



Arms Room Operations Course (AROC)

Physical Security Division
Directorate of Emergency Services (DES)



Course Objectives

- To assist commanders (CDRs)/facility managers (FMs) in the control and protection of arms, ammunition, and explosives (AA&E) in their unit arms rooms.
- To provide Arms Room Officers (AROs), Non-Commissioned Officers (NCOs), Physical Security Officers (PSOs), and unit armorers with a familiarization of arms room (AR) procedures and operations in accordance with (IAW) AR 190-11 and FL Reg 190-13-1.



Physical Security



That part of the Army security system, based on the threat analysis, concerned with procedures and physical measures designed to safeguard personnel, government property, and operations; to prevent unauthorized access to government equipment, facilities, material, and information; and to protect against sabotage, damage, misuse, and theft.



References

- AR 190-11, Physical Security of Arms, Ammunition, and Explosives (AA&E)
- AR 190-13, The Army Physical Security Program
- AR 190-51, Security of Unclassified Army Property (Sensitive and Non-sensitive)
- AR 710-2, Supply Policy Below the National Level
- DA Pam 710-2-1, Using Unit Supply System Manual (Manual Procedures)
- DA Pam 750-8, The Army Maintenance Management System (TAMMS Users Manual)
- DoD Reg. 5100.76-M, Physical Security of Sensitive Conventional AA&E
- FL Reg 190-11-1, Privately Owned Weapons, Ammunition Control and Prohibited Weapons
- FL Reg 190-13-1, Fort Liberty Physical Security Program



Required Forms

- FL Form Request for Personal Identification Code (PIC)
- FL Form 2488-E, Visual Count
- FL Form 2488-1E, Weapons & Ammunition Control Log
- DA Form 3749, Weapons Card
- DA Form 5513, Key Control Register and Inventory
- DA Form 7708, Personnel Reliability Screening and Evaluation



Who is Responsible for the Physical Security of AA&E?

- CDR
- Security Manager/S2
- ARO/NCO
- Key Control (KC) Custodian
- Armorers
- **Everyone!!!!**



Everyone's Responsibility



- To assure proper security and accountability of US Army property and equipment.
- To report improper physical security procedures to the first line supervisor, platoon leader, section leader, First Sergeant, or CDR, etc...



Security Manager/S2

- Provide assistance to AROs/NCOs, PSO, armorers, and KC Custodians.
- Ensure background checks (DA Form 7708) are properly completed.
- Conduct inspections of unit ARs.
- Inform CDRs of deficiencies/security concerns.
- Serve as liaison between the CDR and the Installation Physical Security Office.



Arms Room Officer/NCO

- Must be appointed in writing by the CDR.
- Must have completed background check (DA Form 7708), if listed on the unaccompanied access roster.
- Ensure accountability and security of AA&E.
- Has oversight of AR operations.

Note: Security clearances are not required to perform duties as an ARO/NCO.



Arms Room Key Custodian (KC)

- Primary and alternate(s) must be appointed in writing by the CDR.
- Must have completed background check (DA Form 7708).
- Maintains KC Register and Inventory (DA Form 5513).
- Issues/receives keys to and from authorized individuals.
- Conducts semi-annual inventories.
- Must attend AROC within six months of being appointed in writing.

Note: AR KC Custodians are strictly prohibited from being assigned as an armorer and will not be listed on the unaccompanied access roster.



Armorer

- Primary and alternate(s) must be appointed in writing by the CDR.
- Must have completed background check (DA Form 7708).
- Must be on FL 975 Request for PIC Issue.
- Must be on SF 700, if applicable.
- Must attend AROC within six months of being appointed in writing.



Armorer's Primary Duties

- Control armory access.
- Primary armorer must sign DA Form 5513 for the primary set of AA&E keys.
- Hand receipts for sensitive items (SIs) and equipment stored in AR.
- Conducts a visual count when accessing the armory for the first time.
- Maintains the Master Authorization List (MAL).
- Maintains and ensures proper forms are used for issuing/receiving AA&E.
- Ensures intrusion detection system (IDS) is activated when AR is unoccupied or not under direct observation.
- Conducts monthly operational tests (walk and duress) of IDS.



DA Form 7708 Personnel Reliability Screening



AR 190-13
Chp 2-21 and
App E

FOUO
PERSONNEL RELIABILITY SCREENING AND EVALUATION
For use of this form, see AR 190-13; the proponent agency is OPMG.

PRIVACY ACT STATEMENT

Authority: 10 USC 3013 Secretary of the Army; DOD 5200.08, Security of DODI Installations and Resources and the DOD Physical Security Review Board; AR 190-13, The Army Physical Security Program; and E.O. 9397 (SSN) as amended.

Principal Purpose: To evaluate the qualification and suitability of a person for assignment to sensitive duties or unaccompanied access to certain resources.

Routine Uses: In addition to those disclosures generally permitted under 5 U.S.C. 552 a(B) of the Privacy Act, this information can be shared with local law enforcement agencies for criminal background checks.

Note: This system of records may contain personally identifiable health information (PHI). The DoD Health Information Privacy Regulation (DoD 5025.18-R) issued pursuant to the Health Insurance Portability Act of 1996, applies to most such health information. DoD 5025.18-R may place additional procedural requirements on the uses and disclosures of such information beyond those found in the Privacy Act of 1974, as amended, or mentioned in this system of records notice.

Disclosure: Voluntary, however failure to provide all or part of the requested information may result in a non-selection for the stated duties.

Citation: AD690-200 DAPE Department of the Army Civilian Personnel Systems (January 06 2004, 69 FR 790); and AD600-8-104 AHRC, Army Personnel System (APS) (July 30 2013, 78 FR 45914).

PART I - IMMEDIATE SUPERVISOR/COMMANDER INTERVIEW

1. NAME (Last, First, MI)	2. ORGANIZATION	3. POSITION TITLE	4. SSN
5. I <input type="checkbox"/> DO <input type="checkbox"/> DO NOT OBJECT TO PERSONNEL SCREEN REQUIREMENTS.			
6. SCREEN FOR			
<input type="checkbox"/> Unaccompanied access to arms, ammunition and explosives		<input type="checkbox"/> Unaccompanied access to control medical substances	
<input type="checkbox"/> Employment/Retention as DA Civilian Police or Security Guard		<input type="checkbox"/> Issuance of Physical Security Inspector Credentials	
<input type="checkbox"/> Other (specify) _____			
7. SIGNATURE			8. DATE (YYYYMMDD)
9. INTERVIEWER (Last, First, MI)		10. SIGNATURE	11. DATE (YYYYMMDD)

PART II - CHECK OF PERSONNEL RECORDS

12. POTENTIALLY DISQUALIFYING INFORMATION WAS <input type="checkbox"/> FOUND AND FORWARDED TO THE CERTIFYING OFFICIAL <input type="checkbox"/> NOT FOUND		
13. NAME (Last, First, MI)	14. SIGNATURE	15. DATE (YYYYMMDD)

PART III - CHECK OF SECURITY RECORDS

16. POTENTIALLY DISQUALIFYING INFORMATION WAS <input type="checkbox"/> FOUND AND FORWARDED TO THE CERTIFYING OFFICIAL <input type="checkbox"/> NOT FOUND		
17. PERSONNEL SECURITY INVESTIGATION (PSI): COMPLETED ON DATE (YYYYMMDD) _____		
TYPE (NACL, ANACI, SSBI, etc.) _____ <input type="checkbox"/> FAVORABLY ADJUDICATED <input type="checkbox"/> DOSSIER REVIEW REQUIRED		
18. PSI REQUEST OR REINVESTIGATION (IF REQUIRED): SUBMITTED ON DATE (YYYYMMDD) _____		
TYPE (NACL, ANACI, SSBI, etc.) _____		
19. SECURITY CLEARANCE: <input type="checkbox"/> NONE <input type="checkbox"/> CONFIDENTIAL <input type="checkbox"/> SECRET <input type="checkbox"/> TOP SECRET <input type="checkbox"/> NOT REQUIRED		
20. NAME (Last, First, MI)	21. SIGNATURE	22. DATE (YYYYMMDD)

PART IV - CHECK OF MEDICAL RECORDS

23. POTENTIALLY DISQUALIFYING INFORMATION WAS <input type="checkbox"/> FOUND AND FORWARDED TO THE CERTIFYING OFFICIAL <input type="checkbox"/> NOT FOUND		
24. NAME (Last, First, MI)	25. SIGNATURE	26. DATE (YYYYMMDD)

PART V - CHECK OF LAW ENFORCEMENT RECORDS

27. POTENTIALLY DISQUALIFYING INFORMATION WAS <input type="checkbox"/> FOUND AND FORWARDED TO THE CERTIFYING OFFICIAL <input type="checkbox"/> NOT FOUND		
28. NAME (Last, First, MI)	29. SIGNATURE	30. DATE (YYYYMMDD)

PART VI - RESULTS OF RANDOM/DIRECTED DRUG TESTING

31. TESTS RESULTS WERE:		
<input type="checkbox"/> FORWARDED TO THE CERTIFYING OFFICIAL <input type="checkbox"/> CERTIFIED NEGATIVE <input type="checkbox"/> NOT A TESTING-DESIGNATED POSITION		
32. NAME (Last, First, MI)	33. SIGNATURE	34. DATE (YYYYMMDD)

Screening Position

S1

S2

Medical

Law Enforcement

Not Required for AA&E



PART VII - IMMEDIATE SUPERVISOR/COMMANDER EVALUATION/ BRIEFING

35. AFTER A THOROUGH REVIEW OF INFORMATION PROVIDED, I FIND THE PERSON:
 SUITABLE FOR THE POSITION/DUTY UNSUITABLE FOR THE POSITION/DUTY

36. I HAVE BEEN BRIEFED ON MY DUTIES AND UNDERSTAND THE STANDARDS.	37. SIGNATURE	38. DATE (YYYYMMDD)
39. NAME OF CERTIFYING OFFICIAL (Last, First, MI)	40. SIGNATURE	41. DATE (YYYYMMDD)

PART VIII - CONTINUING PERIODIC EVALUATION

Document changes in the individual's status and/or administrative data. Attach a continuation sheet if additional room is required to document an update. Follow guidance in the pertinent regulation for documentation requirements for restriction, suspension, administrative termination, or disqualification. (ATTACH BLANK SHEET FOR CONTINUATION OF PART VIII)

42. PERSON'S SIGNATURE/ DATE	43. CERTIFYING OFFICIAL'S SIGNATURE/DATE	44. REASON FOR UPDATE

PART IX - SUSPENSION OR TEMPORARY DISQUALIFICATION (PENCIL ENTRY)

PART X - ADMINISTRATIVE TERMINATION

45. EFFECTIVE DATE (YYYYMMDD)	46. EFFECTIVE DATE (YYYYMMDD)
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PART XI - DISQUALIFICATION

<p>47. STATUS AT TIME OF DISQUALIFICATION</p> <input type="checkbox"/> 1. Being screened for <input type="checkbox"/> 2. Assigned to/as: <input type="checkbox"/> a. Unaccompanied access to AA&E <input type="checkbox"/> b. Unaccompanied access to controlled medical substances <input type="checkbox"/> c. DA Civilian Police or Security Guard <input type="checkbox"/> d. Other _____	<p>48. REASON FOR DISQUALIFICATION</p> <input type="checkbox"/> 1. Alcohol abuse <input type="checkbox"/> 2. Drug abuse <input type="checkbox"/> 3. Negligence/delinquency in duty performance <input type="checkbox"/> 4. Court-martial/civilian convictions <input type="checkbox"/> 5. Physical/mental condition <input type="checkbox"/> 6. Poor attitude/lack of motivation <input type="checkbox"/> 7. Other (Explain in Block 50)
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49. PERSON IS DISQUALIFIED FROM THE SUBJECT POSITION/DUTIES

50. RATIONALE

51. PERSON WAS NOTIFIED OF DISQUALIFICATION ON _____ by _____
 DATE (YYYYMMDD) METHOD OF NOTIFICATION

52. NAME OF CERTIFYING OFFICIAL (Last, First, MI)	53. SIGNATURE	54. DATE (YYYYMMDD)
55. NAME OF REVIEWING OFFICIAL (Last, First, MI)	56. SIGNATURE	57. DATE (YYYYMMDD)

Final Disposition Signatures

Annual Review

Disqualification



All Signatures Must Be Digitally Signed per AR



DA Form 7708



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Home of the Airborne and Special Operations Forces

Tip of the week Army teens can join the Auto Skills program. <https://www.armymwr.com/programs-and-services/automotive-skills>

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FORT LIBERTY ROADS PROJECTS LINK: [CLICK HERE](#)

PCON-Alpha. See Announcements section below for weather updates and road construction info. For information about upcor



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Fort Liberty's Premier Source for Information

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KNOW YOUR LANE! FORT LIBERTY OFF LIMITS ESTABLISHMENTS

 Garrison Command Podcast Page

Click here for the Garrison Commander's "How a Garrison Works" Podcast page.

-  Disaster Recovery Guide
-  Ready Liberty-Disaster Preparedness
-  DPW Housing Division
-  Submit a Demand Maintenance Order Online Request
-  Weapons Registration Form and Information
-  **Law Enforcement Center**
-  Sponsorship
-  Installation Passport Office

Scroll down until you see Law Enforcement Center Tab



DA Form 7708



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LAW ENFORCEMENT CENTER



LAW ENFORCEMENT CENTER

Phone:
(910) 396-1179; (910) 396-0391

Fort Liberty's Law Enforcement Center and Office of the Provost Marshal provides 24-hour law

MENU

- Community Police
- Traffic Accident Investigations
- Conservation Law Enforcement
- Crime and Criminal Intelligence Analyst Unit
- Police Records and Services**
- Cumberland County Sheriff Liaison
- LEC References
- FAQs
- Directorate of Emergency Services
- Law Enforcement Center
- Physical Security Division
- Integrated Incident Management Center
- Fire and Emergency Services

Scroll Down to Police Records and Services Tab



DA Form 7708



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POLICE RECORDS AND SERVICES

LAW ENFORCEMENT CENTER

Phone: (910) 396-5569, (910) 396-9271

Location:

Police Records Section ensure that police-related records and reports are properly stored and disseminated within legal and policy guidelines for LE-related information. All requests for Police Services

5. Downloadable forms are available using the links below:

[FORT LIBERTY LOCAL NAME/BACKGROUND CHECK \(CLICK HERE\)](#)

*Used for UPL, SHARP, school volunteer, general purpose, etc.

*Complete Section 2 and send in (DO NOT sign the bottom)

[LAW ENFORCEMENT REPORT REQUEST FORM \[FOIA REQUEST\] \(CLICK HERE\)](#)

*For non-official requests for police reports include proof of identity or 3rd party release

*For official requests (CDRs, Legal POCs, LOD Investigators) should provide authorization memo or appointment orders in order to obtain an unredacted copy of a report)

[DA Form 7708 - PERSONNEL RELIABILITY SCREENING AND EVALUATION BACKGROUND CHECK \(CLICK HERE\)](#)

*Used for Arms Room, as directed per unit

Scroll Down to Number #5
Click and Complete



DA Form 7708



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Police Records Section ensure that police-related records and reports are properly stored and disseminated within legal and policy guidelines for LE-related information. All requests for Police Services will be done electronically per the below guidance. The Police Records Section completes Background Checks and facilitates Freedom of Information Act (FOIA) requests for copies of reports.

Memorandum for All Personnel Requesting Remote Assistance from Police Services

Guidance for obtaining background checks and reports:

1. All form requests and supporting documentation (if required) will be sent

to: USARMY.LIBERTY.IMCOM.MBX.POLICE-SERVICES@ARMY.MIL

**** NOTE: This e-mail box won't accept encrypted e-mail. If you need to send data encrypted due to PII constraints or e-mail accounts that block PII (i.e., soc.mil/socom.mil/etc.) We recommend using the DOD SAFE APP at [HTTPS://SAFE.APPS.MIL](https://safe.apps.mil) to drop off the file(s). Note: be sure to send the decryption phrase if encryption option is selected. If you have a problem accessing this site, please contact us and we can push a file request to you. *****

2. Proof of identity is required if sending from other than a government e-mail account (i.e., g-mail/AOL Mail/Google/Yahoo/etc.) Include a copy of your Driver's License with your request.

3. Forms will be accepted as a pdf digitally signed or hand signed and scanned. They must be sent as an

Phone:

(910) 396-5589; (910) 396-9271

Location:

Located at the Law Enforcement Center, Bldg. 2-5634

Hours of Operation:

9 a.m. to 5 p.m., Monday through Friday; closed on federal holidays

▶ Directorate of Emergency Services

Scroll up to #1
Submit To Link

USARMY.LIBERTY.IMCOM-ATLANTIC.MBX.POLICE-SERVICES@MAIL.MIL



Arms Room Risk Categories



Category I

- Non-nuclear, portable missiles and rockets “in a ready to fire” config.
- Also applies where the launcher tube and explosive rounds are jointly stored or transported, i.e., Hamlet, Redeye, Stinger, Dragon, Javelin, Light Antitank Weapon, and Viper.

Category II

- Light automatic weapons, including .50 caliber, M16A2 rifle, Squad Automatic Weapon, and 40mm MK 19, machine gun



Arms Room Risk Categories



Category III

- Launcher tubes and grip stock.
- Sight assembly.
- Tracker.
- Mortar tubes up to and incl. 81mm.
- Grenade launchers.
- Rocket and missile launchers.
- Flame throwers.
- Launcher or missile guidance.

Category IV

- Shoulder-fired weapons, other than portable missiles, rockets and grenade launchers, not fully automatic.
- Handguns.
- Recoilless rifles, incl. 90 mm.



Arms Room Structure

- All ARs must be constructed at a minimum, as a Category II facility, and identified as such on DA Form 4604, Security Construction Statement. This is the lowest category allowed for storage of automatic weapons without a waiver or exception to policy.
- Two options are available if the AR does not meet the minimum standards:
 - Bring to standard by upgrading.
 - Request an exception to policy.



Security Construction Statement (DA Form 4604)



- A Directorate of Public Works (DPW) qualified engineer must verify the structure composition of AA&E facilities. Findings will be recorded on a DA Form 4604, to include the highest construction category for the storage of AA&E.
- The DA Form 4604 is prepared for the building, not the unit. It must always remain in the arms room.

IS TAB 1 TAB 1

SECURITY CONSTRUCTION STATEMENT
For use of this form, see AR 190-11; the proponent agency is DCSPER

INSTRUCTIONS

This form will be prepared in three copies. The original will be maintained permanently in the files of the individual signing the form. The first copy will be maintained permanently in the using unit/organizational files. The second copy will be filed permanently in the arms/ammunition storage facility. All entries except item 7 will be typewritten.

1. THE CONSTRUCTION OF THIS FACILITY CONFORMS TO THE CRITERIA OF AR 190-11 WHICH IS IN EFFECT ON THIS DATE EXCEPT AS INDICATED HEREON:

This facility consists of three areas, Alpha, Bravo, and Charlie. Each area has 10 magazines. Alpha and Bravo areas meet the standards established in AR 190-11, dtd 31 March 86, for storage of Class I and Class III items, respectively. Charlie area has recently been upgraded to store Class I items. Magazines number C-8, C-9, and C-10 currently have inoperative IDS systems. Repair parts are on order and are expected O/A 1025.

2. ROOM AND BUILDING NUMBER, STREET AND INSTALLATION ADDRESS

ASP 4, Wildflecken, FRG

3. THIS APPLIES TO

a. AN EXISTING STRUCTURE
b. CONSTRUCTION OF NEW FACILITY
c. MODIFICATION OF EXISTING FACILITY (Specify)

Charlie area was recently upgraded for Class I items. IDSs were installed. Upon installation, three relays were found to be defective. Replacement parts are on backorder from the contractor.

4. NAME OF OFFICIAL SIGNING IN ITEM 7 BELOW	GRADE	6. ADDRESS OF OFFICIAL
Jim Johnson	GS-12	44th Ord Co QASAS Wildflecken FRG
5. ORGANIZATION		
44th Ord Co		
7. SIGNATURE		DATE SIGNED
<i>Jim Johnson</i>		1 Oct 90

DA FORM 4604-R, 1 MAR 77

mno17093



Security Construction Statement (DA Form 4604)



- Must be recertified by DPW every 5 years.
- Must be visibly posted inside the AR.
- Contact the DPW Service Work Order section at 396-0321/8891/6682 to place a work order for a new certification.
- Once a work order # is issued, call 908-4502/309-7294 to schedule an appointment. Must provide work order # assigned by DPW.
- Required during physical security inspections.
- ARs not meeting standards must submit a waiver or exception to policy through the Installation PhySec Office.



Signage Posting Requirements for Outside/Inside of Arms Rooms

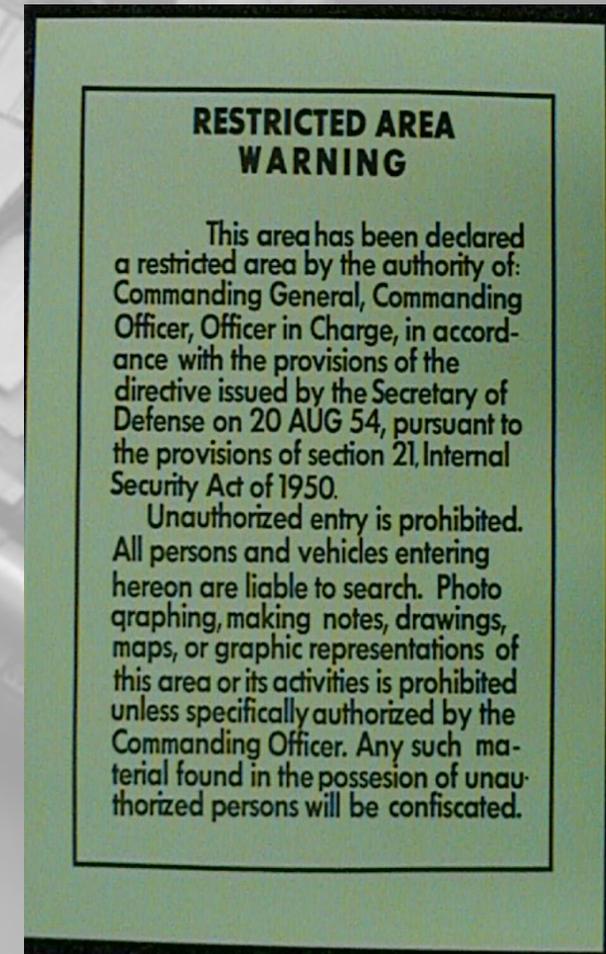


IDS Warning Sign

- Affixed at eye level.
- Posted on exterior wall of AR door.
- Required IAW AR 190-11.

Restricted Area

- Affixed at eye level.
- Must always be visible.
- Posted on exterior of AR entrance.
- Required IAW AR 190-13.



NOTE: Both signs must be visible when AR doors are open or closed.



Signage Posting Requirements for Outside/Inside of Arms Rooms



Lautenberg Amendment

- IAW DA MSG, DAPE-MPE-DR, 17 May 02, Subj: Reporting of Soldiers Affected by the Lautenberg Amendment, P302253zJun10. Amendment must be placed on the outside of the AR door, where it can be read during weapons issue/turn-in.

- Fire Control Symbols

Must be mounted and displayed IAW DA PAM 385-64. (Local purchase)



```
> RAAUZYUW RUEADWD2313 1371959-UUUU--RUEASRA.
> ZNR UUUUU ZYW ZOC ZEO T ALL US ARMY REPS AND ACTIVITIES
> ZUI RHHMBCB7960 1380045
> R 172023Z MAY 02
> FM DA WASHINGTON DC//DAPE-MPE-DR//
> TO ALARACT
> INFO RUEADWD/DA WASHINGTON DC//DAPE-MPE-PD//
> RUBDPLA/ARSTAF
> BT
> UNCLAS ALARACT 055/02
> SUBJECT: REPORTING OF SOLDIERS AFFECTED BY THE LAUTENBERG AMENDMENT
> A. HQDA (DAPE-MPE) MESSAGE 151100Z JAN 98, SUBJECT: HQDA MESSAGE ON
> INTERIM IMPLEMENTATION OF THE LAUTENBERG AMENDMENT. B. HQDA
> (DAPE-MPE) MESSAGE 211105Z MAY 99, SUBJECT: HQDA GUIDANCE ON
> DEPLOYMENT ELIGIBILITY, ASSIGNMENT, AND REPORTING OF SOLDIERS
> AFFECTED
> BY THE LAUTENBERG AMENDMENT. 1. THE PURPOSE OF THIS MESSAGE IS TO
> REITERATE THE REPORTING REQUIREMENT AND PROCEDURES IN REFERENCES A
> AND
> B FOR SOLDIERS AFFECTED BY THE LAUTENBERG AMENDMENT.
> 2. FEDERAL LAW PROHIBITS INDIVIDUALS CONVICTED OF A CRIME PUNISHABLE
> BY IMPRISONMENT FOR A TERM EXCEEDING ONE YEAR, A MISDEMEANOR CRIME OF
> DOMESTIC VIOLENCE, OR WHO ARE SUBJECT TO CERTAIN DOMESTIC VIOLENCE
> RESTRAINING ORDERS FROM SHIPPING, TRANSPORTING, POSSESSING, OR
>
>
>
>
> PAGE 02 RUEADWD2313 UNCLAS ALARACT 055/02
> RECEIVING FIREARMS OR AMMUNITION. THE TRANSFER, ISSUANCE OR SALE OF
> FIREARMS TO A PERSON WITH SUCH A CONVICTION OR UNDER SUCH AN ORDER IS
> ALSO A FELONY. CONVICTION DOES NOT INCLUDE A SUMMARY COURT-MARTIAL
> CONVICTION OR THE IMPOSITION OF NONJUDICIAL PUNISHMENT UNDER ARTICLE
> 15, UCMJ. 3. IT IS IMPERATIVE THAT SOLDIERS WITH QUALIFYING
> CONVICTIONS BE IDENTIFIED AND REPORTED TO ENSURE COMPLIANCE WITH LAW.
> COMMANDERS SHOULD TAKE ALL REASONABLE ACTION TO INVESTIGATE THOSE
> SOLDIERS THEY HAVE REASONABLE CAUSE TO BELIEVE HAVE QUALIFYING
> CONVICTIONS. SOLDIERS WITH QUALIFYING CONVICTIONS OR SUBJECT TO
> DOMESTIC VIOLENCE RESTRAINING ORDERS SHALL INFORM THEIR COMMANDERS AS
> SOON AS PRACTICABLE.
> 4. INSTALLATION/AGENCY COMMANDERS AND THEIR SUPPORTING JUDGE
> ADVOCATES WILL ESTABLISH MEMORANDUMS OF AGREEMENT WITH LOCAL LAW
> ENFORCEMENT AND CIVIL COURT AGENCIES TO ENSURE ADEQUATE SYSTEMS ARE
> IN PLACE FOR TRACKING ARRESTS AND CONVICTIONS OFF POST, TO INCLUDE
> EMERGENCY PROTECTION ORDERS AND DOMESTIC VIOLENCE ORDERS.
> 5. EDUCATION REQUIREMENTS. COMMANDERS WILL ENSURE SOLDIERS ARE
> INSTRUCTED ON WHAT THE LAW STATES AND THEIR REQUIREMENT TO INFORM
> THEIR COMMANDER OF ANY QUALIFYING CONVICTIONS.
>
>
>
>
> PAGE 03 RUEADWD2313 UNCLAS ALARACT 055/02
> A. ALL PRE-COMMAND COURSES WILL HAVE THIS REQUIREMENT INCLUDED
> IN
> THEIR PLAN OF INSTRUCTION (POI).
> B. A COPY OF THIS MESSAGE WILL BE PROMINENTLY DISPLAYED OUTSIDE
> UNIT ARMS ROOMS. 6. REPORTING REQUIREMENTS:
> A. ACTIVE ARMY. ALL SOLDIERS IDENTIFIED AS BEING AFFECTED BY
```





Arms Room

Standing Operating Procedures (SOP)

- Must be established in writing and approved through command channels.
- Must be updated and maintained in the AR.
- Must provide instructions for the posting of **armed guards (with assigned weapon and ammunition)** in the event of IDS failure.
- Must establish procedures to safeguard the weapon of a Soldier incapacitated while in the field.



Consolidated AR

- Letter of Agreement assigning responsibility for access, ICIDS, issue, receipt and physical accountability.
- Ensure SOP establishes consolidation procedures.
- Each armorer must conduct a count of their weapons on a separate FL Form 2488-E.
- Consolidated visual count by first armorer accessing the AR must be recorded on FL Form 2488-E.

Note: If all AA&E has been hand receipted to host armorer, then individual unit and consolidated visual counts are not required.



Types of AR Inspections

- Announced inspection conducted every 18 months (Refer to PSI MOI).
- Re-inspection – 6 months after failure.
- Unannounced inspection.
- Pre-occupancy - conducted prior to occupying an AR. Note: Units are not authorized to move into an AR without PhySec Office approval.
- Post-occupancy - Conducted within 30 days of occupying the facility.
- Ammunition License:



Coordinating the Inspection



- Projected inspections are outlined in the PhySec Inspections Program Objectives MOI. Available through the unit S2/Security Manager.
- The PhySec office will notify the S2/Security Manager 30 or more days prior to an inspection and will:
 - Discuss type of inspection(s).
 - Coordinate date(s), time(s) and unit(s) to be inspected.
- S2/Security Manager must notify subordinate units and ensure armorers and key custodians are available (to include both sets of keys with required paperwork).



Coordinating the Inspection



- If the KC custodian cannot be present, the original KC Register (DA Form 5513) must be in the AR.
- Must have 2 years of weapons/SIs serial number inventories available.
- If NVDs/NODs cannot be easily counted they must be laid out for inspection.
- Armorer(s) must have a current hand receipt with any change documents.



PhySec Inspector Credentials



UNITED STATES ARMY

DEPARTMENT OF THE ARMY
UNITED STATES OF AMERICA
1775

PHOTO

THIS IS TO CERTIFY THAT
WILLIAM HARDLOCK
WHOSE SIGNATURE AND PHOTOGRAPH APPEAR HEREON HAS BEEN APPOINTED
PHYSICAL SECURITY INSPECTOR

D. Miller
SIGNATURE OF PROVOST MARSHAL

William Hardlock
SIGNATURE OF INSPECTOR

01234

DA FORM 4261, AUG 88

(Red in Color)

Figure 3-1. Sample of a completed DA Form 4261

A PHYSICAL SECURITY INSPECTOR IS AUTHORIZED TO CONDUCT PHYSICAL SECURITY INSPECTIONS OF ORGANIZATIONS, ACTIVITIES, FACILITIES, AND INSTALLATIONS IN ACCORDANCE WITH THE PROVISIONS OF AR 190-13 AND WILL BE GRANTED ACCESS TO ARMY FACILITIES, RECORDS, AND INFORMATION BASED ON A NEED-TO-KNOW AND CONSISTENT WITH INSPECTOR'S CLEARANCE FOR ACCESS TO CLASSIFIED DEFENSE INFORMATION AND PROVISIONS OF APPLICABLE REGULATIONS.

THESE CREDENTIALS ARE ISSUED FOR THE OFFICIAL USE OF THE HOLDER DESIGNATED HEREON. USE OR POSSESSION BY ANY OTHER INDIVIDUAL WILL MAKE THE OFFENDER LIABLE TO PENALTY 18 USC 499,506, AND 701. IF FOUND RETURN TO OFFICE OF THE DEPUTY CHIEF OF STAFF FOR OPERATIONS AND PLANS, WASHINGTON, D.C. 20310-0440. POSTAGE GUARANTEED.

HEIGHT 72"
WEIGHT 195
EYES BLUE
HAIR BROWN
BIRTH DD/MM/YY
SSN 123-45-6789

Office, Provost Marshal
Ft. Bultright, AL 12345

ISSUING AGENCY **01234** SIGNATURE OF INSPECTOR *William Hardlock*

DA FORM 4261-1, AUG 88

Figure 3-2. Sample of a completed DA Form 4261-1

Arms room personnel should request to see prior to allowing access.



AR Inspection Areas

- DA Form 4604, Security Construction Statement.
- Key/lock control.
- IDS.
- Weapons/NVD security.
- AR operations.
- Issue procedures.
- Monthly serial number inventories.
- Military ammunition storage.
- Privately Owned Weapons (POWs)/Ammunition.
- Miscellaneous.



Rating Scheme



ADEQUATE

- No major deficiencies noted.
- Less than five minor deficiencies noted.

NOT ADEQUATE

- One or more major deficiencies noted.
- Five or more minor deficiencies noted.
- Recurring deficiencies during a re-inspection.

*** Identifies Major Deficiencies**



Most Common Deficiencies

- Loss of accountability of **AR** keys (**accounts for 80% of arms room failures**).
- Loss of accountability of weapons, ammunition and/or NVDs (**accounts for 15% of arms room failures**).
- Actual or administrative loss of AA&E (**accounts for 5% of arms room failures**).



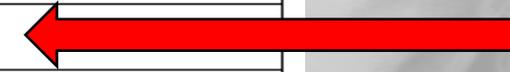
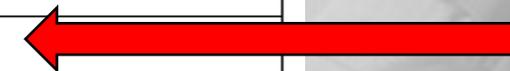
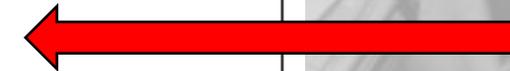


ARMS ROOM OVERALL RATING:

*Denotes major deficiencies.

*Recurring deficiencies from previous inspections will be reported until they are corrected IAW AR 190-13, para 2-15 h.

REQUIRED REFERENCES:	Yes	No	NA	INSPECTOR'S REMARKS
a. AR 190-11, Physical Security of AA&E, 17 Jan 19				
b. AR 190-13, The Army Physical Security Program, 27 Jun 19				
c. AR 190-51, Security of Unclassified Army Property, 27 Jun 19				
d. AR 710-2, Supply Policy Below the National Level, 28 Mar 08				
e. DA Pam 710-2-1, Using Unit Supply System, 1 Dec 16				
f. DA Pam 750-8, The Army Maintenance Management System (TAMMS) Users Manual, 22 Aug 05				
g. DoD 5100.76-M, Physical Security of Sensitive Conventional AA&E, 28 Feb 14				
h. FL Reg 190-13-1, Fort Liberty Physical Security Program, 13 Mar 20				
ARMS ROOM ADMINISTRATION:	Yes	No	NA	INSPECTOR'S REMARKS
1. Has the CDR ensured that all personnel involved in the control and inventory of AA&E, to include the arms room OIC, NCOIC, PSO, and armorers have attended the AROC? FL Reg 190-13-1, para 4-2 Note: AROC is provided the 1st Wednesday of each month. Personnel can register through the Physical Security Office via unit S-2s. Training is held at building 2-5935 (DES).				←
*2. Is vault door secured with GSA approved 3-position, changeable combination lock or with high security padlock (HSP) on most secure door? AR 190-11				
*3. Are combination locks changed initially when first put in service, annually, change in custodian, and personnel with knowledge departs, or when combination has been compromised? AR 190-11				←
(a) Is SF 700, Part 1 posted inside arms room and out of public view? FL Reg 190-13-1 (b) Is Part 2 & 2a (sealed portion) issued to the next higher S2? FL Reg 190-13-1				
4. Are restricted area signs conspicuously posted and in such a way as to always be visible? AR 190-11				
5. Is a copy of the Lautenberg Amendment displayed outside the arms room? MILPER msg dtd. 1720ZMay2002				
*6. Has a current risk analysis been conducted for the facility? AR 190-51; DA Pam 190-51 and has a DA Form 7278-R, Risk Level Worksheet been properly completed and posted?				←
*7. Has an approved DA Form 4604-R Security Construction Statement been completed and posted inside the arms room? AR 190-11 (must be revalidated every 5 years)				←
8. Has the unit established procedures for security of weapons of medically evacuated personnel during training? AR 190-11				
9. Has the CDR authorized in writing the storage of non-AA&E items (NVDs, optics, other high dollar/pilferable items)? AR 190-11				
10. Has a commissioned officer, warrant officer, or NCO been appointed in writing as the unit PS/arms room officer to ensure the PS requirements pertaining to the accountability and security of AA&E are met? AR 190-11 and FB Reg 190-13-1				
ACCESS CONTROL:	Yes	No	NA	INSPECTOR'S REMARKS
1. Is a current unaccompanied access roster posted inside the arms room? AR 190-11 and FL Reg 190-13-1				
2. Have local background checks (DA Form 7708), been completed for personnel having unaccompanied access to AA&E? AR 190-11 NOTE: DA Form 7708 must be digitally (CAC) signed by all parties.				





IDS ALARM REQUIREMENTS (2-TYPES OF SENSORS):	Yes	No	NA	INSPECTOR'S REMARKS
*1. Is the arms room protected by at least two types of sensors; a balance magnetic switch (BMS) or a motion detector or infrared sensor? AR 190-11				
2. Are monthly operational checks (walk-tests) of the IDS being properly conducted and a record maintained? FL Reg 190-13-1				
3. Is the IDS Warning sign posted at eye level on the wall near the entrance to the arms room? AR 190-11				
*4. In the event of IDS failure, are plans/procedures in place to post armed guards with ammunition until the IDS is operational? AR 190-11 and FL Reg 190-13-1				←
*5. Is the arms room staffed under constant surveillance by a guard, duty personnel, or have active IDS? AR 190-11				
*6. Do all personnel whose duties require access to IDS (i.e. armorers) have a PIC and are they prohibited from sharing PICs? AR 190-11 and FL Reg 190-13-1				
*7. If a PIC is compromised, or when an individual departs the unit, or no longer requires access to IDS are the PICs immediately replaced or withdrawn? AR 190-11 and FL Reg 190-13-1				←
KEY & LOCK CONTROL:	Yes	No	NA	INSPECTOR'S REMARKS
*1. Is the primary and alternate Key/Lock Custodian appointed in writing? AR 190-11 and FL Reg 190-13-1				
*2. Does the Key/Lock Custodian have a completed DA Form 7708 on file? AR 190-11 NOTE: DA Form 7708 must be digitally (CAC) signed by all parties.				←
*3. Does the custodian maintain a Key Control Register (DA Form 5513) with all required information to include; key serial number, total number of keys, and lock location? FL Reg 190-13-1				←
*4. Have authorized personnel signed for the arms room keys? AR 190-11				←
5. Are personnel who are responsible for safeguarding the arms room keys (i.e. alternate set) signed for a locked box or sealed envelope? AR 190-11				
6. Is the custodian conducting (Initially when appointed) semi-annually key/lock inventories and maintaining on file for a minimum of 1 year? AR 190-11 and FL Reg 190-13-1				
*7. Is the use of master or keyed alike locks prohibited? AR 190-11				
8. Are primary arms room keys secured in locked 20 gauge steel container which is kept under 24 hours surveillance or secured behind double barrier protection during non-duty hours? AR 190-11 NOTE: Procedures must be established to preclude access of stored keys which require 2-person control.				
9. Does the unit have a current roster of personnel authorized to receive arms room keys which is posted from public view? AR 190-11				
INVENTORIES/INSPECTIONS:	Yes	No	NA	INSPECTOR'S REMARKS
*1. Are monthly serial number inventories being conducted by the responsible officer, an NCO, warrant officer, commissioned officer, or DoD civilian appointed by the responsible officer and not by the same person in consecutive months? DA Pam 710-2-1 *Note: Unit armorers are prohibited from conducting this inventory (a) Per ALARACT 270/2011 dated 16 Nov 11, Digital Arms Room System users are still required to conduct and maintain record of hands on monthly sensitive item inventories utilizing most current property book hand receipt.				←
ISSUE/TURN-IN PROCEDURES (DA Form 3749/MAL)	Yes	No	NA	INSPECTOR'S REMARKS
*1. Are DA Forms 3749 (Weapons Card) being completed in ink or typed and contain all required information and has it been signed by a responsible officer? DA Pam 710-2-1 FL Reg 190-13-1				



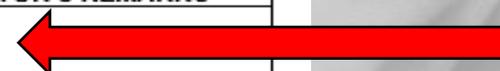
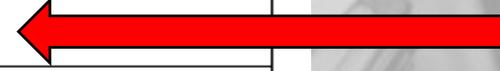
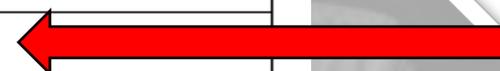


*2. Is the description of the equipment on the DA Form 3749 complete and accurate, and is the form signed by the individual assigned the equipment? DA Pam 710-2-1					
3. Is a current MAL prepared containing the names, number of equipment /serial number and unit of all individuals who will receive assigned weapons and updated as needed? AR 190-11 and FL Reg 190-13-1					
4. Are equipment/weapons receipt cards (DA Form 3749) issued for all individually assigned military weapons/sensitive items, and for privately owned weapons (POW) if stored in the arms room? FL Reg 190-13-1					
5. For ASSIGNED weapons issued regardless of time frame, are 2-tracking documents maintained? FL Reg 190-13-1					
6. If used are DA Forms 2082 and 3161 properly completed to include "To and From" blocks, accurate description of item(s) issued, correct serial number(s), and signed and dated in the appropriate blocks? DA Pam 710-2-1					
*7. Does the signature and date on the Weapons Control Log match the signature and date on the Hand Receipt or Weapons Card? DA Pam 710-2-1					
8. Is DA Form 2407, Maintenance Request, or electronically generated equivalent, DA Form 5990-E, on hand and completed properly for any weapons, NVDs or other sensitive items turned in for maintenance? DA Pam 750-8					
WEAPONS/SENSITIVE ITEMS ACCOUNTABILITY:	Yes	No	NA	INSPECTOR'S REMARKS	
*1. Is the armorer hand receipted for all weapons and NVDs and provided a copy of the hand receipt? DA Pam 710-2-1					
2. Is the armorer provided copies of change documents to their hand receipt and is the hand receipt updated at least every six months? DA Pam 710-2-1					
*3. When the arms room is first accessed for the day, is a visual count being conducted of all weapons, ammunition, NVDs, sensitive and pilferable items, and arms room keys and is the count recorded on FL Form 2488-E, Weapons, Ammunition, Sensitive Items, and Key Count Inventory? FL Reg 190-13-1 NOTE: A rule of thumb: If it's on the armorer's hand receipt it must be on the visual count.					
*4. Are weapons being stored in approved racks/containers and locked with approved secondary padlocks? AR 190-11					
*5. Are major parts for arms, such as barrels, major sub-assemblies, frames, and upper and lower receivers, being afforded the same protection as category IV arms? AR 190-11					
6. When responsibility of the arms room changes between authorized personnel, normally the armorers, is a joint visual count being conducted and recorded on FL Form 2488-E? AR 190-11 and FL Reg 190-13-1					
7. Is the two-man rule followed when both armorers are not available for a change of custody inventory? AR 190-11 and FL Reg 190-13-1					
8. Have locally fabricated weapons racks or modified racks been certified by the local engineer (TACOM)? AR 190-11					
9. Are weapons racks/containers weighing less than 500 lbs secured together with 5/16" hardened galvanized steel chains or secured to the structure with bolts and secured with DoD approved padlocks? AR 190-11					
10. Are tools not in use, such as hammers, bolt cutters, chisels, crowbars, hacksaws, cutting torches and similar items that could be used to breach arms storage facility (i.e. arms room) secured in lockable containers? AR 190-11					
PRIVATELY OWNED WEAPONS (POW):	Yes	No	NA	INSPECTOR'S REMARKS	
*1. Are all POWs (firearms) registered with the PMO (C.O.P.S. stamped PMO form) before entering the installation?					





FB Reg 190-11-1				
2. Are POWs and privately owned ammunition (POA) approved in writing by the CDR prior to being stored in the arms room? FL Reg 190-11-1				
*3. Has the armorer signed for each POW on a hand receipt DA Form 2062 and a copy retained in the arms room? FL Reg 190-11-1				
4. If POA exceeds 50 rounds per type of weapon has the unit CDR authorized in writing the storage of the excess POA? FL Reg 190-11-1				
5. Are POWs and their ammo (stored in arms room) inventoried and controlled like military AA&E to include issuance of DA Form 3749? FL Reg 190-11-1				
*6. When a POW is permanently removed from the arms room, is the final hand receipt and written approval from the CDR attached to the next monthly serial number inventory and retained on file for two years? FL Reg 190-11-1				
MILITARY AMMUNITION:	Yes	No	NA	INSPECTOR'S REMARKS
*1. Does the unit have a current ammunition license in order to be approved to store ammunition? AR 385-10 and DA Pam 385-64				
*2. If ammunition is stored in the arms room, is it being inventoried by lot number, quantity, type and DODIC during the monthly serial number inventories? DA Pam 710-2-1				
3. Has the CDR authorized the storage of ammunition and is the authorization posted in the arms room? AR 190-11				
4. Are containers weighing less than 500 lbs being used to store ammunition fastened to the structure, or in groups totaling more than 500 lbs, with chain(s) secured with secondary padlocks? AR 190-11				
*5. Is the armorer signed for the operational load ammunition on a DA Form 2062, or computer generated hand receipt and has the ammunition been added to property book? AR 710-2				
*6. Is the armorer signed for the training ammunition on a DA Form 5515, Training Ammunition Control Document? DA Pam 710-2-1				
CONSOLIDATED ARMS ROOM:	Yes	No	NA	INSPECTOR'S REMARKS
*1. If the facility is a consolidated arms room, have procedures been established in a written Letter of Agreement (LOA) to assign responsibility for access, issue, receipt, and physical accountability for all items? AR 190-11				
2. Has one CDR been designated (i.e. MOU) as having responsibility for the overall security of the consolidated storage facility? AR 190-11				
3. In consolidated arms rooms, is a consolidated visual count being conducted and recorded on FL Form 2488 by the first armorer accessing the arms room? AR 190-11 and FB Reg 190-13-1.				
*4. Are all weapon racks, weapons containers/cages and containers/cages used to secure sensitive items secured with approved secondary padlocks preventing the removal of weapons/sensitive items? AR 190-11				



Armorer's Hand Receipt



- Armorer must:
 - Hand receipt for all AA&E/SI (e.g. ammunition, new and/or added equipment) in the arms.
 - Retain signed copy on hand.
 - Update semi-annually.
 - Retain a copy of each DA Form 2062 reflecting turn-in, lateral transfer, etc., from the arms room.
- Number One Rule!
 - **ARMORERS WILL HAVE A RECEIPT FOR ALL EQUIPMENT IN OR ISSUED FROM THE ARMS ROOM.**
- Simply stated: Nothing enters or leaves without proper paperwork.



Arms Room Operation

- Daily Visual Count
- Issue Procedures
- MAL
- Monthly Serial Number Inventories



Daily Visual Count (FL Form 2488-E)



- Conducted when AR is accessed for the first time of the day, or whenever there is a change of armorers.
- Count ALL AA&E, sensitive and pilferable items stored in the arms room, including AR keys and ammunition if any – **IF ON ARMORER'S HAND RECEIPT - COUNT IT!**
- Retain on file for 90 days.
- Signatures required of persons relieved and accepting custody.
- Date/time.
- Use Two Man Rule (only used when alternate armorer assumes duty in absence of the primary armorer.)
- Ensure corrections are initialed by armorer in ink.





Example

WEAPONS, AMMUNITION, SENSITIVE ITEMS, AND KEY COUNT/INVENTORY

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

1. Type of Weapon	M4	M16A2	M249	M240B	M9	MK19	M2	ACOG	M145							5. Key	Signature of Persons Relieved & Accepting Custody of Arms Room & Arms Room Keys	DATE: 7 Oct 13
2. In Arms Room	50	25	10	10	20	5	5	75	10							18	6. Relieved:	TIME: 0630
3. Signed Out	0	0	0	0	0	0	0	0	0							0	7. Accepted:	DATE: 7 Oct 13
4. Total	50	25	10	10	20	5	5	75	10							18	<i>Kenneth Townsend</i>	TIME: 0630
2. In Arms Room	40	15	5	5	15	2	2	55	5							18	6. Relieved:	DATE:
3. Signed Out	10	10	5	5	5	3	3	20	5							0	7. Accepted:	TIME:
4. Total	50	25	10	10	20	5	5	75	10							18	<i>Kenneth Townsend</i>	DATE: 8 Oct 13
2. In Arms Room	40	15	5	5	15	2	2	55	5							18	6. Relieved:	DATE: 8 Oct 13
3. Signed Out	10	10	5	5	5	3	3	20	5							0	7. Accepted:	TIME: 1630
4. Total	50	25	10	10	20	5	5	75	10							18	<i>Craig Willhite</i>	DATE: 8 Oct 13
2. In Arms Room	50	25	10	10	20	5	5	75	10							18	6. Relieved:	DATE:
3. Signed Out	0	0	0	0	0	0	0	0	0							0	7. Accepted:	TIME:
4. Total	50	25	10	10	20	5	5	75	10							18	<i>Craig Willhite</i>	DATE: 9 Oct 13
2. In Arms Room	50	25	10	10	20	5	5	75	10							18	6. Relieved:	DATE: 9 Oct 13
3. Signed Out	0	0	0	0	0	0	0	0	0							0	7. Accepted:	TIME: 1430
4. Total	50	25	10	10	20	5	5	75	10							18	<i>Kenneth Townsend</i>	DATE: 9 Oct 13
REMARKS																		



Issue Procedures



- Equipment Receipt (DA Form 3749, Weapons Card) will be used.
- Hand Receipt (DA Form 2062).
- Request for issue or turn-in (DA Form 3161).
- Weapons Control Log (FL Form 2488-1E).



Issue Procedures

Equipment Receipt (DA Form 3749, Weapons Card)



- Complete in ink or type - must contain all required information.
- Must be signed by Soldier and responsible officer!!
- **Must be used as primary issue document.**
- Do not prepare a new DA Form 3749, solely for a change of CDR.

EQUIPMENT RECEIPT (DA PAM 710-2-1)	
1. UNIT [REDACTED]	2. RECEIPT NO. [REDACTED]
3. STOCK NO. [REDACTED]	4. SERIAL NO. [REDACTED]
5. ITEM DESCRIPTION [REDACTED]	
6. I hereby acknowledge receipt of this equipment from [REDACTED] of this unit.	
7. NAME [REDACTED]	
8. SIGNATURE [REDACTED]	9. GRADE [REDACTED]

INSTRUCTIONS

1. THIS CARD WILL BE SURRENDERED EACH TIME THIS EQUIPMENT IS ISSUED.
2. LOSS OF THIS CARD WILL BE REPORTED TO THE UNIT COMMANDER **IMMEDIATELY**.

[REDACTED]
[REDACTED]
(Signature of Issuing Officer)

DA FORM 3749, MAY 2009 PREVIOUS EDITIONS ARE OBSOLETE APD LC v1.00ES
REVERSE OF DA FORM 3749, MAY 2009 APD LC v1.00ES



Issue Procedures

Weapons Control Log (FL Form 2488-1-E)



- May be used as second form of issue documentation.
- Must be properly closed out upon return of AA&E/SI to arms room. (All blocks must be filled in).
- Must be kept on file until next SI inventory. If AA&E/SI is issued out then maintain until return.
- Soldier receiving AA&E/SI will initial any corrections.



Master Authorization List (MAL)



- Listing of personnel authorized to receive specific weapon/equipment.
- Updated to reflect personnel changes.
- Must be used to verify weapon assigned to Soldier.
- Must include:
 - Name and unit of Soldier(s).
 - Assigned number of the equipment receipt.
 - Type weapon/equipment and serial number.
 - Prior to issue, compare weapons card with MAL.



Monthly Serial Number Inventories



- Monthly serial number inventories will be conducted by a:
 - Commissioned officer.
 - Warrant Officer.
 - CPL and above.
 - DoD civilian appointed by the responsible officer.



Monthly Serial Number Inventories



- Responsible officer or NCO, warrant officer, commissioned officer or DOD civilian appointed by the responsible officer.
- The same person may not conduct an inventory in consecutive months.
- Armorers are prohibited from conducting inventories.



Monthly Serial Number Inventories



- SI Printout.
- Bulk count of AA&E, SIs, POWs, and ammunition.
- Serial number inventory of AA&E, SIs, and POWs.
- Signature, rank/grade, and date.
- Retained on file for 2 years if no discrepancies are found; **4 years if discrepancies are found.**

Note: Only looking at last 90-120 days or duration of armorer's tenure.



AA&E Key/Lock Control

- KC custodian/alternate must be appointed in writing by the CDR.
- KC custodian cannot have unaccompanied access to AR.
- Background check must be completed for all personnel authorized to issue or control AA&E keys.
- Unit must have a current roster of personnel authorized to receive AA&E keys.
- Only the alternate KC Custodian(s)/CDR may issue keys during the absence of the primary.



AA&E Key/Lock Control

- KC Register must be maintained at unit level.
- Keys must be signed out on the KC Register.
- Keys will not be removed from the installation.
- Inventories will be conducted semi-annually, if locks are changed, or if keys are lost.
- Inventory and KC Register will be retained for 1 year.



KC Register and Inventory (DA Form 5513)

- KC Registers will reflect:

- Unit/activity.
- Period covered.
- Key serial number, what the key goes to, and number of keys.
- Key issue/turn in.
- Inventories (joint and semi-annual).



KEY CONTROL REGISTER AND INVENTORY

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



Note-All entries on the form will be typed or made in black ink. Erasable ink and correction fluid is prohibited.

STEP 1

UNIT/ACTIVITY

50TH SIG BDE (Arms Room)

PERIOD COVERED

FROM:

TO:

- Enter the unit/activity that is establishing KC.
- The KC Custodian must maintain a separate KC register(s) for AR keys.
- KC Custodian will not be unit armorers or other persons responsible for AA&E storage facilities.





KEY CONTROL REGISTER AND INVENTORY

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

STEP 2

UNIT/ACTIVITY	PERIOD COVERED
50 TH SIG BDE (Arms Room)	FROM: 3 Dec 16 TO:

- FROM: Enter the date the KC Register begins - it will be the same date as the “TO” date on the previous KC register or first issue.
- TO: Enter a date in the block when the KC Register is closed out.





KEY CONTROL REGISTER AND INVENTORY

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

Lock Number/
Administrative Numbers

STEP 3

KEY CONTROL NUMBER(S)

(Insert serial number or other identifying number from the key)

1. Rack #6 2562H (2)	11.	21. Lock Location	31.
2. Rack #3 56021 (2)	12.	22. No of Keys	32.
3. HS Door XM24821 (3)	13.	23. Serial Number	33.
4. Spare H4832 (2)	14.	24.	34.
5. Lock Box H7723 (2)	15.	25.	35.
10.	20.	30.	40.





KEY CONTROL REGISTER AND INVENTORY

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

STEP 4

KEY ISSUE AND TURN IN

KEY NUMBER	ISSUE DATE/TIME	ISSUE BY Printed Name/Signature	ISSUE TO Printed Name/Signature	TURNED IN DATE/TIME	RECEIVED BY Printed Name/Signature
1 THRU 4	3 Dec 16 1030	John M. Doe	Larry R. Smith	3 Jun17 1030	John M. Doe
		<i>John M. Doe</i>	<i>Larry R. Smith</i>		<i>John M. Doe</i>
Locked Box or Sealed Envelope	3 Dec 16 1030	John M. Doe	Edward A. Charles		
		<i>John M. Doe</i>	<i>Edward A. Charles</i>		
1 THRU 4	3 Jun17 1030	John M. Doe	Dean V. Hall		
		<i>John M. Doe</i>	<i>Dean V. Hall</i>		

- Key number - Enter the administrative/lock number of keys being issued -not the serial number. Usually the locked box/sealed envelop will be issued to the S-2.





KEY CONTROL REGISTER AND INVENTORY

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

STEP 5

INVENTORIES (JOINT/SEMIANNUAL)

DATE	Printed Name/Signature	DATE	Printed Name/Signature
3 Dec 16	John M. DOE (Semiannual)		
	<i>John M. Doe</i>		
3 Jun 17	John M. DOE (Semiannual)		
	<i>John M. Doe</i>		

- Inventories of arms room facility keys will be conducted semiannually and kept on file for a minimum of 1 year.



KEY CONTROL REGISTER AND INVENTORY

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



UNIT/ACTIVITY 50 TH SIG BDE (Arms Room)	PERIOD COVERED FROM: 3 Dec 10 TO:
--	---

KEY CONTROL NUMBER(S)
 (Insert serial number or other identifying number from the key)

1. Lock Box 25835	(2)	11.	21.	31.
2.		12.	22.	32.
3.		13.	23.	33.

KEY ISSUE AND TURN IN

KEY NUMBER	ISSUE DATE/TIME	ISSUE BY <small>Printed Name/Signature</small>	ISSUE TO <small>Printed Name/Signature</small>	TURNED IN DATE/TIME	RECEIVED BY <small>Printed Name/Signature</small>
1/A	3 Jun 17 0530	John M. Doe	Edwards A. Charles	3 Jun 16 1730	John M. Doe
		<i>John M. Doe</i>	<i>Edwards A. Charles</i>		<i>John M. Doe</i>
1/A	4 Jun 17 0530	John M. DOE	Edwards A. Charles		
		<i>John M. Doe</i>	<i>Edwards A. Charles</i>		



General Arms Room Key Comments



- Total number of keys on register must match the entry in block #5, of FL Form 2488-E.
- Key custodian and alternate(s) must have a completed DA Form 7708.
- Appointment orders must cite AR 190-11 as authority.
- Appointment order date will not be earlier than the CDR's final evaluation on the DA Form 7708 (contained in Section VII).



Padlock Requirements

- Padlocks must be hardened steel.
- Must have a key operated pin tumbler.
- The shackle must lock at the heel and toe.
- **AND** have a capture key/key retaining feature.
- Local purchase must meet all of the above.



Padlock/Combination Lock/Hasps



- Only approved padlocks and hasps are authorized:
 - High Security Padlock S&G 831B or 833.
 - Secondary padlock series 200 or 5200 or equivalent
 - Master brand padlock, NSN 5340-00-158-3805 (**considered low security locks**)

Note: US Government approved padlocks are stamped "US"

- High Security Shrouded Hasp NAPEC 0957 & 0958 must be used with the High Security Padlock.
- All keys for AA&E must be original manufacturer issued keys. **Duplicate keys are prohibited!!!!!!**



Padlocks/Combination Locks/Hasps



1. 5200 Series Padlock Long Shackle (3-1/2") padlock- NSN: 5340-01-408-8434.

(The long shank padlock NSN: 5340-01-158-1998 is no longer in use.)

2. Standard 5200 Series Padlock NSN:

a. Without chain is 5340-00-158-3805.

b. With chain is 5340-00-158-3807.

3. Padlock 5200 equivalent -"Best" padlock, model 21B ordered key retaining.



Padlocks/Combination Locks/Hasps



4. **High Security Padlock:** S&G 833C, NSN 5340-01-217-5068

5. **Core Padlock High Security:** S&G 833-C, NSN: 5340-01-322-1087

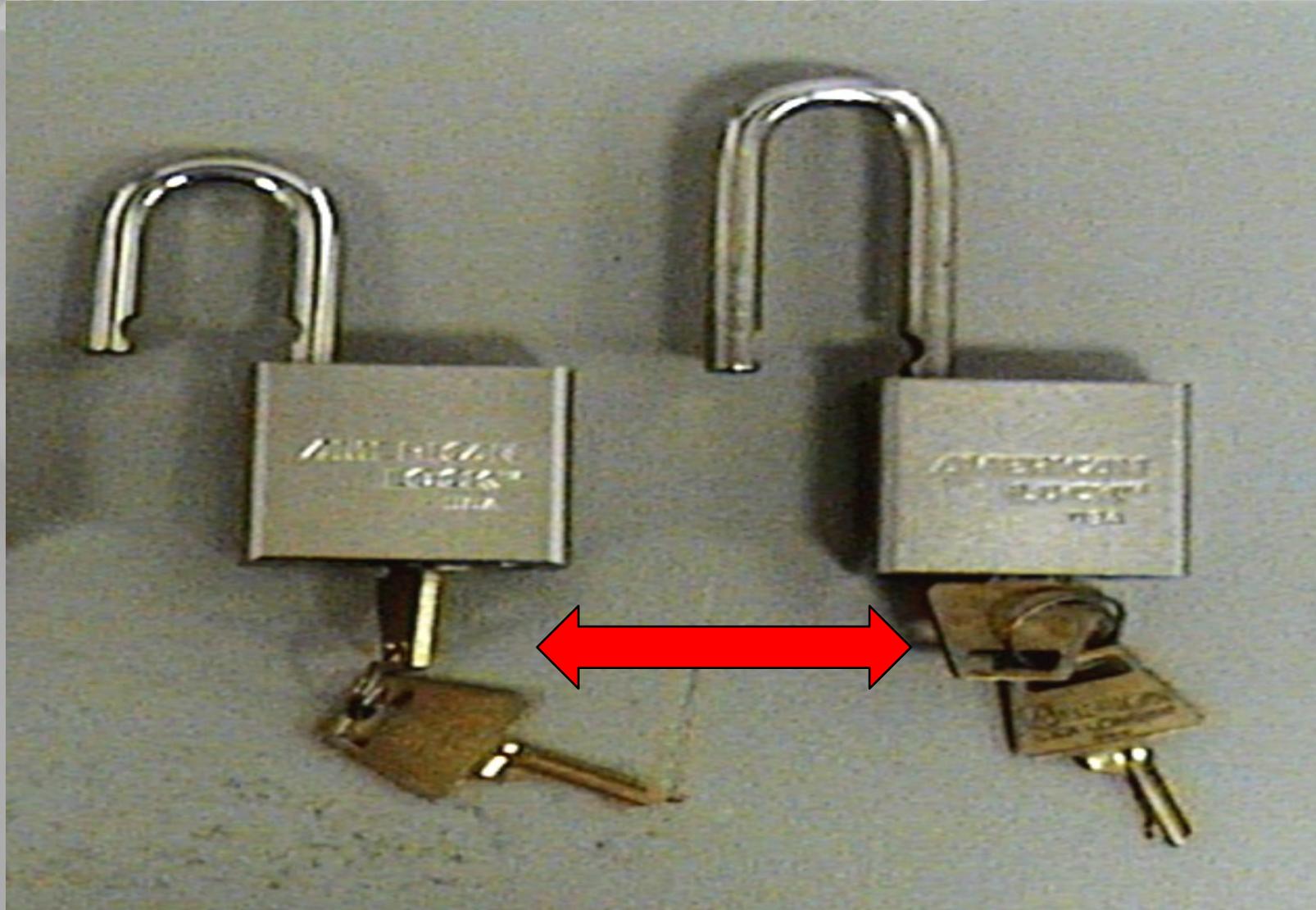
6. **Security Chains:** 5/16-inch galvanized heavy-duty, hardened steel Type 1, Grade C, Class 4 NSN: 4010-00-149-5583 or NSN: 4010-00-149-5575 or NSN: 4010-00-171-4427

7. **Security Seals:** railroad type numbered boxcar seals, NSN 5340-00-081-3381

8. **Electronic Security Cable-** FSN: 999 0775 cost \$7.22. **Security Pads:** FSN: 999 0774 cost \$16.84



Silver 5200 Series Padlocks (MUST CHECK)



Approved Master Locks



Check for "U.S." stamp not "SET"



High Security Padlocks (Front/Back View)



High Security Padlock Shroud



Padlocks/Combination Locks/Hasps



- A high security padlock comes w/3 keys.
- There are currently three types of duress switches:
 - Pedal activated - normally by foot (old).
 - Hand activated - has 1 key.
 - Hand activated - has a plastic reset tool (not considered a key)(new).
- Secure locks to a hasp or rack when opened (high security padlock may be locked to an eye-bolt).
- Ensure all keys have serial numbers to include the keys to the high security lock.
- Combination lock must be a Group 1 or 1A mechanical lock.



Group 1 or 1A Mechanical Combination Lock



Weapons Racks



- Weapons must be secured in standard racks (M-4, M-16, M-12, SAW, 9mm, etc).
- Secure all racks properly (locking bars in proper sequence).
- Locally fabricated/modified racks must be certified by the TACOM LAR (effective 1 Jan 02).
- POC for rack certification: TACOM 396-4477/396-0395/396-3316.



Weapons Racks



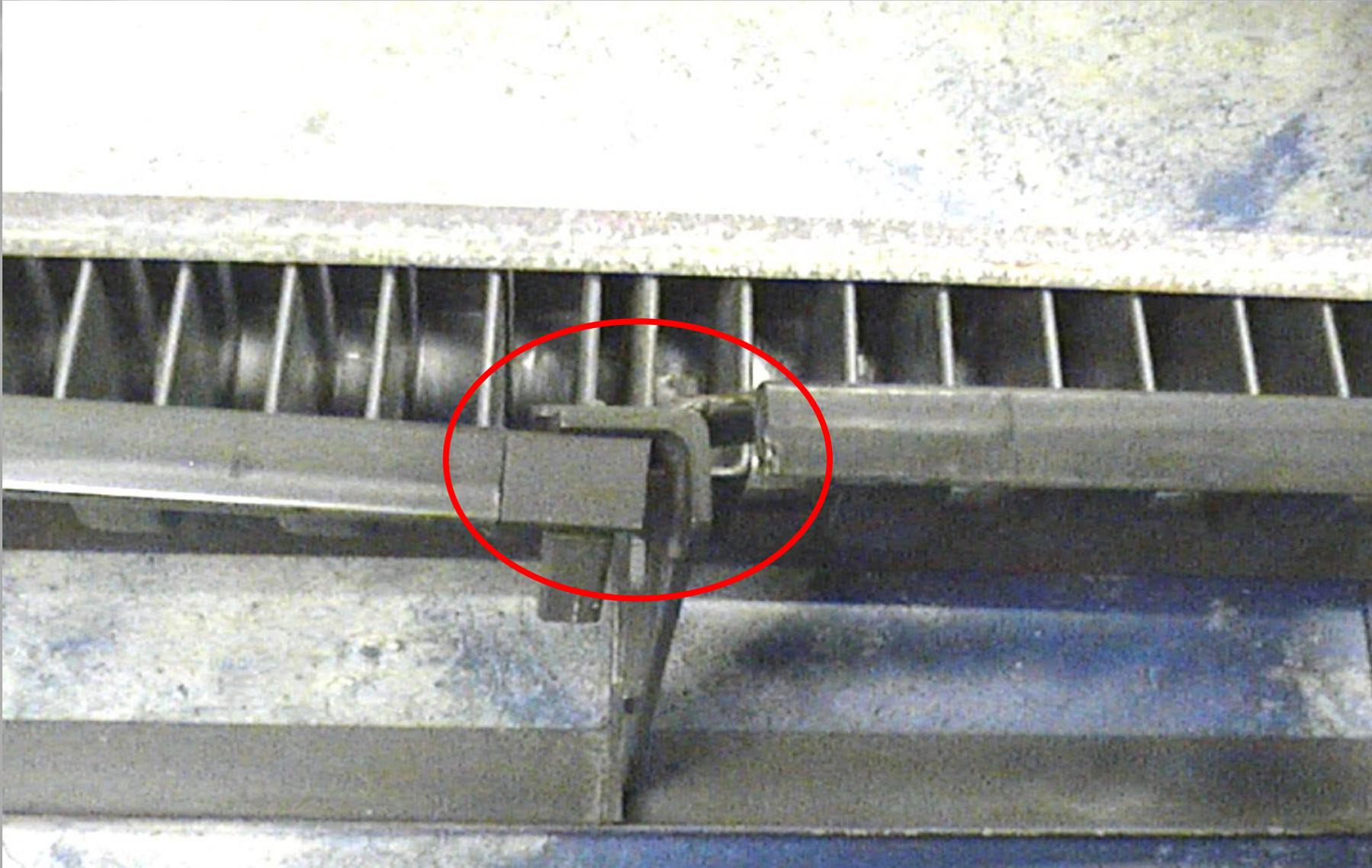
- Standard wall lockers that have been modified (i.e., hasps, etc.) are not required to be certified by TACOM.
- Racks weighing less than 500 lbs “EMPTY” - must be secured to the structure or chained together in groups to equal 500 lbs.
- Chain must be constructed of heavy-duty hardened steel, welded, straight links steel, galvanized.
- Must be at least 5/16-inch thickness.



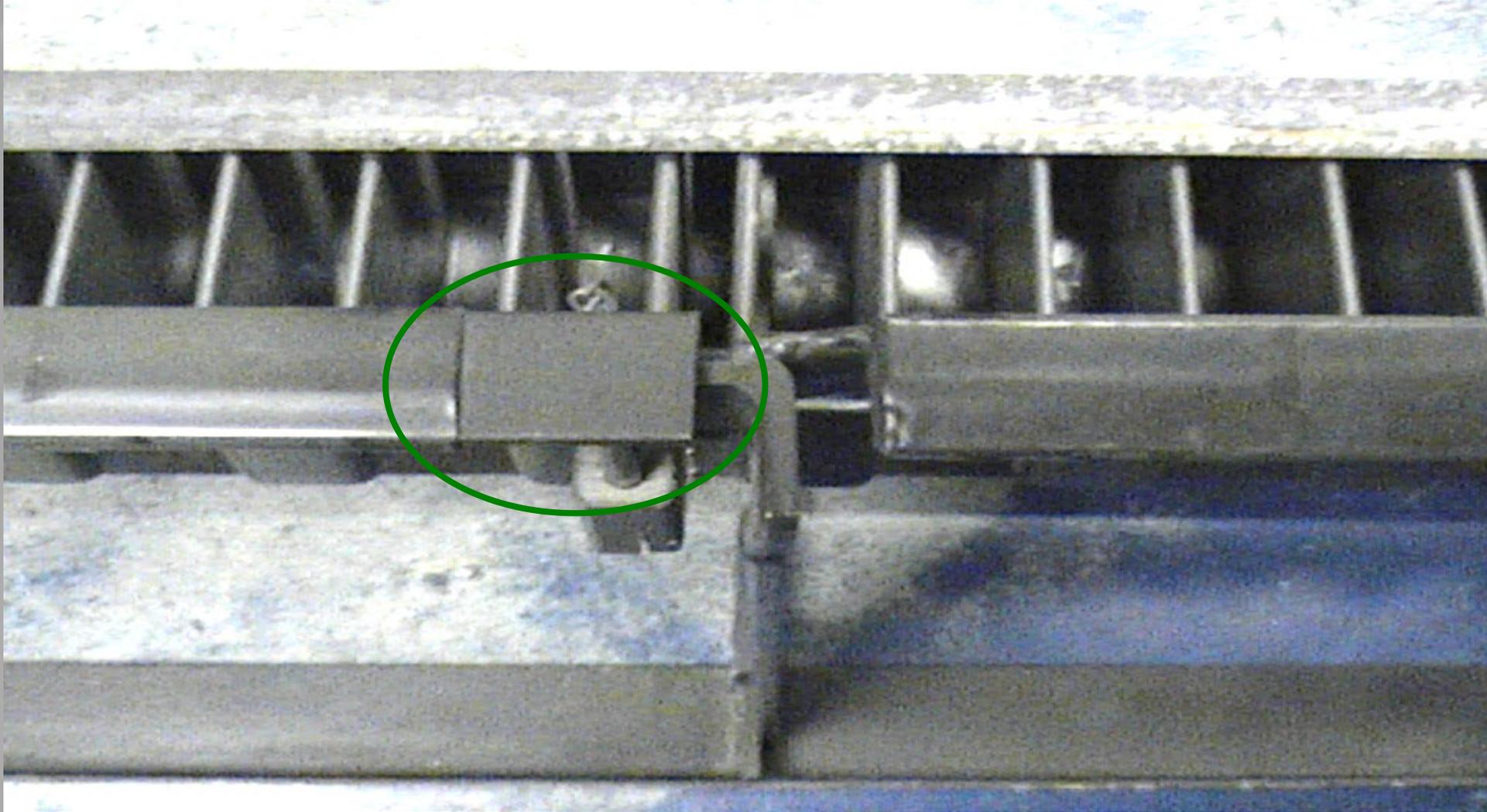
What's Wrong?



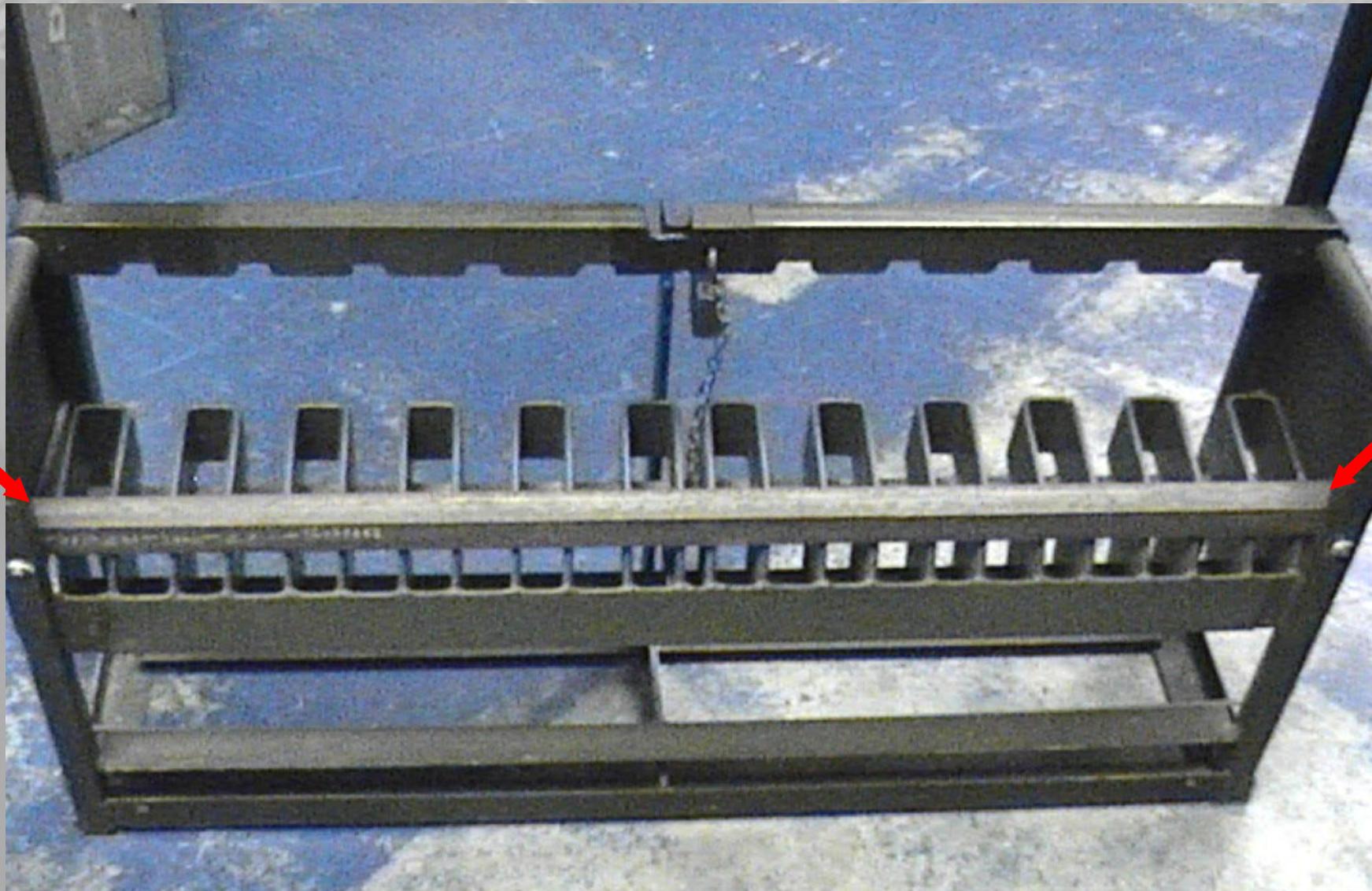
Incorrectly Locked M12 Rack



Correctly Locked M12 Rack



Modified M12 Rack for M4s



Modified Double Door Wall Locker



Wall Locker Modified and Chained



Chained Racks



Approved Weapons Racks



Small Arms...

Army Offers More Racks

Marvel Racks	
NSN 1095-01-	Description
565-2809	10 M4 carbines, M16 rifles or M500 shotguns, or in any combination
571-7310	2 120mm mortars
571-7275	10 M4s, plus 9 M9 pistols in a secure tray
571-7306	10 M4 carbines, M16 rifles or M500 shotguns, or in any combination, on a cart
571-7309	6 M249 machine guns
571-7313	60 M9s on pegs in 34-in tall rack
571-7321	Bin storage for optics and NVGs (can stack on 45-in tall rack)
571-7353	30 M9s (16-in tall rack that can be stacked on 45-in or 61-in tall rack)
571-7343	90 M9s on pegs in 45-in tall rack
571-7378	120 M9s on pegs in 61-in tall rack
571-7342	61-in tall rack with three adjustable shelves
571-7367	4 MK 19 machine guns
571-7344	6 M240B machine guns
571-7348	8 different positions for a combination of M4s, M16s, M500s and M249s
571-7357	2 M2 machine guns and 4 spare barrels (can be modified for 4 M2s)
571-7637	10 M4s or M16s or M500s, plus 9 M9s on pegs



SpaceSaver	
NSN 1095-01-	Description
550-7890	Transport rack for 6 M240Bs
550-5431	Transport rack for 6 M249s
550-7863	Transport rack for 3 MK 19s
561-5353	5 M16s or M4s
561-5359	Transport rack for 5 M16s or M4s
561-5366	3 M240Bs
561-5379	Transport rack for 3 M240Bs
561-5390	3 M249s
561-5403	Transport rack for 3 M249s
561-5419	1 M2
561-5431	Transport rack for 1 M2
561-5422	1 MK 19
561-5442	Transport rack for 1 MK 19
550-8020	2 M2s with 4 barrels
550-7885	Transport rack for 2 M2s and 4 barrels
523-4304	10 M16s or M4s
550-5429	Transport rack for 10 M16s or M4s
550-7893	6 M240s
523-4303	6 M249s
550-7881	4 MK 19s or mortar tubes

Stanley Vidmar	
NSN 7125-01-576-	Description
8257	Storage cabinet for 40 M16s
8258	Storage cabinet for 24 M16s or M4s
8259	Storage cabinet for 25 M240s
8260	Storage cabinet for 20 M240s
8261	Storage cabinet for 320 M9s
8256	Storage cabinet for 45 M4s without optics



Approved Weapons Racks



ONE LAST CHART!

WAR-TAC	
NSN 1095-01-571-	Description
7603	Rack that can hold each of the following:
	• 18 M16s, M4s, or M500 shotguns
	• 12 M16s or M4s with optics
	• 6 M16s or M4s and 4 M249s, all with optics
	• 9 M249s or M240Bs with optics
7608	• 5 M2s with spare barrels
	• 5 MK 19s
	Rack that can hold each of the following:
	• 18 M16s or M4s or M500s and 14 M9s and 12 special item containers
	• 12 M16s or M4s with optics and 14 M9s and 12 special item containers
• 9 M249s or M240Bs with optics and 14 M9s and 12 special item containers	
• 12 sniper rifles (all models) with optics and 14 M9s and 12 special item containers	
• 5 M2s with spare barrels and 14 M9s and 12 special item containers	
• 5 MK 19s with ground mounts and 14 M9s and 12 special item containers	

For more information about the racks, visit the manufacturers' websites:

Marvel:

<http://www.universalweaponracks.com/>

Space Saver:

<http://military.spacesaver.com/Military/productsolutions/weaponsstoragesystem.htm>

Stanley Vidmar:

<http://www.stanleyvidmar.com/military/weapons-storage>

WAR-TAC:

Call (251) 401-8242 or email wartacdrp@aol.com

THE ARMY WILL NOT BE STOCKING REPAIR PARTS FOR THESE RACKS.

THOSE PARTS MUST BE ORDERED DIRECTLY FROM THE MANUFACTURER.

OTHER RACK CONFIGURATIONS THAN THOSE DESCRIBED ABOVE ARE AVAILABLE, BUT AGAIN THOSE MUST BE ORDERED DIRECTLY FROM THE MANUFACTURER. THESE RACKS NEED TO BE CERTIFIED BY YOUR LOCAL TACOM LAR IF THEY HAVE NO NSN STAMPED ON THEM.



PS END



Ammunition Storage



- Operational ammo - must be consistent with requirements.
- Training ammunition - **will not be stored longer than 5 working days after last day of firing.**
- Armorer must be signed for ammunition (DA Form 2062, Hand Receipt or DA Form 5515, Training Ammunition Control document as appropriate).
- Must be included in monthly serial number inventories by LOT number, quantity, type and DODIC (if not sealed).
- Ammunition will be stored in its original sealed box or in an approved metal container.
- Must be included in daily visual counts.



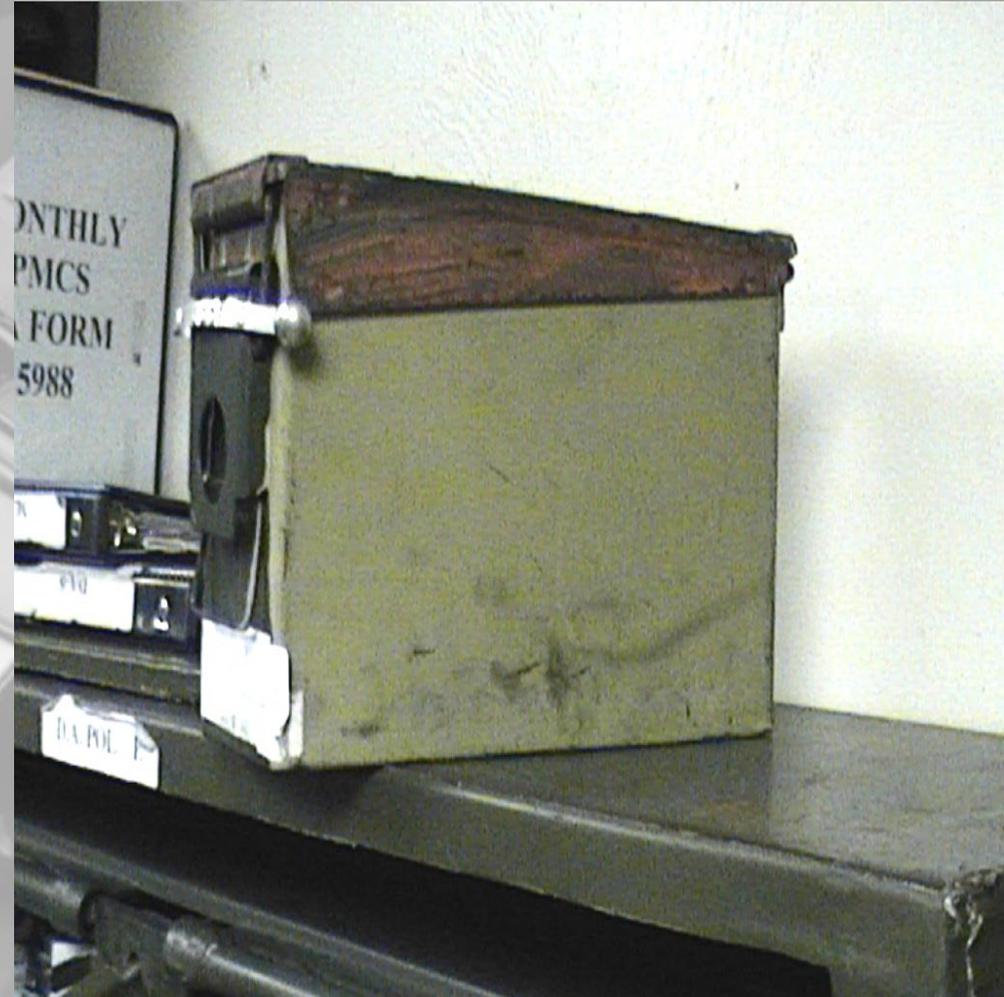
Ammunition Storage

- Must not be able to open the container without breaking the seal.
- Inventory official must inspect for matching seal number and condition of the seal.
- Container must be locked or locked in another container.
- Operational ammo may be stored in a container that is sealed with a lock or with a metal seal. Seal must be recorded in the Seal Custodian's logbook.
- CDR must sign memo listing the type, quantity, LOT# and DODIC of the ammunition and seal number.
- Metal seal must be broken at least semiannually, and ammunition inventoried.

NOTE: Arms room MUST be licensed IAW XVIII ABN Corps Safety and FL Reg 385-10.



Sealed Ammunition Can



Ammunition Stored Without License



Intrusion Detection System (IDS)

- Daily operation; constant (24/7) monitoring!!
- Units must establish SOP for IDS failure (e.g. posting armed guards).
- Monthly operational test (walk/duress test) must be conducted by calling the Central Monitoring (I2MC) at 396-3071. Two persons are required. Records must be maintained for 90 days.
- FL Form 975 required for change of personnel or CDR.
- ICIDS information or issuance of PICs contact the ICIDS Administrator at 396-1946.

- Do not phone I2MC for anything other than to conduct walk test.



Spare Parts



- Barrels and major subassemblies will be protected as CAT IV.
- Frames & receivers of arms constitute a weapon.
- Protect according to category of weapon.
- Store in locked metal containers.
- Inert training aid devices which can be converted, will be protected as CAT IV and must be inventoried monthly.



Tools and High Dollar Items



- Hammers, bolt-cutters, chisels or similar items must not be accessible to intruders.
- When in AR, tools must be secured.
- High dollar items (GPS', binoculars, compasses, etc.).
- All non-AA&E items must be authorized in writing by the CDR to be stored in the AR.



Privately Owned Weapons (POWs)/Ammunition

- Issue and receipt procedures similar as military weapons.
- POWs must have identification tags.
- Owner must obtain prior written permission from CDR to remove weapon.
- Must retain documentation of on-post registration in AR.
- When permanently removed from AR the final hand receipt and CDR's approval must be attached to the next monthly serial number inventory & **retained indefinitely.**
- References: AR 190-11 chapter 4 (4-5) dated Sep 2013/FL Reg 190-11-1 chapter 4 (4-1).



Contact Information



Location: Directorate of Emergency Services (DES),
Bldg 2-5935, corner of Butner and Stiner.

Phone #: 396-9109

FAX #: 643-0073

For a listing of all FL regulations and forms go to the Fort Liberty
E-Library: <https://airborne.liberty.army.mil/elibrary/forms.asp>

For AA&E issues or inspections please contact the Physical Security office at 396-9109.



CONCLUSION



- Command emphasis must be placed on proper security measures and correcting noted deficiencies.
- Physical security of the AR, weapons, ammunition and SIs is everyone's responsibility. Security is a process that requires constant attention and continuous evaluation.



AROC



- Conducted 1st Wednesday of each month on a “first come, first serve basis”.
 - 2 Sessions: 0900-1200 and 1300-1600
- Attendance is mandatory IAW FL Reg 190-13-1.
- Locations vary depending upon availability.
- S2s requesting course information or special course call 396-1962 / 396-9109 or email: Matt Driggers @ james.m.driggers.civ@army.mil or your installation physical security POC.



QUESTIONS?

