

FREQUENTLY ASKED QUESTIONS

PHYSICAL SECURITY

Question: Does an armorer have to attend the Unit Armorer's Course prior to being appointed as armorer and working in the arms room?

Answer: No, not prior however, they are required to attend by I Corps OPORD 405-11. The only requirement is appointment orders from the commander and a completed favorable background check (DA Form 7708).

Question: Is there some type of a checklist I can use to make sure my organization is in compliance?

Answer: Yes there is. Contact your Physical Security Inspector (PSI) to get a copy. This checklist is also used by your PSI to conduct your required inspection.

Question: My unit is conducting training in the field. How do we get access to the training area from the cantonment area?

Answer: The PSO maintains keys for both pedestrian and vehicle gates for the cantonment area. Go to the particular gate you're requesting access to and verify the lock core number. Then stop by the PSO in Bldg 2007, Room 329 to complete the request form and receive a key. Please note ID is required and the person must be an E-7 or above to sign for a key.

Question: What is the most common problem organizations have regarding physical security inspections?

Answer: Three areas really. First, key control. Specifically, missing keys and/or incomplete logs. The second is records management. This usually consists of the same person conducting the inventory and missing appointment orders. Lastly is the 7281/7708. Too often those with unaccompanied access to arms, ammunition and explosives do not have this document completed or on file. Regardless of the area, your PSI is a great resource for help.

Question: Is there one place I can get regulations or general information about physical security requirements?

Answer: Yes there is. Additional information is available at the **PHYSICAL SECURITY SHAREPOINT SITE**.

Question: Does the Lock Shop on the installation change combinations to class 5 safes?

Answer: No, the lock shop does not change combinations to Class 5 safes. Unit must coordinate with authorized providers. The lock shop can provide information regarding which local providers are recommended.

Question: Can't open our safe, how do I get it open?

Answer: The installation does not provide a service to open/drill safes if the combination has been lost. The unit will have to pay an outside locksmith to open the safe.

Question: How often does an Arms Vault Door Combination need to be changed?

Answer: Combinations to locks on Arms Vault Doors will be changed annually or upon change of custodian, armorer, or other person having knowledge of the combination, or when the combination has been subject to possible compromise.

Question: Who do I call to get the combination to the Arms Vault Door changed?

Answer: Contact DPW work order section @ 967-3131 and put in a request to change the combination to an Arms Vault Door.

General Comment/Arms Room Activations and Deactivations:

All units must contact physical security when activating and deactivating an Arms Room. This process is designed to ensure that the security of AA&E is in accordance with AR 190-11 regarding the facility structure, functionality of the alarm system and administrative requirements needed to activate and deactivate a Arms Storage Facility.