



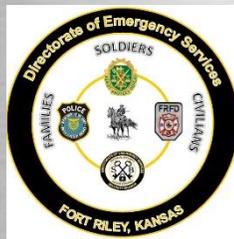
U.S. ARMY



# Armorer's Course

## Day 1

Version Number  
As of 22 Feb 2022



**DES**  
**Security Branch**  
**Physical Security**





# Day One Course Topics

- Intro to PS, the Program, and Inspections
- Exterior Arms Room
- Door Security
- Documentation
- Inventory Procedures
- AA&E Key Program
- Racks
- Locks
- Storage of Ammo
- Issuing Procedures





# Introduction to Physical Security

**Purpose** – Prevention and Protection

**Defined** – Active and Passive measures designed to deter intruders

Prevent unauthorized access, including theft and damage, to assets such as personnel, equipment, installations, materials, and information

Safeguard against threats such as espionage, sabotage, terrorism, damage, and criminal activity.

In simplest terms:

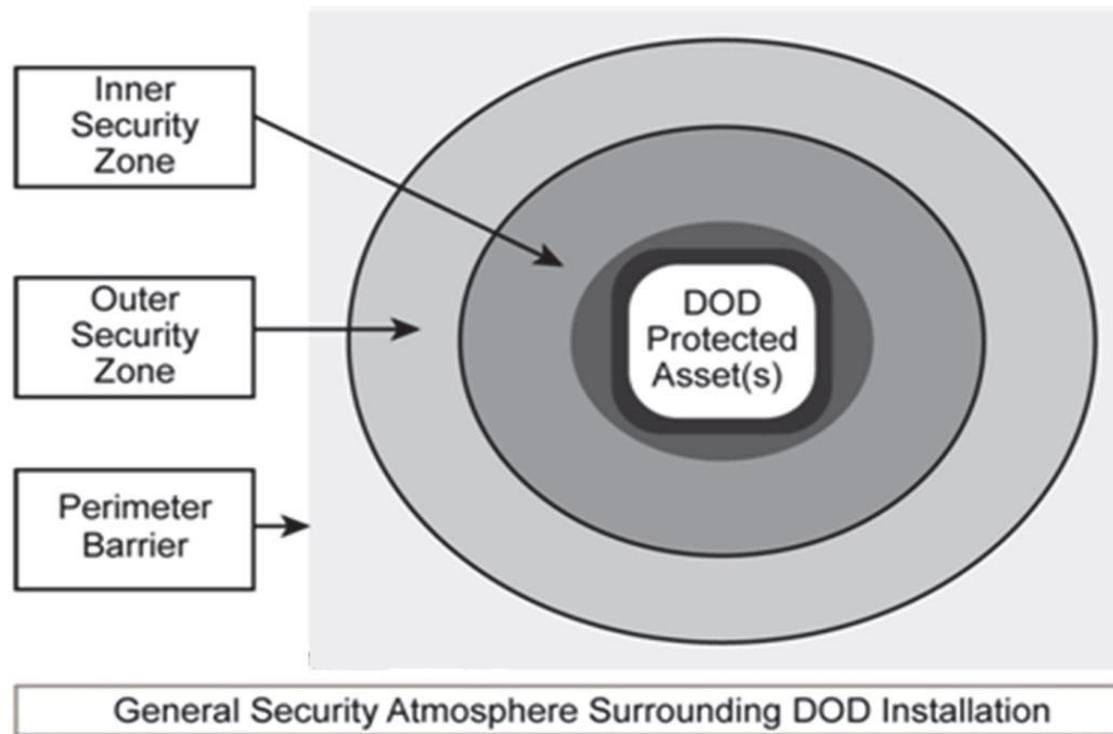
**ASSET PROTECTION**





# Introduction to Physical Security

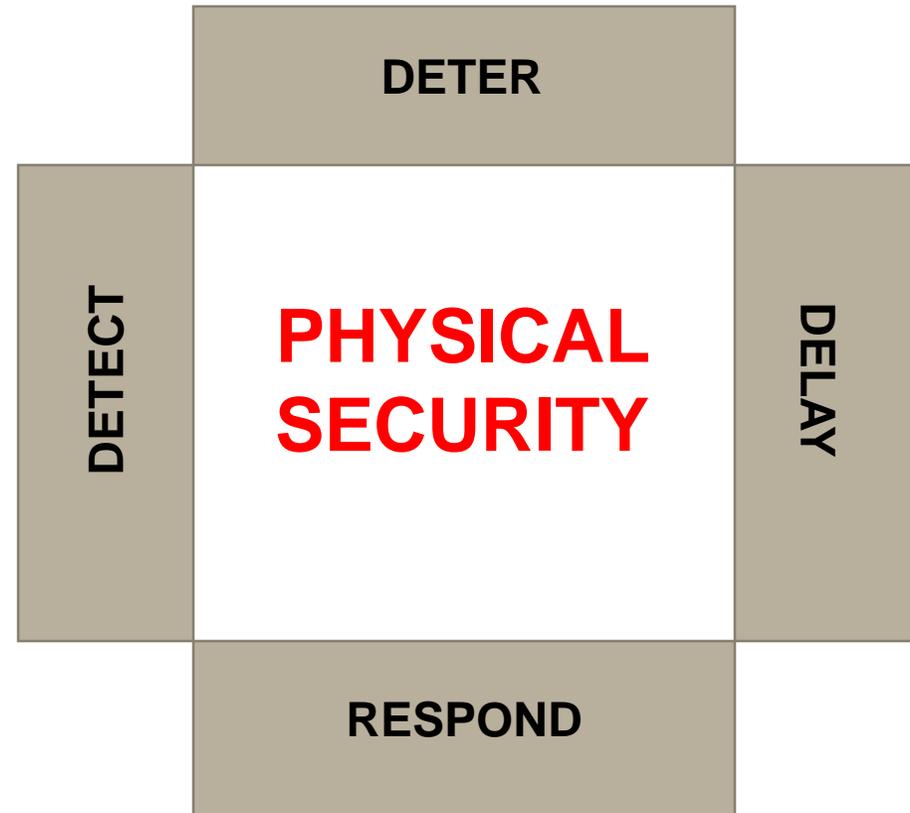
## Security-in-Depth (SID)





# Introduction to Physical Security

## Four Fundamentals of Physical Security





# The Physical Security Program

Integrated approach to physical security designed to provide risk-based protection to Army installations from threats to readiness

Protecting Army **p**ersonnel, **i**nformation, **e**quipment, **f**acilities, **a**ctivities, and **o**perations.  
(**PIEFAO**)

Commanders and directors **at every level are responsible for the physical security** of the Army resources under their care.

Physical security programs and plans will include multiple security components that complement each other to produce a comprehensive approach to security matters, including: *physical security plans; physical security inspections and surveys; participation in antiterrorism committees and fusion cells; validated task critical assets; and a continuing assessment of the installation's or command's physical security posture.*





# The Physical Security Program

The intent of the program is to counter threats against the Army mission, resources, and capabilities in all aspects of operations by means of policies that set minimum physical protective measures and security procedures.

*The program counters threats by addressing the full spectrum of aggressors, and their tactics and tools, based on historical and current use.*

Physical security plans, processes, and procedures will synchronize with other protection programs such as antiterrorism, information security, personnel security, and with related efforts such as continuity of operations, information assurance, emergency management, and resource management.

Physical security includes protective measures such as equipment and devices, personnel, and procedures.





# Regulatory Resources

Regardless of the environment or available resources, the protection of Army personnel and assets follow the same general procedures:

- Identify the asset or area to be protected.
- Determine its mission criticality.
- Assess the likelihood of compromise.
- Assess potential threats and tactics.
- Develop and implement control measures.

## References:

- **AR 190-13 – PS program**
- **AR 190-11 – AA&E**
- AR 710-2
- DA PAM 710-2-1
- UFC 4-010-01
- UFC 4-010-03
- UFC 4-020-04
- AR 190-14
- **AR 190-51- Un-classified**
- **DA PAM 190-51 – RA**
- **ATTP 3-39.32 – Ex Ops PS**
- UFC 4-010-02
- UFC 4-020-02
- UFC 4-022-03
- **FR 190-1 – FRKS POFs**





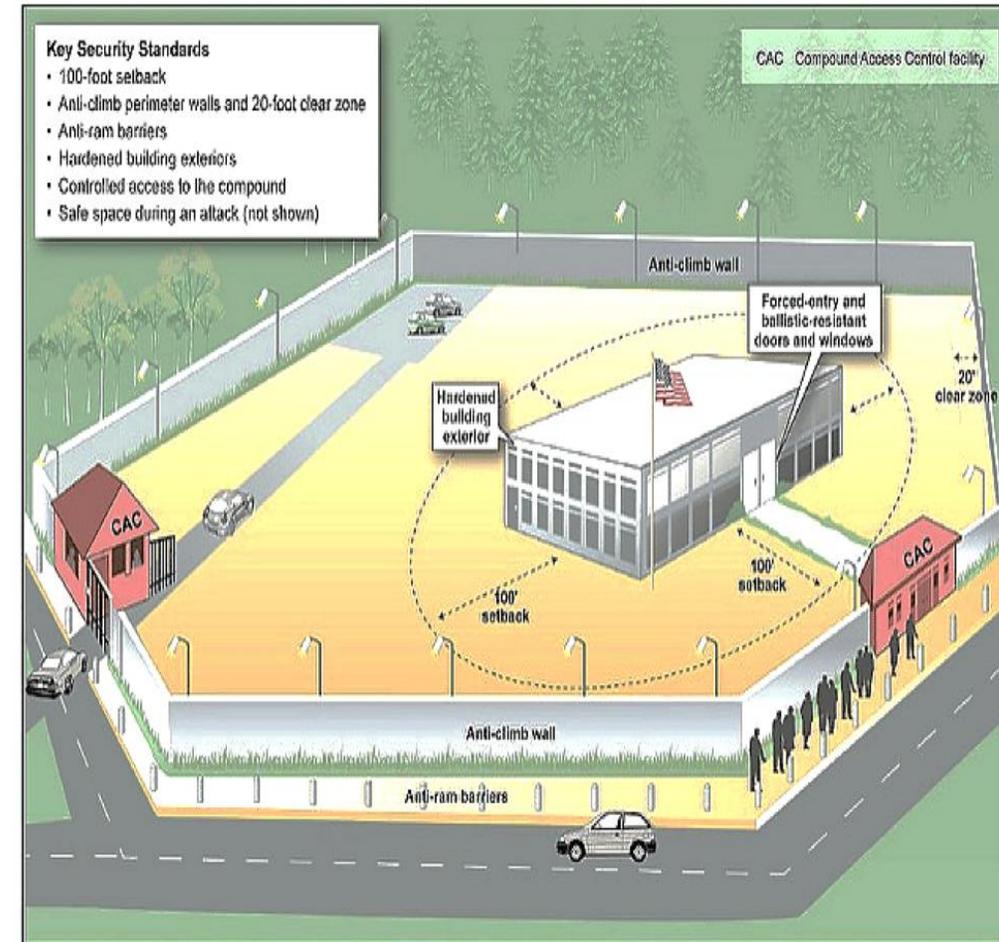
## Physical Security Plan / Supplemental Plan





# Physical Security Plan

- The plan will contain sufficiently detailed organizational processes and procedures to ensure that practical, effective, and common sense measures are employed in a **risk-based** method across the command.
- The plan will be specific enough that subordinate organizations can clearly determine their roles, responsibilities, timelines, and other related requirements. The physical security plan is a **stand-alone** document or an annex to a protection plan or operational order.
- The plan will be reviewed **annually** and revise as required. A brief statement affirming currency will be placed on the front page in this format: Certified current by the commander/director (principal official) (date).
- Plan annexes may be separated from the basic plan for operational efficiency. The publication containing the separated annexes will be cited in the physical security plan as a cross reference.



Source: GAO (analysis); Department of State (data); and Navy Development (clip art). | GAO-14-055





# Physical Security Plan

Established IAW AR 190-13, Appendix B

Must Address:

Establish security procedures for all operational environments

- Expeditionary operations
- Transition (pre-deployment / re-deployment)
- Program assurance at all phases

Establish a Crime Prevention Program

- End-of-day checks
- Personal and personnel security
- Reduce crime within the organization

Establish security plans to restrict access

- Barrier Plan
- FPCON upgrade





# Physical Security Plan

## Cont.:

- Instructions on individual responsibilities for securing military weapons during garrison and field operations.
- Procedures for armed guards (IDS failure, AHA guard, transport of bulk AA&E, etc.)
- Monthly IDS testing and protection of PIC/PIN's.
- Address Privately Owned Firearms (POF) registration procedures, weekends and holidays, storage requirements, control of POF, and the disposition of POF for unit deployments
- Procedures to ensure the security of unit assets outside the arms room (e.g. Admin areas, Supply, PII, etc.)
- Key control procedures.

Note: Annex's are apart of the Plan, but not all may apply to your unit. **Reference app B, AR 190-13**

[https://www.cdse.edu/multimedia/shorts/active-shooter/story\\_html5.html](https://www.cdse.edu/multimedia/shorts/active-shooter/story_html5.html)

Contingency plans should include provisions for increasing physical protective measures and security procedural during periods of natural disasters, natural emergencies, or periods of increased threat from terrorist or criminal elements. i.e. COVID-19





# Supplemental Plans / SOPs

The higher headquarters physical security plan may not cover the specific security measures that the unit Commander is required or would like to have in place. In that case, the unit should develop a supplemental physical security plan or SOP.

In most circumstances the unit Commander can also add requirements to the higher headquarters plan as they deem necessary.

**The Commanders are responsible for developing security procedures to protect unit assets under their control.**

- Procedures will be reviewed, revised and certified as current annually
- Procedures will be distributed to unit personnel

**Procedures for the control of privately owned firearms will be included in this SOP and will include:**

- Withdrawal and issue of privately owned firearms from the arms room.
- Storage and inventory procedures
- Limits on how much privately owned ammunition can be stored





# Supplemental Plans / SOPs

Company supplemental plans must address Arms Room Operations if it is not addressed in the BN PS Plan. The Commander must ensure the following items are covered:

- Commander's Responsibilities
- Arms Room Officer (Physical Security Officer) Responsibilities
- Armorer's Responsibilities
- Inventory Procedures (Opening/Closing, Monthly)
- Weapon Issue Procedures
- Weapon Security During FTX's





# Supplemental Plans / SOPs

## Consolidated Arms Rooms

Door lock

- Separate key containers

One Armorer vs. Multiple

One Access Roster

- DA Form 7708
- Updating personnel changes

Armed Guard Requirements

MOA signed by CURRENT Commanders



## Consolidated Facilities

Motor Pool

Building (co-located) with Contractor / other Unit





## Physical Security vs ICI / SCI

# INSPECTIONS





# Inspections

DES PS

vs.

UNIT

## Physical Security Inspections

- Regulatory Driven (DA)
- Announced
  - Annual (18 / 24 months)
  - Re-Inspection (6 months)
  - Occur during a change in unit status such as deployment, redeployment etc.
  - Upon establishment of a unit or rear detachment
- Un-announced
- Command Requested
- Command Directed
- 15-6 / FLIPL

## HHQ / PSO Inspections

- Driven and/or conducted by your next higher element (BN, BDE, DIV)
- Occur during a change in unit status such as deployment, redeployment etc.
- Confirm the PHYSEC Program is maintained
- Constant inspections, always ongoing through on the spot corrections, security culture within the organization





# Inspections

## Inspection Reporting:

- Inspection results go to:
  - Commander
  - Next Higher Command
- Must be maintained on file until next inspection
- Recurring deficiencies will be tracked on reports until corrected
- Commander required to submit Corrective Actions Plan within 30 days of receiving report. Re-inspections cannot be conducted until the CAP is submitted.
  - Unit will remain Not Adequate.
  - CAP submitted to both next HHQ and the FRSB Office.
- Not Adequate rating requires a re-inspection within 6 months (once the Corrective Actions Plan is received). Further, within our new SMS reporting system units will continue to be re-inspected until they receive a “Adequate” rating.





# Inspections

## Inspection Areas

- Administrative Security
  - CO / BTRY / TRP level
  - BN / BDE level
  - DIV / Directorate level
- Admin Keys and Combinations
- Supply Room Security
- Arms Room Operations
- AA&E Key Control
- Motor Pool (Tactical Vehicle Storage)
- POL Storage
- ICIDS
- Tool Security
- High-value items storage
- FP measures
- Airfield Security
- POF's and Privately Owned Ammunition
- OCIE Storage
- Subsistence Facilities
- PLL Storage





# ARMS ROOM OPERATIONS





# Exterior

- Restricted Area Warning Sign





## Exterior

# RESTRICTED AREA WARNING

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.





## Exterior

- Restricted Area Warning Sign
- Alarm Warning Sign (Metal Sign)





## Exterior

**THIS FACILITY IS PROTECTED  
BY AN**

**ALARM SYSTEM**

**UNAUTHORIZED ENTRY IS PROHIBITED  
VIOLATORS WILL BE PROSECUTED  
UNDER THE PROVISIONS OF THE UCMJ  
OR OTHER APPLICABLE LAWS**





## Exterior

- Restricted Area Warning Sign
- Alarm Warning Sign
- Security Lighting





# Exterior

Allows guard personnel to observe the unauthorized entry or removal of arm.

Exterior Light Must Be Covered With Wire Mesh Or Made Of A Vandal Resistant Lens.



Provide A Minimum Of 0.2 foot-candles (2lux) illumination

Switch To Light Must Be Inaccessible To Personnel





## Exterior

- Restricted Area Warning Sign
- Alarm Warning Sign
- Security Lighting





## Exterior

- Restricted Area Warning Sign
- Alarm Warning Sign
- Security Lighting
- SF 702 For After Hour Security Checks





## Exterior

Armed is defined as having a firearm and appropriate ammunition readily available for immediate use.

- Pro A “Whooping” stick does not constitute an armed guard!!

- Under 24 Hour **Armed Guard** Survey
- Staff duty and charge of quarters on standard form 702 (security c (Fort Riley Regulation 190-11)





# Exterior

SECURITY CHECK SHEET									
TO: _____									
DATE: _____									
FOR: _____ CLOSING: _____ ACCORDING TO: _____ OPERATING: _____									
MONTH/YEAR: _____									
DATE	OPENED BY		CLOSED BY		CHECKED BY		GUARD CHECK (if required)		
	INITIALS	TIME	INITIALS	TIME	INITIALS	TIME	INITIALS	TIME	
1								LDE	0230
								WHW	2230
2								WHW	0415
3									
4									
5									
6									

Can be used to record opening/closing times of arms room.

## SF 702

- Required to be used by FR Reg. 190-11 to Record After Hour Security Checks
- Checking the security of building outer doors and not the vault door doe not meet regulatory requirements.





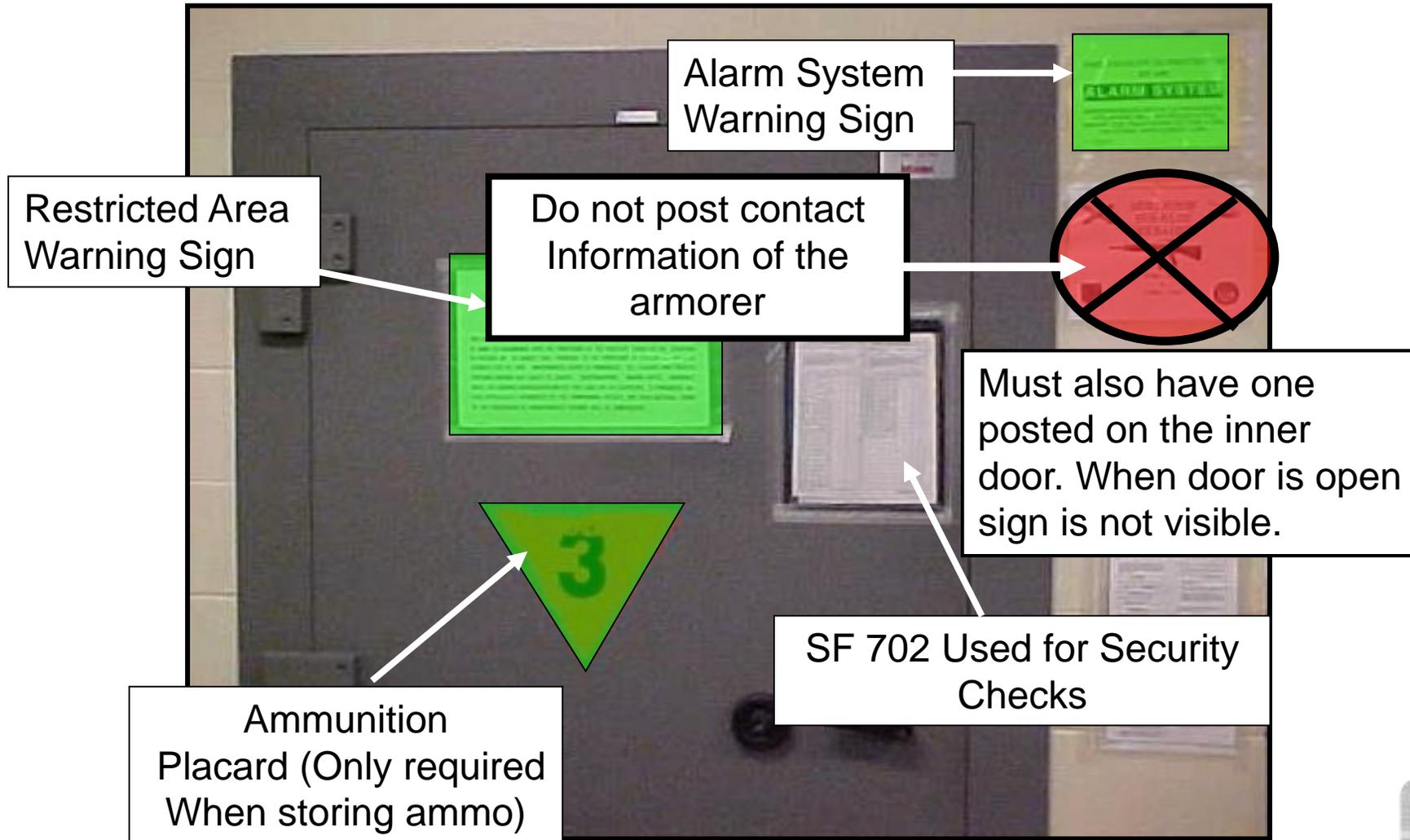
## Exterior

- Restricted Area Warning Sign
- Alarm Warning Sign
- Security Lighting
- SF 702 For After Hour Security Checks
- FR Reg. 190-1 (Outside of arms room or posted on unit bulletin board)





# Exterior





# Exterior

## Lautenberg Amendment

- **Summary court-martial convictions, non-judicial punishment under Article 15, UCMJ, and deferred prosecutions in civilian court do not constitute qualifying convictions within the meaning of the Lautenberg Amendment.**
- **The prohibitions do not preclude a soldier from operating major weapons systems or crew served weapons such as tanks, missiles, and aircraft.**
- **The Lautenberg Amendment application includes Soldiers with privately owned firearms and ammunition stored on or off post.**
- **Soldiers with qualifying convictions may not:**
  - be assigned to positions that would give them access to firearms and ammunition.
  - attend any service school where instruction with individual weapons or ammunition is part of the curriculum.
  - may not reenlist and are not eligible for the indefinite reenlistment program.





## Exterior

### Check-on-learning

**Q: A Soldier is given an Article 15 from his Company Commander for getting into a fight with his wife and hitting her. Is this a Lautenberg Violation?**

**A: No, this is non-judicial punishment and does not constitute a Lautenberg Conviction.**





# Door Security





# Door Security

- **High security padlock for approved doors**
  - Placed on most secure Door and Exterior Issue Window (If arms room has one.)
  - Comes with three (3) keys, two round operational keys and one square maintenance key.





# Door Security

## High Security Padlock

**Do Not Use The Square Maintenance Key For Daily Operations!!!!**



It is used to take the lock apart in order to re-core it.





# Door Security





# Door Security

## Combinations Shall Be Changed:

- When first placed in use (factory default settings 50-25-50)
- Whenever an individual knowing the combination no longer requires access.
- When the combination has been subject to possible compromise.
- At a minimum annually
- Prior to transitioning out. e.g. move to another bldg., deployment, etc.
- To have your combination changed call public works service order desk at 239-0900 or check with your S-2.
- <https://www.cdse.edu/resources/physical-security.html> for information on how to change combinations on the X-07, X-09, X-10, S&G 2740B & S&G 2740.





# Door Security

**SF 700 (security container information) shall be maintained  
For each combination.**

- Part 1 will be completed and posted on the inside of the vault or container.

SECURITY CONTAINER INFORMATION																	
<b>INSTRUCTIONS</b> 1. COMPLETE PART 1 AND PART 2A (ON END OF FLAP). 2. DETACH PART 1 AND ATTACH TO INSIDE OF CONTAINER. 3. MARK PARTS 2 AND 2A WITH THE HIGHEST CLASSIFICATION STORED IN THIS CONTAINER. 4. DETACH PART 2A AND INSERT IN ENVELOPE. 5. SEE PRIVACY ACT STATEMENT ON REVERSE. 10. Immediately notify one of the following persons, if this container is found open and unattended:	1. AREA OR POST (if required)	2. BUILDING (if required) 219															
	3. ROOM NO. Arms Room	4. ACTIVITY (DIVISION, BRANCH, SECTION OR OFFICE) DES															
	5. CONTAINER NO. 1	6. MFG. & TYPE CONTAINER															
	7. MFG. & TYPE LOCK Hamilton X-07	8. DATE COMBINATION CHANGED 7 Sep 21															
	9. NAME AND SIGNATURE OF PERSON MAKING CHANGE Joe Locksmith, PW																
<table border="1"> <thead> <tr> <th>EMPLOYEE NAME</th> <th>HOME ADDRESS</th> <th>HOME PHONE</th> </tr> </thead> <tbody> <tr> <td>Jim D. Armorer</td> <td>232 Milford Drive, Junction City</td> <td>555-1010</td> </tr> <tr> <td>I.B. Dmann</td> <td>111 Crazy Circle, Junction City</td> <td>555-2526</td> </tr> <tr> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> </tr> </tbody> </table>			EMPLOYEE NAME	HOME ADDRESS	HOME PHONE	Jim D. Armorer	232 Milford Drive, Junction City	555-1010	I.B. Dmann	111 Crazy Circle, Junction City	555-2526						
EMPLOYEE NAME	HOME ADDRESS	HOME PHONE															
Jim D. Armorer	232 Milford Drive, Junction City	555-1010															
I.B. Dmann	111 Crazy Circle, Junction City	555-2526															
1. ATTACH TO INSIDE OF CONTAINER 700-101 NSN 7540-01-214-5372																	

STANDARD FORM 700 (8-85)  
Prescribed by GSA/1500  
32 CFR 2003

2A INSERT IN ENVELOPE.

SF 700 (8-85)  
Prescribed by  
GSA/1500  
32 CFR 2003

WARNING  
THIS COPY CONTAINS CLASSIFIED INFORMATION WHEN COMBINATION IS ENTERED.  
UNCLASSIFIED UPON CHANGE OF COMBINATION.

WHEN COMBINATION ON PART 1 ENVELOPE MUST BE SAFEGUARDED APPROPRIATE SECURITY REQUIREMENTS

DETACH HERE

turns to the (Right) (Left) stop at \_\_\_\_\_  
turns to the (Right) (Left) stop at \_\_\_\_\_  
turns to the (Right) (Left) stop at \_\_\_\_\_

If this SF700 is for an arms room, the personnel listed here must also be on the unaccompanied access roster.





# Door Security

- The combination of the vault or container will be printed part 2a

SECURITY CONTAINER INFORMATION		
<b>INSTRUCTIONS</b> 1. COMPLETE PART 1 AND PART 2A (ON END OF FLAP). 2. DETACH PART 1 AND ATTACH TO INSIDE OF CONTAINER. 3. MARK PARTS 2 AND 2A WITH THE HIGHEST CLASSIFICATION STORED IN THIS CONTAINER. 4. DETACH PART 2A AND INSERT IN ENVELOPE. 5. SEE PRIVACY ACT STATEMENT ON REVERSE.	1. AREA OR POST (if required)	2. BUILDING (if required)
	4. ACTIVITY (DIVISION, BRANCH, SECTION OR OFFICE)	5. CONTAINER NO.
	6. MFG. & TYPE CONTAINER	7. MFG. & TYPE LOCK
	8. DATE COMBINATION CHANGED	
	9. NAME AND SIGNATURE OF PERSON MAKING CHANGE	
10. Immediately notify one of the following persons, if this container is found open and unattended.		
EMPLOYEE NAME	HOME ADDRESS	HOME PHONE
Jim D. Armorer	232 Milford Drive, Junction City	555-1010
I.B. Dmann	111 Crazy Circle, Junction City	555-2526
1. ATTACH TO INSIDE OF CONTAINER 700-101 NSN 7540-01-214-5372 STANDARD FORM 700 (8-85) Prescribed by GSA/1500 32 CFR 2003		

**CONTAINER NUMBER** 1

**COMBINATION**

\_\_\_\_\_ turns to the (Right) (Left) stop at 22

\_\_\_\_\_ turns to the (Right) (Left) stop at 45

\_\_\_\_\_ turns to the (Right) (Left) stop at 76

\_\_\_\_\_ turns to the (Right) (Left) stop at \_\_\_\_\_

**WARNING**

THIS COPY CONTAINS CLASSIFIED INFORMATION WHEN COMBINATION IS ENTERED.

UNCLASSIFIED UPON CHANGE OF COMBINATION.

**2A** INSERT IN ENVELOPE. SF 700 (8-85) Prescribed by GSA/1500 32 CFR 2003

WARNING  
WHEN COMBINATION ON PART 2A IS ENCLOSED, THIS ENVELOPE MUST BE SAFEGUARDED IN ACCORDANCE WITH APPROPRIATE SECURITY REQUIREMENTS.

DETACH HERE





# Door Security

- Part 2A will be detached and inserted in the envelope, (part 2)

SECURITY CONTAINER INFORMATION			
<b>INSTRUCTIONS</b> 1. COMPLETE PART 1 AND PART 2A (ON END OF FLAP). 2. DETACH PART 1 AND ATTACH TO INSIDE OF CONTAINER. 3. MARK PARTS 2 AND 2A WITH THE HIGHEST CLASSIFICATION STORED IN THIS CONTAINER. 4. DETACH PART 2A AND INSERT IN ENVELOPE. 5. SEE PRIVACY ACT STATEMENT ON REVERSE. 10. Immediately notify one of the following persons, if this container is found open and unattended.	1. AREA OR POST (if required)	2. BUILDING (if required) 219	3. ROOM NO. Arms Room
	4. ACTIVITY (DIVISION, BRANCH, SECTION OR OFFICE) DES	5. CONTAINER NO. 1	
	6. MFG. & TYPE CONTAINER	7. MFG. & TYPE LOCK Hamilton X-07	8. DATE COMBINATION CHANGED 7 Sep 21
	9. NAME AND SIGNATURE OF PERSON MAKING CHANGE Joe Locksmith, PW		
	11. EMPLOYEE NAME		
12. HOME ADDRESS			
13. HOME PHONE			
Jim D. Armorer	232 Milford Drive, Junction City	555-1010	
I.B. Dmann	111 Crazy Circle, Junction City	555-2526	

**WARNING**  
WHEN COMBINATION ON PART 2A IS ENCLOSED, THIS ENVELOPE MUST BE SAFEGUARDED IN ACCORDANCE WITH APPROPRIATE SECURITY REQUIREMENTS.

DETACH HERE

CONTAINER NUMBER	
1	
COMBINATION	
_____ turns to the (Right) (Left) stop at	22
_____ turns to the (Right) (Left) stop at	45
_____ turns to the (Right) (Left) stop at	76
_____ turns to the (Right) (Left) stop at	_____
<b>WARNING</b>	
THIS COPY CONTAINS CLASSIFIED INFORMATION WHEN COMBINATION IS ENTERED.	
UNCLASSIFIED UPON CHANGE OF COMBINATION.	
2A	INSERT IN ENVELOPE.
	SF 700 (8-85) Prescribed by GSA/1500 32 CFR 2003

1. ATTACH TO INSIDE OF CONTAINER

700-101  
NSN 7540-01-214-5372

STANDARD FORM 700 (8-85)  
Prescribed by GSA/1500  
32 CFR 2003





# Door Security

- Part 2A will be detached and inserted in the envelope, (part 2)

SECURITY CONTAINER INFORMATION INSTRUCTIONS		
1. COMPLETE PART 1 AND PART 2A (ON END OF FLAP).	1. AREA OR POST (if required)	2. BUILDING (if required)
2. DETACH PART 1 AND ATTACH TO INSIDE OF CONTAINER.	4. ACTIVITY (DIVISION, BRANCH, SECTION OR OFFICE)	3. ROOM NO.
3. MARK PARTS 2 AND 2A WITH THE HIGHEST CLASSIFICATION STORED IN THIS CONTAINER.	5. MFG. & TYPE CONTAINER	6. CONTAINER NO.
4. DETACH PART 2A AND INSERT IN ENVELOPE.	7. MFG. & TYPE LOCK	8. DATE COMBINATION CHANGED
5. SEE PRIVACY ACT STATEMENT ON REVERSE.	9. NAME AND SIGNATURE OF PERSON MAKING CHANGE	
10. Immediately notify one of the following persons, if this container is found open and unattended.	Joe Locksmith, PW	
EMPLOYEE NAME	HOME ADDRESS	HOME PHONE
Jim D. Armorer	232 Milford Drive, Junction City	555-1010
I.B Dmann	111 Crazy Circle, Junction City	555-2526

1. ATTACH TO INSIDE OF CONTAINER

700-101  
NSN 7540-01-214-5372

STANDARD FORM 700 (4-85)  
Prescribed by GSA/ISOO  
32 CFR 2003

WARNING  
WHEN COMBINATION ON PART 2A IS ENCLOSED, THIS ENVELOPE MUST BE SAFEGUARDED IN ACCORDANCE WITH APPROPRIATE SECURITY REQUIREMENTS.

1

COMBINATION

\_\_\_\_\_ turns to the (Right) (Left) stop at 22

\_\_\_\_\_ turns to the (Right) (Left) stop at 45

\_\_\_\_\_ turns to the (Right) (Left) stop at 76

\_\_\_\_\_ turns to the (Right) (Left) stop at \_\_\_\_\_

DETACH HERE

WARNING  
THIS COPY CONTAINS CLASSIFIED INFORMATION WHEN COMBINATION IS ENTERED  
UNCLASSIFIED UPON CHANGE OF COMBINATION

2A  
INSERT IN ENVELOPE.

SF 700 (4-85)  
Prescribed by GSA/ISOO  
32 CFR 2003







# Documentation





# Documentation

## DA Form 4604 (Security Construction Statement):

- Existing arms rooms inspected by qualified engineer **every 5 years**.(AR 190-11 2-2d)
- Identifies an Waivers, Exceptions, Compensatory measures in place in order to approve vault storage.
- Will be posted inside the unit arms vault.
- Form will indicate highest category of weapons that may be stored in the arms room.

***POC: Mrs. Kim Hunninghake - 239-6672/ 239-6148***





# Documentation

## Security Risk Categories (SRC)

SRC-I Man-portable (Missiles   Rockets)	
FIM-92 Stinger Missile	
M72-Light Anti-Tank Weapon	
FGM-148 Javelin	
SRC-II Crew-served (Missiles   Rockets)	
Hydra-70 Rocket	
Tube-Launched Optically Wire (TOW) Guided Missile	

SRC-II Ammunition and Explosives (Missiles   Rockets)	
M67 Fragmentation Grenade	
M18A1 Claymore Mine	
SRC-II Arms	
M249 Light Machine Gun	
M2 Machine Gun (Ma Deuce) .50 Cal	
M16A2 Assault Rifle	
M4A1 Carbine	

SRC-III Platform-mounted (Missiles   Rockets)	
AGM-114 Hellfire Missile	
SRC-III Ammunition and Explosives	
AN-M14 Incendiary Grenade	
SRC-III Arms	
M79 Grenade Launcher	

SRC-IV Ammunition and Explosives	
M18 Smoke Grenades	
M7 CS Riot Control Grenade	
SRC-IV Arms	
M500 Shotgun	
M9 Beretta Pistol	

**NVDs are SRC-IV, too!**





# Documentation

## Armorer Hand Receipt:

- **Commander sub-hand receipts all equipment in the arms room down to the primary armorer:**
  - Use DA Form 3161 or system generated property receipt.
  - Places responsibility / accountability upon individual who has direct control of it.
  - Clearly identifies what the Armorer is responsible for.
  - Includes all property to be stored in the vault. NOT just AA&E (e.g. bayonets, compasses, etc.)
  - **Must be signed for with in 30 days of appointment. (IAW Supply regulations)**





# Documentation

## Unaccompanied Access Roster

- Keep the number of personnel on the roster to a minimum.
- Personnel Reliability Screening And Evaluation (DA Form 7708) is completed before unaccompanied access is authorized

## Personnel Reliability Screening And Evaluation

- DA Form 7708
- Valid for one year
- Continuing Periodic Evaluation required
- Does not need to be redone when a new Commander assumes command.
- Must be redone when the Soldier transfers to/from another unit.





# PERSONNEL RELIABILITY SCREENING AND EVALUATION

## FOUO

PERSONNEL RELIABILITY SCREENING AND EVALUATION			
For use of this form, see AR 190-13; the proponent agency is OPMG.			
<b>PRIVACY ACT STATEMENT</b>			
<b>Authority:</b>	10 USC 3013 Secretary of the Army; DOD 5200.08, Security of DODI Installations and Resources and the DOD Physical Security Review Board; AR 190-13, The Army Physical Security Program; and E.O. 9397 (SSN) as amended.		
<b>Principal Purpose:</b>	To evaluate the qualification and suitability of a person for assignment to sensitive duties or unaccompanied access to certain resources.		
<b>Routine Uses:</b>	In addition to those disclosures generally permitted under 5 U.S.C. 552 a(B) of the Privacy Act, this information can be shared with local law enforcement agencies for criminal background checks.		
<b>Note:</b>	This system of records may contain personally identifiable health information (PHI). The DoD Health Information Privacy Regulation (DoD 6025.18-R) issued pursuant to the Health Insurance Portability Act of 1996, applies to most such health information. DoD 6025.18-R may place additional procedural requirements on the uses and disclosures of such information beyond those found in the Privacy Act of 1974, as amended, or mentioned in this system of records notice.		
<b>Disclosure:</b>	Voluntary, however failure to provide all or part of the requested information may result in a non-selection for the stated duties.		
<b>Citation:</b>	A0690-200 DAPE Department of the Army Civilian Personnel Systems (January 06 2004, 69 FR 790); and A0600-8-104 AHRC, Army Personnel System (APS) (July 30 2013, 78 FR 45914).		
<b>PART I - IMMEDIATE SUPERVISOR/COMMANDER INTERVIEW</b>			
1. NAME (Last, First, MI)	2. ORGANIZATION	3. POSITION TITLE	4. SSN
<b>Armorer, Tony</b>	<b>111<sup>th</sup> Signal Company</b>	<b>Armorer</b>	<b>000-00-0000</b>
5. I <input type="checkbox"/> DO <input checked="" type="checkbox"/> DO NOT OBJECT TO PERSONNEL SCREEN REQUIREMENTS.			
6. SCREEN FOR			
<input checked="" type="checkbox"/> Unaccompanied access to arms, ammunition and explosives		<input type="checkbox"/> Unaccompanied access to control medical substances	
<input type="checkbox"/> Employment/Retention as DA Civilian Police or Security Guard		<input type="checkbox"/> Issuance of Physical Security Inspector Credentials	
<input type="checkbox"/> Other (specify) _____			
7. SIGNATURE		8. DATE (YYYYMMDD)	
<i>Tony D. Armorer</i>		<b>20191001</b>	
9. INTERVIEWER (Last, First, MI)		10. SIGNATURE	
<b>Commander, Best, D</b>		<i>Best D. Commander</i>	
		11. DATE (YYYYMMDD)	
		<b>20191001</b>	

Commander of the candidate will conduct the initial interview than print, sign and date.

The candidate will sign and date.





# PERSONNEL RELIABILITY SCREENING AND EVALUATION

PART II - CHECK OF PERSONNEL RECORDS		
12. POTENTIALLY DISQUALIFYING INFORMATION WAS <input type="checkbox"/> FOUND AND FORWARDED TO THE CERTIFYING OFFICIAL <input checked="" type="checkbox"/> NOT FOUND		
13. NAME (Last, First, MI) Jackson, Andrew, T	14. SIGNATURE <i>Andrew T. Jackson</i>	15. DATE (YYYYMMDD) 20210907
PART III - CHECK OF SECURITY RECORDS		
16. POTENTIALLY DISQUALIFYING INFORMATION WAS <input type="checkbox"/> FOUND AND FORWARDED TO THE CERTIFYING OFFICIAL <input type="checkbox"/> NOT FOUND		
17. PERSONNEL SECURITY INVESTIGATION (PSI): COMPLETED ON DATE (YYYYMMDD) _____ TYPE (NACLIC, ANACI, SSB, etc.) _____ <input type="checkbox"/> FAVORABLY ADJUDICATED <input type="checkbox"/> DOSSIER REVIEW REQUIRED		
18. PSI REQUEST OR REINVESTIGATION (IF REQUIRED): SUBMITTED ON DATE (YYYYMMDD) _____ TYPE (NACLIC, ANACI, SSB, etc.) _____		
19. SECURITY CLEARANCE: <input type="checkbox"/> NONE <input type="checkbox"/> CONFIDENTIAL <input type="checkbox"/> SECRET <input type="checkbox"/> TOP SECRET <input checked="" type="checkbox"/> NOT REQUIRED		
20. NAME (Last, First, MI) Commander, Best, D	21. SIGNATURE <i>Best D. Commander</i>	22. DATE (YYYYMMDD) 20210908
PART IV - CHECK OF MEDICAL RECORDS		
23. POTENTIALLY DISQUALIFYING INFORMATION WAS <input type="checkbox"/> FOUND AND FORWARDED TO THE CERTIFYING OFFICIAL <input checked="" type="checkbox"/> NOT FOUND		
24. NAME (Last, First, MI) Jefferson, Thomas, T	25. SIGNATURE <i>Thomas T. Jefferson</i>	26. DATE (YYYYMMDD) 20210909
PART V - CHECK OF LAW ENFORCEMENT RECORDS		
27. POTENTIALLY DISQUALIFYING INFORMATION WAS <input type="checkbox"/> FOUND AND FORWARDED TO THE CERTIFYING OFFICIAL <input checked="" type="checkbox"/> NOT FOUND <b>DES No Record</b>		
28. NAME (Last, First, MI) Washington, George D	29. SIGNATURE <i>George D. Washington</i>	30. DATE (YYYYMMDD) 20210910
PART VI - RESULTS OF RANDOM/DIRECTED DRUG TESTING		
31. TESTS RESULTS WERE: <input type="checkbox"/> FORWARDED TO THE CERTIFYING OFFICIAL <input type="checkbox"/> CERTIFIED NEGATIVE <input checked="" type="checkbox"/> NOT A TESTING-DESIGNATED POSITION		
32. NAME (Last, First, MI) Commander, Best, D	33. SIGNATURE <i>Best D. Commander</i>	34. DATE (YYYYMMDD) 20210907

DA FORM 7708, JUN 2019

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Completed  
by S-1

Commanders Discretion if Not  
Required Completed by  
Commander. Clearance  
validation completed by S-2

Completed by Medical  
Facility / Provider

Completed by DES  
ADMIN through  
email (Will take 24  
to 72 hours  
turnaround)

usarmy.riley.ID-  
Readiness.mbx.police-  
records@army.mil

Completed at Unit by  
Commander of Candidate





# PERSONNEL RELIABILITY SCREENING AND EVALUATION

FOUO

Candidate screened will acknowledge being briefed on duties, sign and date.

Commander validates Candidate suitable or unsuitable selection with, printed name, signature and date.

PART VII - IMMEDIATE SUPERVISOR/COMMANDER EVALUATION/ BRIEFING		
35. AFTER A THOROUGH REVIEW OF INFORMATION PROVIDED, I FIND THE PERSON: <input checked="" type="checkbox"/> SUITABLE FOR THE POSITION/DUTY <input type="checkbox"/> UNSUITABLE FOR THE POSITION/DUTY		
36. I HAVE BEEN BRIEFED ON MY DUTIES AND UNDERSTAND THE STANDARDS.	37. SIGNATURE <i>Tony D. Armorer</i>	38. DATE (YYYY/M/DD) 20210910
39. NAME OF CERTIFYING OFFICIAL (Last, First, MI) Commander, Best, D	40. SIGNATURE <i>Best D. Commander</i>	41. DATE (YYYY/M/DD) 20210910
PART VIII - CONTINUING PERIODIC EVALUATION		
Document changes in the individual's status and/or administrative data. Attach a continuation sheet if additional room is required to document an update. Follow guidance in the pertinent regulation for documentation requirements for restriction, suspension, administrative termination, or disqualification. (ATTACH BLANK SHEET FOR CONTINUATION OF PART VIII)		
42. PERSON'S SIGNATURE/ DATE	43. CERTIFYING OFFICIAL'S SIGNATURE/DATE	44. REASON FOR UPDATE
PART IX - SUSPENSION OR TEMPORARY DISQUALIFICATION (PENCIL ENTRY)		PART X - ADMINISTRATIVE TERMINATION
45. EFFECTIVE DATE (YYYY/M/DD)		46. EFFECTIVE DATE (YYYY/M/DD)





# PERSONNEL RELIABILITY SCREENING AND EVALUATION

PART XI - DISQUALIFICATION		
47. STATUS AT TIME OF DISQUALIFICATION <input type="checkbox"/> 1. Being screened for _____ <input type="checkbox"/> 2. Assigned to/as: <input type="checkbox"/> a. Unaccompanied access to AA&E <input type="checkbox"/> b. Unaccompanied access to controlled medical substances <input type="checkbox"/> c. DA Civilian Police or Security Guard <input type="checkbox"/> d. Other _____		48. REASON FOR DISQUALIFICATION <input type="checkbox"/> 1. Alcohol abuse <input type="checkbox"/> 2. Drug abuse <input type="checkbox"/> 3. Negligence/delinquency in duty performance <input type="checkbox"/> 4. Court-martial/civilian convictions <input type="checkbox"/> 5. Physical/mental condition <input type="checkbox"/> 6. Poor attitude/lack of motivation <input type="checkbox"/> 7. Other (Explain in Block 50)
49. PERSON IS DISQUALIFIED FROM THE SUBJECT POSITION/DUTIES <input type="checkbox"/>		
50. RATIONALE           		
51. PERSON WAS NOTIFIED OF DISQUALIFICATION ON _____ by _____ <small>DATE (YYYYMMDD) METHOD OF NOTIFICATION</small>		
52. NAME OF CERTIFYING OFFICIAL (Last, First, MI)	53. SIGNATURE	54. DATE (YYYYMMDD)
55. NAME OF REVIEWING OFFICIAL (Last, First, MI)	56. SIGNATURE	57. DATE (YYYYMMDD)

DA FORM 7708, JUN 2019

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APD AEM v1.00EB



# Documentation

## Dates

- The dates in section I and VII are the start and end dates of the investigation. Both signed by the CDR (NOT at the same time).
- All dates in sections II thru VI (section checks) should fall between the start and end dates.
- Appointment orders must be dated after the form is finalized in section VII.
- Must be Evaluated Periodically in section VIII (Minimum Annually).





# Documentation

## Accompanied Access Rosters:

- DES Physical Security
- DIV / BDE / BN S-2
- Alarm Maintenance Personnel



DEPARTMENT OF THE ARMY  
INSTALLATION MANAGEMENT COMMAND  
HEADQUARTERS, UNITED STATES ARMY GARRISON, FORT RILEY  
465 PERSHING COURT  
FORT RILEY, KANSAS 66442-5000

REPLY TO  
ATTENTION OF:

IMRL-ESS 13 October 2020

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Accompanied Access Roster

- Reference: AR 190-13, The Army Physical Security Program, 27 June 2019.
- The following personnel are appointed as physical security inspectors and are authorized accompanied access to unit arms rooms and unescorted to all other activities and facilities, which require physical security inspections or physical security surveys. This memorandum supersedes the memorandum dated 12 December 2019.

NAME	CREDENTIAL #	SECURITY CLEARANCE	OFFICE #
Wilson, William	J3960	Secret	239-6342
Morgan, Timothy	J4052	Secret	239-3080
Mohlman, Kurtis	J4047	Secret	239-0630
Golden, William	J4053	Secret	239-0671
Haskins, Mathew	J4049	Secret	239-5474
Magar, Michael	J4054	Secret	239-0866

- Verification of the identity of the above named individuals will be conducted by verifying this information against the Department of the Army Physical Security Inspector Credentials (DA Form 4251 and DA Form 4261-1) or the Common Access Card (CAC).
- This letter of authorization will remain in effect until rescinded or superseded.
- Please contact Mark Dombrowski, Chief, Security Branch at 239-2125 for further information concerning this roster.



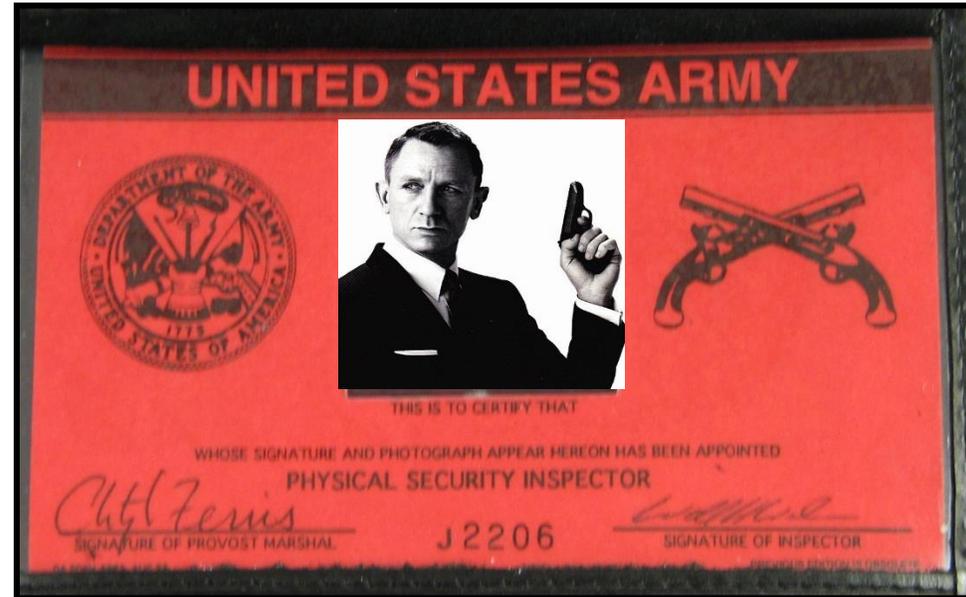
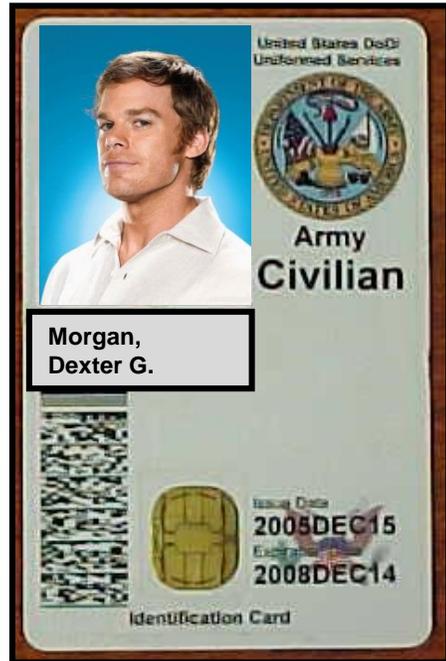
Digitally signed by  
DIMATTIA,VITTORINO.10095939  
20  
Date: 2020.10.14 07:04:43  
-0500

VITTORINO DIMATTIA  
Deputy Director  
Directorate of Emergency Services





# Documentation



Always Check Identification To Verify  
Access Roster Information.





# AA&E INVENTORY PROCEDURES





# Inventory Procedures

## Monthly 100% serial number inventories conducted by:

- Responsible Officer (Commander).
- An Officer, Warrant Officer, or NCO appointed by the Responsible Officer
- The same person will not be appointed in consecutive months.
- **Personnel identified on the unaccompanied access roster will not conduct or assist in the inventory.**





# Inventory Procedures

**Ensure the following items are included in the monthly serial number inventory:**

- All Privately Owned Firearms and ammunition.
- All military ammunition.
- All night vision devices (NVDs) and items on the High Value Storage Memorandum.
- All accountable property not just sensitive items.





# Inventory Procedures

## Inventory documentation:

- Results of serial number inventories will be recorded on a memorandum.
- Retain the results for 2 years if no discrepancy is noted; 4 years if a discrepancy is noted.
- Ensure the person conducting the inventory signs the inventory.
- Try to keep the “working copy” of the inventory in the arms room. If you are unable to obtain the “working copy” ensure memorandum is on hand.





# Inventory Procedures

## UNIT LETTERHEAD

OFFICE SYMBOL

DATE

### MEMORANDUM FOR RECORD

1. On (This Date), I (Rank Name) conducted the monthly 100% inventory for B Btry 1-12 FA. All weapons, ammunition and sensitive items were accounted for, no discrepancies were found during the inventory.
2. The following privately owned fire arms and ammunition were also inventoried:
  - .50 Cal Desert Eagle SN# 12345
  - 25 round of .50 cal ammunition.
3. Point of Contact for this memorandum is the undersigned at 239-xxxx.

Signature Block





# Inventory Procedures





# Inventory Procedures

## Opening / Closing And Change Of Custody Inventories:

- Occurs when the responsibility for custody of the arms room or the arms room keys is transferred between authorized personnel.
- The person receiving the keys to the arms room will receipt for all AA&E and accountable property stored in the arms room. Results of this inventory will be recorded on DA Form 2062.
- The Opening/Closing as well as the Change-of-Custody inventories will be maintained on file **until the next monthly 100% serial number inventory.**







# Inventory Procedures

## Inventory PE

- You are the primary Armorer for A BTRY 2-32 FA.
- Your hand receipt shows you are signed for the following equipment from the BTRY Commander:
  - M16-A4 – QTY 40**
  - M4 – QTY 20**
  - M9 – QTY 5**
- You also have a privately-owned firearm belonging to SPC Jones:
  - .50 Cal Desert Eagle pistol serial number 12345**
  - Privately-own ammunition – 25 .50 Cal round**

Establish a DA Form 2062 to use for inventories.







# Inventory Procedures

- As the primary Armorer you are opening the arms room.
- You have the following equipment on hand when you open the arms room:  
**M16-A4 – QTY 35**  
**M4 – QTY 20**  
**M9 – QTY 4**
- You have a weapons card in each slot for the five missing M16's and a DA Form 2062 signed by the BTRY XO for one M9.
- All privately-owned weapons and ammunition are accounted for.

Complete your DA Form 2062 for your opening inventory.







# Inventory Procedures

- You are the primary Armorer closing the arms room later that afternoon:
- All equipment that was signed out has been returned and you have the following items in the arms room:
  - M16-A4 – QTY 40**
  - M4 – QTY 20**
  - M9 – QTY 5**
- All privately owned weapons and ammunition are accounted for.

Complete your DA Form 2062.







# Inventory Procedures

- You are the assistant Armorer opening the arms room the next duty day.
- You have the following equipment on hand in the arms room.  
**M16-A4 – QTY 39**  
**M4 – QTY 20**  
**M9 – QTY 5**
- You do not find any hand receipt or weapons cards for the “missing” M16.
- All privately owned weapons and ammunition are accounted for.

What do you do next?







# Inventory Procedures

## Missing AA&E Actions:

- Complete the DA Form 2062.
- Stop all operations and notify Commander and 1SG that you came up a weapon short on your opening inventory.
- Unit begins investigation to determine accountability of all weapons.
- Notify FRPD, Initiate SIR notifications / procedures.





# AA&E Key Control





## True or False

- The serial number on the lock cannot be the same as the serial number on the key.

**False**

- AR 190-11, para 3-8 n. states, *“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.”* New Master locks have the same serial number on both the lock and key.





## True or False

- The key ring used must be a solid braised (welded) metal key ring.

**False**

- AR 190-11 does not specify the type of key ring that must be used.





## True or False

- **Staff Duty or the S2 is the key and lock control custodian for the unit.**

**False**

- **Staff Duty is only the keeper of the locked ammo can during non-duty hours. In the case of the S2, they are only securing the locked and sealed container with the spare keys in them.**





## True or False

- I cannot list where the locks are located at in the arms room on the DA Form 5513. (Ex. Key Number #1, goes to lock #1 which is on M16 rack #2)

**False**

- AR 190-11 para 3-8 n states, *“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.”*





# AA&E Key Control

## AA&E Key Control Custodian

- Required to have a DA Form 7708 Personnel Reliability Screening And Evaluation completed prior to assuming duties as AA&E Key Custodian.
- Be appointed in writing to issue and receive keys and account for keys.
- Issues primary keys to Armorer and Sealed container (spare set) to HHQ (S-2) who places them in a GSA approved class 5 or 6 safe.
- Ensure that individuals who are designated to issue keys in their absence, clearly understand key control procedures.
- Maintain a key control register (DA Form 5513) at all times to ensure continuous accountability for keys of locks used to secure Government property.
- Inventory Keys at a minimum Semi-annually (AA&E Key Custodian & Disinterested individual).
- Conduct an inquiry when a key is lost or stolen.
- Attend refresher training annually.





# AA&E Key Control

UNIT: HHT 1-4 CAV

44322 High Security Padlock Main Door

1234H M16 Rack 1

5678H M16 Rack 2

1122B M9 Rack 1

Key Serial Number  
Issuance/Reissuance

KEY CONTROL REGISTER AND		
For use of this form see AR 190-11; the proponent		
UNIT/ACTIVITY	HHT 1-4 CAV	
KEY CONTROL NUMBER(S)	(Insert serial number or other identifying number)	
1. 44322 (3) Arms Room Door	11.	21.
2. 1234H (2) M16 Rack 1	12.	22.
3. 5678H (2) M16 Rack 2	13.	23.
4. 1122B (2) M9 Rack 1	14.	24.





# AA&E Key Control

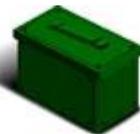
## Issuing AA&E Keys



**AA&E  
Key Custodian**



Primary Keys



Spare Keys



**Armorer**



**BN S-2**





# AA&E Key Control

KEY ISSUE AND TURN IN					
KEY NUMBER	ISSUED (Date/Time)	ISSUED BY (Printed Name/Signature)	ISSUED TO (Printed Name/Signature)	TURNED IN (Date/Time)	RECEIVED BY (Printed Name/Signature)
1-24	0900 7 Sep 21	Key Custodian Print	Armorer Print		
		<i>Key Custodian Sign</i>	<i>Armorer Sign</i>		
Seal# 12345	0920 7 Sep 21	Key Custodian Print	S-2 Print		
		<i>Key Custodian Sign</i>	<i>S-2 Sign</i>		

Primary Keys Issued To Armorer

Spare Keys Issued To S-2

All Keys Are Now Issued and Accounted For Properly!





# AA&E Key Control

INVENTORIES (JOINT/SEMIANNUAL)			
DATE	PRINTED NAME/SIGNATURE	DATE	PRINTED NAME/SIGNATURE
7 Sep 21	<i>AA&amp;E Key Control Custodian</i>		
7 Sep 21	<i>Disinterested Party</i>		

AA&E Key Custodian and Disinterested Party Signs and Dates When Keys Are First Inventoried. This Is The Benchmark For Future Semi-Annual Inventories.





# AA&E Key Control

## Unit Armorer Responsibilities:

- Sign For Operational Set Of Keys
- Ensure Keys Are Never Left Unattended.
- Ensure Keys Are Never Taken Off-post (Off The Installation) Unless They Are Being Secured At Another Location
- Report Immediately All Lost, Misplaced, Broken Or Stolen Keys To The AA&E Key Lock Custodian.
- Ensure Keys Are Properly Secured At The Close Of Business Each Day.
- Ensure Keys Signed for at all times.

**NOTE: Getting locked ammo can from Staff Duty is NOT signing for the keys.**





# AA&E Key Control

## Armorer's DA Form 5513 Setup.





# AA&E Key Control

## Armorer's DA Form 5513 Inside Ammo Can

<b>KEY CONTROL REGISTER AND</b>		
For use of this form see AR 190-11; the proponent		
<b>UNIT/ACTIVITY</b>		
HHT 1-4 CAV		
<b>KEY CONTROL NUMBER(S)</b> (Insert serial number or other identifying number)		
1. 44322 Arms Room Door	11.	21.
2. 1234H M16 Rack 1	12.	22.
3. 5678H M16 Rack 2	13.	23.
4. 1122B M9 Rack 1	14.	24.





# AA&E Key Control

## Transfer of Arms Room Keys

KEY ISSUE AND TURN IN					
KEY NUMBER	ISSUED (Date/Time)	ISSUED BY (Printed Name/Signature)	ISSUED TO (Printed Name/Signature)	TURNED IN (Date/Time)	RECEIVED BY (Printed Name/Signature)
1-4	0930 7 Sep 21	Primary Armorer Print	Alt Armorer Print	0930 8 Sep 21	Primary Armorer Print
		<i>Primary Armorer Sign</i>	<i>Alt Armorer Sign</i>		<i>Primary Armorer Sign</i>
1-4		Primary Armorer Print			
		<i>Primary Armorer Sign</i>			

- Used When Arms Room Keys are Transferred Between Two Authorized Personnel
- Coincides with opening and closing inventories.





# AA&E Key Control

## Key Turn-In Procedures

- Keys signed back in to the AA&E Key Custodian on DA Form 5513 before PCS/ETS.

or

- Keys placed in a locked ammo can, and the locked ammo can is signed for on DA Form 5513 to Staff Duty or CQ as “Key Box”. Staff Duty/CQ not authorized to sign for actual keys.





# AA&E Key Control

## DA Form 5513 At Staff Duty Desk

<b>KEY CONTROL REGISTER AND</b>		
For use of this form see AR 190-11; the proponent		
<b>UNIT/ACTIVITY</b>		
HHT 1-4 CAV		
<b>KEY CONTROL NUMBER(S)</b> (Insert serial number or other identifying number)		
1. Locked Ammo Can	11.	21.
2.	12.	22.
3.	13.	23.
4.	14.	24.

**Staff Duty is Only Maintaining a Locked Ammo Can (Contents Unknown)**





# AA&E Key Control

## Issuing Locked Key Box to Staff Duty



Armorer



Primary Keys



Primary Key Box

## Staff Duty



© Ron Leishman \* www.ClipartOf.com/443683





# AA&E Key Control

## Signing for Ammo Can

KEY ISSUE AND TURN IN					
KEY NUMBER	ISSUED (Date/Time)	ISSUED BY (Printed Name/Signature)	ISSUED TO (Printed Name/Signature)	TURNED IN (Date/Time)	RECEIVED BY (Printed Name/Signature)
1	0700 7 Sep 21	Staff Duty Print	Armorer Print	1700 7 Sep 21	Staff Duty Print
		<i>Staff Duty Sign</i>	<i>Armorer Sign</i>		<i>Staff Duty Sign</i>

### Key to AA&E “lock box” / “ammo can”

- May be “permanently” issued. Not required to turn in at EODD.
- Is considered an Admin Key and issued by Admin Key Custodian.





# AA&E Key Control

## Authorized storage locations of AA&E keys For SRC I and II

- GSA Class 5 container with a built in 3 position changeable combination lock.
  - Container will not contain classified material
  - If the container weighs less than 500 lbs. it will be chained to the floor or building





# AA&E Key Control

## Authorized storage locations of AA&E keys For SRC III and IV.

- 12 Gauge Steel Key box equipped with a low security padlock. Same as standard key box. Requires hasp addition for lock.
  - Located in a room that is secured when unoccupied
- GSA Class 5 or Class 6 container with a built in 3 position changeable combination lock.
  - Container will not contain classified material
  - If the container weighs less than 500 lbs. it will be chained to the floor or building
  - Typical storage of spare keys at S-2
- Keys stored in an ammo can (12 gauge steel) with low security padlock and
  - Chained to an eyebolt in the floor at the staff duty / CQ desk
  - or secured in safe





# AA&E Key Control

## Case Study

- Unit Rear-D Armorer With Access To Exterior Arms Vault
- Brought AA&E Keys With Him To Lunch Off The Installation
- Could Not Locate Keys After Lunch
- Searched Car, Barracks Room, Subway Could Not Locate Keys
- Retrieved Spare Set Of Keys From S2, Spare Keys Did Not Work. They Were Never Shown Any “Love”
- Called Pw To Gain Access To Vault. Pw USED PLASMA CUTTER





# AA&E Key Control

## Cost Break Down:

- \$3200 To Cut High Security Hasp And Padlock Off Vault Door And Have Door Recertified
- \$1300 For High Security Padlock
- 35 Low Security Padlocks At \$12-20 Each -- \$420-700
- Total Cost: \$4,920-5,200
- Cost Of A Good AA&E Key Control Program: Priceless!!!!





# AA&E Key Control

Hands On Key Control Practical Exercise.





# AA&E Key Control

## Practical Exercise # 1

SPC Roy Jones is the Primary Armorer for B Btry 1-12 FA.

The Following Keys Are Used In The Arms Room:

23456 - High Security Padlock

2322H - Inner Door

5443B - M16 Rack 1

2722H - M16 Rack 2

6788B - M9 Rack 1

6777G - M9 Rack 2

1233G - POF Locker

2233P - Ammo Can Lock

Seal #12388

\*You are the AA&E Key Custodian

\*SGT Ricky Steamboat is the S2





# AA&E Key Control

KEY CONTROL REGISTER AND INVENTORY		
For use of this form see AR 190-11; the proponent agency is ODCSO		
UNIT/ACTIVITY B Btry 1-12 FA		PERIOD COVERED
KEY CONTROL NUMBER(S) (Insert serial number or other identifying number from the key)		
1. 23456 (3) High Security Padlock	11.	21.
2. 2322 H(2) Arms Room Inner Door	12.	22.
3. 5443B (2) M16 Rack 1	13.	23.
4. 2722H (2) M16 Rack 2	14.	24.
5. 6788B (2) M9 Rack 1	15.	25.
6. 6777G (2) M9 Rack 2	16.	26.
7. 1233G (2) POF Locker	17.	27.
8. <del>2233P (2) Ammo Can</del>	<b>Admin Key!! Not Added to AA&amp;E DA Form 5513</b>	





# Answers

KEY ISSUE AND TURN IN					
KEY NUMBER	ISSUED (Date/Time)	ISSUED BY (Printed Name/Signature)	ISSUED TO (Printed Name/Signature)	TURNED IN (Date/Time)	RECEIVED BY (Printed Name/Signature)
1-7	1500 7 Sep 21	You	Primary Armorer		
		<i>You</i>	<i>Primary Armorer</i>		
Seal # 12388	1530 7 Sep 21	You	Steamboat, Ricky		
		<i>You</i>	<i>Ricky Steamboat</i>		





# Answers

INVENTORIES (JOINT/SEMIANNUAL)			
DATE	PRINTED NAME/SIGNATURE	DATE	PRINTED NAME/SIGNATURE
7 Sep 21	<i>AA&amp;L Custodian</i>		
7 Sep 21	<i>Disinterested Party</i>		





# AA&E Key Control

## Practical Exercise # 2

Q: When Signing for the Spare Set of AA&E Keys, The S-2 Signs for the “Ring” Containing All of the Spare Keys?

A: NO. The S-2 Signs for a *SEALED Container of Keys*, NOT a “Ring” of Keys or the Keys Themselves.





# AA&E Key Control

## Common Deficiencies:

- No DA Form 7708 completed for AA&E Key Custodian
- No appointment orders / orders issued prior to DA Form 7708 completed
- AA&E keys not issued to Armorer from Key Custodian
- AA&E keys not inventoried
- Armorer's not conducting Change-of-Custody procedures to include keys





Racks / Locks

# Weapons Storage / Ammunition Storage





# Racks

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 (*when certified*).

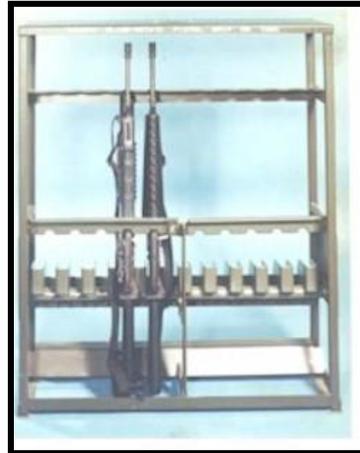




# Racks



**Marvel**



**STANDARD ISSUE**



**Space Saver**

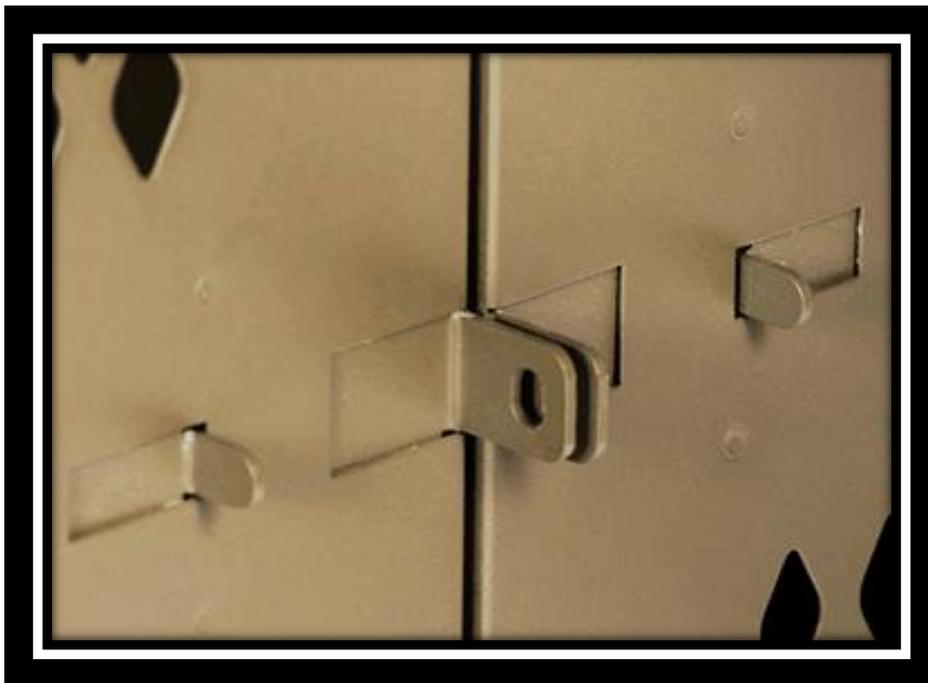


**War-Tec**





# Racks



**Marvel  
"Push Together"**



**Space Saver  
"Swing Arms"**





# Racks



## Stanley-Vidmar

- Based on four (4) specific configurations.
- Salesman will sell you any configuration.

- Approved configurations will have NSN.





# Racks

Small Arms...

## Army Offers More Racks

**Marvel Racks**

NSN 1095-01-	Description
565-2809	10 M4 carbines, M16 rifles or M500 shotguns, or in any combination
571-7310	2 120mm mortars
571-7275	10 M4s, plus 9 M9 pistols in a secure tray
571-7306	10 M4 carbines, M16 rifles or M500 shotguns, or in any combination, on a cart
571-7309	6 M249 machine guns
571-7313	60 M9s on pegs in 34-in tall rack
571-7321	Bin storage for optics and NVGs (can stack on 45-in tall rack)
571-7353	30 M9s (16-in tall rack that can be stacked on 45-in or 61-in tall rack)
571-7343	90 M9s on pegs in 45-in tall rack
571-7378	120 M9s on pegs in 61-in tall rack
571-7342	61-in tall rack with three adjustable shelves
571-7367	4 MK 19 machine guns
571-7344	6 M240B machine guns
571-7348	8 different positions for a combination of M4s, M16s, M500s and M249s
571-7357	2 M2 machine guns and 4 spare barrels (can be modified for 4 M2s)
571-7637	10 M4s or M16s or M500s, plus 9 M9s on pegs

THE ARMY CONTINUES TO EXPAND THE CHOICES FOR SMALL ARMS RACKS.

**SpaceSaver**

NSN 1095-01-	Description
550-7890	Transport rack for 6 M240Bs
550-5431	Transport rack for 6 M249s
550-7863	Transport rack for 3 MK 19s
561-5353	5 M16s or M4s
561-5359	Transport rack for 5 M16s or M4s
561-5366	3 M240Bs
561-5379	Transport rack for 3 M240Bs
561-5390	3 M249s
561-5403	Transport rack for 3 M249s
561-5419	1 M2
561-5431	Transport rack for 1 M2
561-5422	1 MK 19
561-5442	Transport rack for 1 MK 19
550-8020	2 M2s with 4 barrels
550-7885	Transport rack for 2 M2s and 4 barrels
523-4304	10 M16s or M4s
550-5429	Transport rack for 10 M16s or M4s
550-7893	6 M240s
523-4303	6 M249s
550-7881	4 MK 19s or mortar tubes

**Stanley Vidmar**

NSN 7125-01-576-	Description
8257	Storage cabinet for 40 M16s
8258	Storage cabinet for 24 M16s or M4s
8259	Storage cabinet for 25 M240s
8260	Storage cabinet for 20 M240s
8261	Storage cabinet for 320 M9s
8256	Storage cabinet for 45 M4s without optics

PS 692      24      JUL 10      PS 692      25

## Authorized Weapons Racks:

- Space Saver
- Marvel
- Stanley Vidmar (limited)
- War-Tac





# Racks



The use of locally fabricated racks is prohibited unless certified by TACOM as security equivalent to standard issue racks.

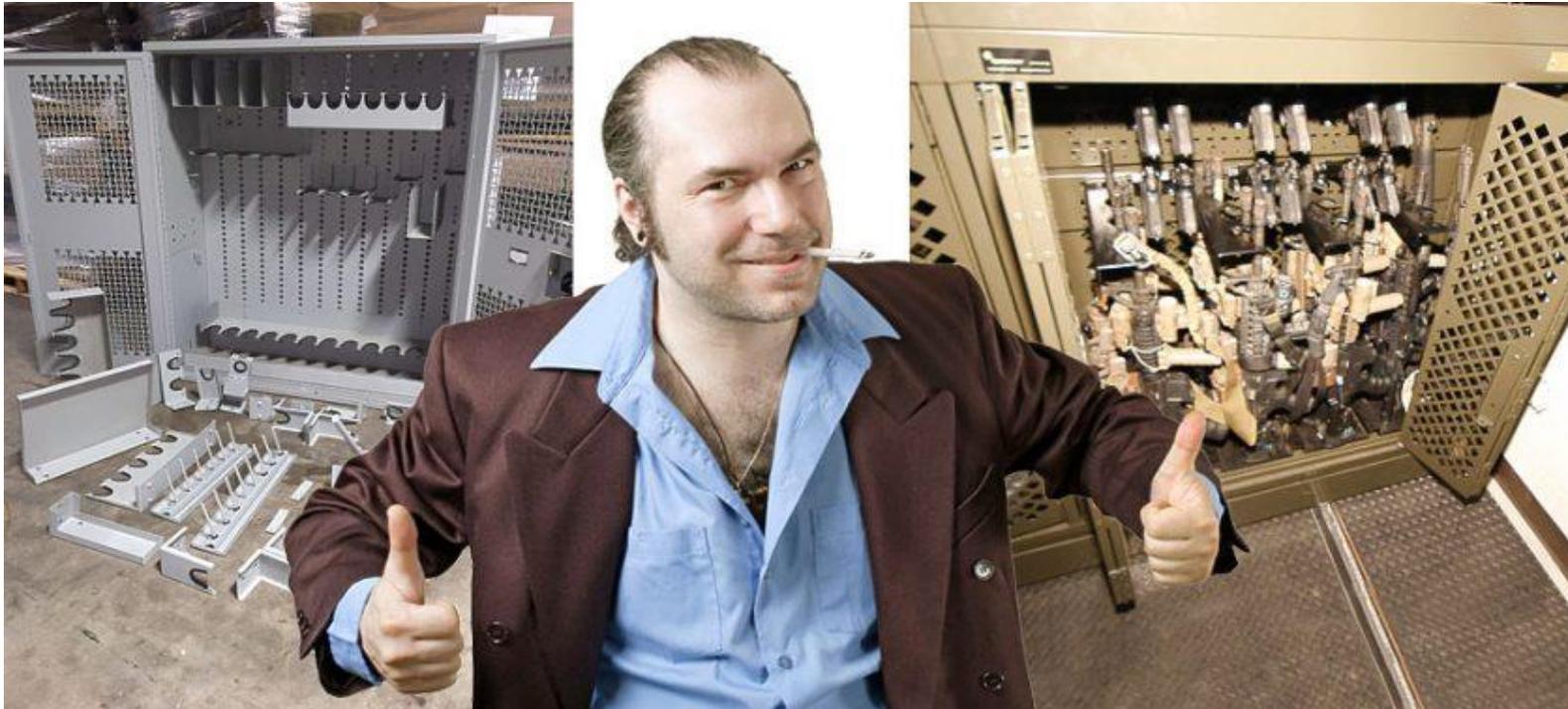




# Racks

## GSA: General Services Administration

- Includes all GOV agencies (e.g. Forestry Service, IRS, etc.)
- Not a guarantee of meeting DA standards.





# Racks

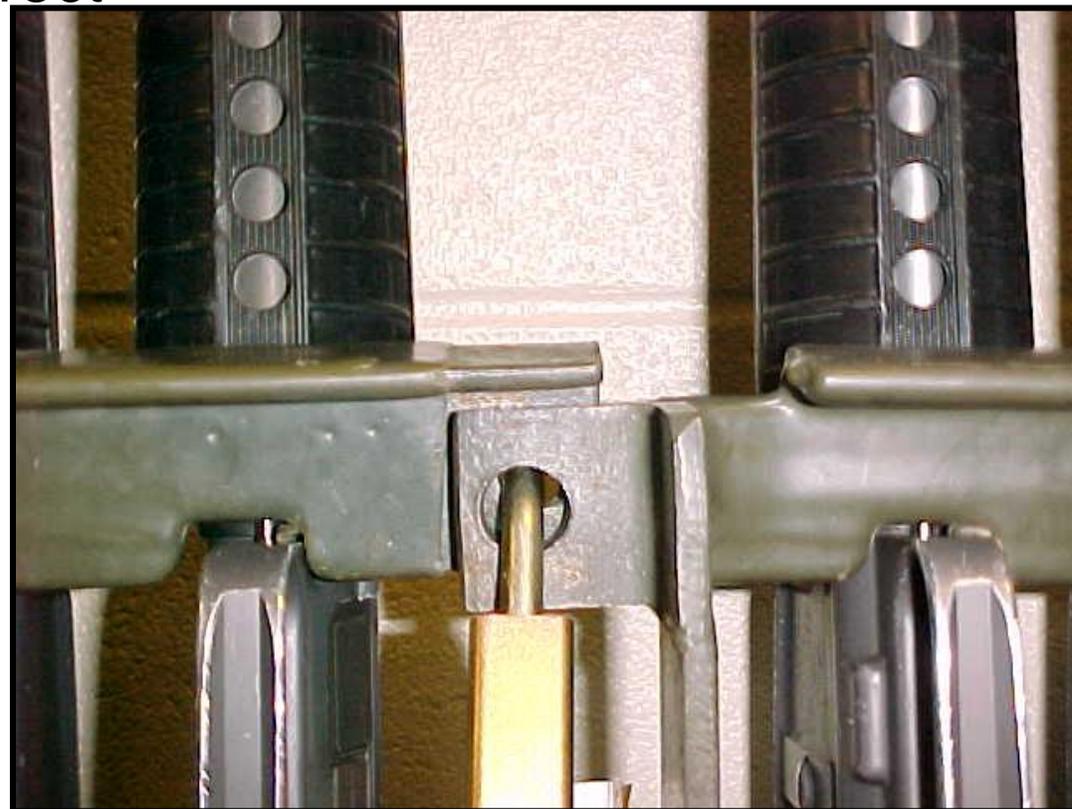
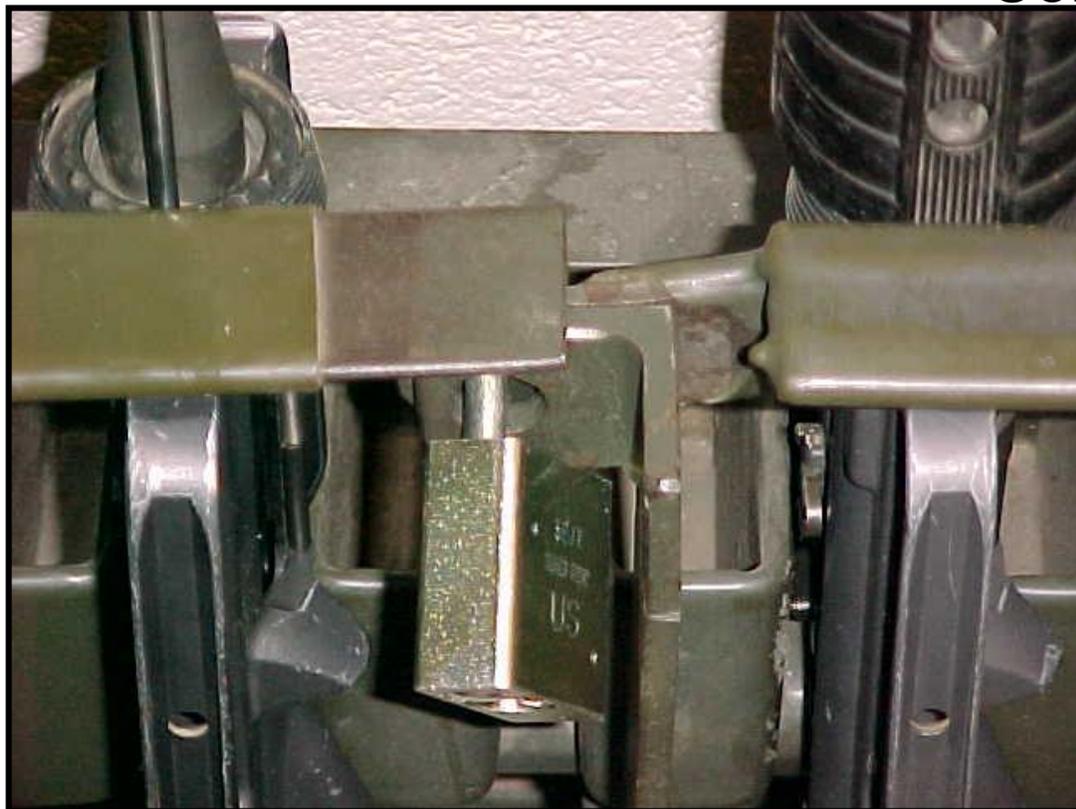
Incorrect





# Racks

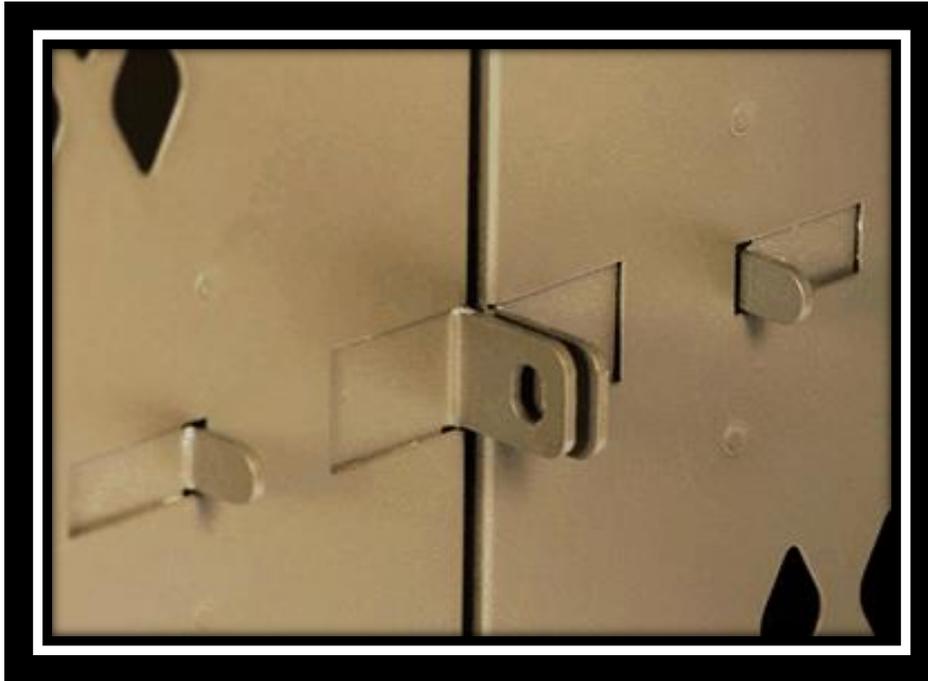
Correct





# Racks

First Generation Marvel



First Generation Space Saver



Modification: Hinge pins spot welded or crimped and certified by TACOM

Modification Required Certification Packet Required





# Racks

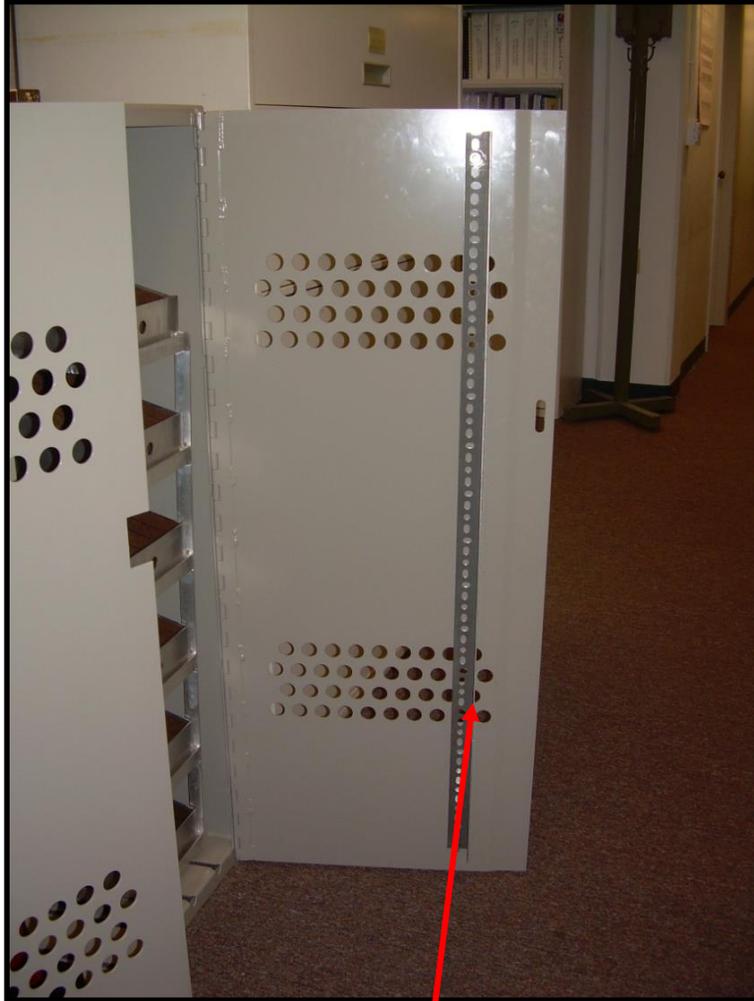


Naval Universal Racks  
Modification Required Certification Packet Required

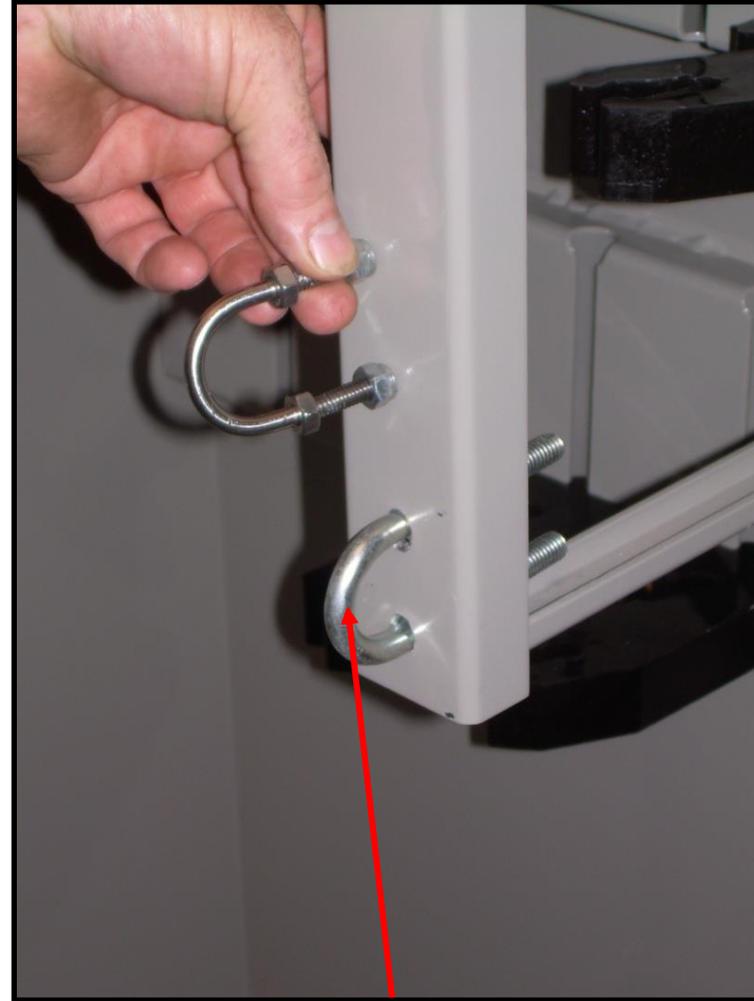




# Racks



Re-enforced Door



Locking Shackle  
(5/16" Hardened Steel)





# Racks

## Arms Rack Certification:

**The Tank and Armament Command (TACOM) based out of Rock Island, IL is responsible for certifying all weapon racks and containers.**

- Pre-inspection conducted by TACOM Reps.
- Unit Completes Paper Work and Forwards to Rock Island, IL
- Packets are returned to local TACOM reps
- Final Inspection Conducted /Serial Numbers Issued.





# Racks

## TACOM Local Area Representatives (LARs)

**1 ABCT - William "Larry" Saddler – 240-5600**  
**william.l.saddler.civ@mail.mil**

**2 ABCT – Richard Wills – 240-0494**  
**Gary.l.crippen.civ@mail.mil**

**CAB – Terry Blount – 240-6016**  
**etienne.j.baudoin.civ@mail.mil**

**LSE – Richard Wills– 240-0494**  
**randolph.m.garcia.civ@mail.mil**





# Racks

- Arms racks and containers **weighing less than 500 pounds** will be secured to the structure with bolts or chains, or fastened together in groups totaling more than 500 pounds. (IAW AR 190-11 para 4-2c(2))



- Racks secured together in groups of four is the general “rule of thumb” to meet this standard.





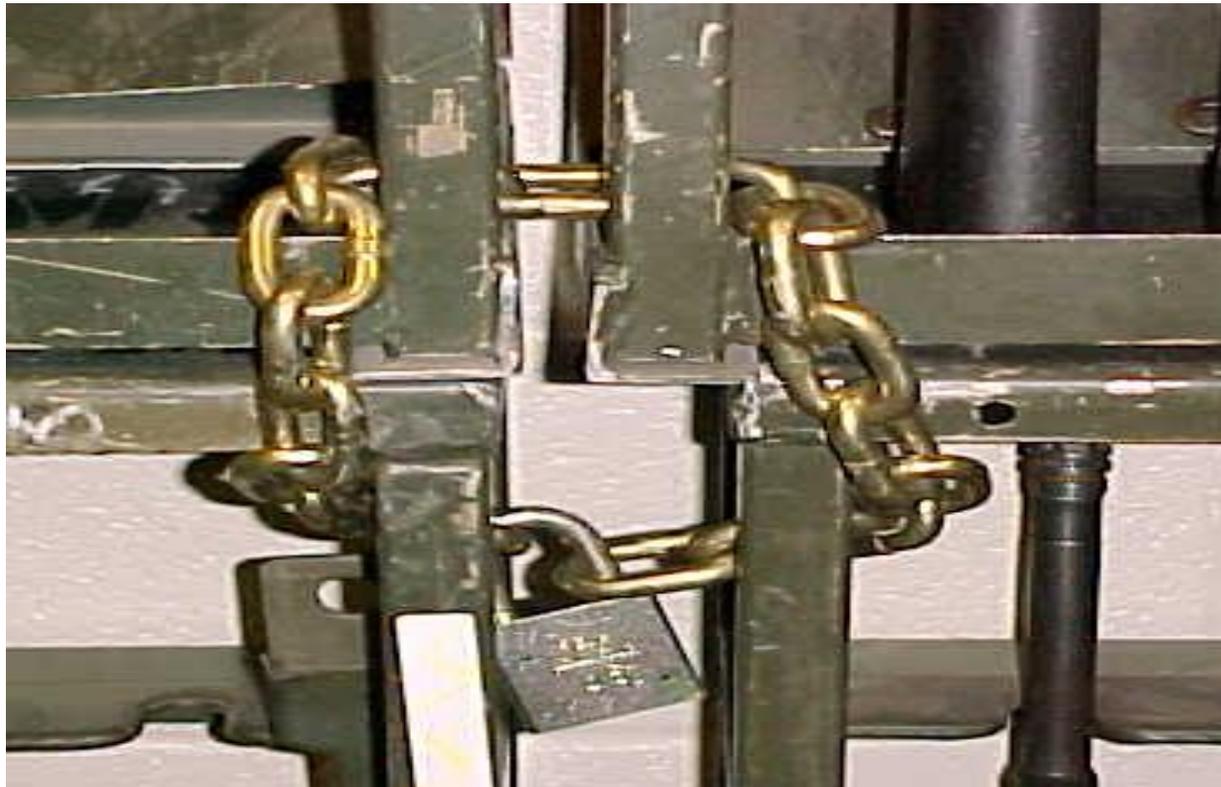
# Racks

Approved Chain to Secure Arms Racks is heavy duty hardened steel, welded, straight links steel, galvanized or at least **5/16-inch thickness**.

**NOTE: Steel Cable cannot be used** as it is composed of smaller fibers of cable that can be easily cut.

General Rule To Follow:

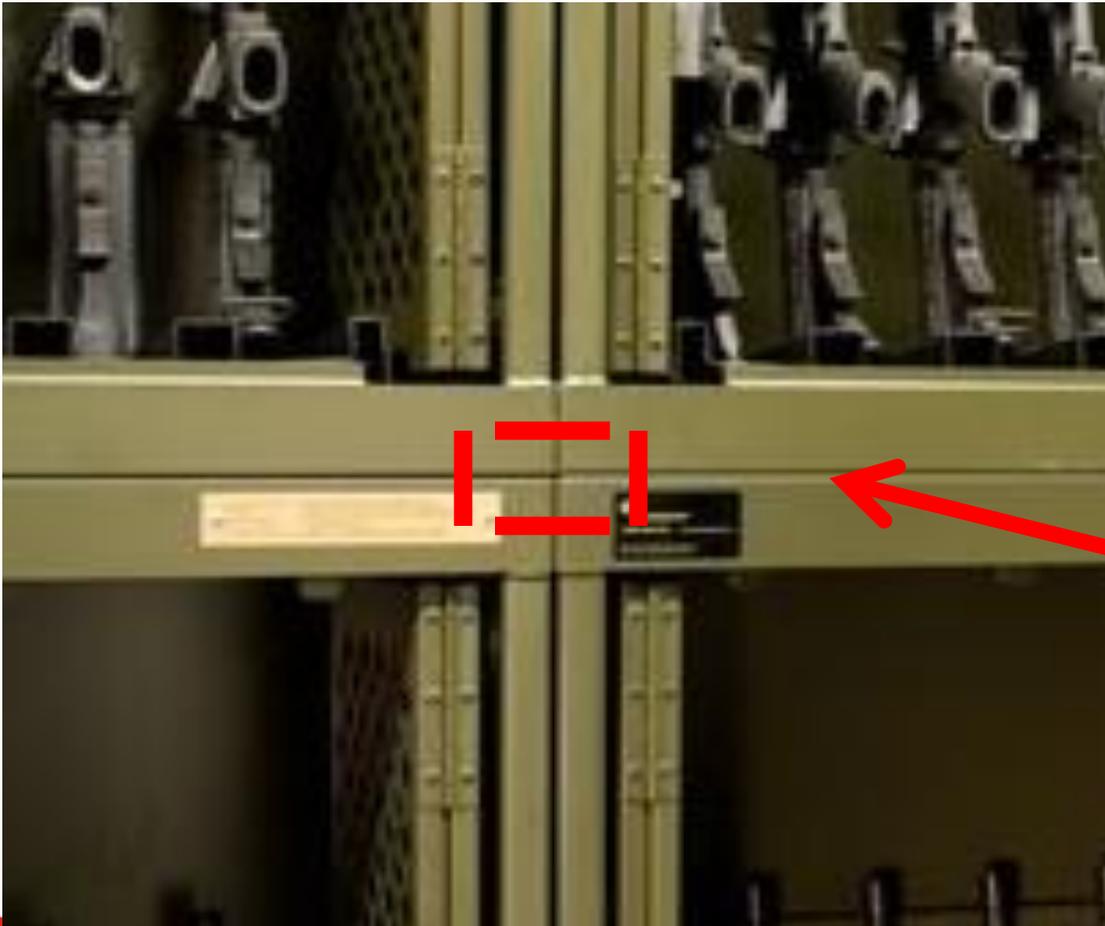
The chain must be at least as thick as the shackle of your low security secondary padlock. (5200 Series) (Weakest Link Theory)



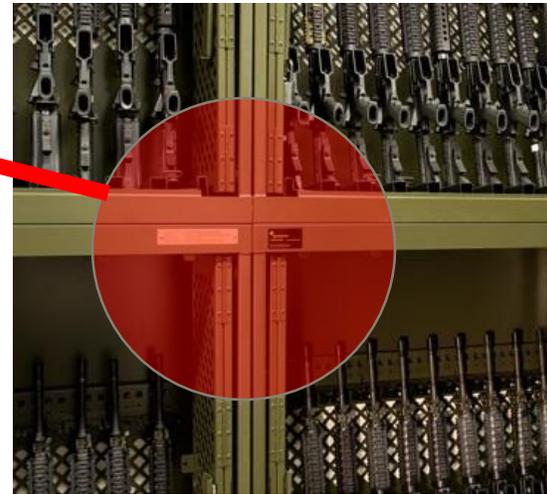


# Racks

## Marvel and Space Saver Weapon Racks



- Use Nuts and Bolts that will fit existing holes.
- DO NOT widen or drill holes to make them bigger.





# Racks

DA Approved Universal Arms Rack – NSN 1095-01-454-6320



- Rack meets the 500lbs weight requirement. Do not cut rack to thread chain.
- 1 container – cannot store Govt. property AND privately-owned weapons / ammo at the same time.
- FYSA – tendency to stack equipment several rows deep. Lax inventory procedures combine to increase larceny risks.





# Racks

Ensure You Secure Your Arms Racks And Security Containers Prior To Leaving The Arms Room.





# Racks

## Lessons Learned

- Motor Pool Gate Found Unsecured By Police Patrol
- Three Different Locks “Daisy Chained” Together





# Racks

## Chain of Events:

- Police Patrol Began Clearing Motor Pool and Found Building Door Unsecured.
- Police Patrol Then Began Clearing Unsecured Building
- Police Patrol Pulled on Vault Door To Arms Room and Arms Room Door Opened. **Combination Dial was not “Spun” to Secure Door!**
- ICIDS Alarm Sounded (ICIDS Was Activated)
- Upon Entering “Unsecured” Arms Room the Following Was Found:





# Racks

- Weapons Stored On Top of Weapon's Racks
- All Weapon's Racks Unsecured





# Locks



[https://www.cdse.edu/multimedia/shorts/dod-approved-locks/story\\_html5.html](https://www.cdse.edu/multimedia/shorts/dod-approved-locks/story_html5.html)





## Job Aid: DoD-Approved Locks

The following summarizes DoD-approved locks by the materials they are approved to store.

Materials Stored	Applicable Regulations	Approved Locks
<b>Classified Material</b>	DoDM 5200.01, Volumes 1-4, DoD Information Security Program DoD 5220.22-M, National Industrial Security Program Operating Manual	<b>Approved Combination Locks:</b> FF-L-2740 Series Electromechanical Mounted Security Container Locks: X-07, X-08, X-09, X-10, S&G 2740, and S&G 2740B FF-L-2890 Electromechanical Pedestrian Door Locks: CDX-07, CDX-08, CDX-09, CDX-10, and S&G 2890 PDL FF-L-2890 Pedestrian Door Lock*: LKM7000 <i>*Approved when fitted with an FF-L-2740 lock</i> <b>Approved Key-Operated Locks:</b> N/A
<b>Sensitive Compartmented Information (SCI)</b>	Intelligence Community Directive (ICD) 705: Sensitive Compartmented Information Facilities	<b>Approved Combination Locks:</b> FF-L-2740 Series Electromechanical Mounted Security Container Locks: X-07, X-08, X-09, X-10, S&G 2740, and S&G 2740B <b>Approved Key-Operated Locks:</b> N/A
<b>Arms, Ammunition, and Explosives (AA&amp;E)</b>	DoDM 5100.76, Physical Security of Sensitive Conventional Arms, Ammunition, and Explosives	<b>Approved Combination Locks:</b> New containers: FF-L-2937 Mechanical Lock: S&G 2937 Existing containers: MIL-L-15596G UL Standard 768—Group 1 Note: Group 1-R locks are no longer approved GSA locks. As they become damaged, unserviceable, or unrepairable, they must be replaced with a lock meeting FF-L-2937. <b>Approved Key-Operated Locks:</b> MIL-DTL-43607 High Security Padlock, Shrouded Shackle: S&G 833C, S&G 951 Sliding doors using high and medium security padlocks: MIL-DTL-29181 High Security Shrouded Hasp: NAPEC 0957-1 and 2, 0958-1 and 2, and the NAPEC 1300 Shipboard Hasp Alternative to high security padlocks and hasps: OSD C31 Internal Locking Device (ILD)
<b>Other (Low Security Material)</b>	N/A	<b>Approved Combination Locks:</b> FF-P-110 Low Security Padlocks: S&G 8077 Low Security Padlocks: CID A-A-59486B, CID A-A-59487B <b>Approved Key-Operated Locks:</b> FF-P-2827A Padlock

Click a link to open it in a new window CLOSE X

- [Department of Defense Lock Program](#)
- [Directives and Guidance](#)
- [Federal Specifications](#)
- [Additional CDSE training shorts](#)





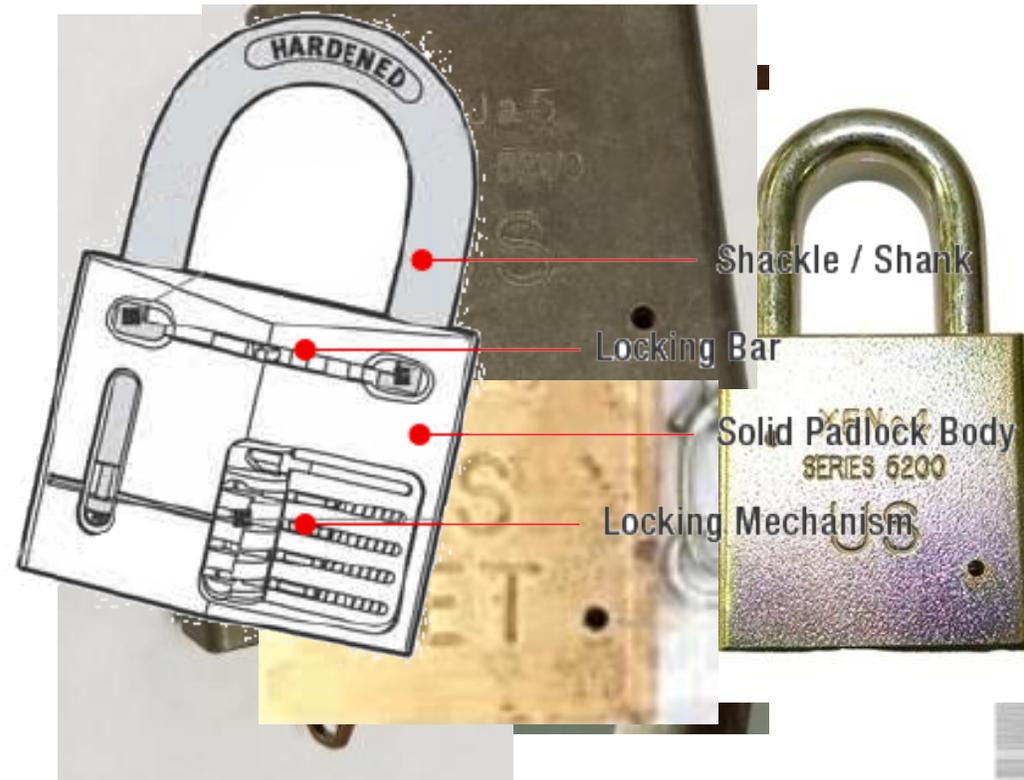
# Locks

Only approved secondary padlocks (low security) will be used to secure government equipment

Series 200/5200 padlocks are approved for this purpose

- Key retain-ability
- Stamped with US or US SET

**\*NOTE\*** -- Lock sets have limited use and are prohibited from being used in the arms room. They are a form of Master Keyed System.

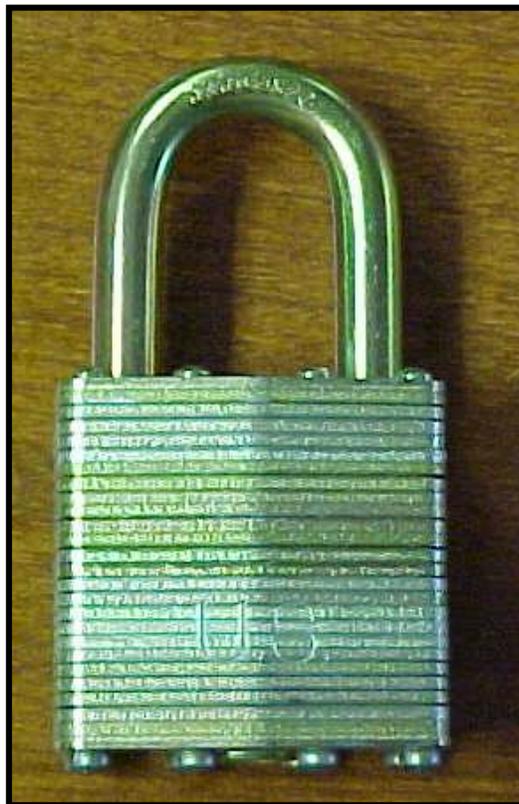




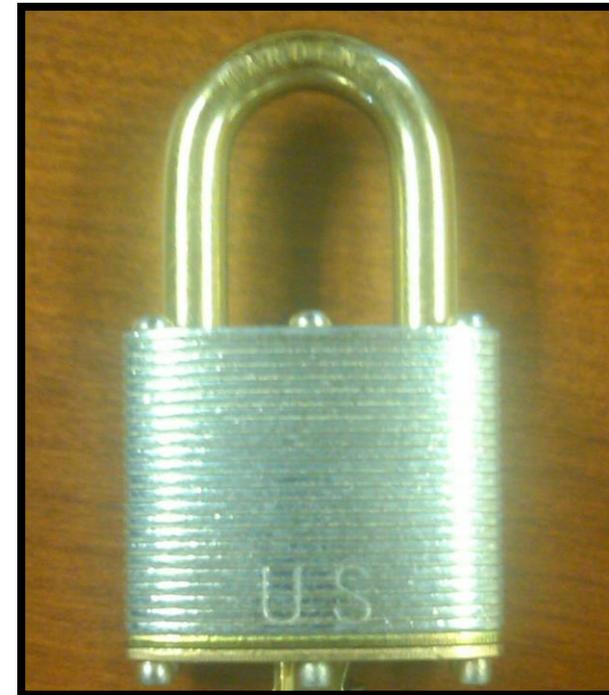
# Locks



AMERICAN 5200 Series  
Long and Short Shackle



US Master Lock



Pacific Lock Company





# Locks



Laminated Steel  
(Stacked Plates)



Solid Steel

Same NSN will get you either Master Lock, American Lock or Pacific Lock





# Locks

Is this an approved padlock?



**NO**

Does Not Have Key Retention  
Ability or is it Stamped "US"



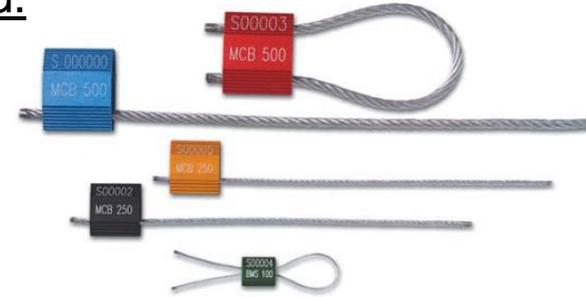


# Use and Control of Protective Seals

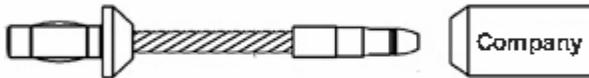
For AA&E or classified materiel shipments, security seals types 9, 11, 12, or 13 are required.



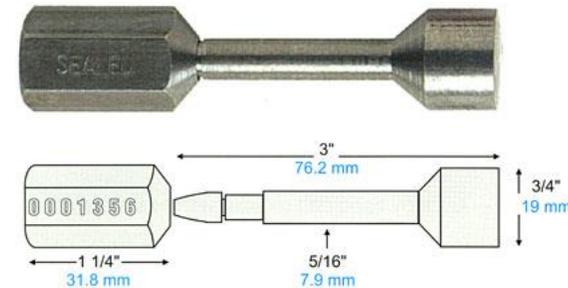
**Type 9 – Ball Seal (Low Strength Seal)**  
**“Not a Lock”**



**Type 11 – One Piece Cable (High Strength Seal)**  
**“Not a Lock”**



**Type 12 – Cable Piece Cable**  
**(High Strength Seal)**



**Type 13 – Unthreaded Bolt**  
**(High Strength Seal)**





# Use and Control of Protective Seals



## UNIT LETTERHEAD

OFFICE SYMBOL

DATE

## MEMORANDUM FOR RECORD

1. On (This Date), 200 M9 Bayonets were sealed in this footlocker using Seal # 12345"
2. Point of Contact for this memorandum is the unit armorer at 239-xxxx.

Unit Armorer

Witness

Signature Block

Signature Block

**NOTE: Recommend using Senior NCO as Witness or Commander.**





# STORAGE OF AMMUNITION





# IS AMMUNITION AUTHORIZED TO BE STORED IN THE ARMS ROOM?

**YES**

**With An Approved Ammunition Site License**





# Ammunition Storage

Must Have a Ammunition Site License To Store Operational Load Ammunition

NOTE: Each unit MUST maintain an operational load on hand in the event that the IDS fails

AR 190-11, para. 4-2 a.(3)

*OPLOAD Ammunition Must Be Included In all Inventories (Opening / Closing, Change of Custody, Monthly 100% etc)*





# Ammunition Storage

Installation Safety Office has implemented a digital site licensing process.

Entire packet is emailed from POC to POC (Eliminates the need for unit armorers to hand carry packet from location to location)





# Ammunition Storage

## Ammunition Site License

- Ammo Storage Authorization Memo (Form 1)





# Ammunition Storage



REPLY TO  
ATTENTION OF

Department of the Army

Your Company, Battalion

Your Brigade, Division

FORT RILEY, KANSAS 66442-7000

Your Unit Symbol

Use Drop Down Box for Date

MEMORANDUM THRU: Brigade Tactical Safety Manager, Enter Name

Garrison Safety Office (IMWE-RLY-SO), 500 Huebner Road, Fort Riley, KS 66442

FOR: Garrison Commander (IMWE-RLY-ZA), 500 Huebner Road, Fort Riley KS 66442

SUBJECT: Request approval for storage of Operational and/or Ceremonial ammunition in the Company Arms Room.

1. Purpose: Provide Operational load for arms room security, law enforcement security duties, quick reaction force and ceremonies.

2. My unit needs Operational load and ceremonial ammunition to provide armed guards for failure of the ICIDS system, security at the Ammunition Holding Area (AHA), transportation of class 1 and 2 ammunition or class 2 weapons, and Military Interment/Memorial ceremonies. Unit operational requirements consist of:  
(List all that apply)

- a. DODIC -  Type of Ammo QTY  # of Rounds Up to 450 rounds
- b. DODIC -  QTY  Up to 100 rounds
- c. DODIC -  QTY  Up to 100 rounds

3. My unit would like to store operational load ammunition to facilitate reaction time for the Quick Reaction Force mission and will not store ammunition in excess of five days before and after the mission. A copy of the DA Form 581 will be in the arms room ammunition is present.

- a. DODIC -  Type of Ammo QTY  Rounds
- b. DODIC -  QTY  Rounds
- c. DODIC -  QTY  Rounds

4. POC:  Rank/Title, First Name, Last Name, telephone, email

Rank, Corp

LTC, Corp

Commanding

Commanding





# Ammunition Storage

## Ammunition Site License

- Ammo Storage Authorization Memo (Form 1)
- Explosive Site License Worksheet (Form 2)





**UNIT ARMS ROOM EXPLOSIVES SITE LICENSE WORKSHEET**

(Call Safety, 239-2245, for assistance)

1. References:
- a. AR 385-10, the Army Safety Program
  - b. DA Pam 385-64, Ammunition and Explosive Safety Standards
  - c. FORSCOM Reg 700-4, Ammunition
  - d. Memorandum, Office of the Chief of Staff, DACS-SF, 1 August 2011, subject: Storage of Operational, Training and Ceremonial Ammunition in Arms Rooms
  - e. IMCOM Regulation 385-10 Safety
  - f. IMCOM Reg 5-13 Installation Ammunition Support.
  - g. Fort Riley Reg 385-1 Fort Riley Safety Program

2. Unit Address

3. A & E Facility Location: Room#: Bldg#: Street: Area:

4. The Hazard Division (HD), Authorized, Ref 1b Para 5-1 (Check all that apply).
- 1.4 Max NEW-Mission essential or operationally necessary quantities.
  - 1.3 Max NEW-100 lbs.
  - 1.2.2 Max NEW-50 lbs.

5. Allowable Limits of each HD (Expressed in pounds (NEW) and number of rounds), Ref 1b Para 5-1 and 1g Para 3a, Operational Load, (Insert all DODICS that apply):

DODIC				HD	NEW	# ROUNDS	DODIC				HD	NEW	# ROUNDS	
Type of Ammo	HD Type	New	# of Rounds	rds	Type of Ammo	HD Type	New	# of Rounds	rds	Type of Ammo	HD Type	New	# of Rounds	rds
a.					d.									
b.					e.									
c.					f.									

6. Allowable Limits of each HD (Expressed in pounds (NEW) and number of rounds), Ref 1b Para 5-1 and 1g Para 3a, Training, (Insert all DODICS that apply):

DODIC				HD	NEW	# ROUNDS	DODIC				HD	NEW	# ROUNDS	
Type of Ammo	HD Type	New	# of Rounds	rds	Type of Ammo	HD Type	New	# of Rounds	rds	Type of Ammo	HD Type	New	# of Rounds	rds
a.					d.									
b.					e.									
c.					f.									

7. Determining factor or object, which limits the amount of A&E in Para 5 and 6: The Installation Safety Office and QASAS will work the units to ensure Operational and Mission Load storage support the unit mission and operational requirements do not exceed storage restrictions.

8. Army policy allows storage of ammunition in accordance with DA Pamphlet 358-64 Para 5-1b, "Compliance with Q-D and compatibility criteria is not required for mission essential or operationally necessary quantities of A&E..."

9. Purpose for A&E storage in arms room (Check all that apply):

- a.  Operational Load for guard duty
- b.  Operational Load for ceremonial duty
- c.  Operational Load for law enforcement
- d.  Quick Reaction Force (QRF)
- e.
- f.

10. Reviewed/Coordinated – Signature/Date, Ref 1c Para 4-6 (Electronic Signature/Date)

- a. Brigade Ammunition Tech/ NCO:
- b. Brigade Tactical Safety Manager:
- c. Chief, QASAS Office:
- d. Chief, Fire & Emergency Services:
- e. Chief, Physical Security:
- f. Garrison Explosive Specialist:

EMAIL POCS		
<b>QASAS</b>		
Mr. Clint T. Abram	239-9543	<a href="mailto:clinton.t.abram.civ@mail.mil">clinton.t.abram.civ@mail.mil</a>
Mr. Daniel M. Higham	239-4155	<a href="mailto:daniel.m.higham.civ@mail.mil">daniel.m.higham.civ@mail.mil</a>
<b>Fire &amp; Emergency Services</b>		
Chief Shawn Sullivan	240-2038	<a href="mailto:shawn.p.sullivan10.civ@mail.mil">shawn.p.sullivan10.civ@mail.mil</a>
Mr. Ivan May	240-3713	<a href="mailto:ivan.d.may.civ@mail.mil">ivan.d.may.civ@mail.mil</a>
<b>Physical Security</b>		
Mr. William H. Wilson	239-6342	<a href="mailto:william.h.wilson5.civ@mail.mil">william.h.wilson5.civ@mail.mil</a>
Mr. Michael A. Magar	239-6347	<a href="mailto:michael.a.magar.civ@mail.mil">michael.a.magar.civ@mail.mil</a>
<b>USAG Safety Office</b>		
Mr. Thomas Anderson	239-2245	<a href="mailto:thomas.g.anderson5.civ@mail.mil">thomas.g.anderson5.civ@mail.mil</a>

ersion: 10 FEB 14





# Ammunition Storage

## Ammunition Site License

- Ammo Storage Authorization Memo (Form 1)
- Explosive Site License Worksheet (Form 2)
- Risk Assessment Worksheet (FR Form 108)(Form3)





1. Organization and Unit Locations:				Page		1		of							
2. Mission:		3. DTG Begin:		4. DTG End:		5. Date Prepared:									
6. Operational Phase in which the Mission/Task will be conducted:															
7. Prepared by: (Name/Rank/Duty Position):															
8. Subtask:	9. Hazards	10. Assess the Initial Risk Hazards: (Analyze the hazards using FM 5-19 to determine Probability & Severity)				11. Developed Control Measures for Identified Hazards: (Specific measures taken to reduce the probability and severity of a hazard)				12. Make Residual Risk Decisions: (Risk level after the precautions applied)	13. How to Implement the Controls: (Include SOPS and Opns Orders, etc...)	14. How to Supervise (Who):	15. Were Controls Effective?		
(Be Specific)		L	M	H	E	(Be Specific)				L	M	H	E	(Be Specific)	(Be Specific)
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
14. Remaining Risk Level After Control Measures Are Implemented: (CHECK HIGHEST REMAINING RISK LEVEL) → → →				LOW		MODERATE		HIGH		EXTREMELY HIGH					
15. SAFETY OFFICE REVIEW:				<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>					
16. RESIDUAL RISK DECISION AUTHORITY: <b>Extremely High Risk</b> (First General Officer), <b>High Risk</b> (Brigade Commander/Garrison Commander), <b>Moderate Risk</b> (Battalion Commander/Director), and <b>Low Risk</b> (Company Commander/Supervisor) - Denotes: Soldier Authority/Civilian Authority															
SIGNATURE:															
(Signature indicates that the appropriate risk decision authority was notified of the initial risk level, control measures taken and approves the Residual Risk level)															

FR FORM 108  
26 Feb 14 (REV)





# Ammunition Storage

## Ammunition Site License

- Ammo Storage Authorization Memo (Form 1)
- Explosive Site License Worksheet (Form 2)
- Risk Assessment Worksheet (FR Form 108)(Form 3)
- Quantity Distance Verification (FORSCOM Form 133-R)
- Security Construction Statement (DA Form 4604 – R)

**POC: TOM ANDERSON – Garrison SAFETY OFFICE**

**239-2245 / 2514**

**[thomas.g.anderson5.civ@mail.mil](mailto:thomas.g.anderson5.civ@mail.mil)**





# Ammunition Storage

## Operational Load Will Not Exceed:

- 100 Rounds of Ball Ammunition\*
- 2280 Round of Blank Ammunition

**\*Commanders must identify Operational necessity. Military, DA Police, Field Artillery Battalions and Specific Units On The Air Field have already identified increased Operational load ammunition quantities.**





# Ammunition Storage

DA Pam 710-2-1 - Establishes Proper Hand Receipt Procedures. Ammo will be inventoried whenever sensitive items are inventoried.

DA Form 581 – Original draw document at BN, each CO will maintain a copy that should be “visible”

DA Form 5515 - This document assigns responsibility from the individual drawing the ammo to the user (Hand Receipt) (TRAINING AMMO)

DA Form 5203 - IMCOM Regulations requires units to track the issuing and receiving of ammunition from the arms room on this form. (Ammunition version of the Fort Riley Form 43-1 weapons control log)





# Ammunition Storage

## Chain of Custody

- Ammunition Drawn from ASP by BN Rep using DA Form 581
- BN Rep issues OPLOAD ammo to Supply SGT using DA Form 2062 (Must Ensure copy of DA Form 581 is Attached)
- Supply SGT will issue OPLOAD ammo to Armorer using DA Form 2062 (Ensure copies of all DA Form 2062 and DA Form 581 Maintained in Arms Room Unless OPLOAD Ammo is on Property Book)





# Ammunition Storage

Seals Used by ASP "Unauthorized"





## ISSUE AND TURN-IN PROCEDURES





# Issue / Turn-in Procedures

- **The Armorer must maintain a Master Authorization List (MAL)**
- **The MAL will at minimum list:**
  - Name of the Soldier.
  - Type and serial number of the primary equipment assigned to the Soldier.
- **The Armorer will keep the MAL updated to reflect all personnel changes. (living document)**





# Issue / Turn-in Procedures

## Hand Receipts

- DA Form 3749 – Equipment Receipt (Weapons Card)
  - Continuous Use Hand Receipt (Can be used Multiple Times)
- DA Form 2062 – Hand Receipt
  - Limited Use Hand Receipt (Six Columns A-F = Six Uses)
  - No Expiration – Valid Until Equipment is Returned
- DA Form 3161 – Request for Issue or Turn-In
  - Temporary Hand Receipt (Up to 30 Days - “Temporary Hand Receipt” Written in Block 1.)





# Issue / Turn-in Procedures

Weapon Issue Less Than 24 Hours  
 Soldier Hands Weapon's Card To Armorer



**Soldier**

EQUIPMENT RECEIPT (DA FORM 3745)	
1. UNIT	2. RECEIPT NO.
3. STOCK NO.	4. SERIAL NO.
5. ITEM DESCRIPTION	
6. I hereby acknowledge receipt of this equipment from _____ of this unit.	
7. NAME	8. SOCIAL SECURITY NO.
9. SIGNATURE	10. GRADE
DA FORM 3745, JAN 02 Edition of Aug 71 is obsolete. USAPA V1.00	



**Armorer**





# Issue / Turn-in Procedures

Before a weapon is issued, check DA Form 3749 against the MAL to ensure an authorized and correct issue is being made.

## HHC 1 ID M16 MAL

EQUIPMENT RECEIPT (DA PAM 710-2-1)	
1. UNIT HHC 1 ID	2. RECEIPT NO. 1
3. STOCK NO. 510-11-322-5565	4. SERIAL NO. 1123
5. ITEM DESCRIPTION M16A4	
6. I hereby acknowledge receipt of this equipment from Arms Room of this unit.	
7. NAME Smith, John	
9. SIGNATURE	10. GRADE SPC

DA FORM 3749, MAY 2009 PREVIOUS EDITIONS ARE OBSOLETE  
APD PE v1.00ES

Rank	Name	Rack #	Serial #
PFC	Jones, J	3	2211
SGT	Fielder, M	5	3456
SSG	Kruger, F	8	3422
PFC	Smith, J	1	1123
1SG	Johnson, S	2	2345
SSG	Gabriel, R	9	9965
PVT	Ubetcha, P	4	8878





# Issue / Turn-in Procedures

Weapon Issue Less Than 24 Hours  
Armorer issues weapons to soldier



**Soldier**



**Armorer**





# Issue / Turn-in Procedures

## Greater Than 24 Hours

Follow Same Procedures As Above  
Soldier Must Also Make Entry On Weapon Control Log  
(FR Form 43-1)



**Soldier**



**Armorer**





# Issue / Turn-in Procedures

## Weapon Control Log FR 43-1

ISSUE AND TURN-IN OF WEAPONS AND AMMUNITION										
TYPE	SERIAL NUMBER	AMMUNITION		DATE AND TIME		ISSUED TO		ISSUED BY (Init)	TURNED IN BY (Signature)	CHECKED BY (Init)
		IN	OUT	IN	OUT	PRINT NAME	SIGNATURE			
M16A4	1123		0		7 Sep 21 / 0900	PFC J. Smith	<i>J. Smith</i>	JA		





# Issue / Turn-in Procedures

## Lost Weapons Card

Use hand receipt procedures (DA Form 2062)



**Soldier**



**Armorer**







# Issue / Turn-in Procedures

## Lost Weapons Card

Use hand receipt procedures (DA Form 2062)

Soldier must also make entry on weapon control log (FR form 43-1)



**Soldier**



**Armorer**





# Issue / Turn-in Procedures

- Do not use only the FR 43-1 for weapons issue.  
It is not a hand receipt. It is only a Control Log for tracking purposes!
- The FR 43-1 does not assign responsibility to the soldier.





# Issue / Turn-in Procedures

ISSUE AND TURN-IN OF WEAPONS AND AMMUNITION										
TYPE	SERIAL NUMBER	AMMUNITION		DATE AND TIME		ISSUED TO		ISSUED BY (Init)	TURNED IN BY (Signature)	CHECKED BY (Init)
		IN	OUT	IN	OUT	PRINT NAME	SIGNATURE			
M16A4	1123	0	0	8 Sep 21 / 1010	7 Sep 21 / 0900	PFC J. Smith	<i>J. Smith</i>	JA	<i>J. Smith</i>	JA
M16A4	9083		0		7 Sep 21 / 0905	SGT R. Smith	<i>Roy Smith</i>	JA		
M16A4	9873	0	0	8 Sep 21 / 1015	7 Sep 21 / 0906	SGT G. Poe	<i>Grace Poe</i>	JA	<i>Grace Poe</i>	JA
M16A4	6765	0	0	8 Sep 21 / 1017	7 Sep 21 / 0910	SGT W. Wilson	<i>William Wilson</i>	JA	<i>William Wilson</i>	JA
M16A4	3343	0	0	8 Sep 21 / 1019	7 Sep 21 / 0911	SGT J. Fielder	<i>Judy Fielder</i>	JA	<i>Judy Fielder</i>	JA

Completed Control Logs (FR 43-1) are kept on file until the **next monthly 100% serial number inventories are complete.**

*Do not destroy the FR 43-1 if there is still an open entry.*





# Issue / Turn-in Procedures

## Additional Issue Situations

- **Equipment not assigned to a single, specific individual:**
  - DA Form 2062 and Weapons Control Log.
- **When a single weapon is needed for issue to more than one Soldier (ex. Squad assigned weapon):**
  - DA Form 3749 for each person authorized to withdraw it and Weapons Control Log.





# Issue / Turn-in Procedures

## Check on Learning

**Q: How would you issue an M4 to a soldier who will be attending Warrior Leaders Course for Two Weeks?**

**A: Soldier Turns In Weapons Card (DA Form 3749) or Hand Receipt (DA Form 2062), and soldier makes an entry on weapon control log (FR Form 43-1)**





# Issue / Turn-in Procedures

## Check on Learning

**Q: How would you issue the Commander's M9 to his driver so that his driver may clean the Commander's weapon?**

A: Commander's Driver turn in a hand receipt (DA Form 2062) and makes an entry on the weapons control log since the weapon is not assigned to him on the MAL.





# Issue / Turn-in Procedures

## Simple Vs. Complicated

- \* Simple Issue – Only DA Form 3749 (Less Than 24 Hours)
- \* Complicated Issue – Weapons Control Log (FR 43-1)  
Some Type of Hand Receipt





# DAY One Review

- Intro to PS, the Program and Inspections
- Exterior Arms Room
- Door Security
- Documentation
- Inventory Procedures
- AA&E Key Program
- Racks
- Locks
- Storage of Ammo
- Issuing Procedures





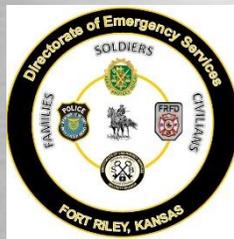
U.S. ARMY



# Armorer's Course

## Day 2

Version Number  
As of 22 Feb 2022



**DES**  
**Security Branch**  
**Physical Security**





## Day Two Course Topics

- IDS
- Security of Additional Property
- Privately Owned Firearms
- Expeditionary Operations
- AA&E Checklist PE
- Mentorship/Guidebook Overview
- Course Review
- Course Exam
- Exam Review / Closing Remarks





## Integrated Commercial Intrusion Detection System (ICIDS) Security Alarms





# Intrusion Detection System

- **Unless continuously manned or under constant surveillance (guard), the arms room will be protected by an operational intrusion detection system (IDS).**
- **IDS will be tested Monthly by contacting the Alarms Monitor (239-5469) IAW AR 190-11 para 3-6 m(1).**
  - All alarms and tests will be recorded on DA Form 4930 (alarm / intrusion detection record).
- **Fort Riley uses ICIDS IV as its IDS for record.**





# Intrusion Detection System

## Remote Area Data Collector RADC



The RADC is the brain of your ICIDS IV SYSTEM

It compiles a list of data and changes and reports to the Primary Monitor Console (Alarm Monitors).

If a RADC triggers an event, the system alarms and notifies the operator.





# Intrusion Detection System

Two types of sensors required, one of which must be a volumetric sensor

Motion Sensors (Volumetric Sensor) Point of Entry Sensor



PIR – Passive Infrared

**Ensure your sensors are not blocked by boxes or arms racks**

**Motion Sensors should have an unobstructed view of the door**



Balanced Magnetic Switch



USM – Ultra-Sonic Motion





# Intrusion Detection System



## Duress Switch

Unit is a silent application that sounds the alarm when personnel are under duress.





# Intrusion Detection System

## Reasons for Activation

- **Unauthorized Entry Attempts**
- **Tampering**
- **Power Loss**
- **Communications Failure**
- **Duress**
- **Nuisance**
- **Test**





# Intrusion Detection System

## PIC/PIN

- **PIC-Personal Identification Cipher (6 Digit #)**
- **PIN-Personal Identification Number (4 Digit #)**
- **Shows who accessed or secured the system and at what time.**
- **No logging out of the system required.**
- **PIC/PIN will work in other arms rooms if you are listed on the unaccompanied access roster.**





# Intrusion Detection System

1. Complete your Command Screening (DA Form 7708)
2. Obtain your updated Unaccompanied Access Roster and CDR's assumption of command orders
3. Bring the completed documents to ICIDS PIC/PIN Office located in BLDG 217



Numbers are issued daily from 0800 – 1600 in Bldg. 217





# Intrusion Detection System

ALARM/INTRUSION DETECTION RECORD For use of this form, see AR 190-11; the proponent agency is ODCSOPS						INSTALLATION/ACTIVITY A CO, 123rd CSSB/ FORT RILEY		
THIS FORM WILL BE USED IN ALL POSTS, CAMPS, AND STATIONS WHERE INTRUSION DETECTION DEVICES ARE USED								
LOCATION OF ALARM (a)	KIND OF ALARM <sup>1</sup> (b)	DATE (c)	TIME REPORTED (d)	TIME CLEARED (e)	WEATHER CONDITIONS (f)	ACTION TAKEN (g)	EXPLANATION OF NUISANCE/FALSE ALARM <sup>2</sup> (h)	UNIT OF INDIVIDUAL RECEIVING ALARM (i)
BLDG 7803-1	4	7 Sep 21	1003	1013	HOT	Monthly Test Called Alarms Monitor		RAB JDA
BLDG 7803-1	3	7 Sep 21	0200	0330	HOT	Reset Alarm	Mouse in Arms Room Activated PIR	JDA

**E Ensure you annotate All False and Nuisance Alarms As Well On This Form.  
This Information Is Used By The Alarm Tech To Trouble Shoot The System.**

<sup>1</sup> // **Completed DA Form 4930 must be maintained on file for 90 Days.**

<sup>2</sup> // *Indicate in column (h) what caused the nuisance/false alarm. Use reverse side of form if additional space is needed.*

**DA FORM 4930-R, SEP 80**





# Intrusion Detection System

## **Access rosters not utilizing the proper format will not be accepted**

- Proper room number and zone number listed on access roster
- Ensure the DoD ID Number is used, not SSN
- Building number and phone number of duty hour and non-duty hour POCs
- Email address of Commander and 1SG at a minimum.





## Security Of Additional Property





## Additional Property

### Tool Such As Hammers, Bolt Cutters, Chisels, Crow Bars And Similar Items Will Not - - -

- Be readily accessible.
- Be stored in the vicinity of the arms room
- Be stored in the supply room when entry to the arms room is located within the supply room.

- **Bolt cutter control and accountability**

- Be Secured in the Supply room.
- Double barrier protection.
- Issued to only the primary or alternate key control personnel.
- Log book/Excel for control and accountability.
- Accurate information annotated pertaining to lock being cut.
- Keys controlled IAW AR 190-51.





# Additional Property

## High-Value Items:

- Will not be stored in the arms room when other secure facilities are reasonably available.
- When other secure facilities are not available, the Commander must prepare an informal memorandum to the Armorer authorizing the storage of high-value, sensitive items in the arms room

## NOTE:

**Remember the Big Four (4) AA&E and NVD's must be secured in the Arms Room.**





# Additional Property

## Pilferable Items:

- Readily available civilian equivalent.
- May or may not be sensitive items.
- Typically don't have serial numbers assigned to specific items.
- Required to be inventoried at same frequency as other property stored in the arms room. (open/closing, change-of-custody, 100% serial number, etc.)

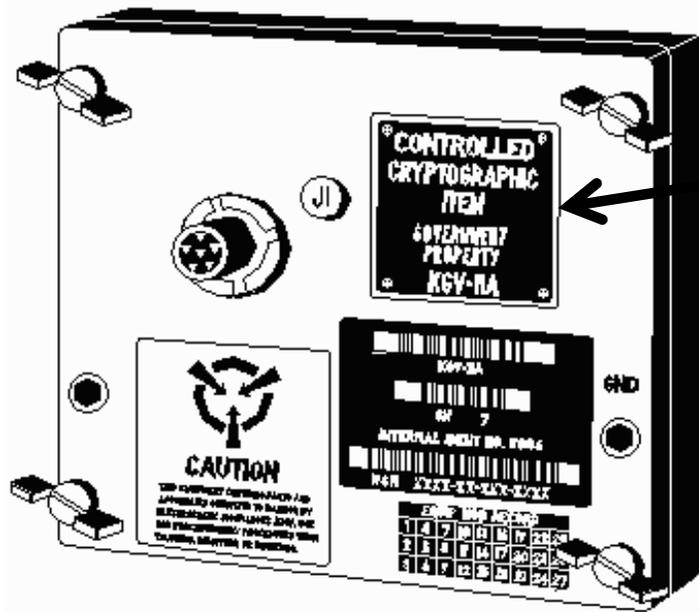




## Additional Property

### Storage of Controlled Cryptographic Items (CCI)

CCI (keyed or un-keyed) **shall not be stored** in vaults, security containers, or arms storage facilities containing items of monetary value (e.g., cash, jewelry, precious metals, etc), weapons, ammunition, or other sensitive items.



All CCI will have a data-plate on it identifying it as a Controlled Cryptographic Item.

CCI is anything with a CIIC (Controlled Item Inventory Code) "9"

**AR 380-40, paragraph 8-8 c.**





# Additional Property

Web **FLIS**  
Federal Logistics Information System  
[WebFLIS Home](#)

Web FLIS National Stock Number (NSN) Output Data  
[Search again?](#)



**NSN:** 5855014225413  
**Item Name:** GOGGLES,NIGHTVISIO  
**Query Type:** PUBLIC  
**Date of query:** 1/11/2013 8:35:05 AM

Note: This is a representative picture only, of this item.

Identification [Back to Top](#)

FIIG	INC	CRIT CD	II	RPD MRC	DMIL	DMIL INT CD	NIIN ASGMT	PMIC	ADP	ESD EMI	HMIC	HCC
	7777		2	1	E	1	1995338	A	0		N	
<b>SCHEDULE B:</b>		9014900000										
<b>ENAC:</b>												

Reference/Part Number [Back to Top](#)

REF/PN	CAGE CD	STAT	RNCC	RNVC	DAC	RNAAC	RNFC	RNSC	RNJC	SADC	HCC	MSPS
A3256387	80063	A	3	2	1	ZZ						
AN/PVS-7D	80058	M	5	2	4	ZZ						
447144030006	0000V	A	5	9	9	WH	4	B				

Management [Back to Top](#)

EFF-DT	MOE	AAC	SOS	UI	UI_PRICE	QUP	CIIC	SLC	REP	USC
2001121	DA	A	B16	EA	\$2,748.00	1	4	0		L
2005060	DF	A	FLZ	EA	\$2,748.00	1	4	0	S	F
2010152	DM	V	MPB	EA	\$2,748.00	1	4	0		M

Click on CIIC for More Information





Storage and Control of POW's

# PRIVATELY OWNED WEAPONS





# Privately Owned Firearms

## Firearm

Any revolver, pistol, rifle, shotgun, or other device designed for or capable of propelling a bullet or other projectile by means of an explosive or compressed charge.



## Weapon

Anything designed or used for inflicting bodily harm or physical damage.



## Privately-Owned Weapon

Any weapon in the possession of an individual, other than authorized military weapons in an individual's possession as part of official military duties.





# Privately Owned Firearms

## Applicable Regulations:

- AR 190-11 para 4-5: prohibits POFs unless policy designated in writing by Senior Commander.
- FR 190-1 (Dated: 3 Apr 2018): Fort Riley specific regulation titled Privately Owned Weapons, Explosives and Ammunition.

## Unit Requirements:

- FR Form 102-1 maintained on file until the Soldier/Family Member departs the organization.
- Have policies, plans and procedures in place for storing privately owned weapons. Plan tailored by the CDR for their specific situation based on mission, facility space, etc....





# Privately Owned Firearms

## 24 HR PERMISSION FOR PRIVATELY OWNED FIREARM(S) ON FORT RILEY

See AR 190-14 and AR 190-11 for basic requirements, FR Reg 190-1 for local procedures

## FR 102-3 (SEP 2019)

### DATA REQUIRED BY THE PRIVACY ACT OF 1974

Authority: 10 USC 3013, AR 190-11, Physical Security of Arms, Ammo and Explosives (AA&E), AR 190-14, Carrying of Firearms and Use of Force for Law Enforcement Security Duties, and EO 9397.

Principal Purpose: To assist Commanders in carrying out effective law enforcement, troop safety and crime prevention programs.

Routine Uses: Information is furnished to criminal justice elements outside the Department of Defense for investigation and prosecution when such cases fall within their jurisdiction or concurrent jurisdiction is applicable. The "Blanket Routine Use" set forth at the beginning of the Army's compilation of systems of records notices also apply to this system.

Disclosure: Voluntary. However, failure to provide all necessary information will result in denial of registration.

1. Last Name, First, MI		2. DoD ID Number			3. Date of Birth	
4. Rank/Grade	5. Drive License Number	6. DL State	7. Height	8. Weight	9. Eye Color	10. Hair Color
11. Address, City, State, Zip Code					12. Home or Cell Number	
13. Unit (Company/Troop, Battalion/Squadron, Brigade)				14. Unit Phone Number	15. ETS/Retirement Date	
Serial Number	Firearm Type	Model	Make/Brand	Caliber/Gauge		

### 16. Owners Certification of Information

I acknowledge my responsibility to properly register this firearm with the DES within 24 hours. The privately owned firearm(s) will be stored in the following checked location:  Unit Arms Room  On Post Quarters  Off Post, I will transport the firearm(s) on post for authorized reasons.

Owner's Signature (Sign In Ink) \_\_\_\_\_ Date \_\_\_\_\_

### 17. This Portion to Be Completed By Directorate of Emergency Services

CAD Call Number \_\_\_\_\_ Officer Signature: \_\_\_\_\_ Date: \_\_\_\_\_

FR Form 102-3 September 2019

- Request permission for up to 5 firearms per form.
- Valid for 24 Hours.
- Firearms brought onto post or purchased on post must be registered in the ALERTS within 24 hours.
- Issued at AAFES gun counter, and all ACP during VCC non business hours.
- VCC authorized to issue 7 day temporary registration.





# Privately Owned Firearms

FR 102-1 (MAR 2018)

REQUEST FOR REGISTRATION OF PRIVATELY OWNED FIREARMS (REGISTRANT'S COPY)				
See AR 190-14 and AR 190-11 for basic requirements, FR Reg 190-1 for local procedures				
<b>DATA REQUIRED BY THE PRIVACY ACT OF 1974</b>				
<b>Authority:</b> 10 USC 3013, AR 190-11, Physical Security of Arms, Ammo and Explosives (AA&E), AR 190-14, Carrying of Firearms and Use of Force for Law Enforcement Security Duties, and EO 9397.				
<b>Principal Purpose:</b> To assist Commanders in carrying out effective law enforcement, troop safety and crime prevention programs.				
<b>Routine Uses:</b> Information is furnished to criminal justice elements outside the Department of Defense for investigation and prosecution when such cases fall within their jurisdiction or concurrent jurisdiction is applicable. The "Blanket Routine Use" set forth at the beginning of the Army's compilation of systems of records notices also apply to this system.				
<b>Disclosure:</b> Voluntary. However, failure to provide all necessary information will result in denial of registration.				
1. Last Name, First, MI		2. DoD ID Number		3. Date of Birth
4. Rank/Grade	5. Driver's License Number	6. State	7. Height	8. Weight
9. Eye Color			10. Hair Color	
11. Address, City, State, ZIP			12. Home Phone or Cell Number	
13. Unit (Company, Battalion, Brigade)		14. Unit Phone Number		15. ETS/Retirement Date
Penalties for inaccurate or False Statements. The US Criminal Code (Title 18, Section 1001) provides that knowingly falsifying or concealing a material fact is a felony which may result in fines up to \$10,000 and/or 5 years imprisonment, or both.				
16. Questions (Required explanation for all "YES" answers, use the remarks block 17.				
			YES	NO
a. Have you ever been convicted in any court of any felony offense?			<input type="checkbox"/>	<input type="checkbox"/>
b. Have you ever been convicted in any court of a misdemeanor crime of domestic violence?			<input type="checkbox"/>	<input type="checkbox"/>
c. Are you a fugitive from Justice?			<input type="checkbox"/>	<input type="checkbox"/>
d. Have you ever been convicted in any court (includes non-judicial punishment under Article 15, UCMJ) for the possession, use or sale of marijuana, dangerous or narcotic drugs?			<input type="checkbox"/>	<input type="checkbox"/>
17. Remarks				
<b>18. Firearms Information</b>				
Serial Number	Firearm Type	Model	Make/Brand	Caliber/Gauge
19. CERTIFICATION OF INFORMATION				
I acknowledge my responsibility for security, proper storage and use of my privately-owned firearm(s). I am the owner of the firearm(s) listed below. I have received safety training on the use and storage of the below listed firearms. My statements on this form, and any attachments to it are true, complete, and correct to the best of my knowledge and belief and are made in good faith. I understand that a knowing and willful false statement on this form can be punished by fine or imprisonment or both. (See Section 1001 of Title 18, USC)				
Registrant's Signature _____		Date _____		
<b>20. Commander/Registrar Review</b>				
The request for registration of the privately owned firearms(s) has been reviewed for accuracy and is being provided to the Directorate of Emergency Services for registration in the Army Law Enforcement Reporting and Tracking System (ALERTS). The privately owned firearm(s) will be stored in the following checked location: <input type="checkbox"/> Unit Arms Room <input type="checkbox"/> On Post Quarters <input type="checkbox"/> Off Post, will transport firearm on post for authorized reasons				
Commander's Signature _____		Commander Printed Name _____		Date _____
DES Representative Signature _____		DES Rep Printed Name _____		Date _____

FR FORM 102-1, 13 March 2018 Previous Editions Obsolete

Clear Form

Page 1 of 2

- Register up to 6 firearms per form
- Valid for 3 years (All)
- DES VCC will stamp the Commanders copy of the FR Form 102-1.
- Commander must maintain copies of the FR Form 102-1 of personnel within the unit approved to bring firearms on post. (including family members and guest). (Generally maintained by the Unit Armorer)





# Privately Owned Firearms

## Registration Process

1. Validate POF is legal FR Form 102-3 (24 HR Permission for Privately Owned Firearms On Fort Riley)
2. Obtain Commander's permission by completing FR form 102-1 Request for Registration of Privately Owned Firearms.
3. Complete registration process at Visitor Control Center (VCC). **(Henry ACP, I-70 exit 301)**
4. DES VCC personnel is the final registration authority, and will stamp the Commanders copy of the FR Form 102-1, and the ALERTS generated permanent registration form.





# Privately Owned Firearms

## Commanders Responsibilities:

- Brief all newly assigned personnel on this regulation and ensure that members of their command are briefed on any changes to this regulation, Federal laws, state laws, or local ordinances.
- Establish in and out-processing procedures at the unit level to identify if Soldiers in the command and Family Members they sponsor who reside on the installation own or possess a firearm requiring storage on the installation or those who reside off the installation have a need to bring a firearm on the installation. Establish unit SOP for POFs.
- Make decisions on the appropriate storage location of firearms on request approvals by appropriate annotation on FR 102-1.
- Ensure POFs and ammunition in the arms room are inventoried at the same frequency as military weapons and ammunition. (Add to monthly serial number inventory)
- Provide written authorization to store and remove POFs, ammunition and other privately owned weapons in the arms room.





# Privately Owned Firearms

## Commanders Responsibilities cont.:

- Maintain records of all approved FR 102-1 of Soldiers in the command and their immediate Family members. Once the firearms are registered through DES, the Soldier will return the FR 102-1 to the Commander. (Generally maintained by the Unit Armorer)
- Establish and identify individual limits on the quantity and type of privately owned ammunition that may be stored in the arms room, based upon availability of space and safety considerations. Limits must be annotated in the unit arms room standing operating procedures (SOP).
- Ensure the security and control of privately-owned firearms that are stored in the unit arms room.
- Secure privately owned weapons and ammunition in unit arms rooms in locked containers separate from military arms, ammunition, and explosives.
- Conduct unannounced inspections of their unit areas to include parking areas to ensure that proper storage of weapons and registration of firearms is being accomplished.
- Immediately notify the Military Police (MP) Desk Sergeant upon discovery of a loss of accountability for privately owned firearms stored in the unit arms room.





# Privately Owned Firearms

## Armorer's Responsibilities:

- Meet the storage requirements of FR 190-1 Appendix B.
- Sign for POF from owner and give owner hand receipt. Issue owner DA Form 3749 (equipment receipt) in order for owner to draw POF in the future.
- Ensure written permission is received from the unit commander prior to issuing the POF.
- Ensure same issuance procedures are followed when issuing a POF as you would when issuing a military weapon.
- Ensure POFs and civilian ammunition are stored separately from military weapons and ammunition. They are required to be stored in an approved container for AA&E.
- Inventory POFs and other privately owned weapons at the same frequency as Government owned AA&E
- Maintain accountability of temporary release authorization documents for 90 days and permanent removal documentation for 2 years.





# Physical Security During Expeditionary Operations



***“The force is often most vulnerable to an enemy or adversary surprise attack during preparation.” ADRP 3-37***





# Physical Security During Expeditionary Operations

## Rear Detachment Physical Security Requirements

- There is **no relief from physical security requirements for the Rear Detachment**. The rear detachment area is often a haven for criminal activity.
- Rear Detachment Commanders must ensure that assets are protected, inspections are conducted, and equipment is accounted for. Security checks are an important tool to accomplish this mission.
- At times, this can be more difficult due to consolidated assets, including arms rooms, motor pools, and other property book adjustments.
- Additionally, personal property should be included in security plans and special considerations given to “pack-in” situations in the barracks.
- **The PSO should assist Rear Detachments with establishing their physical security plans and battle rhythm prior to deployment, it should be planned, resourced, and rehearsed during field training and other opportunities.**



“How about if I just follow you on Twitter instead?”





# Physical Security During Expeditionary Operations

## Rear Detachment Physical Security Requirements

- During the deploying unit's absence from home station, a duty officer or duty NCO will conduct a daily check of the arms room entrance.
- The rear detachment armorer will test the IDS on a monthly basis. If the IDS is not operating or is malfunctioning, the rear detachment commander must post an armed guard at the arms room until all weapons and ammunition stored therein can be relocated to an alternate arms room or the IDS is repaired.
- Privately owned weapons stored in unit arms room will be included on the inventory lists and stored in the arms room IAW AR 190-11 and AR 190-13.
- Government property, other than AA&E, will be placed under continuous surveillance or afforded protection by other means (fenced enclosure, secured within bldg.) to preclude unauthorized access to these items.
- If no rear detachment is established, all AA&E, sensitive and high value items not accompanying the unit will be turned-in to the LRC, Supply and Services Division. At no time will AA&E or sensitive items be left unattended and/or unsecured.





# Physical Security During Expeditionary Operations

## Rear Detachment Physical Security Requirements

- Personal property, when removed from individual billet rooms, will be locked, sealed, and protected by controlling access to building/areas where the property is stored. Commanders will either post guards or secure the storage building (or room) and control access to the keys.
- When personal property is stored in the barracks, personnel not deploying with the unit should be consolidated in the barracks. Personnel staying back will be separated from billets/rooms used as storage areas.
- Checks of the storage area(s) will be conducted every eight hours and recorded on the staff duty DA 1594, Staff Journal.





# Physical Security During Expeditionary Operations

- **No AA&E items will be left unattended or unsecured at any time.** AR 190-11 para 7-10b
- Commanders will ensure that enough security measures are taken to protect AA&E being moved by unit or organization transportation, on or off installations.
- All movements of Category I and Category II AA&E require armed guards regardless of the FPCON. AR 190-11 para 7-10c
- **Request separate containers for AA&E and classified materials.** One “sensitive items” container does not meet regulatory intent in most circumstances.
- Individual issued AA&E is the responsibility of that Soldier.





# Physical Security During Expeditionary Operations

## Shipping AA&E and Sensitive Items

- It is Army policy that weapons or sensitive items such as funds, jewels, precious metals, or drugs will not be stored in the same container or facility used to safeguard classified information.
- When used for transporting AA&E, the doors of approved intermodal containers (MILVAN, SEAVAN, or CONEX) will be securely closed and sealed.
- End-opening containers will be placed door-to-door during rail shipments.
- Barriers on the rail cars will be used to protect side-opening containers and deter the opening of such cars. The AA&E will be placed in the rear of containers behind non sensitive items to reduce the opportunity of theft.
- In the event of contingencies, exercises, or rotational unit movements where it is not practical to use containers, only armored vehicles that are locked and sealed will be used to ship AA&E
- The AA&E will be provided double barrier protection by placing it in separate, locked, and sealed containers, affixed to the interior of the locked/sealed armored vehicles in a manner that precludes easy removal.





# Physical Security During Expeditionary Operations

## Shipping AA&E and Sensitive Items

- Army activities involved with AA&E shipments will implement a seal control program per AR 190–51 to ensure accountability/control of seals.
- Shipments must be checked immediately upon receipt to ensure that the seals are intact and for any signs of damage or tampering.
- If there are any such **signs**, there must be an **immediate inventory** to verify quantities received and to determine the extent of any damage or tampering on all Category I and Category II AA&E and classified AA&E shipments.
- If the **seals are intact**, quantity verification must take place no later than the **next working day**. The requirement to check seals and verify quantities received includes shipments of all categories of sensitive or classified AA&E and uncategorized Class A and Class B ammunition and explosives.





# Physical Security During Expeditionary Operations

## Representative Risk Categories

### Category I (Missiles And Rockets).

(1) Nonnuclear man portable missiles and rockets “in a ready-to-fire” configuration; for example, Redeye, Stinger, Dragon, Javelin, light antitank weapon (66mm), shoulder-launched multi-purpose assault weapon rocket (83mm), and AT–4 anti-armor launcher and cartridge (84mm). Also included are the tube-launched, optically-tracked, wire-guided missile (TOW) weapon and the Hellfire missile.

(2) These weapons, when jointly stored or transported with the launcher tube and/or grip stock and the explosive round, though not in a ready-to-fire configuration will be considered Category I weapon items.

**Category II.** Light automatic weapons, including .50 caliber, M16A2 rifle, M4 rifle, Squad Automatic Weapon, M240b machine gun, and 40mm MK 19 grenade launcher.

*\*Weapon components such as silencers, mufflers, and noise suppression devices will be treated as Category II items.*

***\*Research your specific items in AR 190-11 APP B***





# Physical Security During Expeditionary Operations

## In Transit Guard Forces

- Unit equipment must be safeguarded according to governing regulations and SOPs while it is being transported to, and staged at, installations, marshaling areas, and ports of embarkation.
- Certain cargo categories require care while in transit and some special cargo categories require extraordinary protection and monitoring while in transit.
- Measures of protection and monitoring range from continuous surveillance to a simple seal used in shipping.
- Rail movement may require rail guards, while shipments by sea may require personnel assigned as supercargo.
- The threat to the particular asset can increase the specific security requirement, however, the minimums are mandatory.





# Physical Security During Expeditionary Operations

## Rail Guards

- Physical Security Requirements remain during rail load operations and shipments.
- The deploying unit commander coordinates with the installation transportation officer (continental United States) or the unit movement coordinator (outside the continental United States) and authorized railroad representatives on guard or escort matters.
- Guards or escorts are armed at the installation commander's discretion for CAT III and IV AA&E. When armed guards are used, all participating railroads must be notified. All armed guards must be familiar with the rules of engagement and trained in the use of force.
- Cargo guards or escorts maintain surveillance over military equipment during the journey and notify railroad personnel of any problems. When outside the continental United States, host nation support is used when appropriate.
- Escorts are instructed on locomotive and railroad safety. Additionally, escorts will be briefed on the rules of engagement before the train leaves the station.





# Physical Security During Expeditionary Operations

## Ship Guards

- Supercargoes are unit personnel designated on orders to accompany, secure, and maintain unit cargo aboard ships.
- They perform liaison during cargo reception at the seaport of embarkation, shipload and discharge operations, and seaport of debarkation port clearance operations.
- Upon arrival at the seaport of embarkation, supercargos are under the operational control of the port commander. While aboard a ship, the supercargos are under the mission command of the vessel captain or first mate.
- Upon arrival at the seaport of debarkation, supercargos are under the operational control of the port commander. Supercargos are normally released to the unit upon completion of port clearance operations.
- Unit commanders recommend the composition of supercargos based on several factors, including the amount and type of equipment loaded aboard the ship and the number of units with equipment on the ship.





## AA&E Checklist Review

## AA&E Guide Book Review

## Mentorship Review





# Written Exam Review





# Written Exam

- Post-Test
  - Open Book / Open Note
  - 70% or Better





# Written Exam

Select the answer you believe to be correct.

ONLY ONE correct answer is given for any question.

Fill in the gap completely on the answer sheet:

~~(A)~~ (B) (C) (D)

Do Not:

(A) (B) ~~(C)~~ (D)

Or:

(A) (B) (C) (D)





# Phys Sec POCs

- **Mark Dombrowski – Chief Security Branch** 239-2125
- **Mike Magar – Lead Security Specialist** 239-0866
- **Billy Golden – Security Specialist** 239-5474
- **Matt Haskins – Security Specialist** 239-0671
- **Duane Pugh – Security Specialist** 240-0305
- **SSG White – Security Specialist** 239-2775
- **SSG Streeter – Security Specialist** 239-3295
- **William Wilson – Security System Administrator** 239-6342
- **Kurt Mohlman – Access Control** 239-0630
- **Alarm Monitoring Station (Alarm Testing)** 239-5469





### Final Comments / Questions

