

## Admin PS SMS Checklist

<b>Unit:</b>	<b>Location:</b>
<b>Commander:</b>	
<b>Exit brief:</b>	

Physical Security Officer:	Y / N	Notes
Has a PSO been appointed in writing by the battalion, and higher, garrison, installation, ACCOM. ASCC, DRU or ARNG command level?		
Has a PSO taken required training (also known as PY011.16, PY104.16, PY103.16 & PY106.16) within 90 days of assignment on orders unless waived by the PSO attending the Army physical security course per AR 190-13, paragraph 3-2.a.(3)?		

Physical Security Plan:	Y / N	Notes
Has the Installation, stand-alone facility or unit developed a location or organization specific security plan?		
Does the Installation, stand-alone facility, unit, or activity levels, exercise annually the individual physical security plan annexes?		
Does the Installation, stand-alone facility, unit, or activity levels review annually their location or organization specific physical security plan?		
Does the Installation, stand-alone facility or unit physical security plan contain a brief statement affirming currency in this format (also known as Certified current by (Principal Official)(date)) and is it placed on the front page of the plan?		
Does the Installation, stand-alone facility or unit physical security plan address ALL the minimum REQUIREMENTS (also known as 24 Subject headings designated C-1 through C-24) in AR 190-13, Appendix C?		
Does the Installation, stand-alone facility or unit physical security plan contain a "Criminal and terrorist threat statements" annex?		
Does the Installation, stand-alone facility or unit physical security plan contain a "Threat analysis" annex? "MEVA list" annex, "Bomb Threat Plan" annex, "Site Closure Plan" annex, "Natural Disaster Plan", per the National Incident Management System, annex, "Civil Disturbance Plan", based upon local threats, Resource Plan" annex, "Communication Plan" annex, "Guard Orders" annex, Rules of engagement and use of deadly force" annex, Site vulnerability assessment documentation" annex, Contingency Defense Plan" annex, Demonstration Control Plan" annex, MOA or MOU with external first responders" annex, "Alternate storage locations for AA&E and other sensitive items" annex, "Minimum requirements and planning of physical security measures during elevated FPCON" annex, "Physical Security Plan Format for Barracks", per AR 190-13, Appendix D, annex, "Small Unmanned Aircraft Systems (soaps) Response Plan" annex.		
Does the Installation, stand-alone facility or unit physical security plan contain a "Site Closure Plan" annex? COL K: Ensure the Installation, stand-alone facility or unit physical security plan contains a "Site Closure Plan" annex		

Restricted Areas:	Y / N	Notes
Has restricted area(s) area signage been posted in conspicuous and appropriate places to identify the site as a restricted area except when such action would tend to advertise an otherwise concealed area?		
Does restricted area(s) area signage contain minimum required content as identified in AR 190-51 Figure 6-1?		
Is restricted area(s) area signage readable from a reasonable distance of no less than 50 feet?		
Does the Commander/Director develop a report of corrective action taken or planned for each physical security inspection report identified deficiency or survey report finding?		
Has the responsible commander/director designated restricted area(s) in writing?		
Has the responsible commander/director designated restricted area(s) in writing as either controlled, limited or exclusion?		

Admin Key Control:	Y / N	Notes
Are keys, locks, or alternate keys or locks not placed in security containers that contain or store classified material?		
Is access to protected resources limited to the minimum number of persons needed for operational necessity?		
Is accountability of keys, key cards and other entry control tokens, and combinations to locking devices and systems to include both issued and non-issued stock maintained?		

Is a <b>key control officer</b> appointed, in writing, by the responsible commander or director to monitor the unit, or organization, key control program?		
Is the designation of the key control officer memorandum included in the physical security plan at the Battalion level and higher headquarters?		
Does the key control officer sign over all unit, or organizational keys, to include key-box keys to the primary and alternate key custodians?		
Does the key control officer ensure that key and lock inventories are conducted semi-annually?		
When a key control officer or alternate on orders needs to sign for key(s) does the key control custodian sign the key(s) over to them on a key control register?		
Are a primary and alternate key custodian appointed, in writing, by the responsible commander or director to issue and receive keys and maintain accountability for office, unit, or activity keys?		
Does the primary and alternate key custodian(s) make certain that personnel designated to issue, receive, and account for keys in their absence, clearly understand local key control security requirements?		
Does the primary and alternate key custodian(s) maintain a key control register at all times to ensure continuous accountability for keys of locks used to secure Government property?		
Are the primary and alternate key custodian(s) listed on an access roster?		
When a key control custodian or alternate need to sign for key(s) does the other key control custodian sign the key(s) over to them on a key control register?		
Are keys signed out to authorized personnel in person, and not digitally on a key control register?		
When not in use is the key control register DA Form 5513 (Key control register and inventory) kept in a locked container that does not contain or store classified material and is access controlled to it?		
Are keys secured in a lockable container, such as a safe or filing cabinet, or a key depository (made of at least 26-gauge steel, equipped with a tumbler-type or keyed locking device and permanently affixed to a wall)?		
Is the key depository located in a room where it is kept under 24-hour surveillance or in a room that is locked when unoccupied?		
If the key depository is designed as a drawer-style system that is positioned on the floor, is the system secured to an immovable object such as to the floor or to a building support beam unless the empty weight exceeds 500 pounds and is not mounted on rollers?		
Are keyed-alike lock sets and master-keyed lock sets not used for multiple vehicles? (Can be used for single vehicles and its components)		
Is the control of keys for keyed-alike lock sets and master-keyed lock sets limited to the least practical number of responsible persons designated by the responsible commander?		
If a lock is required and a master-keyed lockset is not authorized, is a key-operated, pin tumbler deadbolt with a one-inch throw, or a key operated low security padlock used to safeguard unclassified, non-sensitive resources?		
Are padlocks, lock cores, and keys not in use secured in a locked container that does not contain or store classified material and is access to the container controlled?		
Are low security padlocks not used to secure classified material?		
Are low security padlocks key retaining and stamped with "US" or "US Set" if it is a padlock set?		
Are padlocks, when used with chains, commensurate with its shackle strength?		
Are the standards in AR 735-5 followed concerning the financial liability for the loss of a key due to negligence or willful misconduct?		
Are locks re-keyed when a person leaves the organization without turning the key back into the key custodian, or when a key is lost or are codes changed when a person leaves the organization or a code is compromised?		
Is an SOP published for the control of badges, keys, combinations, and/or cards?		
Does the SOP include requirements for the revocation of keys, revising authorization lists, changing of locks, codes and combinations to locks, and the surrendering of keys and key cards?		
Are keys to locks in use checked at the end of each duty day?		
Are differences between keys on hand and the key control register reconciled?		
Are padlocks and their keys inventoried by serial number semiannually?		
Is a written record of the inventory retained until the next inventory is conducted?		
When a key to a padlock is lost or missing is an inquiry conducted and the padlock replaced or immediately reconciled?		
Is a key and lock inventory maintained and does it list keys, locks, key serial numbers, lock serial numbers, location of locks, and number of keys maintained for each lock and is the list secured in the key depository?		
Are serial numbers given to locks and keys for those locks and keys that do not have one?		
For serial numbers given to locks and keys, is the serial number inscribed on the lock or key as appropriate?		

<b>Electronic Locking Systems:</b>	<b>Y / N</b>	<b>Notes</b>
Are electronic locks and locking systems used unless specifically prohibited and is the minimum design criteria compliant with Federal Information Processing Standard?		
Are electronic locks and locking systems used unless specifically prohibited and does the minimum design criteria have a back-up battery power of at least four hours?		
Are electronic locks and locking systems used unless specifically prohibited and is the minimum design criteria placed in the fail-secure mode?		
Are electronic locks and locking systems used unless specifically prohibited and does the minimum design criteria have appropriate life-safety hardware?		
Are electronic locks and locking systems used unless specifically prohibited and does the minimum design criteria have a mechanical key override?		
Are electronic locks and locking systems used unless specifically prohibited and does the minimum design criteria have serial-numbered key devices accounted for on a DA Form 5513 or an electronic form containing equivalent information?		
Are electronic locks and locking systems used unless specifically prohibited and does the minimum design criteria have, for padlocks, a one-inch throw deadbolt, or mortise locks used if the standards above cannot be met?		
Is the number of personnel having keys or electronic lock codes kept to the fewest personnel feasible consistent with efficient operations?		
Are codes used to activate electronic locks, pushbutton locks, and other locking devices changed, at a minimum, on a semi-annual basis?		
Is the issuance of codes recorded on the SF 700 or an equivalent form?		
Are keys, key cards, other electronic key tokens, lock combinations, and electronic locks that are not installed accounted for at all times?		

<b>General PS (Computerized Card/Badge Systems):</b>	<b>Y / N</b>	<b>Notes</b>
Are security cards and badges designed and managed per AR 380-5 and controlled and accounted for?		
Do security cards and badges contain a passport-style photograph for personnel who have been granted privileges for continuous access?		
For visitors who receive security cards and badges, is the term VISITOR and the term ESCORT REQUIRED or ESCORT NOT REQUIRED prominently displayed on the security card or badge?		
For security cards and badges, is a method to indoctrinate all assigned personnel concerning their individual security responsibilities established and monitored?		
Are lost security cards and badges immediately reported to the issuing office?		
Are systems that generate a personal identification number (PIN) for security cards and badges programmed to identify when a card or badge is being used that has been reported lost or stolen, has not been issued, or is foreign to the system?		
Are systems that generate a personal identification number (PIN) for security cards and badges programmed to identify when a card or badge is being used that has been reported lost or stolen, has not been issued, or is foreign to the system?		
Are security procedural measures established to respond to the site of an attempted card or badge use?		
Are security cards and badges issued every three years for limited and exclusion restricted areas?		
Are security cards and badges issued every five years for controlled or restricted areas? (This requirement does not apply to issuance of the DoD CAC, but is only for security cards and badges issued to supplement the CAC as required by the responsible authority).		
Are security cards and badges reissued immediately when believed will be compromised?		
Is a new PIN required will be changed if security cards and badges have been compromised or subjected to compromise?		

<b>Seal Program:</b>	<b>Y / N</b>	<b>Notes</b>
Is a primary or alternate seal custodian appointed in writing to issue and receive seals and maintain seal accountability for all commands using protective seals?		
Does a primary or alternate seal custodian make certain that persons designated to issue, receive, and account for seals in their absence, clearly understand local seal control requirements?		
Does a primary or alternate seal custodian maintain a seal control register at all times to ensure continuous accountability for seals used to secure Government property?		
Do seal custodians maintain seal logbooks, in hardcover, rather than in loose-leaf books?		
Does the issue of seals to a using office, unit, or activity custodian reflect date of issue, name of recipient, and seal serial numbers?		
Does the issue of a seal for actual use by a custodian reflect the seal number, date and time applied, identification of items to which applied (and location on item if other than main door(s)), and the name of the person applying the seal?		

<b>Load Out Questions:</b>	<b>Y / N</b>	<b>Notes</b>
For outbound loaded trailers, railcars, and container shipments, is the appropriate trailer, railcar, or container number and load destination noted?		
For the application of seals, are all doors and openings sealed, not merely the main one?		
Have commands using seals developed requirements for checking them, and do these requirements include actions to be taken to break a seal and actions to be taken upon finding a broken seal?		
Do all shipping documents reflect seal number(s)?		
Are all seals verified with seal log, shipping documents, or other appropriate documents before removal and disposal?		
Are seals defaced sufficiently upon removal so that they cannot be used to simulate a good seal?		
If the user seal log is located on the same installation, is the custodian advised of the destruction of the seal or if NOT is the seal returned to the custodian?		
Does the custodian annotate the date and time the seals were removed and the name of the person removing the seal across from the original entry on the log seal?		
Are the colors of the seals changed periodically as an additional physical security measure?		

<b>Unit Supply:</b>	<b>Y / N</b>	<b>Notes</b>
Is the unit supply room a locked room, which as a minimum meets the secure storage structure standards per appendix B of the AR 190-51, or is the unit supply room a locked metal cage in a secured building? (Security lighting, fencing, or other protective measures may be warranted based on risk analysis).		
Is access to items stored in the unit supply rooms controlled at all times by the supply noncommissioned officer or other designated person using lock and key control security requirements per appendix D of the AR 190-51?		
Are signs posted at unit supply rooms stating, "Off Limits to Unauthorized Personnel"?		
Are bolt cutters controlled and accounted for per appendix F of the AR 190-51?		

<b>Bolt Cutters:</b>	<b>Y / N</b>	<b>Notes</b>
Are bolt cutters secured in the unit supply room in a container secured with an authorized lock, when not in use and keys to these storage areas controlled in according to appendix B of the AR 190-51?		
Is a hard covered log book maintained by supply personnel for the control and accountability of bolt cutters?		
Are primary and alternate key control personnel the only personnel authorized to be issued the bolt cutters?		
When bolt cutters are issued, do supply personnel notate in the log book the date of use, name of recipient, purpose for issue (exact location of the lock will be cut), and the initials of the supply person who is issuing the bolt cutters?		
Once bolt cutters have been issued, do supply personnel have the key control custodian sign for the bolt cutters using DA Form 3161 (Request for Issue or Turn-in) or DA Form 2062 (Hand Receipt/Annex Number)?		
Are bolt cutters signed back into the supply room prior to the end of the duty day that they were signed out on?		
Once the bolt cutters are turned in, do supply personnel notate in the bolt cutter log book the time and date the lock was cut, the time the bolt cutters were turned in, their initials and destroy/shred the DA Form 3161/2062 that was used to sign out the bolt cutters?		
Are key control personnel in possession of bolt cutters responsible for the security of the bolt cutters while in the key control personnel's care and do the bolt cutters remain on their person at all times or secured per AR 190-51 Appendix F Control of Bolt Cutters?		
In the event of the loss of bolt cutters, is a statement of charges initiated against the person who signed for the bolt cutters?		
If the bolt cutters cannot be stored in the supply room due to mission requirements, does the responsible commander or director of the activity designate an individual in writing to be responsible for the security and accountability of bolt cutters and approves of the storage area in writing?		
Are bolt cutters prohibited from being stored in arms rooms?		
If the bolt cutters cannot be stored in the supply room due to mission requirements, are issue and receipt requirements followed as notated in paragraph F-2a and F-2b of the AR 190-51?		
Are bolt cutters secured under double barrier protection? (for example, container secured with a low security padlock inside a locked office/room).		
Are keys to bolt cutter storage areas controlled per Appendix D of the AR 190-51?		

<b>OCIE:</b>	<b>Y / N</b>	<b>Notes</b>
Is organizational clothing and individual equipment (OCIE) not stored in privately-owned vehicles?		
For personnel living in troop billets and USAR personnel, is individual clothing and equipment of these personnel secured by one of the following means will be determined by the unit commander; either in a locked wall locker or footlocker or in a locked duffel bag, further secured to the building structure, or a separate locker room?		
Is access to USAR OCIE controlled by designated personnel?		
Are locked duffel bags, wall lockers, or footlockers placed in a separate locked room or cage? (In		
Are keys to access USAR OCIE placed in the unit key depository?		
Is access to the unit key depository controlled by the unit key custodian?		
Are organizational clothing and individual equipment (OCIE) stocks secured in a separate building or room meeting the security standards per paragraph B-1 of the AR 190-51?		
For OCIE facilities, is the facilities exterior lighted during hours of darkness?		
For OCIE facilities, are signs posted at activity entrances stating "Off Limits To Unauthorized Personnel"?		
Is access to the facility, keys, padlocks, and protective seals controlled per appendix D of the AR 190-51?		
Are command directed inventories conducted per the AR 710-2?		
Are end-of-day security checks conducted and recorded using SF 701?		

<b>Communications &amp; Electronics Equipment (Physical Protective Measures):</b>	<b>Y / N</b>	<b>Notes</b>
Are property items stored and maintained per the requirements of its Controlled Inventory Code?		
Are portable items provided double barrier protection when not in use to include training environments and while in transit?		
Are non-portable items secured in a building with doors and windows and locked during the hours the facility is non-operational?		
Are non-portable items particularly bulky or heavy items that are stored outside protected by a perimeter fence?		
For non-portable items are signs posted at the activity entrances stating "Off Limits To Unauthorized Personnel"?		
For non-portable items is equipment located in the interior of the facility as far from the exterior as possible?		
For non-portable items is tactical communications equipment remaining on vehicles secured to the vehicle with an approved low-security padlock?		
For vehicles that are securing the tactical communications equipment, are vehicles secured per paragraph 3-11 of the AR 190-51?		
For non-portable items such as tool kits are they secured as specified in paragraph 3-27 of the AR 190-51?		

<b>Communications &amp; Electronics Equipment (Security Procedural Measures):</b>	<b>Y / N</b>	<b>Notes</b>
Are portable pilferage-coded items separated from other equipment and stored in a separate locked, secure room, area, or container with controlled access?		
Are secure rooms for portable, pilferage-coded items, constructed per the secure structure guidance in appendix B of the AR 190-51?		
For communications and electronics equipment, is access to the equipment storage area controlled?		
For communications and electronics equipment, is access to keys, padlocks, and protective seals controlled per appendix D of the AR 190-51?		
For communications and electronics equipment, is portable, pilferage-coded items that are temporarily assigned to a user, issued on a hand receipt?		
Are command directed inventories made as indicated in the AR 710-2 and are copies of the inventories kept until the next inventory is conducted?		
Are privately-owned vehicles not permitted to park within 50 feet of the storage facility?		

Controlled Cryptographic Items (CCI):	Y / N	Notes
Is protection for CCI provided against unauthorized access?		
Are keyed CCIs considered classified and protected per AR 380-40?		
For CCI NOT under continuous surveillance by an individual is protection provided consisting of a building/room where doors/windows and other means of entry and exit can be locked/secured and physical access controlled or in a locked, enclosed van, trailer, armored vehicle, or aircraft protected by a perimeter fence or by securing items directly to tactical vehicles by a locally fabricated method & providing perimeter fencing when removal & storage in a secure room or building is impractical?		
Are aircraft and vehicles containing CCI parked and protected per paragraphs 3-3, 3-4, and 3-5 of the AR 190-51, for CCI that is not under continuous surveillance by an individual?		
For unattended CCI are signs posted at the activity entrances stating, "Off Limits to Unauthorized Personnel"?		
For unattended CCI at risk level II is lighting provided for the exterior of the building or the site perimeter?		
For unattended CCI at risk level III is IDS or continuous surveillance performed?		
For CCI, is access to the facility or area controlled per the AR 190-51?		
For CCI, is access to keys and locks protecting CCI controlled per appendix D of the AR 190-51?		
For CCI, are periodic command-directed inventories conducted per AR 710-2?		
For facilities with CCI, is the facility or vehicle parking area checked by guards at least every two hours?		
For CCI, is a standing operating procedure (SOP) which includes instructions for safeguarding CCI, controlling access to and use of CCI, and reporting of incidents of loss or tampering, as a minimum, published?		