

DEPARTMENT OF THE ARMY
FORT CAMPBELL INSTALLATION
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Fort Campbell Physical Security Program

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Chapter 1.

Introduction.

1-1. Summary.

This regulation establishes the Fort Campbell's Physical Security Program. This program is part of the Installation's Protection Program which provides supplemental guidance to Department of Army (DA) physical-security publications. This regulation must be used in conjunction with Army Regulation (AR) 190-5, AR 190-11, AR 190-13, AR 190-16, AR 190-51, AR 525-2, AR 525-13, AR 710-2, DA Pamphlet 190-51, DA Pamphlet 710-2-1, Fort Campbell Regulation (CAM Reg) 190-5, CAM Reg 700-2, Fort Campbell Pamphlet (CAM Pam 1-201, Unified Facility Criteria (UFC) 4-010-01, UFC 4-010-02, and Army Technical Publication (ATP) 3-39.32.

1-2. Applicability.

This regulation is punitive in nature. This regulation applies to any element or component of the Department of Defense, whether assigned, attached, or supported by Headquarters, 101st Airborne Division (Air Assault) and Fort Campbell, Kentucky. This regulation does not authorize methods of operation or requirements specified by higher commands to be changed in any manner. In the case where this regulation may conflict with a higher command's requirement or regulation, the more stringent standard of the two will apply. Questions concerning the applicability and interpretation of contents should be referred to the Directorate of Emergency Services (DES) Installation Physical Security Office.

1-3. Supplementation.

Supplementation of this regulation is prohibited without approval by the Director, Emergency Services. Commanders and directors may elect to implement more stringent security measures to protect their assets.

1-4. Suggested Improvements.

Users are invited to send comments and suggested improvements, through established command channels, on DA Form 2028 (Recommended Changes to Publications and Blank Forms) to the Director, Emergency Services, ATTN: Chief, Installation Physical Security Office.

1-5. Explanation of Abbreviations and Terms.

Abbreviations and terms used in this regulation are explained in the Glossary.

Chapter 2.

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

2-1. Duties and Responsibilities.

a. Commanders: The current commander must approve and sign the Arms Room Standard Operating Procedure (SOP). The SOP must reflect current conditions to include security and accountability based on its authorized Modification Table of Organization and Equipment (MTO&E). Appoint in writing an arms room officer (ARO) and arms room key and lock custodian. Establish a unit arms room training program.

b. Arms Room Officers: Commanders will appoint in writing an ARO (E-6 and above) for each arms room under their command. The grade may be waived to E-5 for rear detachment personnel.

(1) Do not list AROs on the unaccompanied access roster and do not require a DA Form 7281 (Command Oriented AA&E Security Screening and Evaluation Record).

(2) Appointed AROs must conduct inspections/assessments of the arms room operational procedures pertaining to the security and accountability of AA&E to ensure that regulatory requirements are met or exceeded. Written inspections, utilizing the approved checklist or Fort Campbell Form (FC Form) 4046, Security of AA&E, will be conducted initially when appointed and thereafter on a quarterly basis. The armorer will maintain a copy of the inspection and it must be available for review during physical security inspections.

(3) AROs must be trained on inventory/accountability of AA&E in accordance with (IAW) AR 190-11 and this regulation. The Installation Physical Security Office conducts monthly training on arms room operational procedures. This training is beneficial to newly appointed personnel. Units can schedule training for personnel by contacting DES, Installation Physical Security Office at (270)798-7587/0437 or 956-4346.

(4) AROs will not be assigned duties as the arms room key and lock control custodian or monthly sensitive item inventory officer.

c. Armorers: Armorers will be sub-hand receipted for all AA&E and sensitive items (SI) stored in the arms room. Armorers will be familiar with and enforce all applicable regulations (AR 190-11 and CAM Reg 190-1).

(1) Armorers are highly encouraged to attend the DES Arms Room Operational Procedures class within the first six months of being appointed as armorer. The DES Arms Room Operational Procedures class is conducted monthly (1st Thursday and the 3rd Wednesday of each month). Contact the Installation Physical Security Office at (270)798-7587/0437 or 956-4346 for availability and enrollment.

d. Unit Physical Security Officers (PSO): PSOs are required to be present or provide a representative for all Installation Physical Security level inspections. Unit PSOs will conduct written inspections/assessments on a quarterly basis for mission critical administrative areas to include Staff Duty Non-commissioned Officer (SDNCO), Charge of Quarters (CQ) areas, administrative key/lock control, crime prevention, Nuclear, Biological and Chemical (NBC), Night Vision Devices (NVD) rooms, Communications, supply, motor pool, tool room, security containers/safes, aircraft/hangar security, and any other area(s) the unit has identified as a Mission Essential Vulnerable Area (MEVA).

e. Physical Security Inspectors: Brigade (BDE), battalion (BN) S-2, and physical security inspectors are prohibited from being assigned duties that involve the control and accountability of AA&E. These duties create a conflict of interest for personnel who are responsible for inspecting these areas.

2-2. Disciplinary Actions.

a. IAW the provisions and requirements of applicable laws and/or regulations, commanders will take appropriate action against the individual(s) responsible for any violations of the procedures and requirements imposed by this regulation. Failure to perform the requirements of this regulation provides a

basis for disciplinary action under applicable law; e.g., Manual for Courts-Martial Article 92 or Article 108.

b. Violations of federal criminal laws provide a basis for prosecution. Under the provisions of the Assimilative Crime Act, personnel not subject to the Uniform Code of Military Justice (UCMJ) may be prosecuted in the United States (U.S.) Magistrate Court and the U.S. District Court for violations of any state laws that are committed wholly or in part on Fort Campbell. Violators may be cited on Department of Defense (DD) Form 1805, United States District Court Violation Notice, by recording the specific paragraph or section of the Tennessee or Kentucky Penal Code that was violated.

2-3. Use of Standard Form (SF) 702, Security Container Check Sheet.

- a. Record the opening and closing of the following types of AA&E facilities on SF 702:
- (1) Arms rooms without operational Intrusion Detection System (IDS) alarm.
 - (2) Consolidated arms rooms regardless if IDS is operational or not operational. The host and each tenant unit will maintain its own SF 702.
 - (3) Ammunition and Explosives (A&E) training bunkers.
- b. Maintain the SF 702 for at least 90 days.

2-4. Lautenberg Amendment.

Lautenberg Amendment Message: A copy of the Headquarters, Department of Army (HQDA) message, dated 161400Z October 03, will be posted on the exterior wall adjacent to the arms room entrance door. The message is intended to alert commanders and personnel that person(s) who have been convicted of domestic violence will not be authorized to possess, carry, or use firearms. The Lautenberg Amendment to the Gun Control Act of 1968, effective 30 September 1996, makes it a felony for those convicted of misdemeanor crimes of domestic violence to ship, transport, possess, or receive firearms and ammunition. The amendment makes it a felony to transfer a firearm or ammunition to an individual known or reasonably believed to have such a conviction. Soldiers are not exempt from the Lautenberg Amendment.

2-5. Risk Analysis.

DA Form 7278-R, Risk Level Worksheet: A copy of the current risk analysis will be posted inside the arms room or other facilities that require one. Refer to AR 190-51 and DA PAM 190-51 for specific guidance.

2-6. Inspection Requirements, Report of Action, Ratings and Definitions.

a. Arms room inspections: Inspections will be conducted by a credentialed inspector every 18 months for arms storage facilities; this includes Nonappropriated Fund (NAF) and Armed Forces Exchange Services (AAFES) weapons storage areas. Arms rooms will be rated as "Adequate" or "Not Adequate." A rating of "Not Adequate" will be given based on the following:

- (1) One major deficiency.
- (2) Five or more minor deficiencies.
- (3) Any recurring deficiency from a previous inspection that is correctable at unit level.
- (4) Failure to submit required work orders in a timely manner for deficiencies that cannot be corrected at the unit level.
- (5) Units that failed their inspection and failed to comply with the 180 day re-inspection requirement.

b. Inspectors and Inspections.

(1) The installation Physical Security Office has the authority and is required to inspect all AA&E facilities, field level ammunition storage areas, ranges, and the transit/movement of AA&E to include control, accountability, and security on an unannounced basis.

(2) Inspection reports will be forwarded through command channels to the unit commander. The Senior Commander (SC) under AR 190-13, para 2-16, requires a report of action (ROA) taken to correct all not adequate findings/deficiencies. Commanders will formally reply in writing indicating corrective actions taken to correct findings/deficiencies for all Not Adequate ratings to the Director, DES, ATTN: Physical Security Office within the 60-day suspense. Once that document is received, units will coordinate with the PSO at (270)798-7587/0437 to schedule a re-inspection. The re-inspection for AA&E facilities must occur within 180 days of the initial inspection IAW AR 190-11, para 2-6. Any recurring deficiencies noted on a re-inspection will result in the unit being rated as not adequate until their next scheduled inspection.

- c. Arms room standards and inspection definitions.
 - (1) Major deficiencies:
 - (a) Structural deficiencies not covered by a valid waiver or exception.
 - (b) Loss of accountability of weapons, ammunition and SI. (This includes administrative errors that ultimately affect the security/accountability of arms, ammunition, and explosives (AA&E), poor operating procedures, or missing documentation.)
 - (c) Loss of accountability of arms room keys.
 - (d) Any deficiency that constitutes a major breach of arms room security.
 - (e) Sharing Personal Identification Code (PIC) codes.
 - (f) Failure to change combinations as required for arms storage vault doors or sharing combinations with unauthorized personnel.
 - (g) Storing ammunition or explosives in the arms room without proper authorization/documentation.
 - (h) Failure to meet the requirement for continuous surveillance of the arms room by an armed guard, duty personnel (personnel authorized unaccompanied access), or protection by IDS.
 - (i) A recurring deficiency when corrective action is within the means of the unit.
 - (2) Minor deficiencies: regulatory deficiencies noted in all other areas not covered in para 2-6.c above.
 - (3) Observation: a condition where regulatory guidance is nonexistent or is unclear which constitutes a weakness in the security posture.
 - (4) Comments: describes conditions/actions which affect the overall security, i.e., description of waivers/exceptions and implementation of compensatory measures by the unit. Memorandums for Record (MFR) signed by commanders do not negate the deficiency.
 - (5) Staff Assistance Visits may be written or unrecorded as determined by the inspector or by the request of the inspected unit.

2-7. Personnel Training Requirements.

The commander has the overall responsibility to ensure that personnel are properly trained, and proactive measures are in place to safeguard all AA&E and SI.

2-8. Unaccompanied Access Rosters.

Unit arms rooms will have one approved unaccompanied access roster with a minimum of two trained armorers. Rear Detachment Commanders must have one trained armorer if the arms room remains operational. Unit commander or director will provide current and updated unaccompanied access rosters to, BDE/BN S-2, Staff Duty and Industrial Commercial Intrusion Detection System (ICIDS) Security Office at (270)798-1225 or (270)412-5864. Commander or director must review and update unaccompanied access rosters annually or when personnel are removed or added to the roster. Prepare the access roster IAW Figure 2-1. Rosters received with incomplete information or not in the correct format will not be accepted. Updated unaccompanied access rosters must be protected from public view. Unaccompanied access roster must contain the last four Department of Defense Identification Card (DODID) numbers on the individual's Common Access Card.

2-9. Screening Personnel for Access to Arms, Ammunition, and Explosives (AA&E).

The Installation Physical Security Office will process Section IV of DA Form 7281. The form must be completed in sequence order (refer to figure 2-2). BDE or BN S-2(s) will scan the form and digitally send to the Physical Security Group email box at usarmy.campbell.imcom-atlantic.mbx.physical-security-group for processing. Forms will not be hand-carried to the Installation Physical Security Office.

Chapter 3.

Physical Security Planning.

3-1. Alarm Activations.

The following procedures will be initiated upon alarm activation:

- a. For alarms received during normal duty hours, DES Alarm Monitoring Point personnel will immediately inform the unit/activity concerned and request that they conduct a security check of the affected area. The name and rank/title of the person conducting the security check will be provided to the alarm monitoring point personnel. If a security violation is observed or suspected, the Fort Campbell

Military Police (MP) will be immediately notified. If no security violation is found, the unit will ensure authorized unit personnel reset the alarm.

b. The Fort Campbell Police and unit Staff Duty Officer (SDO), SDNCO or activity representative will be notified of all alarms received during non-duty hours. If the alarm is activated, the unit/activity will be required to provide an individual on the unaccompanied access roster to enter the facility and reset the alarm.

c. In the event of an alarm malfunction, i.e., power or mechanical failures that render the alarm inoperative, an armed guard (with firearm and like ammunition) is required to be posted IAW AR 190-11 and unit SOP. Commanders will ensure Soldiers who are armed receive special instructions on the use of deadly force IAW AR 190-14, chapters 2 and 3.

3-2. Alarm Tests.

Personnel listed on the unaccompanied access roster will conduct a monthly alarm test. The individual conducting the test will call the Alarm Monitoring Point, (270)798-1221/1224, and follow the operator's instructions. After completing the test, record the results on FC Form 4930, Alarm Test Record. Maintain the FC Form 4930 in the arms room (recommend that it be affixed to the Alarm Control Panel). Keep alarm test records on file in the arms room for 90 days. Refer to figure 3-1.

3-3. Personal Identification Codes (PIC).

PICs are issued from the ICIDS Security Office, building 6931, for access to protected areas. To receive a PIC, each individual must bring their completed DA Form 7281 and unaccompanied access roster. Personnel receiving a PIC must sign an agreement stating that the PIC is for individual use and will not be shared or compromised. The agreement specifies that individuals can be charged under the UCMJ for security violations.

3-4. Security Breach of Arms Room and Sensitive Item Storage Areas.

All units and activities with AA&E and/or SI will report security breaches to the Provost Marshall Office (PMO) at (270)798-7111/7112. SDNCO/CQ offices are required to maintain current notification rosters for each AA&E and/or SI facility.

a. Actions taken in the event of actual breach:

(1) Notify PMO and chain of command.

(2) Detain suspect(s) until arrival of MP.

(3) Notify Installation Physical Security Office at (270)798-7587/0437 during duty hours only. During non-duty hours, report to the PMO at (270)798-7111/7112.

(4) Conduct 100% serial number inventory of all AA&E and SI.

(5) Record the inventory which requires the commander or representative's signature.

(6) If nothing is missing, conduct a test of the alarm system with the Alarm Monitoring Point. If the test is successful, secure the arms room when instructed by the monitoring station. If the test failed, the unit must post an armed guard IAW unit SOP.

b. In the event of an actual loss, missing, or stolen AA&E and/or SI, refer to chapter 8 of this regulation.

3-5. Procedures for Unsecured Arms Room.

If the arms room is discovered opened/unsecured, the SDNCO or person who discovered the unsecured arms room will immediately post a dedicated guard on the outside of the door of the arms room and report the discovery to the PMO at (270)798-7111/7112/7113. If discrepancies are discovered, the Fort Campbell MPs will take charge of the arms room. If nothing is missing, the unit will conduct a 100% serial number inventory using the property book officer (PBO) SI inventory, and conduct an alarms test. The MPs are not required to be present and will not supervise the 100% inventory. If the alarm system is not operable, the commander will post an armed guard IAW the established unit SOP. The alarm monitoring point will submit the ICIDS work order.

3-6. Arms, Ammunition and Explosives (AA&E) Key and Lock Control (DA Form 5513).

a. The DA Form 5513 will be used to record the issue and receipt of AA&E storage facility keys and key inventories for continuous accountability. Refer to Figure 3-2.

b. The arms room key custodian will:

(1) List all keys by serial number, the lock location, and total quantity of keys for each lock. The High Security Padlock (HSP) has three keys; two operational and one maintenance key.

(2) Inventory the AA&E keys initially, semi-annually and/or when there is a change of custody. Record the results on page three of the DA Form 5513. Inventories and completed DA Form 5513s will be maintained on file for a period of one year.

(3) Add or remove keys/locks from the AA&E/arms room key control system as necessary. Personnel who are not appointed as AA&E key custodians are prohibited from adding/removing keys and locks.

(4) Issue the primary arms room keys to the senior armorer on the DA Form 5513. This is a one-time initial issue. The Armorer will sign for keys by their serial number. If the armorer is going on leave, temporary duty (TDY), etc., for longer than 30 days, the key control custodian will have the alternate armorer sign (one time) for the arms room keys.

(5) Issue the alternate set of arms room keys; one key to each lock to include the high security padlock maintenance key in a sealed envelope or locked container to the next higher S-2 on the DA Form 5513. This is a one-time issue. The S-2 will sign for the sealed envelope or locked container only; they will not sign for each individual key. If the S-2 signed for each key by serial number, a DA Form 7281 is required for that individual.

c. SDNCO/CQ completed key control registers recording the issues and returns of AA&E key containers will be maintained for a minimum of 90 days.

d. The following procedures will be used by personnel responsible for the security of AA&E keys and locks. A two person control rule is required for access to AA&E keys. For example, the key container may be stored with the SDNCO and the key that opens the container may be maintained by unit operations NCO or first sergeant. The armorer will make contact with two different people for access to AA&E keys. Under no circumstances will the locked/sealed container and the key that opens the locked container be stored at the same location.

e. Both the primary and alternate sets of AA&E keys will be separately maintained from other keys.

(1) The primary arms room keys, when not in use, will be placed in a locked metal container and secured with a DoD approved padlock at the end of the duty day. The locked container will be maintained at the BDE or BN SDO/SDNCO for safe keeping and signed in/out on the DA Form 5513.

(a) If the arms room is equipped with an interior day gate and protected by a Government Supply Agency (GSA) vault door, the day gate key will be incorporated into the arms room key control register.

(b) The vault's emergency egress key will not be listed in the arms room key control register but must be retained inside the arms room.

(c) The key that secures the armorer's tool box will not to be listed on the arms room key control register (DA Form 5513), instead incorporate in an administrative key control system IAW AR 190-51, Appendix D.

(d) The duress alarm reset tool is a plastic two pronged key which is used to reset the duress alarm. This tool will be maintained in the arms room. Consolidated arms rooms will maintain the duress alarm reset key in a central location within the common area of the arms room. The duress alarm reset tool will not be left in the duress alarm reset control panel. The tool has no serial number and is not required to be incorporated into the key control system. The duress alarm reset tool should be marked for identification by use of paint marker or key tag.

(2) The key to the locked container securing the arms room keys will be incorporated into an administrative key control system (DA Form 5513) and signed out/in to authorized personnel. The key that opens the key container will not be personally retained.

(3) The armorer may (for short periods, i.e., lunch break or equipment turn-in) secure the locked key container inside a safe within the unit area. The safe will be secured with a low security padlock or combination lock. Containers do not need to meet the 500 pound rule as long as the safe is located in a secure room or under continuous surveillance. Keys to the arms room/storage area will not be removed from the BN area.

(4) The transfer of arms room keys between armorers will be recorded on DA Form 5513. A copy of the key control register must be maintained inside the can permanently.

(5) A diagonal line with signature for multiple key/lock issues is prohibited.

(6) The use of master/keyed alike locks (lock sets) in AA&E facilities is prohibited.

(7) Combination padlocks are prohibited for the security of AA&E AND/OR SI containers/racks.

3-7. Arms, Ammunition and Explosives (AA&E) Protected by Combination Locks on Vault Doors.

- a. Units/organizations who maintain arms vaults which are secured with combination locks are responsible for maintaining strict control of the combinations.
- b. Only trained personnel are authorized to change the combination on vault doors.
- c. A current SF 700, part 1, will be posted on the interior of the vault door.
- d. The appointed AA&E key custodian will issue the SF 700, part 2, in the sealed envelope to the next higher S-2. Record this transfer on the DA Form 5513 or DA Form 200, Transmittal Record.
- e. Units/organizations are directly responsible for all arms vaults within their unit/organization and will ensure that positive control is maintained at all times. Vaults that are loaned or shared with other units/organizations require a memorandum of agreement (MOA). MOAs are valid for one year and must be reviewed and signed by both the host and tenant commanders. The host commander/director is responsible for establishing the agreement and at a minimum will address the following:
 - (1) Purpose/reason vault will be shared.
 - (2) Length of time vault will be needed.
 - (3) Tenant commander's name, unit and contact information.
 - (4) Responsibility of tenant unit concerning combination to the vault door, procedures for vacating the vault, and returning responsibility to the host unit.
 - (5) The MOA must include the specific location where the SF 700 with the recorded combination is maintained.
- f. The combinations must be reset to the default combination of 50-25-50 for any combination lock that is not in use.

Chapter 4.

Protection of Arms, Ammunition and Explosives (AA&E) and Sensitive Items (SI).

4-1. Use of FC Form 2171, Weapons/Sensitive Items Register.

Units are required to use the current FC Form 2171 to record the daily (when accessed) operational requirement inventory (visual count) and the issue/return of AA&E, NVDs, combat optics, and SI stored in the arms room. Forces Command (FORSCOM) units are required to store NVDs in the arms room. The FC Form 2171 will be closed out at the end of the duty day or at midnight if on continuous operations. Continuous operations require a new FC Form 2171 to be started at 0001. :

- a. Procedures for the FC Form 2171 include (refer to Figure 4-1):
 - (1) Do not issue and/or receive weapons and/or SI during the opening inventory and after the end of duty day closing inventory. Weapons and equipment being returned to the arms room and new equipment being introduced into the arms room will be added to the closing inventory. Adding equipment to the opening inventory will create opening and closing discrepancies on the FC Form 2171.
 - (2) The armorer who deactivates the ICIDS alarm will conduct opening and closing inventory on the FC Form 2171. If another armorer closes the arms room, a joint inventory must be conducted and recorded on the FC Form 2171. The incoming armorer will then assume responsibility.
 - (3) The opening inventory must match the previous day's closing inventory. Any differences must be immediately reconciled and the chain of command informed of the issue.
 - (4) The Total Block on the FC Form 2171 must match the commander's PBO inventory "on-hand" quantity and the armorer's hand receipt.
 - (5) List operational guard ammunition by caliber in the Nomenclature Block.
 - (6) Privately owned weapons (POW) must be listed on the FC Form 2171 if they are stored in the arms room.
 - (7) Remarks Block. Annotate anything that cannot be explained in the previous blocks. If a security protective seal is in use within the arms room, record the seal number and what equipment is stored in the sealed container in this block.
 - (8) Issue and Turn in. The armorer is must ensure all property is properly signed in or out of the arms room. Complete each block as required. Each weapon/SI will be individually logged on a separate line with a corresponding signature. Diagonal signatures are prohibited for multiple items being issued or returned. Personnel who are assigned weapons/SI are required to receive and turn in their own equipment at the arms room. The only exception to this rule is if a Soldier is medically incapable or under disciplinary actions.
- b. The FC Form 2171 will be maintained on file for a minimum period of 90 days in order to establish a

chronological inventory record. If a weapon or SI remains signed out for more than 90 days, retain the form on file until the weapon/SI is returned and sign back in on the original FC Form 2171. Maintain this FC Form 2171 until the next monthly weapons/ammunition inventory confirms the return of the weapon/SI.

c. The FC Form 2171, in conjunction with hand receipt or DA Form 3749, will be used for issue and turn-in of crew-served weapons regardless of when the weapons are removed from the arms room.

d. Weapons and other SIs that were laterally transferred or are forward deployed will be accounted for on the FC Form 2171 until such property is removed from the unit's property book.

e. Use of FC Form 2171 during deployments:

(1) Maintain the original form that lists weapons/SIs issued in the arms room. The forward deploying armorer should take a copy of this FC Form 2171 with them.

(2) Create an additional column on the FC Form 2171 for property pending deployment. This property is still present in arms room. Example: (M4 R/D) and additional adjacent column would list (M4 DEP). Note: R/D=Rear Detachment; DEP=Deploying -currently present in arms room.

(3) Once the deployed property has been deleted from the R/D hand receipt, the armorer can drop the count (deployed property) from the FC Form 2171. An entry in the remarks block is required.

(4) Equipment on a Forward Deployed Unit property book cannot be accounted for in the same column as R/D on the FC Form 2171. This equipment must be separated on the FC Form 2171 to capture weapons returning from deployments or lateral transfers until the property books are merged.

4-2. Arms, Ammunition and Explosives (AA&E) Racks and Containers.

Only national stock number (NSN) approved containers/racks will be used to secure AA&E, unless otherwise certified by the U.S. Army Tank-automotive and Armaments Command (TACOM) Logistics Assistance Representatives (LAR) office. Racks/containers with two hasps installed require two DoD approved padlocks.

4-3. Demilitarized War Trophies (DEWAT).

Non-firing demilitarized war trophy (DEWAT) items stored inside the arms room will be accounted for and inventoried in the same manner as military AA&E. Demilitarized weapons are defined as weapons that have been rendered inoperable by permanently cutting or welding major components of the weapon to prevent its operation (non-firing). Demilitarized weapons are not required to be stored in the arms room; however, they must be accounted for on the commander's property book.

4-4. Foreign Weapons and Ammunition.

Fully functional (firing) foreign weapons/AA&E for operational, training requirements, or intelligence purposes, will be accounted/inventoried and stored like military AA&E. Prior registration with the installation property book office (IPBO) or division property book office (DPBO) is required and the unit is required to have functional AA&E permanently listed in the unit's PBO SI hand receipt. AA&E that has been temporary hand receipted to the unit by the Pratt Museum will not be permanently added to the unit's PBO hand receipt.

4-5. Privately Owned Weapons and Ammunition in Arms Room.

Commanders may authorize the storage of POWs in the arms room, under the following conditions:

a. Firearms will be registered on the installation at the Visitor Control Centers. A copy of the completed registration or FC Form 2635 will be maintained with the POW. Non firearms, like swords, bows, knives, etc., do not require registration.

b. POW ammunition is limited to 100 rounds per firearm and 1 pound of gunpowder for muzzleloaders.

c. POWs and ammunition will be signed in (initial entry) and accounted for at all times on the FC Form 2171.

d. Commanders will establish procedures in the Arms Room SOP which address the storage of POWs and the issue of POWs from the unit arms room.

e. POWs and ammunition will be inventoried in the same manner as military AA&E. POW and ammunition will be written in on the last page of the monthly SI inventory by quantity, type, caliber, and serial number or on the FC Form 2170.

f. The armorer will issue the POW owner a DA Form 2062 for POW(s) initially introduced into the arms

room. A DA Form 3749, Equipment Receipt, will be prepared for each POW and issued to the POW owner. All non-firearms, to include BB guns, paint ball guns, and knives, do not require on-post registration. Refer to chapter nine of this regulation for further guidance.

g. POWs will not be carried on field training exercises nor will they be carried or transported on unit deployments. The use of POWs by personnel other than general officers in the performance of their military duties is prohibited.

h. Privately owned optics, lasers, and other equipment will not be stored in the arms room and they are prohibited from being mounted on military weapons.

i. Soldiers who reside in the barracks must store their POWs in the unit arms room.

4-6. Securing Army Weapons in Law Enforcement and Security Vehicles.

a. A threat analysis will be conducted by the senior MP or security official to determine if on-duty law enforcement (LE) and security personnel (SP) require additional weapons to respond to emergency situations. The analysis will include:

(1) Postulated threat to the installation that requires LE and guards to be armed with additional weapons.

(2) Type of weapon(s) and ammunition to be issued.

(3) Basis of issue, for example, shift commanders, patrol supervisors, or individual LE or security patrol personnel.

b. Military firearms will be stored in MP or security guard government vehicles. Weapons will be secured in government approved locking devices/containers.

c. Weapons and ammunition will not be "hot seated" in MP vehicles. The term "hot seated" is defined as "the process of assigning a weapon to a LE or guard vehicle and not to an individual LE or guard and leaving the weapon in the vehicle for use by numerous LE or guard shifts".

d. Ammunition will be secured in a GSA approved container or locked in the magazine well of the weapon in a locking mechanism that does not allow access to ammunition or the trigger.

e. Weapons will not be left unattended in vehicles parked in motor pools or other parking areas.

f. Civilian law enforcement officers, agents, or employee of a federal agency, or a state, who are on-duty status on official business are authorized to bring firearm(s) onto the installation.

4-7. Digital Arms Room Systems (DARS).

a. Units that have a Digital Arms Room System (DARS) to automate their arms room are required to contact the Program Manager Joint-Automatic Identification Technology (PM J-AIT). PM J-AIT is responsible for managing procurement contracts that provide standardized automated identification technology (AIT) products for the Army.

b. PM J-AIT supported systems are authorized for use by unit armorers for tracking weapons, daily issues and turn ins, however, units are required to conduct 100% visual inspections of the manufactured serial number (not the unique items identifiers ((UII)) markings) semi-annually and during change of command, custodian, or primary hand receipt holder inventories. Monthly SI inventories are required utilizing the most current property book unit supply enhanced (PBUSE) hand receipt.

c. DARS with digital signatures or public key infrastructure (PKI) capability are authorized for the receipt, storage, issue, and inventory of weapons. When digital signature or PKI is not available or off-line, units will then use physical "ink" signatures.

d. When digital signature or PKI are utilized in conjunction with DARS, the DA Form 3749, Equipment Receipt Card, is not required. In addition, units are no longer required to maintain hard copies of forms with physical signatures. Units are required to maintain back-up data files for at least 90 days or as long as the weapon/SI is signed out.

e. Units are not authorized direct procurement of non-Army approved DARS without the approval of PMJ-AIT.

4-8. Issue and Turn-In Procedures (DA Form 3749).

a. The armorer will prepare a DA Form 3749, Equipment Receipt, for all assigned weapons and other assigned SIs. The signature of the bearer and approval signature from the commander will be completed in ink, digital signature or PKI. If a change of commander has occurred, continue to accept the DA Form 3749 as long as the Soldier is assigned the same equipment. The loss of a DA Form 3749 will be immediately reported to the commander. Duplicate cards that are prepared will be marked/stamped with

the words "DUPLICATE." Multiple equipment can be listed on the same DA Form 3749 as long as all serial numbers are recorded on the same card. The unit commander must establish policy/procedures for issuing and receiving of multiple equipment issued on a single DA Form 3749. It is the armorer's responsibility to ensure all property listed on the card is issued and returned at the same time.

b. When individually assigned weapons are issued for 24 hours or less the DA Form 3749 will be turned in. It will be retained in the arms room until the equipment is returned. An entry on the FC Form 2171 is not required. Individual(s) who do not present a DA Form 3749 for their individual weapon/equipment will sign a DA Form 2062 and sign out equipment on the FC Form 2171.

(1) Assigned weapons will only be drawn by the assigned bearer of the DA Form 3749.

(2) The turn-in of weapons will normally be made by the person to whom it was issued. Commanders will establish an SOP for emergencies. Crew-served weapons may be turned in by any member of the crew.

(3) AA&E issued over 24 hours requires two tracking documents, i.e., sign out the equipment on a FC Form 2171 and DA Form 2062 or DA Form 3749. Refer to Figure 1-1 below.

Figure 1-1: Issue Chart for AA&E and Sensitive Items.

	Master Authorization List (MAL)	DA Form 3749	Hand Receipt	FC Form 2171	Turn-in Document	Maintenance Work Order
<24 Hours and Individually Assigned	X	X				
>24 Hours and Individually Assigned	X	X		X		
Assigned Crew-Served	X	X		X		
Unassigned	See Note Below		X	X		
Turn-in/Lateral Transfer				X	X	
Maintenance				X		X
Assigned but no card on-hand	X		X	X		
Digital Arms Room System (DARS)	X automated		X If over 24 hrs automated H/R version	X automated		

Note: Validate that the weapon is unassigned as listed on the MAL.

Legend:

X - Required

< - Less than

> - Greater than

4-9. Security of Night Vision Devices (NVD) and Combat Optics.

a. NVDs, laser aiming devices and combat optics will be secured in a locked container. All FORSCOM units will store NVDs, laser aiming devices and combat optics in the arms room. These items will be controlled and accounted for on FC Form 2171 and monthly SI inventories. Small/portable storage containers require additional security precautions and must be affixed to the structure or other containers

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to prevent removal.

b. NVDs, lasers aiming devices, and other combat optics will have the serial number permanently affixed by a secondary means, i.e., engraving or paint pen.

4-10. Property Book Officer (PBO) Monthly Sensitive Items Inventories.

a. Units will have the last three months of signed SI inventories in the arms room available inspection. This includes inventorying NVDs, combat optics, spare barrels, and POWs.

b. Armorers must provide documentation, i.e., DA Form 2062, DA Form 3161, DA Form 2407, etc. for items not physically present during the monthly SI inventory. The inventory officer/NCO must review all supporting documentation for items not physically present during the inventory. Armorers will document the date in which the SI inventory was conducted in the remarks section of the FC Form 2171.

c. All government owned weapons, ammunition, NVDs and combat optics will be inventoried monthly, by serial number, using the SI listing. POWs and ammunition, by quantity, and type of caliber will be inventoried in the same manner as military AA&E.

d. Individuals in the grade of E-5 or higher may conduct the inventory. The inventory will not be conducted by the same person two months in a row. Supply sergeant, armorers and arms room officer(s) are prohibited from conducting or assisting with these inventories. They may participate only by providing supporting documentation to verify the disposition of equipment not present for the inventory.

e. The inventory officer/NCO will record the results of this inventory on the property book/SI listing. They will print and sign their name, list rank, and date when the arms room weapons/SI inventory was completed.

f. Any discrepancies must be immediately reported to the chain of command.

4-11. Use of FC Form 2170, Unit Arms Room Weapons/Ammunition/Equipment Inventory Register.

The purpose of this form is to record inventories of the arms, ammunition, explosives, NVDs, and combat optics which are not listed on the PBO Monthly SI listings. Refer to Figure 4-3. This form can also be used to document/inventory property staying with the R/D.

4-12. Use of Protective Seals.

Sealed containers will be inventoried by validating the protective seal number against the memorandum posted on the exterior of the container. Such containers will be checked for signs of tampering. The inventorying officer/NCO will record "as validated by protected seal# ____" on the appropriate inventory form. The protective seal will not be used as a substitute for a padlock on a container.

4-13. Security and Accountability of Arms, Ammunition, and Explosives (AA&E) and Sensitive Items (SI) in a Field or Training Environment.

a. Commanders will establish internal SOPs for security and accountability of AA&E and SI in a field or training environment. At a minimum, the below listed requirement will be met:

(1) Weapons, ammunition, combat optics, NVDs, and other SI will be properly secured and never left unattended at any time.

(2) Weapons and optics will be secured IAW each unit's internal SOP. At a minimum all items will be secured with lacing wire, gutted 550 cord, or heavy duty zip ties.

(3) All NVDs that are carried in the Modular Lightweight Load-carrying Equipment (MOLLE) or assault pack will be tied down with 550 cord. The tie down will be attached to the actual device (not the carry bag) and the frame of the MOLLE or the carrying handle/ equipment hanger of the assault pack. NVDs which are carried by the Soldier will be tied down with 550 cord to a portion of the individual ballistic armor (IBA) or advanced combat helmet (ACH).

b. When in a field/training environment, units will conduct 100% accountability of all weapons, ammunition, combat optics, NVDs, and other SI at least twice daily and report the results to their next higher headquarters.

4-14. Emergency Access to Arms Room Using Two Person Rule.

The commander may choose to access the arms room utilizing the two-person entry control rule during an emergency. This is the last resort if no personnel listed on the unaccompanied access roster are available.

a. To access the facility utilizing this technique:

(1) The commander will identify two personnel (in writing) who will access the arms room. These personnel will be granted temporary access to the arms room keys. If the vault door is controlled by combination lock, the combination will be obtained from the S-2 who maintains SF 700 Part 2/2A. If the vault door has a combination lock, the combination must be immediately changed by the appropriate personnel.

(2) The commander will call the alarm monitoring point at (270)798-1221/1224 and request a patrol to be dispatched to validate identities prior to implementing the two person rule.

(3) Once the MP validate the identity of all persons involved, the commander will request that the alarm be placed in the access mode. The alarm monitoring point will provide instructions to the commander. A visual count inventory must be conducted when opening and closing the arms room using FC Form 2171. Nothing will be added or removed from the arms room without being properly signed out IAW the unit SOP.

(4) The commander will call the alarm monitoring point to have the alarm placed in the secure mode. The commander will follow instructions from the alarm monitoring point to properly secure the arms room.

b. An MFR will be placed on file in the unit arms room, as well as, a copy forwarded to DES, Physical Security Office to be placed in the unit's inspection folder. The MFR will reflect details of the incident, date/time of access/secure, and the names of the personnel that entered the facility.

Chapter 5.

Protection of Ammunition and Explosives (A&E).

5-1. Operational (Guard) Ammunition (Not Training).

Each arms room is authorized to store limited amounts of operational guard ammunition (5.56mm Ball, 9mm Ball, or .45 Cal). The sole purpose of this ammunition is for arming a guard(s) in the event the arms room IDS alarm malfunctions. The Installation Safety Office limits the amount of ammunition stored not to exceed 200 rounds. When a unit needs to exceed the 200 round limit, approval must be obtained from the Installation Safety Office.

a. Operational ammunition (not training) will be requested by the unit's ammo section/supply section, as appropriate.

b. The following measures are required:

(1) Operational ammunition (not training) will be permanently placed on the unit's PBO SI hand receipt by DODIC, lot number, caliber, and quantity.

(2) Ammunition will be hand receipted to the armorer on DA Form 2062, DA Form 3161 or be listed on the PBO. Ammunition must be listed on the armorer's hand receipt by lot number, type, and quantity until ammo is permanently listed on armorer's hand receipt.

(3) Ammunition will further be accounted for on the FC Form 2171 by type and quantity.

5-2.

Training Ammunition.

Units tasked with funeral detail are authorized to store up to 1140 rounds of "blanks" 5.56mm in the arms room. Blanks will be hand receipted to the armorer and accounted for on the FC Form 2171.

5-3. Ammunitions and Explosives (A&E) Bunkers.

Non-nuclear missiles, rockets, ammunition, and explosives listed in AR 190-11, Appendix B, will be stored in approved igloo/bunker storage facilities at the Fort Campbell ammunition supply point (ASP).

Designated unit training bunkers are only authorized to store category (CAT) III and CAT IV A&E.

a. All bunkers are required to establish and maintain a current SOP, addressing security requirements. SOPs must be approved and signed by the brigade commander.

b. Only bunkers storing CAT I and CAT II items require an approved IDS Alarm System. Monthly alarm tests are required. Records must be maintained on file for 90 days.

c. A&E stocks within the same bunker will be segregated by units in cages, approved containers, etc.

d. All training bunkers are required to maintain a SF 702. Retain records on file for a minimum of 90 days.

e. Security checks of CAT I and CAT II bunkers with an operational alarm by unit personnel will be conducted at least once every 24 hours. Retain records on file for 90 days.

- f. Security checks of CAT III and CAT IV bunkers by unit personnel will be conducted at least once every 48 hours. Retain records on file for 90 days.
- g. All bunkers require a current unaccompanied access roster.
- h. All personnel listed on the unaccompanied access roster require a completed DA Form 7281 with favorable determinations.
- i. Key and lock control will be established for the bunker's entry/exit vault doors and interior cage keys IAW AR 190-11.
- j. Under no circumstances will the bunker key be issued to person(s) not listed on the unaccompanied access roster.

5-4. Security of Field Level Munitions Storage Areas (FLMSA), Field Ammunition Supply Points (ASP), Forward Arming and Refueling Points (FARP) and Airfield Hot Spots.

Units are required to contact DES Physical Security Office at (270)798-0437/7587 within 24 hours of establishing a Field Level Munitions Storage Areas (FLMSA), field ASP, forward arming and refueling points (FARP) or airfield hot spot. Units will provide the exact dates of operations, range number, and 8-digit grid location of FLMSA, Field ASP, FARPs and airfield hot spots. The minimum security requirements are listed in AR 190-11, para 5-8.e.

Chapter 6.

Disposal of Abandoned and Confiscated Privately Owned Weapons (POW) Firearms and Non-Firearms:

6-1. Disposal of Privately Owned Weapons (Firearms).

- a. Unit must make a reasonable attempt to forward items to the owner or next of kin. If after 45 days of diligent effort to identify the owner proves unsuccessful, the unit may dispose of the property. Document all actions taken to return POWs.
- b. The documentation must be presented to the staff judge advocate (SJA) who will determine if the weapon may be processed for destruction.
- c. Once SJA approves the destruction of the weapon, the unit must coordinate through their respective brigade S-4 and with the Installation Serialization Officer (270)798-6395 to coordinate turn-in of the abandoned weapon(s).
- d. Brigade S-4 will ensure that the firearm is cleared from the Visitor Control Center office.
- e. The weapon(s) will be turned in to the ISD Arms Vault, processed and shipped to the Defense Logistics Agency for final destruction. The unit commander must obtain a turn-in document to record the turn-in and retain on file for one year.

6-2. Disposal of Non-Firearms (Knives, Martial Arts Weapons, and etc.).

- a. Unit must make a reasonable attempt to forward items to the owner or next of kin. If after 45 days of diligent effort to identify the owner proves unsuccessful, the unit may properly dispose of the property. Document all actions taken to return the property to the owner.
- b. The documentation must be presented to SJA who will determine if the property may be processed for destruction.
- c. Once SJA approves the destruction of the property, the unit can destroy the property by cutting or other means necessary to render the property unserviceable. The destruction must be witnessed by two personnel in the rank of E-6 or higher. An MFR, SJA approval document, and pictures of the destroyed items must be maintained on file for one year.

Chapter 7.

Transportation.

7-1. Unit Deployment from Home Station Arms, Ammunition, and Explosives (AA&E) Inventories.

Commanders must ensure that 100% serial number inventories are conducted prior to shipment of equipment.

7-2. Procedures for 100% Serial Number Deployment Inventory.

- a. The unit will conduct 100% serial number inventory of all arms, ammunition, and other SI prior to

the deploying unit's departure from home station.

b. After the unit is uploaded, responsible officers or NCOs of the deploying unit and R/D will conduct a joint serial number inventory of all items remaining in the arms room. Ensure the R/D armorer's name is added to the unaccompanied access roster.

c. The results of this joint inventory will be recorded on FC Form 2170, Equipment Inventory Register. Refer to Figure 4-3. The unit's PBO hand receipt inventory form can be used in lieu of the FC Form 2170.

d. A copy of the joint inventory will be provided to the R/D commander and a copy will be secured inside the deploying unit's arms room. Both deploying and R/D inventorying officers are required to print, sign and date the inventory. The inventories will be retained until the forward deployed unit returns, both PBO hand receipts are merged, and the next month's inventory reflects the merged property.

e. AA&E keys and locks will be transferred to the R/D AA&E key custodian via DA Form 5513. The key custodian will re-issue keys/locks to the armorer. Spare set/alternate keys will be issued to S-2 on a DA Form 5513.

f. If the arms room is not storing any AA&E and/or SI; the alarm will be in the "access mode." The unit commander is required to prepare and sign a written memorandum stating "no AA&E and/or SI being stored." This memo will be provided to the ICIDS Office in building 6931, phone (270)798-1222. The arms room can be secured with a DoD approved padlock incorporated into the Administrative Key Control.

g. Stay behind equipment (SBE), weapons/SI, will be consolidated to the greatest extent possible.

h. Retain the original copy of the FC Form 2171 in the arms room where the weapons/SIs were issued.

i. If greater than 30 days, the PBO inventory and armorer's sub hand receipt are required to be updated.

7-3. Redeployment Arms Room Activation Procedures.

a. Prepare an unaccompanied access roster with completed DA Form 7281 and provide it to the ICIDS office.

b. Validate arms room key lock control system and update as necessary. Key and lock custodian must conduct an inventory.

c. Change combinations on vault doors and safes as applicable.

d. Items left in the arms room at the time of deployment must be accounted for prior to re-introducing returning AA&E and/or SI. Conduct 100% serial number inventory using the SI listing or the FC Form 2170.

e. Returning weapons/SI will be signed back in on the original copy of the FC Form 2171.

7-4. In-Transit Security of Arms, Ammunition, and Explosives (AA&E) and Night Vision Devices (NVD).

a. Military AA&E and other SI will be in the possession of the person to whom issued or signed out the equipment at all times while in training or transporting on Fort Campbell. Military weapons and/or AA&E will not be transported in privately owned vehicles (POV).

b. NVD(s) can be transported in POV if they meet the following requirements:

(1) Written approval from the first O-5 in the chain of command.

(2) Transported by an NCO or above.

(3) Signed in/out utilizing proper hand receipt procedures.

(4) In the possession of the assigned person at all times.

(5) Only transported on-post directly to and from official duty locations.

7-5. Shipments On/Off Fort Campbell Reservation.

All shipments of AA&E, both on and off the Fort Campbell reservation, will be coordinated through the Installation Transportation Office at (270)798-5678/4378. When preparing AA&E and/or SI for shipment, contact the transportation office to determine the appropriate protective seal to be used on shipping container.

7-6. Temporary Military Vehicle.

Any vehicle procured by the government, whether rented or leased, is considered a temporary military vehicle. This temporary military vehicle is authorized to transport military weapons.

Chapter 8. Lost or Stolen Military Arms, Ammunition, and Explosives (AA&E) and Other Sensitive Items (SI).

8-1. General.

When a weapon or SI is lost or stolen on post, the senior ranking person at the scene must initiate the following actions (refer to FC Chart 190).

a. Immediately notify the entire chain of command after discovering a lost or stolen SI(s), the Fort Campbell Emergency Operation Center (EOC) at (270)798-6160, and notify the MPs (270)798-7111/7112 within two hours. Update the EOC at (270)798-6160 and the Division Staff Duty (270)798-9793 every two hours or as directed by the Incident Commander (IC).

b. Immediately cordon off the scene of the lost or stolen item and assemble all personnel who had possible access to or responsibility for the missing item.

c. The IC retains approving authority for granting an amnesty period in the cordon area for Soldiers locked down. Authority to release Soldiers from the cordon area for an amnesty period must be coordinated with the SC. Commanders must coordinate with SJA prior to granting an amnesty period.

d. Initiate a detailed search to include a complete inventory of weapons and other SI. Seek advice from SJA before inspecting personal areas or gear. Segregate personnel who may have knowledge of the loss or theft and make these personnel available to the Criminal Investigation Division (CID) or investigating officials.

e. Notify adjacent units regarding the incident to ensure they are aware of the incident and have not located the lost/stolen item.

f. The unit will remain in the field or location of the loss or theft until the weapon or sensitive item is found or the unit receives a release from the search by the SC. The decision to release is based on recommendations of the major unit commander and the Provost Marshal.

g. Use the procedures outlined below in aiding your search.

(1) The senior person assumes the position of on-scene commander and initiates a search of the immediate area. They will notify the chain of command within one hour.

(2) A search party must be formed. The size of the search party is determined by the unit commander and/or the chain of command. At a minimum, the areas searched should include the area from where the weapon or sensitive item was discovered lost/stolen to the last place it was accounted for.

(3) Refer to AR 190-45, Chapters 8 and 9 for SIR reporting requirements.

h. If a loss or theft occurs while participating in exercises off the installation, in a foreign country, or on another installation, personnel responsible will immediately report such losses to the local authorities. The incident will then be reported to Fort Campbell MPs.

8-2. Loss or Theft of Arms, Ammunition, and Explosives (AA&E) Shipments.

Transportation officers or their designated representatives will report all information concerning the loss or theft of AA&E and/or SI shipments to the MPs

Chapter 9.

Privately Owned Weapons (POW) Registration.

9-1. Control of Weapons and Conceal Carry Permits.

a. Civilian firearm conceal carry permits (CCP) are not authorized/approved on Fort Campbell, unless the individual meets the Law Enforcement Officers Safety Act (LEOSA) criteria addressed in:

(1) Law Enforcement Officers Safety Act of 2004, H.R. 218, 108 Cong., later amended by the Law Enforcement Officers Safety Act Improvements Act of 2010, Public Law 111-272, Section 1099C of the National Defense Authorization Act for Fiscal Year 2013, H.R. 4310, Public Law 112-239, 18 U.S.C. §§926B and §§ 926C

(2) Gun Control Act of 1968, Public Law 90-618, Title 18, 82 Statute, 1213-2 U.S.C, Section 921 et seq., 18 U.S.C 921 et seq., as Amended in 1996, 18 U.S.C 922.

(3) Lautenberg Amendment, Public Law 104-208, 18 U.S.C. § 922 (g)(8) and (9), as an amendment to the Omnibus Consolidated Appropriations Act of 1997, 104111 Cong., 1996.

(4) DoDI 5525.12, Implementation of the Amended Law Enforcement Officers Safety Act of 2004 (LEOSA), 13 February 2014.

(5) Army Directive 2015-03, Procedures for the Issuance of Law Enforcement Officers Safety Act Credentials to Army Law Enforcement Officers, 8 January 2015.

b. Violations of this section are separately punishable as violations of a lawful general regulation under Article 92, Uniform Code of Military Justice and Title 18 USC.

c. Concealed carry privileges are extended to Active LEOs only, these privileges are not extended to retired or separated LEOs.

9-2. Definitions.

a. Firearm: A small arms weapon from which a projectile is fired by gunpowder.

(1) Rifle: A shoulder firearm with spiral grooves cut in the inner surface of the gun barrel to give the bullet a rotary motion and thus a more precise trajectory. Rifle barrel at a minimum must be 16 inches in length.

(2) Shotgun: A smoothbore gun for firing small shot to kill birds and small quadrupeds, though often used with buckshot to kill larger animals. Shotgun barrel at a minimum must be 18 inches in length with an overall length of greater than 26 inches in length.

(3) Pistol: A short firearm intended to be held and fired with one hand. Usually a semi-automatic type hand gun with a magazine containing a cartridge.

(4) Revolver: A pistol having a revolving chambered cylinder holding a number of cartridges that may be discharged in succession.

(5) Any Other Weapon: This type of firearm classification must be approved and listed by the Bureau of Alcohol, Tobacco, & Firearm (BATF) as legal to own.

(6) Muzzle Loader: A firearm that is loaded through the muzzle.

b. Fully Automatic Weapons: These types of firearms are not legal to own/possess unless approved by BATF and are accompanied by a Federal Firearms License.

9-3. Registration Required.

Except as provided in subparagraphs a, b, c, and d, below, it is unlawful and is a criminal offense for anyone to carry or possess any unregistered non-government-owned firearm while on the Fort Campbell. Firearms will be properly registered at Gate 4 or Gate 7 Visitor Control Centers (VCC). Gate 7 VCC is operational 24/7, 365 days a year.

a. In the event the VCC is closed, POWs are authorized to be temporarily stored at one of the below listed locations until the next business day, at which time the weapon(s) must be registered.

(1) Unit arms room.

(2) Kalsu Replacement Company, if applicable.

(3) Privatized family quarters on Fort Campbell. POW must be stored in a locked container or with a trigger lock.

b. Personnel residing on the installation are required to register their firearms at the VCC before entering the installation. Personnel residing off post must register their POW before entering Fort Campbell for an approved event.

c. All military and civilian personnel may only bring on-post registered firearm(s) for the purpose of hunting, marksmanship ranges, or authorized skeet ranges. Provided that their possession or use of the firearm meets the following criteria (Exception for law enforcement officers who meet all criteria in paragraph 9-1.a(1) – (5):

(1) After receiving a permit, pursuant to CAM Reg 200-4, para 1-6.

(2) During a designated hunting season.

(3) In a designated hunting area, skeet range, or privately owned weapons range.

(4) A caliber and type specified for the given hunting area.

(5) Transportation of firearm will be in compliance with para 9-5 of this regulation. Specifically the:

(a) firearms must be unloaded;

(b) ammunition must not be near the weapon;

(c) weapon and ammunition will be inaccessible to all occupants of the vehicle;

(d) weapon will not be concealed;

(e) weapon will not be carried on the person or any of the occupants.

d. Military personnel residing off-post and requiring storage of POWs in military arms room will comply with on post registration requirements. Commanders can direct Soldiers residing off the installation to store POWs in the unit arms room IAW AR 190-11.

9-4. Registration Procedures.

Registration procedures for non-government-owned firearms are as follows:

a. All Service members in the grade of E-8, O-3, and CW-3 or above may self-approve the FC Form 2635. Personnel in the grade of E-7, O-2, and CW-2 or below are required to have their immediate commander approve in writing the ownership of a privately owned firearm. The commander is required to approve or disapprove the FC Form 2635. The registration can be conducted on-line. Follow the instructions on the reverse side of FC Form 2635.

b. All personnel who bring privately owned firearms onto the installation for the purpose of engaging in an authorized activity (e.g., hunting or marksmanship events) are required to register their firearms at the VCC.

c. Soldiers residing on-post (unit barracks) are required to secure their POW's in the unit arms room. Soldiers living in on-post family housing are authorized to store POW in their quarters.

d. Dependents who reside on the installation are required to have their sponsor's commander (if E-7, O-2, and CW-2 or below) approve the FC Form 2635. Weapon will be registered in the sponsor's name.

e. Voluntary Registration: While not required by this regulation, Soldiers and family members who reside off-post are encouraged to register their privately owned firearms. This will improve the chances of the recovery of privately owned firearms in the event of a loss or theft. Registering the firearms will also streamline the process for Soldiers who elect to store the weapons in unit arms rooms during deployments.

f. Health and Welfare inspections. Commanders will give particular attention to the detection of handguns, firearms, ammunition and other dangerous/unauthorized weapons during inspections. Unauthorized and/or unregistered weapons will be confiscated and disposed of IAW current directives and regulations.

g. Commanders have the authority to register POWs on the installation for Soldiers who are incarcerated, hospitalized, or facing adverse action.

9-5. Possession and Transportation of Firearms and Ammunition.

Except as provided in above subparagraphs a - g below and LEOSA requirements, no one will possess, carry, or transport, on their person or in their vehicle, a firearm handgun or ammunition on the Fort Campbell military reservation.

a. Subject to the approval and regulation of the SC, civilian law enforcement officers may possess, carry, and transport appropriate firearms or handguns in the course of their official duties.

b. An individual may transport a properly registered personal firearm/handgun/ammunition directly to and from sanctioned events on the installation.

c. An individual (military/civilian) may transport personal firearm(s) or handgun(s) ammunition directly to and from assigned hunting areas.

d. An individual may transport a blank or starter pistol directly to and from athletic events requiring their use or training sessions involving hunting dogs.

e. An individual may transport a properly registered firearm or handgun directly to and from sanctioned gun shows in which the firearm or handgun is to be displayed.

f. An individual may transport registered handgun(s) and ammunition directly to and from marksmanship practice at Range #16.

g. Firearms transported IAW subparagraphs c - g above will be unloaded. The ammunition will be separately stored from the weapon(s). The weapon(s) and the ammunition will be inaccessible to all occupants of the vehicle. The weapon(s) will not be concealed. The weapon(s) will not be carried on a person.

9-6. Law Enforcement Officers.

a. The SC has clear authority and responsibility to regulate POWs, explosives, and ammunition on Army installations. Personnel who perform law enforcement duties and who are in an off-duty status are not authorized to possess a firearm on an Army installation unless approved by the SC.

b. Must be a qualified active Law Enforcement Officer (LEO) as identified in the references listed in para 9-1.

c. Persons failing to comply with the provisions of this policy will lose their ability to carry firearms on the installation.

d. Qualified active LEOs are required to carry current LEOSA credentials and current weapons

qualification card (within the last 12 months) as outlined in paragraph 9-1. LEOs are required to produce the LEOSA credential and qualification card upon request of any on-duty law enforcement officer.

LEOSA credentials are issued by an Office of the Provost Marshall General (OPMG) contracted provider.

e. Qualified active LEOs are required to register the carried firearm on the installation IAW para 9-3.

f. Qualified active LEOs are not authorized to carry concealed on the installation using state issued concealed carry permits.

g. Persons who are not qualified active LEOs are not authorized to carry a concealed firearm on Fort Campbell.

h. Qualified persons are not authorized to carry a concealed firearm while receiving treatment in a medical treatment facility or in any mental health ward.

i. At no time will the firearm be left unsecured.

j. Persons authorized to carry a concealed firearm will keep the firearm holstered at all times unless used for personal protection or being turned in for safe keeping. The firearm will not be displayed or brandished. Persons will not load or unload firearms at work sites and will not clear the weapon unless at an authorized clearing barrel.

9-7. Qualified Active Law Enforcement Officers.

a. IAW 18 U.S.C. section 926B, notwithstanding any other provision or law of any State or political subdivision thereof, a qualified law enforcement officer may carry a concealed firearm that was shipped or transported in interstate or foreign commerce if the law enforcement officer:

(1) meets the definitional requirements of a "qualified law enforcement officer" as outlined in para 9-1, and:

(2) is carrying photographic identification issued by the Army that identifies the employee as an Army LEO.

b. A qualified LEO is an individual employed by the Army who:

(1) Is authorized by law to engage in or supervise the prevention, detection, investigation, prosecution or incarceration of any person for any violation of law;

(2) Has statutory powers of arrest or authority to apprehend pursuant to 10 U.S.C. section 807(b) (also known as Article 7(b) of the Uniform Code of Military Justice);

(3) Is authorized by the organization to carry a firearm;

(4) Is not subject to any disciplinary action by the organization that could result in suspension or loss of police powers;

(5) Meets the organization's standards which require the employee to regularly qualify in the use of a firearm of the same type (for example, a revolver or semiautomatic pistol) as the concealed firearm;

(6) Is not under the influence of alcohol or another intoxicating or hallucinatory drug or substance while invoking law enforcement authority to carry a firearm;

(7) Is not prohibited by federal law from receiving a firearm;

(8) Must show six years cumulative police experience, which may include credit for civilian police service (required for active and reserve component personnel).

c. Carrying of concealed firearms by active LEOs on the installation.

(1) Active LEOs are authorized to carry concealed anywhere on the installation except as outlined in para 9-6.

(2) Active LEOs are not authorized to carry privately owned firearms or privately owned ammunition while in an on-duty status. Privately owned firearms are required to be stored in a designated DES storage facility while on duty.

(3) Currently serving MP and DACP must meet all Army requirements for law enforcement certification IAW Army Regulation 190-56 (The Army Civilian Police and Security Guard Program), Army Execution Order 087-10 and Soldier's manuals for military occupational specialty 31 B (MP) (STP 19-318 series).

(4) Unit commanders will maintain a roster of all assigned unit members who have been issued a LEOSA credential. The commanders will coordinate with the local Office of the Provost Marshal to verify eligibility at least annually.

(5) Active LEOs placed on an organizational "Do Not Arm" roster, but who still remain qualified, are not "authorized" to carry their primary duty weapon. These individuals will have their 926B LEOSA credential suspended until their authorization to bear a firearm for duty is returned. The individual will be notified of the suspension, in writing, when their authorization to carry a firearm has been suspended (for

health-related reasons, investigation, failure to qualify, etc).

(6) This policy does not supersede current Army regulations for currently serving Criminal Investigation Division special agents. Under 18 U.S.C. section 926B. Active CID special agents, who meet all of the requirements in DoD Instruction 5525.12, are not required to obtain a separate Army 926B LEOSA credential. The special agent will carry a valid CID-issued badge and credentials.

d. Transporting and Storing of Concealed Carried Firearms.

(1) Active LEOs will transport their privately owned firearm on their person in a conceal carry configuration at all times.

(2) Active LEOs will not carry their privately owned firearm in an open carry configuration.

(3) Active LEOs will inform the on-duty LEO or Department of the Army Security Guard (DASG) when they are carrying a concealed firearm during any direct contact situations (e.g. Traffic Stops, Ramp Inspections, Calls for Service, etc.).

(4) Active LEOs are required to secure their privately owned firearm in a DES approved storage facility while on duty. Storage of the privately owned firearm in their POV while on duty is prohibited.

(5) Active LEOS living in Bachelor Enlisted Quarters (BEQ) or Bachelor Officer Quarters (BOQ) are not authorized to store privately owned firearms in barracks rooms.

9-8. Suspension and Revocation of Concealed Carry Authorization.

a. The SC may permanently revoke concealed carry authorization on the installation for any active LEO for cause.

b. The DES Director is the revocation authority for active LEO authorization to carry concealed on the installation while in an off-duty status.

c. Suspension. Individuals receiving credentials under section 926B will have their conceal carry authorization suspended if the local commander places them on a "Do Not Arm" roster. Individuals will surrender their LEOSA credential to the commander until it is returned or permanently suspended.

d. Revocation. If any individual issued an Army LEOSA credential is found to be prohibited by federal law from receiving a firearm, they will have their credential immediately revoked IAW DoD Instruction 5525.12. 926B. Credentialed cardholders will surrender their credential to the local Installation Provost Marshal. The Provost Marshal will destroy the credential and document the revocation and destruction in a MFR to the Office of the Army OPMG. A letter of revocation will be sent to the 926C credential card holder and their local law enforcement agency instructing the return of the credential to the Office of the Army OPMG.

9-9. Prohibited Items.

No one will possess or use the following prohibited items on Fort Campbell:

a. A knife having a blade in excess of four inches.

b. Blackjacks, sappers, nun-chucks, cudgel type weapons or clubs, nightsticks, riot batons, homemade clubs, Kung-Fu sticks, garrotes, or other related martial arts weapons.

c. Brass knuckles, "sap gloves," "Knuckles," or any other device fitting over or inside of the hand which may be used for the purpose of striking another person or to amplify the effect of a bare-handed blow.

d. Homemade percussion-type weapons. Exceptions include percussion weapons sold in kit form for assembly and legal for hunting, gun shows, or displays. These weapons, if in firing condition, must be registered as required in para 9-4.

e. Pyrotechnics and explosives of any type, other than ammunition for firearms and handguns, including simulators and grenades.

f. A shotgun having a barrel(s) less than 18 inches in length.

g. Zip guns or any locally fabricated device capable of firing a projectile containing gunpowder.

h. A rifle having a barrel(s) less than 16 inches in length.

i. A machine gun not registered with the BATF, as defined by Title 26 USC Section 5845(b).

j. A muffler or silencer not registered with the BATF for any firearm or handgun.

k. Any pistol or revolver with a smooth bore. Exceptions include a smooth bore weapon sold in kit form for assembly and legal for hunting, gun shows, or displays.

l. Any knife having a switchblade or automatic opener.

m. Any razor, ice pick, or letter opener carried in a concealed manner. This includes the following items: sword canes, sword umbrellas, automatic expandable batons, penknives, lipstick knives, and any

other blade (metallic or plastic) that is disguised to resemble everyday items.

- n. Homemade improvised explosive devices (IED).
- o. Dummy hand grenades/explosives.
- p. Stun guns.
- q. Launched Electrode Stun Devices (LESD) i.e., Tasers. Exception: Law Enforcement working in an official capacity are authorized to carry LESD.
- r. Biological agents of any type. Exception: pepper spray or like items are authorized.
- s. Live and blank ammunition in barracks.
- t. Drones.

9-10. Air Powered Weapons.

- a. Paint-ball guns, simunition type guns, air rifles, air pistols, air soft, BB guns, or pellet firing devices may be used for target practice in authorized target/range areas.
- b. Firing these weapons is prohibited in on-post housing areas and barracks.
- c. Air powered weapons do not require post registration.

9-11. Bows, Arrows, Crossbows, and Slingshots.

Bows, arrows, crossbows, and slingshots are not required to be registered on post; however, they are prohibited from use in on-post housing areas. Personnel living in the barracks will store the above listed items in the arms room. They are subject to the same controls as firearms. The owners of these items may draw the items from the arms room in accordance with unit's Arms Room SOP.

9-12. Army and Air Force Exchange Service (AAFES) Fire Arms and Ammunition Sales.

AAFES will remain in good standing and comply with all Bureau of Alcohol, Tobacco, Firearms and Explosives (ATF) requirements in order to sell firearms, handguns and ammunition. AAFES will:

- a. Not stock or display any illegal type firearm or any knife having a switchblade or automatic opener. AAFES may take orders for the sale of long guns/handguns to authorized persons. It is the purchaser's responsibility to register the firearm on the installation. The firearms must be stored and controlled as stated in para 9-5 for those persons residing on the installation. Purchasers who reside off post are encouraged to register their firearms. The Post Exchange will control weapons IAW applicable federal gun laws, regulations, and installation policies.
- b. Establish written procedures for the safe transfer and sales of POW and ammunition to the buyer.
- c. Not allow vendors to sell prohibited items.

9-13. Safeguarding.

Anyone possessing firearms and/or ammunition will safeguard them IAW all applicable local, state laws, and ATF requirements.

9-14. Sale.

- a. The establishment of a firearms dealership in government quarters and family housing on the installation is prohibited.
- b. Authorized firearms dealers are prohibited from conducting sales or other transactions with POWs on the installation.
- c. Individual sale of a POW is authorized; however, the sale or transfer of an on-post registered firearm must be reported to the VCC within 24 hours of such sale or transfer.
- d. AAFES will comply with all ATF requirements when selling firearms.

9-15. Loss or Theft of a Privately Owned Firearm.

Individuals will report the loss or theft of a registered firearm to the MPs within 24 hours of the discovery of loss or theft.

Chapter 10.

Physical Security Program (PSP) for Unclassified Army Property (Sensitive and Non-Sensitive)

10-1. Purpose.

To further clarify specific physical security (PS) requirements which are not clearly defined in other regulations.

10-2. General.

A successful physical security program can be achieved with appropriate command emphasis and the cooperation of every element of a commander's staff. PS personnel must be fully engaged in and remain an active participant in the program. This section prescribes policy, procedures, and assigns responsibility for developing a practical and effective physical security program.

10-3. Responsibilities.

a. DES Physical Security Office will:

(1) inspect non-AA&E MEVAs, high risk targets (HRT), and single point failures at least once every 24 months;

(2) inspect all automated data processing (ADP) facilities at least once every 18 months.

b. Brigade commanders and directors will:

(1) Appoint brigade, directorate physical security officers in writing;

(2) Establish a brigade, directorate physical security program and conduct internal assessments.

(3) Establish a brigade, directorate physical security plan, physical security SOP and crime prevention SOP and distribute the documentation to subordinate units to develop their plans.

(4) Provide a digital copy of the brigade/directorate's and subordinate battalion's physical security plan to the Installation Physical Security Office. The plan will be reviewed annually, revised as required, and certified in writing as being current.

(5) Require SDO and/or SDNCO to conduct crime prevention and physical security checks of subordinate units during the hours of darkness as required by Army regulations. The SDO and SDNCO will ensure checks of the units are entered in the SDO/SDNCO journal and maintained on file for a minimum of 90 days.

c. Battalion Commanders and directors or division chiefs will:

(1) Appoint battalion physical security officers in writing.

(2) Establish physical security plans, physical security SOP and crime prevention SOP based on the brigade/directorate's plan.

(3) Provide a digital copy of the physical security plan to the BDE S-2/Security Manager.

(4) Conduct semiannual internal assessments.

(5) Require the SDO and/or SDNCO to conduct crime prevention and physical security checks of subordinate units during the hours of darkness. The SDO and SDNCO will ensure checks of the units are entered in the SDO/SDNCO journal and maintained on file for a minimum of 90 days.

d. Unit Commanders and Activity Managers will:

(1) Appoint physical security officers in writing.

(2) Implement, enforce, and inspect physical security and crime prevention measures at unit level.

(3) Maintain physical security and crime prevention SOPs.

(4) Maintain official inspection records on file until the next inspection is conducted.

(5) Review physical security and crime prevention policies and recommend improvements to next higher level commanders or division chiefs.

(6) Advise next higher command on information which would impact crime trends and/or problems in the unit.

(7) Units having a CQ require the CQ to conduct random checks of unit areas during the hours of darkness as required by army regulations. The CQ will ensure checks of the unit areas are entered in the CQ journal and maintained on file for a minimum of 90 days.

e. Physical Security Officers (PSO) Duties and Responsibilities:

(1) PSO are required at company/troop level and above. PSO will be appointed in writing by the commanders and will be in the grade of E-6 and above. During deployments, the R/D PSO can be an E-4 or above. PSO will be proactive in their duties while ensuring the unit's physical security and crime prevention programs are implemented and maintained IAW higher headquarters established policies.

(2) Review physical security and crime prevention inspections and recommend improvements to commander.

(3) Brief physical security and crime prevention measures to unit personnel.

(4) Advise the unit commander on information which would impact crime trends and/or problems in the unit.

(5) Coordinate with the installation Physical Security Office at (270)798-0437/7587 to schedule unit inspections. Inspections will be included on the unit training calendar. PSOs are required to be present or provide a representative for all Installation Physical Security level inspections. PSOs should use the Command Inspection Program (CIP) Checklist (FC Form 4046) to conduct written unit level security inspections.

Chapter 11: Physical Security at Brigade (BDE), Battalion (BN), Company (CO), Directorate and Activity Level.

11-1. Physical Security Plan (PSP).

a. Commanders and directors will develop a Physical Security Plan (PSP). The PSP will be developed according to AR 190-13, para 2-12, and guidelines outlined in ATP 3-39.32. The plan will be tailored to each unit/activity and briefed to the occupants. The plan and annexes will be exercised annually and documented. The PSP will be integrated with the unit antiterrorism force protection program.

b. Commanders and directors are responsible for coordinating, establishing, and signing the primary PSP for the unit. The PSP will:

(1) Comply with AR 190-13 and ATP 3-39.32.

(2) Assign responsibilities and establish procedures.

(3) Address contingency procedures.

(4) Address changes in requirements at higher Force Protection Conditions (FPCON).

(5) Ensure subordinate and tenant activity plans integrate with and complement the brigade/directorate PSP.

(6) Be reviewed annually by the next higher command.

(7) Provided a digital copy of the PSP to the installation Physical Security Office.

11-2. Conduct of Risk Analysis for Mission Essential and Vulnerable Areas (MEVA).

a. Commanders are required to safeguard and protect military property IAW the asset's risk level, Level I (Low), Level II (Medium), or Level III (High). DA Pamphlet 190-51 provides the instructions for determining security requirements and conducting a risk analysis for all categories of Army property.

b. The risk analysis will be conducted by the PSO in coordination with the unit or activity commander.

c. After completion of the risk analysis on DA Form 7278, the PSO will refer to AR 190-51 to determine the security measures that must be afforded to protect the asset.

11-3. Unit Level Inspections.

Physical Security (PS) inspections are formal, recorded assessments of procedures and measures implemented by a unit or activity to protect its assets. Inspections should be scheduled on unit training calendar.

a. Physical security inspectors (PSI) will be granted accompanied access to facilities, records, and information on a need-to-know basis and consistent with their clearance level.

b. PSI will out brief the commander or their representative at the completion of the inspection.

c. On-the-spot corrections are authorized where deemed appropriate.

d. When a deficiency is identified, the unit or activity commander will correct it immediately or use adequate compensatory measures until the deficiency can be corrected. The submission of work order requests alone is not considered a compensatory measure.

e. DA Form 2806-1-R, CIP Checklist, or both will be used to prepare and record all PS inspections. Attachments may be added to the report to clarify unique requirements or depict security vulnerabilities.

f. A DA Form 2806-1-R will be completed and distributed to the unit in a timely manner.

(1) Units or activities that receive a "Not Adequate" rating on an AA&E or administrative inspection will

submit in writing a ROA to the inspecting activity, ATTN: Chief, Physical Security, within 60 consecutive days after the initial inspection. The ROA must be received before a re-inspection is scheduled.

(2) The ROA must identify corrective actions taken, including work order numbers, for deficiencies that are not correctable at unit level. Compensatory measures must be implemented until deficiency is corrected.

(3) At a minimum, reports will be marked "UNCLASSIFIED/FOR OFFICIAL USE ONLY."

Chapter 12. Crime Prevention.

12-1. Responsibilities.

a. Unit commanders will:

(1) Establish a written crime prevention program.

(2) Appoint in writing a unit crime prevention officer (CPO) and an assistant crime prevention officer/NCO (corporal or higher) to establish and maintain the unit's crime prevention program. This includes the coordination of all crime prevention activities within the unit such as training, refresher training, unit crime prevention awareness programs, etc. Crime prevention officers are required for brigade, battalion, and company level.

(3) Monitor the program to ensure its effectiveness.

(4) Establish security and control measures for bolt cutters and other items that could be maliciously used. At a minimum, bolt cutters will be afforded double barrier protection.

(5) CPO can be the appointed PSO. In this case, the individual will be in the rank of SSG or above.

b. Unit crime prevention officers at the BDE, BN, and CO level will:

(1) Establish and maintain the commander's crime prevention program.

(2) Include crime prevention briefings as a part of in-processing for newly assigned personnel.

(3) Schedule and conduct unit crime prevention briefings and training semi-annually. Maintain records of attendance.

(4) Conduct quarterly unit crime prevention inspections. Maintain the results on file for a minimum of 12 months.

(5) Provide secure storage areas for Soldiers' personal property and Organizational Clothing and Individual Equipment (OCIE) and Table of Allowances (TA-50) during their absence.

(6) Encourage Soldiers to record their high value dollar items (\$100.00 or more). Property must be inventoried and verified by a witness on FC Form 4986, Personal Property Record. Maintain records in a secure filing area and update regularly. Each Soldier should complete a personal property record to include make, model, and serial numbers to aid in recovery of stolen property.

(7) Ensure the SDO/SDNCO has a current roster of unit personnel and their assigned rooms in the billets posted in the SDO/SDNCO Duty Log Book.

(8) Establish procedures for access control to billeting areas IAW unit policy. Post visitor policy on unit bulletin board.

(9) Post the locations of "Off Limits Areas" on unit bulletin boards.

(10) Prepare a MFR with a witness' name and signature for personnel who decline to inventory their property.

c. Individuals will:

(1) Secure both private and government property at all times. Avoid situations conducive to crime. Soldiers are encouraged to report any criminal acts observed or suspicious acts which might indicate the presence of criminal activity to the commander and/or the MPs.

(2) Request through your unit's chain of command to have locks replaced if the keys have been lost, stolen or misplaced.

(3) Not leave valuables and money in pillows, mattresses, or unsecured night stands, desks, or lockers.

(4) Lock and secure doors and windows when unattended.

(5) Not leave easily removable items in POVs whether or not the vehicle is secured.

(6) Refrain from carrying large sums of money (over \$100.00).

(7) Not store OCIE and TA-50 and other government property in unattended parked personal and military vehicles on and off-post.

(8) Provide double barrier protection of OCIE and TA-50 in barrack rooms IAW AR 190-51, para 3-8 at all times. OCIE and TA-50 stored in on-post privatized housing and off-post housing will be afforded the

same protection as required in troop billets. OCIE and TA-50 which is stored in administrative offices such as commanders, first sergeant or platoon offices will be afforded double barrier protection. Double barrier consists of a room/ or office which is secured and in a wall locker or like container which is secured.

(9) All administrative offices and work areas will have doors and windows locked and secured when unattended.

(10) OCIE and TA-50 issued clothing will be marked as indicated in AR 700–84. Consideration should be given to marking items as indicated in AR 190-51, Appendix C.

(11) Personal high dollar value items (recommend value of \$100 or more) will be inventoried and recorded on FC Form 4986, for personnel residing in barracks. These forms will be updated on a semi-annual basis or when there is a change in property. Refer to Figure 12-1.

(12) Mark property without a serial number (recommend marking property with USA and last four of Soldier's SSN).

(13) Not leave laundry unattended in laundry rooms.

d. Unit Supply will:

(1) Follow control measures for bolt cutter issue as directed by the commander.

(2) Ensure all high dollar items have double barrier protection, i.e., camera stored in locked wall locker inside a locked supply room.

(3) The unit will provide secure storage facilities for personal and government property belonging to personnel on leave, TDY, deployed, Absent Without Leave (AWOL), or in field training.

(4) Pilferable and high dollar items, both commercial and military, will be marked as directed by the unit commander. This should be done in a manner so as not to deface or devalue the item being marked. For further guidance of marking government property, refer to AR 190-51, Security of Army Property at Unit and Installation Level, Appendix C, Marking of Government Property.

(5) Supply storage rooms will be posted as "Off Limits to Unauthorized Personnel".

(6) Access rosters will be prepared and posted.

e. SDNCO/CQ responsibilities:

(1) Conduct security checks as required by the risk analysis and commander's guidance. Record security checks on unit security check sheet and/or record results in the SDO/SDNCO journal.

(2) Secure all doors except the main entrance doors after duty hours. Ensure exits provide required egress safety, but preclude entry.

(3) Ensure all lighting, to include parking lots, are adequate. Annotate inoperative lights in the journal, and submit the appropriate Directorate of Public Works (DPW) work orders.

(4) Secure any property found unsecured. Annotate findings in the journal.

(5) Be familiar with bomb threat evacuation plan which is an annex to the unit Physical Security Plan.

(6) Be familiar with and enforce crime prevention measures, as stated in this regulation.

(7) Immediately report observed criminal acts or suspicious activity to the MPs. Report all incidents to the unit command.

(8) Inventory and sign for all high dollar property and keys under immediate SDNCO control.

(9) Control all keys IAW AR 190-11 (AA&E) and AR 190-51 (administrative keys).

12-2. Health and Welfare Inspections.

Commanders will coordinate with their SJA prior to conducting health and welfare inspections. During routine health and welfare inspections, the unit inspector will attempt to detect, and if possible, make corrections for unsecured valuables, both personal and government property. Units will maintain a record of these inspections. The records will not indicate personal findings. The commander is required to notify the MPs of any prohibited items found. Confiscated items will not be stored in the unit arms rooms. Illegal items will be released to the MPs. Unit commanders can coordinate in advance with PMO for K-9 assistance during health and welfare inspections.

12-3. Security Measures for Privately Owned Vehicles (POV).

All personnel will take the following security measures to prevent larceny of motor vehicles and the contents:

a. Secure all motor vehicles and close all windows when unattended, regardless of location or time of day.

b. Remove from sight all valuable items left inside the vehicle.

c. Unattended or the storage of OCIE and or TA-50 items inside a POV or in the truck bed is prohibited per this regulation.

12-4. Barracks and Dayrooms.

a. A copy of the Installation's "Off Limits Establishments" list will be posted on all unit bulletin boards.
b. Signs warning non-unit personnel to report to the orderly room/CQ will be posted on all perimeter doors to the billets.

c. Visitation procedures will be established in writing by the commander. The commander may implement more restrictive visitation policies not listed in this regulation. Visitor' sign-in logs should be used and maintained for a minimum of 90 days.

d. Visiting hours for all units on Fort Campbell is between 1700-2400 hours on weekdays and from 1200-2400 hours on weekends and holidays. Visitors are defined as military or non-military persons who are not assigned to that room. Non-military visitors below the age of 18 and are not the Soldier's immediate family must be accompanied by a parent or legal guardian. Both Soldiers who reside in the room must agree to the visitation prior to the visit. Cohabitation and overnight visits is strictly prohibited.

e. All rooms will be adequately secured when individuals are asleep or not present. This includes securing the windows. All exterior doors to the barracks must be properly secured to prevent unauthorized entry but allow for egress. Access to barracks will be limited to a single entry. It is prohibited to prop doors open or manipulate the door for ease of access.

f. Dayroom televisions, digital versatile disks (DVD) players and other high dollar government property will be sub-hand receipted to the barracks NCO or supply NCO. The property will be properly secured to stands and/or fixed objects.

12-5. Operation Identification.

CPO will develop a program that will identify personal property in the event that lost and/or stolen property are recovered. A program such as "Operation Identification" for marking high dollar property is recommended (recommend marking with Soldier's last name or initials and last four of their SSN, example CMJ -1234). Ensure electrostatic engravers or other methods are made available to unit/activity personnel for marking personal property for identification.

12-6. Light Control Measures.

Lighting in designated areas is necessary to deter criminal activity. These areas will include, but are not limited to, vehicle parking lots, troop paths, building entrances, sidewalks, outside areas where troops congregate, and those areas declared "OFF LIMITS." The unit facility maintenance technician is responsible for submitting work orders for inoperative exterior lights. The CPO, in conjunction with the unit PSO, must conduct night time lighting surveys to determine if lighting is adequate.

12-7. Security During Deployments.

a. Commanders and leaders are required to conduct recorded inventories of all stay behind military property. Soldiers who reside in the barracks will have their stay behind property inventoried by the unit leadership. All stay behind property will be secured in approved containers, wall lockers, or other secure locations. A security protective seal will be used in addition to the padlock for all secure storage containers/areas.

b. Commanders can designate a secure area within their area of responsibility. The secure area/room must meet structural standards IAW AR 190-51, Appendix B-2. All high dollar property listed on the FC Form 4986 requires a witness' signature for verification.

c. POVs to include motorcycles, all-terrain vehicles, boats, recreational vehicles etc., will be secured in the designated POV storage area during deployments.

Chapter 13. Administrative Key and Lock Control.

13-1. Key and Lock Control Custodians.

a. Commander will appoint in writing a primary key and lock custodian. Recommend appointing alternate custodian(s). The primary key and lock control custodian is authorized to approve and sign the key depository access roster. Key control should be established at section level. This would require appointing section key custodians.

- b. Key custodian will ensure that keys and locks are controlled IAW AR 190-51, Appendix D.
- c. The access roster will be posted on the exterior of all key depositories. The appointment orders cannot be substituted for an access roster.
- d. If a unit has multiple key depositories located side-by-side, only one access roster is required as long as each key depository is numbered and the same personnel have access. The access roster will reflect that the following personnel have access to key box #1, #2, #3, etc.
- e. Master keys are not authorized unless a unit has a HQDA waiver, exceptions are:
 - (1) A room with multiple doors that when opened leads to the same interior.
 - (2) Vehicle doors that lead to the same area, i.e., M1114 Armored HWMMWV, M1117 Armored Support Vehicles, and Mine Resistance Armored Personal Carriers (MRAP).
 - (3) Storage containers with multiple doors that when opening, one door leads to the same interior of the container.
- f. If a change in custodian occurs, a joint inventory of keys and locks is required with the departing custodian and incoming custodian. Results will be recorded on DA Form 5513.

13-2. Key Depositories.

Key depositories will be made of at least 26 gauge steel and equipped with a tumbler type lock. These key depositories will be securely affixed to a wall. The key depository will be stored in a secure room when unattended. The key depository will be secured when not in use and under no circumstances will the key to the key depository be left in the locking mechanism.

13-3. Locks.

- a. Only DoD approved padlocks will be used to secure government property. The locks will meet the following specifications:
 - (1) All keys shall be captive (key retaining/un-removable) in the cylinder when unlocked. Each padlock shall be furnished with two (2) keys.
 - (2) Marking. The markings "U.S." shall be .25 inch minimum size and can be located on either side of the padlock.
 - (3) Hardened shackle – usually stamped in the curve of the shackle.
 - (4) Heal and toe locking notches – with the lock in the open position there will be a notch on each end of the shackle.
- b. Low Security Padlocks NSNs include the following:

KA = Keyed Alike	KI = Keyed Individually	CID = Commercial Item Description
NSN	DESCRIPTION	
5340-00-158-3805	Padlock (without chain): Steel case and shackle. (KI) CID A-A-59487-2S	
5340-00-158-3807	Padlock (with chain): Steel case and shackle. (KI) CID A-A-59487-2SC	
5340-01-437-0625	Steel case 1 3/4" body width. Set: 6 Locks. (KA) CID A-A-59486-2AS06S12	



- c. The appointed key and lock custodian will be notified of any lock changes within the unit/activity. A justification will be given to the custodian for replacement of locks.
- d. DoD padlocks will not be cut or broken-off unless approved by the responsible commander or first sergeant.

13-4. Mechanical and Electronic Key Card Control.

- a. The procurement and installation of any mechanical or electronic key card control device will be coordinated through the post locksmith at (270)798-3581.
- b. A key code control custodian must be appointed in writing by the commander. This duty can also be accomplished by the administrative key control custodian.
- c. The number of individuals with the entry code to the facility or who possess keys will be kept to a minimum as determined by the commander.
- d. Locks will be re-keyed or codes changed when an individual leaves, a key is lost, or a code is compromised.
- e. The code on keypads or mechanical access control systems such as key locks, pushbutton locks, etc., are required to be changed at least semi-annually. Tracking and issuing of codes can be recorded on the DA Form 5513 or an equivalent form.
- f. An SOP must be established and approved by the commander for the control of badges, keys, combinations, and/or cards used for entry to the facility.
- g. An additional policy will be in place when an individual's facility entry authority is revoked. At a minimum, the below steps must be accomplished:
 - (1) Revise authorization lists.
 - (2) Change locks and/or combinations.
 - (3) Surrender badges, keys and/or cards.
- h. Combinations and/or codes will not be shared.

Chapter 14. Security of Computers, Vaults and Safes.

14-1. Security of Computers and Components.

- a. Government portable computers and their components will be provided double barrier protection when left unattended.
- b. Computers that are located in rooms with windows that are above 12 feet from ground level do not require security cables, as long as the room is secured when unattended.
- c. Keys to computer cable locking devices will be listed on the DA Form 5513 and accounted for IAW AR 190-51, Appendix D.
- d. Computers should be sub-hand receipted to the user level.
- e. Marking of computers for identification purposes will be conducted at the commander's discretion. Marking for identification purposes will be IAW AR 190-51, Appendix C-4. Recommend paint markers or engraving where possible.

Example of markings:

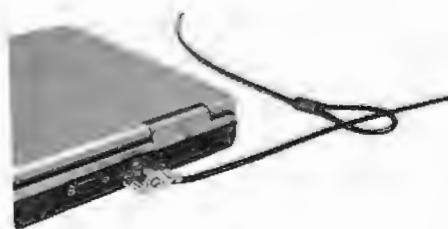
US Army or USA
Unit UIC or unit name
Serial number of property

Preferred way to attach security cables:

Recommend attaching the flat screen to the CPU. If using stick-on locking hasp devices, avoid direct attachment to furniture.



VGA Port Laptop Lock



Lap top security cable looped around a structure.

14-2. Standard Form (SF) 702, Security Container Check Sheet.

SF 702, Security Container Check Sheet, is required for combination type safes/vault. SF 702 for safes containing AA&E keys will be kept for a minimum of 90 days; and SF 702 for safes containing non-AA&E will be kept for 24 hours from the last entry date.

Chapter 15. Security of Supply Rooms, Equipment Storage Areas, and Unit Level Medical Items.

15-1. Requirements.

a. Commanders will designate a secure location for unit supply rooms and equipment storage areas. Caging material is authorized as long as the walls extend to the true ceiling and is completely enclosed. All nuts, bolts, and other fasteners will be welded or peened to prevent removal.

b. Supply rooms will meet at least Risk Level (I) structural security requirements identified in AR 190-51, Appendix B-2.

c. "Off Limits to Unauthorized Personnel" signs will be posted by each entrance door.

d. Access roster will be posted. This roster can be signed by the supply NCO or commander.

e. Keys and locks will be DoD approved and controlled IAW AR 190-51, Appendix D and this regulation.

15-2. Accountability.

a. Expendable and pilferable items will be controlled and issued as directed by the commander.

b. High dollar property and equipment will be provided double barrier protection.

c. Secure AWOL Soldier's OCIE, TA-50 and personal property in a designated location that is segregated from government property. This must include a recorded inventory of the personal and government property.

d. Establish sign out procedures for bolt cutters.

15-3. Unit Storage Areas Located in Units/Barracks.

a. Units must control access to all storage areas where Soldiers are allowed to store individual issued equipment and personal property.

b. Commanders must establish policy for use of the storage area.

c. An SOP must be established and address security and accountability requirements.

d. Joint inventories (unit representative and Soldier) must be conducted and recorded. Units must maintain a copy of the inventory for a period of one year after the items are removed from storage. Removal of items from the storage area must be documented, identifying the items removed and location (storage bin or container) from where the items were removed. Records must be retained on file for one year.

e. Storage bins and containers must be clearly marked for identification. Personnel requiring access must produce identification and the identification verified with the name listed on the storage bin and container. Personnel without identification are prohibited from having access.

f. Establish sign in and out procedures for the storage areas and maintain records on file for a minimum of one year.

g. Routine security checks are required for the storage areas. All security checks will be recorded on a checklist or staff duty journal.

15-4. Security of Storage Containers.

a. Storage containers (Internal Airlift Or Helicopter Slingable Container Unit ((ISU)) 90s, Milvans, conexes, and sheds) which contain government assets will be secured and located in a controlled and fenced area such as motor pool or container yard. Sufficient lighting will be afforded in the controlled area to detect illegal activity.

b. Units must establish procedures to routinely check storage areas for any signs of tampering or substitution of locks. Suspicious incidents must be immediately reported to the MPs.

c. Units will maintain a list of storage containers in use and a point of contact (POC).

d. Keys to the storage containers and container yards and/or motor pools will be strictly controlled IAW AR 190-51, Appendix D.

15-5. Security of Unit Level Over the Counter (OTC) Medical Items.

At a minimum, over the counter (OTC) medical items will be provided double barrier security, e.g., locked wall locker inside a locked room that meets Risk Level (I) IAW AR 190-51, Appendix B-2.

Chapter 16. Security of Unit Motor Pools.

16-1. Requirements.

A formal risk analysis, DA Form 7278-R, or equivalent automated version is required for all tactical motor pools to determine the level of physical protection and security procedural measures required.

16-2. Consolidated Motor Pools.

Commanders will assign a host unit to be overall responsible for the consolidated motor pool. Brigade consolidated motor pools will have battalion commanders sign the MOA. Battalion consolidated motor pools will have company commanders sign the MOA. The host commander will be appointed in writing and will establish a MOA with all tenants which at a minimum will address the following.

- a. Joint security procedures for controlling vehicular and pedestrian entry control points.
- b. Building, vehicle, storage buildings, and container security requirements.
- c. Assign responsibility for key control.

16-3. Perimeter Fencing and Lighting.

a. Perimeter fences will meet the requirements of U.S. Army Corps of Engineers Drawing Code STD 872-90-00 Series. The minimum height will be six feet tall, not including the top guard. Fencing will be at least nine gauge and the bottom of the fence will not be above two inches off the ground. For further fencing requirements refer to ATP 3-39.32.

b. Perimeter walls must be at least six feet tall. They must delineate a boundary and serve as a portion of the perimeter fence. The wall may be constructed of reinforced concrete, masonry, or stone.

- c. Adequate lighting will be in place to deter criminal activity.

16-4. Motor Pool Key and Lock Control.

a. All units and activities will establish SOPs for the control and accountability of keys and locks for vehicles, fuel keys, buildings, storage areas, and perimeter access points.

- b. Use of master keys or lock sets to secure vehicle steering wheels are prohibited.

c. Consolidated motor pools will have a designated unit responsible for motor pool security. This includes responsibility for perimeter fencing, lighting, key and lock control IAW AR 190-51, Appendix D. A local SOP will be developed to address specific responsibilities.

16-5. Security of Tactical Vehicles.

While in garrison, all tactical vehicles, trailers with lockable compartments, gators, and etc., will be secured when parked and unattended. Locks will be DoD approved low security padlocks. Security chains will be at least 5/16th inch steel unless manufacturer equipped cables are installed. The only exemption to vehicle security is POL vehicles as the steering wheel and doors will not be secured. The rear hatches or fuel dispensers and top hatches, if applicable, will be secured if the vehicle contains fuel. Locks will be DoD non-sparking padlocks.

Chapter 17. Aviation Equipment Security.

17-1. Flight Operations.

If more than one unit stores property, i.e., NVDs, aircraft keys, fuel cards, etc., in the same room or location, a bi-lateral storage agreement is required to establish responsibility, control, and accountability of consolidated property. One commander will be designated as overall responsible. All commanders will approve and sign this agreement.

17-2. Aviation Life Support Equipment (ALSE).

a. Aviation Life Support Equipment (ALSE) and high dollar items will be provided double barrier protection, i.e., in a locked container in a secured room. An Access roster to the equipment storage area

will be posted. "Off Limits to Unauthorized Personnel" signs will be posted by the entrances. A bi-lateral storage agreement is required for consolidated storage facilities. All commanders will approve and sign this agreement.

b. Pen distress flares, CAT 1.3, and signal smoke illumines, CAT 1.4, will be stored and secured in approved containers. Quantities will be limited to operational necessity.

c. End of duty day checks will be established utilizing SF 701, Activity Security Checklist, and maintained for a minimum of 90 days.

Chapter 18. On Post Photography or Imaging.

18-1. Prohibited Photography.

All personnel, while on Fort Campbell, are prohibited from photographing, conducting imaging surveillance, or sketching facilities without prior written approval from the Public Affairs Office and/or the DES, Physical Security Division as appropriate. Taking of commercial imaging surveillance by photography or video recording in or around MEVA, HRT, access control points (ACP), and entry control points (ECPs) is strictly prohibited on Fort Campbell without prior authorization. Authorized imaging in support of construction work will not capture police, security, troops, or operational activities.

18-2. Exceptions.

Personal photographs of homecoming ceremonies, weddings, and other family functions taken in non-critical areas to include parks, museum, housing areas, and other specifically designated areas, are authorized.

18-3. Request to Take Photographs.

All requests will be made from the directorate and/or unit requesting the authorization for photographing. The request must be submitted in writing and must include reasons for taking photographs and the name and driver's license number of person(s) who will be taking the photographs.

18-4. Approvals.

Photograph and/or imaging authorizations will only be approved for the duration necessary, not to exceed one year.

Chapter 19.


Explanation of Forms and Records.

Form Number	Title	Position	Period
DA Form 3749	Equipment Receipt	Armorer	Change in MAL
DA Form 4604	Construction Statement	Armorer/DPW	Updated every 5 years
DA Form 5513	Key Control Register	Key custodian	One year and Inventory armorer
DA Form 7281	AA&E Command Oriented Security Screening and Evaluation Record	Battalion S2	Renew every three years
SF 700	Security Container	S-2/PSO	Updated initially, annually, and/or change of personnel or compromise
SF 702	Security Container	POC	90 days after completion
FC Form 2170	Weapons Register	CDR	As required
FC Form 2171	Weapons/Sensitive Items Register	Armorer	90 days or until equipment is returned
FC Form 4930	Alarm Test Record	Armorer	90 days
Monthly PBO	Sensitive Items	Appointed	Completed monthly

Chapter 20.

Proponent.

The proponent of this regulation is the DES Physical Security Office (ATTN IMCB-ESS).


KENNETH T. ROYAR
BG, USA
Commanding

DISTRIBUTION: INTRANET

Figure 2-1 (continued)
Sample Memorandum of Record (MFR) - Unaccompanied Access Roster (page #3)

INSTRUCTIONS FOR COMPLETING IDS PIC REQUEST FORM

1. Purpose: This form is used to identify ICIDS locations, list emergency after hour POCs, and to issue PICs for ICIDS protected facilities. This form is to be generated anytime there is a change of personnel, to include, but not limited to; change of commander (CDR), facility manager (FM), PIC holder resulting from PCS, ETS or at anytime there is an actual or suspected sharing or compromise of a user's PIC. Commanders must review and update annually or upon change of Armorers. **This form must contain all armorers and or individuals requiring unaccompanied access to an alarmed area. Multiple access rosters will not be accepted.**
2. Prohibited Use of PICs. The actual or suspected sharing of PICs is **strictly prohibited** and will result in the immediate deletion of the user's PIC in question and may result in non-judicial punishment or disciplinary action.
3. General Instruction:
 - a. Previous versions of this form are obsolete and will no longer be accepted.
 - b. An updated DES IDS PIC Form will result in the immediate deletion of all PICs for the ICIDS facility previously listed on the superceded form.
 - c. All information must be legible and completely filled out.
 - d. IAW CAM Regulation 190-1, all ICIDS protected facilities must have a primary and at least a minimum of one alternate custodian.
 - e. Host Commander(s) of consolidated arms rooms must sign a consolidated DES IDS PIC form for host and tenant units.
 - f. The original DES IDS PIC form will be submitted to the ICIDS Administrator for processing. A copy will be retained by the organization in the ICIDS protected area, in the staff duty office and S2 shop IAW regulatory requirements. Personnel listed on the DES IDS PIC form must be listed on the organization's Unaccompanied Access List/Roster.
 - g. PIC issuance requires the following documents:
 - (1) Completed DES IDS PIC form (must be completed and legible).
 - (2) Completed DA Form 7281-R, Command Oriented Arms, Ammunition, and Explosives (AA&E) Security Screening and Evaluation Reports (Background check).
 - (3) Valid military or DoD identification card.
 - (4) Copy of the Commander's /Facility Manager's Assumption of Command Orders, if their has been a change of Commander/Facility Manager.
4. Specific Instructions:
 - a. Section A, (Unit Information):
 - (1) Unit/Activity: Type the unit/activity responsible for the facility. Example: A Co, 123rd Bn, etc.
 - (2) DES Address (included in form).
 - (3) Date: Enter as yyyy/mm/dd.
 - (4) BLDG # and Vault: Enter the building number and the vault identifier if applicable. (Vault identifiers are A, B, C, D etc..)
 - (5) Zone #: Each facility has a zone number assigned 1-6090 please fill in your zone number in this location.
 - (6) Asset Category: Select from drop down applicable asset, i.e AA&E, Post Office, etc.
 - (7) Street/Road: Enter the nearest street name to the protected building.
 - (8) Cross Reference Street(s): Enter the nearest intersecting or cross street (may be located two or three blocks away).
 - b. Section B, (On-Call/After Hours Organizational Contacts):
 - (1) Staff Duty Phone #: Enter the phone number of the unit Staff Duty NCO.
 - (2) Brigade/Group Staff Duty Phone #: Enter the phone number of the Brigade/Group Staff Duty NCO.
 - c. Section C, (PIC Authorization): Enter the Last Name, First Name, Middle Initial, Pay Grade, last 4 of DoD ID #, and a contact number for person(s) requiring a PIC.
 - d. Section D, (Commander's/Facility Manager's Certification): Self explanatory.

Figure 2-2
Sample DA Form 7281, Command Orientated Arms, Ammunition, and Explosives (AA&E) Security Screening and Evaluation Record

COMMAND ORIENTATED ARMS, AMMUNITION, AND EXPLOSIVES (AA&E) SECURITY SCREENING AND EVALUATION RECORD <small>For use of this form, see AR 190-11; the proponent agency is PMG.</small>			
When completed, this form is considered personal in nature and should be protected by a For Official Use Only Cover Sheet.			
NAME OF INDIVIDUAL BEING SCREENED	GRADE	SSN	
Doe, John B.	E-4/SPC	111-22-3333	
SECTION I - IMMEDIATE COMMANDER'S INTERVIEW			
The interview required by AR 190-11 has been conducted.			
NAME OF COMMANDER	GRADE	SIGNATURE	DATE
Smith, Jane	O-3/CDR	signature	4 JAN 08
SECTION II - PERSONNEL RECORDS SCREENING			
Personnel records have been reviewed in accordance with the AR 190-11. Information <input type="checkbox"/> is <input checked="" type="checkbox"/> is not attached which may preclude assignment.			
NAME OF REVIEWING OFFICIAL	GRADE	SIGNATURE	DATE
Ramirez, Jeff	E-5	signature	7 JAN 08
SECTION III - MEDICAL RECORDS SCREENING			
Medical records have been reviewed in accordance with the AR 190-11. Information <input type="checkbox"/> is <input checked="" type="checkbox"/> is not attached which may preclude assignment.			
NAME OF REVIEWING OFFICIAL	GRADE	SIGNATURE	DATE
Visger, James	1LT	signature	9 JAN 08
SECTION IV - PROVOST MARSHAL/SECURITY OFFICE RECORDS CHECK			
A law enforcement/security records check has been conducted in accordance with AR 190-11. Information <input type="checkbox"/> is <input checked="" type="checkbox"/> is not attached which may preclude assignment.			
NAME OF REVIEWING OFFICIAL	GRADE	SIGNATURE	DATE
Borja, Boris	1LT	signature	14 JAN 08
SECTION V - LOCAL CIVILIAN LAW ENFORCEMENT AGENCY RECORDS CHECK <i>(If permitted by state, city, or local laws)</i>			
Local civilian law enforcement agencies in the area of the individual's residence have been checked in accordance with AR 190-11. Information <input type="checkbox"/> is <input type="checkbox"/> is not attached which may preclude assignment.			
NAME OF REVIEWING OFFICIAL	GRADE	SIGNATURE	DATE
N/A			
SECTION VI - IMMEDIATE COMMANDER EVALUATION			
Individual has been screened in accordance with AR 190-11. After thorough review of all information provided, I find this individual <input checked="" type="checkbox"/> suitable <input type="checkbox"/> unsuitable to perform duties which involve responsibility for the control, accountability, and shipment of AA&E.			
NAME OF REVIEWING OFFICIAL	GRADE	SIGNATURE	DATE
Smith, Jane	O-3/CDR	signature	21 JAN 08

DA FORM 7281, SEP 2006

APD PE v1.00

Figure 3-2
Sample DA Form 5513, Key Control Register and Inventory (For Arms, Ammunition, and Explosives Keys ((page #1))

List keys by:
 -Serial numbers
 -Lock location
 -Total quantity of keys per lock.

KEY CONTROL REGISTER AND INVENTORY <small>For use of this form see AR 190-11; the proponent agency is PMG.</small>				
UNIT/ACTIVITY Your Unit Activity			PERIOD COVERED	
			FROM 1 Jan 16	TO:
KEY CONTROL NUMBER(S) <small>(Insert serial number or other identifying number from the key)</small>				
005 (3)				
1. HSP Front Door	27.	53.	79.	
0132H (2)				
2. Rack #1	28.	54.	80.	
33355H (2)				
3. Cage # 2	29.	55.	81.	
3217H (2)				
4. Wall Locker #2	30.	56.	82.	
34563H (2)				
5. Chain #1	31.	57.	83.	
3432H (2)				
6. Wall Locker #1	32.	58.	84.	
7645H (2)				
7. Wall Locker #3	33.	59.	85.	
6789H (2)				
8. Rack #2	34.	60.	86.	
1289H (2)				
9. Rack #3	35.	61.	87.	
7779H (2)				
10. Rack #4	36.	62.	88.	
Alt set with main. key sealed envelope	37.	63.	89.	
	38.	64.	90.	
	39.	65.	91.	
	40.	66.	92.	
	41.	67.	93.	
	42.	68.	94.	
	43.	69.	95.	
	44.	70.	96.	
	45.	71.	97.	
	46.	72.	98.	
	47.	73.	99.	
	48.	74.	100.	
	49.	75.	101.	
	50.	76.	102.	
	51.	77.	103.	
	52.	78.	104.	

Figure 4-1
 Sample FC Form 2171, Weapons/Sensitive Items Register (Single Armorer Open/Closing) page #1

SAMPLE

WEAPONS/SENSITIVE ITEMS REGISTER											DATE
(For use of this form see CAM Regulation 190-1. The proponent of this form is DES)											1 May 2013
SPECIAL INSTRUCTIONS: 1. DO NOT ISSUE/RECEIVE during Opening inventory and after Closing inventory is recorded. Opening must match previous day's Closing Inventory. 2. This form is valid for 1-day/ must close out at COB or NLT 2400hrs. 3. List guard ammunition by caliber in the Nomenclature block. POWs if stored in the same armsroom are also required to be listed below.											
INVENTORY AND TRANSFER OF ACCOUNTABILITY											
Nomenclature of AASE/Non-AASE Items	AM	M16 A2	M9	CLU	POW Glock	5.56 Ammo	PVS 7	M88	M249		SIGNATURE OF ACCOUNTABLE INDIVIDUALS
OPENING	PRESENT IN ARMS ROOM	160	55	10	2	1	30	85	180	5/10	Note: Signature below depicts armorer has completed the opening inventory. ARMORER (Print/Signature)
	SIGNED OUT	0	0	0	0	0	0	0	0	0	
	TOTAL	160	55	10	2	1	30	85	180	5/10	
JOINT TRANSFER	IN ARMS ROOM										OFF-GOING ARMORER (Print/Signature)
	SIGNED OUT										ACCEPTED BY ARMORER (Print/Signature)
	TOTAL										
CLOSING	IN ARMS ROOM	159	55	9	2	1	30	85	180	5/10	Note: Signature below depicts armorer has completed the end of duty/closing inventory. OFF-GOING CLOSING ARMORER (Print/Signature)
	SIGNED OUT	1	0	1	0	0	0	0	0	0	
	TOTAL	160	55	10	2	1	30	85	180	5/10	
REMARKS: (Anything that cannot be explained above) (if protective seals are used, record the serial numbers in this block) SB = spare barrel 1 M4 signed out for WLC 1 M9 signed out for night range											

Figure 13-1
Sample DA Form 5513, Key Control Register and Inventory (Inventory Register for Administrative Keys, page #1)

INVENTORY

KEY CONTROL REGISTER AND INVENTORY				
For use of this form see AR 190-11; the proponent agency is PMG.				
UNIT/ACTIVITY SAMPLE	PERIOD COVERED			
	FROM: XXXXXX		TO: XXXXXX	
KEY CONTROL NUMBER(S) (Insert serial number or other identifying number from the key)				
0010				
1. Key Depository (3)	27.	53.	79.	
12345				
2. Front Door (13)	28.	54.	80.	
HZ123HS				
3. Back Door (5)	29.	55.	81.	
98126543				
4. Side Door (7)	30.	56.	82.	
W12956				
5. Rm 144 (2)	31.	57.	83.	
KCA152				
6. Supply Rm (5)	32.	58.	84.	
3654FU				
7. Fuel ProKey (1)	33.	59.	85.	
H5334				
8. Supply Storage Locker (2)	34.	60.	86.	
078321				
9. Rm 155 (2)	35.	61.	87.	
H6678				
10. Tool Box #1 (2)	36.	62.	88.	
66621				
11. Computer #4 Cable (2)	37.	63.	89.	
7772				
12. Computer #5 Cable (2)	38.	64.	90.	
H89321				
13. HQ-7 (2)	39.	65.	91.	
H09211				
14. Storage Shed #2 (2)	40.	66.	92.	
JEL031				
15. James Desk Drawer (2)	41.	67.	93.	
H90123				
16. Paper Dispenser (2)	42.	68.	94.	
HZ91377 HZ1133				
17. Wall locker 1 (2EA Lock)	43.	69.	95.	
18.	44.	70.	96.	
19.	45.	71.	97.	
20.	46.	72.	98.	
21.	47.	73.	99.	
22.	48.	74.	100.	
23.	49.	75.	101.	
24.	50.	76.	102.	
25.	51.	77.	103.	
26.	52.	78.	104.	

List keys by:

- Serial numbers
- Lock location
- Total quantity of keys per lock.

Figure 13-2
Sample DA Form 5513, Key Control Register and Inventory (Permanent Issue Register for Administrative Keys, page #1)

PERMANENT

KEY CONTROL REGISTER AND INVENTORY For use of this form see AR 190-11; the proponent agency is PMG.				
UNIT/ACTIVITY SAMPLE			PERIOD COVERED	
			FROM: xxxxxx	TO: xxxxxx
KEY CONTROL NUMBER(S) (Insert serial number or other identifying number from the key)				
0010				
1. Key Depository (3)	27.		53.	79.
12345				
2. Front Door (13)	28.		54.	80.
HZL3H5				
3. Back Door (5)	29.		55.	81.
98126543				
4. Side Door (7)	30.		56.	82.
W12956				
5. Rm 144 (2)	31.		57.	83.
KCN132				
6. Supply Rm (5)	32.		58.	84.
678321				
7. Rm 155 (2)	33.		59.	85.
8.	34.		60.	86.
9.	35.		61.	87.
10.	36.		62.	88.
11.	37.		63.	89.
12.	38.		64.	90.
13.	39.		65.	91.
14.	40.		66.	92.
15.	41.		67.	93.
16.	42.		68.	94.
17.	43.		69.	95.
18.	44.		70.	96.
19.	45.		71.	97.
20.	46.		72.	98.
21.	47.		73.	99.
22.	48.		74.	100.
23.	49.		75.	101.
24.	50.		76.	102.
25.	51.		77.	103.
26.	52.		78.	104.

List keys by:

- Serial numbers
- Lock location
- Total quantity of keys per lock

Glossary

Abbreviations

A&E

Ammunition and Explosives

AA&E

Arms, Ammunition, and Explosives

AAFES

Army Airforce Exchange Services

ACH

Advanced Combat Helmet

ACP

Access Control Point

ADP

Automated Data Processing

AIT

Automatic Identification Technology

ALSE

Aviation Life Support Equipment

AMDF

Army Master Data File

ARO

Arms Room Officer

ASP

Ammunition Supply Point

ATF

Bureau of Alcohol, Tobacco, Firearms and Explosives

ATP

Army Technical Publication

AWOL

Absent Without Leave

BAFT

Bureau of Alcohol Firearms and Tobacco

BDE

Brigade

BEQ

Bachelor Enlisted Quarters

BN

Battalion

BOQ

Bachelor Officer Quarters

CAM Reg

Fort Campbell Regulation

CAM Pam

Fort Campbell Pamphlet

CAT

Category

CCP

Civilian Firearm Conceal Carry Permit

CDR

Commander

CID

Criminal Investigation Division

CID

Commercial Item Description

CIIC

Controlled Inventory Item Code

CIP

Command Inspection Program

COR

Contracting Officer Representative

CPO

Crime Prevention Officer

CQ

Charge of Quarters

DA

Department of Army

DACP

Depart of the Army Civilian Police

DARS

Digital Arms Room Systems

DASG

Department of the Army Security Guard

DD

Department of Defense

DEP

Deploying

DES

Directorate of Emergency Services

DET

Detachment

DEWAT

Demilitarized War Trophy

DoD

Department of Defense

DODID

Department of Defense Identification Card

DPBO

Division Property Book Office

DPW

Directorate of Public Works

ECP

Entry Control Point

EOC

Emergency Operations Center

FARP

Forward Arming and Refueling Points

FC Form

Fort Campbell Form

FLMSA

Field Level Munitions Storage Areas

FORSCOM

Forces Command

FPCON

Force Protection Conditions

GOVT

Government

GSA

Government Supply Agency

HQDA

Headquarters Department of the Army

HRT

High Risk Target

HSP
High Security Padlock

IAW
In Accordance With

IBA
Individual Ballistic Armor

IC
Incident Commander

ICIDS
Industrial Commercial Intrusion Detection System

IDS
Intrusion Detection System

IED
Improvised Explosive Device

IPBO
Installation Property Book Office

ISU
Internal Airlift or Helicopter Slingable Container Unit

KA
Keyed Alike

KI
Keyed individually

LAR
Logistics Assistance Representatives

LESD
Launched Electrode Stun Devices

LE
Law Enforcement

LEO
Law Enforcement Officer

LEOSA
Law Enforcement Officer Safety Act

MAL
Master Authorization List

MEVA
Mission Essential Vulnerable Area

MFR
Memorandum for Record

MOA

Memorandum of Agreement

MOLLE

Modular Lightweight Load-carrying Equipment

MP

Military Police

MRAP

Mine Resistance Armored Personal Carrier

MTO&E

Modification Table of Organization and Equipment

NAF

Nonappropriated Funds

NBC

Nuclear Biological Chemical

NSN

National Stock Number

NVD

Night Vision Devices

OCIE

Organizational Clothing and Individual Equipment

OPMG

Office of the Provost Marshal General

OPNS

Operations

OTC

Over The Counter

PBO

Property Book Officer

PBUSE

Property Book Unity Supply Enhanced

PIC

Personal Identification Code

PKI

Public Key Infrastructure

PM J-AIT

Program Manager Joint Automatic Identification Technology

PMO

Provost Marshall Office

POC

Point of Contact

POV

Privately Owned Vehicle

POW

Privately Owned Weapon

PS

Physical Security

PSI

Physical Security Inspector

PSO

Physical Security Officer

PSP

Physical Security Plan

RAM

Random Anti-terrorism Measures

ROA

Report of Action

R/D

Rear Detachment

SBE

Stay Behind Equipment

SC

Senior Commander

SDNCO

Staff Duty Noncommissioned Officer

SDO

Staff Duty Officer

SF

Standard Form

SI

Sensitive Item

SIR

Serious Incident Report

SJA

Staff Judge Advocate

SOP

Standard Operating Procedures

SP
Security Personnel

TACOM
U.S. Army Tank-automotive and Armaments Command

TA-50
Table of Allowances 50

TDY
Temporary duty

UCMJ
Uniform Code of Military Justice

UFC
Unified Facility Criteria

UII
Unique Items Identifier

U.S.
United States

VCC
Visitor Control Center