



DEPARTMENT OF THE ARMY
US ARMY INSTALLATION MANAGEMENT COMMAND
DIRECTORATE OF EMERGENCY SERVICES
1901 MAHONE AVE, BLDG 9203
FORT LEE VA 23801

IMLE -ES

18 April 2018

STANDARD OPERATING PROCEDURE
PROCEDURES FOR PURCHASING SECURITY EQUIPMENT

1. **Purpose:** This SOP provides procedures and guidance for the purchasing of security-related equipment. The purpose of this SOP is to ensure security equipment purchases are IAW regulatory guidance, are compatible with existing systems and monitoring software, and adhere to current Force Protection (FP) standards.

2. **Applicability:** This SOP applies to the United States Army Combined Arms Support Command and Sustainment Center of Excellence, Fort Lee, and to all organizational elements and installation activities.

3. **References:**

- a. AR 190-13, The Army Physical Security Program, 25 February 2011.
- b. AR 380-5, Information Security, 29 September 2000.

4. **Responsibilities:** Points of contact are:

- a. Physical Security Office, 734-7748 / 7436 / 7439.
- b. Installation Information Security Officer, 734-6412, Bldg 1107, room 134.

5. **Procedures:**

a. The Physical Security Officer will approve all requests for purchasing security-related equipment; i.e., card readers, Mylar film, closed circuit TV, alarm systems and all other physical security-related equipment. Prior to purchasing the security related equipment, approval must be obtained from the Physical Security Office, Fort Lee, VA. The requester will provide the Physical Security Office with a memorandum requesting approval for purchase of the equipment with a description of the equipment and a justification for the equipment.

b. All purchases for shredders pertaining to classified material will be coordinated through the Information Security Officer, DPTMS, IAW AR 380-5. Only equipment listed on an evaluated products list (EPL) issued by NSA may be used to destroy

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classified information using any method covered by an EPL. A list of the authorized EPLs may be found at the following website:

http://www.nsa.gov/ia/guidance/media_destruction_guidance/index.shtml.

6. This SOP supersedes Fort Lee Policy 17-05, Apr 26 2017.



TONY DEWITT
Director of Emergency Services