

Fort Novosel
Secure Hold and Safe Haven Procedures
for
Commercial Carriers Transporting Ammunition & Explosives (A&E)
(28 January 25)

1. References:

- a. Army Regulation 190-11, "Physical Security of Arms, Ammunition, and Explosives," 17 January 2019
- b. DoD Instruction 5100.76, "Safeguarding Sensitive Conventional Arms, Ammunition, and Explosives," 28 February 2014 as amended
- c. Defense Explosives Safety Regulation (DESR) 6055.09, Edition 1, January 13, 2019

2. Definitions:

- a. Secure Hold – On installation parking for after-hours A&E arrivals during non-emergency circumstances. Requires lightning protection and an explosives safety site plan (ESSP) with quantity distance approved by the Department of Defense Explosives Safety Board (DDESB).
- b. Safe Haven - On-installation parking for emergency situations such as, but not limited to, vehicle breakdown, driver illness, terrorist or criminal suspicious activity, civil disturbance, or natural disaster. No ESSP required; however, safety should be considered when choosing a location.

3. Requirement: DoD installations must accept A&E shipments for secure hold or safe haven regardless of arrival time or final destination. Protection of shipment will be commensurate with the sensitivity of the A&E.

4. Purpose: Provide established procedures for commercial carriers transporting A&E to Fort Novosel and requesting Secure Hold and/or Safe Haven services. These procedures will be uploaded into the Transportation Facilities Guide and reviewed semi-annually and/or updated by the installation Transportation Officer.

5. Designated Location: The area nearest Bldg. 41022 is designated the Secure Hold / Safe Haven area.

6. Procedures: All shipments of A&E arriving at Fort Novosel, regardless of arrival time, are required to enter the installation through the Ozark Access Control Point (ACP).

During Duty Hours (M-F, 0730-1615 hours):

- ☐ Carriers arriving at the Ozark Gate will proceed to the Visitor Control Center (VCC) where the personnel will be vetted and issued a visitor pass.
- ☐ Carriers will then proceed to the Ozark ACP and provide their ID, visitor pass, and bill of lading to the Department of the Army Security Guard (DASG).

- ☐ The DASG will screen the carriers and provide instructions and a strip map to follow the marked explosives route directing them to the Ammunition Supply Point (ASP).
- ☐ Upon arrival at the ASP, personnel working at the ASP will direct the carriers to the designated Secure Hold / Safe Haven location or the loading dock as appropriate.

After-Hours (M-F, 1615-0730 when contractor personnel are present):

- ☐ Carriers arriving at the Ozark Gate will proceed to the ACP and provide their ID and bill of lading to the DASG.
- ☐ The DASG will screen the carriers, verify their bill of lading, notify the Military Police Desk of the carriers' arrival, and request the Military Police Desk to vet the carriers. Once vetted, the DASG will issue the carriers a temporary visitor pass and provide instructions and a strip map to follow the marked explosives route directing them to the ASP entry gate. The DASG will log these activities in their Security Guard Patrol Sheet.
- ☐ The Military Police Desk will dispatch a patrol to the ASP entry gate where they will meet the carriers and verify the identity of the carriers and their bill of lading. Once verified, the patrol will open the entry gates and escort the carriers to the designated Secure Hold / Safe Haven location (area nearest Bldg. 41022). The patrol will instruct the carriers to call the Military Police Desk in the event of an emergency or in the event they needed to leave the installation. Upon departing the ASP, the patrol will lock the ASP entry gates. The patrol will log these activities in their patrol report.
- ☐ The Military Police Desk will notify the ASP POC of the carriers' arrival.
- ☐ Upon arrival at the ASP, personnel working at the ASP will direct the carriers to the loading dock as appropriate.

Weekends and Holidays (would only occur during an emergency situation such as a vehicle breakdown):

- ☐ Carriers arriving at the Ozark Gate will proceed to the ACP and provide their ID and bill of lading to the DASG.
- ☐ The DASG will screen the carriers, verify their bill of lading, notify the Military Police Desk of the carriers' arrival, and request the Military Police Desk to vet the carriers. Once vetted, the DASG will issue the carriers a temporary visitor pass and instruct them to follow the marked explosives route directing them to the ASP entry gate. The DASG will log these activities in their Security Guard Patrol Sheet.
- ☐ The Military Police Desk will dispatch a patrol to the ASP entry gate where they will meet the carriers and verify the identity of the carriers and their bill of lading. Once verified, the patrol will open the entry gates and escort the carriers to the designated Secure Hold / Safe Haven location (area nearest Bldg. 41022). The patrol will instruct the carriers to call the Military Police Desk in the event of an emergency or in the event they needed to leave the installation. Upon departing the ASP, the patrol will lock the ASP entry gates. The patrol will log these activities in their patrol report.
- ☐ The Military Police Desk will notify the ASP POC of the carriers' arrival.
- ☐ Upon arrival at the ASP, personnel working at the ASP will direct the carriers to the loading dock as appropriate.

7. Additional Instructions:

- ❖ At no time will the carrier deviate from the marked explosive route in order to travel to the ASP or to resume its scheduled route.
- ❖ At no time will DASGs, Military Police, or Department of the Army Police require a carrier to break the seal(s) or open the cargo for inspection.
- ❖ Granting a Secure Hold and/or Safe Haven parking area does not relieve the carrier of liability and the carrier is required to remain with the shipment to fulfill security requirements.
- ❖ The carrier personnel will not leave the cargo trailer unattended or unguarded at any time.
- ❖ The carrier is subject to pay for any additional expenses incurred by the installation to accommodate their unscheduled, non-emergency arrival.

8. Directions: Carriers accessing the installation will follow the marked explosives route from the Ozark ACP to the ASP. Carriers will reverse the route when departing the ASP and exiting the installation.

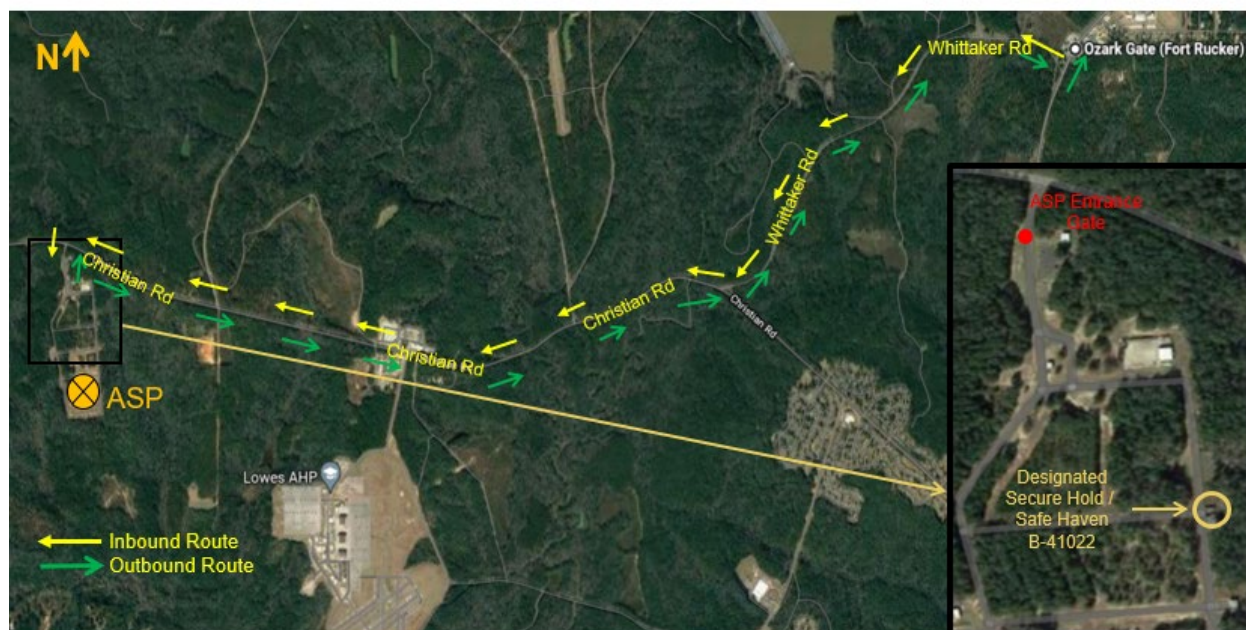
Route from Ozark ACP to ASP:

- ☐ Enter Ozark ACP and travel approximately 0.1 mile on Andrews Avenue, then turn right onto Whittaker Road.
- ☐ Travel on Whittaker Road approximately 1.9 miles, then turn right onto Christian Road.
- ☐ Travel on Christian Road approximately 2.8 miles, then turn left into the ASP.

Route from ASP to Ozark ACP:

- ☐ Exit ASP, turn right onto Christian Road and travel approximately 2.8 miles, then turn left onto Whittaker Road.
- ☐ Travel on Whittaker Road approximately 1.9 miles, then turn left onto Andrews Avenue and proceed straight (exiting the installation).

Ammunition & Explosives (A&E) Route



9. Fort Novosel Points of Contact:

POINTS OF CONTACT	CONTACT TELEPHONE NUMBERS
Ozark Visitor Control Center	334-255-0798 (0800-1600 hours, M-F) (Call the Military Police Desk after-hours)
Military Police Desk	334-255-2222 (24 hours)
Ammunition Supply Point	Duty Hours: 334-255-4898 After-Hours: 501-266-3109
Ammunition Supply Point Accountable Officer	Duty Hours: 334-255-4224 After-Hours: 334-389-0221