



DEPARTMENT OF THE ARMY
UNIT
LETTER HEAD

AFZP- OFFICE SYMBOL

13 March 2024

MEMORANDUM FOR RECORD

SUBJECT: UNIT - Arms Rooms Standard Operating Procedure (SOP)

1. References:

- a. AR 190-11, Physical Security of Arms, Ammunition and Explosives, 17 January 2019
- b. AR 190-13, The Army Physical Security Program, 27 June 2019
- c. AR 190-51, Security of Unclassified Army Property (Sensitive and Non-sensitive), 27 June 2019
- d. AR 710-2, Supply Policy Below the National Level, 29 March 2008
- e. AR 380-5, Department of the Army Information Security Program, 29 September 2000
- f. AR 700-28, Ammunition Management
- g. DA PAM 190-51, Risk Analysis for Army Property, 27 June 2019
- h. DA PAM 385-64. Ammunition and Explosives Safety Standards
- i. DA Pam 710-2-1 Using Unit Supply System (Manual Procedures), 1 December 2016
- j. MSH-ES (FS Reg) 190-11, Firearms, Weapons and Ammunition, 2020
- k. ASP – EXT-SOP
- l. Command Policy Letter 29, Security and Accountability of Bolt Cutters

2. This SOP sets requirements for standard operating procedures of UNIT Arms Room, Building #.

3. The unit armorer will have a three ring binder to store administrative information required for the arms room. The binder will include a current inspection checklist. Items

required by the checklist will be tabbed in accordance with the checklist numbers.

4. An Arms Room Officer will be appointed on duty orders. The Arms Room Officer is responsible for the following:

a. Being knowledgeable of all arms room requirements. Ensure implementation of requirements.

b. Conducting and documenting an inspection within the first 30 days of being appointed in writing (B-8 AA&E Security Checklist is recommended for use) and conducting quarterly unannounced physical security inspections.

c. Assisting the armorer in the preparation of required documentation.

d. Ensuring key accountability is maintained and properly documented by the appointed key custodian personnel.

5. Armorer(s) will be school trained by attending the installation 80-hour Armorer's Course (see Section 30).

6. Armorers will conduct PMCS 10 level on all arms room equipment.

7. Armorers will maintain up to date 5988 with a maintenance plan.

8. Armorers will have an up to date ESR for all arms room equipment.

9. Armorers will maintain 702 for every 90 days.

10. ARMS ROOM EXTERIOR

a. A "Restricted Area" warning sign will be posted on the exterior wall of the arms room adjacent to each entrance at eye level, if possible. Failure to post conspicuous signs and notices to give people approaching a restricted area actual knowledge of the restriction may seriously hamper any resulting criminal prosecution.

b. An "Intrusion Detection System" warning sign will be posted on each exterior wall adjacent to each entrance to the arms room. When possible, the warning sign will be posted at eye level.

c. Post an SF 702 on the exterior door to the arms room. The individual opening and closing the arms room will place his or her initials on the SF 702 indicating a check was made. The lock on the arms room door must be checked every eight hours at different intervals after duty hours. The SDO, SDNCO, or CQ will also annotate their "after duty hours checks" on the Guard Check portion of the SF 702. Completed SF 702s will be maintained for 90 days.

d. Class 4 signs are required to be posted near each entrance to buildings and at the door of the arms room when ammunition is stored in the arms room.

e. Unaccompanied access rosters will **not** be displayed on the exterior of the arms rooms.

f. Local laws (IMSH-ES Regulation 190-11 and current Georgia State Laws) concerning use of privately owned weapons will be posted on the exterior of each arms room.

g. Information regarding the Lautenberg Amendment will be posted on the exterior of each arms room.

11. STRUCTURE OF FACILITY:

a. DA Form 4604, Security Construction Statement will be posted inside of the arms room. This statement is the property of the arms room and not the unit. It will not be removed from the arms room.

(1) The Security Construction Statement will verify the structure composition of the respective arms room (e. g., walls, ceiling, roofs, floors, and doors). The statement will further indicate the highest construction category met for storage of AA&E, e. g., Category I, II, III, or IV.

(2) If the arms storage facility does not meet Category II construction standards and stores Category II weapons; a compensatory measure will be taken of additional checks of the arms room made every four hours by SDO personnel. SDO personnel will document this check on the SF 702.

b. The Security Construction Statement will be revalidated by DPW every 4 years. A Facilities Engineering Work Request, DA Form 4283, will be submitted to DPW to update the construction statement at least six months prior to its expiration.

12. ACCESS CONTROL/CRIMINAL DATA:

a. Commanders will be selective in assigning personnel to duties involving control of AA&E. The following personnel will undergo a Personnel Reliability Screening and Evaluation (DA Form 7708) before they are assigned duties involving control of AA&E:

b. Personnel authorized unaccompanied access to arms and Category I and II ammunition and explosives storage facilities (Unit armorer, assistant armorer). (Unit Commander is exempt).

c. Personnel authorized to receive, store, transport or issue arms and Category I and II ammunition and explosives at such storage facilities, training areas or ranges. (Unit armorer assistant armorer, Support Platoon Drivers/Ammo Driver and S-4).

d. Personnel authorized to issue or control keys to AA&E storage facilities listed in (1) and (2) above.

e. At a minimum, the Command-Oriented Security Screening will include:

f. Personal interview of the individual conducted by his or her commander (or supervisor for civilian or contract personnel).

g. Medical records checks.

h. Personnel records check.

i. Records check of the Provost Marshal Office that will include local law enforcement checks.

j. Completed DA Form 7708's, Command Oriented Arms, Ammunition and Explosives (AA&E) Security Screening and Evaluation Record, will be retained on file within the command (a copy will be on file in the arms room) until the individual departs, or is relieved of his or her AA&E oriented duties. Security screening checks will be repeated every 3 years. If a new commander assumes command and the checks are still valid, the new commander will re-interview the individual and sign the bottom of the existing form. Copies of the completed DA Form 7708's will be retained on file in the arms room.

(1) Only individuals with a completed 7708 will be issued a PIC code prior to being added to the posted unaccompanied access roster. The sharing of PIC codes is unauthorized. Personnel caught sharing PIC codes will be removed from the system by the ICIDS Administrator and the unit commander will be notified.

NOTE: Unaccompanied access rosters with completed DA Form 7708 will be provided to Mr. House in Bldg 507 C, Office 3, in order to obtain a PIC code.

(2) All other personnel may be granted accompanied access as needed. These personnel will be escorted at all times by an authorized individual (person listed on the unaccompanied access roster) while in the arms room.

(3) Coordination will be made with PMO to receive current criminal threat data and risk analysis to the arms room. Risk analysis will occur during periodic physical security inspections by the Physical Security Branch (PSB)

(4) Soldiers will be counseled in writing to ensure they are aware of the importance of reporting the following information to the MPs and CID.

(5) Any intent to steal AA&E.

(6) Suspicious acts indicating that a storage area is being targeted by criminal elements.

(7) Alleged offers to buy or barter for AA&E.

(8) Losses of AA&E, including alleged inventory or administrative errors, together with the events surrounding individual losses.

(9) Armorers will inspect the identification or credentials of any person requesting access to the arms room for maintenance or inspection purposes.

NOTE: At no time will the armor exit the arms room for any reason prior to securing all weapons/ammo racks/cages, putting in the pic code to set the alarm system to "Secure" and completely securing the arms room door.

13. INTRUSION DETECTION SYSTEM:

a. The Integrated Commercial Intrusion Detection System (ICIDS) is the current electronic protection system used for arms rooms, AA&E storage facilities, and other facilities on Fort Stewart.

b. The ICIDS will be tested monthly and a log of the test maintained for at least 1 year recording all test results. Prior to testing, the armorer will call Central Dispatch at 767-2822/2823 to inform the alarm monitors of the test. DA Form 4930-R (Alarm/Intrusion Detection Record) will be used to record results of tests. For assistance, contact the PSB at 767-8490/8494/8402.

c. Ensure that all sensors are not obstructed by furniture or weapon racks.

d. Contingency Plan for IDS Failure or Loss of Power:

e. If the arms room IDS fails or power is lost for the building, notify the Company Commander and the armorer as soon as possible.

f. The armorer will open the arms room and conduct a physical count of all weapons.

g. Upon completion of the physical count, the armorer will retrieve the designated weapon and operational ammo for guard. A guard roster will be prepared at that time and the guards will remain posted until the IDS is repaired and power is restored.

14. POSTED ITEMS INSIDE THE ARMS ROOM

a. DA Form 4604 (Security Construction Statement) will be posted inside the arms room.

b. Unaccompanied access rosters must be posted inside arms room.

c. Commander's written authorization for storing ammunition will be posted inside the arms room.

d. Commander's written authorization listing all high dollar value and other sensitive items (any items that could be pawned) stored in the arms room. This authorization will include PLGRs, bayonets, toolbox, GPS, laptop computers, etc. (Items not required to be stored in the arms room but the commander deems it necessary.)

e. Arms Room officer duty appointment orders.

f. Armorer's/alternate armorer's certificate of completion of an Armorer's Course.

15. KEY AND LOCK CONTROL FOR AA&E:

a. A primary and, if desired, alternate AA&E key custodian will be appointed in writing. A DA Form 7708 will be completed for the appointed key custodian(s). At no time will the primary or alternate key custodian be the same as the primary and alternate armorer or be listed on the unaccompanied access roster. The key and lock custodian's duties will also include procurement/receipt of keys and locks and investigation of lost or stolen keys.

b. The appointed key custodian will maintain a listing (inventory) of all AA&E keys for every lock in the arms room on a DA Form 5513, Key Control Register and Inventory. This form will include the serial number of each key; lock location (i.e. outer door, window, specific racks/containers) and total keys maintained for each lock. Only original keys will be used for the arms room. Additional keys will not be made. The high security padlock comes with three keys; low security padlocks come with two keys. This inventory will be continually updated as needed. A serial number inventory of the primary and alternate keys listed on the DA Form 5513 will be conducted upon change of key custodian (within two days) and semiannually thereafter. A physical count of the primary keys will be conducted monthly. The key custodian will certify the inventories have been conducted by signing and dating page 2 of the DA Form 5513 immediately following the inventories. Completed inventory records will be maintained for one year.

Copies of the DA Form 5513 will be used to issue and receive keys.

c. Only the unit commander and the key custodian (or alternate, if appointed) will issue and receive keys to and from individuals on the unaccompanied access roster on the DA Form 5513. The key and lock custodian will maintain the Key Control Register, DA Form 5513 at all times to ensure continuous accountability of locks used to secure AA&E. Completed DA Form 5513s registers will also be maintained on file for one year.

d. Personnel on the unaccompanied roster (i.e. armorer to assistant armorer) may transfer custody of the keys in writing on the DA Form 5513, among themselves.

e. The primary set of arms room keys will be secured in the following manner:

(1) An ammo can secured with a staple, hasp and low security padlock may be stored at the BN Staff Duty Desk in a safe or 20 gauge steel metal container after duty hours. (If the container does not weigh 500 pounds or more, it must be secured to the structure, using 5/16" hardened steel chain and a low security padlock.) The ammo can will be issued and receipted for on a DA Form 5513 as "One locked box designated by the battery. Updated copies of the Unaccompanied Access Rosters will be provided to the S-2 to ensure they get posted on the Staff Duty Desk for verification prior to issuing the ammo can.

(2) The key that opens the lock on ammo can storing the primary keys is considered an arms room key. This key must be secured in the same manner as the operational set of keys. It will be secured in a separate ammo can or safe, if the container weight less than 500lbs it will be secured to the structure in the same manner as the operational keys.

(3) The ammo can securing the key to the lock on the container with the arms room keys will have a separate DA FM 5513 listing all of the arms room keys inside it for personnel to sign for the keys from the AA&E key custodian. Only the AA&E key control custodian will have access to this ammo can.

f. The alternate set of keys will be controlled using the following procedure:

(1) Place all alternate keys (to include the two keys for the high security padlock – one operational and one maintenance), interior door key, interior window, keys that secure the ammo can in para 1, etc. in a sealed container (ammo can with a seal or an envelope sealed with tape and signature) and signed over to the Squadron (SQDN) S-2 or a comparable unit on a DA Form 5513 as "One sealed container/envelope. A copy of this DA Form 5513 must be retained by the AA&E key custodian and retained with their key control records.

(2) Completed AA&E key control registers and inventory records will be retained in the unit files for a minimum of one year. Copies of the AA&E key inventory may be used for issue and turn-in.

(3) Padlocks and their keys will be inventoried by serial number upon change of key custodian within two days and semiannually thereafter.

(4) Keys, (normally high security padlock and the duress alarm re-set keys) which do not have a serial number, will be engraved with one.

(5) Arms room (AA&E) keys and locks, or alternate set will not be placed in any security container that contains or stores classified material. Arms room keys cannot be stored in the same drawer with classified materials.

(6) Arms room keys will not leave the installation and will **never** be left unattended or unsecured. Arms room keys should be maintained together on a ring and kept on the armorer's person upon receipt or signed back in to the AA&E key custodian and properly secured and stored.

16. STORAGE AND SUPPLEMENTAL CONTROLS:

a. When not in use, arms will be stored in banded crates, metal containers, approved standard issue racks or locally fabricated arms racks, and secured in approved arms storage facilities. Standard issue modified approved metal wall lockers or metal cabinets may be used. Crates or containers will be banded, locked, or sealed in a way that will prevent weapon removal without leaving visible signs of tampering. Screws or bolts used in assembling containers, lockers, or cabinets will be made secure to prevent disassembly. All exterior hinges will be tack welded to prevent removal of doors

b. All racks or containers will be locked with low security padlocks (commonly called American Padlocks, series 200 or 5200 or new locks made by Master that meet the same specifications as the American Padlocks, NSN 5340-00-158-3805 or 5340-01-588-1036). In facilities that are not manned by armed guards 24 hours a day, racks and containers weighing less than 500 pounds will be fastened to the building structure or fastened together in groups totaling more than 500 pounds with bolts or with chains equipped with low security padlocks. When exposed bolts are used to secure racks, they will be spot-welded, brazed, or panned to prevent easy removal. Chains used to secure racks and containers will be heavy duty, hardened steel, welded, straight link steel, galvanized of at least 5/16 thickness, or of equivalent resistance to force required for cutting or breaking a low security padlock.

c. An arms room is considered secure when all weapons racks and containers are locked with low security padlocks; the IDS placed in the secure mode; the issue window

is locked with a low security padlock from the inside or locked with a high security padlock on the outside; and the entry door of arms room is locked with a high security padlock, or the combination lock is activated on vault doors. When securing a combination lock door, the dial must be turned for at least four (4) revolutions and the handle checked to insure it is completely secure. All of these steps must be completed for the arms room to be considered secure.

d. During nonduty hours, arms rooms will be checked on an irregular basis at an interval not to exceed 8 hours (4 hours, if the arms room is not authorized Cat II weapon storage on the DA Form 4604). The SDO, SDNCO, or CQ may conduct the checks. DA Form 1594 (Staff Duty Journal) and SF 702 (Security Container Check Sheet) are required for use to record such checks.

17. STORAGE OF TOOLS AND HIGH VALUE ITEMS

a. Tools such as hammers, chisels, crowbars, hacksaws, cutting torches and similar items, which could be used to assist unauthorized entry to the racks or containers in an arms room or other AA&E storage facility must not be readily accessible to intruders.

b. When such items must be stored in the arms room because it is the only available secure facility or room, these tools must be stored in a locked container and listed on the sensitive items authorization memorandum. **Bolt cutters are prohibited from being stored in the arms room per Command Policy Letter.**

18. STORAGE OF AMMUNITION:

a. Commanders will give written authorization for storage of any ammunition (including ammunition for privately owned firearms) in the unit arms room before the ammunition is stored in the arms room. The written authorization must state the type and quantity of ammunition to be stored, and the specific period of time covered by this authorization. A "blanket" authorization is not acceptable. The authorization must be posted in the unit arms room.

b. Training ammunition:

(1) Storage of training ammunition in the unit arms room may not exceed 10 days. Ammunition up to 50 caliber may be authorized for storage. Ammunition larger than 50 caliber will be stored at the ASP.

(2) Training ammunition will be controlled by the use of DA Form 5515, Training Ammunition Control Document (See DA Pam 710-2-1, para 11-13 for using the DA Form 5515). Ammunition authorized for storage in the unit arms room will be stored in containers. Ammunition will be secured in banded crates, or approved metal containers, or cabinets that are approved standard issue, commercial, or approved locally fabricated. Approved/certified standard issue metal wall lockers may be used. Containers weighing less than 500 pounds are required to be fastened to the structure

(or fastened together in groups totaling more than 500 pounds) with bolts or chains equipped with secondary padlocks.

(3) Operational Load: The unit will have ammunition available in the arms room to post an armed guard with his/her assigned weapon in the event of IDS failure.

(4) All ammunition will be accounted for on the daily physical count and on the monthly serial number inventory. Ammunition leaving the arms room will be receipted on AFZP Form 2015 or if for training, DA Form 5515.

19. AMNESTY:

a. Purpose is to provide Soldiers ample opportunity to dispose of all unauthorized ammunition. Soldiers will be briefed the location of the amnesty boxes that are located at Hunter Army Airfield and Fort Stewart ASPs.

b. **The amnesty box is for the turn-in of small amounts of small arms ammunition (.50 Caliber and below) only; brass, links, grenades, cans or boxes of ammunition are not permitted. If there is a turn-in of any item other than small quantities of small arms, Soldiers must schedule an Amnesty Turn-in through the ASPs. No reprisal or punishment can be administered for these turn-ins.**

c. Soldiers will be able to identify the location of the amnesty box which will be easily accessible and discrete. Soldiers will understand that no reprisal or formal punishment can be administered if ammunition is placed in the amnesty box.

20. PRIVATELY OWNED WEAPONS (POWs) AND AMMUNITION:

a. Privately owned firearms and ammunition stored in the unit arms room will be secured in approved locked containers separate from military AA&E. However, POWs and ammunition may be stored in the same container.

b. DA Form 3749, Equipment Receipt, will be issued for each privately owned weapon stored in the unit arms room.

c. Privately owned weapons and ammunition will be listed on the daily physical count inventory and inventoried in conjunction with, and at the same frequency of, government weapons/sensitive items. POW type and serial number may be handwritten on the working copy of the monthly sensitive item inventory.

d. Registration procedures

(1) Soldiers living in the barracks must store their POWs in the arms room. Soldiers with POWs that reside on Ft Stewart/HAAF must register the POW within three days after coming on post with the DES, Registration Office, Bldg 226.

(2) A copy of the installation registration form must be retained with the weapon in the arms room and one copy retained by the Soldier.

e. Sign out Procedures

(1) Soldiers wishing to sign out their POW must have a signed memorandum from the commander authorizing removal. The memorandum will state the reason for the removal and when the weapon will be returned.

(2) POWs will be signed out with the same procedures as military weapons (see para.16)

NOTE: Each Soldier owning a POW stored in the arms room will provide the commander a directive for POW disposition in the event of a unit deployment/casualty. Recommend, if possible, that all POW's be returned to a family member prior to deployment or have the Soldier designate in writing the name of a person the weapon should be released to in the event the Soldier becomes a casualty.

21. ISSUE AND TURN IN PROCEDURES:

a. A DA Form 3749 (Equipment Receipt) will be prepared for each individually assigned weapon (to include POWs). The card will be given to the Soldier to utilize when receipting for his/her weapon.

b. The unit armorer is required to maintain a master authorization list (MAL). The MAL will contain the full name, unit of the Soldiers who will receive specific weapon, issue number, and serial number. The MAL will be kept updated to show personnel changes.

c. Before a weapon is issued, the unit armorer must check each Soldier's DA Form 3749 with the MAL to make sure there is no unauthorized issue of weapons.

d. When individually assigned weapons are issued for 24 hours or less, the DA Form 3749 will be used. An entry in the control sheet (AFZP Form 2015) is required

e. When individually assigned weapons are issued for periods of more than 24 hours but less than 30 days, the receiving Soldier must turn in DA Form 3749 to the armorer for the weapon and the armorer will ensure the Soldier completes all issue entries on the control sheet are properly notated. **Use of a ditto mark (") and slant signing are prohibited.**

f. When individually assigned weapons are issued for periods of 30 days or more, the armorer will ensure the receiving Soldier completes all issue entries on the control sheet and will also have the Soldier sign for the items on DA Form 2062.

g. When weapons are turned in, the armorer will complete all entries and either

return the Soldier's DA Form 3749, or shred the DA Form 2823 and completely close out the control sheet entries.

h. When other than individually assigned weapons (crew served weapons or any weapon that is not assigned to the individual) are issued, use hand or temporary hand receipt procedures (DA Form 2062 or DA Form 3161). Control sheet (AFZP 2015) entries are also required.

i. Completed control sheets will be retained until completion of the next serial number inventory. All weapons accountability documents that are authorized for destruction must be shredded.

j. If ammunition is issued with a weapon, a control sheet entry will be made.

22. INVENTORY PROCEDURES:

a. A physical count of **all** weapons, ammunition and night vision devices stored in the arms room will occur at the opening of the arms each day upon receipting for the arms room keys from the AA&E key custodian. The physical count inventory will be recorded on a DA FM 2062. **Ammunition will remain sealed, until issued for use, and will be inventoried on a DA FM 3020-R or the AMC Form 1385-R-E. If the seal is broken for any reason, a QASAS inspection must be scheduled to inspect and reseal each open container.** Completed forms will be maintained until the next 100% monthly inventory and then may be destroyed after the inventory is completed.

NOTE: Padlocks are not authorized to seal ammunition containers.

b. A joint physical count inventory must be conducted when the responsibility for custody of the arms room or arms room keys is transferred between authorized persons. Both incoming and outgoing custodians must conduct a joint physical count of the weapons and ammunition. The results of the inventory will be recorded on the DA Form 2062, physical count document. The armorer assuming responsibility for the arms room or arms room keys will sign for the weapons and other sensitive items stored within the arms room and will also sign for the AA&E keys on the DA Form 5513. The off-going armorer will put the alarm system in secure and the on-coming armorer will enter his/her PIC code to put the alarm in access. Keep completed forms until the next serial number inventory is completed.

c. A serial number inventory will be conducted monthly by an E7 or above appointed by the responsible officer (Unit Commander). The same person will not be appointed to conduct consecutive inventories. The armorer is **prohibited** from conducting or assisting in monthly inventories.

d. The results of each monthly serial number inventory will be recorded on the automated sensitive item inventory (SSI) listing (sensitive items inventory list, produced in Standard Property Book System and provided by the Property Book Officer). Once the arms room portion of the arms room is completed, the individual conducting the

inventory will immediately make a copy of the inventory, write their rank, name, date of inventory and sign the copy and provide it to the armorer for accountability.

NOTE: Do not forget to include privately owned weapons and ammunition, historical weapons or any other military weapons/ammo/NVDs by make/model/serial number/lot number and either directly writing that information on the SII or a separate memo signed by the Commander that will have the signature block and signed/dated by the individual conducting the inventory. A copy of the completed SSI/memo will be given to the armorer immediately following the arms room portion of the inventory and will be retained in the arms room.

e. Documentation for items not physically present in the arms room during the inventory will be attached to the armorer's copy of the completed inventory and inventory records will be retained in the arms room files for 2 years if no discrepancy is noted; 4 years if a discrepancy was noted. Inventory records need to be accessible to the unit armorer for accountability verification and physical security inspections at all times.

f. Commanders should order a complete serial number inventory of weapons and other sensitive items stored in the arms room whenever anyone associated with the arms room is removed, PCS's or no longer requires access.

23. CONSOLIDATED ARMS ROOM:

a. When AA&E belonging to more than one unit or organization are stored in the same arms room, one commander will be designated as having responsibility for the overall security of the consolidated storage facility (host commander). Access control will be established to ensure protection of each unit's arms. Procedures will also be established to fix responsibility for issue, receipt, and physical accountability for arms, including ammunition, and other sensitive items stored in the consolidated storage facility. Tenant units will provide results of monthly serial number inventories to the host commander responsible for overall security of the consolidated storage facility.

b. A bilateral agreement (formal agreement) will be signed by the host commander and tenant commander(s). The agreement will contain the following:

- (1) Maximum quantity of arms and other sensitive items to be stored.
- (2) Physical safeguards to be used.
- (3) Frequency of and the responsibility for physical inventories or reconciliation.
- (4) Reporting of losses for investigation.
- (5) Key control procedures.

(6) Designate which unit has the overall responsibility for the arms room or facility.

(7) Procedures for authorization and identification of individuals to receipt for and physically take custody of AA&E.

(8) Establish who will obtain operational load ammunition.

(9) Establish who will provide armed guard for IDS failure.

c. The purpose of such coordination is protection in depth. Authority, jurisdiction, and responsibility must be set forth in a manner that ensures protection of all parties and avoids duplication of effort.

d. Daily opening and closing counts will be conducted by the person opening the arms room. They will physical count all the items that belong to their unit. They will then count all of the items that they can see of the other unit's. Items locked in wall lockers, footlockers, etc will be counted as "X number of locker containers."

24. INVENTORY PROCEDURES DURING DEPLOYMENT:

a. Prior to unit's departure (or prior to shipping weapons or other sensitive items), the unit commander will direct a 100 percent serial number inventory of weapons, and other sensitive items to ensure all items are accounted for. Documentation requirements are the same as a monthly serial number inventory.

b. After the unit is uploaded, the responsible officer/NCO of the rear detachment will conduct a joint serial-number inventory of all items remaining in the deploying unit's arms room. Both individuals must sign and date the joint inventory.

c. An SF 702 will be posted and routine security checks by the RD will be recorded every 8 hours.

d. Anytime arms and other sensitive items (such as portable night vision devices and portable lightweight global positioning receivers) are returned from deployment, they must be secured in the arms room. Standard arms room turn-in procedures will be used to account for all arms and other sensitive items. A 100 percent serial number inventory will be conducted to ensure accountability. If weapons or other sensitive items are still signed out or are in support maintenance, make sure they are supported by proper documentation. Make a list of any differences. Once the rear detachment personnel transfer custody of the arms room back to the deployed unit armor or assistant armorer, conduct a 100 percent serial number inventory as outlined in this paragraph.

e. Ensure all arms and other sensitive items are accounted for before the unit is

released, upon returning from deployment.

f. Rear Detachment personnel who have unaccompanied access to the arms room will complete the required local records check and request a PIC code as stated above.

25. SECURITY OF AA&E DURING PEACETIME

a. **It is prohibited to carry, move, or store Government arms, ammunition, and explosives or NVD's in privately owned vehicles (POVs) either on or off the installation.**

b. Commanders will ensure adequate security measures are taken to protect weapons being moved by unit or organization transportation, on or off installations. Security measures are required as follows:

c. Weapons will be placed in the custody of a commissioned officer, warrant officer, noncommissioned officer (E5 and above). Category II weapons will be provided armed guard surveillance when transported on or off post. An armed guard is not required when Soldiers carry their individually assigned weapons on their person. The commander will ensure guards are knowledgeable of AR 190-14 (Carrying of Firearms and Use of Force for Law Enforcement and Security Duties), paragraphs 2-2, 4-1, and 4-4.

d. Category III and IV AA&E will be under the continuous positive control of designated responsible personnel, when being transported on or off the installation.

e. Weapons will be transported in secured racks or containers (secured containers for night vision devices) inside a covered van, trailer, or truck. Weapons will not be transported in open vehicles.

26. SECURITY OF AA&E DURING TRAINING

a. AA&E will be under continuous positive control.

b. AA&E will not be left unattended or unsecured.

c. Persons charged with custody of AA&E will have the capability to sound the alarm if a forceful theft is attempted.

d. A response force will be available to protect the AA&E.

e. A system of supervisory checks will be established to ensure all personnel comply with security procedures. Supervisory checks of the AA&E holding area will be made to ensure the AA&E is being guarded and has not been tampered with.

f. Selection of personnel to perform guard duties at AA&E holding areas will be

closely monitored by the commanders to ensure only responsible individuals are assigned duty.

27. FIELD TRAINING AND RANGE FIRING:

a. Control of ammunition and explosives during field training or range firing will be monitored closely by all officers, noncommissioned officers (NCOs), or civilian equivalents. Upon completion of training, the area(s) will be policed and unused ammunition and explosives collected for turn-in.

b. Personnel will be checked closely to ensure unused ammunition and explosives are not retained. Close supervision by officers, NCOs, or civilian equivalents can eliminate most security problems in the training area.

28. FIELD ASP PROCEDURES:

a. Storage of ammunition in the field will follow the following procedures:

(1) Use triple strand concertina wire or an existing structure as a barrier around ammo and post as a "Restricted Area."

(2) Access will be controlled and ammunition will be guarded by an armed guard at all times. If Category 1 ammo is present, the two-man rule will be enforced.

b. At minimum, guard force will consist of a commander of the relief (E-6 or E-7) and at least three Soldiers.

c. Place no smoking signs in readily visible areas

d. Firefighting equipment will be available on site, at least 2 Class A fire extinguishers.

e. Accountability will be maintained at all times of the ammunition and available for inspection.

f. Guard force must have radio communication with higher HQs at all times

g. An access roster will be posted to restrict access only to authorized personnel

h. If Category II weapons are stored in one location, an armed guard will be posted to maintain surveillance at all times.

i. A Hazard Class sign must be posted at the entrance to the field ASP.

29. SMALL ARMS REPAIR PARTS (SARPS)

a. SARPS remaining in the company area will be maintained using the following

procedures:

(1) Main custody of all SARPS will reside with the Supply NCO. The Supply NCO will conduct the monthly serial number inventory. The armorer will not have unrestricted access to the SARPS.

(2) Storage of all SARPS will be in the supply room cage or PLL within an additional container of at least 20 gauge metal (ammo can etc.). This container will be locked with a 5200 series lock and access will be restricted to the supply NCO.

b. When the company armorer needs access to SARPS he will sign for the SARPS needed, will make repairs, and return any excess to the Supply NCO. Upon receipt of any excess and completion of repairs, adjustments will be made to the inventory list and both the armorer and supply NCO will sign and date the inventory.

30. TRAINING:

a. Commanders responsible for AA&E will establish training program for those personnel responsible for the accountability of these items. The training program will be designed to:

(1) Provide training in inventory and accountability procedures as outlined in applicable AR 700-28 and DA Pam 385-64 Army regulations.

(2) Fit the requirements of different groups of personnel responsible for accountability.

(3) Indoctrinate personnel in the principles, criteria, and procedures for accountability and inventory, including disciplinary actions against individuals responsible for violating security requirements as prescribed in this SOP.

b. Commanders will initiate an aggressive training program to ensure all unit personnel are aware of their responsibilities for the security and accountability of AA&E. A training program will also be established to ensure requirements of AR 190-56, Chapter 4, are kept and to ensure continued proficiency of the guard force. As a minimum, this training will include--

Note: Care and use of weapons, to include qualification firing with assigned weapons within the past 12 months.

(1) Legal authority, responsibility, and jurisdiction of guards on duty, to include apprehension, search and seizure, and use of force.

(2) Physical fitness training.

(3) Guard orders, to include communications and duress procedures.

(4) Duties in the event of emergencies, such as alerts, fire, explosion, civil disturbance, intrusion, attempted seizure, or terrorist incident.

(5) Current criminal threat to AA&E.

(6) Crime prevention.

(7) Common forms of sabotage and espionage, to include current threat situation.

(8) Location of hazardous and vulnerable equipment and materiel, to include high security risk AA&E requiring special attention or more frequent security checks.

(9) Location of fire protection equipment, decontamination stations, electrical switches, and first aid facilities.

(10) Operation and monitoring of intrusion detection system.

c. Commanders will take continuing action through annual update refresher briefings to ensure that all personnel are aware of their responsibilities for the control and safeguarding of AA&E.

d. All armorers will be school trained at the Army Unit Armorer's Course.

(1) Armorers (primary and alternate) will be required to have Ammo 45, (Introduction to Ammo), Ammo 63 (Explosive Safety), Ammo 64 (Issue and turn in process), Ammo 68 (Military Munitions Rule) and Ammo 75 (Physical Security of Ammunition).

(2) All drivers and TC's will be required to have Ammo 45 (Introduction to Ammo), Ammo 63 (Explosive Safety), Ammo 64 (Issue and turn in process), Ammo 67 (Hazmat Familiarization/Safety in Transportation), Ammo 68 (Military Munitions Rule), and the DOT 8.0 security requirements accessed from the DOT site [HTTP://dothazmat.vividlms.com/](http://dothazmat.vividlms.com/). In addition to these training requirements, all drivers and TC's will also be required to attend the 8 hour ammo/fuel handler's course with the COMET Team. All drivers and TC's will be required to recertify every 2 years.

(3) All other personnel who handle and assist with the issue and turn-in process at the ASP will be required to have Ammo 45 (Introduction to Ammo), Ammo 63 (Explosive Safety), Ammo 64 (Issue and turn in process), Ammo 68 (Military Munitions Rule).

31. ACTIONS IN THE EVENT OF LOSS OF AA&E AND SENSITIVE ITEMS

- a. Notify the Company Commander and BN S2 as soon as the incident is discovered. A CIR or SIR will be initiated once the BN CDR issues his guidance.
- b. Seal off the area and lock down the personnel where the loss occurred, and limit movement and disturbance of the scene to preserve possible evidence.
- c. Await instructions from the Company Commander for further action.
- d. Procedures provided in **IMSH-ES 190-11, Chapter 11**, will be followed.

32. FIRE PLAN

- a. In the event of a fire, all personnel will evacuate the Arms Room and building according to the Fire Evacuation Plan and call 911 to contact local firefighting authorities. Accountability will be conducted to ensure all personnel are present. If A&E is present in the fire, the minimum safe distance is 1520 ft away from the building.
- b. If any buildings or personnel are located within the minimum safe distance, ensure that they evacuate as well.
- c. **Do not fight an A&E fire under any circumstances.**

33. CONTINGENCY PLAN FOR FPCON CHANGES/SEVERE WEATHER/ALARM FAILURE

- a. Commander's Actions. Upon notification, the company commander will organize the battery guard force for the duration of the period of time the alarm system will be down.
- b. Guard Force Composition and Positions. The company guard force will consist of two Soldiers per 12 or 24 hour shift. One Soldier will act as arms room guard and one Soldier will act as company CQ (to answer phones, monitor doors and prohibit entry to the company area by unauthorized personnel). The armorer must issue assigned weapon and ammunition to both Soldiers. The arms room guard will remain in a position to observe all entrances, and the CQ will remain in the orderly room near the phone. The company will establish an internal SOG to supervise guards and issue use of deadly force briefings and general orders to guards.
- c. Mandatory Briefings. The company SOG will brief all guards on the contents of AR 190-14 (use of deadly force) and general orders. All guards will receive this briefing and sign a statement of understanding of the contents of AR 190-14 prior to assuming duties. This statement of understanding will be maintained on file for 1 year or permanently if an incident occurs during guard duty.
- d. Guard Uniform. Uniform for guards will be IOTV, Kevlar helmet and

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fragmentation vest, if available. Guards will keep ammunition inside the magazine issued by the armorer. The magazine will remain in an ammo pouch and not in the guards' weapon.

e. Guard Equipment. Guards will have a copy of their general orders, emergency phone numbers (fire, MPs, ambulance, chain of command), DA Form 1594 and writing utensils, flashlights, and two means of communication with SQDN staff duty (radio, telephone, field phone or whistle).

f. Guard Qualification. The guard personnel must be qualified on an M4 and will not be assigned additional duties that would result in absence from a guard position. Soldiers on prescription medication, pending judicial/non-judicial punishment, under the care of a psychiatrist, or who have had a security clearance suspended or revoked may not be used as an armed guard.

g. SOG/SDO/SDNCO Checks. Supervisory checks by SDO/SDNCO or the SOG will occur every two hours to ensure duties are being performed IAW this SOP. Guard checks will be increased during nights and on weekends/holidays.

34. The point of contact for this memorandum is the undersigned at NAME your.name.mil@army.mil.

JACOB D. McCONNELL
CPT, BRANCH
Commanding