

Issuing a PIN

The documentation we need to program a new user (an unaccompanied access roster signed by the Unit's CDR, Director, or Security Manager (THE MEMO MUST HAVE THE 4 DIGIT PANEL NUMBER). New user's MUST BRING A HARD COPY WE DO NOT ACCEPT EMAIL ROSTERS OR DA Form 7708's also you must bring your CAC.

Then all your personnel need to do is come by our office, it only take a few minutes to program a user into the ADVANTOR 6.2 system and issue a secret PIN.

Our staff will train all new users on Arming, Disarming, and Duress procedures in the ADVANTOR 6.2 System. Only exceptions are all active duty O5 or higher or GS/GG 14 or higher. Special Security Officers/ Security Managers may pick –up pin codes for exception personal. PIN code issue hours are from 1300hrs until 1500hrs Monday through Friday. Currently we are located in building 859 The Installations LAW ENFORCEMENT CENTER see the front desk. Any question please give us a call.

You will be turned away if you do not have the following:

1. A hard copy of your signed unaccompanied access roster signed by CDR/Director/ or Security Manager.
2. Your Common Access Card or KATUSA ID
3. DA Form 7708 hard copy if applicable see below.

*****NEW*****NEW*****NEW*****NEW*****NEW*****NEW*****NEW*****NEW****

New Screening Requirements per newly released AR 190-13. 27 June 2019

The DA Form 7708 (Personnel Reliability Screening and Evaluation Form)

2–21. Personnel Reliability Program

a. Determining reliability. The following positions or duties in Army physical policies require a determination of reliability

- (1) Unaccompanied access to arms, ammunition, and explosives per AR 190-11.
- (2) Unaccompanied access to controlled medical substances per AR 190-51.
- (3) Employment and retention as a DA police officer or DA security guard, per AR 190-56.