



DEPARTMENT OF THE ARMY
HEADQUARTERS, III CORPS AND FORT HOOD
1001 761ST TANK BATTALION AVENUE
FORT HOOD, TEXAS 76544-5000

**COMMANDING GENERAL'S
POLICY LETTER #20**

AFZF-CG

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Fort Hood Limited-Notice Physical Security Checks

1. REFERENCES:

a. Army Regulation (AR) 190-13 The Army Physical Security Program, dated 27 June 2019.

b. Army Regulation (AR) 190-11, Physical Security of Arms, Ammunition and Explosives, dated 17 January 2019.

c. Fort Hood Regulation (FH Reg) 190-8, Administration and Management of Physical Security, dated 20 December 2019.

2. **APPLICABILITY.** This policy applies to personnel and units operating Company Arms Rooms, Battalion Motor Pools, Unit Barracks, Unit Sensitive Item Storage Areas, Maintenance Support Facilities, and Supply Support Activities on Fort Hood.

3. STATEMENTS OF PURPOSE AND NECESSITY:

a. Unit Commanders are responsible for developing, executing, and maintaining practical and effective physical security programs as prescribed in AR 190-13 and FH Reg 190-8. The III Corps Provost Marshal Office, III Corps G4, and the Fort Hood Physical Security Office will execute Limited-Notice Physical Security Checks of Unit Arms Rooms, Motor Pools, Barracks, Sensitive Item Storage Areas, Maintenance Support Facilities, and Supply Support Activities for all units on Fort Hood to ensure all Commands are implementing physical security measures to deter criminal activity on Fort Hood. All findings will be reported to the selected unit's Chain of Command, as well as the III Corps Chief of Staff and Deputy Commanding General-Maneuver. Inspected brigade commanders will share unit findings, best practices, and their way ahead at the quarterly Crime Prevention Brief.

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b. In order to minimize the impact on unit training and readiness activities, Brigade S3s will be notified 48 hours prior to planned physical security checks to deconflict any impacts on scheduled training. If training readiness concerns remain, Brigade Commanders may request through the III Corps G3 that a physical security check be conducted on an alternate unit. Requests for adjustment of inspected units will be approved by the III Corps Chief of Staff.

c. Physical security checks will consist of inspections of a battalion maintenance facility or motor pool, a company arms rooms, and a unit barracks building. Inspectors will follow the enclosed Limited-Notice Physical Security checklist. Checks may be considered as inspections within the meaning of Military Rule of Evidence (MRE) 313, Uniform Code of Military Justice (UCMJ) and will not be used as a pretext for probable cause searches under MRE 315, UCMJ. Checks will not replace the 18/24 month Physical Security Inspections as required in FH Reg 190-8.

4. POLICY. Army Regulation 190-13, paragraph 1-25, and Fort Hood Regulation 190-8, paragraph 2-4, require military units (Battalion, Brigade, and Division) and tenant activities to develop their own specific Physical Security Plan. Each plan will identify key responsibilities and procedures to protect resources within the activity or unit footprint to include sensitive items, motor pool security, arms room procedures, barracks policy, and procedures at maintenance and turn-in facilities. The plan will address the integration of all physical security measures into an effective and holistic security program. The Physical Security Plan will be approved by the commander, disseminated to unit personnel, and incorporated into daily operations.

5. EXPIRATION. This policy memorandum will remain in effect until superseded or rescinded.

Encl
Physical Security Checklist
DISTRIBUTION:
IAW FH FRM 1853:A


ROBERT P. WHITE
Lieutenant General, USA
Commanding

III Corps No-Notice Physical Security Checklist		COMMODITY AREA	Inspectors	REVIEW DATE
PROPONENT	UNIT EVALUATED	Unit POC	POC Contact Information	DATE
III Corps G4, III Corps PMO, FH DES				
A. Physical Security (Maintenance Facility, Armsroom, Barracks)		Status		Comments
1. Does the unit have a maintenance standing operating procedure (SOP) that addresses the following areas: Tool accountability and control procedures, all resources will be secured with approved locks/locking systems, and motor pool security? (AR 190-51, 3-11, j(3)) Were appointed personnel, (Staff Duty, CQ)/guards checking the motor pool, on an irregular basis, not less than once every four hours? (AR 190-51, 3-11i(1))		GO	NO GO	
2. Is there a secured area established for the storage of Shop Material/Bench Stock items? (AR 190-51, Para 3-11) Is a limited access roster posted near the entrance of the Shop Material/Bench stock storage area? (AR 190-51, Para 3-11, f(1) Is the required "Off Limits To Unauthorized Personnel" sign posted at the entrance of the Shop Material/Bench Stock storage area? (AR 190-51, Para 3-11d)		GO	NO GO	
3. Tool sets, kits, and outfits will be properly stored and secured. (AR 710-2 para 2-10; AR 190-51 para 3-22) Hand tools, tool sets and kits, and shop equipment are secured and controlled per the physical security standards of AR 190-51. Lockable tool boxes will be secured with a U.S. Government approved lock. Portable hand tools, tool sets or kits, and shop equipment when not in use and not under the surveillance of a responsible person (user, tool room (SATS/FRS/SECM) keeper, or guard), will be stored in a secure location.		GO	NO GO	
4. Is there a Physical Security Plan? Does it include the barracks IAW AR 190-13 Appendix D? Does the Barracks SOP include MEVA's and include Staff Duty/CQ times of check and annotated properly?		GO	NO GO	
5. Was the entry and exit points of the motor pool controlled, by either guards or locks on gates and were "Restricted Area" signs posted at all entrances to the motor pool? (AR 190-13, 6-7, AR 190-51, 3-5f(2)(b), 3-11f(1)(e))		GO	NO GO	
6. Was the Motor Pool Perimeter Fencing constructed and maintained IAW AR 190-51, 3-2 e.g. secured to the line-posts with 9 gauge tie wire, 15 inches on center and 4 inches from the top and bottom of the fabric, secured to the line-posts with 9 gauge tie wire, 15 inches on center and 4 inches from the top and bottom of the fabric, fence fabric (Fencing) secured to the tension wires with 9 gauge tie wire, and have a top guard, constructed as an overhang of barbed wire or tape, facing outward and upward at about a 45-degree angle, permanently affixed to the top of the fence posts increasing the height of the fence by at least 1 foot? (AR 190-51, 3-2, ATP 3-39.32, 3-28)		GO	NO GO	
7. Were all tactical vehicles or other required wheeled vehicles properly secured IAW AR 190-51, 3-11, e.g. through immobilizing the steering wheel by wrapping a properly attached and approved chain or cable around the spoke of the steering wheel and with tactical vehicle hatches (hatches allowing entrance to the driver's location) secured with all and with a Government approved padlock, with a .25 inch hardened steel shackle, (the wording "Hardened" stamped on to the shackle), key retaining and with U.S. stamped .25 inches on the face of the lock? (AR 190-51, 3-11f)		GO	NO GO	
8. Were the most secure door(s)/window(s) to the arms room secured with an approved high security lock, (Sargent & Greenleaf Model 833C/951) with an approved high security shrouded hasp or an approved vault door with a mechanical or electromagnetic combination style lock? (AR 190-11 4-2d(1))		GO	NO GO	
9. Current favorable Personnel Reliability Screening and Evaluation (PRS&E) for all individuals that are granted unaccompanied access to the arms and ammunition storage facility/or who has access to or issues arms and ammunition keys, been conducted by the activity/facility responsible for storage of the records and was this information recorded on a DA Form 7708? (DoDM 5100.76, Chapter 8, AR 190-11, 2-11, AR 190-13, 2-21) Armorer, and ALL personnel with unaccompanied access to arms room keys, i.e. UKLC, will have a fully completed DA Form 7708 IAW AR 190-13, appendix E-4.		GO	NO GO	
10. Were personnel, who accepted responsibility for the property, contained within the arms storage facility, receipt for these items using proper hand receipt procedures? The sub-hand receipt should be absolutely correct and without discrepancies. This includes NVDs, excess short and excess weapon barrels, weapon parts with a CIIC of anything other than U, ammunition, privately owned weapons and privately owned ammunition. (AR 190-11, 4-1b, AR 710-2, 2-10, Table B-1, paragraph E4, DA PAM 710-2-1, 5-3, FH Reg 190-8, 7-1a(1))		GO	NO GO	

<p>11. Were the opening/closing inventories properly conducted using a DA Form 2062 on all sensitive items being stored within the AA&E storage facility/arms room? Reminder, this includes NVDs, excess short and excess weapon barrels, weapon parts with a CIIC of anything other than U, ammunition, privately owned weapons and privately owned ammunition. Armorer cannot conduct closing inventories. (AR 190-11, 2-6g, AR 190-13, 6-2, AR 710-2, Table 2-2g, DA PAM 710-2-1, 9-10, FH Reg 190-8, 7-1b)</p>	<p>GO</p>	<p>NO GO</p>	
<p>12. Was the DA Form 3749 (Equipment Receipt) being used to issue assigned equipment to individual soldiers, for less than 24 hours and both the Property Issue and Turn-In Log/Register (FH Form 550) and DA Form 3749 being utilized to issue equipment for over 24 hours and were these documents filled out correctly? (If no DA Form 3749 was used, were a manual hand receipt procedures used(DA Form 2062). (AR 190-11, 4-19d, DA Pam 710-2-1, 5-6b)</p>	<p>GO</p>	<p>NO GO</p>	
<p>13. Is the armorer signing for the arms room keys on a current and valid DA Form 5513, from the UKLC/Alternate UKLC or Commander, and does the DA Form 5513 contain the following: Serial number of keys to the lock? Location of the lock? Total number of keys belonging to that lock? (AR 190-11, 3-8b, AR 190-51, D-3, FH Reg 190-8, 2-7p, q, s)</p>	<p>GO</p>	<p>NO GO</p>	