

**Fort Sill Regulation 190-13**



**Physical Security**

**Fort Sill  
Installation  
Physical Security  
and Crime  
Prevention**

**Headquarters, U.S Army Garrison  
462 Hamilton Road, Suite 120  
Fort Sill, OK 73503  
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**UNCLASSIFIED**

Physical Security  
Physical Security and Crime Prevention

<p><b>History.</b> This Physical Security and Crime Prevention regulation replaces Fort Sill Regulation 190-1 dated 1 May 2021.</p> <p><b>Summary.</b> This regulation provides policy to support commander's efforts to maintain a robust physical security and crime prevention program and supersedes all other Fort Sill Physical Security Regulations that may be in use.</p> <p><b>Supplementation.</b> Supplementation of this regulation is prohibited without prior approval from the proponent of this publication which is the Directorate of Emergency Services. The proponent retains the authority to approve exceptions or waivers to this publication. This regulation is distributed and published through the following Forts Sill Website: <a href="https://sill-www.army.mil/USAG/publications.html">https://sill-www.army.mil/USAG/publications.html</a></p>	<p><b>Suggested Improvements.</b> Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) directly to Chief, Physical Security Division, Directorate of Emergency Services, ATTN: IMSI-ES, 2025 Adams Rd., Fort Sill, OK 13602.</p> <p><b>Applicability.</b> This regulation applies to all units and or activities assigned, attached, or tenant on Fort Sill. Provisions of this regulation must be incorporated into unit or activity Physical Security Programs and Standing operating Procedures (SOPs). Questions concerning the applicability and interpretation of contents should be referred to the Physical Security Office, Directorate of Emergency Services.</p> <p><b>Restrictions.</b> Units will not supplement this regulation. This regulation is reviewed annually, revised as required and current.</p>	<p> JAMES H. B. PEAY IV COL, FA Commanding</p> <p> OFFICIAL HQ, U.S. ARMY GARRISON FORT SILL, OK</p> <p>Office of ZACHERY CARTER/JANICE.VANESSA.111 CARTER/JANICE.VANESSA.1112778264 2778264 Date: 2024.03.18 11:29:09 -0500</p> <p>JANICE ZACHERY-CARTER Acting Director, Human Resources</p> <p>DISTRIBUTION: Fort Sill Internet U.S. Army Fires Center of Excellence U.S. Army Garrison Headquarters Detachment</p>
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## **Chapter 1 Introduction**

### **1-1. Purpose**

This regulation establishes local policies and protective measures for personnel, arms, ammunition, explosives, funds, government and personal property, access control, emergency response and other highly valuable or critical assets. It establishes proactive measures to prevent, deter, reduce, or eliminate criminal incidents as well as promote safe and secure procedures for good order and discipline.

### **1-2. References**

Required and related publications are listed in Appendix A.

### **1-3. Explanation of Abbreviations and Terms**

Abbreviations and terms used in this regulation are explained in the glossary.

### **1-4. Records Management**

Records created as a result of processes prescribed by this regulation must be identified, maintained, and disposed of IAW AR 25-400-2, The Army Records Information Management System (ARIMS) and DA Pam 25-403, Guide to Recordkeeping in the Army. Record titles and descriptions are available on the Army Records Information Management System website:  
<https://www.arims.army.mil/MainPage.aspx>.

## **Chapter 2 Responsibilities**

### **2-1. Installation Commander**

The Installation Commander will designate the Chief, Physical Security Division (PSD), Directorate of Emergency Services (DES) as the Installation Physical Security Officer for Fort Sill, Oklahoma.

### **2-2. Commander/Directors**

#### **Battalion and higher level**

Commanders and directors will:

- a. Establish a written Standing Operating Procedure (SOP) on Physical Security and Crime Prevention for their respective areas. Update SOPs and plans annually and as needed.

b. Appoint in writing a physical security officer to perform physical security and crime prevention functions and duties. At a minimum, the appointee will be a commissioned officer, noncommissioned officer (SSG or above), or a DA Civilian (DAC) (GS-6 or above). The physical security officer will not have additional duties as primary key custodian or armorer. The physical security officer will have qualifications IAW AR 190-13, Chapter 3, page 22.

c. Direct that an AR 15-6 or law enforcement investigation is conducted upon loss or theft of Night Vision Devices (NVD) and Global Positioning Devices (GPD). Consult with SJA, Administrative Law Division, prior to appointment of 15-6 officer.

d. Activity/unit initiating/approving the AR 15-6 investigation will maintain the original (both hard copy and digital) for at least five years IAW AR 25-400-2 and AR 15-6.

### **2-3. Unit/Activity Physical Security Officers**

The Unit/Activity Physical Security Officers (Active Army units Battalion level and above) will:

a. Perform physical security and crime prevention functions and duties for the commander/director.

b. Telephonically notify the Fort Sill police desk sergeant **immediately** to report losses (actual or suspected) of Arms, Ammunition, and Explosives (AA&E), to include major weapons parts (i.e., barrels, receivers, frames, bolts, and subassemblies, etc.), night vision devices, or global positioning devices at (580) 442-2102. Additionally, submit written notification on DA Form 3056 within 24 hours of the incident to Chief, Physical Security Division, DES, Fort Sill, OK. This reporting criterion is applicable to actual, suspected, or attempted break-ins to AA&E storage facilities/rooms when theft has not occurred.

c. Conduct semiannual physical security inspections of their areas of responsibility for compliance with AR 190-11, AR 190-51, and this regulation. Record inspections on the Physical Security Checklist located in Appendix F.

d. Conduct crime prevention inspections of their areas of responsibility for compliance with regulatory requirements. Record inspection results on Crime Prevention checklist located in Appendix F.

e. Retain a copy of Physical Security and Crime Prevention evaluations conducted by DES PSD IAW AR 25-400-2.

f. Coordinate work orders, work requests, purchase requests, and contracts for physical security initiatives through the Installation Physical Security Officer for review and approval.

g. Ensure end-of-day checks are conducted and annotated on SF 701 (Activity Security Checklist). Conduct and record end-of-day security checks of all offices and buildings on SF 701. One SF 701 can cover the entire building only if there are no

other rooms/offices that are designated as restricted areas, SIPR rooms, SCIFs, arms rooms, pharmacies, etc. Include checks of the following are properly secured/locked:

- (1) Safes.
- (2) Supply and file containers/cabinets.
- (3) Windows.
- (4) Exterior doors.
- (5) Storage rooms/areas.
- (6) Vending machine, television, and dayroom/break room areas.
- (7) Electrical appliances and IT equipment.

#### **2-4. Installation Physical Security Officer**

The Installation Physical Security Officer (Fort Sill) will:

- a. Develop installation policies and procedures and provide commanders/directors with physical security and crime prevention guidance.
- b. Apprise units/activities of ongoing, planned, or required physical security and crime prevention efforts.
- c. Provide recommendations, topics, and articles to Public Affairs Office (PAO) for publication.
- d. Provide technical assistance to commanders/directors and evaluate their physical security and crime prevention programs.
- e. Assist officers responsible for AR 15-6 investigations and law enforcement, as requested, when loss results from criminal activity or improper security.
- f. Provide guidance and recommendations for new construction and major modification projects.
- g. Make recommendations to eliminate or reduce crime conducive conditions.
- h. Process requests for restricted area designation through Directorate of Emergency Services, Physical Security Division. All INFOSEC requests must be routed through NEC.
- i. Process requests to install, move, activate, or deactivate alarm equipment, to include CCTV. The Installation Physical Security Officer is the single point of contact

and approving authority for all physical security initiatives, except for those requests withheld to a higher authority and not delegated.

j. Process requests for waivers and exceptions to physical security and crime prevention requirements.

k. Conduct evaluations IAW AR 190-13, para 2-15.

## **2-5. Staff Judge Advocate**

The Office of the Staff Judge Advocate (SJA) will aid and advice on legal matters, to include Commander's Inquiries, AR 15-6 investigations, and criminal investigations.

## **2-6. Directorate of Plans, Training, Mobilization, and Security**

The Directorate of Plans, Training, Mobilization, and Security (DPTMS) will:

a. Make available to commanders/directors' information pertaining to terrorist and criminal activities.

b. Assist in developing an installation threat statement and necessary security plan.

c. Forward coordination requests from units/activities to DES for restricted area designation pertaining to restricted area designation.

## **2-7. Installation Management Command, Resource Management Office**

The Installation Management Command (IMCOM), Resource Management Office (RMO) will assess security funding requirements, availability, and Physical Security integration into the Integrated Requirements Information Tracking Application (IRITA) database.

## **2-8. Directorate of Public Works**

The Directorate of Public Works (DPW) will:

a. Provide repair and construction support in accordance with established priorities and regulatory requirements.

b. Coordinate with the Installation Physical Security Officer concerning physical security requirements for new construction, major renovation projects, and work requests (AA&E Security Construction Statements).

## **2-9. Public Affairs Office**

The Public Affairs Official (PAO) will:

a. Assist in providing guidance on community relations.

b. Publicize installation crime prevention information in the Fort Sill Tribune and other media as appropriate.

## **2-10. Mission and Installation Contracting Command**

The Director of Mission and Installation Contracting Command (MICC) will ensure requests to purchase physical security equipment are properly coordinated by the requestor and approved by the Installation Physical Security Officer.

### **Chapter 3**

## **Exceptions and Waivers to Fort Sill Reg 190-13**

### **3-1. Definitions**

a. Waiver. A waiver is a temporary release from a specific requirement. Waivers are valid for a designated period not exceeding 1 year from the effective date of approval.

b. Exception. An exception is a release from a specific requirement and must outline alternate security procedures/protective measures. Exceptions are valid until permanent corrections are taken.

c. The only person authorized to grant a waiver or exceptions to Chapter 4 of this policy is the Senior Commander who may approve a waiver “in line with good order, discipline, and health and safety on the installation” per AR 190-13, paragraph 8-5(h).

### **3-2. Procedures**

a. Submit requests for waivers/exceptions through command channels to the Installation Physical Security Branch.

b. Requests for exception or waiver to policy will include--

c. The chapter and paragraph to which an exception/waiver is requested.

d. A justification statement from the unit/activity stating why compliance with regulatory requirements cannot be met.

e. A statement of corrective action taken or planned action to correct the problem or deficiency(s).

f. Compensatory measures taken in lieu of the standard requirement.

g. DES PSD will review exceptions for revalidation during Physical Security and Crime Prevention Evaluations.

h. Requesting unit/activity will maintain waivers and exceptions IAW AR 25-400-2.



## **Chapter 4**

### **Unit/Activity Physical Security Program**

#### **4-1. Documentation**

a. Standard Operations Procedures (SOPs) will specifically address the following information, as applicable:

- (1) Measures to protect personnel, property, and classified material.
- (2) Security procedures for critical/sensitive property and areas, specifically--
  - (a) AA&E storage facilities.
  - (b) Motor pools/parks.
  - (c) Troop billets.
  - (d) Supply/storage rooms/areas.
  - (e) Communications/electronics equipment storage areas.
  - (f) Information Technology (IT) equipment.
  - (g) Classified document storage.
  - (h) Establish written access control measures to areas cited above.
  - (i) Key control
  - (j) Crime prevention (see Chapter 4)
  - (k) Submit SOPs annually through DES, PSD for review.

#### **4-2. Documentation (Forms and Memorandum)**

a. Use the following forms:

- (1) Use DA Form 2062 (Hand Receipt/Annex Number).
  - (a) To document visual/change of custody inventories.
  - (b) For issuance of crew-served weapons.
  - (c) As a receipt of privately-owned weapons stored in the arms room.
  - (d) To issue all high value/sensitive items stored in arms rooms.

(e) To issue container holding secondary arms room keys.

(2) Use DA Form 3056 (Report of Missing/Recovered Firearms, Ammunition, and Explosives) to report lost, stolen, or recovered AA&E (including major arms parts and subassemblies). See AR 190-11 for use of this form.

(3) Use DA Form 3749 (Equipment Receipt) to issue individually assigned weapons or equipment.

(4) Use DA Form 5513 (Key Control Register and Inventory) as the key control register. Approved electronic forms are authorized. Recording additional inventory results and information on a memorandum is authorized. DA Form 5513 is the **only** authorized form to record issues and receipts of keys.

(5) Use DA Form 7278-R (Risk Analysis Worksheet). See DA Pam 190-51 for use of this form.

(6) Use DA FM 7708 Personnel Reliability Screening Evaluation as an official cover to document background screening results IAW AR 190-13.

(7) Use DA Form 1594 (Daily Staff Journal or Duty Officer's Log) to annotate security checks.

(8) Use SF 700 (Security Container Information) to record safe, cipher, and lock combinations. Standards in AR 380-5 for safeguarding SF 700's also applies.

(9) Use SF 701 (Activity Security Checklist) to record end-of-day security checks of offices or buildings, as applicable. Retain on file IAW AR 25-400-2.

(10) Use SF 702 (Security Container Check Sheet) to record opening/closing and checks of safes, vaults, and security containers.

(11) Use FS Form 93 (Weapons/Ammunition/Badge Control Register) to issue/receive weapons, ammunition, and badges signed out in excess of 24 hours.

(12) Use FS Form 562 (Registration of Personal Weapons) to document registration of privately-owned firearms.

(13) Use a ledger or logbook to record serial number seals.

(14) Use a ledger, logbook, or hand receipt to record bolt cutter issue/receipt.

b. Use a memorandum to document:

(1) Access rosters. Safeguard access rosters during transmitting (e-mail/distribution/mail) and storage. Post access rosters inside of the room. Update them as personnel are added or deleted. In consolidated arms storage facilities, the landlord will publish the unaccompanied and key access roster and provide a copy to the

tenant(s). Tenant units will advise the landlord of changes, deletions, or additions. Ensure that any memo containing PII has a coversheet.

(2) Key Box/Container Access Rosters. Post one inside each key box.

(3) Store High Value/Sensitive Items. Authorizations by the commander/director to store high value/sensitive items (other than government firearms), ammunition, and authorized privately-owned weapons in the arms room.

(4) Agreements. Landlord/Tenant agreements for consolidated arms storage facilities.

(5) Responsibility Directives. Each individual will sign a responsibility directive before authorization is granted for issuance of AA&E. The directive will require personnel to immediately report the loss, theft, or damage of AA&E and other items received from the arms room and will address responsibilities for maintenance and security. Retain these directives on file in the arms storage facility as long as the individual is assigned to the activity. Contents of Containers in Arms Storage Facilities on which Serial Numbered Seals are applied. The memorandum will state the contents, seal serial number, date the seal was applied, and the names of two verifying individuals.

(6) Serial Number Seal Inventories. The memorandum will include date inventoried, and number of seals assigned, on-hand, and used.

(7) Restricted Areas. Restricted area designation requests/approvals.

(8) Names. Names of persons with safe, cipher, and lock combinations if all persons are not listed on SF 700. Post inside rooms or containers and if they contain PII, they must have a cover sheet.

### **4-3. General Security Requirements**

a. Keep building entrances/exits to a minimum, consistent with fire and safety requirements.

b. Secure Single Soldier Quarters, Bachelor Officer Quarters (BOQ), and Bachelor Enlisted Quarters (BEQ) rooms, family quarters, and privately-owned vehicles when unattended.

c. Establish controls to secure government and personal property left in garrison during extended field exercises and deployments. See Appendix B for procedural guidance. Long term storage of government property in privately-owned vehicles is prohibited in accordance with AR 190-51, chapter 3 paragraph 3-8.

d. Use SF 701 (Activity Security Checklist) to record end-of-day security checks of offices or buildings, as applicable. Retain on file IAW AR 25-400-2. Conduct and record end-of-day security checks of all offices and buildings on SF 701. Include checks of the following are properly secured/locked:

- (1) Safes.
- (2) Supply and file containers/cabinets.
- (3) Windows.
- (4) Exterior doors.
- (5) Storage rooms/areas.
- (6) Vending machine, television, and dayroom/break room areas.
- (7) Electrical appliances and IT equipment.

e. Report actual or suspected criminal incidents **immediately** to the Fort Sill Police, 442-2101. Additional procedures occur **after** notification of the Fort Sill Police, are as follows:

- (1) Notifying the chain of command.
- (2) Sealing off the crime scene area.
- (3) Identifying personnel within the area, if applicable.
- (4) Assisting law enforcement officials, as requested.

#### **4-4. General Key, Lock, and Safe Requirements**

a. Master (keyed-alike) locks or locksets are prohibited except for locksets issued as part of the equipment and used within **one** vehicle to secure storage compartments (e.g., a tool truck or van).

b. See the DoD Lock Program website <https://portal.navfac.navy.mil/go/locks> for locks, safes, and seal information. Long shackle locks are not authorized, except to secure cabinets/bins located within a secure room or vehicle.

c. **Do not** use brass padlocks to secure sensitive or valuable property (i.e., storage areas, vehicle steering wheels, communications equipment, container units (or connexes), safes, motor pool gates, exterior doors, and arms rooms). This requirement does not apply to brass padlocks issued as a component item to secure vehicle compartments and toolboxes with double barrier protection.

d. Use non-sparking (i.e., brass) locks or transportation seals to secure hatch covers and manifold access doors on fuel-carrying vehicle as a safety measure. **Do not lock** a fuel-carrying vehicle's steering wheel when the vehicle is attended, guarded, or parked in a secured fenced and lighted area (i.e., motor pool).

e. Maintain at least two keys for each government lock. Retain at least one key in safekeeping for emergency/backup purposes.

f. Units/activities using electronic/computer-controlled key systems will follow guidance of AR 190-51.

g. Duplication of government keys is strictly prohibited by anyone other than the originating key custodian.

h. Supply activity will issue new keys and locks to the key custodian.

i. Secure key boxes/containers except when issuing, receiving, or accounting for keys. Individuals on the access roster retain key box/container keys.

j. Lock padlocks and remove keys when the locks are not in use.

k. Use locks, where installed.

l. Secure and control bolt cutters as described in AR 190-51. App F.

m. Separately mark/identify duplicate keys (i.e., key #525-1 is the primary and #525-2 is the duplicate).

n. Conduct and record semiannual serial number inventories of all keys.

o. Cut, bend, or otherwise render keys unusable before disposing of them.

p. Replace locks or padlocks when keys are reported lost or missing. Activities will initiate a statement of charges or report of survey for missing/lost keys and individuals found responsible will replace them at their expense, subject to and IAW AR 735-5.

q. Custodians signed for range/installation perimeter gate keys from DES will report results of semiannual serial number inventories, in writing, to Cdr, USAG, ATTN: IMSI-ESS. Immediately report lost/missing perimeter gate keys to the Installation Physical Security Officer. Individuals losing keys are responsible for replacement of keys and locks, subject to and IAW AR 735-5.

r. Do not store personal items in the same container with government funds or sensitive/classified property. Change combinations **annually** or when persons with the combination leave or access authorization is withdrawn.

(1) Use SF 700 (Security Container Information) to record safe combinations.

(2) Use SF 702 (Security Container Check Sheet) to record openings, closings, and checks of safes.

#### **4-5. Arms Rooms: Arms, Ammunition and Explosives (AA&E)**

a. Inspections and inventories.

(1) Conduct semiannual physical security self-inspections. Record results on AA&E checklist located in Appendix G and retain IAW 25-400-2.

(2) Conduct a visual count inventory of all stored items, including non-AA&E items, each day upon opening AA&E storage facilities but at a minimum, not less than once per 7 days (i.e., every Monday).

(3) Inventory records will reflect the type and total number of items physically present and legally issued (i.e., for field exercise, in maintenance, etc.).

(4) Retain all (i.e., daily visual, change of custody, monthly serial number, end of field etc.) inventory records for current year and previous 2 years.

(5) In consolidated arms facilities, the person opening will conduct a complete visual count of his/her own property and a separate inventory of visible items belonging to other occupants. Items stored in Class V containers, wall lockers, and security cages are excluded. Each occupant will conduct and document his/her own visual count inventory upon entering the arms room.

b. Conduct a serial number inventory of stored items monthly, after completing field exercises or when AA&E are lost or stolen under **any** circumstance. Retain inventory results as required.

c. Issue procedures for unassigned weapons apply when authorized persons cannot provide DA Form 3749 in exchange for government firearms IAW DA Pam 710-2-1.

d. Inspect arms room storage containers/racks monthly during serial number inventories for cracked welds or other structural problems. Record the results of the rack inspection on the monthly inventory or a separate memorandum. Take immediate action to correct identified problems.

e. During inventories:

(1) Do not break serial numbered seals on containers except to change property book/hand receipt holder, issue equipment, or investigate suspected tampering.

(2) Verify each seal's serial number and inspect for tampering. Record seal serial numbers on inventory records.

(a) Conduct an inventory of sealed containers when tampering is suspected.

(3) AA&E key and lock requirements.

(4) The primary key holder (Armorer) will:

(a) Place their primary operational keys (rack keys) in a locked 20-gauge metal container secured to the structure within the arms room or in a secured container (i.e., safe) located within the Commander, 1SG or XO's office.

(b) Place the primary access keys in a sealed container (e.g., envelope, modified ammo can, etc.) signed for and secured in the unit/activity area in a locked container of at least 20-gauge metal. Do not remove AA&E keys from the immediate unit/activity area. AA&E keys are not personally retained, to include the container key.

(c) If there is evidence of tampering with the sealed container/envelope of keys or if the arms facility is accessed by someone other than the primary key holder, notify the unit commander, conduct, and record a serial number inventory of weapons and an inventory of the keys IAW AR 190-11.

(5) When keys are transferred, conduct a change of custody inventory of weapons on DA Form 2062 IAW DA Pam 710-2-1 and a serial number inventory of keys on a DA Form 5513 both persons will sign the inventories. Retain DA Form 2062 for current year and previous 2 years. Retain DA Form 5513 for 1 year.

(6) Emergency access to keys (operational or alternate set) by any person other than the primary key holder is accomplished under the "two-man rule" [one person on the unaccompanied access roster and a witness (NCO/Officer/WO or civilian equivalent)].

(7) Place alternate/duplicate arms room keys in a sealed envelope signed and dated by the primary key holder. Store the envelope separately from the primary issued set in a 20-gauge metal container weighing 500 lbs. or more, if less than 500 lbs. it must be secured to the structure (e.g... bolted or chained to a wall or floor, etc.) in a secure location at the next higher headquarters. GSA approved containers used to store classified information must not be altered, if so, classified material CANNOT be stored in it. Example: eyebolts or chains welded to the container. This is a physical security requirement.

(8) Units using Ammunition Holding Area (AHA) facilities will protect AHA and gate keys in the same manner as AA&E keys (i.e., keys will not leave the installation, storage in a 20-gauge container, etc.). Keys will not be personally retained and will not be taken home.

f. Modify wall lockers securing AA&E and sensitive/high value items in arms facilities by spot welding hinge pins, bolts, screws, and hasps. Spot-weld metal seams at approximately eight-inch intervals. Secure wall lockers with two padlocks. Weld hasps approximately 10 to 12 inches from the top and bottom of the door. Chain and secure wall lockers to the structure.

g. Protect and inventory high value, sensitive items and privately-owned weapons stored in arms rooms the same as government weapons. Do not store privately-owned weapons in the same container with government items.

h. Store bayonets, blank pistols, starter guns, expended Light Anti-Tank Weapon (LAW) tubes, sub-caliber devices, and inserts for LAWs, M136 AT4s, night vision devices, and global positioning devices (GPD) (including commercially procured items) in arms storage facilities.

i. Unit may store a limited amount (1 per Battery, 2 per Battalion/Brigade) of GPD's in COMSEC vaults for the purpose of time-setting communications devices, provided the GPD is secured in a GSA approved safe and inventoried monthly with the arms room monthly serial number inventory.

j. Do not **permanently** store more rounds of live/blank small arms ammunition up to and including .50 caliber in arms storage facilities other than authorized by the unit's ammunition storage license. For further guidance on ammunition storage requirements, see USAFCOEFS REG 700-1. All ammunition storage must comply with the following:

(1) Ammunition is stored for mission essential requirements.

(2) Storage does not interfere with the operational requirements of the alarm system (i.e., motion sensors).

(3) Ammunition is stored in a locked and modified wall locker or ammo can secured to the structure, separate from weapons, and included on all inventories.

(4) Periodic checks are conducted of the storage facility at irregular intervals not exceeding 8 hours.

k. Do not store ammunition in the same container with weapons in accordance with DA Pam 710-2-1, mark and modify expended LAWs and AT4's retained for training purposes.

l. Do not store simulated weapons (i.e., rubber M-16s and pistols) in arms storage facilities. Secure them in a locked metal container with controlled access in a storage room.

m. Provide adequate lighting for arms, ammunition, and explosive storage areas. Guidance for lighting is in ATTP 3-39.32 (formerly FM 3-19-30) and AR 190-11.

n. Continuously guard AA&E storage areas with nonoperational or malfunctioning alarm systems until repairs are completed with armed guards, equipped, and qualified with assigned weapon and live ammunition.

o. No one individual will perform duties as a material repairer and shop stock clerk at the same time. The same person will not order, receive, or install Small Arms Repair Parts (SARPS). Store major SARPS parts (e.g., receivers, bolts, etc.) in a locked



container inside the arms room. Armorer will not have access to the SARPS container and material repairer will not have unaccompanied access to the arms room.

p. Do not transport government weapons in privately-owned vehicles, except in commercial vehicles leased or rented for official government purposes.

q. Recommend unit provide a replacement and remove armorer from arms room access 30 days prior to ETS or PCS.

#### **4-6. Alarm Systems**

a. Alarm systems will consist of one or more of the following items, which will be operational:

- (1) Passive Infrared (PIR), Passive Infrared Motion (PIM) and Motion sensors.
- (2) Balance Magnetic (BMS) door/window switches.
- (3) Duress pedals/switches.
- (4) Keypads with LED readout.
- (5) Conduit covering all wiring.

b. Do not paint, move, adjust, install, disconnect, or otherwise modify alarm equipment (to include CCTV), use authorized alarm installation/repair personnel. Submit requests to move, install, or disconnect alarm equipment to the Installation Physical Security Officer.

c. AA&E storage areas with nonoperational or malfunctioning alarm systems require armed guards, equipped, and qualified with assigned weapon, live ammunition, use of force briefing, means of communication and periodic checks by command (i.e., SDO, etc.).

d. Post alarm warning signs adjacent to entrances of alarmed areas.

e. Persons responsible for activating or deactivating alarm systems will:

(1) Attend the briefing provided by the DES, Physical Security Division to familiarize themselves with established procedures for opening and closing facilities that are alarmed.

(2) Never leave the alarm system in access when leaving the arms room.

(3) Never use a personal identification cipher (PIC) number other than the one issued to them personally by the Physical Security Division.

(4) Notify Installation Physical Security Division by direct means (during business hours) or by contacting the Police desk (after business hours) for problems with their alarm system.

a. Alarmed area access rosters.

(1) Hand carry properly coordinated, originally signed rosters to DES PSD or e-mail a signed copy to the alarm administrator. Added personnel will be given an appointment to receive a personal identification cipher (PIC) Number. Personnel cannot enter a protected area unaccompanied without a PIC number.

(2) Immediately update alarmed area access rosters when changes occur.

(3) Include building number, room number, required personal data, duty position, unit/activity name, staff duty or after-hours telephone number(s) and whether personnel are being added or deleted. (see Appendix D).

b. Compromising personal identification cipher (PIC) number (causing disclosure, e.g., command by superior officer) or unauthorized use by any person other than the individual the number was originally issued to is strictly prohibited.

#### **4-7. Ammunition Amnesty Program**

These physical security standards apply to the logistically required amnesty program.

a. Each brigade will maintain an ammunition amnesty box. Directorates, activities, and units below brigade level can maintain their own or use the box at the Department of Logistics (DOL) Ammunition Supply Point.

b. Construct boxes of at least 20-gauge metal. Install a padlock and a baffle plate to prevent unauthorized removal of property. Chain or bolt it to a permanent structure.

c. Commander/director will retain the keys to the box and inventory the contents as required IAW AR 190-11, DA Pam 710-2-1, and USAFCOEFS Reg 725-1.

#### **4-8. Restricted Area Designation and Control**

a. Submit requests for restricted area designation to the Installation Physical Security Officer. Justification must include the:

(1) Specific location of the proposed restricted area.

(2) Type of operation or property being stored, which requires restricted area designation.

(3) Applicable regulation that governs the operation/type of property being stored.

- (a) Point of contact and telephone number.
- (b) Report restricted area cancellations when designation is no longer required. Submit written reports to DES, PSD.
- (c) Coordinate with the Installation Physical Security Officer before making structural changes to designated restricted area.
- (d) Post copies of the restricted area approval memorandum near the primary entrance within the restricted area. Physical Security Officer will retain a copy IAW AR 25-400-2. The only authorized signature on the restricted area memo is the Installation Commander who has delegated that authority to the Director of Emergency Services.
- (e) Control access to the restricted areas with access rosters, escorts, badges, or mechanical/electronic control systems.
- (f) Restricted areas will meet the minimum storage structure standards based on the applicable regulation governing the operation/type of property stored
- (g) Post Restricted Area signs at the entrances and as directed IAW AR 190-13.

#### **4-9. Security of Motor Pools/Parks**

a. Facilities will have a Risk Analysis completed and security measures implemented IAW AR 190-51 to meet the following minimum standards:

- (1) Protect Motor Pools/Parks by a perimeter fence or a 24-hour dedicated guard force. Guidance on requirements and maintenance of perimeter barriers is found in ATP 3-39.32.
- (2) Provide adequate security lighting to illuminate perimeter barriers and reduce dark areas within the motor pool/park. Guidance on requirements and maintenance of security lighting is found in ATP 3-39.32.
- (3) Control entry/exit gates leaving only the minimum number open needed for efficient operation.
  - (a) Lock all entry/exit gates during nonoperational hours. Conduct security checks during nonoperational hours IAW AR 190-51.
  - (b) Post "Restricted Area" signs at all entry/exit gates.
- (4) Privately-owned vehicles (POV) are prohibited in motor pools/parks. Exceptions are outlined in Appendix B.
- (5) Establish a Memorandum of Agreement when tenant units are consolidated in a motor pool/park.

b. Secure/store portable repair parts:

(1) In a locked separate building or room meeting the secure storage structure standards in AR 190-51, Appendix B.

(2) In a locked steel cage.

(3) In a locked built in container (bin, drawer, or cabinet) or a freestanding container that is large and heavy enough to be non-portable when storing parts.

(4) To the building in which located or other permanent structure.

(5) By double barrier protection.

c. Secure non-portable repair parts in a building with doors and windows locked during nonoperational hours. A perimeter barrier will protect bulky or heavy items stored outside.

d. Operate/maintain/secure POL dispensing operations and package POL IAW AR 190-51.

e. Security/accountability of tools.

(1) Secure portable hand tools, tool sets/kits and shop equipment, when not in use, in a secured location IAW AR 190-51, para 3-22.

(2) Inventory all tools semi-annually and maintain inventory on file IAW AR 25-400-2.

(3) Use DA Form 5519-R (Tool Sign Out Log/Register) to control/account for common tools and portable shop equipment not on hand receipt or sub-hand receipt.

#### **4-10. Security/Accountability of Supplies**

a. Supply storage areas will meet security construction requirements of AR 190-51, para 3-28 and Appendix B.

b. Post an "Off Limits to Unauthorized Personnel" sign at all entrances.

c. Store all stocks of unissued expendable, and consumable items in locked cabinets, containers, or rooms.

d. Annually or upon change of command conduct a one hundred percent inventory of all property assigned to the organization. Maintain a memorandum signed by the responsible authority with the results of this inventory on file IAW DA Pam 710-2-1, para 9-6.

#### **4-11. Security of Communication and Electronic Devices**

a. Provide double barrier protection for portable items when not in use, to include training environments and while in transit. Double barrier protection may include:

(1) A locked or guarded separate building or enclosed van, trailer or armored vehicle protected by a perimeter fence.

(2) A locked steel cage located in a secure storage structure IAW AR 190-51, Appendix B.

(3) A locked, built-in container (bin, drawer, cabinet) or a freestanding locked container located in a secure storage structure.

(4) Securely attaching the item to the internal structure of a secure storage area.

(5) Securely attaching the item to a locked vehicle which is under continuous surveillance or in a motor pool/park.

b. Secure non-portable items in a building with doors and windows locked during nonoperational hours. Protect bulky or heavy items stored outside with a perimeter fence.

c. Post an "Off Limits to Unauthorized Personnel" sign at all entrances. Strictly control access to equipment storage areas.

d. Lock communication equipment remaining on vehicles to the vehicle with a low security padlock.

### **Chapter 5 Crime Prevention Program**

#### **5-1. Documentation**

a. Develop an SOP. Update SOPs annually with a memorandum verifying the accuracy of the contents. The crime prevention SOP must be separate from the Physical Security SOP. The SOP will specifically address the following information, if applicable:

(1) Health, welfare, and crime prevention inspections.

(2) Off-limit areas as directed by the Installation Commander.

(3) Access and visitor control procedures.

(4) Personal property security and identification, to include personal funds security and property control during absences (e.g., temporary duty, hospital, deployment, leave, etc.).

(5) Areas of responsibility, to include parking lots.

(6) Criminal incident reporting procedures.

(7) Use, transportation, and storage of privately-owned weapons.

(8) Prohibited property and contraband.

(9) Vehicle security.

b. Use DA Form 1594 (Daily Staff Journal or Duty Officer's Log) to record security checks conducted by staff duty personnel.

c. Use SF 701 (Activity Security Checklist) to record end-of-day security checks of offices or buildings, as applicable. Retain on file IAW AR 25-400-2. Conduct and record end-of-day security checks of all offices and buildings on SF 701.

d. Use a ledger, logbook, or DA Form 1594 entry to record visitor information.

e. Use crime prevention checklist provided in Appendix G to record crime prevention inspections.

## **5-2. Crime Prevention Education**

a. Brief personnel on the organization's crime prevention SOP and this regulation no later than 5 days after assignment. Maintain a record on file.

b. Provide annual crime prevention training to unit/activity personnel. Maintain on file a written lesson outline, a record of the date training was conducted and a dated sign-in roster. Maintain training records on file IAW AR 25-400-2.

c. Display crime prevention information in the unit/activity area (e.g., unit POC's, emergency numbers, security of valuables, etc.). See the Physical Security website on the Fort Sill Intranet for more information regarding physical security and crime prevention.

## **5-3. Securing Private Property**

a. Secure valuable/sensitive personal items when not in use (i.e., jewelry, money, check books, and debit, credit, automatic teller (ATM), identification, and meal cards).

b. Secure single soldier quarters, boss billets, BOQ and BEQ rooms, family quarters, and vehicles when unattended.

c. Recording serial numbers and descriptions of high-value personal property, stored in billets, BOQs, and BEQs, on FS Form 774 is mandatory. Soldier will retain one copy and one copy disseminated to the unit Physical Security officer/NCO. Unit Physical Security Officer/NCO will store all original FA Form 774's in a locked container with controlled access.

d. Inventory and safeguard personal property of personnel residing in single soldier quarters who are absent without leave (AWOL), on leave, temporary duty (TDY), deployed, or hospitalized in excess of 96 hours. Property is considered sufficiently secured after completing a written and verified inventory and the property is put in a locked and serial number sealed wall locker or in a locked and serial numbered sealed storage room meeting the storage structural requirements of AR 190-51.

e. Store no more than \$100 cash, per soldier, in single soldier quarters.

f. Maintain a space for securing bicycles (i.e., a bicycle rack). Sharing bicycle racks between units/activities is authorized. Place the rack in a well-lighted and observed area. Bicycle racks are a unit/activity responsibility.

g. Designate an area for motorcycle parking.

h. Provide a secure storage space for personal property (i.e., purses, wallets, cell phones) at the workplace when feasible.

#### **5-4. Unit/Activity Security Check Procedures**

These standards apply to Staff Duty, NCO/Officer (SDO) personnel, Charge of Quarters and /or designated unit personnel.

a. Conduct security checks IAW regulatory requirements. At a minimum conduct check once prior to and once after 2400, during nonduty hours, or more frequently as determined by crime rates and IAW applicable regulations. Instructions will include a list of doors, rooms, safes, areas, and items requiring checks and actions required when a violation is identified. Record security checks and deficiencies/violations. Conduct checks of:

(1) Single soldier quarters ensuring rooms not occupied are secured.

(2) Unit/activity parking lots ensuring vehicles are secured and government property is not stored in privately-owned vehicles.

(3) Safes.

(4) Dayrooms – vending machines, TV, and dayroom areas, as applicable.

(5) Motor Pools – Exterior Lighting. Provide a lighting diagram to personnel conducting security checks to assist with recording and maintenance of nonoperational lighting.

(6) Storage Areas (where AA & E, supplies, or communications items are stored).

(7) Motor Pools/Parks. Conduct checks at irregular intervals IAW AR 190-51 and risk analysis.

(8) Establish controls for securing government and personal property during extended field exercises. Conduct and record, at a minimum, security checks every 4 hours.

(9) Report actual or suspected criminal incidents **immediately** to the Fort Sill Police Desk, 442-2101 or 911 if an emergency that threatens injury or major property loss. Additional procedures after notification to Fort Sill Police are as follows:

(a) Notify the chain of command.

(b) Seal off the crime scene area.

(c) Identify personnel within the area, if applicable.

(d) Assist law enforcement officials, as requested.

(e) Maintain at least one padlock for locking areas found unattended and unsecured.

### **5-5. Crime Prevention Inspection Procedures**

Record inspection on the Crime Prevention Checklist provided by the Physical Security Office, locally produced checklist, or informal memorandum.

a. Directorate/Activity Physical Security Officer will conduct semi-annual crime prevention inspections of their organizations.

b. Battalion S2/S4 personnel will conduct semiannual crime prevention inspections of batteries/companies.

c. Brigades (or next higher headquarters) will conduct annual inspections of battalions.

### **5-6. Individual Responsibilities**

a. Become familiar with and adhere to this regulation and unit/activity crime prevention SOPs.



- b. Immediately report to the Fort Sill Police, 442-2101/2102 actual/suspected crime and suspicious/unauthorized person(s) in the unit/activity area.
- c. Secure personal property (Single Soldier Quarters, BEQs, BOQs, family quarter, vehicles, etc.) and assigned government property whenever unattended.
- d. Individuals are responsible for the security, use, and control of government issued credit cards. Secure government credit cards at all times.
- e. Do not enter off-limits areas as published or as specified by the Installation Commander.
- f. Do not enter or remain in parks and recreational/wooded areas during darkness except in performance of official government business. Exempt from this prohibition are authorized camping areas and recreational vehicle parks with permit/pass, authorized sports facilities/activities, and lighted areas.
- g. Do not store government property, including organizational clothing and individual equipment, in a privately-owned vehicle or in a vehicle leased or rented for nonofficial use.
- h. Curfews. See Appendix C.

## **Appendix A References**

### **Section I**

#### **Required Publications**

**AR 15-6**

Procedures for Administrative Investigations and Boards of Officers

**AR 25-400-2**

Army Records Management Information System

**AR 190-11**

Physical Security of Arms, Ammunition and Explosives

**AR 190-13**

The Army Physical Security Program

**AR 190-51**

Security of Unclassified Army Property (Sensitive & Non-sensitive)

**AR 380-5**

Department of the Army Information Security Program

**AR 710-2**

Supply Policy below the National Level

**AR 735-5**

Property Accountability Policies

**DA Pam 190-51**

Risk Analysis for Army Property

**DA Pam 710-2-1**

Using Unit Supply System (Manual Procedures) (Standalone Pub)

## **Section II**

### **Related References**

#### **AR 25-2**

Information Assurance

#### **AR 25-55**

The Department of the Army Freedom of Information Act Program

#### **AR 190-5**

Motor Vehicle Traffic Supervision

#### **Fort Sill Reg 200-1**

Recreational Use, Management, Harvest and Protection of Natural Resources

#### **Fort Sill Supplement to AR 380-5**

Department of the Army Information Security Program

#### **ATP 3-39.32**

Army Tactics, Techniques & Procedures

## **Section III**

### **Referenced Forms**

#### **DA Form 1594**

Daily Staff journal or Duty Officer's Log

#### **DA Form 2062**

Hand receipt/Annex Number

#### **DA Form 3056**

Report of Missing/Recovered Firearms, Ammunition and Explosives

#### **DA Form 3749**

Equipment Receipt

#### **DA Form 5513**

Key Control Register and Inventory

#### **DA Form 5519-R**

Tool Sign Out Log/Register

#### **DA Form 7278-R**

Risk Level Worksheet

**DA Form 7281**

Command Oriented Arms, Ammunition and Explosives (AA&E) Security Screening and Evaluation Record

**DD Form 788**

POV Shipping Document for Automobile Private

**SF 700**

Security Container Information

**SF 701**

Activity Security Checklist

**SF 702**

Security Container Check Sheet

**FS Form 93**

Weapons/Ammunition/Badge Control Register

**FS Form 562**

Privately Owned Firearms Registration

**FS Form 774**

Personnel Property Record

## **Appendix B**

### **Exceptions and Waivers to Fort Sill Reg 190-1**

#### **B-1. Definitions**

a. Waiver. A waiver is a temporary release from a specific requirement. Waivers are valid for a designated period not exceeding 1 year from the effective date of approval.

b. Exception. An exception is a release from a specific requirement and must outline alternate security procedures/protective measures. Exceptions are valid until permanent corrections are taken.

#### **B-2. Procedures**

a. Submit requests for waivers/exceptions through command channels to the Installation Physical Security Division.

b. Requests for exception or waiver to policy will include –

(1) The chapter and paragraph to which an exception/waiver is requested.

(2) A justification statement from the unit/activity stating why compliance with regulatory requirements cannot be met.

(3) A statement of corrective action taken or planned action to correct the problem or deficiency(s).

(4) Compensatory measures taken in lieu of the standard requirement.

c. DES PSD will review exceptions for revalidation during Physical Security and Crime Prevention Evaluations.

d. Requesting unit/activity will maintain waivers and exceptions IAW AR 25-400-2.

## **Appendix C Fort Sill Curfew**

### **C-1. Purpose**

To set forth local policies and procedures regulating and restricting the activities of minors in public places on Fort Sill between the hours of midnight and 0600 the following day.

### **C-2. Scope**

The provisions of this appendix apply to all persons located on Fort Sill except soldiers that are on official government business. Violations of this appendix by Soldiers is punitive and may subject Soldiers to disciplinary action under the UCMJ and/or administrative actions as deemed appropriate by the commander. Family Members, civilian employees or other civilians violating the portions of the regulation subject themselves to administrative action and/or criminal prosecution under applicable state, federal laws, and regulations.

### **C-3. Definitions**

- a. An Adult. A person who is 18 years of age or older.
- b. Curfew Hours. The hours between midnight and 0600 the following day. Curfew hours exist 7 days a week.
- c. Minor. A person, other than a soldier, who is under the age of 18 years. Soldiers under the age of 18 are not subject to the terms of this curfew regulation.
- d. Parent. Any person having legal custody of a minor as one of the following:
  - (1) Natural or adoptive parent.
  - (2) Legal guardian.
  - (3) Person to whom legal custody has been given by order of a court.
- e. Public Place. Any highway, street, alley, sidewalk, parking lot, field, park, playground, or yard on Fort Sill.
- f. Remain. To stay behind, tarry, or stay unnecessarily upon a public place.

### **C-4. Exceptions**

When any of the following circumstances exist, a minor will not be considered to be in violation of the curfew on Fort Sill during curfew hours when:

- a. Accompanied by a parent of such minor.

b. Accompanied by an adult authorized by a parent of such minor, provided the minor has written consent signed by the parent in his or her possession. The written consent will specify the current date, duration of authorization and the name of the adult who has charge of the minor, as well as the name, address, and phone number of the parent.

c. Returning home, by a direct route, from an activity sponsored by a school, religious, social, work, or voluntary organization, provided the minor has written consent signed by the parent in his or her possession. Such written consent will specify the current date, duration of authorization and the name of the adult who has charge of the minor, as well as the name, address, and phone number of the parent.

d. The minor is in the yard or on the sidewalk of the quarters where the minor resides or is in the yard or on the sidewalk in front of the quarters where the minor is a guest, provided an adult occupant (soldier signed for the quarters or soldier's spouse or minor's guardian) is present at the quarters.

e. The minor is driving or is being transported in a motor vehicle provided the minor has written consent signed by the parent in his or her possession. Such written consent will be dated with the current date and will specify the name of the adult who has charge of the minor, as well as the name, address, and phone number of the parent.

### **C-5. Parental Responsibility**

A parent, as that term is defined in paragraph E-3 d. above, is responsible for the conduct of minors within their charge during curfew hours. Military parents who knowingly permit a minor to remain upon a public place on Fort Sill during curfew hours, or who fail to exercise reasonable control over the minor during curfew hours, subject themselves to disciplinary action under the Uniform Code of Military Justice and/or administrative action as deemed appropriate by the commander. Civilian parents who knowingly permit a minor to remain upon a public place on Fort Sill during curfew hours or who fail to exercise reasonable control over the minor during curfew hours will be subject to administrative action and/or criminal prosecution under applicable state and federal laws and regulations.

### **C-6. Penalties**

a. Minors determined to be in violation of the Fort Sill curfew may be asked to participate in a Fort Sill sponsored community service program. More serious offenses or repeat offenders may be permanently barred from entering Fort Sill or may have their eligibility to live in Fort Sill quarters terminated in accordance with AR 420-1, paragraph 3-18.

b. Adults, to include military personnel, determined to be in violation of this appendix by failing to control minors during curfew hours subject themselves to the penalties described in above paragraph.

**Appendix D  
Unaccompanied Access Roster  
(Example)**

Office Symbol

Date

MEMORANDUM FOR DES, ATTN: IMSI-ESS, Fort Sill, OK 73503

SUBJECT: Unaccompanied Access Roster

1. The below listed individuals are authorized unaccompanied access to the Arms Room in Bldg. 1234, Arms Room # 3 to conduct official business.

NAME	RANK	SSN	POSITION	DUTY PHONE	AFTER DUTY PHONE
TIDE, Roll	E-4	6789	Armorer	2-1234	534-1234
(ADD)COGDILL, Bobby	E-3	4321	Armorer	2-1234	*
(DEL)PARTIN, Earl	E-4	7865	Armorer	2-2345	*
HORTON, Ralph S.	E-6	4587	Supply Sgt	2-4567	356-7890

\* USE STAFF DUTY PHONE

2. The individuals listed are authorized access to the door, alarm, and key box.

3. The persons listed have undergone the required command background check, IAW AR 190-11, and no derogatory information was noted.

4. Report any changes, deletions, or additions to this roster to the commander.

5. POC is SFC Johnson, 2-7654.

TROY M. HOLDEN  
CPT, FA  
Commander

**NOTE:** Remember, only **originally signed, hand carried, or e-mailed** access rosters will be accepted and must have an FOUO cover sheet!



## **Appendix E Deployment Security Procedures**

### **E-1. Purpose**

To establish guidelines and procedures for physical security of property belonging to deployed units and personnel.

### **E-2. General**

The increasing potential for units to deploy on a regular or short notice requires necessary procedures for the inventory, storage, and security of unit/personal property. Security of unit/personal property is important to morale and protects the government from the cost of claims. The key to effective property security is a program which establishes strict procedures for joint inventories, marking of high value items, marking, and tagging of large items which cannot be secured in bandable containers, use of seals, periodic security checks and immediate investigation when evidence of unauthorized entry or apparent break-ins to storage areas is detected.

### **E-3. Responsibilities**

All personnel are responsible to follow the guidelines and procedures governing physical security of unit/personal property during deployments.

### **E-4. Procedures**

- a. If property is stored in unit facilities, deploying personnel will jointly inventory all property with their first line supervisor or Rear Detachment Commander (RDC). Units will prepare a list of items inventoried and verified by the owner's and supervisor's or RDC's signatures.
- b. Record all high dollar value items with all serial numbers and identifying information on FS Form 774. The signature of the verifying individual is the first and last entry recorded. The initials of the verifying individual are on all other entries.
- c. If the property is moved to another contracted or government facility, prepare inventories with the supporting transportation office.
- d. Consolidate property of deployed personnel in a secured and sealed facility. Unaccompanied access is not allowed in rooms containing personal property of deployed personnel. Strictly control accompanied access. If consolidated storage is not available, coordinate with supporting engineer space managers, resource managers and transportation offices for possible storage locations.
- e. Secure personal property in band-able containers when physically possible. Give high dollar value items priority in lockable storage containers, which are sealed, banded, and locked. Post an inventory of the contents inside of the container. The owner and RDC will retain a copy of the inventory. Engrave high dollar value items with an identifying mark or number, unless such markings will damage or devalue the property.

Annotate on the joint inventory the lack of engraved markings. To identify the owner, mark and tag personal property that does not fit into a secure container. Post an inventory of property not in a secure container on the inside of the room door (protected from view) when barracks rooms are used for storage. The owner and RDC will retain a copy of the inventory.

f. Close and lock all room windows, curtains, and blinds. Lock the room and provide all keys to the RDC. Lock and seal individual room doors with a paper seal. Mark seal with the date and names of the personnel affixing the seal. Record seal information to facilitate security checks and investigations. Lock and seal doors providing access to the hallway from the stairwell or outside when no personnel are residing in that section of the building.

g. In the event personnel return early or entry is needed to a room, the RDC is responsible to ensure only accompanied access is authorized to the respective room. Anytime access is required, record the date and time the seal was broken, names of personnel entering the room, and the reason for access. Prior to resealing the room, re-verify inventories for any loose property and containers where the seal was broken. Upon departure, reseal the hallway or corridor in the manner described above. When personnel reside on a floor with rooms belonging to deployed personnel, the RDC will implement sufficient security measures to protect government and personal property.

h. RDCs will ensure security checks are conducted at least twice daily. Security checks will include verification of information on seals to identify any tampering or unauthorized entry.

#### **E-5. Privately-Owned Vehicles (POV)**

a. Inventory, inspect, and store POV's in a holding area designated by the unit commander or responsible authority.

b. Make POV storage available to all deploying personnel. Store all POV's to include motorcycles, recreational vehicles, boats, and mopeds in the holding lot.

c. Contact the Installation transportation office for guidance on inspection and completion of DD Form 788 (POV Shipping Document) or a similar electronically generated form for the purposes of documenting the condition of the vehicle. Contact the PMO for guidance on nonoperational registration procedures and canceling of insurance. RDCs will coordinate with the responsible commander to delineate responsibilities for security checks of holding areas.

d. Brief all personnel securing their POV's in the holding area on processing requirements and procedures.

(1) Conduct a joint inventory/inspection with the owner and an NCO in the chain of command using DD Form 788. Verify the DD Form 788 upon processing into the holding area.

(2) Prepare an envelope with the owner's name, grade, unit, and SSN. The RDC will maintain on file all forms, supporting paperwork, and keys.

(3) Personnel will remove all pilferable items from the vehicle and secure these items with their personal property. Tire changing tools and jack will remain in the vehicle.

e. Processing POV's into the holding area.

(1) RDC will designate an NCO, not deploying, to assist processing POV's at the holding area.

(2) The NCO is responsible for conducting final joint inspection of the POV with the owner and parking vehicles in the designated area.

(3) Deploying personnel will drive their POV's to the holding lot with a copy of the vehicle registration and all items completed during the initial processing located in the prepared envelope.

(4) The owner and the processing NCO will verify the prepared DD Form 788. Make any changes or additions at this time and complete the DD Form 788.

(5) Disconnect all batteries.

(6) The processing NCO will collect all documentation to include vehicle registration and vehicle keys. Place these inside the individual's envelope.

(7) The RDC will retain all sealed envelopes. Store envelopes in a locked container to which access is controlled. The RDC will determine personnel allowed access to these envelopes.

(8) Prepare a roster of vehicles stored in the holding area listing the owner, unit, make, model, tag number, registration number, insurance company, and insurance policy number. Update this roster upon any change.

#### **E-6. Arms Room Closure Procedures**

a. Update Master Authorization List (MAL) with current information.

b. Prepare the unaccompanied access roster for rear detachment person(s). Ensure background screening is completed prior to hand carrying the new roster to the Physical Security Division.

c. Identify an NCO or above to conduct a pre-deployment 100% serial number inventory

d. Prepare SF 702 and post on arms room door when door is sealed. SDO/SDNCO will check arms rooms daily and record the status of these checks on the SF 702.

e. Platoons/Sections will give the armorer a roster of personnel/weapons serial numbers of individuals deploying. List should designate which weapons are hand carried, and whether these are assigned or unassigned weapons.

(1) Identify what weapons are deploying in containers.

(2) Identify other equipment deploying.

(3) Identify all other weapons and equipment remaining in the arms room.

f. Armorer will preprint weapons logs and hand receipts to the maximum extent possible (i.e., all information minus signature and time of issue).

g. Prepare preprinted documentation used to conduct stay behind inventories of all items left in the arms room.

h. Prepare written authorization by the commander for all other items other than weapons that are stored in the arms room.

i. Conduct a change of custody inventory between unit armorer and RDC. RDC will sign for all AA&E keys on DA Form 5513.

j. Upon completion of deployment upload from the arms room conduct a joint serial number inventory of all weapons/items remaining behind and prepare an informal memorandum.

k. All original arms room documentation will remain behind in unit files. Ensure deploying documentation are copies only.

l. RDC and/or interim armorer will continue to follow and adhere to operational guidance provided in all applicable regulations and SOP.

## Appendix F AA & E Access Control Checklist

<b>Unit Inspected:</b>	<b>Date Inspected:</b>		
<b>Inspector's Name:</b>	<b>Phone No:</b>		
<b>References.</b>			
AR 190-13, The Army Physical Security Program			
AR 190-11, Physical Security of Arms, Ammunition and Explosives			
AR 190-51, Security of Unclassified Army Resources (Sensitive and Nonsensitive)			
<b>Questions.</b> (Note: "*" indicates questions that should be answered no).	<b>YES</b>	<b>NO</b>	<b>N/A</b>
1. Is access to critical areas controlled (i.e., escort/monitor visitors, minimize entrances/exits) IAW Fort Sill Reg 190-13? <b>(MAJOR)</b>			
2. Is SF Form 701 (Activity Security Checklist) used to record end of day security checks IAW Fort Sill Reg 190-13?			
3. Are security checks conducted IAW Fort Sill Reg 190-13?			
4. Are "restricted area" designations requested, approved and posted IAW AR 190-13 and Fort Sill Reg 190-13? <b>(MAJOR)</b>			
5. Are the following areas designated and posted as "restricted areas" IAW AR 190-11 and 190-51:			
Arms, ammunition, or explosives storage areas?			
Airfields?			
Installation industrial and utility equipment?			
Note R, Q or C medical storage areas and pharmacies?			
Classified Open Storage Areas			
Motor pools			
Barracks used in the Weapons Emersion Program			
6. Do restricted areas meet minimum storage structure standards IAW Fort Sill Reg 190-13? <b>(MAJOR)</b>			

REMARKS:

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## Physical Security Administration Checklist

Unit Inspected:	Date Inspected:		
Inspector's Name:	Phone No:		
References.			
AR 190-13, The Army Physical Security Program			
AR 190-51, Security of Unclassified Army Resources (Sensitive and Nonsensitive)			
Questions. (Note: "*" indicates questions that should be answered no.)	Yes	No	<i>NIA</i>
1. Is a physical security officer appointed in writing IAW AR 190- 51 and Fort Sill Reg 190-13? <b>(MAJOR)</b>			
A commissioned officer, noncommissioned officer (SSG or above), or a DA Civilian (GS-6 or above).			
2. Does the physical security officer:			
Monitor offense reports and adjustment documents (i.e., Police blotter, newspaper etc.) in which loss occurred IA W Fort Sill Reg 190-13?			
Evaluate access authorization for individuals apprehended/convicted by military/civilian authorities IAW Fort Sill Reg 190-13?			
Report losses (actual or suspected) of arms, ammunition, Explosives (AA&E), to include major weapons parts, night vision devices and global positioning devices to the Fort Sill Police IAW AR 190-51 and Fort Sill Reg 190-13?			
Retain a copy of the most recent physical security Inspection IAW AR 25-400-2?			
3. Are risk analysis conducted IAW DA Pam 190-51? <b>(MAJOR)</b>			
4. Are risk analysis results recorded on DA Form 7278-R IAW DA Pam 190-51? <b>(MAJOR)</b>			
5. Is a physical security SOP on file and does it include required information IAW AR 190-13, AR 190-51 and Fort Sill Reg 190-13? <b>(MAJOR)</b>			
6. Is the SOP updated annually IAW AR 190-51 and Fort Sill Reg 190-13? <b>(MAJOR)</b>			
7. Is the SOP reviewed and approved by Installation Physical Security IA W Fort Sill Reg 190-13? <b>(MAJOR)</b>			
8. Are physical security self-inspections conducted (at every level required) and recorded IAW AR 190-51 and Fort Sill Reg 190-13? <b>(MAJOR)</b>			
9. Are security related work orders coordinated IAW Fort Sill Reg 190-13?			

10. Are purchases of physical security equipment coordinated through Physical Security prior to purchase IAW AR 190-13?			
11. Are end-of-day security checks established, conducted, and annotated on Standard Form (SF) 701, Activity Security Checklist IAW AR 190-51?			
12. Use SF 701 (Activity Security Checklist) to record end-of-day is security checks of offices or buildings, as applicable. Retain on file IAW AR 25-400-2. Conduct and record end-of-day security checks of all offices and buildings on SF 701. Include checks of the following are properly secured/locked:  <ul style="list-style-type: none"> <li>a. Safes.</li> <li>b. Supply and file containers/cabinets.</li> <li>c. Windows.</li> <li>d. Exterior doors.</li> <li>e. Storage rooms/areas.</li> <li>f. Vending machine, television, and dayroom/break room areas.</li> <li>f. Electrical appliances and IT equipment.</li> </ul>			
13. Has a Physical Security plan been developed, and does it address the minimum requirements IAW AR 190-13 App C?			
14. Has a Physical Security Barracks plan been developed, and does it address the minimum requirements IAW AR 190-13, App D?			
15. Does unit have authorized "Restricted Area" designation memorandum on file signed by the Provost Marshal?			

**REMARKS:**

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## Physical Security of Aircraft and Aircraft Components Checklist

<b>Unit Inspected:</b>	<b>Date Inspected:</b>		
<b>Inspector's Name:</b>	<b>Phone No:</b>		
<b>References.</b> AR 190-11, Physical Security of Arms, Ammunition and Explosives AR 190-51, Security of Unclassified Army Resources (Sensitive and Nonsensitive)			
<b>Questions.</b> (Note: "*" indicates questions that should be answered no.)	<b>YES</b>	<b>NO</b>	<b>N/A</b>
1. Is a risk analysis conducted and retained on file IAW DA Pam 190-51? <b>(MAJOR)</b>			
2. When not in use, are aircrafts, aircraft components and crewmember equipment secured in hangers or other structures and or protected by a perimeter fence IAW AR 190-51? <b>(MAJOR)</b>			
3. When hanger space is not available, are aircrafts parked together and away from perimeter parking areas IAW AR 190-51? <b>(MAJOR)</b>			
4. Are aircrafts secured with locking devices IAW AR 190-51? <b>(MAJOR)</b>			
*5. Are duplicate aircraft keys used as operational keys by the maintenance activity in violation of AR 190-51?			
6. Are aircraft checked every four hours and is access to the area controlled IAW AR 190-51?			
7. Are accessible and easily removable aircraft components secured IAW AR 190-11? <b>(MAJOR)</b>			
8. Are checks of the perimeter fence conducted periodically to ensure the fence is in a good repair? <b>(MAJOR)</b>			
9. Is the airfield designated as a restricted area? <b>(MAJOR)</b>			
10. Are privately-owned vehicles prohibited from the flight line or other areas where aircraft are parked?			
11. Are auxiliary power units, vehicle tugs, forklifts, aircraft boarding ladders, etc., secured during non-duty hours to prevent unauthorized use?			
12. Is entry to and exit from all buildings, aircraft parking areas, and storage areas controlled? <b>(MAJOR)</b>			
13. Are aircraft with weapons and ammunition on board secured IAW AR 190-11? <b>(MAJOR)</b>			

REMARKS:

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## Physical Security Alarm Management Checklist

<b>Unit Inspected:</b>	<b>Date Inspected:</b>		
<b>Inspector's Name:</b>	<b>Phone No:</b>		
<b>References.</b>			
AR 190-11, Physical Security of Arms, Ammunition and Explosives			
AR 190-13, The Army Physical Security Program			
AR 190-51, Security of Unclassified Army Resources (Sensitive and Nonsensitive)			
<b>Questions.</b> (Note:"*" indicates questions that should be answered no.)	<b>YES</b>	<b>NO</b>	<b>N/A</b>
*1. Is alarm equipment installed, modified, or disconnected without proper approval in violation of Fort Sill Reg 190-13? <b>(MAJOR)</b>			
2. Is an immediate means of communication provided between the police desk and the alarmed area IAW AR 190-11?			
3. IAW Fort Sill Reg 190-11, are alarmed area access rosters: <b>(MAJOR)</b>			
Hand carried or e-mailed to the alarm administrator, DES, Physical Security at least 48 hours prior to the effective date?			
Updated as personnel changes occur?			
Contain all required information (i.e., Name, Rank, Last 4 of SNN, Phone Numbers etc.?)			
4. Are persons on the access roster familiar with access and securing procedures IAW Fort Sill Reg 190-13?			
5. Are alarm warning signs posted adjacent to entrances of alarmed areas IAW AR 190-13 and Fort Sill Reg 190-13?			
*6. Are alarm warning signs or notices posted on facilities without alarm systems in violation of AR 190-13 and Fort Sill Reg 190-13?			
7. Does the SOP contain a section outlining armed guards' procedures for the alarmed facility IAW AR 190-11 and Fort Sill Reg 190-1? <b>(MAJOR)</b>			
*8. Do personnel use personal identification cipher (PIG) numbers other than the one issued to them personally in violation of Fort Sill Reg 190-13? <b>(MAJOR)</b>			
9. Were PIG numbers compromised in violation of AR 190-11 and Fort Sill Reg 190-1? <b>(MAJOR)</b>			
*10. Is alarm equipment modified, disconnected, tampered with or moved without prior coordination with the DES Physical Security in violation of Fort Sill Reg 190-13? <b>(MAJOR)</b>			
<b>REMARKS:</b>			

## Physical Security AA & E Storage Checklist

Unit Inspected:	Date Inspected:		
Inspector's Name:	Phone No:		
References.			
AR 190-11, Physical Security of Arms, Ammunition and Explosives			
AR 190-13, The Army Physical Security Program			
AR 190-14, Arming and the Use of Force			
AR 190-51, Security of Unclassified Army Resources (Sensitive and Nonsensitive)			
AR 385-64, Physical Security of Arms, Ammunition, and Explosives			
AR 710-2, Secondary Item Policy and Retail Level Management			
Questions. (Note: "*" indicates questions that should be answered no.)	YES	NO	<i>NIA</i>
1. Is interior and exterior lighting adequate and is it posted IAW AR 190-11?			
2. Are light switches adequately protected IAW AR 190-11?			
3. Are alarm warnings, "Restricted Area", fire priority symbols [for areas containing over 1,000 rounds or less of HD 1.4 small arms ammunition (.50 caliber or less)]" and "No Smoking" signs posted IAW AR 190-11 and AR 385-64? <b>(MAJOR)</b>			
4. Are doors secured with approved locking devices IAW AR 190-11 and Fort Sill Reg 190-13? <b>(MAJOR)</b>			
5. Is the facility structurally certified for the category of weapons stored or is an approved exception on file IAW AR 190-11 and are compensatory measures met? <b>(MAJOR)</b>			
6. Is the structural certification (DA Form 4604-R, Security Construction Statement) valid (reissued every 5 years or when changes to the structure are made) IAW AR 190-11?			
7. Are security checks of the arms room conducted at proper intervals and annotated SF 702 IAW AR 190-11?			
Are the records maintained on file for a minimum of 90 days?			
8. Is the alarm activated, and are doors secured whenever the arms room is not occupied or guarded IAW AR 190-11 and Fort Sill Reg 190-1? <b>(MAJOR)</b>			
*9. Do racks, containers or other furniture interfere with alarm operational effectiveness in violation of Fort Sill Reg 190-13?			
10. Is the AA&E storage area guarded until repairs are completed when the alarm system is nonoperational or malfunctioning IAW AR 190-11? <b>(MAJOR)</b>			

11. Is a copy of the unit SOP kept in the arms room?			
12. Does arms room portion of the unit SOP address armed guard requirements (i.e., use of force briefings, communications, ammunition, and guard checks) IAW AR 190-11 and Fort Sill Reg 190-13? <b>(MAJOR)</b>			
13. Is a copy of the last physical security evaluation in the arms room?			
14. Do all AA&E personnel have duty appointment orders on hand and signed by the commander/director?			
15. Is a memorandum published for unaccompanied access and key access IAW AR 190-11, AR 190-51 and Fort Sill Reg 190-13? <b>(MAJOR)</b>			
Is a copy of the current unaccompanied access roster on file at the Physical Security Division (PSD)?			
Have all personal listed on the roster attended the personal identification cipher (PIC) briefing and received their alarm codes?			
*Are personnel using PIC numbers not personally issued to them by the PSD?			
16. Is a record of the background screening documented on DA Form 7708 IAW AR 190-11 and AR 190-13? <b>(MAJOR)</b>			
Are all background screenings 1 year or less?			
Are screenings on file for all personnel on the unaccompanied access roster and AA&E Key Custodians?			
Are other organizational access rosters on file (i.e., DOL, PSD, etc.)?			
17. Have responsibility directives been signed and DA 3749 (Equipment Receipt) issued for all persons authorized the receipt of a weapon IAW AR 190-11? <b>(MAJOR)</b>			
18. Do directives contain required information IAW Fort Sill Reg 190-13?			
19. Are sensitive, high value and privately owned items (other than government firearms) authorized for arms room storage, in writing, by the commander IAW AR 190-11 and Fort Sill Reg 190-13?			
20. Is a landlord/tenant agreement established and signed by each occupant in consolidated arms storage facilities IAW and Fort Sill Reg 190-13?			
21. Is a primary and alternate key custodian appointed, in writing, IAW AR 190-11? <b>(MAJOR)</b>			
22. Are primary and alternate keys issued on DA Form 5513 to the person (e.g., armorer) responsible for contents of the arms room IAW AR 190-11? <b>(MAJOR)</b>			
23. Are AA&E keys stored separately from other keys IAW AR 190-11? <b>(MAJOR)</b>			
24. When not in use, are primary entrance keys stored in a 20-gauge metal container IAW AR 190-11 and Fort Sill Reg 190-13?			

25. Are the primary set of rack and container keys stored in the arms room in a 20-gauge metal container or in a secured container (i.e., safe) located within the Commander, 1SG or XO's office IAW Fort Sill Reg 190-13?			
26. Is the sealed envelope or container containing alternate keys issued to the responsible person (i.e., S-2) at the next higher headquarters on DA Form 2062 IAWAR 190-11 and Fort Sill Reg 190-13? <b>(MAJOR)</b>			
*27. Are AA&E keys removed from the installation in violation of AR 190-11? <b>(MAJOR)</b>			
*28. Are door and alarm keys removed from the immediate unit/facility area in violation of Fort Sill Reg 190-13?			
29. Are arms room keys inventoried semi-annually IAW AR 190-11? <b>(MAJOR)</b>			
Are inventories maintained on file for one year from date of last inventory IAW AR 190-11?			
30. Are arms room keys inventoried by serial number during a change of custody inventory using DA Form 5513 IAW Fort Sill Reg 190-13? <b>(MAJOR)</b>			
Are completed 5513's kept on file for 1-year IAW AR 190-11?			
31. Are all keys engraved or stamped with a sub-number system (i.e., 1234-A, 1234-B etc.) IAW Fort Sill Reg 190-13?			
32. Does the key control register include all arms room keys?			
33. Are combinations recorded on SF Form 700 and changed as required IAW AR 190-11?			
34. Are serial numbered seals applied so that serial numbers are visible, but contents cannot be removed without breaking the seal IAW AR 190-51? <b>(MAJOR)</b>			
35. Is the memorandum affixed to the sealed container IAWAR 190-51 and Fort Sill Reg 190-13 and does it reflect the: <b>(MAJOR)</b>			
Contents?			
Seal serial number(s)?			
Date the seal was applied?			
Names and signatures of the person responsible for arms room contents (i.e., armorer) and witness (e.g., supply sergeant or arms room officer) verifying the contents when the seal was applied?			
36. Are weapons, ammunition, sensitive and high value items secured in racks or containers IAWAR 190-11 and Fort Sill Reg 190-13? <b>(MAJOR)</b>			
37. Are racks/containers weighing less than 500 lbs. (unpacked weight) secured to the structure IAW AR 190-11? <b>(MAJOR)</b>			
38. Are racks/containers secured with proper locking devices IAW AR 190-11 and Fort Sill Reg 190-13? <b>(MAJOR)</b>			
39. Are racks/containers inspected during serial number inventories for cracked welds or other structural problems and is immediate action taken to correct problems IAW Fort Sill Reg 190-13?			

40. Are sensitive, high value and privately owned items protected as the same as government weapons IAW Fort Sill Reg 190-13? <b>(MAJOR)</b>			
41. Are wall lockers properly modified IAW Fort Sill Reg 190-13?			
42. Do all inventories (i.e., visual count, change of custody etc.) include all sensitive, high value and privately-owned items authorized for arms room storage IAW Fort Sill Reg 190-13? <b>(MAJOR)</b>			
43. Are visual count (physical) inventories conducted and recorded each day the arms room is opened but, at a minimum, not less than once per week IAW Fort Sill Reg 190-13 and: <b>(MAJOR)</b>			
Are they conducted immediately upon opening?			
Are they recorded on DA Form 2062?			
Do they include all items listed on armorer's hand receipt?			
Do they include all items physically present and legally issued?			
Are they retained on file IAW Fort Sill Reg 190-13?			
44. Are monthly serial number inventories conducted and recorded IAW AR 710-2 and DA Pam 710- 2-1 and retained IAW Fort Sill Reg 190-13? <b>(MAJOR)</b>			
Are they compared against serial numbers and quantities recorded on the property book or master hand receipt?			
Are they conducted by an authorized person?			
*Are they conducted by the same person two consecutive months in a row in violation of regulation?			
45. Are change of custody inventories conducted when arms room keys are transferred IAW DA Pam 710-2-1 and Fort Sill Reg 190-13 are they: <b>(MAJOR)</b>			
Recorded on DA Form 2062?			
Signed by two persons?			
Retained on file IAW Fort Sill Reg 190-13?			
46. Are serial number inventories conducted upon completion of field exercises or when AA&E is lost or stolen IAW Fort Sill Reg 190-13?			
47. Do all inventories (i.e., visual count, change of custody etc.) include seal serial numbers and the type/quantity of item sealed IAW Fort Sill Reg 190-13?			
48. Does the unit armorer keep a master authorization list (MAL) IAW AR 190-11 and DA Pam 710-2-1? Does it contain: <b>(MAJOR)</b>			
Soldiers name			
Weapons serial number			
Butt stock number			
49. Is DA Form 3749 (Equipment Receipt) used to issue individually assigned weapons IAW AR 190-11, DA Pam 710-2-1 and Fort Reg 190-13? <b>(MAJOR)</b>			

Is information reflected on DA Form 3749 correct?			
*Are DA Forms 3749 reissued when there is a change of command in violation of DA Pam 710-2-1?			
50. Are individually assigned weapons issued for more than 24 hours signed out on FS Form 93 with exchange of a DA Form 3749 IAW DA Pam 710-2-1 and Fort Sill Reg 190-13? <b>(MAJOR)</b>			
51. Are crew served and non-individually assigned weapons issued on FS Form 93 and DA Form 2062 IAW DA Pam 710-2-1? (also applies to persons unable to provide DA Form 3749 in exchange for individually assigned weapons). <b>(MAJOR)</b>			
52. Are sensitive and high value items issued on DA Form 2062 or DA Form 3749 when removed from the arms room IAW DA Pam 710-2-1 and Fort Sill Reg 190-13?			
53. Are bayonets, blank pistols, starter guns, expended light anti- tank weapons (LAWs), LAW tubes, sub-caliber devices and inserts, M136 AT4s, night vision devices and global positioning devices (including commercially procured ones) stored in the arms room IAW Fort Sill Reg 190-13?			
Are they included on all inventories?			
Are they stored in separate containers from weapons?			
54. Are privately owned weapons stored separately from government weapons IAWAR 190-11 and Fort Sill Reg 190-13? <b>(MAJOR)</b>			
55. Are these requirements met for privately owned weapons IAW Fort Sill Reg 190 13? <b>(MAJOR)</b>			
Are weapons accepted from the owner on DA Form 2062 and is a copy retained in the arms room?			
Is a DA Form 3749 issued to the owner?			
Is the weapon added to the Master Authorization List?			
Is storage/issue authorized in writing by the commander?			
When issued, is DA Form 3749 turned in or a DA Form 2062 completed in exchange for the weapon?			
Is the weapon registered with the Provost Marshall IAW Fort Sill Reg 190-1?			
Is a copy of the registration maintained on file in the arms room?			
56. Is the amount of ammunition permanently stored in the arms room in compliance with ammunition storage license? <b>(MAJOR)</b>			
Is ammunition safeguarded IAWAR 190-11 and Fort Sill Reg 190-13?			
Is ammunition included on all inventories IAW AR 190-11 and Fort Sill Reg 190-13?			
Is ammunition stored separately from weapons IAW AR 190-11 and Fort Sill Reg 190-13?			
57. Is privately-owned ammunition stored separately from government ammunition IAW AR 190-11 and Fort Sill Reg 190-13.			
58. If an ammunition amnesty/contraband box is maintained, is it:			

Locked and constructed of at least 20-gauge metal IAW Fort Sill Reg 190-1?			
Chained or bolted to a permanent structure and are keys to the box retained by the commander/director IAW Fort Sill Reg 190-13?			
Equipped with a baffle plate or other device to prevent unauthorized removal of property IAW Fort Sill Reg 190-13?			
Is it in a location that encourages use?			
59. Are weapon parts adequately protected and stored in the arms room IAW AR 190-11?			

**REMARKS:**

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## Physical Security Communications and Electronics Equipment Checklist

<b>Date of Revision:</b>			
<b>Unit Inspected:</b>		<b>Date Inspected:</b>	
<b>Inspector's Name:</b>		<b>Phone No:</b>	
<b>References.</b> AR 190-51, Security of Unclassified Army Resources (Sensitive and Nonsensitive) AR 25-400-2, Army Records Management Program			
<b>Questions.</b> (Note: "*" indicates questions that should be answered no.)	<b>YES</b>	<b>NO</b>	<b>NIA</b>
1. Are mainframe computer facilities (MCF) properly constructed including environmental and utilities protection IAW AR 190-51?			
2. Are computers and laptops properly secured IAW AR 190-51?			
3. Are night vision devices (NVD) and global positioning devices (GPS) secured in an arms room IAW Fort Sill Reg 190-13?			
4. Are portable items provided double barrier protection when not in use?			
5. Are non-portable items properly secured during non-duty hours?			
6. Are "Off Limits" signs posted at activity or storage entrances?			
7. Is tactical communications equipment remaining on vehicles secured with a medium security padlock?			
8. Is access to storage areas controlled?			
9. Are portable items temporarily assigned to a user issued on a hand receipt?			

REMARKS:

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## Physical Security Crime Prevention Checklist

<b>Date of Revision:</b>			
<b>Unit Inspected:</b>		<b>Date Inspected:</b>	
<b>Inspector's Name:</b>		<b>Phone No:</b>	
<b>References.</b> Fort Sill Reg 190-13, Installation Physical Security and Crime Prevention			
<b>Questions.</b> (Note: "*" indicates questions that should be answered no.)			
	<b>YES</b>	<b>NO</b>	<b>N/A</b>
1. Is a crime prevention (CP) SOP developed and does it address required information IAW Fort Sill Reg 190-13? <b>(MAJOR)</b>			
2. Are persons briefed on the unit SOP and Fort Sill Reg 190-13 within 5 days of assignment and annually thereafter IAW Fort Sill Reg 190-13?			
3. Is a record of annual CP training conducted IAW Fort Sill Reg 190-13 and retained IAW AR 25-400-2?			
4. Are CP inspections conducted and results recorded IAW Fort Sill Reg 190-13 and retained IAW AR 25-400-2? <b>(MAJOR)</b>			
5. During inspections, are these items reviewed IAW Fort Sill Reg 190-13?			
Staff duty and charge of quarters journals?			
Adjustment documents in which loss occurred as a result of criminal activity or improper security?			
6. Are valuable portable personal items (i.e., laptop computer, iPod/iPad, MP3 players etc.) secured in locked containers when not in use IAW Fort Sill Reg 190-13?			
7. Are troop billet rooms secured when unattended IAW Fort Sill Reg 190-13?			
8. Are serial numbers and descriptions of high value personal property recorded on FS Form 774 IAW Fort Sill Reg 190-13?			
9. Is a safe available for temporary storage of personal cash/valuables IAW Fort Sill Reg 190-13?			
10. Is the safe's combination properly recorded, safeguarded and changed IAW Fort Sill Reg 190-13? <b>(MAJOR)</b>			
11. Are non-GSA approved safes weighing less than 500 pounds secured to the structure and are openings, closings and checks of all safes properly recorded IAW Fort Sill Reg 190-13?			
12. Is property in troop billets properly inventoried/ safeguarded when persons are AWOL, on leave, TOY or hospitalized IAW Fort Sill Reg 190-13?			
13. Are privately-owned vehicles secured when unattended IAW Fort Sill Reg 190-13?			

*14. Is TA50 and/or government equipment stored in privately owned vehicles in violation of Fort Sill Reg 190-13?			
15. Is a separate area in the unit parking lot designated for motorcycle parking IAW Fort Sill Reg 190-13?			
16. Are security checks conducted once before and after 2400 hours (or more frequently as determined by crime rates or regulatory requirements) IAW Fort Sill Reg 190-13?			
17. Do instructions include these items IAW Fort Sill Reg 190-13?			
A list of areas/items requiring checks and the frequency of checks (e.g., parking lots, common use areas, secured areas etc.)?			
Actions required when a security violation is identified?			
Reporting instructions for actual or suspected criminal activity?			
Visitor policy and identification requirements?			
18. Are padlocks retained for locking areas found unsecured IAW Fort Sill Reg 190-13?			
19. Are periodic spot inspections conducted by battery/company CQs by battalion SDO; or battalion SDOs by brigade SDOs IAW Fort Sill Reg 190-13?			

REMARKS:

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## Physical Security Dining Facilities and Subsistence Items Checklist

<b>Date of Revision:</b>			
<b>Unit Inspected:</b>		<b>Date Inspected:</b>	
<b>Inspector's Name:</b>		<b>Phone No:</b>	
<b>References.</b> AR 190-51, Security of Unclassified Army Resources (Sensitive and Nonsensitive)			
AR 380-5, Army Information Security System			
<b>Questions.</b> (Note: "*" indicates questions that should be answered no.)	<b>YES</b>	<b>NO</b>	<b>N/A</b>
1. Are privately-owned vehicles prohibited from parking in or near delivery entrance areas IAW AR 190-51? <b>(MAJOR)</b>			
2. Are incoming supplies checked upon receipt IAW AR 190-51?			
3. Are break areas located away from storage areas?			
4. Are personal lockers in a designated area away from storage or break down or preparation areas?			
5. Are personal packages (e.g., backpacks, purses, bags, etc.) prohibited in break down, preparation and storage areas?			
6. Are refrigeration units secured with approved locking devices or secured in rooms meeting secure storage structures IAW appendix B, AR 190-51?			
7. Are containers inspected to ensure they are empty and cardboard boxes flattened before disposal?			
8. Are dining facility keys and padlocks controlled IAW appendix D, AR 190-51?			
9. Does the dining facility maintain a GSA approved security container for the storage of funds? <b>(MAJOR)</b>			
10. Are safe combinations properly recorded, safeguarded and chained IAW AR 380-5 and Fort Sill Reg 190-13? <b>(MAJOR)</b>			

REMARKS:

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## Physical Security Key/Lock/Safe/Seal Control Checklist

<b>Date of Revision:</b>			
<b>Unit Inspected:</b>		<b>Date Inspected:</b>	
<b>Inspector's Name:</b>		<b>Phone No:</b>	
<b>References.</b> AR190-51, Security of Unclassified Army Resources (Sensitive and Nonsensitive) Fort Sill Reg 190-13, Physical Security and Crime Prevention			
Questions. (Note: "*" indicates questions that should be answered no.)	YES	NO	<i>N/A</i>
1. Are security containers 500 pounds or less secured IAW Fort Sill Reg 190-13?			
2. Are combinations changed IAW Fort Sill Reg 190-13?			
3. Are personal and government items stored in separate containers IAW Fort Sill Reg 190-13?			
4. Is SF Form 702 maintained IAW Fort Sill Reg 190-13?			
5. Are combinations recorded on SF Form 700 and posted/safeguarded IAW Fort Sill Reg 190-13? <b>(MAJOR)</b>			
6. Is a memorandum on file listing additional persons with combinations IAW Fort Sill Reg 190-13? (applies only if all names are not listed on SF Form 700).			
7. Is a key custodian and alternate appointed in writing IAW AR 190-51? <b>(MAJOR)</b>			
8. Are persons designated by access roster to issue, receive and account for keys in the key custodian's absence IAW AR 190-51 and Fort Sill Reg 190-13?			
9. Is the key container constructed IAW AR 190- 51? <b>(MAJOR)</b>			
10. Are key containers secured except when conducting transactions IAW AR 190-51 and Fort Sill Reg 190-13? <b>(MAJOR)</b>			
11. Are key box/container keys retained by an individual(s) on the key access roster IAW Fort Sill Reg 190-13?			
12. Are new locks with keys hand receipted from supply to the key custodian IAW Fort Sill Reg 190-13?			
13. Are authorized locks used to secure property, equipment, and facilities IAW AR 190-51 and Fort Sill Reg 190-13?			
*14. Are master (keyed-alike) lock sets or brass locks used in violation of AR 190-51 and Fort Sill Reg 190-1? (Note: Exclusions are listed in Fort Sill Reg 190-13).			
15. Are at least two keys maintained for each lock and is at least one retained in safekeeping Fort Sill Reg 190-13?			
16. Are duplicate keys marked to distinguish them from primary keys IAW Fort Sill Reg 190-13? (i.e., serial number 1234-a, 1234-b,			

1234-c etc.) <b>(MAJOR)</b>			
17. Is an accurate key inventory list developed containing required information IAW AR 190-51 and Fort Sill Reg 190-13?			
18. Are keys issued on DA Form 5513-R and is the form completed properly IAW AR 190-51 and Fort Sill Reg 190-13? <b>(MAJOR)</b>			
19. Are compromised locks replaced or recorded immediately?			
20. Are serial number inventories conducted/recorded semiannually IAW AR 190-51 and Fort Sill Reg 190-13? <b>(MAJOR)</b>			
21. Are key control inventories retained on file IAW AR 190-51?			
22. Is bolt cutter controlled IAW AR 190-51, App F? <b>(MAJOR)</b>			
23. Are locks secured to the hasp when not used IAW Fort Sill Reg 190-13?			
24. Are locks used, where installed IAW Fort Sill Reg 190-13?			
25. Are completed DA Form 5513s retained in unit files IAW AR 190-51?			
26. Is a seal custodian appointed in writing IAW AR 190-51? <b>(MAJOR)</b>			
27. Is a seal logbook retained and does it contain required information IAW AR 190-51 and Fort Sill Reg 190-13? <b>(MAJOR)</b>			
28. Are seals secured, issued, and destroyed IAW AR 190-51? <b>(MAJOR)</b>			
29. Are seal serial numbers verified and inspected for tampering during inventories IAW Fort Sill Reg 190-13?			
30. Are monthly seal serial number inventories conducted/recorded IAW AR 190-51 and Fort Sill Reg 190-13? <b>(MAJOR)</b>			
31. Are seals broken and the contents inventoried when tampering is suspected or upon change of property book/hand receipt holder IAW Fort Sill Reg 190-13?			
32. Are bolt cutters secured and control IAW AR 190-51, Appendix. F? <b>(MAJOR)</b>			

**REMARKS:**

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## Physical Security Medical Supplies and Equipment Checklist

<b>Date of Revision:</b>			
<b>Unit Inspected:</b>		<b>Date Inspected:</b>	
<b>Inspector's Name:</b>		<b>Phone No:</b>	
<b>References.</b>			
AR 190-51, Security of Unclassified Army Resources (Sensitive and Nonsensitive)			
AR 190-13, The Army Physical Security Program			
AR 380-5, Army Information Security System			
DA Pam 710-2-1, Using Unit Supply System Manual.			
<b>Questions.</b> (Note: "*" indicates questions that should be answered no.	<b>YES</b>	<b>NO</b>	<b>N/A</b>
1. Is access to Note R, Q and C medical items storage areas controlled? JAW AR 190-51? <b>(MAJOR)</b>			
2. Is interior and exterior lighting on during the hours of darkness for Note R, Q and C storage structures IAW AR 190-51?			
3. Are pharmacies checked every 4 hours during nonoperational hours JAW AR 190-51? <b>(MAJOR)</b>			
4. Is the facility posted as a restricted area and is the signage visible (when possible) at eye level IAW AR 190-51? <b>(MAJOR)</b>			
5. Are unaccompanied access rosters posted inside controlled medical substances and medically sensitive items storage areas IAW AR 190-51? <b>(MAJOR)</b>			
Have personnel on the unaccompanied roster undergone a background screening prior to being added on the unaccompanied access roster JAW AR 190-51?			
6. Are security checks conducted at the close of business and annotated on SF 701 to ensure: a. No Note R, Q or C items are unprotected or exposed, and are secured in designated containers. b. All windows or doors are secured. c. Provided continuous surveillance or protected by IDS.			
7. Is the activity using SF 702 (Security Container Check Sheet) and is it posted by the entrance to the pharmacy as well as to all containers JAW AR 190-51 and AR 380-5? <b>(MAJOR)</b>			
8. Are records of the required security checks (SF 702) retained for 90 days after last entry IAW AR 190-51? <b>(MAJOR)</b>			
9. Are dispensing windows equipped with locking devices which are activated only from inside the facility IAW AR 190-51? <b>(MAJOR)</b>			
10. Are the dispensing window(s) to the pharmacy and its storage area(s) properly secured when not in use IAW AR 190-51? <b>(MAJOR)</b>			

11. Do the entrance doors remain locked at all times, except when authorized personnel are entering or exiting the pharmacy IAW AR 190-51?			
12. For entrances with a combination style lock including door cipher locks: is the SF 700 (Security Container Information) being used and is it accurate? <b>(MAJOR)</b>			
13. Are containers locked at all times except during restocking, inventory, or dispensing operations IAW AR 190-51? <b>(MAJOR)</b>			
14. Do Note R, Q and C medical items storage structures meet specifications of AR 190-51? <b>(MAJOR)</b>			
15. Are unit dose carts containing controlled substances kept in secured areas when not in use IAW AR 190-51? <b>(MAJOR)</b>			
16. Can pharmaceuticals be removed from locked containers without disturbing the locking/seal in a device IAW AR 190-51? <b>(MAJOR)</b>			
17. Are unused needles, syringes and other medically sensitive items stored in a locked container IAW AR 190-51? <b>(MAJOR)</b>			
18. Are used and unused needles and syringes stored in separate cabinets IAW AR 190-51? <b>(MAJOR)</b>			
19. Pending final destruction, are used needles stored in "Sharps" containers and are containers properly secured IAW AR 190-51? <b>(MAJOR)</b>			
20. Are crash carts and emergency trays that contain controlled substances being kept to a minimum and either under direct observation of responsible personnel or secured within a restricted area IAW AR 190-51? <b>(MAJOR)</b>			
*21. Are controlled medical substances or items issued to emergency medical team personnel assigned to ambulance or emergency vehicle response duties, being left unsecured/unattended or not being stored and secured within the vehicle IAW AR 190-51? <b>(MAJOR)</b>			
22. Are proper accountability, (i.e., weekly, and monthly inventories) and control requirements for all the crash carts and emergency medical trays being met JAW AR 190-51? <b>(MAJOR)</b>			
23. Are facilities within the hospital checked by duty officers or other duty, medical or unit personnel and are checks recorded and retained on file for 90 days IAW AR 190-51? <b>(MAJOR)</b>			

REMARKS:

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## Physical Security Motor Pool, Motor Parks, Tools Checklist

<b>Unit Inspected:</b>	<b>Date Inspected:</b>		
<b>Inspector's Name:</b>	<b>Phone No:</b>		
<b>References.</b>			
AR 190-51, Security of Unclassified Army Resources (Sensitive and Nonsensitive)			
AR 710-2, Supply Policy Below the Wholesale Level			
ATTP 3-39.32			
<b>Questions.</b> (Note: "*" indicates questions that should be answered no.)	<b>YES</b>	<b>NO</b>	<b>NIA</b>
1. Is the motor pool protected by an adequate perimeter fence and equipped with adequate lighting IAW AR 190-51 and ATTP 3-39.32?			
2. Are vehicles and trailers parked away from the fence line and is a 20 ft clear zone established IAW AR 190-51?			
3. Are entrances posted "Restricted Areas" IAW AR 190-51?			
4. Are POVs prohibited from entering the motor pool AW AR 190-51? <b>(MAJOR)</b>			
5. Are security checks of the motor pool performed IAW AR 190-51? <b>(MAJOR)</b>			
6. Are vehicles equipped/secured by adequate locking devices IAW AR 190-51? <b>(MAJOR)</b>			
7. Are vehicle steering wheels immobilized on vehicles without locking devices? <b>(MAJOR)</b>			
8. Are accessible and easily removable vehicle components (spare tires, OVM, radios, etc.) secured IAW AR 190-51? <b>(MAJOR)</b>			
9. Are keys to vehicles and locks properly controlled? (See Key Control checklist) <b>(MAJOR)</b>			
10. Is tactical communications equipment remaining on vehicles secured to the vehicle with a medium security padlock IAW AR 190-51? <b>(MAJOR)</b>			
11. Are vehicles prevented from leaving the motor pool without being properly dispatched?			
12. Are tool rooms constructed and secured IAW AR 190-51?			
13. When not in use, are portable tools, toolboxes and tool kits/sets and shop equipment secured IAW AR 190-51? <b>(MAJOR)</b>			
14. Are common tools issued IAW AR 190-51?			
15. Are tools aboard vehicles secured IAW AR 190-51?			
16. Are tools inventoried IAW AR 190-51 and AR 710-2?			
17. Is a special accountability system (e.g., increased inventories)			



used for controlling hand tools with a nonmilitary application to prevent improper use IAW AR 190-51?			
18. Are portable/non-portable repair parts secured IAW AR 190- 51? <b>(MAJOR)</b>			
19. Are used parts processed, protected, and disposed of IAW AR 190-51?			
20. Is the storage area posted "Off Limits to Unauthorized Personnel" IAW AR 190-51?			
21. Are fuel pumps secured with approved locks and electrical switches turned off when they are not in use and attended IAW AR 190-51?			
22. Are hoses to fuel pumps secured when not in use IAW AR 190-51?			
23. Are hatch covers and manifold access doors locked or sealed on fuel tank trucks containing fuel IAW AR 190-51 and Fort Sill Reg 190-13?			
24. Are brass locks used to secure fuel pods containing fuel IAW AR 190-51 and Fort Sill Reg 190-13?			
25. Are packaged POL products secured IAW AR 190-51?			
26. Are large POL packages (e.g., 55-gallon drums) stored to preclude their use as hiding places for pilfered items IAW AR 190-51?			
27. Are POL credit cards and identification plates centrally controlled, properly issued, and adequately protected IAW AR 190-51? <b>(MAJOR)</b>			
28. Are all issues accounted for and supervised by authorized persons IAW AR 190-51?			
29. Are all containers that can be used to carry fuel properly secured IAW AR 190-51?			
30. Are containers storing used POL marked and separately stored IAW AR 190-51?			
31. If bolt cutters are stored in the motor pool, are they secured and controlled IAW AR 19051, App F? <b>(MAJOR)</b>			

REMARKS:

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## Physical Security Supplies, Equipment & Materials Checklist

<b>Unit Inspected:</b>	<b>Date Inspected:</b>		
<b>Inspector's Name:</b>	<b>Phone No:</b>		
<b>References.</b>			
AR 190-51, Security of Unclassified Army Resources (Sensitive and Nonsensitive)			
Fort Sill Reg 190-13, Installation Physical Security and Crime Prevention			
<b>Questions.</b> (Note: "*" indicates questions that should be answered no.)			
	<b>YES</b>	<b>NO</b>	<b>N/A</b>
1. Are supply rooms and storage facilities constructed and secured IAW AR 190-51? <b>(MAJOR)</b>			
2. Is the proper level of protection provided for supplies and equipment according to the risk analysis results and IAW AR 190- 51 and Fort Sill Reg 190-1? <b>(MAJOR)</b>			
3. Are periodic command directed inventories conducted, as required, IAW AR 190-51?			
4. Is access to supply rooms and equipment storage controlled at all times IAW AR 190-51?			
5. Are storage facilities designated "Off Limits to Unauthorized Personnel" IAW AR 190-51?			
6. Is adequate lighting provided for storage areas IAW Fort Sill Reg 190-13?			
7. Is OCIE stored in a separate secure room, building or cabinet?			
8. Are separate containers designated strictly for absentee baggage?			
9. Are work buildings or rooms secured when unattended IAW AR 190-51?			
10. Are expendable supplies centrally stored in secure cabinets, containers or rooms IAW AR 190-51?			
11. Are credit cards stored in locked containers with limited and controlled access (personal possession) IAW AR 190-51?			
12. Are portable communications and electronics items secured under double barrier protection IAW AR 190-51? <b>(MAJOR)</b>			
13. Is communications and electronic equipment located in the interior of the facility as far from the exterior as possible IAW AR 190-51?			
14. Are audiovisual equipment and training aids secured IAW AR 190-51?			
15. Are simulated weapons stored in a locked metal container with controlled access IAW Fort Sill Reg 190-13?			
16. Are small office machines/computers properly secured (i.e., locked desk, cabinet, cable locks etc.) when not in use IAW AR 190-51?			

17. Are NBC storage areas posted "Off Limits to Unauthorized Personnel"?			
18. Is the NBC equipment secured in a separate building or room meeting the security standards?			
19. Are bolt cutter secured and controlled IAW AR 190-51, App F?			

REMARKS:

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## Glossary

### Section I

#### Abbreviations

**AA&E**

Arms, Ammunition and Explosives

**AR**

Army Regulation

**ARIMS**

Army Records Information Management System

**ASD**

Administrative Services Division

**AWOL**

Absent Without Leave

**BEQ**

Bachelor Enlisted Quarters

**BOQ**

Bachelor Officer Quarters

**BOSS**

Better Opportunity for Single Soldiers

**DA**

Department of the Army

**DAC**

Department of the Army Civilian

**DES**

Directorate of Emergency Services

**DHR**

Directorate of Human Resources

**DoD**

Department of Defense

**DOL**

Directorate of Logistics

**DPTMS**

Directorate of Plans, Training, Mobilization and Security

**FS**

Fort Sill

**GPD**

Global Positioning Device

**IAW**

In accordance with

**IMCOM**

Installation Management Command

**IRITA**

Integrated Requirements Information Tracking Application

**MAL**

Master Authorization List

**MICC**

Mission & Installation Contracting Command

**NCO**

Noncommissioned Officer

**NEC**

Network Enterprise Center

**NVD**

Night Vision Device

**PAO**

Public Affairs Office

**PCS**

Permanent Change of Station

**POL**

Petroleum, Oil and Lubricants

**POV**

Privately Owned Vehicle

**POW**

Privately Owned Weapons

**PSD**

Physical Security Division

**RMO**

Resource Management Office

**RDC**

Rear Detachment Commander

**SDO**

Staff Duty Officer

**SDNCO**

Staff Duty Noncommissioned Officer

**SF**

Standard Form

**SJA**

Staff Judge Advocate

**SOP**

Standard Operating System

**SSG**

Staff Sergeant

**SSQ**

Single Soldiers Quarters

**TDY**

Temporary Duty

**UCMJ**

Uniform Code of Military Justice

**USAFCOEFS**

United States Army Fires Center of Excellence and Ft. Sill

**USAG**

United States Army Garrison

## **Section II**

### **Special Abbreviations and Terms**

#### **BMS**

Balanced Magnetic Switch

#### **CCTV**

Closed Circuit Television

#### **LAW**

Light Anti-Tank Weapon

#### **LED**

Light Emitting Diode

#### **PIC**

Personal Identification Cipher

#### **PIM**

Passive Infrared Motion

#### **PIR**

Passive Infrared

#### **SARPS**

Small Arms Repair Parts