



DEPARTMENT OF THE ARMY
INSTALLATION MANAGEMENT COMMAND
HEADQUARTERS, UNITED STATES ARMY GARRISON HUMPHREYS
UNIT#15228
APO AP 96271-5228

AMIM-HML-S

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MEMORANDUM FOR RECORD

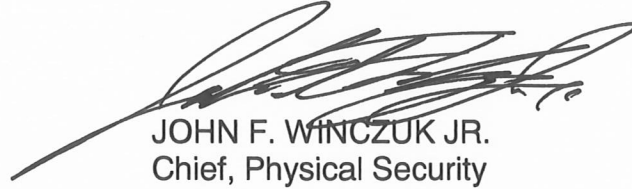
SUBJECT: Issuance of Intrusion Detection System PIN code

1. References: AR 190-13 The Army Physical Security Program, 27 June 2019.
2. The purpose of this memorandum is to outline the procedures for the issuance of Intrusion Detection Systems (IDS) PIN codes.
3. Effective immediately, the following are process will be utilized for issuance of IDS PIN Codes:
 - a. Service Member (SM), DOD Civilian, Contractors, Civilians will provide a copy of their unaccompanied access roster for the asset that they are trying to receive a IDS PIN Code for.
 - b. Service Member (SM), DOD Civilian, Contractors, Civilians if gaining access to a Arms Ammunition and Explosive (AA&E) or Pharmacy facility will also provide a copy of their completed DA FM 7708 (Personal Reliability Screening and Evaluation).
 - c. Service Member (SM), DOD Civilian, Contractors, Civilians will hand over their DOD Identification Card or DBIDS Cards and will receive them back once their PIN Codes are programed.
 - d. Physical Security will verify the unaccompanied access roster, DA FM 7708 (if applicable) and Identification Cards for completion and identification. The unaccompanied access roster must have the Name, ADVANTOR panel number, building number, room number, individual's phone number and DEROS. Ensure that the copy given is not the original. Physical Security is not responsible for making copies of any documents provided. If originals are provided, then you will be turned away and asked to bring back a copy before an IDS PIN code will be issued.
 - e. Physical Security will program and issue an IDS PIN code and provide the PIN code to each individual and provide guide sheets for the IDS to one individual per group.

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5. The point of contact for this memorandum is SSG Ben E. Berger at 755-9915 and ben.e.berger.mil@mail.mil



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