

**Joint Base Lewis McChord
Regulation 190-11**

Military Police

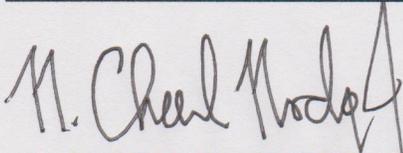
**Physical Security
of Arms,
Ammunition and
Explosives
(AA&E)**

**Headquarters
Joint Base Lewis-McChord
Joint Base Lewis-McChord, WA
21 July 2014**

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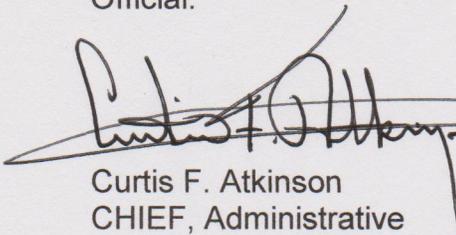
Military Police

Physical Security of Arms, Ammunition and Explosives (AA&E)



H. CHARLES HODGES, JR.
Colonel, IN
Commanding

Official:



Curtis F. Atkinson
CHIEF, Administrative
Services Division,
Directorate of Human
Resources

History. This publication is a major revision.

Summary. This regulation provides enhanced protective measures and security for all arms, ammunition, explosives (AA&E) and sensitive items at Joint Base Lewis-McChord (JBLM). The JBLM area of operations and physical locations include McChord Field, Lewis Main, Lewis North, all Lewis and McChord training areas, and Yakima Training Center.

Applicability. Except as otherwise provided within this publication, this regulation applies to all active Army, Air Force, Reserve Officer Training Corps (ROTC), Army Reserve components, National Guard, and other activities training at, assigned to, or attached to JBLM.

Proponent. The proponent for this publication is JBLM Directorate of Emergency Services (DES) IMLM-DES.

Suggested improvements. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) directly to Mr. Joseph E. Kostenko (joseph.e.kostenko.civ@mail.mil)

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*This publication supersedes JBLM Reg 190-11, dated 04 August 2004

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Chapter 1 General

1-1. Purpose

To provide enhanced protective measures and security for all arms, ammunition, explosives (AA&E) and sensitive items at Joint Base Lewis-McChord (JBLM). The JBLM area of operations and physical locations include McChord Field, Lewis Main, Lewis North, all Lewis and McChord training areas, and Yakima Training Center.

Throughout this document “SSAF” will be used to identify Air Force service specific/unique requirements as part of the Joint Basing Program.

a. The following chapter(s), paragraph(s), are punitive in nature: Paragraph 2-2, paragraph 2-3, paragraph 3-3, Chapter 4, paragraph 5-3b(1) and paragraphs 6-2 through 6-8.

b. Violations of the above provisions may subject military violators to prosecution under the Uniform Code of Military Justice and may subject civilian violators to administrative disciplinary action or criminal prosecution as authorized by Title 18, US Code.

1-2. Applicability

Except as otherwise provided within this publication, this regulation applies to all active Army, Air Force, Reserve Officer Training Corps (ROTC), Army Reserve components, National Guard, and other activities training at, assigned to, or attached to JBLM.

1-3. Explanation of Terms

a. Access Control. Authorized movement of personnel within a restricted area that allows the chance for visual observation of, or physical proximity to, either classified or protected material.

b. Ammunition. A device charged with explosives, propellants, pyrotechnics, initiating composition, riot control agents, chemical herbicides, smoke or flame devices (excluding nuclear or biological materials). Ammunition includes cartridges, projectiles, including missile rounds, grenades, mines, pyrotechnics together with bullets, shot, and their necessary primers, fuses and detonators.

c. Bulk Weapons. 5 or more weapons.

d. Electronic Security System (ESS). The combination of electronic components, including various boundary sensors, duress sensors, remote terminal units (RTU), communication equipment, access control, uninterruptable power supplies, closed circuit television (CCTV), digital video recording equipment, transmission lines and monitoring units capable of detecting one or more types of intrusion into an area protected by the system and reporting directly to an alarm monitoring station. The approved JBLM Intrusion Detection System (IDS) system is the Integrated Commercial Intrusion Detection System (ICIDS) II, SafeNet 6.2 and is an approved Department of Defense electronic security system to include the head end monitoring station. Request for addition, removal, modification of an IDS system will be through Directorate of Emergency Services (DES), Physical Security Branch.

Though the JBLM ICIDS incorporates many different types of sensors and equipment, only those sensors and equipment required to provide the required level of protection based on a regulatory requirement or as the result of a risk analysis, will be provided and sustained.

e. Firearms. An instrument capable of firing a projectile using an explosive (or a propellant such as CO₂), rifles, shotguns, and handguns.

f. Sensitive Items. Items or materials requiring a high degree of protection to prevent loss, theft, or unauthorized use. This includes arms, ammunition, explosives, night vision devices, bayonets, small arms repair parts, precious metals, drugs or other substances determined by the Administrator, Drug Enforcement Agency, to be designated by schedule symbol II, III, IV, or V under the Controlled Substance Act of 1970.

g. Armament Shops. All requirements for unit arms room apply equally to armament shops which store AA&E.

h. TACOM. Tank Automotive and Armament Command. The US Army certifying agency for weapons storage racks, cages, containers.

i. Waiver. A document granting temporary relief from requirements of this or other regulations, pending actions that will bring the requestor in line with the requirements. Compensatory measures are required. A waiver is valid for a period of one calendar year.

j. Exception. A document providing permanent exemption from the requirements of this or other regulations, or deviation from specific provisions of this or other regulations, and involve circumstances which make adherence to requirements impossible.

1-4. Responsibilities

a. All unit commanders, directors, and equivalent agency heads will:

(1) Appoint in writing an armorer and assistant armorer(s). The armorer's primary duty is the operation of the unit arms room. The armorer will be exempt from other duties (i.e., Charge of Quarters, Guard Duty, etc.), to the maximum extent possible. This only applies to the assistant armorer when performing duties as the primary armorer.

SS/AF: NCOICs of 627 SFS Armory and Combat Arms Training and Maintenance (CATM) Section are the primary armorers for buildings P21 and 1305 respectively and personnel assigned to each section are alternate armorers. Other AF units with arms rooms on JBLM McChord Field will appoint primary and alternate armorers. Assignment of additional duties is at the discretion of the unit commander.

(2) Appoint in writing an officer or noncommissioned officer (NCO) in the rank of Sergeant First Class (E7) or above, Department of Army (DA) civilian in the rank of GS-07/WG-07 or other equivalent, or above, as the unit Physical Security Officer (PSO),

to ensure that security requirements pertaining to the accountability and security of AA&E are met or exceeded.

SS/AF: Appoint in writing an officer or noncommissioned officer (NCO) in the rank of Technical Sergeant (E6) or above, Department of the Air Force (DAF) civilian in the rank of GS-07/WG-07 or other equivalent, or above, as the unit Physical Security Officer (PSO), to ensure that security requirements pertaining to the accountability and security of AA&E are met or exceeded.

(3) Ensure the next higher headquarters, civilian department or agency section reviews security plans and SOPs annually for relevance and updated information. Plans must be available for review in the unit/agency arms room.

SS/AF: The next higher headquarters is the Group Commander/Deputy Group Commander.

b. Commanders, directors and agency heads will ensure all personnel assigned duties involving access to or control over AA&E will be screened IAW AR 190-11 Paragraph 2-11, utilizing the DA Form 7281 (Command Oriented Arms, Ammunition, and Explosives Security Screening and Evaluation Record).

(1) The commander, director or agency head will initiate the DA Form 7281 during the initial interview of the perspective armorer.

(2) The individuals file is screened by the servicing personnel or human resources administrative service branch for derogatory information IAW AR 190-11, 2-11,d. Results will be provided in Section II of the DA Form 7281.

(3) The prospective armorer /key custodian medical file is reviewed at the serving Medical Clinic or facility IAW AR 190-11 and the results are annotated in Section III of the DA Form 7281. Note: This is not a requirement for civilian/contractor personnel.

(4) The Police Administration section, Directorate of Emergency Services will conduct a Military Police check on the perspective armorer/key custodian. Results will be provided in Section IV of the DA Form 7281.

(5) Police Administration will forward the DA Form 7281 for a Local Law Enforcement check. Results will be provided in Section V of the DA Form 7281.

(6) Upon reviewing all the above listed information the commander, director, or equivalent agency head makes a decision on whether or not to grant the screened individual unaccompanied access and/or control over AA&E. If found suitable to perform duties the DA Form 7281 in Section VI is signed by the commander, director or agency head. Note: Be sure the appropriate block is checked in section VI. Failure to check a box will delay submission of the document.

c. Commanders of Battalion/Squadron (or above) will ensure personnel engaged in guard duties have received use of force training at minimum of once annually; ensure guard ammunition for protection of Army AA&E under their area of responsibility is

available at all times for active vaults storing AA&E. The minimum amount of ammunition and recommended weapon(s) in order of preference are:

- (1) M16 / M4: minimum of 20 rounds, no round chambered.
- (2) M9/M11: Semi-auto Pistol: minimum of 10 rounds, no round chambered.
- (3) Shotgun: minimum of 5 rounds, no round chambered.

(4) All personnel engaged in guard duties in the protection of AA&E during IDS failures must be trained in the local use of force policy, guard duties associated with protecting AA&E within the garrison area, and ensure the local use of force policy is posted in the arms room.

d. For non-military AA&E storage sites, located within the JBLM garrison area, the director or agency head shall ensure Memorandum of Agreements (MoA) are developed and forwarded to the Joint Base Commander's approval for protection of AA&E within their area of responsibility in the event of IDS failures.

e. Unit commanders, directors, and equivalent agency heads will ensure that personnel having keys/combinations are always available for emergency entry into arms vaults.

1-5. Physical Security Officer (PSO)

The unit or agency Physical Security Officer (PSO) will:

a Ensure that unit/agency Standing Operating Procedures (SOP) relating to the security and accountability of AA&E is published and updated periodically. The SOP must contain detailed and comprehensive instructions concerning individual responsibilities and procedures for the security of AA&E under the individual's control.

b Ensure the SOP is in compliance with all regulatory changes and outlines the basic control procedures for AA&E. Procedures outlined in the unit SOP must include inventory and accountability procedures, issue procedures, key control, access control, bomb threat procedures, Intrusion Detection System (IDS) procedures, opening and closing procedures, field training, EDRE (Emergency Deployment Readiness Exercise), and deployment procedures. The SOP must also cover procedures for the evacuation of the weapons and ammunition in the event of natural disasters or civil unrest.

c Incorporate the AA&E SOP into the unit/agency Physical Security Plan.

d Retain a copy of the last Physical Security Inspection Report (DA Form 2806-1-R) in the arms room until the next Physical Security inspection report is received.

e Ensure the below listed publications are maintained in the arms room:

- (1) AR 190-11, 5 September 2013
- (2) AR 190-14, 12 March 1993

- (3) DA PAM 710-2-1, 31 December 1997
- (4) JBLM Reg 190-11
- (5) JBLM Reg 210-1, 24 March 2004
- (6) JBLM Reg 700-20, 10 November 2005
- (7) Unit AA&E SOP

1-6. Waivers and Exceptions

Units will submit requests for waivers or exceptions through the next higher headquarters to Provost Marshal, JBLM, WA. The JBLM Provost Marshal may approve exceptions to JBLM Regulation 190-11. Department of the Army must approve requests for exceptions to the provisions of all army regulations. Waivers to FORSCOM directives are granted by the FORSCOM Commander

- a. Waivers and Exceptions must include detailed information regarding compensatory measures to be taken that meet or exceed the regulatory requirement.
- b. Exceptions will be granted only when correction of a deficiency is not feasible or when the security afforded is equivalent to or better than that afforded under the standard criteria.

1-7. Training

Individuals assigned duties and responsibilities for access to or control over AA&E are required to read and sign HJB Form 12 (Small Arms Security Individual Briefing Certificate) annually (Sample at Appendix B, Page B-5). This certificate outlines the individual's responsibilities for security of AA&E and other government property. It will be retained in the unit/agency arms room files. Individuals will annually update the HJB Form 12 by signing and dating the backside of the form. If the individual transfers from one unit on post to another unit on post, the commander of the losing unit will transfer the HJB Form 12 to the gaining unit. Upon departure of the individual from the installation, the certificate should be destroyed.

Chapter 2

Physical Security Planning

2-1. Guard Protection

a. During periods of Intrusion Detection System (IDS) malfunction and upon notification by the JBLM ICIDS monitoring station/Base Defense Operations Center (BDOC) and/or JBLM Corps watch office the unit, directorate or agency is responsible for deploying an armed (assigned weapon and ammo) guard to the effected facility or site to protect the Category I or II AA&E asset. On McChord Field the BDOC notifies the appropriate unit or agency. The guard will maintain constant surveillance and entry control of the asset protecting the AA&E. The guard will be armed with his assigned weapon and a minimum of five rounds, in a magazine, for a pistol or shotgun, or ten rounds, in a magazine, for a rifle. During duty hours, the armorer if qualified and armed, may serve as the guard. The commander, director or equivalent agency head is responsible for ensuring relief schedule and watch rotation is established in the event of an extended outage. During periods of IDS outage guards and unit/agency personnel will not make direct contact with the JBLM security systems monitoring station, rather they will wait for updates from the chain of command on the status of IDS repairs and system restoration. During periods of reported failure, do not assume that the IDS system is functioning properly just because the alarm panel appears to be operating normally.

b. During non-duty hours, arms rooms with operational IDS shall be checked on an irregular basis with intervals between checks not to exceed 6 hours. Record the checks on the Standard Form 702 posted at the facility entrance, as well as results of these checks on the Charge of Quarters (CQ)/Staff Duty Officer (SDO) log (DA Form 1594).

c. Buildings approved for storage of Category I and II AA&E require continuous armed guard protection if not equipped with IDS.

d. The definition of AA&E categories are found in AR 190-11.

2-2. Arms and Ammunition Security

a. Unit commanders, directors and equivalent agency heads, physical security officers, and armorers are responsible for ensuring that weapons are stored in certified weapons racks. Locally fabricated racks are not authorized for storage unless approved by the TACOM certification authority.

b. Unit commanders, directors and equivalent agency heads are responsible for ensuring that all training, qualification ammunition and explosives are stored in the AHA, McChord Field area 300 or 800, or as prescribed in JBLM Reg 700-20, Ammunition, and the provisions of paragraph 1-5, d, of this regulation.

c. Ammunition must be stored within the installation Ammunition Supply Point (ASP), the installation Ammunition Holding Area (AHA), a unit arms room, or under supplemental controls as outlined in AR 190-11, Para 5-8.

d. Authorized personnel who draw or take custody of ammunition must maintain an unbroken chain-of-custody for all unexpended ammunition and residue. Upon completion of firing and before personnel depart the range/training area, a physical check of personnel, equipment, and the training area will be conducted to preclude the unauthorized removal of ammunition.

e. Any person who discovers or finds unexpended or abandoned ammunition of any type must immediately report the incident to the chain of command. Unit commanders must make immediate notification of the incident to the JBLM Emergency Communication Center (JBECC) at 967-3107 or 967-3108.

f. Security of bulk AA&E while being transported on JBLM:

(1) Commanders, directors and equivalent agency heads will ensure that enough security measures are taken to protect AA&E being moved by unit or organization transportation on or off the installation. AA&E items will not be left unattended or unsecured at any time. Categories I and II AA&E will be placed in the custody of a commissioned officer, warrant officer, noncommissioned officer (E-5 or above), DOD civilian (GS-5 or above), or DOD contractor employee in an equivalent position. Categories I and II AA&E will be provided armed guard escort during transport.

(2) The above paragraph does not apply to individuals who have been issued their assigned weapon(s) for on-post training or unit mission requirements. At FORCE PROTECTION CONDITION (FPCON) Normal and Alpha security of an individual's weapon(s) during on-post training requires the following measures:

(a) Will be under continuous positive control.

(b) Will not be left unattended or unsecured.

(c) Persons with temporary custody of more than one weapon in a holding area will be provided the means to have a duress reporting capability if a forceful theft to remove the asset or harm the personnel is attempted. The commander should ensure this process is written into the unit/agency SOP and that the unit/agency PSO ensures enforcement. Also see paragraph 2-3.

(d) A response force will be available to protect AA&E in holding areas.

(e) Prior to any movement, the unit/agency SOP should provide security requirements and references, checks should be conducted by the unit/agency PSO to ensure all personnel comply with all regulatory security procedures. Supervisory checks of the AA&E holding area will be made to ensure the AA&E being guarded has not been tampered with.

g. Security of bulk AA&E while being transported off installation:

(1) The commander, director or equivalent agency head should ensure a risk assessment is conducted and may contact the DES Force Protection Office for up to date threat assessment for the intended route of travel. In addition, consultation with JBLM unit movement is recommended for the most current information if traveling by air or rail.

(2) For the purpose of this regulation, off post does not include short movements to access contiguous Joint Base operational and training areas.

(3) Refer to AR 190-11, Paragraph 7-10 for FPCON B, C, & D specific instructions.

h. Military weapons and ammunition are not authorized to be transported in privately owned vehicles (POVs) for any reason. (Rental vehicles leased by the government for official business, utilizing government credit cards, are authorized to transport weapons and ammunition.)

i. Military weapons, ammunition or pyrotechnics will not be taken into non-military concession facilities (e.g.: PX, Commissary, snack bars) unless for official military duties by on-duty Military Police. This provision also applies to privately owned hunting knives attached to Load Carrying Equipment (LCE) used for field training.

2-3. Field Storage of Weapons

When weapons are stored in a consolidated configuration in the field (5 or more), the storage area must be controlled and restricted (e.g., provide an armed guard, as prescribed in Para 2-1a, enclose the area with concertina wire). The responsible commander must ensure that a physical count inventory is conducted each morning and each evening while in the field environment. Results of this inventory will be reported daily to the unit's higher headquarters.

2-4. Lost/Found/Stolen Weapons

Any person who discovers a weapon unattended or unsecured will notify the unit commander immediately.

a. The unit commander will, upon discovery of a lost or stolen weapon:

(1) Immediately notify the higher headquarters commander. In the field, stop all activities and notify higher headquarters and adjacent units.

(2) Notify the JBECC at 967-3017 or 3108.

(3) Lock down the unit and conduct a company muster. A list of absent personnel will be furnished to the investigating authorities . Conduct an extensive search of the bivouac, range, training or cantonment area where the weapon was lost. The search will continue until the weapon is recovered or higher authority has determined that the weapon has been removed from the area or cannot be recovered.

(4) Designate a SGT/SSgt (E-5) or above to conduct a 100% serial number inventory and positively identify the missing weapon by rack number, serial number and the service member to whom the weapon was signed out.

(5) Provide arms room records to Military Police personnel during the investigation.

(6) Military Police will not interfere with unit efforts to search and recover the lost/stolen weapon(s).

(7) Initiate DA Form 3056 (Report of Missing/Recovered Firearms, Ammunition, and Explosives) within 72 hours IAW AR 190-11 (8-2, Para a).

2. 5 Deployment

(a) When a unit deploys from the installation, for training or mission purposes, a responsible individual must be present who is able to physically access the arms room for emergencies. This may be an armorer, the rear detachment commander, or personnel utilizing the “two-person rule”.

(b) If the unit deploys all AA&E and all personnel, they must contact the Physical Security Office (DES) to deactivate the unit arms room. This will preclude military police response to empty arms rooms.

Chapter 3 Key and Lock Control

3-1. Key and Lock Custodians

The commander, director or equivalent agency head will appoint in writing a primary and an alternate AA&E key and lock custodian (SGT/SSgt (E5) or above) to maintain control and accountability of AA&E keys (Sample at Appendix B, Page B-1). **The key custodian will not be an individual listed on the unaccompanied access roster.** Primary and alternate AA&E key and lock custodians must undergo a command oriented security screening and have a completed DA Form 7281 on file.

3-2. Key and Lock Inventories

The key custodian or alternate will conduct a monthly serial number inventory of the operational and alternate sets of AA&E keys. Record the results of these monthly inventories on a memorandum and retain on file for 12 months. (Sample at Appendix B, Page B-2).

3-3. Procedures For Controlling AA&E Keys

a. The AA&E key and lock custodian will issue the operational (daily use) set of AA&E keys to the primary/alternate armorer on a DA Form 5513.

b. The operational and alternate sets of arms room keys must be secured in separate locked metal containers. The containers will have a roster attached with a listing of those individuals authorized to receive the AA&E keys for verification purposes. Secure each container with a Series 200 or 5200 padlock. Place keys to lock boxes on the DA Form 5513. The AA&E key custodian will issue the key to the operational set of arms room keys to the armorer each time the arms room is opened for the day.

c. The unit armorer must relocate the operational set of arms room keys to the next higher headquarters during non-duty hours. The Staff Duty Officer (SDO)/Staff Duty NCO (SDNCO) will receipt for a locked metal box on DA Form 2062 (Hand Receipt). The locked metal box must be secured by lock and chain or in a safe. At no time will the locked box, if not in a safe, be left unattended. Units without a higher headquarters on the installation will secure the keys in a locked safe during non-duty hours, separate from the alternate set of AA&E keys. Personnel authorized access to the safe will not be authorized access to the key to the locked box.

d. The person receiving custody of the locked box from the SDO/SDNCO must be on the unaccompanied access roster for the facility. The individual receiving custody of the locked box from the SDO/SDNCO must sign for the box on a DA Form 2062.

e. The alternate set of keys must be secured at the next higher headquarters, usually in the S-2, if a safe is available. The higher headquarters will not have access to the keys to this locked container. A serial numbered seal may be applied for inventory purposes. The locked container will be receipted for on a DA Form 2062. At no time will individuals retain AA&E keys during non-duty hours. Units without a higher headquarters on the installation may store the alternate set of AA&E keys within a separate safe within the unit area. Safes utilized to store AA&E keys will not be used for the storage of classified material.

f. When the keys are transferred between authorized personnel, both parties will conduct a joint physical count inventory of all AA&E and sensitive items. Record the results of the weapons and sensitive items inventory on a DA Form 2062 (Hand Receipt) and retain for one year. Record the transfer of the arms room keys on a DA Form 5513 (Key control Register) and retain for 90 days (Sample at Appendix B, Page B-14 and B-15).

g. When not in use, the key control register will be kept in a container that does not contain or store classified material, and to which access is controlled.

h. The above requirements for accountability also apply to locks and keys used at ammunition storage facilities.

3-4. Combinations to Locks on Vault Doors or GSA Approved Class 5 & 6 Containers

a. Combinations to locks on vault doors or GSA approved class 5 or 6 security containers will be changed annually or upon change of custodian, armorer, or the person having knowledge of the combination, or when the combination has been subject to a possible compromise.

b. Combinations will be recorded using SF 700, sealed in the envelope provided, and stored in a container meeting storage requirements per AR 380-5, chapter 5. No other written record of the combination will be kept.

Chapter 4

Arms Room Control Procedures

4-1. Opening And Closing Procedures

a. When the arms room is opened or closed, the armorer will record the date, time and initials on Standard Form 702 (Security Container Check Sheet) (Sample at Appendix B, Page B-9). During normal operations, if the armorer departs the arms room where visual surveillance cannot be maintained, the IDS will be activated and an exit annotated on SF 702. At the final closure of the day, a SGT /SSgt or above, other than the armorer, will check the facility to ensure the door is properly secured and record the time and his initials in the *checked by* block of SF 702. Retain SF 702 on file for 30 days or until form is filled.

b. When the arms room is opened, the armorer will conduct a daily physical count inventory of all arms, ammunition and sensitive items stored in the arms room and record the results on HJB Form 1891 (Daily Arms Room Inventory Report) (Sample at Appendix B, Page B- 11 and B-1 12). Indicate the disposition of all AA&E and sensitive items not physically stored in the arms room at the time of the inventory. The armorer having custody of the arms room keys will sign this inventory.

c. When the arms room is closed, the armorer will conduct a physical count inventory of all arms, ammunition, and sensitive items stored in the arms room and record this closing inventory on the same HJB 1891 utilized for opening the arms room. An NCO (SGT/SSgt or above, other than the armorer) will, once per week, at random, at an interval of no less than two days apart and no more than 7 days apart, conduct one physical count inventory of all AA&E and sensitive items stored in the unit arms room and record this inventory on that day's HJB Form 1891. The same person is prohibited from conducting consecutive random closing inventories.

d. Retain on file all opening and closing inventories for 30 days or until the next serial number inventory.

4-2. Control of AA&E and Sensitive Items

a. Armorers must ensure that all individuals receiving a weapon or sensitive item from the arms room turn in a DA Form 3749 (Equipment Receipt), or the item will be issued on a Hand Receipt (DA Form 2062 or DA Form 3161). Armorers must compare the DA Form 3749 to the Master Authorization List (MAL) for proper identification.

b. Armorers must record all issues of AA&E and sensitive items from the arms room on HJB Form 938 (Weapons and Ammunition Control Sheet/Log) (Sample at Appendix B, Page B-6). The individual receiving the item and the armorer will legibly fill in all required spaces on the form. The only authorized exception to this JBLM requirement is when units are involved in training exercises or EDREs, which require weapons and sensitive items to be issued in an expeditious manner. A DA Form 3749 or a hand receipt is still required. Issues are not required to be recorded on the weapons control register at this time, but will be completed as soon as time allows. A 100 percent serial number inventory will be conducted immediately after personnel return and prior to personnel being released. This inventory may be conducted by an NCO designated by the commander, but does not meet the 100% monthly serial numbered inventory requirement.

c. When AA&E and sensitive items are returned to the arms room the individual and the armorer will fill in the required spaces on the HJB Form 938. The armorer will return to the individual his assigned equipment receipt or hand receipt.

d. Maintain HJB Form 938 on file until all items are returned. Destroy completed forms after the next serial numbered inventory of AA&E and sensitive items is conducted, unless discrepancies exist. JBLM Form 938s containing discrepancies will be retained until the discrepancy is rectified.

4-3. AA&E and Sensitive Items Inventories

a. Commanders will designate an officer or NCO (SGT/SSgt E-5 or above) to conduct a monthly serial numbered inventory of all sensitive items and AA&E stored within the unit. Record the results of this inventory on HJB Form Letter 1891-1 (Monthly Serial Number Inventory of Weapons and Ammunition) (Sample at Appendix B, Page B-13 and B-14). **The supply or PBO printout is not an authorized substitute for the HJB Form 1891-1.**

(1) The same individual will not be designated to conduct the monthly inventory in consecutive months.

(2) Retain on file in the arms room a 24-month continuous record of all completed serial numbered inventories. If a discrepancy is found, the inventories containing the discrepancies will be retained for 48 months, as well as a copy of the investigative activity that resolved the discrepancy.

(3) The monthly by serial number inventories of sensitive items and AA&E will not be conducted less than 15 days or more than 35 days apart.

(4) A Memorandum For Record signed by the unit commander will be placed on file in each case where a required inventory (key & lock; weapons; sensitive items) has not been conducted. The memorandum will explain what inventory was not conducted, the reason why and corrective measures taken. This record will be kept on file for the same duration that would have been required for the inventory.

b. Bayonets, to include the M-9 series Multi-purpose Bayonet Systems, will be secured in the unit arms room and inventoried as a weapon under the provisions of this regulation. Bayonets will be secured in a container such as a wall locker or footlocker. Serial numbered seals may be used to maintain accountability on a daily basis. Attach a memorandum to the container stating that bayonets have been inventoried, amount stored, names of individuals conducting the inventory, number of the seal applied and signatures of who applied the seal. The serial number will be recorded on HJB Form 1891, Daily Arms Room Inventory Report. Bayonets will be inventoried any time the seal is broken or, when individuals who conducted the inventory, when seal was applied, are no longer with the unit.

c. Night Vision Devices (NVDs).

(1) NVDs will be secured, when not in use, in an approved arms vault.

(a) All procedures applicable to the storage and accountability of arms and ammunition will apply to NVDs.

(b) NVDs may be stored in their carrying cases to prevent damage. However, during inventory each case will be opened and the NVDs visually accounted for.

(2) Individuals in possession of NVDs will exercise reasonable caution to ensure they are not lost, stolen, or damaged. NVDs will not be left unattended at any time.

(3) Commanders and supervisors at all levels are responsible for ensuring that subordinates are properly instructed on the measures for securing and accounting for NVDs.

(4) Field and training conditions.

(a) In field and training conditions, each individual assigned NVDs will secure them on his person at all times, unless a unit storage site is provided.

(b) If a field storage site for NVDs is provided, the NVDs will be secured to the maximum extent possible. A responsible individual will maintain constant surveillance.

(c) Prior to any sensitive items or high value items, (other than NVDs) being stored in the arms storage facility, the commander responsible for the facility must authorize (in writing) the storage of such items.

d. TASERs. The *Thomas A. Swift Electric Rifle* (TASER) will be stored within an approved arms vault, and will be inventoried on the daily and monthly inventories as a sensitive item.

4-4. Item Unique Identification (IUID)

a. Item Unique Identification (IUID) is an asset identification system instituted by the DoD to uniquely identify a tangible item or asset and distinguish it from other like items. Each item is assigned an identifier in the form of a distinctive data string encoded in a bar code placed on the item. An item unique identifier is only assigned to a single item and is never reused. Once assigned to an item, the IUID is never changed even if the item is modified or re-engineered.

b. IUID is physically marked on the items or assets using a two-dimensional data matrix symbol. The formatted data is called a Unique Item Identifier (UII). The Data Matrix symbol is a machine-readable representation of the UII.

c. When the DoD requires this marking, it shall be applied directly to the surface of the item. The UII is intended to be a permanent mark and cannot be changed over the life of the item.

d. The IUID MAL, daily inventories, and monthly inventories will contain all the same information as the previous JBLM versions. During transition to the IUID system, Physical Security system will approve the IUID versions of these forms.

Chapter 5

Electronic Security Systems (ESS)

5-1. General

The information in this chapter applies to all JBLM ESS associated with the JBLM Integrated Commercial Intrusion Detection System II (ICIDS-II) alarm system. The DES Physical Security Section is the installation proponent for all ESS acquisition, installation, alteration, activation, deactivation, and removal.

5-2. Acquisition, Installation & Removal

All ESS to be connected to the JBLM ICIDS-II platform will be approved by the Contractor Officer Representative (COR), DES, Physical Security Section prior to acquisition, removal or alteration of currently installed components (see definition of ICIDS-II in paragraph 1-4e). The acquisition or leasing of other than ICIDS-II is not allowed for active duty organizations, however National Guard, Army Reserve, Navy and Marine Corps Reserves should give careful consideration and consult with DES Physical Security prior to making a decision for other than the JBLM ICIDS security system. If approved for installation, the JBLM ICIDS II system will fall under the installation monitoring, sustainment and life cycle replacement program (ICIDS MM&R contract). This eliminates the requesting unit/activity from incurring the cost and manpower requirements to manage their system(s). If a unit/activity is determined to install other than ICIDS II, that unit/activity must develop and submit a memorandum of agreement (MOA)/memorandum of understanding (MOU) for police response in the event of an alarm activation or afterhours malfunction of the system.

5-3. IDS Unit/Activity Account Maintenance

It is the commander or supervisor responsibility to maintain and update IDS accounts serving his/her unit/activity. Each unit/activity protected by ICIDS II, which is the primary JBLM alarm system, has an account number assigned. The process for maintaining ICIDS accounts is as follows:

a. Commanders/Supervisors controlling protected armed rooms/vaults will ensure that personnel assigned duties and responsibilities for protection of AA&E, and other sensitive items (SI) are determined trustworthy IAW AR 190-11, Para 2-1c. They also are responsible to ensure the protection of Personal Identification Number (PIN) codes. The Physical Security Officer (PSO) is responsible for maintaining the unit/activity ICIDS account. Specifically, he/she is responsible for:

(1) Ensuring that Commanders and Supervisors are made aware of any changes in facility location or status. This includes, but is not limited to, a unit/activity changing buildings, a unit/activity going on or returning from a deployment that required the IDS to be turned off (deactivate) or turned back on (activate), or when a facility no longer requires IDS i.e. Arms, Ammunition and Explosives (AA&E) is no longer stored in the facility.

(2) Coordinating for repairs to the system when it is not functioning properly.

(3) Training all personnel on the use and protection of PIN holders how to use the system, especially how to arm and disarm the system.

(4) Providing and updating notification and unaccompanied access rosters on-file with the ICIDS Systems Administrator (see Appendix B, Figure B-3). This must be done every 6 months or as changes occur.

(5) Advising and assisting the armorer on the process of obtaining PIN for unit/activity personnel.

(6) The unit/activity will be required to post 24-hour armed guards on their arms room/vault when the ICIDS is inoperative.

b. PINs are required for all persons who have unaccompanied access to the protected facility. A PIN is required for anyone who is required to arm or disarm the system. Management of PINs is critical to account management and good security.

c. The individual PIN may not be shared with anyone. Sharing a PIN with unauthorized personnel is in violation of the UCMJ, Title 18 USC and this policy, and is punishable as a violation of a lawful order under the UCMJ and Title 18 USC.

(1) Commanders/Supervisors must have a copy of their assumption of command orders on file with the ICIDS Systems Administrator. For unit/activity without a commander, civilian/military supervisors must have a letterhead memorandum stating what organization (protected facility, building and account numbers etc.) they are in charge of and the effective date, on file. The signature of the supervisor must be on this document. These documents will be used to validate signatures on access rosters.

(2) Obtaining PINs for unit/activity personnel working in AA&E facilities requires four documents. The first is a copy of an updated unaccompanied access roster for the arms room signed by the commander. Only those on the unaccompanied access roster may receive a PIN code. The second is a copy of the completed background check using DA Form 7281-R. Third is a copy of the commander's assumption of command orders. Fourth is a non-duty hours notification roster.

5-4. Testing and Maintenance

a. All unit/activity with IDS must conduct a monthly operational test of the IDS with the monitoring station. Record these results on DA Form 4930-R (Alarm/Intrusion Detection Record) and maintain for 12 months (Sample at Appendix B, Page B- 10).

b. The IDS checks should include inspection of visible components for damage and tampering as well as monthly operational checks of the system as follows:

(1) Ensure that all doors and windows are closed and no red lights on the alarm box are on. NOTE: Inform personnel at monitoring station that a monthly system test is to be performed. Telephone contact for monthly tests needs to be maintained with the monitoring station to ensure that test alarms and status changes are displayed on monitor module.

(2) Place alarm system in the secure mode by entering your personnel identification number (PIN). Wait 60 seconds before starting test.

(3) Proceed to each balanced magnetic switch (BMS) located on each door and/or window and open each door and/or window completely.

(4) Proceed to each passive infrared motion sensor (PIMS) and walk to the panel before monitoring station receives the alarm.

(5) Enter your duress PIN code and check for an alarm response.

(6) Place alarm system in access mode. Afterwards, monitor station will acknowledge all devices tested and record the unit/activity on the monthly alarm test log (DA Form 4930).

c. Unit/activity personnel will not test the Duress Switch (duress button). The only personnel authorized to test these devices are Physical Security Inspectors, who will test the duress system during the physical security inspections, and maintenance personnel.

d. All other testing and maintenance not described above will be conducted by Physical Security or contract maintenance personnel. Removal or partial disassembly of components by any other personnel is prohibited.

e. Alarm malfunctions will be recorded on DA Form 4930 and retained on file for 12 months. Report alarm problems to Physical Security Office for work order (WO) initiation of a Contractor Service Order (CSO).

Chapter 6 Privately Owned Weapons (POWs)

6-1. Security

Privately owned firearms and ammunition will be secured in the manner required for military weapons and ammunition but separate from military arms, ammunition and explosives.

6-2. Registration and Storage

a. All personnel residing on JBLM are required to register their firearms within 72 hours (three working days) after signing into their permanent unit of assignment/attachment or acquiring the firearms. Service members and family members will submit a request to the unit commander to register POWs. All types of privately owned firearms to include rifles, shotguns, and handguns, owned by, or in the possession of, military members, must be registered at the DES Registration Office, Waller Hall, or at Building 100 on McChord Field. Personnel registering weapons must complete HJB Form 816 (Registration of Privately Owned Firearms) (Sample at Appendix B, Page B-17). All Service members must have the HJB Form 816 signed by the unit commander.

b. The unit commander will verify that the individual is not prohibited from owning a firearm, and the accuracy of all data entered on HJB Form 816. The DES Registration Office will retain two copies of the completed registration form and issue one copy to the individual to be retained with the weapon at all times. The DES Registration Office will forward one copy of the registration form to the individual's commander. The commander's copy of the registration will be maintained in unit files until the service member's unit changes or the weapon is disposed of.

c. When the person storing the POW turns their weapon into the unit arms room, they will receive a DA Form 3749 or 2062 and personnel assigned to McChord Field will use AF Form 1297 as a receipt for storage and control of their weapon. When an individual possessing a privately owned firearm transfers (intra-installation), the losing commander will ensure that HJB Form 816 is forwarded to the individual's gaining commander. The gaining commander will ensure that the individual updates their HJB Form 816 at the DES registration office.

d. The Commander of the installation Replacement Detachment is responsible for the storage of privately owned firearms of newly arriving personnel, temporarily assigned to the unit, and will notify the gaining commander that the newly arriving service member has a POW. The gaining Commander will ensure the above steps (6-2, Para a-c) are completed. The Commander of the Replacement Detachment will not release the weapon until the service member presents an HJB Form 816 signed by the gaining commander. The service member must also be accompanied by an NCO.

SS/AF: For Air Force personnel the 627th SFS armory is used in lieu of the Replacement Detachment.

e. HJB Form 816 will be turned in at the DES Registration Office when clearing post. Upon any sale or transfer of a registered firearm, the transaction will be reported within 72 hours (three working days) to the DES Registration Office (see Para 6-2h). See paragraph 6-4 for transportation requirements.

f. All personnel who bring a POW onto the installation to engage in authorized activities in designated areas such as hunting, target shooting, dog training activities, or attending MWR sponsored events will register it. HJB Form 816 must be carried with the weapon(s). Personnel without the document and carrying a firearm are not authorized to bring the weapon on the installation. Carrying of firearms not properly register may result in criminal charges, monetary fines and/or barrment from the installation.

g. Privately owned weapons may not be stored or maintained in any location on the installation other than a unit arms room or family quarters. The privately owned weapon of a Service member who resides in unit billets, Bachelor Enlisted Quarters (BEQ), or Bachelor Officer Quarters (BOQ) may be stored in family quarters or off-post if the following provisions are met:

(1) Service members assigned to JBLM who reside in family quarters or off-post may, with the unit commander's approval, store privately owned weapons of another service member on a short-term basis. Service members residing in quarters may only store the weapons of one other service member once approved by the commander.

(2) Requests to store privately owned firearms in family quarters or off-post must be submitted in writing to the assigned unit commander. Requests must include the name, address and phone number of the proposed sponsor; written authorization to store the firearm provided by the proposed sponsor; and a copy of the applicable HJB Form 816.

(3) Unit commanders are responsible for verifying the family quarters or off-post location of their service members privately owned weapons, and ensuring the service member understands they must comply with all applicable local and state laws.

(4) Unit commanders must approve requests in writing. Requests will be kept on file in the unit arms room until sale or transfer of the firearm is provided to the unit commander.

h. Privately owned firearms stored in unit arms rooms may be issued to registered owners for participation in authorized events to include hunting, target practice or other organized and sanctioned event, maintenance, repair or other reasons deemed appropriate by the unit commander.

i. The requester's commander must approve requests for withdrawal of Privately Owned Firearms from the unit arms room in writing. A memorandum will be prepared in duplicate in the format in Appendix B, Figure B-4. The original of the unit commander's written approval to withdraw privately owned firearms from the unit arms room will be attached to the next monthly AA&E inventory.

j. When privately owned firearms are withdrawn from the arms room, DA Form 3749 or 2062 will be turned in, and the firearms will be signed out on HJB Form 938. The armorer will provide the owner with a copy of the Commander's written approval, which will remain with the weapon at all times. When the weapon is turned back into the arms room, the individual's copy of the Commander's written approval will be turned in and destroyed.

k. Privately owned firearms with a maximum of 100 rounds of ammunition (per firearm) may be stored in the unit arms room. Firearms and ammunition must be stored separately.

l. Weapons de-registration and installation clearance will be as follows:

(1) Commanders will ensure that privately owned firearms registered with DES Registration Office are de-registered during out-processing or when legally disposed of.

(2) Individuals will de-register privately owned firearms which they have legally disposed of.

6-3. Possession and Control

a. Possession of privately owned firearms on JBLM is prohibited with the following exceptions:

(1) Engaged in authorized hunting or dog training.

(2) Engaged in authorized target practice or organized shooting events at a JBLM facility approved for this purpose.

(3) While traveling in a direct route from a place of authorized storage to hunting areas, dog training areas, target areas, or other location authorized by the Joint Base Commander or designated representative, and return.

(4) By military personnel storing firearms in an authorized location who have met the prerequisites listed in paragraph 6-2b.

(5) Civilian law enforcement personnel in the performance of official duties. When civilian law enforcement personnel reside in government housing the duty weapon must be registered on post. This will be accomplished by the individual's military sponsor. In the event the sponsor is deployed it is incumbent upon the service member's organization to assist in the registration process.

b. Possession for any other purpose requires written authorization of the Joint Base Commander.

c. Military or civilian personnel are not authorized to bring privately owned firearms onto ranges or into areas where training is being conducted.

6-4. Transportation of Privately Owned Firearms and Ammunition

a. Privately owned firearms will be transported in the following manner:

(1) Privately owned firearms may be carried in vehicles only while traveling in a direct route to and from hunting areas, dog training areas, target ranges, or other location authorized by the Joint Base Commander, or designated representative. Any individual transporting a weapon is prohibited from stopping at any JBLM facility, including, but not limited to, the shoppette, gas station, post exchange, or place of duty. Weapon must be unloaded, magazine removed and ammo stored separately from the weapon.

(2) The carrying of loaded, Privately Owned Firearms in a vehicle is prohibited.

(3) Privately owned firearms carried in a vehicle will be secured in a trunk. For vehicles without a trunk, firearms will be encased in a container other than the glove compartment and carried in such a manner that they will not be readily available to the driver or passengers. Commercially available trigger locks and other security devices are strongly recommended to deter and prevent loss and theft.

(4) Any adult family member (18 or older), bearing family member ID is allowed to transport weapons as outlined above. Juveniles must be accompanied by an adult family member.

b. Personnel who remove privately owned firearms from JBLM will comply with applicable federal, state, and local laws pertaining to the ownership, possession and/or registration of weapons.

6-5. Concealed Weapons

a. Unless otherwise provided in this paragraph, no person shall carry a concealed weapon while on JBLM, regardless of whether a state or county permit has been obtained. For the purpose of this regulation, a concealed weapon is any instrument used or designated for the purpose of inflicting grievous bodily harm, which is carried on the person in such a way as to be hidden from ordinary view. Folding knives with blades smaller than three inches are excluded from this definition.

b. Municipal, state, federal and military law enforcement personnel may carry a duty weapon in a concealed manner when acting in an official capacity or with the express written authorization of the Joint Base Commander.

6-4

c. Small arms and ammunition issued to active duty General Officers are exempt from this provision. Government-owned weapons and ammunition may be stored and transported in a manner deemed appropriate by the General Officer.

6-6. Possession or Retention of Prohibited Weapons

Unless used for official duties or otherwise authorized in this paragraph, no person may possess the following weapons:

- a. Fixed blade knives having a cutting edge in excess of three inches. Any knife with a switch blade, spring blade, automatic blade opener, or gravity operated blade. Prohibited knives do not include knives designed for and used during hunting and fishing, nor knives kept in Government quarters and used in food preparation
- b. Brass knuckles or any similar device fitting over, or concealed in, the hand, including knuckle knives.
- c. Blackjacks, saps, riot clubs, ASPs (collapsible metal baton), night sticks, sling shots, lead or iron pipes, gloves containing metal or sand-like material, sand clubs, rubber or plastic hoses wrapped with tape or filled with sand or lead buckshot or other similar device.
- d. Blow-guns and blow-gun darts.
- e. Any device producing a disabling electrical current, including, but not limited to, TASERS, stun-guns, and cattle-prods.
- f. Explosive, incendiary, and pyrotechnic devices except as authorized by the Joint Base Commander. Prohibited devices include, but are not limited to, fireworks, military ammunition carried in a non-official capacity, and any explosive device.
- g. Any weapon, including a firearm, on which the name of the manufacturer, serial number, or identification number has been changed, altered, removed, or obliterated.
- h. Nothing in this regulation shall prohibit individuals from possessing, transporting, or storing decorative, ornamental, or ceremonial swords and sabers when used strictly for display or ceremony.
- i. This regulation does not prohibit individuals from transporting air guns, BB guns, cross bows, pellet guns, or bows & arrows from one authorized location to another. They may also be stored within government quarters or in a securable storage area in a military unit, authorized in writing by the unit commander. These items may not be utilized on the installation except under on an authorized range or target area under DFMWR supervision, or during scheduled military activities under direction of the unit command. For bow and arrow or crossbow hunting see Para 6-2f of this regulation and JBLM Regulation 215-1.
- j. Ammunition reloading is prohibited within Government housing, billeting, barracks, or other installation facility, unless authorized by the Joint Base Commander.

6-7. Personnel Not Authorized to Possess or Retain Privately Owned Weapons

a. The registration of privately owned firearms by person(s) described below is prohibited:

(1) Any person convicted of a felony (The Federal Gun Control Act of 1968, as amended in 1996).

(2) Any person convicted in any court of a misdemeanor crime of domestic violence (the Lautenberg Amendment to the Federal Gun Control Act of 1968, as amended in 1996).

(3) Any person who is a fugitive from justice.

(4) Any person who has been convicted in any court of the possession, use, or sale of marijuana, dangerous or narcotic drugs (The term convicted includes non-judicial punishment under Article 15 UCMJ).

(5) Any person who is presently declared as mentally incompetent or who is presently committed to any mental institution.

b. Any civilian or family member under the age of eighteen is prohibited from the use of firearms, unless accompanied and supervised by a parent or legal guardian over the age of 18.

6-8. Storage of Privately Owned Weapons Other Than Firearms

Privately owned weapons not prohibited by paragraph 6-6 and governed by these storage provisions specifically include air guns, BB guns, cross bows, pellet guns, bows and arrows, and blow darts.

a. Privately owned weapons not prohibited by paragraph 6-6 and owned by personnel residing in unit billets, BEQ, or BOQ must be stored in a separate locked container, within a secure storage area designated for this purpose by the unit commander, in a location other than the unit arms room. Unit commanders may authorize displays of decorative, ornamental, or ceremonial swords and sabers, if they determine that the weapon is inoperable and/or is safely secured to a display.

b. Privately owned weapons not prohibited by paragraph 6-6 and owned by personnel residing in family housing may be stored in assigned Government quarters. Decorative, ornamental, or ceremonial swords and sabers may be displayed in assigned Government quarters so long as the weapon is used strictly for display.

6-9. Disposition of Confiscated Weapons

Commanders will maintain confiscated firearms in the unit arms room pending final disposition. They will provide written notification of the circumstances of loss or recovery of such weapons and a complete and accurate description of the weapon to the Office of the Staff Judge Advocate. A copy of this notification will be maintained with the weapon pending final disposition.

Chapter 7

Physical Security Inspections

7-1. Purpose

To inform commanders about physical security inspections.

7-2. Announced/Unannounced Inspections

Inspections may be conducted on an announced and unannounced basis in garrison or in the field. Inspectors will take training schedules into consideration when scheduling or conducting inspections.

7-3. Physical Security Inspections

Physical Security inspections will be conducted:

- a. When a MEVA, unit or activity is activated.
- b. When no record of a prior physical security inspection exists.
- c. No more than 18 months for conventional arms and ammunition storage activities.
- d. Within 90 days of a *not adequate* rating. NOTE: When a *not adequate* inspection report is provided to the unit commander, a written reply of corrective action taken by the commander is required. Forward reply to Installation Provost Marshal, Attn: IMLM-ESP, JBLM WA, 98433-9500, within 30 days of the report date.

7-4. Arms Room Inspection Definitions

a. The following are examples of Critical deficiencies and are included but not limited to:

- (1) Structural deficiencies not covered by a valid waiver or exception.
- (2) Loss of accountability of weapons.
- (3) Loss of accountability of arms room keys.
- (4) Storing ammunition in arms room without proper authorization from an O-5 or higher.
- (5) Personnel authorized unaccompanied access to arms room and/or access to the arms room keys without having a completed DA Form 7281 (Command Oriented AA&E Security Screening and Evaluation Record) on file in the unit arms room.
- (6) Failure to meet the requirements for continuous surveillance of the arms room by armed guard, duty personnel, or IDS protection.
- (7) A recurring deficiency when corrective action is within the means of the unit.

b. Major deficiencies are those that show a lack of accountability, control, or security through procedural or administrative actions, or lack thereof.

c. Minor deficiencies are regulatory deficiencies, which do not by themselves, compromise security or accountability of AA&E.

d. Observations: A condition (where regulatory guidance is nonexistent or is unclear), which constitutes a weakness in the security system.

e. Comment: Describes conditions/actions or commendable areas which affect the overall security mission, e.g., description of waivers/exceptions and the fact that compensatory measures were fully implemented by the unit.

7-5. Arms Room Inspection Ratings

a. Excellent. No deficiencies are noted in accordance with Para 7-4a above and minor deficiencies noted are corrected on the spot during the course of the inspection.

b. Adequate. One - five minor deficiencies or one - two major deficiencies. The number of minor and major deficiencies noted and severity of each is such that the arms room is secure, accountability is maintained, and unit actions are initiated or implemented during the inspection to correct the cited discrepancies.

b. Not adequate. Six or more minor deficiencies, three or more major deficiencies or a combination of six or more minor and major and one critical task.

7-6. Physical Security Report Distribution

Initial or Annual report, pass or fail, go to the unit commander & next higher commander.

2nd failure goes to 2nd higher commander.

3rd failure goes to Joint Base Commander.

4th time goes to Senior Commander with ADCON: ABG units; USAF EC/CC; 62 units; 18 AF/CC; 22 STS/27 SOW)

DISTRIBUTION:

A, B, C, D, E, F, G

Appendix A References

Section I

Required Publications

Unless otherwise stated, all publications are available at: <http://www.apd.army.mil/>.

Department of Defense publications are available at: <http://www.dtic.mil/>.

Air Force Publications are available at: <http://www.e-publishing.af.mil/>

Joint Base Lewis-McChord publications are available at: <https://intra.lewis-mcchord.army.mil/dhr/forms/hfl/PubsSite/index.htm>

[AR 190-11](#)

[Physical Security of Arms, Ammunition and Explosives, 5 September 2013](#)

[AR 190-14](#)

[Carry of Firearms and Use of Force for Law Enforcement and Security Duties, 12 March 1993](#)

[AR 190-51](#)

[Security of Unclassified Army Property \(Sensitive and Nonsensitive\), 30 September 1993](#)

[AR 380-5](#)

[Department of the Army Information Security Program, 29 September 2000](#)

[DODD 5210.56](#)

[Carrying of Firearms and the Use of Force by DoD Personnel Engaged in security, Law and Order or Counterintelligence Activities, 1 Apr 2011](#)

[AFI 31-101](#)

[Integrated Defense 8 Oct 2009/IC 1, 20 September 2010](#)

[AFI 31-117](#)

[Arming and Use of Force by Air Force Personnel, 29 June 2012](#)

[AFI 31-118](#)

[Security Forces Standards and Procedures, 5 March 2014](#)

[AFMAN 31-222](#)

[Air Force Use of Force Manual, 18 February 2009](#)

[AFMAN 31-229](#)

[USAF Weapons Handling Manual, 12 May 2004](#)

[AR 710-2](#)

[Supply Policy Below the Wholesale Level, 28 March 2008](#)

[Manual for Courts Martial 2012](#)

[Part V, Nonjudicial Punishment Procedure](#)

JBLM Reg 210-1

JBLM Post Regulations, 24 March 2004

JBLM Reg 700-20

Ammunition Procedures, 10 November 2005

Unit AA&E SOP

Section II

Required Forms

DA Form 2062

Hand Receipt/Annex Number, January 1982

DA Form 2806-1

Physical Security Inspection Report, May 2010

DA Form 3161

Request for Issue or Turn-In, August 2011

DA Form 3749

Equipment Receipt, May 2009

AF Form 1297

Temporary Issue Receipt, July 1987

DA Form 4930-R

Alarm/Intrusion Detection Record, September 2006

DA Form 5513

Key Control Register and Inventory, September 2006

DA Form 7281

Command Oriented Arms, Ammunition, and Explosives (AA&E) Security Screening and Evaluation Record, September 2009

HJB Form 12

Small Arms Security Individual Briefing Certificate, May 2013

HJB Form 816

Joint Base Lewis-McChord Registration of Personal Firearms, November 2010

HJB Form 938

Weapons/Ammunition and Sensitive Item Issue and Turn-In Register, May 2013

HJB Form 1891

Daily Arms Room Inventory Report, May 2013

HJB Form 1891-1

Monthly Serial Number Inventory of Weapons, Ammunition and Sensitive Items, May 2013

SF Form 700

Security Container Information, April 2001

SF Form 702

Security Container Check Sheet, November 2010

Appendix B
Examples of Forms

OFFICE SYMBOL

DATE

MEMORANDUM FOR Individual Concerned

SUBJECT: Duty Appointment (Officer or Enlisted Personnel)

1. Effective (Current Date), 2LT Guy S. Fox, 123-45-6789, Unit, JBLM, WA 98433-9500, is assigned the duty of Unit AA&E Key/Lock Custodian, Vice 2LT Larry L. Smith, 987-65-4321.
2. Authority: Para 3-8b, AR 190-11.
3. Purpose: To establish and maintain key and lock control procedures for the unit arms room.
4. Period: Until officially relieved or released.
5. Special Instructions: You will become familiar with all appropriate directives, which deal with key and lock procedures for Arms, Ammunition and explosives (AA&E) facilities.

J. S. SMITH
CPT, OD
Commanding

Sample/Key/Lock Custodian Appointment

MEMORANDUM FOR Personnel Concerned

SUBJECT: Monthly Serial Number Inventory of AA&E Keys and Locks.

1. The following primary and duplicate set of AA&E keys and locks were inventoried on _____(DATE).

(List keys and locks by serial number).

12345H
23456H
34567H

2. The following additional information is provided:

- a. Total number of keys and locks in the system: XX keys and XX locks.
- b. Number of keys issued: XX keys (Keys issued to armorer)
- c. Number of keys on hand: XX keys (Alternate set of keys)
- d. Number of keys and locks in reserve: XX (Spare locks)

2. The duplicate set of AA&E keys are stored in a safe location at the Battalion S-2, Building XXXX. (if sealed with serial numbered seal list number here) The key to the duplicate set is controlled by the unit AA&E Key/Lock Custodian.

THOMAS W. SWEAT
SSG, USA
AA&E Key/Lock Custodian

(OFFICE SYMBOL)

(DATE)

MEMORANDUM FOR Directorate of Emergency Services (IMLM-ES), Physical Security Branch, Integrated Commercial Intrusion Detection System (ICIDS) Contract Officer Representative (COR), Joint Base Lewis-McChord (JBLM), WA 98443

SUBJECT: ICIDS Notification Roster

1. In accordance with JBLM 190-11, the following information is provided for after hours notification, numbers will be contacted in the order listed for; (Unit/Building #/Room #/Duty Phone #):

Unit CQ phone number (if applicable):

BN SDNCO:

Brigade SDO/SDNCO:

<u>NAME</u>	<u>RANK/GRADE</u>	<u>Day Contact Number</u>	<u>Afterhours Number</u>
Doe, Joe	PFC	253-966-1234	609-777-0987
Doe, John	GS-05	xxx-xxx-xxxx	xxx-xxx-xxxx
Doe, Jill	1SG	xxx-xxx-xxxx	xxx-xxx-xxxx

2. Point of contact for this action is (NAME), (Email), and (Phone Number).

RICHARD W. GATES
CPT, IN
Commanding

(OFFICE SYMBOL)

(DATE)

MEMORANDUM FOR Directorate of Emergency Services (IMLM-ES), Physical Security Branch, Integrated Commercial Intrusion Detection System (ICIDS) COR, Joint Base Lewis-McChord (JBLM), WA 98443

SUBJECT: Unaccompanied Access Authority

1. In accordance with JBLM 190-11, the following information is provided for Unaccompanied Access Authority to Classified, Sensitive, Restricted areas or facilities as determined or dictated by regulation, policy or other directive. The following Unaccompanied Access Authority request is for; (Unit/Building #/Room #/Duty Phone #):

<u>NAME</u>	<u>RANK/GRADE</u>	<u>Contact Number</u>	<u>Last 4 SSN or Full Military Number</u>
Doe, Joe	SSG	253-966-1234	0987
Doe, John	GS-05	xxx-xxx-xxxx	1186752433
Doe, Jill	GS-07	xxx-xxx-xxxx	xxx-xxx-xxxx

2. Below individual has been debriefed (**SCIF Only**) and no longer has Unaccompanied Access Authority for (Unit), (Bldg Number), and (Room #) request ICIDS account deletion for:

Doe, Jerry	SPC	N/A	11963735467
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3. Point of contact for this action is (NAME), (Email), and (Phone Number).

RICHARD W. GATES
CPT, IN
Commanding

(OFFICE SYMBOL)

(DATE)

MEMORANDUM FOR Directorate of Emergency Services (IMLM-ES), Physical Security Branch, Integrated Commercial Intrusion Detection System (ICIDS) COR, Joint Base Lewis-McChord (JBLM), WA 98443

SUBJECT: Unaccompanied Access, Dual Person

2. In accordance with JBLM 190-11, the following information is provided for Unaccompanied Dual Person Access. The intent of Dual Person Authority is to serve as a short term process when a unit/agency finds they are unable to provide an approved DA 7281. Dual Person will be provided for a period not to exceed 90 days. Dual Person Authority requires both individuals to input their alarm codes in order to execute a valid alarm opening and closing. The following Dual Person access is for; (Unit/Building #/Room #/Duty Phone #):

NAME RANK/GRADE Contact Number Last 4 SSN or Full Military Number

Doe, Joe	SSG	253-966-1234	0987
Doe, John	GS-05	xxx-xxx-xxxx	1186752433

2. Expiry date for Dual Person Authority will be 90 days from the date of this memo.
3. Point of contact for this action is (NAME), (Email), and (Phone Number).

RICHARD W. GATES
CPT, IN
Commanding

OFFICE SYMBOL

DATE

MEMORANDUM FOR Commander of Unit Concerned, Joint Base Lewis-McChord, WA
98433-9500

SUBJECT: Request for Authorization to Remove Privately Owned Firearms/Weapons
from the Unit Arms Room

1. Request authorization to remove the following firearm/weapon registered in my
name from the arms room. The firearm/weapon is
a _____ (type) and the serial number is
_____.

2. The firearm/weapon will be removed on _____ (date) and
returned on _____ (date).

3. The reason for removal is
_____.

JOHN Q. WASH
SPC, USA
Unit

Office Symbol 1st End CPT JONES/mmm/7-XXXX

CDR, Unit Concerned, JBLM, WA 98433-9500

For SPC John Q. Wash, Unit Assigned, JBLM, WA 98433-9500.

Approval is Granted/Denied.

BILL JONES
CPT, AD
Commanding

SMALL ARMS SECURITY INDIVIDUAL BRIEFING CERTIFICATE

(The proponent agency is DES)

INDIVIDUAL RESPONSIBILITY. All personnel assigned or attached to a Joint Base Lewis-McChord unit are responsible for the security of government property under their control and must be thoroughly cognizant of the inherent dangers involved in the loss or misuse of such property. Failure or refusal to accept this responsibility in full by any individual could result in property losses and may result in disciplinary action, not only because of the seriousness of the monetary loss to the government, but also because of the possibility that the stolen or lost weapon(s) and ammunition may be used by criminal or subversive elements to the detriment of the United States Government.

I FULLY REALIZE THE FOLLOWING:

I will be issued a DA Form 3749 (Equipment Receipt) which I will sign. I will surrender this receipt to the arms room whenever signing the weapon out. I will keep this receipt in my possession at all times and will not lend this receipt to anyone. I will report the loss of this receipt to the supervisor immediately.

That whenever I am in possession of my assigned weapon, I am responsible for the security of my weapon and ammunition at all times, especially when under field conditions and I will report the loss, theft, or damage of weapons and ammunition immediately to my supervisor.

That I am not authorized to be in possession of any unauthorized weapons or ammunition, either on my person, in my personal property, or privately owned vehicle. I realize that any privately owned weapon(s) which I might possess on the reservation will be registered with the Provost Marshal in compliance with AR 190-11 and that a copy of the weapon(s) registration certificate will be turned over to my commanding officer. Further my privately owned weapon(s) and all privately owned ammunition will be secured in the unit arms room unless I have obtained permission from my commander to be in possession of them or when I have permission to retain them in my quarters.

PRINTED NAME AND RANK

SIGNATURE

DATE SIGNED

PRIVATE WEAPONS

NOMENCLATURE	ON-HAND		REGISTERED WITH 42ND MILITARY POLICE BDE	REGISTRATION CARDS FILED WITH UNIT	HAND RECEIPT ISSUED TO OWNER
	OPEN	CLOSE			
PISTOLS					
SHOTGUNS					
RIFLES					

PRIVATE AMMUNITION

NOMENCLATURE	ON-HAND		AUTHORIZED ONE OR TWO BOXES PER WEAPON
	OPEN	CLOSE	
PISTOLS			
SHOTGUNS			
RIFLES			

SENSITIVE ITEMS

NOMENCLATURE	ITEMS		TDY/SCHOOL		ORD/REPAIR		HAND RECEIPT		ISSUED		TOTAL ASGD
	OPEN	CLOSE	OPEN	CLOSE	OPEN	CLOSE	OPEN	CLOSE	OPEN	CLOSE	

I have physically checked all weapons, ammunition, and sensitive items that are assigned to this unit and they are located as shown above. Further, all privately-owned weapons secured herein have been properly registered with Joint Base Lewis-McChord.

OPENING INVENTORY BY

PRINTED NAME RANK

SIGNATURE

DATE TIME

CLOSING INVENTORY BY

PRINTED NAME RANK

SIGNATURE

DATE TIME

JOINT BASE LEWIS-MCCHORD REGISTRATION OF PERSONAL FIREARMS

(Form must be legibly completed and have no corrections. Weapon registration is non-transferable.)

PRIVACY ACT OF 1974

AUTHORITY: 10 U.S.C., Section 3013. PURPOSE: To assist the commander in carrying out effective law enforcement, troop safety, and crime prevention program. The SSN is required for identification purpose. The home address and home phone number is required to contact the owner of firearms. ROUTINE USE: Information is furnished to Federal Bureau of Investigation, US Customs Services, Bureau of Alcohol, Tobacco and Firearms, state and local law enforcement, etc., for investigation and prosecution when such cases fall within their jurisdiction. DISCLOSURE: Disclosure of the information is voluntary; however, failure to provide all information may result in not being allowed to register personal firearms.

1. DATE OF BIRTH (DD/MM/YYYY)		2. PLACE OF BIRTH (CITY, STATE)		3. WEAPON STORAGE LOCATION OFF POST <input type="checkbox"/> ON POST QUARTERS <input type="checkbox"/> UNIT ARMS RM <input type="checkbox"/>		
4. NAME OF OWNER (Last, First, MI)			5. RANK / GRADE		6. SSN	
7. HOME ADDRESS / MAILING ADDRESS			8. CITY		9. STATE	10. ZIP CODE
11. UNIT/ORGANIZATION			12. WORK PHONE NUMBER		13. HOME PHONE NUMBER	
14. DRIVER LICENSE NUMBER / STATE			15. POST DECAL NUMBER			
16. Weapons must be stored and transported in accordance with Fort Lewis regulations. Concealed weapon permits are not valid on JBLM.						
17. I have read and understand Fort Lewis regulation governing personal weapons and all information on this form is correct, including personal information and description of firearms.				18. SIGNATURE OF OWNER		19. DATE SIGNED
20. DESCRIPTION OF FIREARM						
MAKE	TYPE/ACTION	SERIAL NUMBER	CALIBER/GAUGE	MODEL NUMBER	OVERALL LENGTH/FINISH	BARREL/LENGTH
(1)						
(2)						
(3)						
(4)						
(5)						
(6)						
(7)						
(8)						
21. NAME OF UNIT COMMANDER		22. SIGNATURE OF UNIT COMMANDER			23. DATE SIGNED	
24. NAME OF REGISTRAR (Vehicle Registration Personnel Only)		25. SIGNATURE OF REGISTRAR			26. DATE SIGNED	

HJB FORM 816, NOV 2010
DES

PREVIOUS EDITION IS OBSOLETE

Page 1 of 2
ASD PE V1.02

HJB Form 816, Page 1

JBLM WEAPONS REGISTRATION

Personnel Required to Register Personal Weapons

All Soldiers assigned to JBLM and personnel residing on JBLM must register their privately owned weapons within three working days of their arrival to JBLM or acquisition of the weapon.

Persons not authorized to possess or retain privately owned weapon(s) are not authorized to register a privately owned weapon.

Registration Process

Personnel will legibly complete a HJB Form 816 (Registration of Personal Firearms (November 2010) and bring the form to JBLM Vehicle Registration. DO NOT BRING YOUR WEAPON TO WALLER HALL. The HJB Form 816 must be legibly completed and have no corrections.

Military Commanders are responsible to verify ownership and ensure information on the HJB Form 816 is correct. For Military Personnel E-6 and below, their Commander must sign the HJB Form 816. DO NOT COMPLETE THE "REGISTRAR" BLOCKS (#24-25).

Upon receipt of the HJB Form 816, Vehicle Registration will issue a 30 day temporary weapons registration. Ensure the mailing address listed on the HJB Form 816 is correct. You will receive the permanent registration in approximately 10 days by mail or you can make arrangements to pick up the weapon registration at Vehicle Registration.

Storing / Transporting Personal Weapons

Weapons must be stored on JBLM in either an Unit's Arms Room or family quarters and can only be carried in a vehicle when traveling to and from authorized hunting, target practice, matches, or off post locations.

When transporting weapons, they must be secured in the vehicle's trunk or, if the vehicle doesn't have a lockable trunk, encased in such a manner that it's not readily accessible to the driver or passengers. Weapons must be transported unloaded and ammunition stored separately from the weapon.

The completed HJB Form 816, with PMO and SAC-D stamps, must be located with the weapon(s) while on JBLM. Concealed weapon permits are not valid on JBLM.

**COMMAND ORIENTED ARMS, AMMUNITION, AND EXPLOSIVES (AA&E)
SECURITY SCREENING AND EVALUATION RECORD**

For use of this form, see AR 190-11; the proponent agency is PMG.

When completed, this form is considered personal in nature and should be protected by a For Official Use Only Cover Sheet.

NAME OF INDIVIDUAL BEING SCREENED	GRADE
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SECTION I - IMMEDIATE COMMANDER'S INTERVIEW

The interview required by AR 190-11 has been conducted.

NAME OF COMMANDER	GRADE	SIGNATURE	DATE
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SECTION II - PERSONNEL RECORDS SCREENING

Personnel records have been reviewed in accordance with the AR 190-11.
Information is is not attached which may preclude assignment.

NAME OF REVIEWING OFFICIAL	GRADE	SIGNATURE	DATE
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SECTION III - MEDICAL RECORDS SCREENING

Medical records have been reviewed in accordance with the AR 190-11.
Information is is not attached which may preclude assignment.

NAME OF REVIEWING OFFICIAL	GRADE	SIGNATURE	DATE
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SECTION IV - PROVOST MARSHAL/SECURITY OFFICE RECORDS CHECK

A law enforcement/security records check has been conducted in accordance with AR 190-11.
Information is is not attached which may preclude assignment.

NAME OF REVIEWING OFFICIAL	GRADE	SIGNATURE	DATE
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**SECTION V - LOCAL CIVILIAN LAW ENFORCEMENT AGENCY RECORDS CHECK
(If permitted by state, city, or local laws)**

Local civilian law enforcement agencies in the area of the individual's residence have been checked in accordance with AR 190-11.
Information is is not attached which may preclude assignment.

NAME OF REVIEWING OFFICIAL	GRADE	SIGNATURE	DATE
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SECTION VI - IMMEDIATE COMMANDER EVALUATION

Individual has been screened in accordance with AR 190-11.
After thorough review of all information provided, I find this individual suitable unsuitable to perform duties which involve responsibility for the control, accountability, and shipment of AA&E.

NAME OF REVIEWING OFFICIAL	GRADE	SIGNATURE	DATE
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DA FORM 7281, SEP 2009

PREVIOUS EDITIONS ARE OBSOLETE.

APD LC v1.00ES

Appendix C Use of Force

1. Your mission is to protect resources defined as inherently dangerous to others, specifically, military weapons, munitions, and/or explosives that, in the hands of an unauthorized individual, present a potential danger of death or serious bodily harm to others. This means you are authorized to use force, up to and including deadly force, to prevent actual theft or sabotage of these resources.

2. While on duty a loaded magazine will be inserted in the magazine well of your weapon. The chamber will remain empty, with the bolt or slide in the forward position and the weapon on safe until the use of deadly force becomes necessary.

3. If force is required, non-deadly force will be used to the maximum extent reasonably practicable. Only a few of these options may be available to you and none may be reasonable in a given situation. For example, it is not reasonable to attempt verbal persuasion when someone is already firing at you. Nor should you attempt to use unarmed defensive techniques with a person armed with a knife. If reasonably practicable, the following non-deadly force options should be considered in the order listed:

a. Verbal Persuasion. Announcing your presence, the fact that you are armed, and challenging the unauthorized person(s) involved.

b. Unarmed defense techniques.

c. Chemical aerosol irritant projectors (e.g. the use of pepper spray or mace).

d. MP club (e.g. baton).

e. Military working dogs (military working dogs will be used per AR 190-12).

d. Presentation of deadly force capability. Showing your presence, including the fact that you are armed with the intent of protecting US Government property.

4. In any case where you feel threatened, you should immediately alert other guard personnel, your supervisor, and the Military Police if possible. Use of the duress alarm is fully justified. Since this is not a combat situation in a theater of war you should be conservative by using only that level of force necessary to stop the threatening behavior. Calling for help is not cowardice but good common sense in the safe and effective accomplishment of your mission.

5. Deadly force is justified under conditions of extreme necessity and as a last resort when all lesser means have failed or cannot reasonably be employed. You are authorized to use deadly force when you have exhausted all other reasonable means to:

a. Protect yourself or other personnel who are in imminent danger of death or serious bodily harm.

b. Prevent actual theft or sabotage of military weapons, munitions, and/or explosives.

c. When it appears reasonably necessary to apprehend or prevent the escape of a person who, there is probable cause to believe, has committed an offense of the actual theft or sabotage of resources that are inherently dangerous to others such as military weapons, munitions, and/or explosives.

d. When given a lawful order by a superior who is governed by this regulation, for example, your Sergeant of the Guard.

6. Use of Firearms. Once you have made the judgment that the use of your assigned weapon is necessary the following procedure will be used:

a. Use available cover to protect yourself from the possibility the adversary is armed and, if reasonable, utilize presentation of deadly force and give the subject(s) a verbal order to halt and discard any weapons or other contents in their hands.

b. Chamber a round, observe the area behind the subject for innocent bystanders, take aim, and prepare to fire. NOTE: You need not wait to chamber a round if you have observed firearms or other weapons in the possession of the Subject(s) and believe you or other personnel are in danger. For example, a subject with a knife who is only a few feet away is a deadly threat and justifies the chambering of a live round.

c. If the Subject fails to comply with your orders and all other means of stopping the Subject have been exhausted or are impractical, deadly force is authorized. If the subject is compliant, maintain your covered position and await arrival of Military Police to take the subject(s) into custody.

d. If deadly force is necessary, aim center mass with the intent of rendering the person(s) incapable of continuing the activity or course of behavior. Shots will be fired only with due regard for the safety of innocent bystanders and will be discontinued once the threat is no longer present. Warning shots are prohibited.

e. In the case of holstered weapons, a weapon should not be removed from the holster unless there is a reasonable expectation that the use of the weapon may be necessary.

f. Render aid to a wounded subject(s) only when you are certain that there is no longer a threat present. Have other guards cover your activity and protect your weapon from being taken. Follow your unit procedures for clearing your weapon after the danger has passed.

7. All personnel will receive a use of force brief prior to performing security duties. All personnel assigned to guard duty must meet the use of force training requirements of AR 190-14, paragraphs 3-2 c.