

## Motor Pool SMS Checklist

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

Security Systems & Equipment (Guidance and requirements for <u>Fencing</u> ):	Y / N	Notes
Are security fences and gates designed per the UFC 4-022-03 (Security Fences and Gates)?		
For perimeter fencing is the fence fabric height a minimum height of seven feet excluding the top guard, and is the fence height including outriggers a minimum of eight feet?		
Do non-censored perimeter fences meet the requirements of Unified Facilities Guide Specifications (UFGS) 32 31 13 (Chain Link Fences and Gates) and USACE drawing number STD 872-90-03?		

Security Systems & Equipment (Guidance and requirements for <u>Security Lighting</u> ):	Y / N	Notes
Is the UFC 3-530-01 used as a guide for lighting patterns and minimum protective lighting intensities and requirements?		

Security Systems & Equipment (Responsibilities):	Y / N	Notes
Do unit commanders and activity chiefs have a physical security officer appointed in writing to perform the duties outlined in AR 190-13?		
Do unit commanders and activity chiefs have physical security standard operating procedures established outlining responsibilities and procedures for the proper control and accountability of resources?		
Do unit commanders and activity chiefs direct that resources are secured with approved locks and locking systems per appendix D of the AR 190-51?		

Vehicles, Carriage-Mounted or Towed Weapon Systems (All Army Vehicles):	Y / N	Notes
Are all vehicles dispatched per DA Pam 750-8 prior to leaving the motor pool?		
When not in use are Army vehicles parked in motor pools to the maximum extent possible?		
Is the motor pool protected by a perimeter fence or dedicated guards? (UFGS 32 31 13 will be used as a guide for determining fencing requirements)?		
Are vehicle parking areas, except those for empty trailers, lighted during the hours of darkness?		
Are Risk Level I and II motor pools checked at minimum every four (4) hours after duty hours by guards or roving patrols for tampering, sabotage, loss, and damage and recorded using the SF 702 and DA Form 1594?		
Are vehicles parked in noncombat areas secured with an approved locking mechanism?		
Are vehicles, trailers, storage containers, and equipment kept at least 20 feet away to the extent feasible from the perimeter to avoid their use by intruders as a means to climb the fence and to provide clear observation of the boundary by unit members and security forces?		
For commercial design vehicles parked in noncombat areas, are they secured by activating the manufacturer installed door and ignition-locking device(s)?		
For material handling equipment and other Army vehicles that cannot be secured per AR 190-51 3-11f (a) through 3-11.f(c), in noncombat areas, are they secured by having the steering mechanism immobilized or transmission lever locked in the neutral position? (Alternatively, these vehicles may be stored in secure structures)?		
Are accessible and easily removable components on vehicles that are vulnerable to theft because of value or utility, removed and secured separately?		
In addition will being secured separately, are accessible and easily removable components on vehicles vulnerable to theft because of value or utility, removed and secured in one of the following manners; in a secure storage structure per appendix B of the AR 190-51, or locked in a totally enclosed armored vehicle or truck van, or in a locked equipment box or similar container secured to an open bed vehicle, or by securing the item directly to the vehicle by a locally fabricated vehicle?		
Are keys and locks securing accessible and easily removable components controlled per AR 190-51 Appendix D?		
Are items that can be used to defeat security measures such as bolt cutters, hacksaws, oxyacetylene torches, axes, or steel rods or bars secured in respective tool kits or other secure locations when not in use?		
For other Army vehicles, such as the M1008, 1009, 1010 series vehicles and commercial utility and cargo vehicles that are parked in noncombat areas are they secured by activating the installed door and ignition locks and immobilizing the steering wheel with a low-security padlock?		

For vehicles parked in noncombat areas, are signs posted at the activity entrances stating, "Restricted Area"?		
Are tactical vehicles parked in noncombat areas secured by immobilizing the steering wheels with an approved locking mechanism or a cable/approved chain wrapped around the spoke of the steering wheel and a low security padlock?		
Are those tactical armored vehicles parked in noncombat areas, such as Abram tanks, M113 family of vehicles, Bradley infantry fighting vehicles, up armored high-mobility multipurpose wheeled vehicles, mine resistant ambush protected vehicles secured as per their technical manuals?		
Are the hatches and other openings to tactical armored vehicles parked in noncombat areas, such as Abram tanks, M113 family of vehicles, Bradley infantry fighting vehicles, up armored high-mobility multipurpose wheeled vehicles, mine resistant ambush protected vehicles secured with an approved low security padlock or their integrated combat locking systems?		
Are privately-owned vehicles not permitted in motor pools except for units engaged in deployment exercises who may store privately-owned vehicles in the motor pool at the discretion of the installation or USAR commander, or State Adjutant General, provided security measures are taken to safeguard Army vehicles and components remaining in the motor pool?		
Are privately-owned vehicles owned by contractors and required for the performance of their jobs allowed access only after the contract officer representative provides an access roster listing all vehicles and personnel, and the reason for access, to the Battalion Commander or the highest level commander responsible for the motor pool?		
Are the access rosters used to match against the vehicle and the personnel, prior to allowing access?		
Do unit personnel or guards escort all privately owned vehicles that are allowed access to and from the job site while within the motor pool?		
For unit personnel or guards who escort all privately owned vehicles that are allowed access to and from the job site while within the motor pool, is this language required language within any contract(s) that allow access to controlled access areas?		
Are end-of-day security checks conducted and recorded on SF 701 for vehicles and carriage-mounted or towed weapons systems?		
Is entry to and exit from motor pools controlled? (Control of entry and exit may be by guards or locks on gates. Unit personnel working in the motor pool are an alternative to guards if they are capable of controlling entry and exit)?		
For multi-unit motor pools, is a commander designated as the host having responsibility for the overall security of the motor pool?		
For multi-unit motor pools, does the host commander have a signed memorandum of agreement with tenant commanders?		
For multi-unit motor pools, at a minimum, are requirements established to fix responsibility for issue, receipt, and accountability for vehicles; for controlling vehicular and pedestrian entry control points; for building, vehicle, and storage security requirements; and assigning responsibility for key control per appendix D of the AR 190-51?		
Are vehicles that are particularly vulnerable to theft, misappropriation, or damage in the motor pool segregated?		
Are the vehicles that are particularly vulnerable to theft, misappropriation, or damage in the motor pool and have been segregated, placed where guards or unit personnel can see them during operating hours and where roving guards can see them during non-operating hours?		
Is the motor pool designated as a restricted area?		

<b>Security of Tactical Platforms and Weapon Systems:</b>	<b>Y / N</b>	<b>Notes</b>
When not in use are tanks, vehicles, or aircraft, containing weapons parked inside a secure motor pool or an aircraft park area and are level III security measures followed per AR 190-51?		
Are weapons mounted on tanks, vehicles, or aircraft that are accessible and easily removable dismounted and secured inside the locked tank, vehicle, aircraft, or other secure location, when operational readiness permits?		
Are weapons that are dismounted and secured inside the locked tank, vehicle, aircraft, and weapons that remain installed on board made inoperable by removal of barrels or other essential firing components?		
Are the components of these weapons secured in a locked metal container inside the tank, vehicle, aircraft, or other structure and is the container secured to the tank, vehicle, aircraft, or other structure with bolts or chains equipped with secondary padlocks?		
Are weapons systems made inoperable by the removal of essential component or components, when they are impractical to dismount, due to operational readiness, or damage to the weapon system has occurred?		

When electrical power is the only essential component removed from the weapons systems, is the ammunition for those systems NOT stored on board the tank, vehicle, or aircraft and are Level II security measures applied?		
Do large weapons (for example, crew served weapons or mortar tubes) that cannot be secured in arms rooms, and are stored in rooms made secure by compensatory measures, provide protection and surveillance by guard or other personnel in accordance to the risk category of the weapons involved?		

<b>Petroleum, Oils, Lubricants (POL) NOT at Bulk Storage Facilities (Physical Protective Measures):</b>	<b>Y / N</b>	<b>Notes</b>
Are storage facilities containing petroleum, oils, and lubricants (POL) constructed per UFC 3-460-01?		
Are POL pumps locked and electrical power turned off when they are not under the surveillance of personnel authorized to dispense the products? (Measures are not required if pumps are activated by a credit card or a fuel key. Use of such devices will be approved by the unit commander concerned)?		
Is the electrical power shutoff for POL pumps secured? (Measures are not required if pumps are activated by a credit card or a fuel key. Use of such devices will be approved by the unit commander concerned)?		
Are hoses to POL pumps secured to prevent loss of POL through gravity feeds? (Measures are not required if pumps are activated by a credit card or a fuel key. Use of such devices will be approved by the unit commander concerned)?		
Is packaged POL stored in structures under secure storage structure standards, per appendix B of the AR 190-51?		
Are large POL packages (for example, 55-gallon drums) stored to preclude their use as hiding places for pilfered items?		
Are keys to POL storage areas, equipment, and buildings controlled per appendix D of the AR 190-51?		
Are keys to POL storage areas, equipment, buildings, vehicles, and protective seals controlled per appendix D of the AR 190-51?		
Do written instructions to POL dispensing personnel include procedures for determining if patrons entering the facility are authorized and if vehicles have valid dispatches?		
When POL facilities are unattended, are the facilities checked at least once every four hours and recorded using the SF 702 and DA Form 1594?		
Are POL credit cards, fuel keys, identification plates, and aviation fuel plates centrally controlled by a custodian? (Preferably at the director of logistics level)?		
Are POL credit cards, fuel keys, identification plates, and aviation fuel plates secured in a locked container with controlled access?		
Are POL credit cards, fuel keys, identification plates, and aviation fuel plates controlled through a log book with the signature and rank of the person to whom issued the credit card and ident-a-plate serial number, aircraft or vehicle number or U.S. Army registration number, and the date and time they were signed out and returned?		
Are privately-owned vehicles not permitted in storage facilities unless approved based on the judgement of the responsible commander?		
Is all incoming and outgoing issuances of fuel accounted for and supervised by authorized personnel?		
Are all hoses or other devices that could be used to siphon fuel as well as any containers that can be used to carry fuel secured?		
Are all containers storing used POL, marked and stored separately?		
Are keys to POL storage areas, equipment, buildings, and protective seals controlled per appendix D of the AR 190-51?		
For POL storage areas, are end-of-day security checks conducted and recorded using SF 701?		
Do POL tank trucks containing fuel and are not under the surveillance of the operator or a dedicated guard force have locked hatch covers where possible?		
Do POL tank trucks containing fuel and are not under the surveillance of the operator or a dedicated guard force have locked manifold access doors?		
Do POL tank trucks containing fuel and are not under the surveillance of the operator or a dedicated guard force have each manifold valve secured with a transportation seal if a manifold access door cannot be locked?		
Do POL tank trucks containing fuel and are not under the surveillance of the operator or a dedicated guard force have low security padlocks?		

Are fuel pods on vehicles and fuel tanks secured with an approved low security padlock or do they have the commercial locking devices engaged when vehicles or tanks are carrying fuel and are not under the surveillance of the operator?		
Are fuel-carrying vehicles parked in lighted areas of airfields or in motor pools that are protected by locked perimeter barriers or guards?		
Are dome covers and manifold system shutoff valves of tanker rail cars with POL products aboard, locked when they are located on an installation for unloading and when POL handling personnel do not have the equipment under surveillance?		
Are rail cars with packaged POL products aboard secured by locking all doors?		
Is packaged POL not onboard a vehicle or rail car safeguarded in a structure meeting the standards per appendix B of the AR 190-51? (To increase the security posture above minimum, the area may be protected by lighting, a perimeter fence, guards, or an IDS. The need for implementing these additional measures will be determined by local threat and vulnerability risk assessment prepared by the PSO).		

<b>Repair Parts at Supply Support Activities &amp; Units w/ Authorized Storage List (ASL) (Physical Protective Measures):</b>	<b>Y / N</b>	<b>Notes</b>
Are classified repair parts secured per the AR 380 series of requirements?		
Are portable repair parts secured in a locked building or room, in a locked steel cage, in a locked built-in container (bin, drawer, cabinet), or freestanding container (desk, wall locker, CONEX) large and heavy enough will be non-portable with stored parts, or to the building it is located or other permanent structure, and meets the secure storage structure standards per appendix B of the AR 190-51?		
Is all property for classified repair parts stored per its controlled Inventory Item Code (CIIC)?		
Are non-portable repair parts secured in a building with doors and windows locked, during those hours that the facility is non-operational?		
Are bulky or heavy items that are stored outside protected by a perimeter fence as addressed in paragraph 3-12 of the AR 190-51?		
Are signs posted at the activity entrances stating "Off Limits To Unauthorized Personnel"?		
Are pilferage-coded items separated from other stock and stored in a separate room, building, or container with controlled access?		
Are rooms or buildings constructed per the secure storage structure standards in appendix B of the AR 190-51?		
Is access to storage areas, keys, padlocks, and protective seals protecting these items controlled?		
Are command directed inventories conducted per the AR 710-2?		
Are used parts processed as indicated in DoDM 4160.21 to recover parts when prescribed and to protect and dispose of non-recoverable parts, and to preclude recycling?		
Are end-of-the day security checks conducted and recorded using SF 701?		

<b>Tier I small Unmanned Aircraft Aystems, portable Hand tools, tool sets or kits, &amp; shop equipment:</b>	<b>Y / N</b>	<b>Notes</b>
Are Tier 1 small unmanned aircraft systems, portable hand tools, tool sets or kits, and shop equipment, when not in use, and not under surveillance of a responsible person (for example, user, tool room keeper, guard), stored per their CIIC?		
Are non-portable items, at a minimum, secured in the building or van in which they are located?		
Are tool sets and kits with lockable tool boxes, when not in use, secured with a key-operated lock consisting of either a low security padlock per appendix D of the AR 190-51 or a factory-installed key operated tumbler type lock?		
Does the person signing for the tool set and kits with lockable tool boxes retain the key?		
For tool sets and kits with lockable tool boxes, is a duplicate key held by the supervisor or commander/director if it is stored in a locked container with controlled access?		
Are portable items secured in one of the following; locked building/room meeting secure storage structure requirements IAW appendix B of the AR 190-51, locked metal cage in a secured building, locked built-in cabinet, bin, drawer, in a secure room/building, locked drawer or compartment of a furniture item in a secure room/building, attached to the building/structure with a 5/16-inch chain or equivalent cable & a low security padlock or permanently fastened to a working surface?		

Are portable items secured in one of the following; locally fabricated, lockable racks, that when locked, prevent tool box lids from being opened or individually placed larger tools from being removed, a locked enclosed truck, van, armored vehicle, or vehicle trunk, a locked vehicle equipment box or secured either directly or in a locked container to the vehicle itself, in a locked CONEX container?		
For common tools and portable shop equipment, are these items, when not on hand receipt to a user, controlled IAW DA Pam 710-2-1?		
Is access to tools and shop equipment controlled per DA Pam 710-2-1?		
Are keys, locks, and protective seals used to safeguard hand tools, tool sets or kits, shop equipment, and the facilities on which they are stored or located, controlled and accounted for per appendix D of the AR 190-51? (Master-keyed or keyed alike locksets will not be used to secure these items)?		
Are hand tools with a nonmilitary application that are subject to improper use placed under special accountability?		
Are ALL hand tools marked with the unit or unit designation for accountability?		
Are high-value hand tools, tool sets and kits, and shop equipment stored at USAR and ARNG facilities protected by IDS when feasible and logical to do so?		

<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?		