated and free of interference from unit members and family members from the start to completion of customs mission. All disembarking passengers will be customs cleared to include baggage clearance via RAPISCAN X-ray system. This policy will be adhered to; otherwise, returning OCONUS aircraft will be diverted to another port of entry.

3.14.4. Responsibilities.

a. UNITS.

(1) It is the parent unit's responsibility to coordinate all incoming flights with Campbell Army Airfield Flight Operations (270) 798-7146/7147 at least 72 hours in advance to arrange customs. Units will provide the following information to Flight Operations. Failure to provide accurate information will result in the aircraft being diverted to another air terminal to clear customs or delay arrival time and or proper Customs clearance at CAAF.

- (a) Type of aircraft.
- (b) Number of military passengers (# of Space A/civilians) and unit.
- (c) Type of cargo.
- (d) Point of origin.
- (e) Scheduled arrival date and time.

(2) Homecoming ceremonies will not be held on the airfield. The parent unit will arrange the facility to conduct homecoming and bus transportation for the returning soldiers. Homecoming celebrations are encouraged and is very important for the moral support of soldiers. Possible homecoming sites other than the PPC, include gyms, D.W. Recreation Center, Dryer Field House, Hangar#1, #2, and #3, or unit areas.

b. FLIGHT OPERATIONS will contact (at least 72 hours in advance) the Directorate of Emergency Services, Physical Security Office at (270) 798-7740 or 956-4345/4346 or 798-3990 to coordinate for military customs inspectors. After duty hours contact the MP Desk at 798-7111/7112.

(1) The Military Police Desk will contact the Military Customs Coordinator through the Installation Physical Security Office.

- (2) The Military Customs Coordinator will coordinate the customs mission with the following personnel:
- (a) Flight Operations Campbell Army Airfield.
 - (b) Directorate of Logistics (DOL) for utilization of PPC, Hangar# 3, or as directed.
 - (c) Military Police Company responsible for providing Military Customs Inspectors. (When applicable)
 - (d) Military Police Working Dog Section (If available).
 - (e) U.S. Customs, Nashville or Memphis.
 - (f) U.S.D.A., Nashville or Memphis.

c. INSPECTORS: Personnel selected for Customs operations will be provided by the DES Physical Security Office, D.A. Civilian Police, and on order form the 716th MP BN. All selected inspectors will be OPCON to the Director of DES. All inspectors will be trained and certified annually by the appropriate CBP office. Personnel that have been trained are designated as Military Customs Inspector Excepted, MCI(e). Personnel performing duties as MCI(e) will be directly performing duties in support of Homeland Security-CBP. MCI(e) Inspectors will follow guidelines and regulations identified in Custom Form 55 (Designation, Custom Officer (Excepted)).

Note: Procedures for conducting Customs operations:

d. US CUSTOMS CLEARING PROCESS:

- (1) Inspect & clear aircraft.
- (a) Check General Declaration Form (CBP Form 7507) (Signed by pilot in charge or designated crew chief).
- (b) PAX manifest.
- (c) Cargo manifest.

- (d) Issue A/C clearance & safeguard order (PPQ Form 250) (When authorized by CBP).
- (e) Inspect aircraft for cargo manifest compliance and USDA requirements.
- (f) Supervise & download all international trash (double bag & tag w/ USDA tape).
- (2) Once above is completed.
 - (a) Senior Customs official will authorize download of PAX & Cargo.
 - (b) Each person must turn in Customs Declaration Form 6059B or DD Form 1854.
 - (c) Inspect for cargo, equipment/shoes (For USDA compliance).
 - (d) All carry on bags are subject to inspection.

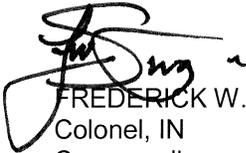
Section XV
Unit Mail Rooms (UMR)

3.15.1. Purpose:

This chapter provides the Physical Protective and Security Procedural measures required for a military mail room. This chapter does not replace the requirements specified in DOD 4525.6-M and AR 600-8-3.

3.15.2. Responsibilities

- a. **COMMAND:** Commanders will provide a dedicated room for the storage and handling of US mail. UMR should be located at a corner of the building. The room will meet security structural standards for doors, locks, walls, windows, ceiling, and floors (minimum of Risk Level I) specified in Appendix B-2, AR 190-51. Appoint in writing a Mail Clerk/handler, and Mail Room Officer.
- b. **ACCESS CONTROL:** An “Off Limits to Unauthorized Personnel” sign will be posted for each entrance to the mail room. DD Form 1115 “No admittance” is acceptable. Access roster will be prepared and posted by the entrance (SSN are not required). This roster can be signed by the Mail Room Officer or CDR.
- c. **KEY CONTROL:** Keys that are in use for the mail room entrance door(s), internal areas (includes padlocks) will be accounted for and signed for on DA Form 5513 IAW AR 190-51, Appendix D. Mail box keys/combinations are exempt; these keys/combinations will be tracked on mail form DD Form 2262 (Receptacle Record) and PS Form 1628 (Key register) IAW DOD 4525.6-M. When soldiers permanently depart the unit, mail box combinations (if applicable) or key cylinders will be rotated between other mail boxes or left inactive for 3-months.
- d. **SAFES/CONTAINERS:** A secure container/safe or caged room will be used for safeguarding insured/registered mail/packages. Combinations (if applicable) to safes/containers require the use of SF 700. Combination locks will be changed initially when safe is in operation, when compromised, annual basis, or change in custodian. Field safes (if used) will be secured to a fixed object within the mail room.
- e. **HANDLING SUSPICIOUS MAIL:** Written procedures will be established for the handling and reporting of suspicious mail or packages that are received/discovered.



FREDERICK W. SWOPE
 Colonel, IN
 Commanding

DISTRIBUTION:
 Intranet

-SAMPLE-

PERSONAL PROPERTY RECORD										PAGE 1 OF 1
(For use of this form see CAM Regulation 190-1. The proponent of this form is DES)										
NAME OF OWNER		RANK	LAST 4 OF SSN	SIGNATURE OF OWNER		DATE OF PREPARATION				
Jones, Erik M.		SPC	6789	<i>Erik M Jones</i>		15/04/2008				
ITEM NO.	NAME OF ITEM	QTY	BRAND NAME, MODEL OR STYLE/DESCRIPTION	SERIAL NO.	DATE	VALUE	VERIFIED BY: PRINTED NAME & SIGNATURE			
1	IPOD Digital Player	1	APPLE, 30GB (New condition)	5722	15/04/2008	\$350.00	Smith, Bryan T <i>Bryan T Smith</i>			
2	Media Video Game	1	X-BOX 360 (New condition)	112980320	15/04/2008	\$425.00	Smith, Bryan T <i>Bryan T Smith</i>			
3	DVD	25	Assorted/ variety (Used condition)	N/A	15/04/2008	\$400.00	Smith, Bryan T <i>Bryan T Smith</i>			
4	Ring	1	14k gold (Scratched condition)	EMJ	15/04/2008	\$200.00	Smith, Bryan T <i>Bryan T Smith</i>			
5	TV/ DVD	1	Samsung 20" UltraSlimfit SDTV (Used condition)	txt2082	15/04/2008	\$249.00	Smith, Bryan T <i>Bryan T Smith</i>			
6	Jacket	2	Mens Brown leather-SHORTS size:L (worn condition) Mens-Black leather-Bomber size:L	N/A	15/04/2008	\$400.00	Smith, Bryan T <i>Bryan T Smith</i>			
7	Boots	1	Danner, Brown Leather size: 10 (Worn condition)	N/A	15/04/2008	\$100.00	Smith, Bryan T <i>Bryan T Smith</i>			
8	SOFA /Recliner	1	Manhattan, brown leather recliner (Used condition)	N/A	15/04/2008	\$399.00	Smith, Bryan T <i>Bryan T Smith</i>			

Figure 3-1 Sample FC Form 4986 (Personal Property Record) "DO NOT LIST TA-50"
CAM Regulation 190-1 • 1 July 2008

