UNIT OFFICE SYMBOL DD Month YYYY

MEMORANDUM FOR RECORD

SUBJECT: Unaccompanied Access Roster

1. References:

 a. AR 190-11 (Physical Security of Arms, Ammunition, and Explosives), 17 January 2019.

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

 c. DoDM 5200.48 (Controlled Unclassified Information-CUI), 06 March 2020.

2. The purpose of this memorandum is to identify the individuals with unaccompanied access to the TYPE OF ASSET.

3. Effective immediately, as a result of duty appointment, the following personnel are to be given unaccompanied access to the TYPE OF ASSET of YOUR COMPANY (YOUR UIC), APO, AP 96271. Located in BLDG #, ROOM/VAULT #, IDS PANEL # XXXX.

 **Rank/Name Duty Phone Cell Phone Duty Position DEROS**

 LTC Snuffy, Joe 755-1234 010-1234-56789 Primary Armor 20230101

4. The point of contact for this memorandum is the undersigned at phone number (315) 755-XXXX or email first.m.last.mil@mail.mil.

 LAST, FIRST

 RANK, BRANCH

 Commanding

 Controlled by: UNIT IN LETTERHEAD

 CUI Category: SP- PHYS

 Distribution/Dissemination Control: DES

 POC: SSO/ Security Mangers/CDR email

**Remove if not associated with AA&E.**

**DoDM 5200.48 contains information on proper CUI markings. The**

**DoDM is available online.**

**ie: Arms Room, Vault, Secured Document Room, EOC, JOC, Critical Communication Facility, SIPR Café, Pharmacy, Earth Covered Magazine, etc.…**

**You must include the four-digit panel number in the memorandum with the proper panel information or an account cannot be created. Failure to have this panel number will result in the memorandum being denied.**

**Your alarm PIN expires with your DEROS. All memos must list current user’s DEROS or will be denied until corrected. If your DEROS is changed/updated, a new access roster must be submitted reflecting the change.**

**Must be signed by the Commander, Director, or Security Manager who oversees the asset.**

**Proper CUI Designation Indicator as required by DoDM 5200.48. Required on front page of all memorandums including multi-page memorandums.**