

**III Corps & Fort Hood Regulation 190-8**

**Military Police**

**ADMINISTRATION AND MANAGEMENT  
OF  
PHYSICAL SECURITY**

**4 MARCH 2011**

# SUMMARY OF CHANGE

Fort Hood Regulation 190-8  
Administration and Management of Physical Security

This administrative revision, dated 4 March 2011--

- Makes administrative changes (throughout).
- Supersedes III Corps and Fort Hood Circular 190-08-3 (throughout).
- Changes the Directorate of Emergency Services Physical Security Army Knowledge Online Webpage access pathway (throughout).
- Adds Installation Management Command-directed Directorate of Emergency Services requirements (para 2-1n).
- Adds the Installation Physical Security Survey to the Directorate of Emergency Services requirements (para 2-1o).
- Adds the restricted area listing to Directorate of Emergency Services requirements (para 2-1p).
- Adds preparation of the mission essential vulnerable area listing to Directorate of Emergency Services requirements (para 2-1q).
- Adds mission essential vulnerable area risk analysis preparation to Directorate of Emergency Services requirements (para 2-1r).
- Requires the Directorate of Emergency Services to participate in the Installation Design and/or Review Board process (para 2-1s).
- Adds the requirement that all Fort Hood Physical Security Plans be added to the Installation Physical Security Plan (para 2-1t).
- Removes the requirement for Directorate of Emergency Services to review waivers or exceptions to policy (throughout).
- Removes the requirement for the Directorate of Emergency Services to review physical security work requests or to assign priority to work requests (para 2-4c).
- Adds the requirement for organizations on Fort Hood to provide a copy of their Physical Security Plan to the Directorate of Emergency Services (para 2-4e).
- Adds the requirement for commands and activity chiefs to provide recommended mission essential vulnerable area listings to the Directorate of Emergency Services (para 2-5b).
- Adds the requirement for Directorate of Emergency Services, Security Branch, to stamp and date all physical security plans and Standing Operating Procedures (para 2-5c).
- Removes Tool Control Officer designation and adds all previously assigned duties to the commander (para 2-5).

- Adds a requirements to note the commander's acknowledgement of an individual's derogatory information to the front of a DA Form 7281 (para 2-5i).
- Adds the requirement for the commander to initiate crime prevention procedures (para 2-5j).
- Adds the requirement for commands to initiate and complete intrusion detection system opening/closing documentation (para 2-5k).
- Adds the requirement that prior to being relieved of responsibility for an active arms room protected by a vault door, the unit must empty the arms room, change the combination to the factory preset combination, and lock the vault door in the open position (para 2-5l).
- Removes the option for the Physical Security Officer/Arms Room Officer to be allowed to complete the Commander's portion of the DA Form 7281 (para 2-6c).
- Corrects the nomenclature of the Sargent and Greenleaf Model 833C to Sargent and Greenleaf Model 951 (throughout).
- Removes the word "one" in "one locked box" (para 2-7m).
- Adds permission to use locally purchased envelopes in lieu of the SF 700 (para 2-7n).
- Adds the requirement for the commander to maintain a copy of the arms vault combination (para 2-7o).
- Reaffirms the prohibition of master keys, but also explains how to properly maintain them if they are used in violation of the regulation (para 2-7w).
- Removes paragraph 2-8 and places all previous listed responsibilities within the commander's list in paragraph 2-5m through 2-5s.
- Removes the paragraph, "Waivers and Exceptions" (chapter 3).
- Adjusts chapter numbers (throughout).
- Adds the requirement that any modifications to facilities with installed intrusion detection systems will invalidate the DA Form 4604 unless the Installation Security Engineer approves the modification (para 4b).
- Removes the requirement for activities to route DA Form 4283 through DES for review and priority of work assignment (chapter 4).
- Removes the sentence, "automated data processing and classified security" for clarification (chapter 5).
- Replaces the word "will" with "can" (para 5-1a(2)(a)).
- Removed the requirement that a memorandum be authored by the commander and maintained.
- Removed the requirement that if a personal identification number is compromised, the offender will be removed from unaccompanied access.
- Adds the location where arms, ammunition and explosives activation and/or closing packets can be located (para 5-1b(1)).
- Adds the wording "at the time" to clarify when an armorer will receive intrusion detection system instruction (para 5-1b(2)).
- Adds the alarm monitoring station telephone number (table C-1).

- Adds the requirement and clarifies why the commander must maintain a sealed envelope containing the combination to the vault door (para 5-2f). Adds the requirement that the commander has a witness present when forcing the intrusion detection system to enable the command to enter the intrusion detection system-protected facility (para 5-2g).
- Removes the requirement for the commander to provide the Directorate of Emergency Services with reasons for a command emergency entrance procedure (para 5-2h).
- Adds the requirement for a memorandum to be developed stating the reasons for the command emergency entrance procedure be maintained until the next monthly inventory (para 5-2h).
- Adds key control book information and where it can be located on the Army Knowledge Online Website (Chapter 6).
- Adds a requirement that the commander appoints the unit key and lock custodian (para 6b(1)).
- Adds the requirement that the unit key and lock custodian appoint the key custodian(s) (para 6b(2)).
- Clarifies the amount of keys maintained per lock be listed as part of the DA Form 5513 (para 6d(2)).
- Adds the key control book as an alternate storage area for the active DA Form 5513. (para 6g)
- Adds the requirement that Forces Command activities must store night vision device(s) in intrusion detection system-protected arms rooms (para 7-1a(7)).
- Clarifies major subassemblies must be included in daily inventories (para 7-1b(3)).
- Adds a requirement that sensitive military equipment be inventoried monthly (para 7-1c(1)).
- Removes a requirement that sealed containers be inventoried during the last quarter of the calendar year (para 7-1c(4)).
- Adds a requirement that all ammunition stored within an arms room be first approved by the unit commander (para 7-1e).
- Clarifies that guard ammunition is considered an operational load (7-1e(1)).
- Clarifies that ammunition considered to be an operational load can be issued using only the Fort Hood Form 550 (para 7-1e(3)).
- Adds the requirement that the host commander of a consolidated facility is responsible for all access rosters (para 7-3).
- Clarifies host and tenant commanders' responsibilities concerning intrusion paperwork requirements (para 7-3d).
- Adds arms room closing requirements to deployment procedures (para 9c).
- Adds storage requirements for Forces Command night vision devices (para 10a).
- Changed military police station to police station (table C-1).
- Changed military police desk sergeant to desk sergeant (table C-1).
- Changed Directorate of Emergency Services security section supervisor to supervising physical security specialist (table C-1).

- Changed red team leader to senior physical security specialist (table C-1)
- Changed the telephone number for the senior physical security specialist to 287-1731 (table C-1).
- Changed blue team leader to scheduler and/or senior physical security specialist (table C-1).
- Changed logistics ammunition representative to logistics assistance representative (logistics) (table C-1).
- Changed Unit Armorer Course, Education Services Division to Unit Armorer Course, Directorate of Plans, Training, Mobilization, and Security (table C-1).
- Changed III Corps Safety to Garrison Safety (table C-1).
- Changed the telephone number for the Directorate of Public Works Security Engineer to 287-3058 (table C-1).
- Removed the Directorate of Emergency Services security manager (table C-1).

Effective 24 January 2011  
Military Police

**Administration and Management of Physical Security**

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**History.** This is the first issue of this regulation.

**Summary.** This regulation supersedes Fort Hood Circular 190-08-3. This regulation gives guidance and prescribes physical policy, procedures, and standards pertaining to Fort Hood. This regulation is not a stand alone document; it adds items peculiar to Fort Hood Physical Security, using established regulations and standards and must be used in conjunction with all applicable regulations and the current Fort Hood Physical Security guide sheets. Use of brand names does not constitute endorsement by the government.

**Applicability.** This regulation applies to all units, organizations,

activities, and facilities assigned, attached, tenant, subordinate, or supported by III Corps and Fort Hood or located on Fort Hood and includes civilian contractors responsible for Army supplies, equipment, or services.

**Supplementation.** Local supplementation of this regulation is prohibited except upon approval of the Directorate of Emergency Services (DES).

**Suggested Improvements.** The proponent of this regulation is the DES. Send comments and suggested improvements to the DES, Security Branch, ATTN: IMWE-HOD-ESP, Fort Hood, Texas 76544-5016.

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## **Chapter 1 Overview**

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

This regulation provides guidance in physical security matters peculiar to Fort Hood and areas falling under Fort Hood's purview. Commanders will consult Department of Defense (DOD), Department of the Army (DA), and Fort Hood regulations and publications in each area of responsibility. Guide sheets and other information are found on the Army Knowledge Online (AKO) Directorate of Emergency Services' (DES) Physical Security Web site. To access information contained within AKO, log into AKO; at the AKO search engine (not the internet search engine) type in "Fort Hood DES Physical Security" and press search. Click on the top site, "Fort Hood DES Physical Security." Under information it will read in red lettering, "You are not registered." Right below that statement it will read in blue lettering, "Click here to register for this knowledge center." Click on the blue sentence: you will be automatically registered in the site.

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

Appendix A lists required and related references.

### **1-3. Abbreviations and terms**

The glossary explains abbreviations and terms used in this regulation.

### **1-4. Compliance**

Compliance with provisions established in this regulation is mandatory. Violation of this regulation by a member of the military is a violation of a general order. Judicial or nonjudicial action under the Uniform Code of Military Justice (UCMJ), Article 92(1) Uniform Code of Military Justice (UCMJ Art. 92[1]); Title 10, United States Code (USC), Section 892(1) (10 USC 892 [1]) or appropriate adverse administrative action may be taken against violators. Government employees and civilians who violate the requirements contained in this regulation may be subject to prosecution under applicable Federal and/or Texas state laws or disciplinary action according to appropriated civilian personnel regulations.

## **Chapter 2 Responsibilities**

### **2-1. Directorate of Emergency Services (DES)**

The Directorate of Emergency Services (DES):

- a. Administers the installation physical security program.
- b. Is the intrusion detection system (IDS) program manager for active component and reserve component activities and facilities with Fort Hood's area of responsibility.

c. Identifies IDS requirements and needs by conducting physical security surveys and inspections, reviewing projects presented at the master planning board, and acting upon specific requests from installation tenant activities including military, nonappropriated fund, and commercial facilities.

d. Identifies operational specifications required to protect any particular facility with an IDS.

e. Programs Army funds under management decision evaluation package (MDEP) physical security matters (QPSM) using the Schedule 75 budget process for purchase of IDS equipment to support installation maintenance and repair of government-owned IDS.

f. Assists customers with ordering IDS and/or individual components by furnishing a listing of items needed to fulfill their needs.

g. Prepares a statement of verification for IDS according to Army Regulation (AR) 190-11 (Physical Security of Arms, Ammunition, and Explosives) and conducts acceptance tests of newly installed or modified IDS.

h. When required, prepares, coordinates, and monitors contracts for commercial activities to perform installation, maintenance, and repair (IM&R) of government-owned IDS.

i. Inspects units, according to applicable regulations, circulars, publications, and directives to determine accountability and security of arms, ammunition, and explosives (AA&E), both announced and unannounced.

j. Inspects rear detachment units, within 30 days of activation, for compliance with applicable regulations, circulars, publications, and directives.

k. Randomly selects units and inspects for accountability of both ammunition and residue, compliance with 100 percent daily inventory requirements, and appropriate records and forms.

l. Randomly selects and inspects units with AA&E on the range and in training areas for compliance with all accountability and security procedures. Inspectors will inspect to see if the range safety officer (RSO) conducts "shake downs" prior to personnel leaving the range each day.

m. Reports results according to DES standing operating procedure (SOP) and:  
(1) Immediately notifies Range Control of discrepancies on ranges or vehicles enroute to and from range locations.

(2) Immediately notifies III Corps Operation Center of discrepancies when discovered in other locations.

n. Will comply with IMCOM-directed requirements concerning physical security.

o. Conducts the Installation Physical Security Survey according to AR 190-13 (The Army Physical Security Program).

p. Prepares the installation restricted area listing.

q. Prepares the installation mission essential vulnerable area (MEVA) listing.

r. Conducts risk analysis of all approved MEVA listings and new construction.

s. Participates in the Installation Design and/or Review Board process.

(1) Ensures physical security equipment is identified and included within costs associated with all new construction (DD Form 1391).

(2) Identifies construction, including renovations, physical security needs through coordination with the installation security engineer.

(3) Ensures acceptance tests are conducted on all new intrusion detection system (IDS) installations.

(1) Ensures commanders approve and list the following required MEVA within their command:

(a) Arms rooms.

(b) Motorpools.

(c) Airfields.

t. Ensures major subordinate command (MSC) and tenant organization physical security plans are added to the installation physical security plan.

## **2-2. Physical security specialists**

Physical security specialists possess at least a secret security clearance. Information can be verified by calling the supervising physical security specialist as listed in table C-1. Physical security specialists:

- a. Conduct physical security surveys and inspections.
- b. Review projects presented at the master planning board.
- c. Conduct IDS surveys and inspections.

## **2-3. Contracting Command**

Contracting Command:

- a. Prepares and monitors contracts for leased commercial IDS.
- b. Contracts maintenance and repair of leased commercial IDS.
- c. Is the contracting officer for leased commercial IDS.

## **2-4. Major subordinate commands (MSCs) and other Fort Hood tenants**

MSCs and other Fort Hood tenants:

a. Review requests for waiver or exception to policy concerning physical security and forward to DES, Security Branch for final review and action.

b. Ensure realistic physical security plans are established in each activity. Use Army Tactics, Techniques, and Procedures (ATTP) 3-39.32 (Physical Security) as a guide in establishing plans.

c. Review and forward work requests about physical security matters to DES, Security Branch for prioritization. Coordinates work request about the security of classified defense information with the III Corps ACoS G-2, Counterintelligence and Security Division.

d. Review physical security plans, SOPs, regulations, policy memorandums, procedures, and other matters about physical security for completeness and accuracy before forwarding to DES, Security Branch for final review and coordination before publication.

- e. Provide a copy of their physical security plan to DES, Security Branch.
- f. Provide a list of rear detachment arms rooms immediately upon activation to DES, Security Branch.

## **2-5. Commanders and activity chiefs**

Commanders and activity chiefs:

- a. Establish a formal physical security program for their activity. Commanders are responsible for the physical security in their command.
- b. Designate, in writing, arms and/or ammunition storage areas as MEVA as well as all other recommended MEVA listings. The command will provide this listing to DES, Security Branch.
- c. Coordinate physical security plans and SOPs pertaining to physical security annually with the DES, Security Branch. The DES, Security Branch will stamp and date the document indicating the document has been reviewed.
- d. Conduct quarterly unannounced inspections of AA&E storage facilities and indicate, by memorandum, deficiencies noted with required corrective actions. This memorandum will be maintained in the active files in the arms room until the completion of the next Garrison DES physical security inspection, then destroyed. This can be designated as the responsibility of the unit physical security and/or arms room officer.
- e. Appoint a primary and alternate physical security officer and/or arms room officer, a primary and alternate unit key and lock custodian, and a primary and alternate tool control custodian. Record this information using an informal memorandum format.
- f. Appoint a primary and alternate unit armorer using an informal memorandum format.
- g. Authorize personnel authorized unaccompanied access to the arms and/or ammunition storage facilities using a memorandum format.
- h. Authorize personnel for accompanied access to the arms and/or ammunition storage facilities using memorandum format. The unit manning roster, with the commander's signature authorizing its use, may be used to accomplish this requirement.
- i. Complete background investigations on personnel assigned duties which involve control, accountability, movement, and shipment of AA&E, or who control the keys to AA&E storage sites using DA Form 7281. If derogatory information is present on the individual requiring the background check, the commander must include a statement of acknowledgement on the bottom of the DA Form 7281.
- j. Initiate crime prevention procedures for their command.
- k. Initiate and complete required opening and/or closing documentation for all IDS-protected facilities under their command. This information can be found on the Fort Hood DES, Physical Security, AKO website .
- l. For those elements with combination-locked vault doors, after removal of all sensitive items and prior to closing out the arms room, the commander will ensure that the combination dials are reset to the factory combination of 50-25-50, and will leave the vault door locked in the open position.

- m. Appoint a tool room custodian and alternate by memorandum.
- n. Ensure the tool room custodian has a hand receipt for all property in the tool room.
- o. Prepare and sign access rosters for the tool room that cover who has unaccompanied access to the tool room and who is authorized to receive tools.
- p. Conduct semiannual inventories of the tool room and record the results of the inventory in memorandum format.
- q. Ensure tool room operations are included within the unit maintenance SOP.
- r. Ensure reports of survey, statements of charges, cash collections, or other required actions be initiated for reimbursement to the government for lost or stolen tools and will reflect these actions on the semiannual inventory memorandum.
- s. Establish a procedure to turn-in unserviceable hand tools and equipment.

## **2-6. Physical security officers and/or arms room officers**

Physical security officers and/or arms room officers:

- a. Are responsible for their activity's physical security program.
- b. If designated, conduct quarterly unannounced inspections of AA&E storage facilities and indicate, by memorandum, all deficiencies noted with all required corrective actions. Maintain this memorandum in active files in the arms room until the completion of the next Garrison DES physical security inspection, and then destroy.
- c. Ensure motor pool security procedures are included within the unit's maintenance SOP.

## **2-7. Unit key and lock custodian**

The unit key and lock custodian:

- a. Will not have unaccompanied access to the unit arms room.
- b. Is responsible for key control programs.
- c. Supervises the key control program within the activity or organization.
- d. Conducts quarterly inspections of custodial areas to ensure key custodians are well trained in their duties as required by this regulation and local policy. Record all inspections on a memorandum for record. This memorandum will be maintained by the unit until the completion of the next Garrison DES physical security inspection, then destroyed.
- e. Appoints a key custodian and alternate for each custodial area in the command or activity by memorandum. An individual may act as the key custodian for more than one area. Any individual with unaccompanied access to the arms room cannot be a unit key and lock custodian responsible for any keys to arms and ammunition storage facilities.
- f. Maintains, secures, and accounts for all alternate keys *except* alternate AA&E keys.
- g. Signs for all locks required by the arms room with all keys by serial number on a DA Form 2062 (Hand Receipt/Annex Number) from the unit supply, including high security padlocks and real property.

h. Breaks down the AA&E operational keys into separate sets; one primary set and one alternate set. S&G 951 high security padlocks have 3 keys; 1 maintenance (control) key and 2 operational keys. One operational key will be placed with the primary key set, one operational key, and in the case of S&G 951, will also include the control key; which will be placed with the alternate key set.

(1) Entrance keys (door and issue window); one primary and one alternate set.

(2) Rack and container keys; one primary and one alternate set.

i. Ensures operational and alternate keys will be stored in separate lockable metal containers (depositories) of at least 20 gauge steel. An ammunition can, modified to accept an approved padlock and hasp is approved to meet regulatory requirements.

j. Ensures both primary and alternate key storage depositories will be secured with a government approved low security padlock or the manufactures commercial locking device.

k. Retains one key to each of the locks securing key depositories.

l. Ensures key depository (ammunition can with operational keys) will be secured in the unit safe; a General Services Administration (GSA)- approved Class V security container; where the depository is kept under constant surveillance; or in a room that can be locked during non-duty hours. Operational keys may also be kept in a 20-gauge steel GSA approved key depository secured to the wall within a locked room or an area under constant surveillance.

m. Ensure the key depository with the alternate AA&E keys is hand receipted from the unit key and lock custodian to the next higher headquarters (normally the S-2) on a DA Form 2062 as "locked box" and is properly stored at the next higher headquarters.

n. Places alternate personal retention keys, to key depositories, in separate Standard Form (SF) 700 (Security Container Information) envelopes; if a SF 700 is unavailable, use locally purchased envelopes, and hand receipt them to the commander or the commander's designee as "sealed envelopes."

o. If the arms room is secured with a combination dialed vault door, the combination to the vault will be placed in a SF 700 or two locally purchased envelopes. If locally purchased envelopes are used, the combination will be placed within one envelope and this envelope will be placed within a separate envelope, to preclude reading the combination without opening the envelope. Envelopes will be sealed with the factory seal and with the Unit Key and Lock Custodian's (UKLC) signature on the flap where if the envelope is opened the signature will be compromised.

p. Sets up and maintains all DA Forms 5513 (Key Control Register and Inventory) required to issue arms room keys to the armorer each duty day. These forms will be maintained in the primary arms room key depository.

q. Sets up and maintains DA Forms 5513 required to issue and inventory all keys maintained by the unit key and lock custodian. This form will be maintained within the unit key and lock custodians key depository.

r. Issues key depositories along with the keys required to open the depository to each custodian by serial number on DA Form 2062 or an automated facsimile.

s. Issues all locks required by the arms room, including high security padlocks and real property, with the primary keys by serial number to the armorer on a DA Form 5513 during each duty day.

t. Receives primary keys from the armorer at the close of the duty day and annotates their return using DA Form 5513. All DA Forms 5513 will be maintained for one year after the last entry.

u. Issues padlocks with one key each to each of the key custodians by serial number on a DA Form 2062.

v. Ensures reports of survey, statements of charges, cash collections, or other required actions be initiated for reimbursement to the government for lost keys or padlocks and for the re-keying on integral door locks when keys are lost.

w. Master keys are prohibited according to AR 190-51. If master keys are used, they must be protected according to this regulation and all applicable regulations.

### **Chapter 3**

#### **Report of Action Taken**

Report of action taken:

a. Will be completed on all areas having received a “not adequate” rating during any Garrison DES physical security inspection.

b. Lists deficiencies noted from the inspection report and address the commander’s corrective action per each deficiency noted.

c. Will be attached to the final report and maintained by the activity until the completion of the next Garrison DES physical security inspection and the facility has received an adequate rating and then destroyed.

### **Chapter 4**

#### **Work Orders Requests**

Structures designed as or modified to be an arms room or AA&E storage facility that has IDS installed, will not be modified without written authorization through the Directorate of Emergency Services, Security Branch, to the Directorate of Public Works (DPW) security engineer.

a. Work orders about automated data processing and classified security related construction, remodeling, or upgrading of facilities or areas involving the storage or processing of classified defense information are coordinated with III Corps and Fort Hood ACofS G-2, Counterintelligence and Security Division.

b. Modifications to current storage facilities will invalidate current construction statements (DA Form 4604) without the installation security engineer’s prior approval.

## **Chapter 5**

### **Intrusion Detection System (IDS)**

#### **5-1. Intrusion detection system (IDS) and integrated commercial intrusion detection system–II (ICIDS-II) operation and/or procedures**

a. Control unit operation.

(1) The control unit no longer contains a key operated mode switch.

(2) Individuals on the zone unaccompanied access roster will be issued a unique personal identification number (PIN). PINs will not be shared. Individuals are responsible for the security of their PIN. Giving out a PIN is a security violation that can result in:

(a) Police can be notified and respond to the unit and/or activity.

(b) Command notification (compromising your PIN can be subject to UCMJ action).

(c) Violators can be apprehended.

(d) Arms room operations will cease until an immediate command serial number inventory is conducted and verified with the property book. If all property is accounted for, arms room operations can continue. If arms and ammunition, in any amount, are unaccounted for, the arms room will remain shut down until investigation officials conclude their investigation.

b. Opening and closing procedures.

(1) Organizations will receive all necessary requirements and instructions on how to open or close an alarmed facility from the DES AKO Website, under the files AA&E Activation Packet or AA&E Closing Packet. To access the information contained within AKO, log into AKO; At the AKO search engine (not the internet search engine) type in "Fort Hood DES Physical Security" and press search. Click on the top site, "Fort Hood DES Physical Security." Under "information" in red lettering, it reads "You are not registered." Right below that statement in blue lettering, it reads "Click here to register for this knowledge center." Click on the blue sentence: you will be automatically registered in the site. The files are listed in alphabetical order. Copies of the required forms are also included as part of the arms room book, also provided through AKO.

(2) The armorer will receive instructions on opening and closing procedures from the IDS system administrator at the time the armorer is issued a valid PIN number.

(3) The armorer will direct all questions concerning opening and/or closing problems to the alarm monitoring station (AMS) listed in table C-1.

(4) If the facility remains in access past normal closing time, notify the AMS and indicate the anticipated closing time. Alarm monitor operators are instructed to investigate any facility not closed at prearranged or routine times.

c. Access by maintenance personnel.

(1) DES, Security Branch, prepares an access roster listing all physical security and authorized maintenance personnel who may be admitted to areas protected by IDS. Maintenance personnel must have a valid identification card with a photograph and valid PIN.

(2) Units and activities may verify the identity or status of any person who desires access to an IDS or components by calling the DES, Security Branch or the AMS as listed in table C-1.

(3) Properly identified personnel should not be refused access, but will be accompanied. Units and facilities are responsible for ensuring they have an updated DES accompanied access roster. The roster is available at the Physical Security Office.

d. IDS maintenance. The only required user-level maintenance of IDS is dusting the cabinets, sensors, and components with a dry cloth. Damp cloths, liquids, polishes, waxes, or other similar solutions will not be used on or near IDS components or cabinets.

e. Prohibitions:

(1) Objects will not be placed in front of any IDS sensor or in such a manner that the object blocks the path of the sensor.

(2) Nothing will be placed on top of, over, or adjacent to the top of any IDS sensor, cabinet, or component.

(3) It is prohibited to tamper with, dismantle, repair, attempt to defeat, inspect internal operating equipment or controls, or damage any IDS sensor or component. Doing any of the above will cause a "tamper" alarm and the police will be dispatched.

(4) It is prohibited to turn off or disengage any IDS. Turning off the system will cause an alarm and the police to be dispatched.

(5) It is prohibited to paint any IDS component, to include conduit and junction boxes.

(6) It is prohibited to disconnect the IDS system at the router or switch. Violators can be apprehended and prosecuted.

f. Electrical power failures. During electrical outages, the IDS used by Fort Hood, will go immediately into back-up battery power. The AMS will monitor electrical power and determine when the system is non-operational. When the determination is made that the system is down, units will be notified by the AMS, either directly or through the current notification system, that the system is down. Units with active arms and ammunition rooms and/or facilities will post guards according to AR 190-11. Units and activities not maintaining arms and ammunition will increase security according to regulations governing their assets.

g. IDS failure. In case of IDS failures, units will be notified by the AMS, either directly or through the current notification system that the system is down. Units with active arms and ammunition rooms and/or facilities will post guards according to AR 190-11. Units and activities not maintaining arms and ammunition will increase security according to regulations governing their assets.

h. Guards will remain posted until the AMS determines that the alarm system has been fully reactivated. Units will be notified when guards or other enhanced security can be removed.

## **5-2. Arms room command emergency entrance procedures (CEEP)**

If personnel on the unaccompanied access roster are unavailable for whatever reason and the unit has a high priority mission requiring the use of equipment stored within the arms room, command emergency entrance procedures (CEEP) may be initiated.

a. CEEP will be initiated by the unit commander or any officer or noncommissioned officer currently under assumption of command orders.

- b. The commander will notify the AMS that he or she is initiating an arms room CEEP. The AMS operator will require a brief synopsis of the emergency.
- c. The AMS operator will notify the police desk to dispatch a police patrol to the arms room location.
- d. After the identification of the commander has satisfied the police patrol, they will contact the AMS monitor. The police patrol may or may not stay at the scene.
- e. The AMS operator will place the alarmed zone (arms room) to the access mode.
- f. The commander will open the sealed envelope containing the alternate key to the primary arms room key box, open the key depository, and retrieve keys required to open the arms room and containers. If equipped, the commander will also open the sealed envelope containing the combination to the vault door so that the arms room can be accessed.
- g. The commander and a witness will then enter the arms room and conduct an immediate physical count of all weapons, ammunition, and sensitive items stored within the arms room. This will be recorded on the unit's opening inventory form (DA Form 2062). If this form is unavailable, the commander will record it on a memorandum for record. Once the physical count is complete, the commander, while remaining in the arms room, can direct only the necessary amount of personnel to issue arms, ammunition, and sensitive items (the commander can elect to conduct the issue).
- h. Once the mission is either complete, or one of the armorers on the unaccompanied access roster returns, a 100 percent inventory (by serial number) will be completed. The commander will then author a memorandum stating the circumstances behind the CEEP and the actions taken, to include any discrepancies. This memorandum will be signed by the commander, attached to that month's 100 percent serial number inventory, and retained on file in the arms room until the next monthly serial number inventory is complete.

## **Chapter 6**

### **Key Control for All Areas, *Except* Those Dealing with Arms, Ammunition, and Explosives (AA&E) and/or Night Vision Devices (NVDs)**

Refer to paragraph 2-7 of this regulation for arms room and/or facilities key and lock procedures. An example key control book, with examples of all required documentation, is maintained on the DES AKO Website.

- a. Units will not maintain real property keys on a key ring (First Sergeant [1SG] ring) in order to allow easy access to Soldier's rooms or the unit's offices or property.
- b. Two separate duty positions are necessary for efficient key control programs. Alternates for each position are required.
  - (1) Unit key and lock custodian. Appointed by the commander.
  - (2) Key custodian. Appointed by the unit key and lock custodian.
- c. All areas having key depositories or multiple locks require a key custodian and alternate (for example, motor pools, tool rooms, and supply rooms).
- d. Issuance of keys.

(1) Keys and locks are issued by the unit key and lock custodian to each key custodian by serial number on DA Form 2062 or an automated facsimile.

(2) The key custodian will issue keys or locks for periods of 30 days or less using DA Form 5513. DA Form 5513 will reflect the location of the lock, serial number, and amount of keys present for each lock. There will be only one lock and the amount of keys, maintained by the key custodian for that lock, listed per line of DA Form 5513.

(3) The key custodian issues keys and locks for more than 30 days on DA Form 2062, but only after permission is given by the unit commander or the physical security officer.

(4) The commander or physical security officer must approve keys issued overnight.  
e. Access rosters.

(1) Each access roster contains the full name and rank or grade of individuals allowed access and specifies the area the individuals have access to as well as the type of access allowed (for example, authority to issue, maintain, and account for keys).

(2) In some instance, activities may require large numbers of personnel to have access to keys. In these instances, it is permissible to use the activity's personnel roster as a key access roster. To identify personnel authorized access, place an asterisk or other type of notation next to the individual's name on the roster with a foot note explaining the notation indicates the individual is authorized access to keys for a particular area. A number may be used with the notation to identify particular custodial areas to which the individual is granted access to keys.

(3) Units and activities shall keep all key access rosters current.  
f. Key and padlock storage.

(1) Key depositories equipped with a manufacturer-installed, tumbler-locking device may be used with no modification provided the locking mechanism is operable and keys to the lock are accounted for and controlled. Key depositories having changeable combination locking devices may also be used.

(2) Key depositories without a manufacturer-installed locking device or having an inoperable or compromised locking device are modified by welding or riveting an approved lock hasp onto the container and affixing an approved key operated pin tumbler padlock.

g. DA Form 5513 will be maintained in the primary key box or the key control book which must be further secured to prevent easy access.

h. In the event a key to a padlock is missing or damaged, the padlock is turned in to the issuing facility and a reserve replacement lock is obtained. The unit key and lock custodian takes appropriate steps to determine responsibility when notified of lost or compromised keys or locks.

i. Keys not issued for personal retention, with DA Form 2062, are not removed from the installation unless required for normal operation of the activity and must be approved by the unit commander or physical security officer.

## **Chapter 7**

### **Arms Rooms and/or Storage Facilities**

#### **7-1. Arms room administration**

Using an arms room for other than its intended purpose is prohibited without first coordinating this effort through the Physical Security Branch and the DPW security engineer for written approval. Installing secret internet protocol router (SIPR) or drilling holes in any arms room is specifically prohibited without written approval from the DES, Security Branch. Physical alteration of any arms room and/or facility will result in the invalidation of the security construction statement.

a. Armorer.

(1) Signs for all property contained within the arms room.

(2) Signs for all keys required for the daily operation of the arms room from the unit key and lock custodian or the unit commander.

(3) Returns keys at the end of the duty day to the unit key and lock custodian or the unit commander.

(4) Annotates the opening of the facility on a SF 702 (Security Container Checksheet).

(5) Opens the arms room, enters PIN, and locks themselves within the arms room.

(6) Immediately conducts a visual count of arms and ammunition, including privately owned weapons and ammunition. This inventory will be recorded on DA Form 2062 and marked "For Opening Inventory Purposes Only" at the top of the form.

(7) If assigned to a FORSCOM activity, stores NVDs within an IDS protected unit arms room, otherwise the unit will protect the property according to its controlled inventory item code, (CIIC).

(8) Barrels and major weapons subassemblies will be secured the same as category IV weapons or according to their CIIC.

(9) When issuing weapons from the unit arms room, Fort Hood Form 550 (Property Issue and Turn-in Log/Register) will be used as the control log according to DA Pamphlet 710-2-1 (Using Unit Supply System) to keep a log of weapons issued for more than 24 hours. Additionally, Fort Hood Form 550 is required when weapons are issued with a DA Form 2062. These forms will be maintained in the AA&E storage facility and will be destroyed after the next serial number inventory.

(10) Arms will not be issued to other than those individuals requiring this equipment for their use (for example, the commander's driver cannot be issued the commander's weapon if the commander is the final possessor of this weapon) and an individual cannot sign for a squad's rifles and then further issue or give these items to other individuals. Armorers will only issue equipment or ammunition to the intended final possessor of these items.

b. Visual and physical count inventories.

(1) No item stored within the arms storage facility can be stored within a case that precludes the armorer or other responsible individual to visually count the item during all inventories.

(2) Change of custody inventories will be conducted according to AR 710-2, DA Pam 710-2-1, and AR 190-11.

(3) A physical count of arms, including those subassemblies, such as, barrels, and ammunition, including privately owned weapons and ammunition will be conducted by the armorer immediately upon opening the arms room and/or facility. This inventory will be recorded on a separate DA Form 2062 marked “for opening inventory purposes only” at the top of the form.

(4) A physical count of arms and ammunition, including privately owned weapons and ammunition will be conducted by an individual appointed by the commander (other than arms room personnel) at the close of business each day the facility is accessed. This inventory will be recorded on a separate DA Form 2062 marked “for closing inventory purposes only” at the top of the form.

(5) Personnel cannot perform consecutive closing inventories or consecutive monthly inventories.

(6) Change of custody, opening, and closing inventories will be maintained in the arms room until the next monthly serial number inventory and all items are accounted for and then destroyed.

(7) Monthly inventories cannot be used in lieu of the change of custody, opening, and/or closing inventories.

c. Serial number inventories.

(1) A monthly serial number inventory will be conducted on all arms (including barrels not assigned to a weapon and all major parts to weapons with a sensitive CIIC), ammunition, NVDs, military equipment with a sensitive CIIC, and privately owned weapons and ammunition stored within the arms storage facility by the responsible officer, noncommissioned officer, or DOD civilian appointed by the unit commander and documenting the inventory on the property book unit supply enhanced (PBUSE) sensitive items inventory, cyclic inventory report, or any other computer generated inventory form generated by the Property Book Officer (PBO) that meets the standards stated with DA Pam 710-2-1. Fort Hood Form 190-47 (Property Inventory by Serial Number) is also authorized for use on Fort Hood for the required monthly serial number inventory as well as the form authorized to be used to add all items, such as privately owned weapons and ammunition not listed on the PBO generated PBUSE sensitive items inventory or cyclic inventory report. All items without a serial number will be accounted for by using a total numeric value. A monthly serial number inventory cannot be used in lieu of the visual physical count inventories.

(2) An informal memorandum (example memorandum is found on the Fort Hood DES Physical Security AKO Web site) is used as a cover sheet and will show by whom and when the inventory was conducted, the printed name, rank, and signature according to DA Pamphlet 710-2-1. This memorandum will state whether any discrepancies were found and what corrective measures were taken

(3) The individual conducting monthly serial number inventories will verify inventories against the hand receipt. All differences found will be annotated on the memorandum and investigated according to AR 190-11, AR 710-2 (Supply Policy Below the National Level), AR 735-5, and DA Pamphlet 710-2-1, as appropriate.

(4) Items stored inside banded and/or sealed containers are examined daily and inventoried annually. Ammunition with the factory and/or ASP applied seals is exempt from the annual inventory of the contents as long as the seal has not been compromised. An example of the statement required to be placed on all inventory documents concerning banded and/or sealed containers is found in DA Pamphlet 710-2-1.

(5) Should there be evidence of tampering, open the containers and inventory the contents.

(6) Apply bands and/or seals in a manner that will prevent items from being removed from the container without breaking the band and/or seal.

(7) Post the informal memorandum on the exterior of the container and update it each time the seals are removed. The armorer, after banding and/or sealing the container, will sign the informal memorandum. A commissioned, noncommissioned officer, or DOD civilian appointed by the unit commander will also sign the informal memorandum after witnessing the inventory and banding and/or sealing the container. The informal memorandum will include seal serial numbers, Department of Defense identification code (DODIC) and lot numbers for ammunition, item descriptions, quantities, and the date banded and/or sealed.

(8) The monthly serial number inventory will be conducted within the month the inventory is required.

(9) Inclusive page numbers must also be included (for example, page number 1 of 10, 2 of 10, etc.).

(10) Computer generated "check marks" are not authorized.

d. Maintenance and tracking.

(1) Arms and NVDs will be signed out of the arms storage facility for maintenance on a DA Form 2407 (Maintenance Request) and Fort Hood Form 550. Weapons will be physically viewed within 72 hours after the weapon has been turned in at the maintenance or repair facility. This check will be done by a responsible Staff Sergeant or above, DOD civilian (GS-6 and above), or DOD contractor employee in a similarly responsible position and recorded on a memorandum signed and dated by that individual, and filed in the unit arms room with that monthly serial number inventory.

(2) Any like manner equipment returned in lieu of the original item must be issued to the unit with the original item being kept by the maintenance organization according to AR 710-2 and DA Pam 710-2-1.

e. Ammunition. All ammunition introduced within an arms room must be approved for storage and in writing, by the unit commander. Ammunition will be further accounted for and controlled according to Fort Hood Regulation 700-15.

(1) It is suggested that operational load ammunition required for arms rooms and/or airfield guards be co-located and maintained at battalion or higher level.

(2) DA Form 581 (Request for Issue and Turn-in of Ammunition) will be maintained with the monthly serial number inventory for inspection.

(3) Arms room issues of operational load ammunition will be signed out from the armorer to the end user on Fort Hood Form 550. Fort Hood Form 550 will be maintained until the next monthly inventory and then destroyed.

- f. Lateral transfer procedures will be done according to DA Pamphlet 710-2-1.
- g. Controlled cryptographic item (CCI) and all other communication equipment will be maintained and secured according to Fort Hood Regulation 380-8 and will not be secured within unit arms rooms.

## **7-2. Activating and vacating arms rooms or other intrusion detection system (IDS) protected facilities**

a. Units and/or activities activating or vacating arms rooms or other IDS protected facilities will refer to the AKO DES Physical Security Web site in order to get the needed packet and procedure. After completing the packet, bring it to the DES Physical Security Branch, stamped as complete by a physical security specialist, and then brought to the DES AMS for final action.

b. Those facilities and/or activities vacating or closing arms rooms will additionally:

(1) Remove locks and unit property except for the low security padlock securing the arms room entrance door and issue window. Keys to these low security padlocks will be provided to DPW, Real Property when the building is turned over for clearance.

(2) Set combination locks to the factory settings of 50-25-50 for those doors with combination locks. Leave doors in the open bolt position; do not close the door. The information will be recorded on a SF 700 and provided to the DPW, Real Property when the building is turned over for clearance.

(3) Ensure DA Form 4604 (Security Construction Statement) remains in the arms room.

(4) Ensure the restricted area and IDS signage remain in place.

## **7-3. Consolidated arms rooms**

The intent of the consolidated arms room is to provide a secure location for AA&E and sensitive items for more than one unit when an individual arms room is not available to each unit, or when a unit is deploying and the remaining arms, ammunition, and sensitive items need to be consolidated in one rear detachment arms room. The following measures apply:

a. A SOP will be established by the host unit.

b. This SOP will be approved by the DES, Security Branch annually. The following procedures will be included within the consolidated arms room SOP:

(1) Maximum quantities to be stored.

(2) Physical safeguards to be used.

(3) Frequency of and the responsibility for physical inventories or reconciliations.

(4) Reporting of losses for investigations.

(5) Key control procedures.

(6) Unit that has overall responsibility for the storage facility.

(7) Procedures for authorization and identification of individuals to receipt for and for take physical custody of each of the separate unit's AA&E.

(8) Risk categories of items to be stored. This is determined through the identification of the items CIIC through the Federal Logistics Record (FEDLOG).

c. The host and tenant relationship will be established through the use of a memorandum of instruction (MOI) (bilateral storage agreement) signed by the commander sharing the arms room. This MOI will be reviewed and approved by the DES, Security Branch annually.

d. The host commander will approve all unaccompanied access rosters. The responsible commander of the individual seeking a PIN, will approve, through signature, the statement of understanding and the DA Form 7281. The individual seeking the PIN will have both commanders' assumption of command orders included as part of the opening packet.

e. There are two procedures authorized for the establishment of consolidated arms rooms. These procedures are identified as consolidated arms room A and consolidated arms room B.

f. The procedures listed below, (1) through (2) as required, will also include those requirements listed within the consolidated arms room SOP. Additionally, all regulatory requirements previously listed and included in all applicable regulations for unit arms rooms must be included and complied within the set up and operation of a consolidated arms storage facility.

(1) *Consolidated arms room A.*

(a) The host commander has responsibility for the overall security and maintenance of the consolidated arms room. This includes all required signage, SOPs, unaccompanied and accompanied rosters as well as the requirements listed in paragraphs b through n below.

(b) The host commander will get and maintain the operational load.

(c) The host unit will provide the initial armed guard in the event of IDS failure, and will designate who and how the armed guard will be maintained in case of extended outage.

(d) The host unit will be responsible for physical security, including locking outer doors and controlling keys to doors.

(e) Each unit, host and tenant, will be required to maintain their own armorers and alternate armorers.

(f) The host unit will maintain entrance keys for the arms room. Tenant units will provide unaccompanied and accompanied access rosters to the host unit authorizing individuals to sign for entrance keys. The host unit will maintain access rosters and original DA Forms 7281.

(g) Arms and other sensitive items will be segregated by unit through use of locked metal containers. Ownership of containers will be clearly identified.

(h) The host unit will provide racks and containers for their own arms, ammunition, and sensitive items. Tenant units will also provide their own weapons racks and containers.

(i) Units are responsible for their own keys, locks, and key control to their own weapons racks and containers.

(j) Units are responsible for issue and receipt of their own equipment.

(k) Units will conduct and maintain their own daily inventories of only their equipment, when required to be accessed.

(l) Units will conduct and maintain their own monthly inventories.

(m) Each unit will provide and maintain a MAL and all required DA Forms 3479 (Equipment Receipts). The MAL and an example of a DA Form 3749, with the current tenant commander's signature, will be provided to the host unit.

(n) Units will report all losses, including suspected losses, to the host commander for investigation.

(2) *Consolidated arms room B.*

(a) The host commander will have responsibility for the overall security and maintenance of the consolidated arms room. This includes all required signage, SOPs, unaccompanied and accompanied rosters and requirements listed in paragraphs b through q below.

(b) The host commander will get and maintain the operational load of ammunition.

(c) The host unit will provide the initial armed guard in the event of IDS failures and will designate who and how the armed guard will be maintained in case of extended outages.

(d) The host unit will be responsible for physical security, including locking outer doors and controlling keys to those doors.

(e) The host unit will maintain the access keys for the arms room; tenant units will provide unaccompanied and accompanied access rosters to the host unit authorizing individuals to sign for keys. The host unit will maintain all access rosters and all original DA Forms 7281.

(f) Responsibility for issuance of equipment stored in the arms room will be fixed.

(g) The host unit commander will receipt for all property from each of the tenant unit commanders.

(h) The host unit commander will issue property to the host unit's armorer through the proper use of hand receipt procedures.

(i) Arms and other sensitive items will be segregated by unit through the use of locked metal containers with ownership clearly identified.

(j) The host unit will provide racks and containers for their arms, ammunition, and sensitive items. Tenant units will also provide weapon's racks and containers.

(k) Units are responsible for own keys, locks, and key control to their weapons racks and containers.

(l) The host unit will provide an unaccompanied access roster to each of the tenant units identifying those individuals authorized to receipt for the tenant unit's rack and container keys.

(m) When units require their equipment to be issued, they will coordinate issuance through the host unit, whose armorer will receipt for the tenant commander's keys from that tenant commander or that tenant unit key and lock custodian.

(n) The host unit will only conduct those daily inventories of those units' equipment required to be accessed that duty day and for those racks and containers that the host armorer has keys to. An example would be Headquarters and Headquarters Company (HHC) is the host unit. A Company requires their unit's weapons be issued. HHC's armorer is issued A Company's keys from the A Company unit key and lock custodian.

HHC's armorer opens the arms room, conducts an opening inventory of A Company's equipment, and properly issues A Company's equipment to those A Company personnel requiring the equipment using the A Company MAL. An individual, appointed by the HHC commander, conducts a closing inventory of A Company's equipment and the HHC armorer closes for the duty day.

(o) Units will conduct and maintain their own monthly inventories.

(p) Each unit will provide and maintain a MAL and all required DA Forms 3749. The MAL and an example of a DA Form 3749 with the current tenant commander's signature will be provided to the host unit.

(q) Units will report all losses, including suspected losses, to the host commander for investigation.

## **Chapter 8**

### **Movement and Field Security of Arms, Ammunition, and Explosives (AA&E)**

#### **8-1. Movement of arms, ammunition, and explosives (AA&E)**

Weapons, not signed for by an individual as an individual weapon, which are being transported on or near the installation will be transported according to AR 190-11 and are further secured and maintained as follows:

- a. Locked in an arms rack or container and secured in a dedicated covered vehicle.
- b. A list of weapons, by serial number, is maintained by the individual, designated by the unit commander in charge of the movement of the weapons.

#### **8-2. Security of arms, ammunition, and explosives (AA&E) while issued and in a training environment**

- a. During field training, units should have approved arms racks or containers available to secure weapons that may be turned in for any reason.
- b. AA&E and sensitive items must be accounted for daily.
- c. Weapons will remain in the possession of the individual to whom they are issued unless placed in an authorized storage area and hand receipted by a responsible individual; this individual will meet all requirements required by regulation. Wheeled vehicles are not considered authorized storage areas. AA&E and sensitive items will not be left unattended or unsecured at any time.
- d. Unattended AA&E and sensitive items will be turned over to the unit officer, noncommissioned officer, or DOD civilian in charge.
- e. Before leaving the training environment, each unit conducts a 100 percent physical count of AA&E and sensitive items. Commanders must be sure that first and second-line leaders are aware of this responsibility.
- f. Upon returning to garrison, a 100 percent serial number inventory of AA&E and sensitive items is conducted and recorded before releasing personnel.
- g. Commanders will appoint a responsible person charged with custody of AA&E who has the capability to sound an alarm if a theft is attempted.
- h. Commanders will appoint a response force available to respond to an alarm.

## **Chapter 9 Deployment**

See Annex Y of FORSCOM Reg 500-3-1 (FORSCOM Mobilization and Deployment Planning System), Fort Hood Mobilization Plan, Volume 1.

a. The rear detachment property book officer (PBO) will issue weapons from rear detachment arms rooms to Soldiers deploying by first generating a DA Form 3161 (Request for Issue or Turn-in) using the PBUSE system and contacting and informing the forward PBO that a lateral transfer for a weapon is being prepared. The rear detachment PBO will also let the forward PBO know by email or other authorized medium the name of the individual who is bringing the weapon; courtesy copy the commander of the unit the individual is going to as well as the gaining S-2 and S-4. The Soldier will sign out the weapon from the arms room on a FH Form 550 and DA Form 2062. After the Soldier signs the hand receipt, it will be scanned to create a portable document format (PDF) file and attached to the email or other authorized medium. The individual signing for the weapon will also take the lateral transfer DA Form 3161 and the hand receipt and give them to the gaining commander, who in turn will give it to the gaining PBO.

b. Soldiers traveling with AA&E and sensitive items will abide by and follow all instructions provided by the responsible carrier.

c. Closing of arms rooms:

(1) Organizations will receive all necessary requirements and instructions on how to close an alarmed facility from the DES AKO website, under the files "AA&E Closing Packet." To access the information contained within AKO, log into AKO: at the AKO search engine (not the internet search engine) type in "Fort Hood DES Physical Security" and press search. Click on the top site, "Fort Hood DES Physical Security." Under "information" in red lettering, it will read "You are not registered." Right below that statement in blue lettering it will read, "Click here to register for this knowledge center." Click on the blue sentence: you will be automatically registered in the site. The files are listed in alphabetical order. Copies of the required forms are also included as part of the arms room book, also provided through AKO.

(2) The organization will maintain all locks and keys in their possession.

(3) After all weapons and equipment have been removed from the arms room, if equipped, the organization will place the vault door combination to 50-25-50 and lock the door in the open position.

## **Chapter 10 Night Vision Devices (NVDs) and other Category II-IV Sensitive Items**

a. FORSCOM affiliated organizations will secure NVDs in IDS protected arms rooms and inventory them monthly. All other organizations will secure NVDs according to their respective CIIC and inventory monthly. No item, regardless of CIIC, stored

within the arms room can be stored within a case that precluded the armorer or other responsible individual to visually count the item during all inventories.

b. If arms room storage is not feasible due to space limitations, the unit will comply with FORSCOM and this regulation by obtaining the necessary waiver and/or exceptions to policy.

c. Other sensitive items determined to be risk category II-IV will be secured in the unit's arms room. The sensitivity code is determined by the CIIC. These items will be treated, inventoried, and issued the same as weapons with the same risk category.

## **Chapter 11**

### **Motor Pool Security**

Access controls will be determined by the appropriate risk analysis, although the motor pool will never be less than a risk level II. The following additional measures will also be in place:

a. Fuel tanker vehicles and petroleum, oils, and lubricants (POL) tank trucks will remain secure according to AR 190-51 (Security of Unclassified Army Property), Fort Hood Regulation 420-1 (Fire Regulations), and Fort Hood Regulation 703-2 (Petroleum Management, Operations, and Procedures).

b. "No POV authorized" and "off limits to unauthorized personnel" signs will be posted at all motor pool and activity entrances.

c. Guards or other duty personnel will conduct spot-checks of vehicles departing motor pools to ensure the vehicle and any government property in the vehicle is authorized to be removed from the area. Documents authorizing the removal of government property must accompany the shipment.

d. POVs authorized by the installation commander to be present within motor pools will have authorization documents placed conspicuously on the driver's side dash, easily visible to guards or others enforcing this regulation. This document will have specific effective dates of authorization and not be open ended.

e. Contractor-owned and contractor operated vehicles must be clearly identifiable as such, for example, business logo, decal, etc, displayed on side doors. Operators of these contractor vehicles will have a properly completed property pass that clearly identifies United States government property transported, secured, and stored in the vehicle. These vehicles will be escorted into motor pools and are not allowed overnight storage or parking unless specifically authorized in writing by the installation commander.

f. When not in use, Army vehicles will be parked in unit motor pools unless approved to be parked in the unit area due to duty requirements.

g. All hatches and other openings to track vehicles which cannot be secured from the inside will be secured on the outside with approved low-security padlocks.

h. Master key or set locks will not be used to secure vehicle steering wheels or hatches to tracked vehicles.

## **Chapter 12**

### **Airfield Security**

Access controls will be determined by the appropriate risk analysis, although the airfield and/or aircraft will never be accessed at less than a risk level II. The following additional measures will also be in place:

- a. The airfield will be posted as a restricted area.
- b. Flight operations will have a written security plan that includes a terrorism counteraction contingency plan. This security plan will be approved annually and stamped by the DES, Security Branch.
- c. Guards will provide continuous surveillance of aircraft, which have mounted weapons and do not have the power disconnected to the weapon. Unit personnel working on or near aircraft may be considered to be equivalent to continuous surveillance.
- d. Access to all buildings associated with the aviation facility, aircraft parking areas, and support equipment storage areas will be controlled through use of access rosters.
- e. A SF 701 (Activity Security Checklist) will be posted adjacent to the exit to the hanger and will be annotated correctly at the end of each duty day. Completed SFs 701 will be maintained for 30 days then destroyed.
- f. Guard checks of aircraft will occur every hour on an irregular basis during non-duty hours. These checks will be written down and maintained for 90 days and then destroyed according to unit policy. A SF 702 can be used for this purpose if placed at the entrance and exit to the airfield and/or hanger.
- g. Aircraft will remain locked when not in use or when being maintained.
- h. Armament electrical cables will be disconnected from the gun, unless the aircraft is provided with continuous surveillance by the responsible unit.

## **Chapter 13**

### **Privately Owned Vehicles (POV)**

POVs or POV parts, accessories, and equipment will not be parked, garaged, or stored in any motor pool, shop, or in any building where Army property is stored unless approved by the installation commander. POV parking is also prohibited within 40 feet (12.20 meters) of all loading or unloading docks unless approved by the installation commander.

## **Chapter 14**

### **Privately Owned Weapons**

- a. For guidance on disposition of abandoned privately owned weapons, refer to the information contained within the AKO Fort Hood DES Physical Security Homepage. Abandoned privately owned weapons cannot be destroyed or disposed of locally.

b. Commanders will establish limits on the quantity and type of privately owned ammunition stored within arms rooms. Storage of privately owned ammunition will be based upon availability of space and safety considerations. At no time will the quantity and type exceed that required by Fort Hood Regulation 700-15, including that of military ammunition that is, or could be stored, within the arms room.

c. Privately owned weapons and ammunition will be inventoried in conjunction with, and at the same frequency of, military weapons and ammunition.

d. Privately owned weapons permanently removed from the arms room will have authorization letter signed by the commander attached to that monthly serial number inventory and retained in the unit's arms room for 2 years.

## **Chapter 15**

### **Tool Room Custodian**

A tool room custodian:

a. Signs for all property contained within the tool room using component hand receipts or DA Form 2062.

b. Controls access to the tool room to only those personnel identified on the unit's access roster.

c. Properly secures all assigned property.

d. Properly issues equipment and/or property to only those personnel authorized to receive the property.

e. Maintains required documentation according to appropriate regulations and publications.

f. Signs for locks with one key each, required for the tool room from the unit key and lock control custodian or designated key custodian. When not required for daily activities, these keys will be maintained within an approved key depository.

## **Chapter 16**

### **Definitions and Ratings**

During physical security inspections and audits, ratings will be found on current physical security guide sheets. All physical security guide sheets can be found on the AKO Fort Hood DES Physical Security Web site. These guide sheets are maintained and updated regularly. Areas not provided with a guide sheet will be inspected according to applicable regulations and this regulation.

a. Major deficiencies. Regulatory deficiencies noted and weaknesses found in the security system are so severe they could result in the loss or theft of unit or installation property and immediate steps must be taken to correct deficiencies noted in order to meet minimum regulatory requirements.

b. Minor deficiencies. Regulatory deficiencies noted in all other areas not covered in major deficiency listings.

c. Observation. A condition where regulatory guidance is nonexistent or is unclear, which constitutes a weakness in the system.

d. Comment. Describes conditions and actions or commendable areas which affect the overall security mission (description of waiver and/or exceptions and that compensatory measures were fully implemented by the unit).

e. Three inspection ratings:

(1) Excellent. No deficiencies were noted during the inspection.

(2) Good (adequate). The number of minor deficiencies noted and severity of each is such that the area is secure, accountability is maintained, and the unit actions are initiated or implemented during the inspection to correct the cited discrepancies.

(3) Poor (not adequate). One major deficiency is noted or seven minor deficiencies are cited. Note: If personnel are not available for an inspection, a "not adequate" rating will be given.

## **Appendix A**

### **References**

#### **Section I**

##### **Required Publications**

##### **AR 190-11**

Physical Security of Arms, Ammunition, and Explosives (cited in paras 2-1g, 5-1f, 5-1g, 7-1b(2), 7-1c(3), and 8-1)

##### **AR 190-51**

Security of Unclassified Army Property (Sensitive and Nonsensitive) (cited in para 11a)

##### **AR 710-2**

Supply Policy Below the National Level (cited in paras 7-1b(2), 7-1c(3), and 7-1d(2))

##### **AR 735-5**

Policies and Procedures for Property Accountability (cited in para 7-1c(3))

##### **DA Pam 710-2-1**

Using Unit Supply System (Manual Procedures) (cited in paras 7-1a(9), 7-1b(2), 7-1c(1), 7-1c(2), 7-1c(3), 7-1c(4), 7-1d(2), and 7-1f)

##### **FH Reg 380-8**

Security Procedures for Controlled Cryptographic Items (CCI) (cited in para 7-1g)

##### **FH Reg 700-15**

Fort Hood Ammunition Handbook (cited in paras 7-1e and 14b)

##### **FORSCOM Reg 500-3-1**

FORSCOM Mobilization and Deployment Planning System; Fort Hood Mobilization Plan, Volume 1 (cited in Chapter 9)

##### **ATTP 3-39.32**

Physical Security (Cited in para 2-4b)

##### **10 USC Section 892(1)**

Failure to Obey Order or Regulation (cited in para 1-4)

##### **UCMJ Article 92(1)**

Failure to Obey Order or Regulation (cited in para 1-4)

## **Section II**

### **Related Publications**

#### **DOD 5100.76-M**

Physical Security of Sensitive Conventional Arms, Ammunition, and Explosives

#### **DOD FMR Volume 5**

Dispersing Operations for Finance and Accounting Officers

#### **AR 15-6**

Procedures for Investigating Officers and Boards of Officers

#### **AR 25-30**

The Army Publishing Program

#### **AR 25-52**

Authorized Abbreviations, Brevity Codes, and Acronyms

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

The Department of the Army Freedom of Information Act Program

#### **AR 25-400-2**

The Army Records Information System (ARIMS)

#### **AR 58-1**

Management, Acquisition, and Use of Motor Vehicles

#### **AR 190-13**

The Army Physical Security Program

#### **AR 190-14**

Carrying of Firearms and Use of Force for Law Enforcement and Security Duties

#### **AR 190-45**

Law Enforcement Reporting

#### **AR 190-56**

The Army Civilian Police and Security Guard Program

#### **CTA 50-909**

Field and Garrison Furnishings and Equipment

**AR 380-5**  
Department of the Army Information Security Program

**AR 525-13**  
Antiterrorism

**DA Pamphlet 190-51**  
Risk Analysis for Army Property

**DA Pamphlet 385-64**  
Ammunition and Explosives Safety Standards

**FH Reg 190-11**  
Weapons

**FH Reg 210-18**  
Bomb Threat and Explosion Plan

**FH Reg 420-1**  
Fire and Emergency Services

**FH Reg 703-2**  
Petroleum Management, Operations, and Procedures

**FH Supplement 1 to AR 380-5**  
Department of the Army Information Security Program

**ATTP 3-39.32**  
Physical Security

**FM 22-6**  
Guard Duty

**FORSCOM Reg 350-10**  
Training and Certification Program for Personnel Working in Ammunition Operations

**FORSCOM Reg 700-4**  
Ammunition

**SB 742-1**  
Inspection of Supplies and Equipment Ammunition Surveillance Procedures

**TB 9-2300-422-20**  
Security of Tactical Wheeled Vehicles

### **Section III Prescribed Forms**

#### **DA Form 581**

Request or Issue and Turn-In (prescribed in para 7-1e(2))

#### **DA Form 2062**

Hand Receipt/Annex Number (prescribed in paras 2-7g, 2-7m, 2-7r, 2-7u, 5-2g 6d(1), 6d(3), 6i, 7-1a(6), 7-1a(9), 7-1b(3), 7-1b(4), 9a, 15a, and B-6)

#### **DA Form 2407**

Maintenance Request (prescribed in para 7-1d(1))

#### **DA Form 3161**

Request for Issue or Turn-in (prescribed in para 9a)

#### **DA Form 3749**

Equipment Receipt (prescribed in paras 7-3f(1)(m) and 7-3e(2)(p))

#### **DA Form 4604**

Security Construction Statement (prescribed in paras 4b, 7-2b(3) and B-3)

#### **DA Form 5513**

Key Control Register and Inventory (prescribed in paras 2-7p, 2-7s, 2-7t, 6-d(2), and 6g)

#### **DA Form 7281**

Command Oriented Arms, Ammunition, and Explosives (AA&E) Security Screening and Evaluation Record (prescribed in paras 2-5i, 7-3d, 7-3f(1)(f), 7-3f(2)(e), and B-4)

#### **FH Form 40**

Emergency Information (prescribed in para B-5)

#### **FH Form 550**

Property Issue and Turn-In Log/Register (prescribed in paras 7-1a(9), 7-1d(1), 7-1e(3), 9a, and B-7)

#### **FH Form 190-47**

Property Inventory by Serial Number (prescribed in paras 7-1c(1) and B-8)

#### **SF 700**

Security Container Information (prescribed in paras 2-7n and 7-2b(2))

**SF 701**

Activity Security Checklist (prescribed in paras 12e and B-1)

**SF 702**

Security Container Checksheet (prescribed in paras 7-1a(4), 12f, and B-2)

**Section IV****Referenced Forms****DA Form 3020-R**

Magazine Data Card

**DA Form 3265**

Explosive Ordnance Incident Report

**DA Form 4261 and 4261-1**

Physical Security Inspector Identification Card

**DA Form 5515**

Training Ammunition Control Document

**DA Form 5692-R**

Ammunition Consumption Certificate

**FH Form 1853**

Distribution Scheme

**Optional Form 7**

Property Pass

**DD Form 1391**

FY\_\_\_ Military Construction Project Data

## **Appendix B Use of Forms**

### **B-1. SF 701 – Activity Security Checklist**

Post on the interior of the arms room door. Record numbers of security containers and desks or workstations on the SF 701. In areas where there are large numbers of containers, desks, and workstations to be included in the end-of-day security check procedures, list them on multiple SF 701s and designate an individual for each area. Maintain completed forms for 30 days within the inspected area.

### **B-2. SF 702 – Security Container Checksheet**

Post on the outside of the inspected area's entrance. Record all openings, closings, checks, and guard checks in the appropriate columns of the SF 702. Individuals opening a secured area are responsible for closing it. Individuals closing a secured area, at the close of the business day, are responsible for seeing that someone else checks it immediately. Commanders will designate personnel in writing to perform end-of-day security checks. Record this check in the "checked by" column of the SF 702. Record additional after duty hours checks by staff duty or charge of quarters personnel, as applicable, in the "guard check" column. The same individual cannot close and check or check and guard check a security container. On days the area is occupied, but the security container is not opened, make sure the "checked by" and "guard check" duties are performed by different individuals and recorded on the SF 702. Maintain completed forms for 90 days within the inspected area.

### **B-3. DA Form 4604 – Security Construction Statement**

This form will be completed and posted next to the IDS key pad located within the arms and/or ammunition storage facility. The unit is required to keep this document updated every 5 years with the DPW installation engineer.

### **B-4. DA Form 7281 – Command Oriented Arms, Ammunition, and Explosives (AA&E) Security Screening and Evaluation Record**

This form will be maintained within the inspected area and will include all personnel assigned duties, which involve the control, accountability, movement, and shipment of AA&E, and those who control the keys to AA&E storage sites.

### **B-5. Fort Hood Form 40 – Emergency Information**

This form will be completed and posted on the outside door of all arms storage facilities.

### **B-6. DA Form 2062 – Hand Receipt/Annex Number, opening and closing inventories**

This form will be utilized to record a physical count of all arms and ammunition stored within the arms storage facility. This count will also include the keys used by the facility.

Each DA Form 2062 will have the wording “opening” or “closing” printed on front of the form, as appropriate. The individual who conducts the inventory will sign and date the inventory when completed. Examples of this form can be found on the Fort Hood Physical Security Homepage contained within AKO.

**B-7. Fort Hood Form 550 – Property Issue and Turn-In Log and/or Register**

Authorized for use as the control document required by AR 190-11 in the issuance of weapons and NVDs.

**B-8. FHT Form 190-47 – Property Inventory by Serial Number**

Authorized for use to record those items not identified on the property book unit supply enhanced (PBUSE) sensitive items inventory, cyclic inventory report, or any other computer generated inventory form generated by the Property Book Officer (PBO) that meets the standards stated with DA Pam 710-2-1, such as weapons barrels, major parts for weapons (those identifies with a CIIC of 1-4), bayonets (if stored within arms storage facilities), privately owned weapons, and ammunition. This form will be attached to the back of the monthly sensitive items inventory and its inclusion will be stated on the memorandum posted to the front of the monthly sensitive items inventory.

## Appendix C Contact Information

**Table C-1. Contact information**

Office	Telephone	Email/Web site
Fort Hood Information	287-1110	
Fort Hood Police Station	287-4001 288-1062	
Desk Sergeant	287-4879	
AMS Admin/PIN	287-1934	
AMS	287-7703	
Supervisory Physical Security Specialist	287-1942	
Senior Physical Security Specialist	287-1731	
Senior Physical Security Specialist	287-3535	
ASP	288-9849	
AHA	288-4777	
QASAS	287-7788	
Logistics Assistance Representative (Armament)	288-6513 287-9099	
Unit Armorer Course, DPTMS	287-4191	
III Corps G-2	287-2202	
Garrison Safety	287-3459 287-7038	
III Corps G-4	287-2204	
COMET	287-3340 618-7039	
DPW Security Engineer	287-3058	
DOD Lock Program Technical Support	(800) 290-7607	NFESCLOCK-TSS@navy.mil
DOD Lock Program Web site		<a href="https://portal.navfac.navy.mil/portal/page?_pageid=181,4914415&amp;_dad=portal&amp;_schema=PORTAL">https://portal.navfac.navy.mil/portal/page?_pageid=181,4914415&amp;_dad=portal&amp;_schema=PORTAL</a>
Installation Transportation Office and Central Receiving Points (Seals)	288-0510	
Logistics Assistance Representative	287-9414 287-4319	
Range Control	287-3321	
DPW Lock Shop	288-3846	
DRMO and Disposal Service Representative	287-7763	
AMS	287-7703	
Corps Operations Center	287-2520	

## Table C-1. Contact information (continued)

### Legend:

AHA – Ammunition Holding Area  
AMS – Alarm Monitor System  
ASP – Ammunition Supply Point  
COMET – Commanders Maintenance Evaluation Team  
DES – Directorate of Emergency Services  
DOD – Department of Defense

DPW – Directorate of Public Works  
DRMO – Defense Reutilization and Marketing Office  
DSN – Defense Switched Network  
MP – Military Police  
PIN – Personal Identification Number  
QASAS – Quality Assurance Specialists Ammunition Surveillance

## **Glossary**

### **Section I Abbreviations**

#### **AA&E**

Arms, Ammunition, and Explosives

#### **AHA**

Ammunition Holding Area

#### **AKO**

Army Knowledge Online

#### **AMS**

Alarm Monitoring Station

#### **AR**

Army Regulation

#### **ASP**

Ammunition Supply Point

#### **ATTN**

Attention

#### **ATTP**

Army Tactics, Techniques, and Procedures

#### **CCI**

Controlled Cryptographic Item

#### **CEEP**

Command Emergency Entrance Procedures

#### **CIIC**

Controlled Inventory Item Code

#### **COMET**

Commanders Maintenance Evaluation Team

#### **DA**

Department of the Army

**DES**

Directorate of Emergency Services

**DOD**

Department of Defense

**DODIC**

Department of Defense Identification Code

**DPW**

Directorate of Public Works

**DRMO**

Defense Reutilization and Marketing Office

**DRMS**

Defense Reutilization and Marketing Service

**DSN**

Defense Switched Network

**ETC**

Et Cetera

**FEDLOG**

Federal Logistics Record

**FH**

Fort Hood

**FLMSA**

Field Level Munitions Storage Area

**FMR**

Financial Management Regulation

**FORSCOM**

United States Army Forces Command

**GA**

Georgia

**GSA**

General Services Administration

**HAZMAT**

Hazardous Material

**HHC**

Headquarters and Headquarters Company

**HQ**

Headquarters

**HQDA**

Headquarters, Department of the Army

**IAW**

In Accordance With

**ICIDS-II**

Integrated Commercial Intrusion Detection System, Version 2

**IDS**

Intrusion Detection System

**IMCOM**

Installation Management Command

**IM&R**

Installation, Maintenance, and Repair

**LAN**

Local Area Network

**MAL**

Master Authorization List

**MDEP**

Management Decision Evaluation Package

**MEVA**

Mission Essential Vulnerable Area

**MOI**

Memorandum of Instruction

**MP**

Military Police

**MSC**

Major Subordinate Command

**NVD**

Night Vision Device (Man Portable)

**PAM**

Pamphlet

**PARA**

Paragraph

**PBO**

Property Book Officer

**PBUSE**

Property Book Unit Supply Enhanced

**PDF**

Portable Document Format

**PIN**

Personal Identification Number

**POL**

Petroleum, Oils, and Lubricants

**POV**

Privately Owned Vehicle

**QASAS**

Quality Assurance Specialists Ammunition Surveillance

**QPSM**

Physical Security Matters

**REG**

Regulation

**RSO**

Range Safety Officer

**S&G 833C**

Sargent and Greenleaf Model 833C, High Security Padlock

**SF**  
Standard Form

**SIPR**  
Secret Internet Protocol Router

**SOP**  
Standing Operating Procedure

**UCMJ**  
Uniform Code of Military Justice

**UKLC**  
Unit Key and Lock Custodian

**US**  
United States

**USC**  
United States Code

**1SG**  
First Sergeant

**Section II**  
**Terms**

This section not used.