

CRM LESSON PLAN REPORT
CONTROL WEAPONS AND AMMUNITION IN THE ARMS ROOM
101-92Y10D01 / 06.1 ©

Approved
15 May 2019

Effective Date: 15 May 2019

SCOPE:

None

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Foreign Disclosure: FD2 - This training product has been reviewed by the training developers in coordination with the Fort Lee, VA 23801 foreign disclosure officer. This training product can be used to instruct international military students when the country meets specific criteria. Specify requirement(s) that each country must meet (select all that are appropriate): 1) Must purchase equipment through FMS AR 190-11; 2) Must be a member of a specific group or coalition N/A; 3) Must have an accepted clearance (must be authorized under an identified general security agreement with the US); 4) May not attend FD3 modules N/A; 5) Other N/A.

SECTION I. ADMINISTRATIVE DATA

All Course
Masters/POIs
Including This
Lesson

Courses

<u>Course Number</u>	<u>Version</u>	<u>Title</u>	<u>Phase</u>	<u>Status</u>
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None

POIs

<u>POI Number</u>	<u>Version</u>	<u>Title</u>	<u>Phase</u>	<u>Status</u>
551-92Y10	07.0 ©	Unit Supply Specialist	0	Commandant Approved

Task(s)
Taught(*) or
Supported

<u>Task Number</u>	<u>Task Title</u>	<u>Status</u>
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Individual

101-92Y-1301 (*)	Control Weapons and Ammunition in the Arms Room	Approved
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Reinforced
Task(s)

<u>Task Number</u>	<u>Task Title</u>	<u>Status</u>
101-92Y-1022	Inventory Property	Superseded
101-92Y-1025	Process Property Adjustment Documents	Obsolete
101-92Y-1021	Store Property	Approved
101-92Y-1020	Process Hand Receipts/Subhand Receipts	Superseded
101-92Y-1013	Maintain Unit Supply Files	Superseded
101-92Y-1019	Issue Property	Superseded

Knowledge

<u>Knowledge Id</u>	<u>Title</u>	<u>Taught</u>	<u>Required</u>
K0391	Know physical security standards	Yes	No

Skill

<u>Skill Id</u>	<u>Title</u>	<u>Taught</u>	<u>Required</u>
S0929	Recognizing physical security standards, concept, controls, and systems	Yes	No

Administrative/
Academic
Hours

The administrative/academic (50 min) hours required to teach this lesson are as follows:

<u>Academic</u>	<u>Resident Hours / Methods</u>		
Yes	6 hrs	10 mins	Demonstration
Yes	0 hrs	10 mins	Reflective Discussion
Yes	3 hrs	0 mins	Practical Exercise (Hands-On/Written)
Yes	4 hrs	30 mins	Discussion (Small or Large Group)
Total Hours(50 min):	14 hrs	0 mins	

Instructor
Action
Hours

The instructor action (60 min) hours required to teach this lesson are as follows:

<u>Hours/Actions</u>		
0 hrs	25 mins	Classroom Setup
Total Hours (60 min):	0 hrs	25 mins

Test Lesson(s)HoursLesson Number VersionLesson Title

None

Prerequisite Lesson(s)HoursLesson Number VersionLesson Title

None

Training Material Classification

Security Level: This course/lesson will present information that has a Security Classification of: U - Unclassified.

Foreign Disclosure Restrictions

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References

<u>Number</u>	<u>Title</u>	<u>Date</u>
AR 190-11	Physical Security of Arms, Ammunition and Explosives	17 Jan 2019
AR 190-13	The Army Physical Security Program	27 Jun 2019
AR 25-400-2	THE ARMY RECORDS INFORMATION MANAGEMENT SYSTEM (ARIMS)	02 Oct 2007
AR 25-50	Preparing and Managing Correspondence	17 May 2013
AR 710-2	SUPPLY POLICY BELOW THE NATIONAL LEVEL	28 Mar 2008
AR 735-5	Property Accountability Policies	09 Nov 2016
PAM 710-2-1	USING UNIT SUPPLY SYSTEM (MANUAL PROCEDURES)	01 Dec 2016

Student Study Assignment

None

Instructor Requirements

Primary Instructor and Assistant Instructor(s)

Support Personnel Requirements

Armorer

Computer System Analyst

Additional Support Personnel Requirements

<u>Name</u>	<u>Student Ratio</u>	<u>Qty</u>	<u>Man Hours</u>
Armorer Remarks:	0:0	1	1.0
Computer System Analyst Remarks:	0:0	1	14.0

**Equipment
Required
for Instruction**

<u>ID - Name</u>	<u>Student Ratio</u>	<u>Instructor Ratio</u>	<u>Spt</u>	<u>Qty</u>	<u>Exp</u>
5340-00-158-3805 - Padlock Remarks:	1:30	0:0	No	0	No
7021-01-C14-3190 - Computer, Micro Lap-Top Portable AC: M4500 Dell Remarks: 1 Computer for Instructor use 1 Computer for monitor's Table	0:0	0:0	No	2	No
7021-01-D01-0269 - PC Tablet, Data Entry: IPAD 2 WIFI 64GB Apple Remarks:	1:1	0:0	No	1	No
7025-01-C11-4208 - Printer, Daisy Wheel/Dot Matrix/:2335DN MFP Dell Remarks:	0:0	0:0	No	1	No
7050-01-C14-4309 - Interactive Pen Display: ID422W Smart Remarks:	0:0	0:0	No	1	No
7490-01-T00-0291 - Card Programmer: RFC-03G Turning Technologies Remarks:	1:1	0:0	No	0	No
7490-01-T00-0292 - Card Programmer: XRC-R02 Turning Technologies Remarks:	1:30	0:0	No	0	No

(Note: Asterisk before ID indicates a TADSS.)

**Materials
Required***Instructor Materials:*

1. Lesson plan.
2. Practical exercise (PE)
3. Practical exercise solution.
4. Required publications.
5. High security lock.
6. Secondary padlock.

Student Materials:

1. Practical exercise.
2. Student handout.
3. Required publications.
4. Blank sheet of paper.
5. Pen or pencil.

**Classroom,
Training Area,
and Range
Requirements**

<u>ID - Name</u>	<u>Quantity</u>	<u>Student Ratio</u>	<u>Setup Mins</u>	<u>Cleanup Mins</u>
17135-3000 Laboratory Instructional Building, 3000 Square Foot Remarks:		1:30	20	30

**Ammunition
Requirements**

<u>DODIC - Name</u>	<u>Exp</u>	<u>Student Ratio</u>	<u>Instruct Ratio</u>	<u>Spt Qty</u>
None				

**Instructional Guidance/
Conduct of Lesson**

NOTE: Before presenting this lesson, instructors must thoroughly prepare by studying this lesson and identified reference material.

NOTE: Instructor/Facilitator will ensure to incorporate ALM 2015 and OE experiences.

Army Learning Model

All instructors/facilitators will facilitate training under the Army Learning Model. Ensuring training is based on quality, relevance and effectiveness of face-to-face learning experiences through outcome-oriented instructional strategies. This type of instruction will foster critical thinking, initiative and operational relevance in context.

OE Integration

Instructors/facilitators will facilitate conversations from students and relate this lesson to current operational environments (OE) using personal experiences and/or examples obtained from the Center of Army Lessons Learned (CALL). Instructors/facilitators should provide sufficient OE variables and scenarios to produce the desired soldier training outcome for this lesson.

NOTE: Verify that training data is loaded on the instructor computer and the computer is operational.

**Proponent Lesson
Plan Approvals**

<u>Name</u>	<u>Rank</u>	<u>Position</u>	<u>Date</u>
hugo.feliciano	Not available	Approver	15 May 2019

SECTION II. INTRODUCTION

Method of Instruction: Discussion (Small or Large Group)
Mode of Delivery: Resident Instruction
Instr Type (I:S Ratio): Military - ICH (1:30)
Time of Instruction: 5 mins

Motivator

SLIDE 92Y10D01-1 (ON)

The Commander may designate you as the unit armorer. One of the most important duties you will have as the unit armorer is the control of the unit's arms, ammunition, and explosives. This responsibility must be taken very seriously. One could compare arms room security to bank vault security at the bank where your money is deposited. Access to the arms room is very similar except that the stakes are much higher as weapons and ammunition are involved. You must fully understand all of the physical security requirements and administrative procedures involved to properly secure all weapons and ammunition in the arms room without losing accountability.

Introduce the Control Weapons and Ammunition in the Arms Room lesson to the students.

SLIDE 92Y10D01-1 (OFF)

SLIDE 92Y10D01-2 (ON)

INSTRUCTOR NOTE: Review the Terminal Learning Objective with the students.

SLIDE 92Y10D01-2 (OFF)

Terminal Learning Objective

NOTE. Inform the students of the following Terminal Learning Objective requirements.

At the completion of this lesson, you [the student] will:

Action:	Control Weapons and Ammunition in the Arms Room
Conditions:	In a classroom environment and given the responsibility to control weapons and ammunition in the unit arms room. Given AR 190-11 (Physical Security of Arms, Ammunition, and Explosives), AR 190-13 (The Army Physical Security Program), AR 25-50 (Preparing and Managing Correspondence), AR 25-400-2 (The Army Records Information Management System (ARIMS)), AR 710-2 (Supply Policy Below the National Level), DA Pamphlet 710-2-1 (Using Unit Supply System (Manual Procedures)), Sensitive Item Inventory Listing, DA Form 2062 (Hand Receipt), DA Form 3161 (Request for Issue or Turn-In), DA Form 3749 (Equipment Receipt), Master Authorization List (MAL), DA Form 5513 (Key Control Register and Inventory), arms room, arms room keys, property records, access roster, restricted area signs, weapons/ammunition control log, equipment, local standing operating

	procedures (SOPs), local forms program, and a computer.
Standards:	Control weapons and ammunition in the arms room without losing supply accountability in accordance with AR 190-11, AR 190-13, AR 25-50, AR 25-400-2, AR 710-2, and DA Pamphlet 710-2-1.
Learning Domain - Level:	None assigned
No JPME Learning Areas Supported:	None

Safety Requirements

General classroom safety and electrical equipment safety procedures will be followed.

Warning: Do not place electrical equipment directly on wet ground, snow or ice for operation. Electrocutation can result if the equipment is operated without proper grounding. Before connecting the equipment to a power source, verify that all switches are in the off position. Equipment uses power line voltage. Serious injury or death may occur on contact. Observe all safety precautions when connecting power cables or performing maintenance.

Risk Assessment Level

Low - Tripping

Assessment: Caused by loose wires or liquids.

Controls: Ensure wires are properly secured; no food or drink in classroom or near equipment.

Leader Actions: Supervise and ensure guidance is followed by the students.

Environmental Considerations

NOTE: Instructor should conduct a risk assessment to include environmental considerations IAW the current environmental considerations publication, and ensure students are briefed on hazards and control measures.

NOTE: It is the responsibility of all Soldiers, DA Civilians, and Contractors to protect the environment from damage.

Instructional Lead-in

During this lesson you will learn how to maintain a high state of security of the arms, ammunition, and explosives that are entrusted to you in the armsroom. The Army's inventory of arms, ammunition, and explosives are a vital part of its readiness posture. Loss or theft of such equipment can foster fear in the public sector and create an image of the Army's inability to properly secure its assets.

SECTION III. PRESENTATION

TLO - LSA 1. Learning Step / Activity TLO - LSA 1. Identify physical security procedures for the Arms Room in accordance with AR 190-11, and DA Pam 710-2-1.

Method of Instruction: Discussion (Small or Large Group)

Mode of Delivery: Resident Instruction

Instr Type (I:S Ratio): Military - ICH (1:15)*

Time of Instruction: 2 hrs

Media Type: PowerPoint Presentation

Other Media: Unassigned

Security Classification: This course/lesson will present information that has a Security Classification of: U - Unclassified.

Note: Marked as (*) is derived from the parent learning object

a. Required Regulations governing Arms, Ammunition and Explosives (AA&E) in the arms room.

INSTRUCTOR NOTE: Refer the students to AR 190-11, Para 1-2 and Appendix A.

Explain to the students that there are other regulations that will assist them with guidance on physical security, such as AR 190-13, AR 710-2, AR 735-5, and DA Pam 710-2-1. Inform the students that they will visit the model arms room training facility or an arms room facility at the local training area (when available) to gain a better understanding of how an arms room is maintained.

SLIDE 92Y10D01-3 (ON)

b. Responsibilities:

INSTRUCTOR NOTE: Refer the students to AR 190-11, Para 1-12.

1) This regulation does not relieve responsible or accountable officers of their responsibility to account for property.

2) Persons issued or holding AA&E are responsible for properly securing such property while it is charged or entrusted to their care.

SLIDE 92Y10D01-3 (OFF)

SLIDE 92Y10D01-4 (ON)

3) Commanders and custodians of arms, ammunition and explosives will:

a) Comply with AR 190-11.

b) Ensure necessary measures are taken to safeguard AA&E at all times. This includes providing specific instructions in writing on individual responsibility for AA&E during operational and field training conditions, care and maintenance, and storage on, or when mounted on, vehicles and aircraft.

c) Report all losses (actual or suspected) or recoveries within 2 hours of initial detection to proper law enforcement agencies.

d) Fix responsibility when negligence is determined and take proper corrective action to prevent further loss.

SLIDE 92Y10D01-4 (OFF)

SLIDE 92Y10D01-5 (ON)

e) Ensure that AA&E storage facilities are checked, inventoried, and inspected as required by AR 190-11.

f) Appoint in writing, a commissioned officer, warrant officer, or noncommissioned officer as the unit PS/arms room officer to ensure that PS

requirements pertaining to the accountability and security of AA&E are met or exceeded.

g) Maintain an updated notification roster. The roster will contain the names and telephone numbers of personnel to be notified in the event of an alarm system malfunction or breach of security.

h) Ensure the security of any non-sensitive AA&E that does not meet the criteria for sensitive items by:

(1) Safeguarding from pilferage, theft and wrongful destruction.

(2) Ensuring that the security measures taken provide enough security based on threat assessment and vulnerability of the items concerned.

92Y10D01-5 (OFF)

92Y10D01-6 (ON)

c. Construction of facilities:

INSTRUCTOR NOTE: Go over the construction requirements listed in AR 190-11, Appendix G with the students.

SLIDE 92Y10D01-6 (OFF)

SLIDE 92Y10D01-7 (ON)

INSTRUCTOR NOTE: Refer the students to AR 190-11, Para 2-2, Appendix G, and the consolidated glossary.

1) The provisions of AR 190-11 are mandatory for construction of new permanent storage structures at land based installations that store sensitive AA&E. Modification to existing facilities will be accomplished in accordance with the criteria set forth in AR 190-11.

2) Qualified engineer personnel will verify the structure composition of AA&E storage facilities (for example, walls, ceilings, roofs, floors, and doors).

3) Statements will be prepared on DA Form 4604 (Security Construction Statement). Statements will indicate the highest construction category met for storage of AA&E (Category I, II, III, or IV AA&E items). The DA Form 4604 will be affixed to the interior wall of each AA&E storage facility.

4) The DA Form 4604 will be reevaluated by engineer personnel every 5 years.

5) Physical security personnel will monitor construction of new facilities and renovation of existing facilities.

6) In addition to meeting construction standards, storage of AA&E will meet physical security criteria, such as Intrusion Detection Systems (IDS), locks and hasps, lighting, security patrols, as necessary for the particular category of AA&E involved.

SLIDE 92Y10D01-7 (OFF)

SLIDE 92Y10D01-8 (ON)

d. Security of arms, ammunition, and explosives during training:

INSTRUCTOR NOTE: Refer the students to AR 190-11, Para 2-5 and Para 4-1.

1) AA&E deployed in the field for training or operational purposes will be secured at all times. Individuals issued or in possession of arms are responsible for security of this property while it is entrusted to their care.

a) Each weapon issued for training, operations, or any other reason will be carried on the person of the individual to whom issued at all times or it will be properly

safeguarded and secured. Except during emergencies, weapons will not be entrusted to the custody of any other person except those responsible for the security of operational weapons.

2) Field level munitions storage area (FLMSA) will be designated by the commander and used to temporarily hold unit level munitions in a field environment to meet training requirements.

- a) Access to the FLMSA will be strictly controlled.
- b) Perimeter barriers, either temporary or permanent, must be in place to preclude unauthorized entry into the storage area.
- c) Storage areas will be posted as a restricted area.
- d) Armed guards will be posted at the FLMSA to control entry and to protect the AA&E.

3) When storage in an arms storage room, modular vault or building impedes training or operational requirements, arms may be stored or installed on the vehicle or aircraft to which assigned or in other configurations per AR 190-11. Weapons stored or installed in tanks, vehicles or aircraft will be protected as part of the overall system in which they are installed or stored.

a) Commanders will establish appropriate security measures to ensure weapons stored or installed in tanks, vehicles or aircraft are protected at all times, particularly when unmanned.

(1) When not in use, tanks, vehicles or aircraft containing weapons will be parked inside a secure motor pool or an aircraft park area.

(2) When operational readiness permits, weapons mounted on tanks, vehicles or aircraft that are accessible and easily removable will be dismounted and secured inside the locked tank, vehicle, aircraft or other location. Weapons that are dismounted and secured inside the locked tank, vehicle, aircraft and weapons that remain installed on board will be made inoperative by removal of barrels or essential firing components.

(3) Weapon systems that are impractical to dismount, due to operational readiness or damage to the weapon system will be made inoperable by the removal of essential component or components. (AR 190-1, Table 4-1).

4) Large weapons (such as crew served weapons and mortar tubes) that cannot be secured in arms rooms or other arms storage facilities because of inadequate storage space, may be stored in a locked, totally enclosed armored vehicle. In such cases security measures as stated earlier apply.

5) Large weapons that cannot be secured in arms rooms may also be secured in other secure locations, such as a room made secure by compensatory measures. In such cases, protection and surveillance by guard or other personnel will be provided according to the risk category of the weapons involved. Such weapons will be rendered inoperable by removal of an essential component.

SLIDE 92Y10D01-8 (OFF)

SLIDE 92Y10D01-9 (ON)

e. Inspections and Audits:

INSTRUCTOR NOTE: Refer students to AR 190-11, Para 2-6.

1) The garrison commander will ensure that physical security (PS) inspections are conducted in accordance with AR 190-13 for AA&E governed by AR 190-11. There may be other circumstances when inspections may be necessary, such as:

- a) For new AA&E storage facilities, and before and immediately after occupancy.
- b) After a forced entry or attempted forced entry with or without theft.
- c) When a unit has received an unsatisfactory rating on a physical security inspection, re-inspection will be within 6 months.

2) Physical security inspections of AA&E deployed in the field for training and operations will be conducted to ensure these items are properly protected.

3) Inventory, accountability, issue, and turn-in procedures will be included in PS inspections to ensure the procedures support the PS program.

4) Persons authorized by the commander to exchange custody of an arms storage facility will conduct a physical count of the weapons and ammunition stored in the arms storage facility.

SLIDE 92Y10D01-9 (OFF)

SLIDE 92Y10D01-10 (ON)

f. Personnel:

INSTRUCTOR NOTE: Refer students to AR 190-11, Para 2-11.

1) Commanders will be selective in assigning personnel to duties involving control of AA&E. Only personnel who are mature and stable and have shown a willingness and capability to perform assigned tasks in a dependable manner will be assigned to duties, which involve responsibility for the control, accountability, and shipment of all categories of AA&E.

2) As part of the selection process, personnel assigned duties involved in the control, accountability, and shipment of AA&E will be screened and evaluated using DA Form 7281 (Command Oriented Arms, Ammunition, and Explosives (AA&E) Security Screening and Evaluation Records).

3) Completed DA Form 7281, will be kept on file within the command until the individual departs or is relieved of his or her AA&E-oriented duties.

4) Personnel assigned custody, maintenance, disposal, or security responsibilities for AA&E on military installations in the United States and its territories, or U.S. Citizens assigned to such duties overseas, will be subject to one of the following investigations and periodic reinvestigations.

a) Military personnel:

- (1) National Agency Check.
- (2) Local Agency Check.
- (3) Credit Check.

b) DOD Civilian personnel:

- (1) National Agency Check with written inquiries.
- (2) Credit Check.

c) Contract personnel:

- (1) National Agency Check.
- (2) Local Agency Check.

(3) Credit Check.

5) Commanders will determine the reliability and trustworthiness of the following personnel before they are assigned duties involving control of AA&E.

a) Personnel authorized unaccompanied access to arms and Category I and II ammunition and explosive storage facilities.

b) Personnel authorized to receive, store, or issue arms and Category I and II ammunition and explosives at such storage facilities.

c) Personnel authorized to issue or control keys to AA&E storage facilities in a) and b) above.

d) When personnel report for temporary duty at another station and work directly with AA&E, they are required to provide a copy of the DA Form 7281 from their primary station.

6) Commanders who are responsible for the supervision of the personnel and the AA&E will prohibit access to personnel when doubt exists as to their reliability or trustworthiness. All personnel will be required to undergo a command-oriented security screening or an equivalent foreign country check before access is authorized. The security screening will be designed to provide the commander reasonable assurance that personnel with character traits that raise significant doubt as to their honesty or stability are not afforded access.

7) At a minimum, the command-oriented security screening will include:

a) A personal interview of the individual conducted by his or her immediate commander or supervisor.

b) A request for medical check of active duty military personnel.

c) A personnel records check.

d) A records check of the PM, DES, or security office.

e) A record check of local civilian law enforcement agencies in the area of the person's residence if permitted by State or local laws.

8) Commanders who are responsible for the supervision of the personnel and the AA&E will deny access to personnel when doubt exists as to their reliability or trustworthiness. The following disqualifying factors will be considered:

a) Record of alcohol abuse.

b) Record of unauthorized use, sale, or possession of drugs and narcotics.

c) Record of mental instability or disorders.

d) Record of judicial or non-judicial punishment.

e) Any other trait, a record of conduct, or adverse information, which, in the commander's judgment would be prejudicial to reliability or trustworthiness.

9) Continuing evaluation of all personnel is essential to the success of the AA&E security screening policy. All personnel involved in AA&E will be fully cognizant of their responsibilities to observe and report promptly to the commander any incident or condition which might result in temporary or permanent disqualification. Security screening checks will be repeated every 3 years.

SLIDE 92Y10D01-10 (OFF)

SLIDE 92Y10D01-11 (ON)

g. Intrusion Detection System (IDS) and Signs:

INSTRUCTOR NOTE: Refer students to AR 190-11, Para 3-6, Para 4-2e, Para 4-16, and Appendix F.

Arms storage rooms storing Category II arms, GSA approved Class 5 weapons storage cabinets, and GSA approved security modular vaults will be provided with an approved IDS. Facilities without operational IDS require constant surveillance by armed guards for Category II arms while Category III and IV facilities require a check by security patrol at irregular intervals not to exceed 24 hours. (Para 4-2e). The IDS is an essential element of the physical security system. The IDS consists of a combination of electronic components, including sensors, control units, transmission lines, and monitoring units integrated to be capable of detecting all types of intrusion into an area protected by the system including the stay-behind threat. The IDS includes both interior and exterior systems. The system will be a DOD standardized system or a DA approved commercial system.

1) Central Monitoring Station.

a) A central monitoring station (CMS) will be provided at which alarms will present audible and visual alerts and from which a response force will be dispatched. The response force is not required to be collocated with the CMS.

b) The CMS will alarm with audible and visual alerts whenever the system detects possible intrusion into the protected area or when the system is turned off, malfunctions, or is placed in maintenance mode.

c) Some means of communication will be provided between the protected area and the CMS to coordinate status changes.

2) Response Force. The response force should respond to an activated alarm as soon as possible, but in no case may arrival time exceed 15 minutes.

3) Alarm circuitry.

a) Circuitry will be used that requires alarm signals to be cleared either at the CMS or from inside the protected area.

b) Circuitry will be configured to ensure that alarms that announce intrusion detection have priority over other events such as a power or communication change.

c) Use of alarm delay switches at RC facilities is prohibited.

d) On and off, access, maintenance mode, and secure switches not located at the CMS will be located within the protected area.

4) Sensors.

a) All AA&E storage facilities (other than bulk storage facilities) that require IDS will be protected by at least a heavy-duty industrial-grade balanced magnetic switch and a volumetric sensor such as a passive infrared sensor.

b) Walk-test lights should be disabled.

c) Boundary sensors, such as vibration sensors are encouraged.

d) Dual- and tri-technology sensors, without need for independent alarm condition sensing, are authorized.

e) Additional levels of protection, when practical, are encouraged (duress signaling components, for example) and will be considered for Category I and II arms storage facilities.

5) Personal identification numbers.

- a) A separate personal identification number (PIN) will be issued to each person whose duties require the ability to operate the IDS.
- b) The PINs will not be shared.
- c) The PINs will not be written anywhere except for official record maintained by the facility manager or designee.
- d) The PINs that have been or believed to be compromised will be immediately replaced.
- e) The PINs will be withdrawn immediately when the individual to whom it was issued departs the organization or no longer requires the ability to operate the IDS.
- f) The PINs will be secured to the same degree as afforded to IDS keys and to keys and combinations used to access the protected area.
- g) The PINs and IDS point of contact call rosters will be reviewed semiannually by the facility manager or designee.

6) Signs.

- a) Signs will be prominently displayed announcing the presence of IDS.
- b) All IDS signs will be affixed at general eye-level (when possible) on the exterior of each interior wall of the protected area that contains an entrance.
- c) All IDS signs will be affixed on exterior walls of the building only if the exterior wall contains an entrance to the protected area.
- d) Specifications for IDS signs are per AR 190-11, Appendix F.
- e) In non-English speaking overseas area, a sign in the language of the host country should be mounted alongside the English language sign. In the United States and its possessions where a major minority language is spoken, similar signs may be posted as a safety precaution.

7) Maintenance.

- a) Monthly operational checks will be conducted to ensure sensor activation and to visually inspect components and conduit for evidence of tampering.
- b) Each zone component will be checked and tested by alarm maintenance personnel a minimum of every 6 months during routine preventive maintenance.
- c) Maintenance will be provided by personnel who are qualified to install and repair IDS. Maintenance will be performed consistent with operational requirements to ensure continuous operation and reliability of each system.

SLIDE 92Y10D01-11 (OFF)

SLIDE 92Y10D01-12 (ON)

h. Arms Racks and Storage Container.

INSTRUCTOR NOTE: Refer students to AR 190-11, Para 4-2b.

1) When not in use, arms will be stored in banded crates, metal containers, approved standard issue racks or locally fabricated arms racks, and secured in approved weapons storage facilities. Standard issue approved metal wall lockers or metal cabinets may be used. Crates or containers will be banded, locked, or sealed in a way that will prevent weapon removal without leaving visible signs of tampering. Screws or bolts used in assembling containers, lockers, or cabinets will be made secure to prevent disassembly.

2) All weapons will be stored in standard issue DA approved arms racks. Consider

all arms racks that have an NSN and are not a part of a shipping container as DA approved. The continued use of existing locally fabricated arms rack is prohibited unless certified as security equivalent to standard issue racks by DA.

3) Modifications to existing DA approved arms racks, which have assigned NSNs, are prohibited without prior approval from DA.

4) All arms racks or containers will be locked with approved secondary padlocks. In facilities that are not manned 24 hours a day, rifle racks and containers weighing less than 500 pounds will be fastened to the structure (or fastened together in groups totaling more than 500 pounds) with bolts or with chains equipped with secondary padlocks.

5) Bolts used to secure racks will be spot welded, brazed, or peened to prevent easy removal. Chains used to secure racks (and containers) will be heavy-duty hardened steel, welded, straight links steel, galvanized of at least 5/16-inch thickness, or of equivalent resistance to force required to cut or break a secondary padlock.

SLIDE 92Y10D01-12 (OFF)

SLIDE 92Y10D01-13 (ON)

i. Security lighting.

INSTRUCTOR NOTE: Refer students to AR190-11, Para 4-2c.

1) Interior and exterior lighting will be provided for all arms storage buildings, buildings in which arms storage are located, and arms storage rooms. The lighting will be sufficient to allow guards (or individuals responsible for maintaining surveillance) to see illegal acts, such as forced entry or unauthorized removal of arms during hours of reduced visibility.

2) Areas appropriate for lighting include entrances to buildings, corridors, and arms rooms. When an arms room is located inside a building, the entrance door to the arms room will be illuminated. Arms rooms that are located within another room (for example, a supply room), do not require security lighting over the arms room door, instead the exterior door to that room (for example, supply room) will be illuminated.

3) Security lighting will also be provided for motor pools, hangers, and outside parking areas where vehicles or aircraft that have weapons installed or on board.

4) Switches for exterior lights will be installed so that they are not accessible to unauthorized individuals.

5) Exterior lights will be covered with wire mesh screen or equipped with vandal resistant lenses that will prevent the lights from being broken by thrown objects.

SLIDE 92Y10D01-13 (OFF)

SLIDE 92Y10D01-14 (ON)

j. Doors, locks and locking devices.

INSTRUCTOR NOTE: Refer students to AR 190-11, Para 4-2d.

INSTRUCTOR NOTE: Pass around a high security lock and secondary padlock while explaining their operations to the students.

1) Except for GSA approved Class 5 steel vault doors with built-in 3-position, changeable combination locks, and doors used for access to arms storage rooms or structures will be locked with an approved high security locking device or high security padlock and hasp providing comparable protection to the locks.

2) An approved high security shrouded hasp will be used to secure Category I and II AA&E storage facilities to enhance their security.

3) On existing storage facilities equipped with double-door protection, high security padlocks and hasps will be used on the most secure door. Secondary padlocks will be used to secure the other door of the double-door concept.

4) Other doors that cannot be secured from the inside with locking bars or dead bolts will be secured on the inside with secondary padlocks (for example, issue window or portal). When high security hasps are installed, locking bars and T-pins should be left in place to aid in opening and closing doors and prevent any misalignment of the hasps.

5) Key and lock controls will be established per AR 190-11, Para 3-8 and will be discussed later in this lesson.

SLIDE 92Y10D01-14 (OFF)

SLIDE 92Y10D01-15 (ON)

k. Additional Controls:

INSTRUCTOR NOTE: Refer students to AR 190-11, Para 4-2e, and Table 4-1.

1) Rendering weapons inoperable.

a) If the facility is not located on a military installation, weapons will be rendered inoperable by the method shown in Table 4-1 under any of the conditions below:

(1) A facility does not meet structural criteria.

(2) A threat is received.

(3) An IDS is inoperative for a period of 24 hours or longer.

(4) During periods of annual field training, if arms are left in the facility.

(5) Decision of the commander having direct security responsibility for the facility.

b) Storing removed items.

(1) The items removed for the purpose of rendering a weapon inoperable will be tagged with the weapons serial number to ensure return to the same weapon and secured in a separate building.

(2) Etching of weapon serial number on the removed parts is prohibited.

(3) The removed items will be stored in a locked container in a secure area away from the arms storage facility.

(4) If a secure area is not available for storage of these items, the container will be stored in the arms storage facility and secured to the structure with an approved lock and chain or equal methods when the container weighs less than 500 pounds.

l. Reserve Component (RC) weapons.

1) The Army policy of close cooperation between Active Army and RC activities is an essential element in eliminating the theft or loss of AA&E.

2) At times, RC activities may need to use local Active Army facilities for the temporary storage of AA&E as the result of emergency situations: (for example, during vehicle breakdown when transporting weapons), when an increased threat situation is forecast or present and during rifle matches.

3) Active Army facilities are authorized and encouraged to assist in temporarily securing RC items.

4) The receiving unit will ensure the accountability (number and type items, including serial numbers) of those items accepted for storage.

5) The above policy also applies between Reserve components as well as the temporary storage of Active stocks at Reserve storage facilities.

SLIDE 92Y10D01-15 (OFF)

SLIDE 92Y10D01-16 (ON)

m. Consolidated Arms Rooms (Ref: AR 190-11, Para 4-4 and DA Pam 710-2-1, Para 5-6d(9)).

INSTRUCTOR NOTE: Refer students to AR 190-11, Para 4-4.

1) Arms belonging to more than one unit or organization may be stored in the same arms room or arms storage facility.

2) One commander will be designated as having responsibility for the overall security of the consolidated storage facility, known as the landlord.

3) Procedures will be established to fix responsibility for issue, receipt, and physical accountability for arms, including ammunition, and all other sensitive items, stored in the consolidated storage facility per AR 710-2 and DA Pam 710-2-1.

4) Access controls will be established to ensure protection of each unit's arms.

5) Arms and other sensitive items will be segregated by unit.

a) Expanded metal mesh screening will be utilized to segregate units.

b) Units with small quantities of arms may use locked metal containers instead of separation by security cage.

c) Cages will be locked. Each cage will be identified with unit designation (name).

6) Procedures for such consolidated arrangements will be established in the SOP of the consolidated storage facility, or in the SOP of the higher headquarters. In addition to those procedures mentioned earlier, the SOP will establish who will obtain the operational load of ammunition, type/quantity, and the accountability of same for armed guard. It will also establish procedures for who is responsible for the armed guard in case of IDS failure for short and extended periods of time. The SOP will also include a plan for testing of the IDS. Reserve Components should also include in the plan who will take over such duties in the event of mobilization and who will be responsible for weapons left behind by mobilized unit.

INSTRUCTOR NOTE: Refer students to DA Pam 710-2-1, Para 5-6d(9).

7) A consolidated arms room operation requires establishment of a landlord/tenant relationship. This is needed to make the landlord responsible for physical security, including locking outer doors and controlling keys to those doors.

8) The landlord will be responsible for setting up proper standing operating procedures (SOP) for all using units including information as listed earlier. The landlord will also make sure the SOPs are followed. SOPs must also be developed for key control and for executing memorandum of agreement outlining responsibilities for sharing the arms room.

9) The landlord does not have to enter the property accountability chain of the using units to maintain effective physical security.

10) Tenant commanders are responsible for their own weapons and the keys to

their racks.

SLIDE 92Y10D01-16 (OFF)

SLIDE 92Y10D01-17 (ON)

n. Privately-Owned Weapons (POWs) and Ammunition:

INSTRUCTOR NOTE: Refer the students to AR 190-11, Para 4-5.

1) Commanders will establish procedures and publicize punitive policies that regulate privately-owned weapons, explosives, or ammunition on the installation. Such policies will provide for:

- a) Registration of firearms belonging to personnel living on the installation.
- b) Procedures for the carrying and use of weapons by hunters and marksmanship shooters using installation firing ranges.
- c) Identification of prohibited weapons, such as crossbows, numchucks, swords, throwing stars.

2) Commanders will ensure privately-owned arms and ammunition (including authorized war trophies) are protected on their installations and facilities.

Commanders will:

a) Secure arms and ammunition belonging to soldiers living on the installation in the installation armory or unit arms rooms in approved locked containers separate from the military AA&E. Storage requirements in AR 190-11 apply.

b) Installation commanders may authorized storage of these items in other locations on military installations, provided they are properly secured.

c) Account for and inventory the privately-owned arms and ammunition by conducting inventories when inventorying Government arms and ammunition.

(1) A DA Form 3749 (Equipment Receipt) will be issued for each privately-owned weapon secured in the arms room.

(2) Privately-owned weapons will be inventoried in conjunction with, and at the frequency of, the inventory of Government weapons.

(3) Commanders will establish limits on the quantity and type of privately-owned ammunition stored in the arms room, based upon availability of space and safety considerations.

(4) Prohibit retention and storage of incendiary devices and explosives.

d) Personnel keeping or storing privately-owned arms and ammunition (including authorized war trophies) on military installation will withdraw their privately-owned weapons and ammunition from the unit arms rooms only upon approval of the unit commander or the commander's authorized representative.

SLIDE 92Y10D01-17 (OFF)

SLIDE 92Y10D01-18 (ON)

o. Restricted Area Posting:

INSTRUCTOR NOTE: Refer the students to AR 190-11, Para 4-15 and AR 190-13, Para 6-4.

1) Except when such action would tend to advertise an otherwise concealed area or when in conflict with host nation agreements. Signs or notices will be posted in conspicuous and appropriate places to identify the AA&E facility as a restricted area. This includes signs posted at each entrance or approach to the area and on perimeter

fences or boundaries of the area.

2) Post signs so as not to provide concealment of an intruder or obstruct visual assessment.

3) Post conspicuous signs and notices to give people approaching a restricted area actual knowledge of the restriction.

4) Each sign or notice will be marked with the words **"RESTRICTED AREA"** and include the following warning notice: **THIS ACTIVITY HAS BEEN DECLARED A RESTRICTED AREA BY AUTHORITY OF THE INSTALLATION COMMANDER IN ACCORDANCE WITH THE PROVISIONS OF THE DIRECTIVE ISSUED BY THE SECRETARY OF DEFENSE ON 10 DECEMBER 2005, PURSUANT TO THE PROVISIONS OF SECTION 21, INTERNAL SECURITY ACT OF 1950. UNAUTHORIZED ENTRY IS PROHIBITED. ALL PERSONS AND VEHICLES ENTERING HEREIN ARE LIABLE TO SEARCH. PHOTOGRAPHY OF THE FACILITIES IS PROHIBITED WITHOUT SPECIFIC AUTHORIZATION FROM THE COMMANDER, DEADLY FORCE IS AUTHORIZED.**

5) In areas in which English is not the only common language, post warning signs that contain English and the local language.

SLIDE 92Y10D01-18 (OFF)

q. Security of Tools:

INSTRUCTOR NOTE: Refer the students to AR 190-11, Para 4-18.

1) Tools such as hammers, bolt cutters, chisels, crowbars, hacksaws, cutting torches, and similar items which could be used to assist in gaining unauthorized access to the arms storage facility must **NOT** be readily accessible to intruders.

2) Tools of this type should be removed from the vicinity of the arms storage facility or room. When an arms storage facility is the only security location available, such tools will be stored in a locked container within the facility.

3) When other secure storage facilities are reasonably available high-value items will be stored in arms storage facilities. Such items include field glasses, compasses, and highly valuable items subject to pilferage.

Check on Learning:

Determine if the students have learned the material presented by soliciting student questions and explanations.
Ask the students questions and correct misunderstandings.

Question: What chapter in AR 190-11 describes the specifications for the Intrusion Detection System Signs?

Answer: Chapter 3.

Question: The commander must appoint in writing, a commissioned officer, warrant officer, or noncommissioned officer to act as what for the unit?

Answer: Physical Security/Arms Room Officer.

Question: If an arms rack weighs less than 500 pounds,

what must be done to meet physical security requirements?

Answer: Must either be secured to the building or secured together with other racks to total over 500 pounds.

Review Summary:

Conduct a Review/Summary of the information presented in this Learning Step.

TLO - LSA 2. Learning Step / Activity TLO - LSA 2. Maintain Key Control. (References: AR 190-11, Chapter 3, paragraph 3-8; AR 25-50, Chapter 2, paragraphs 2-3 and 2-4)

Method of Instruction: Demonstration

Mode of Delivery: Resident Instruction

Instr Type (I:S Ratio): Military - ICH (1:15)*

Time of Instruction: 2 hrs

Media Type: PowerPoint Presentation

Other Media: Unassigned

Security Classification: This course/lesson will present information that has a Security Classification of: U - Unclassified.

Note: Marked as (*) is derived from the parent learning object

SLIDE 92Y10D01-19 (ON)

a. The unaccompanied access roster (memorandum) will be prepared to inform an individual that he or she is being designated to do a specific job on behalf of the commander.

INSTRUCTOR NOTE: Refer students to AR 190-11, Para 3-8. Review the contents of the paragraph. Have the students open the Microsoft Word program or get a blank sheet of paper and a pencil.

b. Remind students that the commander will select assigned personnel to perform duties involving control of arms room and each individual selected must be personally screened and evaluated. These individuals, after passing the initial screening and any specific requirements, will be listed on the Unaccompanied Access Roster.

SLIDE 92Y10D01-19 (OFF)

SLIDE 92Y10D01-20 (ON)

INSTRUCTOR NOTE: Have students refer to AR 190-11, Para 2-11. Review the contents of the paragraph.

c. Prepare the Unaccompanied Access Roster (memorandum).

INSTRUCTOR NOTE: Explain when personnel depart the unit or become disqualified, a new roster must be prepared.

1) Top center and five spaces down. Enter in **[DEPARTMENT OF THE ARMY]** for header.

2) Under DEPARTMENT OF THE ARMY, enter in **[Headquarters and Headquarters Company]**.

3) Under Headquarters and Headquarters Company, enter in **[13th Military Police Battalion]**.

4) Under 13th Military Police Battalion, enter **[Fort Lee, Virginia 23801]**.

5) Two spaces down, starting at the left margin. Enter **[ASTM-MP-HHC]** for the office symbol.

6) At the right margin, on the same line as the office symbol, enter the date. Enter

[1 October 20XX] for the date.

7) Three spaces down, under office symbol. Enter **[MEMORANDUM FOR RECORD]**.

8) Two spaces down, under MEMORANDUM FOR PERSONNEL CONCERNED, enter **[SUBJECT: Unaccompanied Access Roster]**.

9) Three spaces down, under SUBJECT: Unaccompanied Access Roster, enter in
1. Under the provisions of AR 190-11, the following named personnel are authorized unaccompanied access to the Arms Room Storage Facility located in Building 4210 during normal duty hours or in the event of an emergency.

Name	Rank	SSN (LAST 4)	Position
Carrie Williams	1LT	6534	Supply Officer
Ken Starr	SGT	9012	Armorer
Sally Ride	SPC	1234	Assistant Armorer

10) Two spaces down under the names, enter

2. Above personnel have been screened and have a completed and approved DA form 7281 on file in accordance with AR 190-1, Para 2-11.

11) Two spaces down, enter

3. POC for this memorandum is SSG Carl Love at 765-8591.

12) Five spaces down and center. Enter **[KATHLEEN MILLER, CPT, MP Commanding]**.

INSTRUCTOR NOTE: If the students are using Microsoft Word and a computer, have the student print the Unaccompanied Access Roster at this time.

13) Have the commander sign above the signature block.

SLIDE 92Y10D01-20 (OFF)

SLIDE 92Y10D01-21 (ON)

d. Distribution of the Unaccompanied Access Roster.

- 1) Unaccompanied Access Roster will be kept within the unit, agency, or organization.
- 2) Names and duty positions of these persons will be posted inside the arms room.
- 3) Protect Unaccompanied Access Roster from public view.
- 4) Maintain a copy in the unit Charge of Quarters (CQ) SOP book.
- 5) Forward a copy to Provost Marshall.

e. Place completed copies of Unaccompanied Access Roster in file FN: 1v1 inside the arms room.

SLIDE 92Y10D01-21 (OFF)

SLIDE 92Y10D01-22 (ON)

f. Key and Lock Controls.

INSTRUCTOR NOTE: Refer students to AR 190-11, Para 3-8.

- 1) Only approved locks and locking devices (including hasps and chains) will be used.
- 2) Keys will be signed out to authorize personnel as needed, on a key control register. The DA Form 5513 (Key Control Register and Inventory) will be used to meet the requirements of AR 190-11. When not in use, the key control register will be kept in a locked container that does not contain or store classified material and to which

access is controlled.

3) Keys and combinations to locks for AA&E storage facilities, arms racks, IDS (operational or maintenance), or key containers will not be removed from the installation except to provide for protected storage elsewhere.

4) Keys to locks securing key containers will be afforded physical protection equivalent to that provided by the key container itself. Keys to AA&E storage buildings, rooms, racks, containers, and IDS will be maintained separately from other keys and accessible only to those individuals whose official duties require access to them.

a) A current roster of these individuals will be kept within the unit, agency, or organization. The roster will be protected from public view.

b) The roster will be signed by the designated official and contain the names of those individuals authorized to receive keys from the key custodian.

c) At no time will keys be in the custody of a person not listed on the roster.

SLIDE 92Y10D01-22 (OFF)

SLIDE 92Y10D01-23 (ON)

5) A key control register will be maintained at the unit level to ensure continuous accountability for keys, ensure positive control of keys, and establish responsibility for the custody of stored AA&E. Key control registers will contain printed name and signature of the individual receiving the key, date and hour of issuance, serial number or other identifying information of the key, printed name and signature of the person issuing the key, date and hour key was returned, and the printed name and signature of the individual receiving the returned key. Completed key control registers will be retained for 1 year.

6) Keys to AA&E storage buildings, rooms, racks, containers, and IDS may be secured together in the same container. However, keys required for maintenance and repair of IDS including keys to the control unit door and monitor cabinet, will be kept separate from other operational IDS keys and access permitted only to authorized maintenance personnel.

7) The primary and secondary arms room keys may be placed in separately locked metal containers and secured with an approved locking device. The secondary/alternate keys will be stored at the next higher command in a secure location that is multiple drawer security container.

8) When arms and ammunition are stored in the same areas, keys to those storage areas may be maintained together, but separately from other keys that do not pertain to AA&E storage. The number of keys will be held to the minimum essential. Keys may not be left unattended or unsecured at any time.

9) When not attended or in use, keys will be secured in a locked container. Any GSA approved security container, or equivalent container or key container or at least 20-gauge steel, is acceptable for storing such keys. An appropriate locking system will be used to lock the key container. The key container will be located in a room where it is kept under surveillance or in a room that can be locked during non-duty hours. Procedures will be established to preclude access to stored keys which require 2-person control.

10) When combinations, codes, or electronic equipment are used in lieu of keys, the control procedures used for keys will apply to maintain the integrity of the combinations, codes, or electronic equipment.

SLIDE 92Y10D01-23 (OFF)

SLIDE 92Y10D01-24 (ON)

11) In the event of lost, misplaced, or stolen keys, a commander's inquiry (Commander's investigation) will be conducted immediately. The affected locks or cores to locks will be replaced immediately.

12) The use of master key systems is prohibited.

13) A key and lock custodian, whose duties include assuring proper handling of keys and locks, will be appointed in writing. Only the commander and the key custodian will issue and receive keys to and from individuals on the key access roster. Personnel listed on the roster may transfer custody, in writing, among themselves. The key and lock custodian's duties will also include procurement and receipt of keys and locks, and investigation of lost or stolen keys.

14) The key and lock custodian will maintain a key control register at all times to ensure continuous accountability for keys of locks used to secure AA&E. At no time will the primary and alternate key custodian be the same as the primary and alternate armorer or be on the unaccompanied access roster.

15) Locks and their keys will be inventoried by serial number semiannually. Padlocks and keys which do not have a serial number will be given one. This number will be inscribed on the lock or key as appropriate. The records will be maintained in unit files for a minimum of 1 year. A key and lock inventory will contain a record of keys, locks, key serial numbers, lock serial numbers, location, and the number of keys maintained for each lock. This record will be stored in the key depository.

16) Combinations to locks on vault doors or GSA approved Class 5 or Class 6 security containers will be changed annually or upon change of custodian, armorer, or other person having knowledge of the combination, or when the combination has been subject to possible compromise. Combinations will also be changed when a container is first put into service.

SLIDE 92Y10D01-24 (OFF)

SLIDE 92Y10D01-25 (ON)

INSTRUCTOR NOTE: Have students power up their systems. Using the forms program or manual forms, have each student select the DA Form 5513. Ensure that all students have a DA Form 5513 displayed on their monitors. Provide students with a paper copy if electronic version of form is not available. Refer students to AR 190-11, Para 3-8.

h. Prepare a DA Form 5513

1) Enter the information on DA Form 5513 in accordance with AR 190-11.

2) Prepare the DA form 5513 for Arms Room Facility.

3) Enter **[HHC, 13th Military Police Battalion (Arms Room)]** in the unit or activity block.

INSTRUCTOR NOTE: Explain to the students that before entering the keys on the DA Form 5513, the keys and locks must first be inventoried to be certain that you have a

set of keys for each lock. One set will go on a key ring for the arms room. The other set will be secured in an envelope, sealed, and signed across the seal by the Armorer. This set is stored in your battalion S2 safe. If there are more than 40 keys that need to be entered on the DA Form 5513, use an additional DA Form 5513 as a continuation sheet, continuing the numbering sequence on the continuation sheet.

INSTRUCTOR NOTE: Explain to the students that the "FROM" date will be the date that the form is first used to sign out keys, the "TO" date will be the date that is on the last line when the form is completely filled out.

4) Enter [25594, 32132, 33543, 34211, 37899, and 39400] for key control numbers.

INSTRUCTOR NOTE: Inform students that all signatures required will be entered after printing the form. Have students print the form.

5) Enter [17 October 20XX] for the period covered "FROM".

6) Enter [1 - 6] for the key number issued.

7) Enter [17 Oct XX/0730] in issued date and time block.

8) Enter [Zandis Spencer] for the person issuing the keys.

9) Sign with the appropriate signature on the bottom line.

10) Enter [Ken Starr] for the person receiving the keys.

11) Sign with the appropriate signature on the bottom line.

INSTRUCTOR NOTE: Inform the students that the "TURNED IN" blocks are completed when the keys are returned.

12) Enter [17 Oct XX/1730] for date and time keys are returned.

13) Enter in [Zandis Spencer] for the person receiving the keys.

14) Sign with the appropriate signature on the bottom line.

SLIDE 92Y10D01-25 (OFF)

i. Perform a semiannual inventory.

INSTRUCTOR NOTE: Refer students to AR 190-11, Para 3-8n.

1) Locks and their keys will be inventoried by serial number semiannually.

2) Padlocks and keys which do not have a serial number will be given one. This number will be inscribed on the lock or key as appropriate.

3) Conduct an inventory of both sets of keys. The Armorer must go to the Battalion S2 and sign out the second set of keys. Verify that all serial numbers are the same on the front side of the DA Form 5513.

INSTRUCTOR NOTE: Inform the students that if there are any lock and key changes, the serial number must be lined out and new serial number added to the DA Form 5513 on the next available line.

4) A key and lock inventory will contain a record of keys, locks, key serial numbers, lock serial numbers, location, and the number of keys maintained for each lock. This record will be secured in the key depository.

5) Fill out (Joint/Semiannual) Inventories section of DA Form 5513.

SLIDE 92Y10D01-26 (ON)

INSTRUCTOR NOTE: The keys will be inventoried when the key custodian changes or when required for a semiannual inventory.

1) Enter [16 April 20XY] as the date the semiannual inventory was conducted.

2) Enter **[Zandis Spencer]** in Print Name and Signature block and sign with the appropriate signature.

6) The inventory records will be maintained in unit files for a minimum of 1 year.

SLIDE 92Y10D01-26 (OFF)

Check on Learning:

Determine if the students have learned the material presented by soliciting student questions and explanations. Ask the students questions and correct misunderstandings.

Question: Keys will be signed out using what form?

Answer: DA Form 5513.

Question: Completed Key Control Register and Inventory Form will be kept in the unit files for how long?

Answer: 1 year.

Question: When do combinations to locks on vault doors need to be changed?

Answer: Annually or upon change of custodian, armorer, or other person having knowledge of combination, or when the combination has possibly been compromised.

Review Summary:

Conduct a Review/Summary of the information presented in this Learning Step.

TLO - LSA 3. Learning Step / Activity TLO - LSA 3. Receive weapons from the Supply Support Activity (SSA). (References: AR 190-11, Para 4-2; AR 190-13, Para 6-4; DA Pamphlet 710-2-1, Para 9-2)

Method of Instruction: Discussion (Small or Large Group)

Mode of Delivery: Resident Instruction

Instr Type (I:S Ratio): Military - ICH (1:15)*

Time of Instruction: 20 mins

Media Type: PowerPoint Presentation

Other Media: Unassigned

Security Classification: This course/lesson will present information that has a Security Classification of: U - Unclassified.

Note: Marked as (*) is derived from the parent learning object

a. You must apply the principles that have been learned in earlier lessons concerning accountability and inventory of equipment and supplies. Inventory the items as follows:

INSTRUCTOR NOTE: Explain to the students why it is important to inventory items received from the SSA. Refer students to DA Pam 710-2-1, Para 9-2.

SLIDE 92Y10D01-27 (ON)

- 1) Ensure the items are for your unit.
- 2) Verify that the item matches the description on the receipt document.
- 3) Count all items.

- 4) Inventory components of end items for completeness.

SLIDE 92Y10D01-27 (OFF)

SLIDE 92Y10D01-28 (ON)

- 5) Verify the serial/lot numbers when items with serial/lot numbers are received.
- 6) Perform a visual check of the condition of the items.

NOTE: If serviceability of an item is questionable, notify the property book officer (PBO).

7) Sign the receipt document after actions in 1) through 6) above have been completed.

b. Secure weapons in arms room racks and storage containers.

INSTRUCTOR NOTE: Refer students to AR 190-11, Para 4-2b.

1) Store arms in banded crates, metal containers, approved standard issue racks or locally fabricated arms racks, and secure them when not in use. Standard issue approved metal wall lockers or metal cabinets may be used.

2) Ensure that crates or containers are banded, locked or sealed in a way that will prevent weapon removal without leaving visible signs of tampering.

3) Lock all weapons and storage containers with approved secondary padlocks. In facilities that are not manned 24 hours a day, rifle racks and containers weighing less than 500 pounds will be fastened to the structure with bolts or chains equipped with secondary padlocks.

a) Bolts used to secure racks will be spot welded, brazed or panned to prevent easy removal.

b) Chains used to secure racks and containers will be heavy duty hardened steel, welded, straight links steel, galvanized of at least 5/16-inch thickness or of equivalent resistance to force required to cut or break a secondary padlock.

SLIDE 92Y10D01-28 (OFF)

Check on Learning:

Determine if the students have learned the material presented by soliciting student questions and explanations.
Ask the students questions and correct misunderstandings.

Question: What paragraph in DA Pam 710-2-1 describes the procedures for the receipt and issue of property inventory?

Answer: Paragraph 5-6.

Review Summary:

Conduct a Review/Summary of the information presented in this Learning Step.

TLO - LSA 4.

Learning Step / Activity TLO - LSA 4. Create a Master Authorization List (MAL). (Reference: DA Pamphlet 710-2-1, Chapter 5, paragraph 5-6d)

Method of Instruction: Demonstration

Mode of Delivery: Resident Instruction

Instr Type (I:S Ratio): Military - ICH (1:15)*

Time of Instruction: 25 mins

Media Type: PowerPoint Presentation

Other Media: Unassigned

Security Classification: This course/lesson will present information that has a Security Classification of: U - Unclassified.

Note: Marked as (*) is derived from the parent learning object

INSTRUCTOR NOTE: Refer students to DA Pam 710-2-1, Para 5-6 and the blank MAL in the student handout.

SLIDE 92Y10D01-29 (ON)

- a. Obtain unit personnel roster from the servicing personnel action (S-1/PAC).
- b. Create the MAL by separating sections by the type of weapons.
- c. The MAL is local produced and must contain the following information.
 - 1) Butt number assigned to the weapons.
 - 2) Weapons serial number.
 - 3) Unit to which the individual is assigned.
 - 4) Name of the individual who will receive the assigned weapon.
 - 5) Rank of the individual who will receive the assigned weapon.
 - 6) Special information in the "Remarks" block.
 - a) Weapon in Field maintenance.
 - b) Weapon on temporary hand receipt.
 - c) Weapon unassigned.
- d. Assign weapons in accordance with the unit's MTOE, and by the duty position of each individual in the unit.
- e. Retain a copy of the MAL in the arms room.
- f. Keep MAL updated by showing personnel and weapon changes in the unit.

SLIDE 92Y10D01-29 (OFF)

SLIDE 92Y10D01-30 (ON)

- g. Complete the MAL as follows:

INSTRUCTOR NOTE: Inform the student that when they are assigned to a unit, they would use the personnel roster to validate the entries on the MAL. For classroom purposes this information will be provided. Refer students to the MAL provided in the student handout. Begin by preparing the MAL for the M9, Pistol using the following information:

- 1) Enter [**HHC, 13th Military Police Battalion**] in the unit block.
- 2) Enter [**Fort Lee, VA 23801**] in the station block.
- 3) Enter [**1**] in the slot/butt number column.
- 4) Enter [**M9**] in weapon type column.
- 5) Enter [**1251665**] in the serial number column.
- 6) Enter [**Miller, Kathleen**] in the assigned to column.
- 7) Enter [**CPT**] in the rank column.
- 8) Enter [**Commander**] in the section column.

INSTRUCTOR NOTE: Have students enter the additional 9mm information from the student handout to the MAL.

INSTRUCTOR NOTE: Explain to the students that they should always skip one line between the different types of weapons that are listed on the MAL. The next type of weapon that you will enter is the M16A2 Rifle.

- 9) Enter **[1]** in the slot/butt number column.
 - 10) Enter **[M16A2]** in the weapons type column.
 - 11) Enter **[9188477]** in the serial number column.
 - 12) Enter **[Freeman, Louie]** in the assigned to column.
 - 13) Enter **[SSG]** in the rank column.
 - 14) Enter **[Motor Pool]** in the section column.
 - 15) Enter **[2]** in the slot/butt number column.
 - 16) Enter **[M16A2]** in the weapons type column.
 - 17) Enter **[9190146]** in the serial number column.
 - 18) Enter **[Unassigned]** in the Remarks column (this weapon is not currently assigned to anybody).
- INSTRUCTOR NOTE:** Have the students enter the additional M16A2 information from the student handout to the MAL.
- INSTRUCTOR NOTE:** Inform the student to skip three lines prior to entering the information for the two M249 machine guns.
- 19) Enter **[1]** in the slot/butt number column.
 - 20) Enter **[M249]** in the weapon type column.
 - 21) Enter **[2454924]** in the serial number column.
 - 22) Enter **[Robinson, Eileen]** in the assigned to column.
 - 23) Enter **[SPC]** in the rank column.
 - 24) Enter **[Supply]** in the section column.
 - 25) Enter **[2]** in the slot number column.
 - 26) Enter **[M249]** in the weapon type column.
 - 27) Enter **[2454925]** in the serial number column.
 - 28) Enter **[Unassigned]** in the remarks column.
- SLIDE 92Y10D01-30 (OFF)**

Check on Learning:

Determine if the students have learned the material presented by soliciting student questions and explanations. Ask the students questions and correct misunderstandings.

Question: What paragraph in DA Pam 710-2-1 covers procedures for preparing the MAL?

Answer: Paragraph 5-6.

Question: Weapons are to be assigned using what?

Answer: The unit's MTOE and by the duty position of each individual in the unit.

Question: How often is the MAL updated?

Answer: The MAL should be updated as personnel and weapons change in the unit.

Review Summary:

Conduct a Review/Summary of the information presented in

this Learning Step.

TLO - LSA 5. Learning Step / Activity TLO - LSA 5. Prepare DA Form 3749. (Reference: DA Pamphlet 710-2-1, Paragraph 5-6 and Figure 5-5)

Method of Instruction: Demonstration

Mode of Delivery: Resident Instruction

Instr Type (I:S Ratio): Military - ICH (1:15)*

Time of Instruction: 25 mins

Media Type: PowerPoint Presentation

Other Media: Unassigned

Security Classification: This course/lesson will present information that has a Security Classification of: U - Unclassified.

Note: Marked as (*) is derived from the parent learning object

a. Use of DA Form 3749 (Equipment Receipt)

SLIDE 92Y10D01-31 (ON)

INSTRUCTOR NOTE: Refer the students to DA Pam 710-2-1, Para 5-6 and the MAL that they just completed in the student handout.

- 1) Use DA Form 3749 to assign responsibility for property that is issued to the same person for brief recurring periods.
- 2) Prepare a DA Form 3749 for each individually assigned weapon and other items.
- 3) Prepare and issue a new DA Form 3749 when a new member is assigned to the unit, when a different item is assigned to an individual, or when the card is lost, mutilated or destroyed.
- 4) **DO NOT** prepare a new DA Form 3749 when there is a change of the responsible officer (Commander).

SLIDE 92Y10D01-31 (OFF)

SLIDE 92Y10D01-32 (ON)

INSTRUCTOR NOTE: Instruct the students to power up their computer systems and access the forms program. Have the students select the DA Form 3749. Check all computer monitors to verify that students have a DA Form 3749 displayed. If a computer is unavailable, ensure that students have DA Form 3749 available. The student will use some of the information from the MAL they completed in the previous section to complete the DA Form 3749.

INSTRUCTOR NOTE: Refer students to DA Pam 710-2-1, Figure 5-5.

b. Prepare the DA Form 3749 as follows:

- 1) **Block 1**, Enter the name of the unit. Enter [**HHC, 13th Military Police Bn**] in the unit block.
- 2) **Block 2**, Enter a locally designed number. This will be the slot/butt number of the weapon. Enter [**1**] in the RECEIPT NO. block.
- 3) **Block 3**, Enter the national stock number of the item being described. Enter [**1005-01-128-9936**] in the STOCK NO. block.
- 4) **Block 4**, Enter the serial number of the item when recorded on the property book, hand, or sub-hand receipt. Enter [**9188477**] in the SERIAL NO. block.
- 5) **Block 5**, Enter the nomenclature of the item. Enter [**Rifle, 5.56mm M16A2**] in the ITEM DESCRIPTION block.

6) **Block 6**, Enter the name of the section, squad etc., which issues the equipment. Enter **[Arms Room]** in Block 6.

7) **Block 7**, Enter the name of the person who will receive the equipment. Enter **[Freeman, Louie]** in the NAME block.

8) **Block 9**, The person who will receive the equipment will sign this block, Leave block 9 blank. The person listed in Block 7 will sign when the form is printed.

9) **Block 10**, Enter the grade of the person who will receive the equipment. Enter **[SSG]** in the GRADE block.

INSTRUCTOR NOTE: Have the students print the DA Form 3749 they just prepared. Explain to the students that the individual receiving the card should read the instructions on the reverse side before he or she signs the card.

10) Have the Soldier sign the DA Form 3749 in Block 9.

11) **(Signature of Issuing Officer)**, the responsible officer of the unit will sign in the space indicated. Ensure the commander or the responsible officer of the unit signs the card in the space provided on the back of the card.

12) Issue the card to the soldier.

SLIDE 92Y10D01-32 (OFF)

SLIDE 92Y10D01-33 (ON)

c. When using the DA Form 3749, weapons will be controlled as follows:

1) When an individually assigned weapon is issued for 24 hours or less, the soldier need only surrender the DA Form 3749 to the armorer.

2) When individually assigned weapons are issued for periods over 24 hours, the receiving soldier must surrender the DA Form 3749 to the armorer and make an entry on the control sheet or the log that contains the date of the issue.

3) When weapons are turned in, the person receiving the weapon will close out the control sheet entry and return the DA Form 3749 to the soldier.

4) Keep weapon control sheet(s) in the unit active file until completion of the next monthly serial number inventory.

5) When a single item is to be issued to more than one person (i.e. Crew Served weapons), prepare a DA Form 3749 for each authorized user of the weapon. When the weapon is withdrawn from the arms room, the individual's DA Form 3749 is surrendered to the armorer and the individual also signs the control log regardless of the time period the weapon will be issued.

6) When other than the individually assigned weapons are issued, use hand receipt or temporary hand receipt procedures. Control sheet entries are also required.

INSTRUCTOR NOTE: Remember, you prepare and issue DA Form 3749 anytime a new soldier is assigned to the unit, and old card is lost, mutilated or destroyed, or when the soldier is assigned a different item.

SLIDE 92Y10D01-33 (OFF)

Check on Learning:

Determine if the students have learned the material presented by soliciting student questions and explanations. Ask the students questions and correct misunderstandings.

Question: What form should be used to assign responsibility for property that is issued to the same person for brief recurring periods?

Answer: DA Form 3749.

Question: True or False. A new DA Form should be prepared when a new commander arrives at the unit?

Answer: False.

Question: When a soldier returns his/her weapon to the arms room, what should the armorer do with the DA Form 3749 for that weapon?

Answer: The DA Form 3749 should be returned to the soldier.

Review Summary:

Conduct a Review/Summary of the information presented in this Learning Step.

TLO - LSA 6. Learning Step / Activity TLO - LSA 6. Complete a Weapons/Ammunition Control Log for issue and turn-in. (Reference: DA Pamphlet 710-2-1, Chapter 5, paragraph 5-6)

Method of Instruction: Discussion (Small or Large Group)

Mode of Delivery: Resident Instruction

Instr Type (I:S Ratio): Military - ICH (1:15)*

Time of Instruction: 25 mins

Media Type: PowerPoint Presentation

Other Media: Unassigned

Security Classification: This course/lesson will present information that has a Security Classification of: U - Unclassified.

Note: Marked as (*) is derived from the parent learning object

SLIDE 92Y10D01-34

INSTRUCTOR NOTE: Refer the student to DA Pam 710-2-1, Para 5-6, and the Weapons/Ammunition Control Log in their student handout. Explain to the students that this form may be created locally using an Army forms program.

a. The unit must maintain a Weapons/Ammunition Control Log for use.
b. The Weapons/Ammunition Control Log is locally produced, and must include the following information:

- 1) Prepare log column for the name of the unit.
- 2) Prepare log column for the name of the installation where the unit is located.
- 3) Prepare log column for the present month.
- 4) Prepare log column for the lot number information.
 - a) Butt number assigned to the weapon(s) being issued.
 - b) Log number when issuing ammunition.
- 5) Prepare log column for serial number(s) of the weapon(s) being issued.
- 6) Prepare log column for type of weapon being issued.
- 7) Prepare log column for date and time the weapon/ammunition is used.
- 8) Prepare log column for the ammunition and number of rounds issued, if any, otherwise draw a line across the block.

9) Prepare log column for issue to information.

a) Individual receiving the weapon prints his or her name.

b) Individual receiving the weapon enters his or her signature as it appears on the DA Form 3749.

INSTRUCTOR NOTE: refer students to the Weapons/Ammunition Control Log in the student handout.

c. The unit must maintain a Weapons/Ammunition Control Log for use as follows:

1) When weapons/ammunition are issued, the Weapons/ammunition Control Log will contain the date of issue, nomenclature, and serial number (log number for ammo) of the weapon/ammo issued, as well as the time of issue and the signature of the individual receiving the weapon/ammo.

2) When weapons/ammunition is turned in, the armorer will close out the control log and return the Soldier's DA Form 3749. The armorer receiving the weapon will enter the date time, and his or her initials on the control log.

SLIDE 92Y10D01-34 (OFF)

Check on Learning:

Determine if the students have learned the material presented by soliciting student questions and explanations. Ask the students questions and correct misunderstandings.

Question: What type of form is the Weapons/Ammunition Control Log?

Answer: It is a locally produced form.

Question: When weapons/ammunition are turned into the arms room after use, who will close out the control log?

Answer: The armorer receiving the weapon will enter the date, time and enter his/her initials on the control log.

Question: Where can you find information regarding the Weapons/Ammunition Control Log?

Answer: DA Pam 710-2-1, Para 5-6.

Review Summary:

Conduct a Review/Summary of the information presented in this Learning Step.

TLO - LSA 7.

Learning Step / Activity TLO - LSA 7. Issue individual assigned unit weapons. (Reference: DA Pamphlet 710-2-1, Paragraph 5-6)

Method of Instruction: Demonstration

Mode of Delivery: Resident Instruction

Instr Type (I:S Ratio): Military - ICH (1:15)*

Time of Instruction: 30 mins

Media Type: PowerPoint Presentation

Other Media: Unassigned

SLIDE 92Y10D01-35 (ON)

INSTRUCTOR NOTE: Explain that the following procedures must be followed when issuing assigned weapons to soldiers. Use the Equipment Receipt Card for SSG Freeman which was created earlier to walk the students through the entire process.

- a. Using the DA Form 3749 to issue an assigned weapon.
 - 1) Obtain DA Form 3749 from the Soldier receiving the weapon.
 - 2) Perform a comparison of each soldier's DA Form 3749 with the MAL to make sure there is no unauthorized issue of weapons.
 - 3) Ensure weapon serial number matches the serial number on the MAL and the DA Form 3749.
 - 4) Place the DA Form 3749 in the weapons slot until the weapon is returned.
 - 5) Issue the weapon to the individual.

INSTRUCTOR NOTE: Explain that if the weapon is going to be out for a period of more than 24 hours, that the individual receiving the weapon must complete the required entries on the Weapons/Ammunition Control Log.

- b. Completion of the Weapons/Ammunition Control Log to issue an assigned weapon.
 - 1) Enter [**HHC, 13th Military Police Battalion**] in the UNIT block.
 - 2) Enter [**Fort Lee, VA 23801**] in the STATION block.
 - 3) Enter [**21 October 20XX**] in the FROM block.
 - 4) Enter [**1/M16A2**] in the SLOT NO./TYPE OF WEAPON block.
 - 5) Enter [**9188477**] in the SERIAL NUMBER block.
 - 6) Enter [**21 Oct XX**] in the DATE block.
 - 7) Enter [**0730**] in the TIME block.

INSTRUCTOR NOTE: Explain to the students that the only time an entry is made in the "AMMUNITION ROUNDS" and "LOT NO." columns is for the issue of ammunition. We are not going to use these columns for this demonstration.

- 8) Enter [**Freeman, Louie**] in the ISSUED TO PRINT NAME block.
- 9) The person receiving the weapon will sign in the ISSUED TO SIGNATURE block.

SLIDE 92Y10D01-35 (OFF)

Check on Learning:

Determine if the students have learned the material presented by soliciting student questions and explanations. Ask the students questions and correct misunderstandings.

Question: Under what conditions will the DA Form 3749 be the only form required to receive the individually assigned weapon?

Answer: When the weapon will be used for less than 24 hours.

Question: The DA Form 3749 will be compared to what when it is received from the soldier?

Answer: The DA Form 3749 will be compared to the MAL to prevent unauthorized issue of weapons.

Question: If the weapon being issued will be used by the soldier for over 24 hours, what must the armorer ensure is completed?

Answer: Ensure the Weapons/Ammunition control Log is completed and the DA Form 3749 is given to the armorer.

Review Summary:

Conduct a Review/Summary of the information presented in this Learning Step.

TLO - LSA 8. Learning Step / Activity TLO - LSA 8. Issue unassigned weapons using DA Form 3161. (Reference: DA Pamphlet 710-2-1, Paragraph 5-4 and Figure 5-4)

Method of Instruction: Demonstration

Mode of Delivery: Resident Instruction

Instr Type (I:S Ratio): Military - ICH (1:15)*

Time of Instruction: 25 mins

Media Type: PowerPoint Presentation

Other Media: Unassigned

Security Classification: This course/lesson will present information that has a Security Classification of: U - Unclassified.

Note: Marked as (*) is derived from the parent learning object

INSTRUCTOR NOTE: If using a computer with a forms program or manual forms, instruct the students to power up their computer systems, access the forms program, and select the DA Form 3161. Check all computer screens to verify that students have a DA Form 3161 displayed. If not using a computer refer students to the DA Form 3161 in the student handout. Have students refer to DA Pam 710-2-1, Figure 5-4. Explain to the students that a weapon may be issued using DA Form 3161 only for a period not to exceed 30 days. Inform the students that they should use the unit's MAL to identify a weapon that is not assigned to an individual.

SLIDE 92Y10D01-36 (ON)

- a. Use temporary hand receipt procedures when issuing unassigned weapons. Control log entries are also required,
- b. Prepare the DA Form 3161 in two copies as follows:
 - 1) Enter an [X] in the "ISSUE" block.
 - 2) Enter [1] for the total number of sheets in the "NO. SHEETS" block.
 - 3) Enter [TEMPORARY HAND RECEIPT] in block 1.
 - 4) Enter [1SG Dave Knepper] in block 3.
 - 5) Leave blocks 4-7 blank.
 - 6) Enter [Arms Room, HHC 13th Military Police Battalion UIC: WBAKT0] in block 8.
 - 7) Leave blocks 9-11 blank.
 - 8) Enter [1] in block 12a.

- 9) Enter [**R95035, 1005-01-128-9936**] in block 12b.
- 10) Enter [**Rifle 5.56mm, M16A2 Ser# 9190146**] in block 12c.
- 11) Enter [**EA**] in block 12d.
- 12) Enter [**1**] in block 12e.
- 13) Enter [**I**] in block 12f.
- 14) Enter [**NOTHING FOLLOWS**] below the last item entered on the form in the "Item Description" column.
- 15) Enter [**21 October 20XX**] for the date in block 13.
- 16) Enter [**SGT Ken Starr**] for the person issuing the item in block 13.
- 17) Leave block 14 blank.
- 18) Enter [**1SG Dave Knepper**] for the person receiving the item in block 15.

INSTRUCTOR NOTE: Explain to the students that they must obtain all required information (Signatures and Supply Action Block) after printing the form.

- 19) Sign block 13 as SGT Ken Starr.
- 20) Enter [**1**] in block 12g for quantity received, this is done by the person that signs block 15. Sign block 15 as 1SG Dave Knepper.

SLIDE 92Y10D01-36 (OFF)

SLIDE 92Y10D01-37 (ON)

INSTRUCTOR NOTE: Refer the students back to the Weapons/Ammunition Control Log they were completing earlier. Information will need to be obtained from the MAL to complete the control log.

c. Complete the issue of unassigned weapons by filling out the Weapons/Ammunition Control Log.

- 1) Enter [**2/M16A2**] in the next available block under "SLOT NO.TYPE OF WEAPON" column.
- 2) Enter [**9190146**] in the "SERIAL NUMBER" block in the same row you are completing.
- 3) Enter [**21 Oct XX**] in the "ISSUED DATE" block in the same row you are completing.
- 4) Enter [**0830**] as the "ISSUED TIME" block, in the row you are completing.

INSTRUCTOR NOTE: Remind students that you would only make entries in "AMMUNITION ROUNDS" and "LOT NO." for the issue of ammunition.

- 5) Enter [**Knepper, Dave**] in the "ISSUED TO PRINT NAME" block.
- 6) Enter the signature of the soldier receiving the weapon in the "ISSUED TO SIGNATURE" block.

d. Disposition of DA Form 3161.

- 1) Prepare a suspense folder for temporary hand receipts.
- 2) File the original copies in date sequence.
- 3) Provide the person receiving the weapon with the second copy of the DA Form 3161.
- 4) Review temporary hand receipt file daily to find if any are due to expire shortly.
- 5) If any of the temporary hand receipts are set to expire in the next five days, take the following action:
 - a) Notify the hand receipt holder and arrange for return of the property not later

than the expiration date of the temporary hand receipt.

b) Destroy all copies of the temporary hand receipt when returned.

c) If property is still required after 30 days, use regular hand receipt procedures using DA Form 2062.

SLIDE 92Y10D01-37 (OFF)

Check on Learning:

Determine if the students have learned the material presented by soliciting student questions and explanations. Ask the students questions and correct misunderstandings.

Question: What information is entered into block 13 of the DA Form 3161?

Answer: The date; printed name and rank; and the signature of the person issuing the equipment.

Question: The individual receiving the weapon will complete which blocks on the DA Form 3161?

Answer: Block 12g (Supply Action) and Block 15.

Review Summary:

Conduct a Review/Summary of the information presented in this Learning Step.

TLO - LSA 9.

Learning Step / Activity TLO - LSA 9. Issue unassigned weapons using DA Form 2062. (Reference: DA Pamphlet 710-2-1, Paragraph 5-3)

Method of Instruction: Demonstration

Mode of Delivery: Resident Instruction

Instr Type (I:S Ratio): Military - ICH (1:15)*

Time of Instruction: 25 mins

Media Type: PowerPoint Presentation

Other Media: Unassigned

Security Classification: This course/lesson will present information that has a Security Classification of: U - Unclassified.

Note: Marked as (*) is derived from the parent learning object

INSTRUCTOR NOTE: Instruct the students to power up their systems and access the forms program. Have the student select the DA Form 2062. Check all computer monitors to verify that all students have a DA Form 2062 displayed. If not using a computer with a forms program, refer students to the DA Form 2062 in the student handout. Remind the students of the previous training they received on preparation of Hand Receipts/Sub-hand Receipts.

SLIDE 92Y10D01-38 (ON)

a. Use DA Form 2062 hand receipt procedures when issuing weapons for other than when individually assigned weapons are being issued.

INSTRUCTOR NOTE: Remind students that hand receipt procedures should be used when it is required for more than 30 days. Control log entries are also required.

b. Prepare DA Form 2062 in two copies.

INSTRUCTOR NOTE: Refer the students to DA Pam 710-2-1, Figure 5-1.

SITUATION: SPC Scott Howard will be going on temporary duty (TDY) to Aberdeen Proving Grounds for 35 days. He is required to bring an M249 with him on his TDY. His assigned weapon is an M16A2. You are required to sign out the M249, SN 2454925 to SPC Scott for his TDY.

- 1) Line out the words "ANNEX NUMBER".
- 2) Enter [**Arms Room, HHC 13th MP BN**] in the "FROM" block.
- 3) Enter [**SPC Howard Scott**] in the "TO" block.
- 4) Enter [**M09009, 1005-01-127-7510**] in the first block under "STOCK NUMBER" column.

- 5) Enter [**TM 9-1005-201-10, Jul 91 Machine Gun 5.56mm M249 SAW, SN 2454925**] in the first block under the "ITEM DESCRIPTION" column.

INSTRUCTOR NOTE: Explain to the students that when multiple weapons are issued on the same DA Form 2062, line out serial numbers when the item is turned in.

- 6) Enter [**N**] in the first block under column d.
- 7) Enter [**EA**] in the first block under the "UI" column.
- 8) Enter [**1**] in the "QTY AUTH" column.
- 9) Enter [**1 of 1**] in the "Page of Pages" block.

INSTRUCTOR NOTE: Have the students print the DA Form 2062. Inform the students that after the form is printed they will line out all unused blocks in column with recorded quantities.

- 10) Enter [**1**] in column A under the "QUANTITY"
- 11) The individual receiving the equipment would enter their signature, rank and date that the equipment is received. Enter the signature and rank for SPC Scott. The date is 21 October 20XX.
- 12) Line out all unused blocks.

c. Disposition of DA Form 2062.

- 1) Give the second copy of the hand receipt to the soldier receiving the equipment.
- 2) File the original copy in accordance with the procedures contained in AR 25-400-2.

SLIDE 92Y10D01-38 (OFF)

SLIDE 92Y10D01-39 (ON)

INSTRUCTOR NOTE: Have the students complete the Weapons/Ammunition Control Log for the issue of the weapon to SPC Scott. The time of issue is 0930.

INSTRUCTOR NOTE: Review the entry made to the Weapons/Ammunition Control Log.

SLIDE 92Y10D01-39 (OFF)

Check on Learning:

Determine if the students have learned the material presented by soliciting student questions and explanations. Ask the students questions and correct misunderstandings.

Question: What circumstances would you use the DA Form 2062 to issue a weapon?

Answer: Whenever an unassigned weapon is issued to a soldier for a period of time exceeding 30 days.

Question: What will be used to determine which unassigned weapon to issue the soldier?

Answer: The Master Authorization List (MAL).

Question: True or False. The use of the Weapons/Ammunition control Log is not required when using a DA Form 2062 to issue a weapon.

Answer: False.

Review Summary:

Conduct a Review/Summary of the information presented in this Learning Step.

TLO - LSA 10. Learning Step / Activity TLO - LSA 10. Receive weapons turned-in by Soldiers using the weapons/ammunition control log. (Reference: DA Pamphlet 710-2-1, Paragraph 5-6)

Method of Instruction: Demonstration

Mode of Delivery: Resident Instruction

Instr Type (I:S Ratio): Military - ICH (1:15)*

Time of Instruction: 30 mins

Media Type: PowerPoint Presentation

Other Media: Unassigned

Security Classification: This course/lesson will present information that has a Security Classification of: U - Unclassified.

Note: Marked as (*) is derived from the parent learning object

INSTRUCTOR NOTE: Refer students to DA Pam 710-2-1, Para 5-6.

SLIDE 92Y10D01-40 (ON)

a. Receive unit weapons as follows:

- 1) Receive weapons into the arms room window butt first with the bolt locked to the rear and on safe.
- 2) Perform the following steps.
 - a) Clear the weapon in accordance with the operator's manual.
 - b) Place selector lever on the SEMI position.
 - c) Close the ejector port (dust) cover.
 - d) Place weapon in assigned rack.
- 3) Return DA Form 3749 to the soldier when the weapon is returned to the arms room.
- 4) Complete the turn-in section of the Weapons/Ammunition Control Log.

SLIDE 92Y10D01-40 (OFF)

SLIDE 92Y10D01-41 (ON)

INSTRUCTOR NOTE: Have the students refer to the Weapons/Ammunition Control Log they prepared earlier in the student handout.

a) Ensure that the person receiving the weapon (armorer) enters the date, time, and his/her initials on the Weapons/Ammunition Control Log.

(1) Enter date and time the weapons are returned to the arms room including privately owned weapons. Enter [22 October 20XX], and the time [1730] as the date

and time of the weapons being returned to the arms room.

(2) Enter the initials of the person receiving the weapons back into the arms room. Usually this would be the armorer, for this example, place the initials **[KS]** on the Weapons/Ammunition Control Log.

b. Ensure the weapons are secured once they have been placed in the weapons racks or containers.

c. Lock all weapons racks and containers.

d. File the completed Weapons/Ammunition Control Log in accordance with AR 25-400-2.

1) Keep the completed Weapons/Ammunition Control Log in the unit active file until the next monthly (quarterly for USAR and ARNG) inventory by serial number is performed.

2) Destroy the Weapons/Ammunition Control Log after the next inventory by serial number of weapons is performed.

SLIDE 92Y10D01-41 (OFF)

Check on Learning:

Determine if the students have learned the material presented by soliciting student questions and explanations. Ask the students questions and correct misunderstandings.

Question: What information does the person receiving a weapon back into the arms room enter on the Weapon/Ammunition Control Log?

Answer: The date and time of turn-in and his or her initials.

Question: How should the weapon be handed to the armorer, when using the arms room window?

Answer: Butt first with the bolt locked to the rear and on safe.

Question: What should happen with the completed Weapons/Ammunition Control Log?

Answer: Keep the completed control log in the unit active file until the next serial number inventory is performed.

Review Summary:

Conduct a Review/Summary of the information presented in this Learning Step.

TLO - LSA 11.

Learning Step / Activity TLO - LSA 11. Conduct change of custody of arms room storage facility. (References: AR 710-2, Paragraph 2-12 and DA Pamphlet 710-2-1, Paragraph 9-11, and Figure 9-4)

Method of Instruction: Demonstration

Mode of Delivery: Resident Instruction

Instr Type (I:S Ratio): Military - ICH (1:15)*

Time of Instruction: 1 hr
Media Type: PowerPoint Presentation
Other Media: Unassigned
Security Classification: This course/lesson will present information that has a Security Classification of: U - Unclassified.
Note: Marked as (*) is derived from the parent learning object

INSTRUCTOR NOTE: Refer students to DA Pam 710-2-1, Para 9-10.

SLIDE 92Y10D01-42 (ON)

- a. Inventory the weapons and ammunition when responsibility for custody of the arms room storage facility keys is transferred between authorized personnel.
- b. Use the following inventory procedures when the responsibility for the custody of the arms storage facility keys is transferred between authorized personnel.
 - 1) Both incoming and outgoing custodians must conduct a physical count of the weapons and ammunition. (NOTE: In a consolidated arms storage facility where access to weapons and ammunition is restricted due to physical layout, both persons will verify that a physical count has been made by each person that had access to weapons and ammunition).
- c. Record the results of the inventory on DA Form 2062. Keep completely filled forms until the next serial number inventory is completed. At that time they may be destroyed.
- d. When differences are found during the serial number inventory and are not resolved, it will be necessary to keep the forms as an exhibit to a Financial Liability Investigation of Property Loss (FLIPL).
- e. The person receiving the keys to the arms storage facility receipts for the weapons and ammunition. This person must enter his or her signature, rank and current date on the inventory form in the column the inventory quantity is listed.

SLIDE 92Y10D01-42 (OFF)

SLIDE 92Y10D01-43 (ON)

INSTRUCTOR NOTE: Refer students to DA Pam 710-2-1, Figure 9-3. Have the student's power up the computer systems and access the DA Form 2062 using the forms program. If not using the forms program ensure the student has a DA Form 2062 from the student handout and a pen or pencil in front of them.

- f. Prepare DA Form 2062 as a Change of Custody or arms storage facility inventory.
 - 1) Line through the words "**Annex Number**"
 - 2) Enter in the word Commander and unit in the "FROM" block. Enter **[Commander, HHC 13th MP BN]** in the "FROM" block.
 - 3) Enter **[Arms Room Custodian]** in the "TO" block.
 - 4) Leave "HAND RECEIPT NUMBER" block empty.
 - 5) Leave "END ITEM STOCK NUMBER" block blank.
 - 6) Leave "END ITEM DESCRIPTION" block blank.
 - 7) Leave "PUBLICATION NUMBER" block blank.
 - 8) Leave "PUBLICATION DATE" block blank.
 - 9) Leave "QUANTITY" block blank.
 - 10) Column a: Leave column a "STOCK NUMBER" blank.
 - 11) Column b: Enter **[Rifle 5.56mm, M16A2]** into the "ITEM DESCRIPTION" block.

INSTRUCTOR NOTE: When a specific quantity of material is being stored in the arms room in a locally banded and sealed container, record these items on the DA Form 2062 as "Container protected by seal# XXXXX which contains XXXXX rounds of YYYYYY ammunition." A separate entry will be made for each container in the item description block of the DA Form 2062 with the quantity listed as 1.

12) Column c: Leave blank.

13) Column d: Leave the SEC column blank.

14) Column e: Leave the UI column blank.

15) Column f: Leave the "QTY AUTH" column blank.

INSTRUCTOR HANDOUT: Have student enter in the remaining item descriptions from the student handout.

16) Enter page number and total number of pages. Enter [1 of 1] for the page numbers.

INSTRUCTOR NOTE: For students that are using a forms program on a computer, have the students print the form.

17) Column g: Enter the quantity inventoried in the first column that is blank. Enter [86] as the quantity inventoried.

INSTRUCTOR NOTE: Have students enter in the remaining quantities from the student handout.

a) Enter signature and rank of the person performing the inventory and current date in the same inventory quality column. (NOTE: Line out all unused blocks).

INSTRUCTOR NOTE: Explain to the students that in addition to inventorying the weapons and ammunition, the person gaining custody will also sign for the keys on a DA Form 5513.

SLIDE 92Y10D01-43 (OFF)

SLIDE 92Y10D01-44 (ON)

g. Return custody of the arms storage facility to the armorer.

1) Obtain a copy of DA Form 2062 that was given to the custodian for the inventory.

2) Conduct a joint physical inventory of all weapons and ammunition listed on DA Form 2062.

3) Enter in inventoried quantities on the next available column. The armorer will acknowledge receipt of arms room by signing the column the inventoried quantities were just placed in.

4) Keep completed forms until next serial number inventory is completed.

SLIDE 92Y10D01-44 (OFF)

SLIDE 92Y10D01-45 (ON)

INSTRUCTOR NOTE: Review using the same DA Form 2062 and carrying quantities over to the next column.

SLIDE 92Y10D01-45 (OFF)

Check on Learning:

Determine if the students have learned the material presented by soliciting student questions and explanations. Ask the students questions and correct misunderstandings.

Question: Who conducts a Change of Custody inventory for the arms storage facility?

Answer: Both incoming and outgoing authorized personnel conduct the inventory.

Question: When should a Change of Custody Inventory of the arms storage facility be conducted?

Answer: Whenever responsibility for the custody of the arms room storage facility keys is transferred between authorized personnel.

Question: When conducting a Change of Custody Inventory, how will sealed and banded ammunition be inventoried?

Answer: When a specific quantity of ammunition is being stored in the arms room in a locally banded and sealed container, record these items as "Container protected by Seal# XXXX, which contains XXXX rounds of YYYY ammunition."

Review Summary:

Conduct a Review/Summary of the information presented in this Learning Step.

TLO - LSA 12.

Learning Step / Activity TLO - LSA 12. Conduct monthly inventory of weapons and ammunition in the arms storage facility. (Reference: DA Pam 710-2-1, Para 9-10b)

Method of Instruction: Discussion (Small or Large Group)

Mode of Delivery: Resident Instruction

Instr Type (I:S Ratio): Military - ICH (1:15)*

Time of Instruction: 1 hr

Media Type: PowerPoint Presentation

Other Media: Unassigned

Security Classification: This course/lesson will present information that has a Security Classification of: U - Unclassified.

Note: Marked as (*) is derived from the parent learning object

INSTRUCTOR NOTE: Refer students to DA Pam 710-2-1, Para 9-10b.

SLIDE 92Y10D01-46 (ON)

a. The monthly (USAR and ARNG; quarterly) inventory of weapons by serial number is conducted by the responsible officer or an NCO, warrant officer, commissioned officer, or DOD civilian appointed by the responsible officer.

1) The same person will not conduct this inventory in consecutive months.

2) The unit armorer **will not** conduct this inventory; he or she will assist with the inventory. The armorer will assist by opening all racks, and showing the person conducting the inventory where all weapons are located to include any privately-owned-weapons.

SLIDE 92Y10D01-46 (OFF)

SLIDE 92Y10D01-47 (ON)

b. Procedure for conducting the serial number inventory.

- 1) Compare the serial number of the weapons with those listed on the property book, hand or sub-hand receipt.
- 2) Make a list of any differences.
- 3) If weapons or ammunition have been signed out or are in support maintenance, make sure they are supported by proper documentation.

SLIDE 92Y10D01-47 (OFF)

SLIDE 92Y10D01-48 (ON)

4) Inventory ammunition by listing it by purpose (basic load, operational load, or training) DODIC, lot number, quantity on hand and quantity signed out on the inventory form.

SLIDE 92Y10D01-48 (OFF)

SLIDE 92Y10D01-49 (ON)

- a) List quantities shown on sealed or banded containers.
- b) **DO NOT** break manufacturer, ASP, or Quality Assurance Specialist Ammunition seals for inventory purposes. Note any tampering, damage, broken seals or bands.
- 5) Record the results of the inventory on a memorandum or automated listing (example: Sensitive Items Inventory produced and provided by the PBO)
 - a) Record the serial number of each weapon on the memorandum.
 - b) The use of a preprinted memorandum listing serial numbers is authorized.
 - c) Indicate on the memorandum any weapons signed out or in support maintenance.
 - d) Record the quantity of loose ammunition and banded or sealed containers on the memorandum. The seal number for individual containers should be listed.
 - e) The inventory memorandum will be signed by the person conducting the inventory.
- 6) Report any discrepancies to the responsible officer immediately.
- 7) The responsible officer reports discrepancies to the PBO.

SLIDE 92Y10D01-49 (OFF)

SLIDE 92Y10D01-50 (ON)

c. Correct any discrepancies that are discovered during the serial number inventory.

- 1) Prepare and process a DA Form 4949 (Administrative Adjustment Report (AAR)) to correct differences within makes or models.
- 2) Serial number differences will not be corrected with use of an AAR.

Accountability for serial number differences will be established per AR 735-5.

d. File the completed serial number inventory in unit files in accordance with AR 25-400-2.

- 1) Retain the memorandum for 2 years if no discrepancy is found.
- 2) Retain the memorandum for 4 years if a discrepancy is noted.

SLIDE 92Y10D01-50 (OFF)

Check on Learning:

Determine if the students have learned the material presented by soliciting student questions and explanations. Ask the students questions and correct misunderstandings.

Question: Who will conduct the serial number inventory when required?

Answer: The Responsible Officer or an NCO, Warrant Officer, Commissioned Officer, or DoD civilian appointed by the Responsible Officer.

Question: What must be provided when weapons or ammunition has been signed out or are in support maintenance?

Answer: Must provide proper documentation to the person conducting the inventory.

Question: What will be used to correct a discrepancy in a make or model?

Answer: DA Form 4949.

Review Summary:

Conduct a Review/Summary of the information presented in this Learning Step.

TLO - LSA 13.

Learning Step / Activity TLO - LSA 13. Conduct physical tour of an armsroom.

Method of Instruction: Discussion (Small or Large Group)

Mode of Delivery: Resident Instruction

Instr Type (I:S Ratio): Military - ICH (1:15)*

Time of Instruction: 30 mins

Media Type: Field Trip

Other Media: Unassigned

Security Classification: This course/lesson will present information that has a Security Classification of: U - Unclassified.

Note: Marked as (*) is derived from the parent learning object

INSTRUCTOR NOTE: The instructor will take class to the arms room for a walking tour. The instructor will show students areas of the arms room to reinforce what has been taught in the lesson.

Check on Learning:

Determine if the students have learned the material presented by soliciting student questions and explanations. Ask the students questions and correct misunderstandings.

Review Summary:

Conduct a Review/Summary of the information presented in this Learning Step.

TLO - LSA 14.

Learning Step / Activity TLO - LSA 14. Conduct Practical Exercise

Method of Instruction: Practical Exercise (Hands-On/Written)

Mode of Delivery: Resident Instruction
Instr Type (I:S Ratio): Military - ICH (1:15)*
Time of Instruction: 3 hrs
Media Type: Practical Exercise
Other Media: Unassigned
Security Classification: This course/lesson will present information that has a Security Classification of: U - Unclassified.
Note: Marked as (*) is derived from the parent learning object

- a. Give the students time to complete the practical exercise for this lesson.
- b. Assist the students as needed during the practical exercise to ensure material is understood.
- c. Review the practical exercise with the students and answer any questions the students may have.

Check on Learning: None. This is a practical exercise.

Review Summary: Review the practical exercise with the students. Review the questions and clear up any misunderstandings that the students may have.

SECTION IV. SUMMARY

Method of Instruction:	Reflective Discussion
Mode of Delivery:	Resident Instruction
Instr Type(I:S Ratio):	Military - ICH (1:30)
Time of Instruction:	10 mins

Check on Learning

Determine if the students have learned the material presented by soliciting student questions and explanations. Ask the students questions and correct misunderstandings.

Question: What regulation is used to account for serial number discrepancies discovered during the serial number inventory?

Answer: AR 735-5.

Question: The DA Form 4604 will be reevaluated by engineer personnel how often?

Answer: Every 5 (five) years.

Question: During the selection process, what form will be used to screen personnel that are assigned duties involving control, accountability and shipment of AA&E?

Answer: DA Form 7281 (Command Oriented Arms, Ammunition, and Explosives (AA&E) Security Screening and Evaluation Records.

Review/Summary

INSTRUCTOR NOTE: Review the learning steps in sequence and summarize what has been covered in the lesson.

SLIDE 92Y10D01-51 (ON)

- Identify physical security procedures for the arms room.
- Maintain key control.
- Receive weapons from the Supply Support Activity (SSA).
- Create a Master Authorization List (MAL).
- Prepare the DA Form 3749.
- Create a Weapon/Ammunition Control Log.

SLIDE 92Y10D01-51 (OFF)

SLIDE 92Y10D01-52 (ON)

- Issue individual assigned unit weapons.
- Issue an unassigned weapon using DA Form 3161.
- Issue an unassigned weapon using DA Form 2062.
- Receive weapons turned-in by soldiers using the Weapons/Ammunition Control Log.
- Conduct Change of Custody inventory of arms room storage facility.
- Conduct monthly inventory of weapons and ammunition in the arms room.

SLIDE 92Y10D01-52 (OFF)

Are there any questions about the lesson we just covered?

SECTION V. STUDENT EVALUATION

Testing Requirements

Student will be evaluated on the information covered in this lesson during the examination administered during Lesson 101-92Y10D03. A minimum score of 80% will be required to pass the examination.

Feedback Requirements

NOTE: Feedback is essential to improving training, always encourage students to provide comments and ensure to complete the Module AAR.

NOTE: Review the completed practical exercise with the students. Ensure lesson is understood by asking questions and receiving feedback from the students. Clear up any misunderstandings.

Appendix A - Viewgraph Masters

Control Weapons and Ammunition in the Arms Room 101-92Y10D01 / Version 06.1 ©

Sequence	Media Name	Media Type
1	92Y10D01 Ver 06.0 Classroom Presentaion	PPTX

Appendix B - Assessment Statement and Assessment Plan

Assessment Statement: None.

Assessment Plan: None.

Appendix C - Practical Exercises and Solutions

PRACTICAL EXERCISE(S)/SOLUTION(S) FOR LESSON 101-92Y10D01 Version 06.1 ©

Appendix D - Student Handouts

Control Weapons and Ammunition in the Arms Room 101-92Y10D01 / Version 06.1 ©

Sequence	Media Name	Media Type
2	92Y10D01 Ver 06.0 Student Handout	DOCX
3	92Y10D01 Ver 06.0 Practical Exercise	DOCX