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FLW Regulation 190-51

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Military Police

SECURITY OF UNCLASSIFIED ARMY RESOURCES (SENSITIVE & NONSENSITIVE)

FOR THE COMMANDER

OFFICIAL:

ADAM W. HILBURGH
COL, GS
Chief of Staff

MICHAEL A. BEANDO
Director, Garrison Human Resources

History. This is a new Fort Leonard Wood (FLW) Regulation.

Summary. This regulation establishes the philosophy, policy, format, guidance, and standardized procedures for the planning, coordination, and execution of the Fort Leonard Wood (FLW) installation's Physical Security Program for the security of unclassified army resources.

Applicability. This regulation is applicable to all persons who deal directly or indirectly with the Physical Security Program on FLW.

Supplementation. Further supplementation of this regulation is prohibited unless specifically approved by the Chief of Staff, US Army Maneuver Support Center of Excellence and FLW.

Proponent. The proponent agency for this regulation is the Directorate of Emergency Services (DES).

Suggested Improvements. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Forms) to Commander, MSCoE, ATTN: AMIM-LDL-S, Fort Leonard Wood, MO 65473-5600.

Distribution. Electronic medium only and posted on the FLW Web site.

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Chapter 1

INTRODUCTION

The key to the successful execution of military and administrative operations is the continuous protection of assets required for the present and the future use.

1-1. Purpose

This regulation provides additional policies, procedures, and responsibilities for safeguarding unclassified sensitive and non-sensitive U.S. Government property located on or associated with Fort Leonard Wood. This regulation does not eliminate requirements of other publications for the protection and accountability of Government property. In the event of a contradiction, the more restrictive measure should be followed.

1-2. References and Forms

All required publications, and referenced forms within this regulation are listed in Appendix A.

1-3. Explanation of Abbreviations and Terms

Abbreviations and special terms used in this regulation are explained in the glossary.

1-4. Waivers and Exceptions

Waivers and exceptions to the requirements of this regulation will be requested as a last effort, after attempts to correct the deficiency are unsuccessful or have been exhausted. They will not be used to reduce or eliminate minimum regulatory security requirements. Compensatory measures will be used during interim periods.

a. Waivers may be granted up to, but may not exceed, one (1) year. Exceptions may be granted when unique circumstances are such that meeting the requirements of this regulation are deemed impossible, highly impracticable, or unnecessary. Compensatory security measures provided must be equal to or greater than the standards prescribed by this regulation. Waivers or exceptions that are intended to cover multiple commands or organizations are not authorized.

b. All waivers and exceptions to this regulation will be reviewed during physical security inspections to ensure a continued need.

c. All requests for waiver or exception are submitted with proposed compensatory measures through the Installation Physical Security Officer to the DES Director (Provost Marshal) for recommendation to the Garrison Commander for approval.

d. When a violation of this regulation is identified that can be corrected within 90 days, a waiver request will not be considered. Compensatory security measures will be taken and specified in writing by the responsible commander/director during this interim period. [See Army Regulation (AR) 190-13, para. 2-3b(1)(a)]

Responsibilities

1-5. Installation Commander

The Installation Commander will appoint an Installation Physical Security Officer (IPSO) in writing in accordance with AR 190-13, para. 3-1a.

1-6. The Garrison Commander

The Garrison Commander will-

- a. Allocate the necessary resources to enforce established installation physical security measures.
- b. Designate restricted areas and Mission Essential Vulnerable Areas (MEVAs) on FLW, in writing, for which commanders or directors will establish specific physical security measures.
- c. Direct that each assigned, and tenant unit, conduct a risk analysis for resources assigned and that activities maintaining specified facilities for categories of Army resources under this regulation and for other resources which have been designated mission essential and vulnerable per AR 190-13.
- d. Direct that each assigned, and tenant unit, conduct a risk analysis for the resources of that are to be programmed to occupy new or renovated facilities or facility additions. Risk analyses for resources to be located in such facilities will be performed during the planning stages of the facility construction or renovation so that security measures can be incorporated at the project's inception.
- e. Determine security requirements for museum activities in their commands and comply with this and other related regulations and directives.

1-7. Commanders and Directors

Major subordinate commanders, activity directors/chiefs; separate staff sections and commanders of units, detachments, and tenant activities, will provide internal security for units, facilities, and material located within their assigned areas as outlined in FLW Regulation 190-13.

- a. Battalion/directorate and higher commanders/directors, appoint in writing a key control officer to monitor the unit, or organization, key control program. The appointment memorandum will be included in the physical security plan.
- b. Unit commanders, tenant commanders/responsible authorities, directorates, building managers, and custodians responsible for safeguarding sensitive and non-sensitive unclassified government property on Fort Leonard Wood will comply with this regulation. They will ensure necessary measures, as prescribed in AR 190-51 and this regulation, are established to safeguard property under their responsibility. They will-

(1) Ensure a Physical Security Plan is written for all buildings for which they are responsible that addresses responsibilities and procedures for the security and accountability of all government property stored or residing within using the format provided in AR 190-13, appendix C.

(2) Provide the Directorate of Emergency Services (DES), Military Police (MP) Desk with an emergency notification roster for all buildings for which they are responsible. This roster is used to contact units/organizations and provide notification of unsecured buildings or other emergencies related with the security or safety of buildings during non-duty hours. This roster will contain at a minimum names and off-duty contact information for two persons with key access to the building. This roster will be updated, and a copy provided to the MP Desk annually or when personnel designated on the roster changes occur.

(3) Ensure end-of-day security checks are conducted for all buildings and assets for which they are responsible. These checks will be recorded on Standard Form (SF) 701 (Activity Security Checklist). Completed checklists will be maintained on file for 1 year at the building where security checks were conducted.

(4) Maintain and operate a key and lock control program for all keys and locks used to protect unclassified sensitive and non-sensitive Government property in accordance with (IAW) AR 190-51, Appendix D and this regulation. See AR 190-11, Physical Security of ARMS, Ammunition, and Explosives and FLW Regulation 190-11 for additional requirements for keys and locks used to protect Arms, Ammunition, and Explosives (AA&E) items.

(5) Conduct a risk analysis for all assigned resources on or within FLW. Provide a copy of completed risk analysis to the Installation Physical Security Office upon request.

1-8. Director Emergency Services

The Director of Emergency Services will-

- a. Be the proponent for the Physical Security program on FLW.
- b. Develop local installation access control requirements IAW applicable Department of Defense (DoD) and Army directives.
- c. Control security forces and operations at all Access Control Points (ACPs).

1-9. Installation Physical Security Officer

The Installation Physical Security Officer will-

- a. Maintain and operate a key and lock control program for all Access control Point (ACP) padlocks and their associated keys IAW AR 190-51, Appendix D and this regulation.
- b. Assist units in conducting asset risk analysis for units/organizations scheduled to occupy new construction, renovated buildings, or building additions.
- c. Act in concert with the United States Army Corps of Engineers (USACE) and Directorate of Public Works (DPW) to ensure security construction requirements of ARs 190-11, 190-51, and other pertinent requirements are identified during the risk analysis process and are incorporated at all building project inceptions and during the planning stages and sign all DD Form 1391s.
- d. Conduct physical security inspections IAW AR 190-13 of all Mission Essential Vulnerable Area (MEVA) assets when these assets are located in or on a FLW facility, building, or area of responsibility.

e. Provide technical support for the installation and maintenance of approved Intrusion Detection Systems (IDS) used to protect sensitive and non-sensitive unclassified Government property.

f. Provide 24-hour technical assistance for all critical IDS accounts as specified in the annually produced FLW Critical IDS Systems list.

1-10. Director of Public Works (DPW)

The Director of Public Works will-

a. Operate an Installation level key and lock control program pertaining to all real property facility keys and locks. This program will not include padlocks and their associated keys unless these locks are utilized by DPW for the exclusive protection of organization or government property for which the DPW is responsible.

b. Appoint, in writing, an installation Key Control Officer, signed by the Garrison Commander, to account for keys and locks to real property. The key control officer will be a Service member in the grade of Master Sergeant (E-8 or above) or government employee GS-09 or above. Maintain key and lock control records for keys issued to building users. Ensure facility keys are inventoried and accounted for when buildings are returned to Installation responsibility. DPW may hold facility users or organizations responsible for cost associated with keys and locks when keys are not returned and/or maintained as issued in accordance with applicable regulations.

c. Maintain a reserve key or key code to all locks installed in buildings for which the Installation is responsible.

d. In coordination with the Installation Physical Security Office, ensure facility locking devices meet minimum physical security standards and are installed according to regulatory requirements.

e. Ensure an entry key is issued to the FLW Fire Department key custodian when a new facility is turned over to the Installation for fire safety responsibility.

f. Coordinate all new construction, building additions and/or renovations with the Installation Physical Security Office to ensure security construction requirements are incorporated at project inception and during the planning stages.

g. Provide Locksmith support for all real property DoD approved locking devices.

Chapter 2

PHYSICAL SECURITY STANDARDS

2-1. Construction and Modifications

All construction changes, improvements or security equipment enhancements/upgrades will be coordinated through the DES, Installation Physical Security Office prior to being completed or equipment being procured. Where building foundations (pier and beam) are such as to allow access under the building, all floors will provide forced entry delay time equal to or greater than the existing walls, ceilings, and doors.

2-2. Security Fencing and Lighting

Assets with regulatory requirements for perimeter fencing will use Unified Facilities Criteria (UFC) 4-022-03 and other applicable UFC. Fence construction will be IAW USACE drawing number Standard (STD) 872-90-00 and applicable UFCs. Application of Security lighting will be IAW guidance provided in UFC 3-530-01.

a. The following areas will have at a minimum, a fence fabric height of 7 feet, with the addition of a top guard. Fence total height, including the top guard (outriggers), must be a minimum of 8 feet.

- (1) Motor pools
- (2) Installation water sources and treatment facilities
- (3) Bulk Petroleum Oils and Lubrication (POL) storage areas
- (4) Airfields and aircraft maintenance facilities
- (5) Ammunition Supply Points and consolidated Ammunition Holding Areas
- (6) Stand-alone SCIF facilities

b. Areas not listed above but having regulatory or threat analysis requirements or assessments for security fencing will at minimum meet Unified Facilities Guide Specifications (UFGS) 32 31 13 and USACE drawing number Standard (STD) 872-90-03, unless otherwise specified.

c. Units/organizations with perimeter fence barriers and security lighting will ensure these are adequately maintained. Barriers and security lighting will be checked routinely for defects that could facilitate unauthorized entry. Maintenance issues will be reported to supervisory personnel, engineer personnel, and to DPW. Work order or service order requests will be submitted and tracked by the unit/organization until the identified maintenance/defect is corrected.

d. Unit/organizational personnel conducting perimeter maintenance inspections will look for and address the following issues that adversely affect security.

- (1) Damaged areas (cuts in fence fabric, fence fabric detached from post or broken fence posts).
- (2) Deterioration of fence fabric or fence support structures (corrosion due to rust often a result of vegetation growing into and on the fence fabric).
- (3) Erosion of soil due to animal holes or water run-off areas, and erosion of soil beneath the barrier that exceeds 2-inches of the hard surface.
- (4) Loose or missing fittings (barbed wire, top guard outriggers, and fabric fasteners).
- (5) Growth of vegetation in the clear zones that can hide possible intruders.
- (6) Obstructions that can conceal or aid entry or exit of an intruder (pallets, equipment, vehicles, trees, ladders, overgrown vegetation).

(7) Evidence of illegal or improper intrusion or attempted intrusion (loose hanging top guard, distorted fence fabric, larger gaps or holes under fences or entry gates may be evidence of unauthorized access).

(8) Unauthorized construction placed or built against perimeter barriers that can be used to circumvent the barrier and gain unauthorized access (buildings, sheds, structures, CONEX).

(9) Burnt out or vandalized security lighting.

2-3. Military and Government Vehicles

Military tactical and U. S. Government Owned/leased Vehicles (GOV) (commercial-type vehicles) will be secured to the maximum extent practical. Commanders/Directors will provide a level of physical security designed to reduce threats due to theft, sabotage, arson, and/or vandalism during periods vehicles are not in active mission or training use.

a. Tactical military vehicles will at a minimum be secured as follows (exceptions to these requirements are IAW AR 190-51, paragraph 3-11f (2)).

(1) When not engaged in active missions or training and unattended these vehicles will be parked inside a fenced perimeter with locked gates. All FLW motor pools will have operational security lighting during the hours of darkness. Vehicles secured inside a locked secure storage structure IAW AR 190-51, Appendix B are exempt from perimeter fence or vehicle locking requirements.

(2) When parked unattended and not in use, at a minimum the steering wheel will be locked with a DoD approved low security padlock and chain or equivalent cable. Vehicles with steering mechanisms/levers will be secured in either a manner that prevents starting of the vehicle or operation of the steering levers.

(3) When parked and unattended keys will be removed from all types of vehicle ignitions and controlled IAW AR 190-51, Appendix D and this regulation.

(4) Military-tactical vehicles purposed for administrative use by units/organizations without non-tactical GOV use availability may park up to two (2) within unit/organizational areas. These vehicles will, at a minimum, be secured pursuant to (2) and (3) above. Commercial-type material handling equipment will at a minimum be secured pursuant to (2) and (3) above.

b. Non-tactical GOVs will at a minimum be secured by activating the installed door locking devices when parked and unattended.

c. When more than 10 non-tactical GOV commercial-type vehicles are parked at a common location unattended and not in use they will be parked inside a motor pool or a secured fenced areas pursuant to 1 through 4 above.

2-4. Communication Equipment and Night Vision Devices (NVD)

Physical security provided for these items will be IAW AR 190-51, paragraph 3-12 and this regulation.

a. NVDs and communication equipment will not be secured inside unit/organizational AA&E storage areas.

b. Commanders/directors will request a waiver or exception to this regulation and/or the AR when the requirements to secure these items by the methods prescribed in AR 190-51 cannot be met or attempting to place them in an AA&E storage area. The only exception is FORSCOM units will Store NVDs in AA&E storage facilities pursuant to FORSCOM Directives.

2-5. Organizational clothing and individual equipment (OCIE) not at central issue facilities

a. OCIE will not be stored in privately owned vehicles (POV).

b. Individually issued clothing and equipment of personnel living in Unaccompanied Enlisted Personnel Housing (UEPH) will be secured by one of the following means. Commanders will not provide locks to secure individually issued OCIE. It is inherently the Soldier to whom it is issued to provide all security devices to secure individually issued OCIE.

(1) In a locked wall locker or footlocker.

(2) In a locked duffel bag, further secured to the building structure, or a separate locked room.

c. Access to Unit OCIE will be controlled by designated personnel. Locked duffel bags, wall lockers, or footlockers will be placed in a separate locked room or cage. In lieu of a separate room, access will be controlled by modifying the lockers to accept a locking bar or by adding a second hasp and securing the locker with a second lock. Keys to access OCIE will be controlled IAW AR 190-51, Appendix D and this regulation.

2-6. Subsistence Items (perishable and non-perishable)

Subsistence items will be secured to prevent theft, pilferage, or sabotage when these items are stored in bulk quantity. Subsistence items maintained at Dining Facilities (DFAC) awaiting preparation or issued Meals Ready to Eat (MRE) will be secured IAW AR 190-51, paragraph 3-15 and this regulation.

a. Dining Facilities stocks will meet at a minimum risk level I physical protective and security procedural measures.

b. Bulk quantity MREs issued to units for training or mission purposes will be protected from pilferage and accountability records kept on file until individually issued. Access to these items will be controlled. Keys to storage areas will be controlled IAW AR 190-51, Appendix D and this regulation.

2-7. Laptop and Portable Electronic Devices

U. S. Government unclassified portable computing and information devices such as laptops, cell phones and electronic information pads/tablets will be accounted for and protected from theft or unauthorized usage. Storage of classified information technology will be secured IAW AR 25-2 and AR 380-5.

a. Unclassified Government laptops issued for individual portable usage or utilized in an office environment as a daily workstation will be secured using one of the following measures when not in use or in physical possession.

(1) Locked in a drawer or cabinet inside a room to which doors and windows are locked when unoccupied by a member of the unit/organization.

(2) Locked to a desk with a cable locking device inside a room to which doors and windows are locked when unoccupied by a member of the unit/organization.

b. When not in use or in physical possession of the person to whom it was issued, unclassified Government cell phones and electronic information pads/tablets will be secured in a locked drawer or cabinet inside a room to which doors and windows are locked when unoccupied by a member of the unit/organization. Keys to storage areas and cable locks will be controlled IAW AR 190-51, Appendix D and this regulation.

2-8. Medical Supplies, Equipment and Pharmaceuticals

Physical security provided for these items will be IAW AR 190-51, Chapter 4 and this regulation.

a. Personnel selected to have unaccompanied access to controlled medical substances will be IAW AR 190-51, para 4-6 and this regulation. Prior to placing selected personnel on an unaccompanied/unescorted access roster for controlled medical substances, sensitive item storage areas or issuing an IDS PIN for these areas, the responsible Commander, Chief or designated representative will-

(1) Complete Individual Reliability Screening IAW AR 190-13 using a DA Form 7708.

(2) Conduct an interview to appraise individual's character as part of the screening process. This interview is documented in writing on the DA Form 7708 and continual evaluation is required.

b. On the Intrusion Detection System (IDS) Personal Identification Number (PIN) request, FLW Form 3009, the statement will be checked confirming that the screening and interview has been completed.

c. Screenings will be revalidated at a minimum annually and documented in the space provided on the DA Form 7708.

d. Update access rosters and IDS PIN requests (FLW Form 3009) for controlled medical substances and sensitive item storage at a minimum annually, or when personnel no longer need access or are no longer authorized access to these areas this will be done immediately.

e. Screenings are subject to review during Physical Security Inspections or other Command Level Inspections and will be available to the inspector upon request.

2-9. Funds and Financial Instruments

Units and organizations will provide for the security of funds and financial instruments IAW applicable regulations and in the following manner.

a. Rooms with safes utilized to store currency that exceeds a \$2500.00 amount, stamps, or financial instruments of similar value will-

(1) Be illuminated during the hours of darkness.

(2) When unoccupied, doors leading into this room will be locked with a DoD approved door locking device or a heavy-duty hasp and DoD approved low security padlock.

b. When sums stored exceed \$100 safes will be used to secure funds and financial instruments. Safes will meet or exceed 500lbs in weight. Safes not meeting this weight requirement will be bolted or chained to the structure using a DoD approved chain and padlock.

c. If Military Police (MP) money escorts are requested-

(1) The supported agency/activity will furnish vehicle and personnel to transport and accompany the funds. Personnel will not be authorized to ride in the MP patrol vehicle providing the escort.

(2) Military Police will not handle funds, before, during or after money escorts.

2-10. Transporting Government/Army Equipment, Stocks or Supplies

The use of Privately Owned Vehicles (POV) to transport equipment or supplies to and from official places of duty on FLW may be authorized, but not required, by Commanders or Directors.

a. Authorizations will only be in writing, signed and dated by the approving commander or director. Personnel transporting these items will maintain a copy of this authorization with them during transit.

b. Military AA&E items are not authorized for transportation in POVs. See AR 190-11 for AA&E transportation requirements.

Chapter 3 KEY AND LOCK CONTROL PROGRAM

Commanders and Directors will establish administrative key and lock control programs IAW AR 190-51, Appendix D and this regulation.

a. Administrative keys, combinations and locks are those used to protect DoD or Government property other than arms, ammunition, and explosives (AA&E). Administrative and AA&E key control programs will be maintained separately and physically separated.

b. Commanders and directors responsible for protecting AA&E will establish a key and lock control program IAW AR 190-51, Appendix D, and the additional requirements of AR 190-11, paragraph 3-8, FLW Reg 190-11 and this regulation.

c. All keys and locks purposed for use or in use to protect government property will be accounted for from "cradle to grave", that is from the time they are purchased they will be introduced into a key and lock control program until such time they are officially removed and destroyed.

3-1. Key Control Officer and Key Custodians

A Key Control Officer will be appointed in writing by the commander/director at the battalion, directorate and building manager level to monitor the unit, organization, or facility key control program. The appointment memorandum will be included in the physical security plan. Key

custodians are responsible for the daily operation and maintenance of key and lock control programs.

a. At a minimum, commanders/directors or division/section chiefs will appoint in writing a primary and alternate key custodian for all required key and lock control programs. Armorers will not be appointed as, or fulfill the responsibilities of, a key custodian in any capacity.

b. Key custodians will be an officer, NCO (E5 or above), or civilian or equivalent (GS3, WG3, NAF2 or above).

c. Only the appointed primary and alternate key custodian (s) are authorized to account for, issue, and receive unit/organization keys, combinations and locks used to protect government property, information, or personnel.

d. When the primary key custodian's duties are transferred, the incoming and out-going primary key custodian will conduct a joint physical serial number inventory of all keys and locks with the appointed key control officer and new key custodian before relinquishing the key control program.

(1) The transfer inventory, and any discrepancies identified, will be documented on a memorandum for record (MFR), logged on the permanent DA Form 5513, and signed by all parties involved. This MFR will be kept on file until the next transfer of duties or two years, whichever comes first, in the unit/organization key control binder.

(2) The transfer inventory will be conducted by newly assigned primary key custodians and the appointed Key Control Officer when unusual circumstances such as the sudden loss of a primary key custodian for reasons beyond the control of the appointing authority. A MFR will be generated as prescribed above, signed by the appointing authority and new key custodian.

e. Commanders will conduct an inquiry when a key is lost, stolen, or misplaced. Financial liability will be assessed pursuant to AR 735-5.

f. Key custodians will maintain a key control binder that will, at a minimum, include-

(1) Unit/organization Key and Lock Control SOP.

(2) Key Control Officer, Primary, and Alternate Key custodian appointment orders.

(3) Copies of applicable Key Control Officer and/or Key Custodian training certificates.

(4) Master Key and Lock Inventory (DA Form 5513 Key Control Register and Inventory).

(5) Permanent, Temporary and Operational (Operational only if used) DA Forms 5513 key control registers. Monthly and semi-annual (Page 3 of the Permanent DA Form 5513) key and lock inventory records.

(6) Transfer of custody inventory MFR when a transfer of key custodians has occurred in the last 24 months.

(7) Key depository access rosters.

(8) MFRs addressing any changes to the Master Key and lock Inventory, and MFRs addressing any inquiries conducted within the last 12 months.

(9) All open work orders pertaining to the key and lock control program. All closed work orders within the last 12 months.

(10) Applicable regulations and policies: Appendix D of AR 190-51, and FLW Reg. 190-51.

(11) Copies of lost/misplaced non-returned key work orders within the last 12 months with a MFR endorsed by the Key Control Officer when the lock was replaced.

g. When not under the direct control of the key custodians all key control records will be secured in a locked container to which access is controlled.

h. To prevent unauthorized disclosure of unit/organization key and lock information, key custodians will ensure key control records scheduled for destruction are shredded versus discarding them in a waste or recycle container.

3-2. Key Control Registers

All keys and locks will be accounted for on DA Form 5513 (Key Control Register and Inventory).

a. Key Control Register and Inventory. All unit/organization keys and locks used to protect government property will be listed on a Key Control Register and Inventory, (DA Form 5513). The unit/activity and period covered information will be completed on the top of page 1 and added to the top of any continuing pages.

b. All information required to show continuous accountability and disposition of keys will be completed in the blocks provided on the form.

c. Keys will be issued using the number of the corresponding block in which the key information is captured.

d. Pencil, correction tape, whiteout and electronic signatures will not be used on this form.

e. This form is maintained on file for one (1) year after the date of the last entry and will be available for review during physical security inspections.

f. At a minimum the following information will be listed on page 1 of the DA Form 5513 -

(1) Lock serial number.

(2) Location of lock.

(3) Key serial number.

(4) What the key is for.

(5) Number of keys maintained for each lock.

g. Changes will be made on the Key Control Register and Inventory (DA Form 5513), i.e., line through, and write in the correct information. An MFR with the reason for the change should be indorsed by the Key Control Officer and maintained on file until the DA Form 5513 is destroyed (at least one year). If a new form is generated to show the change, maintain the old DA Form 5513, and all related MFRs, on file for one (1) year.

h. Page two of the Key Control Register and Inventory (DA Form 5513), (Key Issue and Turn In) will be printed twice. The first copy will be titled "Permanent", and the second copy titled "Temporary".

(1) The page titled "Permanent" will reflect the issue and turn in of personally retained keys (keys issued to an individual for an extended period, more than one duty day).

(2) The page titled "Temporary" will reflect the issue and turn in of temporarily issued keys (keys issued for use during the duty day and returned before the end of the duty day).

i. Page three (Inventories) will reflect an initial inventory of all keys and locks directly after appointment of the primary key custodian or receipt of new keys from the key control officer. This inventory will be completed within 30 days of appointment. The initial inventory will be indicated by an "I" in the left margin adjacent the date of the inventory. The monthly "Show Basis" and semi-annual serial number inventories will be indicated by a "M" or "S" in the left margin adjacent the date of the inventory.

j. Keys issued for operational purposes, such as keys used at facilities that maintain continuous operations with rotating shifts, will be issued using a separate DA Form 5513 labeled "Operational" that only lists those keys that are used for operational purposes. Administrative information blocks will mirror that of the DA Form 5513.

(1) The "turned-in date and time" and "received-by" columns will not be used. Key custodians reflect issue and turn in of these keys monthly on the "Permanent" issue page, para. 3-2h (1) above.

(2) Those authorized to transfer custody of keys among themselves on an "Operational" key register will be listed on a roster signed by a responsible authority (i.e., Staff Duty, CQ Roster, etc.).

(3) Key custodians will monitor the use of these keys and forms at a minimum monthly. All key and lock control requirements will apply to these keys and locks regardless of their custody disposition. Maintain completed forms as specified in paragraph 3-2g.

k. Vehicle keys may be excluded from being signed out on the DA Form 5513 when both the vehicle and keys are signed out/dispatched by the person in custody of the keys on the vehicle dispatch form. When vehicles are not dispatched but keys are issued, they will be signed for on the "Temporary" DA Form 5513 key control register.

3-3. Facility Locks and Padlocks

Included in the degree of protection afforded to government property is the delay to forced entry or resistance to manipulation a lock provides. All DoD property will be protected by an approved DoD Military Specification (MILSPEC) type locking device. Facility locks protecting sensitive and non-sensitive unclassified government property will also comply with AR 190-51, Appendix D. Padlocks will meet either high-security or low-security MILSPEC standards, established by the DoD Lock Program, based on the asset protected.

a. Facility locking devices are locks installed on Fort Leonard Wood real property. Real property locks are installed and maintained by the DPW or the DPW Base Maintenance Contract. Facility users are not authorized to change or re-key these locks or duplicate keys without the approval of DPW and the Installation Physical Security Office.

(1) Key custodians will request changes and/or duplication of real property locks and keys using a work order request, DA Form 4283 (Facilities Engineering Work Request). Changes or duplication of requests will be endorsed by the Key Control Officer for that facility on a memorandum for record. Justification for change must be detailed, clearly explaining the reasons for change or duplication of requests and will cite all regulatory requirements.

(2) Work orders requesting lock replacement or re-keying will be brought to the Installation Physical Security Office for concurrence/non-concurrence, priority assignment with stamp and the Installation Physical Security Officer or designated representative in the Physical Security Office.

(3) Master keys/locking devices are not authorized on Fort Leonard Wood facilities.

(4) Keyed-alike lock sets will only be used, as specified in AR 190-51 appendix D for a single vehicle and are not authorized for any other use.

(5) Commanders/directors will not authorize keyed-alike locking systems (master keys) for facility keys. Keyed alike locks may be used when multiple doors lead to the same area without passing through another locked door.

(6) Each battalion that manages a Barracks Key Control Program may be authorized to maintain a master key for barracks/single Soldier housing provided that they have an approved Barracks Physical Security Plan that is IAW AR 190-13, app D, and has been approved by the Installation Physical Security Officer. This key will be issued only to and maintained at the battalion command level.

b. High and low security MILSPEC padlocks are purchased only through unit/organizational supply channels.

(1) Key custodians will maintain padlocks and associated keys as specified in AR 190-51, AR 190-11, and this regulation.

(2) Lost/misplaced keys to a padlock will require padlock replacement. Having a remaining key duplicated is not authorized.

(3) Key custodians may request duplicate padlock keys to support an operational need for additional keys.

c. Locking devices, which have only one key, will not be used or issued to avoid possible damage to government property in the event the key is lost or damaged. If authorized, additional keys may be made, otherwise the device will remain unlocked. One key for each locking device will be maintained in the Key Depository. Exceptions are the key to the Key Depository, and keys that secure AA&E Key containers.

d. To prevent padlock substitution while an area or container is opened for use, padlocks will be locked on the locking eye of the hasp and the key removed. Keys will not be left inserted in the lock and will not be removed from the possession of the person signed for the keys of a locking device that protects government property.

e. Electronic locks and locking systems will comply with AR 190-51, App D, standards.

3-4. Combination/Cipher Locking Devices

Combination/cipher built-in locks or padlocks will be at a minimum a GSA-approved, three-position changeable combination/cipher lock. (See AR 380-5 for guidance on combination locks securing classified material). Files containing lock combinations/ciphers will be secured with the same degree of security as the material protected by the combination/cipher locking device. Dial-type combination locking devices will be locked by spinning the dial at least two complete turns.

a. Combinations to all combination/cipher locks, to include padlocks, coded door locks, safes, and vault/arms vault doors, are changed IAW AR 190-51 and AR 380-5. At a minimum these combinations will be changed for any of the following conditions-

(1) When new locks are initially placed into use.

(2) When personnel with knowledge of the combination no longer need access to the container/room or departs the organization.

(3) When a possibility of compromise may have occurred.

(4) Semi-Annually.

b. A SF 700 (Security Container Information) is used to record change of combinations/ciphers and completed as outlined in AR 380-5. In the event there are more than 4-persons to be listed on the SF 700 a MFR will be attached listing the remaining persons and required information as listed on the SF 700.

c. Key custodians authorized to change combinations must be trained, possess keys for changing combinations and/or ciphers, and be identified on the appointment order under special instructions 'to perform combination/cipher changes as required', and maintain custody of the change key or secure it in the key depository.

d. Completed SF 700s are accounted for and maintained as indicated below.

(1) Part 1 of the SF 700, once completed, will be sealed in an opaque envelope labeled "SF 700."

(2) Inscribe the combination on Part 2A of the SF 700 and insert it into the envelope portion of Part 2. Seal and transport part 2 to the next higher HQ (S-2) or equivalent for secure storage.

(3) Part 2 must be secured in a container that provides security commensurate to the container or area protected by the combination or cipher.

(4) SF 700s protecting AA&E or classified material will be stored in a GSA approved Class 5 safe/security container at the next higher headquarters or equivalent next level of supervisory control.

e. Keys to padlocks on chains securing security containers/safes weighing less than 500lbs will be considered "administrative" keys and accounted for and controlled IAW AR 190-51, Appendix D and this regulation. Armorers and AA&E key custodians will not have access to these keys.

f. A SF 702 (Security Container Check Sheet) will be maintained for all Arms Room doors/vaults, classified storage areas protected by a combination lock and security

containers/safes. Forms will include all necessary information listed. Completed SF 702s will be maintained on file for 1 year.

g. Work orders for combination/cipher changes for locks installed on Fort Leonard Wood real property will be processed through DPW. Combination changes for locks on security containers/safes will be accomplished by key custodians authorized to change combinations, possess keys for changing combinations and/or ciphers, and be identified on appointment orders under special instructions 'to perform combination/cipher changes as required'.

3-5. Personal Identification Numbers (PIN) for Locks

Key custodians will ensure a PIN acknowledgement form (enclosure 1) is completed for cipher locks or key systems that require individually issued PINs authorizing personal access to facilities, rooms, automated key system containers or other areas.

a. Key custodians will brief all personnel whom they issue a PIN, on the exclusive personal use of PINs.

b. Individuals issued a PIN will not give this number to anyone else, even if the person has authorized access.

c. Key custodians will, at a minimum, maintain a list with the printed names, signatures and date/time of each PIN issued.

d. Key custodian will remove PINs from cipher locking devices/systems immediately when personnel no longer require or are authorized access. Removal of PINs will be annotated on the acknowledgement form with the date/time and key custodian's initials. Maintain closed-out forms on file for one (1) year.

3-6. Proximity Cards or Key Access Fobs

All proximity cards/fobs used to access facilities, rooms, or other areas, instead of a key locking device, will be accounted for at all times in the same manner as keys by key custodians.

a. A "Permanent" DA Form 5513 will be used to identify all personnel with issued cards/fobs.

b. At a minimum the DA Form 5513 will list-

- (1) Card/fob ID number.
- (2) Date and time of issue.
- (3) Printed name and signature of issuing key custodian.
- (4) Printed name and signature of person receiving the card/fob.
- (5) Date and time of return.
- (6) Printed name and signature of receiving key custodian.

c. Proximity Cards/fobs will be inventoried at least monthly by card/fob ID number. A record of this inventory will be captured in the spaces provided on page three of DA Form 5513. At a minimum these inventories will be maintained on file for 12 months.

d. Personnel with issued cards/fobs will report immediately any lost or misplaced proximity cards/fobs to the responsible key custodian and lock programming will be changed immediately.

3-7. Key, Lock and Combination Inventories

Key custodians are responsible for conducting key, lock, and combination inventories based on the unit/organization Master Key and Lock Inventory and associated key control registers on which keys are issued.

a. Inventory discrepancies will be addressed through the appropriate unit/organization command channels immediately. At a minimum, one (1) year of key inventory records for the below listed inventories will be maintained on file.

b. All keys issued as personally retained on the "Permanent" key control register and those keys transferred on the "Operational" key control register will be inventoried during the monthly "show basis".

(1) "Show Basis" inventories consist of key custodians visually accounting for keys by type, possession, and count of keys, for those keys issued to personnel authorized permanent retention of unit/organizational keys.

(2) A record of the "Show Basis" inventory will be captured in the spaces provided on page three of DA Form 5513. In the margin to the left of the date and key custodian's information place a letter "M" to indicate the type of inventory conducted was a Monthly "Show Basis" inventory.

c. 100% of all keys, combinations and locks issued and those remaining within key depositories or in the possession of the key custodian will be inventoried by serial number semi-annually.

(1) Key custodians will conduct semi-annual inventories based on the "Master" Key and Lock Inventory register, keys, locks, and sealed SF 700s (Security Container Information) maintained in key depositories and safes, all keys issued out on DA Forms 5513.

(2) Key custodians will visually compare key serial numbers with serial numbers recorded on the "Master" Key and Lock Inventory register.

(3) SF 700s will be visually inspected for signs of tampering and the date to ensure required semi-annual combination changes have been conducted. SF 700s not completed will have the corresponding combinations changed immediately.

(4) A record of these inventories will be captured in the spaces provided on page three of the DA Form 5513, signed, and dated by the key custodian conducting the inventory. In the left margin next to the date and key custodian's information place a letter "S" to indicate the type of inventory conducted was semi-annual.

3-8. Automated Key and Lock Control Systems

Automated, lockable key containers are authorized for use provided they meet the below listed requirements. Units/organizations using these systems will include detailed emergency manual operating procedures, should they become non-operational. Key custodians will maintain the necessary key and lock information/forms on-hand to function manually.

a. Automated key containers will meet AR 190-51, Appendix D construction standards for approved key containers.

b. Key containers weighing less than 500lbs will be affixed or attached to the building structure or secured to the structure using 5/16-inch steel chain or equivalent cable and low security padlock.

c. Key containers will be located in a locked room when the building is unoccupied or under the constant surveillance of an individual belonging to the unit/organization.

d. Automated key containers will have the ability to provide an alarm when keys are removed without proper authorization. This alarm will be either visual or audible.

e. Systems that utilize tracking fobs attached to keys will ensure devices used to attach keys to fobs are of a type that will prevent detachment of key from fob.

f. A primary and alternate key custodian will be appointed in writing to program and maintain the system in the Special Instructions line of the appointment orders. Key custodians will maintain their automated key and lock control program IAW AR 190-51, Appendix D and this regulation.

g. Key custodians will personally issue, through the system, all permanent/personally retained keys. Printouts of these issues will be maintained in the key control binder with the signature of the person issued to and the signature of the issuing key custodian.

h. AA&E keys will not be stored and maintained in automated key containers/systems. (See FLW 190-11 for AA&E key storage requirements).

i. Key systems will-

(1) Be programmed to allow access to only authorized personnel listed on the key access roster with duty specific access to only those keys for which they are authorized temporary issue.

(2) Be accessed either by PIN, username and password, or a combination of PIN and key fob. Additional restrictive access measures which include biometrics (fingerprint data) may also be used. Use of key fob access alone is not authorized. Systems will provide a printable record of usage when queried. See paragraphs 3-5 and 3-6 above for PIN and key fob control requirements.

(3) Generate a printable record of all keys and locks maintained within the system (Master Key and Lock Inventory). This record will show key serial numbers, lock serial numbers, location of locks, and the number of keys maintained for each lock.

(4) Generate a printed record anytime a key is removed and returned to the key container. The record will contain, at a minimum, name of individual receiving/returning key, serial number of key issued/returned, and date/time key was issued/returned.

(5) Be checked/queried at the end of the duty day by key custodians to account for and ensure temporary issued keys are returned.

j. All keys and locks controlled through the system will be physically inventoried by serial number semi-annually. This inventory will be annotated on the printout of the Master Key and Lock Inventory with the date completed, with the printed name and signature of the key custodian that conducted the inventory. This record will be maintained in the key control binder for one (1) year.

k. Permanently issued personally retained keys will be inventoried visually and by count at a minimum monthly. This inventory will be annotated on the printout of the report query for permanently issued keys with the date completed, with the printed name and signature of the key custodian that conducted the inventory. These records will be maintained on file for one (1) year.

l. Automated key and lock control systems that cannot generate printout records as specified above will require the use of DA Form 5513 (see paragraph 3-2) to issue, control, inventory and account for unit/organization locks and keys.

m. Automated key system records will be maintained as follows.

(1) Maintain a hardcopy printout of the current Master Key and Lock Inventory in the key control binder at all times.

(2) Maintain readily on hand all hardcopy printouts for active records of temporary key issues. Closed-out records are maintained on file for one (1) year after date of key return.

(3) Unless specified otherwise all other active/current key control records will be maintained in the key control binder. Closed-out records may be maintained on file elsewhere but will be available for inspections.

(4) Media containing system back-up data will be protected and secured as a key control record.

3-9. Use and Control of Protective Seals

Commanders and Directors will establish seal control programs IAW AR 190-51, Appendix D and this regulation.

a. Seals custodian. A primary and alternate seal custodian will-

(1) Be appointed whenever seals are used in the organization.

(2) Issue seals at the battalion level and maintain a Hard Bound book IAW AR 190-51.

b. Seals for Alternate Ammo cans will be issued properly by a seal custodian and inventoried monthly by serial number IAW AR 190-51.

Chapter 4

CONTROL OF MEDICATIONS IN THE IET ENVIRONMENT

4-1. Responsibilities

a. Commanders:

Will establish a comprehensive policy that provides for security of medications that include.

(1) Soldiers in training will retain possession and manage all their authorized medications unless they have previously demonstrated a lack of necessary responsibility.

(2) Require that only the trainee will handle their prescription bottle and dispense the medication themselves.

(3) For Soldiers in training who have been command-referred for behavioral health conditions, commanders will follow the precautions recommended by behavioral health.

(4) Incorporate the policy referenced in paragraph 4-1. A (1) above into the unit physical security plan as an annex.

(5) Update and sign the policy upon changes of command and review annually to ensure accuracy.

(6) Complete a DA Form 7708 on all cadre requiring unaccompanied access to the medication area prior to placing them on the access roster or participating in the reception, storage, or turn-in of trainee medication.

(7) Commanders will develop a briefing that will consist of this regulation and any additional unit guidance concerning prescribed medications. All cadre with access to medication storage areas will receive this briefing before they are placed on the access roster.

(8) Medication provided through the Self Care program are exempt from this regulation.

b. Cadre:

(1) Will use only approved secure storage locations (within interior rooms that are windowless) and strictly follow established procedures to ensure the security of medications and the confidentiality of others.

(2) Will have a completed DA Form 7708 and receive a briefing from the commander prior to participating in the reception, storage, or turn-in of trainee medication.

(3) May request the commander question the healthcare provider regarding prescription medications of a Soldier in training solely to gain clarity on any limitations the medication may cause the Soldier in relation to their duties.

(4) Will monitor and track medications that are disclosed to them. If a cadre member suspects medications given to the Soldier may be affecting their behavior, they will contact the commander and a medical professional for assistance.

(5) Will not physically handle any medications or containers, will not open, close, or handle the medication within the containers, except for inventory of abandoned medications.

(6) Will personally observe all inventories conducted before and after the Soldier has taken the medication as prescribed.

c. Soldiers in training:

(1) Will maintain sole access to the medication container securing only their medication, e.g., the small locker.

(2) Will allow observation by cadre during dispensing, administration, and inventory of all medications.

4-2. Procedures and Control Measures

a. Two-person rule. The two-person rule ensures the accuracy of related documents and reduces any confusion or false claims regarding the handling of medications. The cadre controls access to the medication storage area and the trainee controls access to the storage container. Additionally, two additional people must be present, minimum one cadre and one additional Soldier in training. The unit may require two members of cadre to be present in addition to the Soldier in training and one additional soldier in training.

b. Receipt of medication. Upon return from a medical/dental appointment, sick call, etc., the sick call slip or profile (DD Form 689 or DA Form 3349) will be reviewed by the cadre to determine if the Soldier was prescribed medication(s). If so, the cadre member will update the medication log with Soldier in training's last name, first name, and remaining required information. Cadre will observe the trainee conduct a physical count of the number of pills or number of ounces of medication. The starting quantity will be entered on the medication log.

c. Inventories.

(1) An initial inventory will be conducted upon receipt of medication, return to the unit area with medication, or initial discovery of medication. The initial inventory will be used to initiate the medication log.

(2) Subsequent inventories will occur each time the medication is accessed for consumption. The inventory results will be entered on the medication log.

(3) A final inventory will be conducted prior to releasing the medication to the trainee, prior to graduation, for holiday block leave, or removal from training. An inventory will also be conducted for all abandoned medication prior to transport for turn in.

(4) A 100% inventory of all medication will be conducted after any attempted or successful loss, theft, or misuse of medication.

(5) Any additional inventories, as determined by the chain of command.

4-3. Storage and disposal of medications

a. Medication will be stored in a locked single use area where the sole purpose is intended for the security of such medication. Access to this area will be strictly controlled. Each trainee's medication will be stored separately in small, lockable metal containers or lockers. Access to the medication storage container/locker will be maintained by the trainee. Each trainee requiring the storage of medication must provide a padlock. The trainee will maintain custody of all keys to the padlock. Only the trainee prescribed or issued the medication will have access to or handle the medications. The unit will consolidate all medications in a single protected, central location with limited access. All medical storage containers (lockers) will remain secure unless in use to secure individual medications and the storage area will remain secured unless occupied by an authorized cadre member for the purpose of medication withdrawal. Keys to the storage area will be accounted for in accordance with AR 190-51 and this regulation. Storage during field

training may be accomplished using ammunition cans as the storage containers. The medication log must remain secured, when not in use, to ensure the accuracy of the document.

b. Each time medication is required to be taken, the Soldier in training will notify the cadre. The cadre will provide access to the secured medication storage room. The Soldier in training will access the specific container/locker containing his or her medication. Cadre will observe the Soldier in training conduct a physical count of the number of pills or number of ounces of medication. This quantity will be verified as the same as the previous quantity on the medication log. The required dosage will be consumed under the direct observation of cadre. Cadre will again observe the conduct of a physical count and the remaining quantity entered on the medication log. Both the cadre and Soldier in training will sign the medication log indicating agreement with the new quantity. The medication log will be stored and secured in the individual locker by the Soldier in training. Upon departure the cadre will secure the medication room/area door. If required by the unit, a second member of cadre or battle-buddy may sign in the witness block of the medication log.

c. Disposal of medication. Medication will be retained until exhausted or placed in the custody of the Soldier in training when he/she completes training, out-processes for permanent change of station (PCS), goes on leave (Emergency or HBL), or transfers to another unit. Any medication that is expired will be turned in, by the Soldier in training that it is prescribed, to the GLWACH Pharmacy or the TMC Pharmacy medication return receptacle. Soldiers in training will take all prescribed medications with them upon graduation or separation as well as their lock from the locker or container. The medication logs will indicate the date/time, name, and quantity of medication removed for transfer or disposal and the trainee's signature. Cadre will ensure all medication lockers are emptied and locks removed prior to the Soldier in training departing the organization.

d. All medication not removed by the Soldier in training upon departure will be considered abandoned. All abandoned medication will be collected by a minimum of two cadre, inventoried in the presence of the commander, and transported by a government vehicle by a minimum of two personnel to an authorized medicine return receptacle at the GLWACH pharmacy or the TMC pharmacy within 48 hours of the Soldier in training's departure or end of cycle. The medication log will indicate the date/time, names, and quantity of medication removed for disposal and the two cadre's signatures. A memorandum for record will be completed and signed by the commander describing the circumstances surrounding the reason(s) medication was left by the trainee.

4-4. Accountability

a. Medication log. The medication log will be completed upon receipt of medication, at each consumption of medication, and at disposal of medication. The medication log will be archived after removal of medication for any reason and retained in the unit files for 1 year. After 1 year, the medication log will be shredded.

b. Reporting and Security Incidents.

(1) Unsecure doors, and lockers. Doors to room, and lockers containing medication must remain closed and locked when not in use. An inquiry will be initiated into any door, or locker found unsecure following a 100% inventory conducted pursuant to this regulation. If there are signs of forced entry, immediately notify the Military Police. If there are no signs of forced entry, the unit will investigate to determine if the door or locker was left unsecure or if a loss or theft of medication has occurred. If no loss or theft of medication has occurred, the unit will notify the Battalion Physical Security Officer.

(2) Loss or theft of medication. Any loss of medication is a serious concern and will be investigated. Any theft of controlled substances and/or medication will be reported to the commander and the Military Police immediately.

Appendix A References

Section I Required Publications

AR 25-2
Army Cybersecurity

AR 190-11
Physical Security of Arms, Ammunition and Explosives

AR 190-51
Security of Unclassified Army Resources (Sensitive and Non-sensitive)

AR 380-5
Army Information Security Program

AR 735-5
Property Accountability Policies

Physical Security of Arms, Ammunition and Explosives

ATP 3-39.32
Physical Security

FLW Reg 190-11
Physical Security of Arms, Ammunition and Explosives (AA&E)

Section II Related Publications

AR 190-13
The Army Physical Security Program

AR 710-2
Supply Policy below the National Level

DA PAM 190-51
Risk Analysis for Unclassified Army Resources

DA Pam 710-2-
Using Unit Supply System (Manual Procedures)

FLW 190-13

Fort Leonard Wood Physical Security Program

21 U.S.C. §812

Schedules of Controlled Substances

TRADOC Regulation 350-6

Enlisted Initial Entry Training Policies and Administration

Section III

Referenced Forms

Forms that have been designated “approved for electronic generation (EG)” must replicate exactly the content (wording), format (layout), and sequence (arrangement) of the official printed form. The form number of the electronically generated form will be shown as, and the date will be the same as, the date of the current edition of the printed form.

DA Form 2028

Recommended Changes to Publications and Blank Forms

DA Form 5513

Key Control Register and Inventory

DA Form 7708

Personnel Reliability Screening and Evaluation

Standard Form 700

Security Container Information

Standard Form 701

Activity Security Checklist

Standard Form 702

Security Container Check Sheet

FLW Form 3009

Intrusion Detection system (IDS) Personal Identification Number (PIN) Request for a Pharmacy Account

Glossary

Section I

Abbreviations

AA&E

Arms, Ammunition, and Explosives

ACP

Access Control Point

AE

Ammunition and Explosives

AR

Army Regulation

ATP
Army Techniques and Procedures

DA
Department of the Army

DES
Directorate of Emergency Services

DFAC
Dining Facility

DOD
Department of Defense

DPW
Directorate of Public Works

EOMP
Emergency Operations Management Plan

FE
Facilities Engineer

FLW
Fort Leonard Wood

GOV
Government Owned Vehicle

GS
General Schedule

GSA
General Services Administration

IAW
In Accordance With

ID
Identification

IDS
Intrusion Detection System

LRC
Logistics Readiness Center

MILSPEC
Military Specification

MFR
Memorandum for Record

MP
Military Police

MRE
Meals Ready to Eat

NAF
Non-Appropriated Fund

NCO
Non-commissioned Officer

NVD
Night Vision Devices

PIN
Personal Identification Number

PM
Provost Marshal

POC
Point of Contact

PS

Physical Security
PSE
Physical Security Equipment
PSI
Physical Security Inspector/Inspection
PSO
Physical Security Office/Officer
SCIF
Sensitive Compartmented Information Facility
SF
Standard Form
SOP
Standing Operating Procedure
USACE
United States Army Corp of Engineers
WG
Wage Grade

Section II

Terms

Access

Personnel movement within an area that allows the chance for visual observation of, or physical proximity to, Government property or personnel. It is also the ability and opportunity to obtain detailed knowledge of Government property through uncontrolled physical possession. External viewing or escorted proximity to Government property does not constitute access.

Armed Guard Surveillance

A service that provides armed guards to maintain constant and specific surveillance of shipments for which the service is requested. "Armed" is defined as having a firearm and appropriate ammunition readily available for immediate use. (DOD 5100.76-M) (AR 190-14)

Arms

A weapon included in AR 190-11, glossary, that will or is designated to expel a projectile or flame by the action of the explosive, and the frame or receiver of any such weapon.

Army Resources

Assets which are critical resources and include personnel, information, equipment, facilities, activities, and operations.

Cable Seal Lock

A seal in which the cable is passed through the locking hardware of a truck trailer or railcar door and the bullet nose is inserted into the barrel and the end of the cable until securely anchored. Once locked any force exerted to separate the lock point from the lock body will strengthen its connection. (DOD 5100.76-M) AR 190-11 Glossary

Chains

Chains used to secure racks or containers will be of heavy-duty, hardened steel chain, welded, straight-link steel. The steel will be galvanized of at least 5/16-inch thickness or of equal resistance required to force, to cut, or break an approved low security padlock. An example of such a chain is Type 1, Grade C, Class 4 NSN 4010-0-149-5583, NSN 4010-00-149-5575, or NSN 4010-00-171-4427.

Common Area Rule

When an area has two or more locking entrances that lead into the same common area, these two entrances may have the locking devices keyed-alike.

Constant Surveillance

Observing or protecting a storage facility containing AA&E by a human, intrusion detection system, closed circuit television, or combination, to prevent unobserved access, or make known any unauthorized access to the protected facility.

Continuous Surveillance

Constant unobstructed observance of items or an area to prevent unauthorized access. Continuous surveillance may be maintained by dedicated guards, other on-duty personnel, or intrusion detection systems and those enhanced by closed-circuit television.

Dedicated guards

Individuals charged with performing the primary task of safeguarding designated facilities, material, and personnel within a defined area during a tour of duty. A dedicated guard may perform this function as a static post. He or she remains within or on the perimeter of a protected area and maintains continuous surveillance over that which is being protected during the tour of duty.

Double-locked container

A steel container of not less than 26 gauge which is secured by an approved locking device, and which encases an inner container that also is equipped with an approved locking device. Cabinet, medicine, combination with narcotic locker, NSN 6530-00-702-9240, or equivalent, meets requirements for a double-locked container.

Exception

An approved limited or permanent exclusion from specific requirements of this regulation. Exceptions will be based on a case-by-case determination and involve unique circumstances which make conformance to security standards impossible or highly impractical. An exception can also be an approved permanent deviation from the provisions of this regulation.

There are two types of exceptions:

- a. *Compensatory Measures Exception.* This is a deviation in which the standards are not being met, but the DOD component (HQDA, OPMG) concerned determines it is appropriate, because of physical factors and operational requirements. Compensatory measures are normally required.
- b. *Equivalent Protection Exception.* This is a deviation in which nonstandard conditions exist, but the totality of protection afforded is equivalent to or better than that provided under standard criteria.

Key and lock control system

A system of identifying both locks and their locations and personnel in possession of keys and/or combinations.

Keying

The process of establishing a sequence of random binary digits used to initially set up and periodically change permutations in cryptographic equipment for purpose of encrypting or decrypting electronic signals, for controlling transmission security processes, or for producing other keys.

Keyed-alike

A system that allows common area locks to be operated by the same key.

Locks

Locks should be considered as delay devices only, not as positive bars to unauthorized entry since any lock can be defeated by expert manipulation or force.

a. Padlocks

Low security padlocks: Commercial Item Description A–A–1927 hardened steel shackle and case, without chain: NSN 5340–00–158–3805; with chain: NSN 5340–00–158–3807. (Any questions regarding the above specifications will be addressed to the DoD Lock Program Technical Manager, Naval Facilities Engineering Service Center, Code C66, 560 Center Drive, Port Hueneme, CA 93043–4328 (DSN 551–1567 or –1212).

b. Certain locks, such as high or medium security padlocks, provide excellent protection when used in conjunction with a high security hasp. Hasps installed for protection of AA&E will provide protection comparable to that given by the lock used. Determination of “comparable protection” will be addressed to the DoD Lock Program Technical Manager, Naval Civil Engineering Laboratory, Code L56, 560 Center Drive, Port Hueneme, CA 93043–4328 (DSN 551–1567 or –1212). NAPEC high security shrouded hasp (MIL–H–29181A) is approved for use with the high security padlock to secure all categories of AA&E. The hasp has a cover that protects the lock from cutting or hammer tools and inclement weather. It should be used to secure Category I and II AA&E storage facilities. When replacement of a hasp on Category III, IV or uncategorized AA&E is necessary, this hasp should also be used. The Natick high security hasp (MIL–H–43905) is a high security hasp that also is approved for protection of Category III and IV AA&E when used with an approved high security padlock. Hasp, pin-type, locking “T” is a hasp that was authorized previously to secure ammunition storage magazines. Magazines were secured using the installed locking bar in conjunction with a “T” pin and high security padlock. The locking “T” hasp does not provide adequate security for sensitive AA&E. It must be replaced with a high security hasp to enhance security. It will not be used to secure Category I and II ammunition storage facilities.

c. Another lock is the cable seal lock. Once locked, any force exerted to separate the lock point from the lock body strengthens the connection. Such locks are not approved for use in securing storage facilities containing AA&E. The same restriction applies to d. below.

d. A complementary device to locks is the No. 5 American Wire Gauge wire twist. This is a U-shaped wire place in the hasp along with the shackle and twisted tightly in place. Another device is a wire cable of a thickness equivalent to or larger than No. 5 wire. This is placed through the hasp, a metal sleeve slipped over it, and crimped into place.

e. Built-in combination locks, meeting Underwriters Laboratories Standard 768, Group 1 (NSN 5340–01–375–7593) are approved for use on GSA-approved Class 5 vault doors and GSA-approved Class 5 weapons containers storing unclassified material and unclassified AA&E.

Master key

A method of pinning a specific set of lock cylinders so they operate with an individual key as well as a common key, called a “master.” Allows the use of one key to unlock more than one locking device, granting the key holder access to non-common multiple areas within a facility.

Motor pool

A common location where more than ten (10) commercial-type GOV or five (5) or more military tactical vehicles are parked and unattended during non-duty hours. Unauthorized access to the

vehicles is controlled during and after duty hours. Parking area is surrounded by a perimeter barrier and security lighting is present during the hours of limited visibility.

Physical protective measures

Physical security measures used to counter risk factors that usually do not change over a period of time such as mission impact, cost, volume, and criticality of resources and vulnerabilities. The measures are usually permanent and involve expenditure of funds.

Physical security

That part of the Army security system, based on threat analysis, concerned with procedures and physical measures designed to safeguard personnel, property, and operations; to prevent unauthorized access to equipment, facilities, materiel, and information; and to protect against espionage, terrorism, sabotage, damage, misuse, and theft. Operations security (OPSEC) and security targeted against traditional criminal activity are included.

a. Physical security procedures include, but are not limited to, the application of physical measures to reduce vulnerability to the threat; integration of physical security into contingency, mobilization, and wartime plans; the testing of physical security procedures and measures during the exercise of these plans; the interface of installation OPSEC, crime prevention and physical security programs to protect against the traditional criminal; training of guards at sensitive or other storage sites in tactical defense against and response to attempted penetrations; and creating physical security awareness.

b. Physical security measures are physical systems, devices, personnel, animals, and procedures employed to protect security interests from possible threats and include, but are not limited to, security guards; military working dogs; lights and physical barriers; explosives and bomb detection equipment; protective vests and similar equipment; badging systems; electronic entry control systems and access control devices; security containers; locking devices; electronic intrusion detection systems; standardized command, control, and display subsystems; radio frequency data links used for physical security; security lighting; delay devices; artificial intelligence (robotics); and assessment and/or surveillance systems to include closed-circuit television. Depending on the circumstances of the situation, security specialists may have an interest in other items of equipment such as armored sedans.

Restricted area

Any area to which entry is subject to special restrictions or control for security reasons or to safeguard property or material. This does not include those designated areas over which aircraft flight is restricted. Restricted areas may be of different types. The type depends on the nature and varying degree of importance, from a security standpoint, of the security interest or other matter contained therein.

a. *Exclusion area.* A restricted area containing—

(1) A security interest or other matter of such nature that access to the area constitutes, for all practical purposes, access to such security interests or matter or—

(2) A security interest or other matter of such vital importance that proximity resulting from access to the area is treated equal to (1) above.

b. *Limited area.* A restricted area containing a security interest or other matter, in which uncontrolled movement will permit access to such security interest or matter; access within limited areas may be prevented by escort and other internal restrictions and controls.

c. *Controlled area*. That portion of a restricted area usually near or surrounding an exclusion or limited area. Entry to the controlled area is restricted to authorized personnel. However, movement of authorized personnel within this area is not necessarily controlled. Mere entry to the area does not provide access to the security interest or other matter within the exclusion or limited area. The controlled area is provided for administrative control, safety, or as a buffer zone for security in depth for the exclusion or limited area. The proper commander establishes the degree of control of movement.

Risk analysis

Method of examining various risk factors to determine the risk value of likelihood of resource loss. This analysis will be used to decide the level of security warranted for protection of resources.

Safe

A GSA approved security container, secured with an approved locking device, and weighing 500 pounds or more, or secured to the structure to prevent removal.

Seal

A device to show whether the integrity of a shipment has been compromised. Seals are numbered serially, are tamperproof, and shall be safeguarded while in storage. The serial number of a seal shall be shown on Government Bills of Lading (GBL). A cable seal lock provides both a seal and locking device.

Sealed containers

Wooden boxes, crates, metal containers, and fiber containers sealed in a way to show when the containers are tampered with after sealing. The method of sealing depends on the type of construction of the containers. Sealing may be by metal banding, nailing, airtight sealing, or wax dripping (for fiber containers). In key control, a sealed container is also a locked key container or a sealed envelope containing the key or combination to the key container.

Security lighting

The amount of lighting necessary to permit visual surveillance by security police or by supervisory personnel.

Sensitive items

Material requiring a high degree of protection to prevent unauthorized acquisition. This includes arms, ammunition, explosives, drugs, precious metals, or other substances determined by 21 USC 812. Under 21 USC 811, giving the Attorney General an avenue to amend the controlled substances.

Waiver

Temporary relief from specific standards imposed by this regulation while pending actions are taken to conform to the standards required. Compensatory measures are required.

**Appendix B
Enclosures**

Acknowledgment of Personal Identification Number (PIN) Issuance

References: AR 190-13, AR 190-51 and FLW 190-51.

I acknowledge receipt/issue of my PIN authorizing access to _____. I understand this PIN allows unaccompanied access to a facility, area or container that may be a restricted or controlled area; and is exclusively for my use and will not be given to anyone else to gain access, even if that person has authorized access. Violations of this policy will be turned over to the Commander, Director, Chief, or other senior supervisor for appropriate action as deemed necessary, depending on upon the circumstances. Termination or re-issue of PINs to personnel violating this policy will be at the discretion of the Commander, Director, Facility/Unit Physical Security Officer, or his/her appointed representative. I understand military personnel failing to comply with this policy are subject to termination of PIN access. I understand DoD Civilian employees failing to comply with this policy may face an adverse action including termination of PIN access. I understand contractors not adhering to this policy will face possible termination of PIN access or other actions that are stipulated in the contract or agreement. *(a continuation sheet may be used to add more names of PIN holders consistent with the format below)*

_____ Printed Name	_____ Signature/Date	_____ Date
_____ Printed Name	_____ Signature/Date	_____ Date
_____ Printed Name	_____ Signature/Date	_____ Date
_____ Printed Name	_____ Signature/Date	_____ Date
_____ Printed Name	_____ Signature/Date	_____ Date
_____ Printed Name	_____ Signature/Date	_____ Date

Medication Log

Printed Name:		Platoon/Unit:	
Medication Name:		Anticipated Departure Date:	
Prescription #:		Medication Expiration Date:	

Transfer of Medication

Date (Day-Mon-Yr)	Time	Quantity	Transferred to:		Receiver of Medication Signature and Printed Name	Cadre Signature and Printed Name	Witness Signature and Printed Name

Date (Day-Mon-Yr)	Time	Beginning Quantity	Quantity Consumed	Remaining Quantity	Trainee Signature and Printed Name	Cadre Signature and Printed Name	Witness Signature and Printed Name