

**DEPARTMENT OF THE ARMY
HEADQUARTERS, UNITED STATES ARMY ALASKA
Fort Richardson, Alaska 99505-5000**

United States Army Alaska Regulation 190-1

9 NOVEMBER 2010

Military Police

Physical Security

Summary. This regulation prescribes policy and assigns responsibility for developing and maintaining a comprehensive physical security/crime prevention program through the application of policies, procedures and physical protective measures designed to protect arms, ammunition, and explosives (AA&E), government/personal property, and personnel located on or performing duties within United States Army Alaska (USARAK).

Applicability. This regulation applies to all posts, units, activities, organizations (private or commercial), contractors and tenants associated with or assigned to USARAK and to all USARAK personnel.

Supplementation. Supplementation of this regulation is prohibited without prior approval from the USARAK Provost Marshal, Attention: APVR-PM-PS.

Interim changes. Interim changes to this regulation are not official unless the Director of Information Management authenticates them. Users will destroy changes on their expiration dates unless sooner superseded or rescinded.

Suggested improvements. This regulation's proponent agency is the USARAK Provost Marshal and Directorate of Emergency Services (DES) Physical Security Office. The USARAK Provost Marshal and DES Director invites users to send comments and suggested improvements on Department of the Army (DA) Form 2028 (Recommended Changes to Publications and Blank Forms) directly to APVR-PM-PS.

Distribution restriction. This publication contains technical and operational information that is for official, government use only. Distribution is limited to United States government agencies. Requests from outside the United States government for release of this publication under the Freedom of Information Act or the Foreign Military Sales Program must be made to the USARAK Provost Marshal, APVR-PM-PS, Fort Richardson, Alaska 99505.

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1. Purpose

The USARAK physical security program is a component of the force protection program. This regulation describes the systematic approach that is the basis for the design of physical security programs to ensure protection of all government/private assets on the installation and other locations occupied by USARAK or Headquarters, DA elements. It includes the requirements for physical security threat assessments, installation physical security plans, and physical security surveys and inspections. Crime prevention, which is an important part of the physical security program, is a command responsibility. A successful program requires constant command emphasis as criminal activity cannot be allowed to detract from mission accomplishment. An effective, crime prevention program is designed to reduce crime by reducing or eliminating a potential offender's desire, opportunity, or ability to commit a criminal act. Soldiers who fail to comply with the requirements of this regulation may be subject to punishment under the Uniform Code of Military Justice. Personnel not subject to the Uniform Code of Military Justice who fail to comply with the requirements of this regulation may be subject to adverse administrative action or applicable sections of the United States Code, federal regulations or state statutes. In addition, Privately Owned Firearms (POFs)/Privately Owned Weapons (POWs) found to be stored, transported or used in manners or methods contrary to this regulation may be confiscated by USARAK law enforcement officials. Unregistered POFs will be confiscated and maintained by law enforcement until properly registered.

2. References

Regulations, supplements, pamphlets, field manuals, posters, and forms are listed in appendix A. The use of required publications and all forms is mandatory for reference by responsible persons when developing physical security, standard operating procedures, plans, policies, or when evaluating engineering solutions for security deficiencies, projects, or work orders.

3. Explanation of abbreviations and special terms

Abbreviations and special terms used in this regulation are explained in the glossary (except those special terms defined in appendixes G and I).

4. Responsibilities

a. USARAK Provost Marshal and Directorate of Emergency Services (DES). USARAK Provost Marshal and Director DES will exercise primary staff responsibility for the physical security program. The installation LE physical security office will provide physical security, technical assistance, instruction, conduct physical security inspections/surveys, review plans, standing operating procedures, and be the primary point of contact for all issues pertaining to physical security. The physical security office will inspect all areas that have been determined to be mission essential or vulnerable to criminal or terrorists' threats as determined by Headquarters, DA, major command, local threat assessments, incidents, and intelligence. This includes areas nonessential to the installation/facilities operational mission but which, by nature of the activity, are considered vulnerable to theft, trespass, damage, or other criminal activity. Army Regulation (AR) 190-13 and this regulation will be used to determine the interval for inspections and surveys.

b. Public Affairs Officer. The Public Affairs Officer will use appropriate media and command information support material to keep the military community apprised of the physical security program and its activities.

c. Staff Judge Advocate. The Staff Judge Advocate will—

(1) Be responsible for advising unit commanders of the legal aspects of physical security and assist, as necessary, in the speedy prosecution of any offenders.

(2) Provide assistance in the processing of claims.

d. Inspector General. The Inspector General will evaluate USARAK physical security programs as necessary and report criminal acts or crime-conducive conditions to the USARAK PM, DES and Commander.

e. Director of Public Works/Work Project Contractors. The Director of Public Works, installation engineers, master planners and all work project contractors will coordinate with their local physical security office on all planning, design, and construction projects to ensure physical security/force protection requirements are incorporated into the projects planning. Additionally, the Director of Public Works and/or its contractors will respond promptly to work requests/service orders involving physical security standards. The Director of Public Works is responsible for the timely installation and maintenance of all intrusion detection systems (IDSs), closed-circuit televisions, and other electronic physical security equipment.

f. Director of Logistics. The Director of Logistics will ensure all individuals entrusted with government property understand and comply with applicable policies and procedures relating to its proper use, care, custody, and safekeeping.

g. Director of Community Activities. The Director of Community Activities will assist in crime prevention through effective educational and intervention programs that address community concerns relating to drug and alcohol abuse, domestic violence, or other social issues affecting individuals and the community.

h. Commander, Medical Department Activity-Alaska. The Commander, Medical Department Activity-Alaska will—

(1) Provide notification to the Law Enforcement (LE) Desk on all known or suspected crime-related injuries.

(2) Participate in the rape prevention program.

(3) Monitor juvenile treatment for child abuse.

(4) Report all incidents involving the intentional or accidental ingestion of illegal, prescription, or non-prescription drugs to the LE when there is an articulable reason (reasonable suspicion) to believe the act may have been a criminal act, suicidal gesture or attempt on the part of the victim or others involved.

(5) Provide medical toxicology services relating to blood-alcohol testing in support of LE incidents.

i. Brigade/battalion commanders, directors, and major organizations and activities will—

(1) Appoint, in writing, a physical security officer and noncommissioned officer (NCO) (E7 or above), or equivalent civilian to plan, coordinate, and complete a physical security program in that command or organization. The program will include at least an annual review of each subordinate unit's or area's physical security program using this regulation and all applicable regulations listed in appendix A. The results of the review will be documented on the Physical Security Inspection Checklist (Figure 2 below) and retained on file for review by the LE physical security offices during scheduled inspections. (Officers, NCOs, and civilians appointed to this duty will ensure formal, physical security inspections by the LE physical security offices are conducted per paragraph a above.)

(2) Ensure that all criminal acts or conditions conducive to crime are reported promptly to the appropriate agency (such as the Directorate of Public Works or LE). Those criminal incidents that occur will be evaluated to prevent their recurrence. Provide logistical support for command directed storage locations of individual clothing and equipment of personnel living in billets. Storage locations will be IAW AR 190-51 (APP B and D) and this regulation.

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(3) Prepare formal and written physical security/crime prevention plans and standing operating procedures. (Examples include AA&E areas, key control, bomb threat planning/evacuation, guard duty, etc.)

j. Unit commanders, below directorate level organizations and activities will—

(1) Appoint, in writing, a physical security officer and NCO (E6 or above), or equivalent civilian to plan, coordinate, and complete a physical security program in that command or organization. The program will include at least a monthly review of the unit or organization physical security program using this regulation and all applicable regulations listed in appendix A. The results of the review will be documented on the Physical Security Inspection Checklist (Figure 2) and retained on file for review by the LE physical security office during scheduled inspections. (Officers, NCOs, and civilians appointed to this duty will ensure formal physical security inspections by the LE physical security office are conducted per para a.)

(2) Ensure that all criminal acts or conditions conducive to crime are reported promptly to the appropriate agency (such as the Directorate of Public Works or LE). Criminal incidents occurring will be evaluated to prevent their recurrence. Forced entry, attempted forced entry or unauthorized access into any secure storage facility, room, area, safe, or container (with or without theft) will be reported to the LE physical security office.

(3) Prepare formal and written physical security/crime prevention plans and standing operating procedures (e.g., AA&E areas, key control, bomb threat planning/evacuation, guard duty, etc.).

(4) Brief newly assigned personnel on physical security/crime prevention within 5 duty days of arrival. Record the briefing and maintain the record on file for as long as the individual is assigned to the unit/organization (a memorandum, as shown in fig 1, will be used to document the briefing.)

(5) Stamp or mark all property per AR 190-51 and secure all valuable property in dayrooms/common areas (e.g., televisions, stereos, etc.) with approved locking devices to prevent loss.

(6) Ensure all buildings, rooms, and areas meet or exceed the applicable construction requirements for doors, windows, walls, ceilings, hinges, and locking devices as per AR 190-51 (APP B and D) and this regulation.

(7) Establish and enforce key control as prescribed in appendix B of this regulation.

(8) Ensure that all government-owned or leased motor vehicles are properly secured when not in use. This will be done by removing the ignition key, securing all entrances to commercial vehicles, and securing the steering wheel on all tactical vehicles with a chain and a secondary padlock (national stock number 5340-00-158-3805/7).

(9) Develop procedures and provide a secure storage room, locker, or area to safeguard personal property belonging to individuals who may be unable to secure the property themselves (e.g.; permanent change of station, leave, temporary duty, absent without leave/desertion, deployment). As a minimum, responsible persons will maintain a register listing the property that shows the time and date of deposit, the property owner's name, and the depositor's name and signature. Command directed storage locations of individual clothing and equipment of personnel living in billets will be IAW AR 190-51 (APP B and D) and this regulation.

(10) Encourage all personnel to use the buddy system when traveling at night or in isolated areas.

(11) Publicize the physical security/crime prevention programs by posting appropriate physical security/ crime prevention posters and bulletins in conspicuous locations as they are made available.

(12) Encourage individuals to deposit large sums of money, not required for daily use, in a financial institution or to purchase travelers' checks or similar, alternative, negotiable instruments that offer some protection and method of recovery of funds should a loss occur.

(13) Make electrostatic engraving devices or similar items available for marking personal property to deter theft and assist law enforcement in property recovery if it is lost or stolen. (Use APP C as a guide.)

(14) Require all soldiers residing in military barracks to complete a USARAK Form 663 (Personal Property Record) for all property with a value exceeding \$300.00. Review and update the form quarterly as a minimum or as changes occur. Ensure both the owner and the reviewing authority's initials are noted on the form. This form will be turned into the Soldiers unit. Individuals must be made aware that failure to record property may relieve the government of responsibility should a loss/theft occur.

(15) For military units only, conduct unannounced inspections of the entire unit areas and barracks (including unit parking lots) for the maintenance of health, welfare, and morale of the troops. These inspections will take place at least once per quarter and will employ an K-9 working dog. Make visual inspections of vehicles in unit parking lots. Contraband confiscated will be turned over to the MPs for proper disposition. The inspections will be documented in writing, be maintained on file for 1 year, and be made available during physical security inspections. All health and welfare inspections on privatized housing including billeting areas must be coordinated with Housing Directorates by installation kennel master.

(16) Consider placing amnesty boxes in unit areas to provide individuals with a means of disposing of unauthorized or illegal items without the risk of prosecution. When used, the amnesty boxes should be placed in common areas or in inconspicuous locations to encourage their use. The amnesty boxes should be checked daily and property found within them should be disposed of per applicable regulations.

(17) Supply the charge of quarters/staff duty NCO/officer (when used) with the capability to secure areas found unsecured in unit areas during nonduty hours (i.e., keys, locks, and chains).

(18) Supply the charge of quarters (when used) with an up-to-date roster of personnel residing in the barracks and their room numbers.

(19) Conduct physical security/crime prevention checks of all areas. Use the physical security inspection checklist shown in figure 2.

k. Personnel assigned or attached to USARAK, their dependents, civilian employees, and contractors will be responsible for—

(1) Securing private/commercially owned vehicles when unattended to protect the vehicle and its contents (cellular telephones, compact disks, cameras, Common Table of Allowances (CTA) 50-900 equipment and clothing (TA-50 (common reference for clothing/equipment issued per CTA 50-900), tools, etc.) from theft. Simply hiding items from view may reduce the likelihood of a crime occurring. Failure to do so may relieve the government of any obligation to reimburse the victim for a loss.

(2) Ensuring that personal and government property under their control is secured at all times. This includes the securing of rooms and work areas when unattended and the proper use of secure lockers, safes, and containers provided to store and protect property from theft. Failure to properly secure such property may result in a claim against the government being denied for any losses and may result in personal liability for government property which is lost, damaged, or destroyed.

(3) Report any security issues/concerns (unserviceable locking devices, structural deficiencies, failed lighting, etc.) to ensure immediate repair or replacement.

5. Additional security measures

Appendixes D through V contain specific information relative to security procedures or physical-protective measures required for varying categories of assets or areas.

FOR THE COMMANDER:

///ORIGINAL SIGNED///
WILLIAM P. MILLER
COL, GS
Chief of Staff

OFFICIAL:

CHARLES R. PARKER
LTC, SC
Director of Information Management

DISTRIBUTION:

A Plus

100 - APVR-RUPM

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(Unit/Office Symbol)

Date

MEMORANDUM FOR RECORD

SUBJECT: Physical Security Briefing for New Personnel

1. On _____ (date) _____, _____ (name of person) _____ was briefed on the below listed issues relating to physical security/crime prevention.

a. Care and protection of credit cards, automated teller machine cards, associated personal identification numbers, and other forms of personal information (social security number, telephone number, and address).

b. Registration, storage, and security requirements for privately owned weapons.

c. Control and accountability of keys to government-owned and personal areas and equipment.

d. The benefits of USARAK Form 663 and marking/listing of valuable property.

e. Security of privately owned vehicles and their contents.

f. Amnesty program and location of any amnesty boxes.

g. Billets visitation policy (if applicable).

h. Billets drug and alcohol policy, including state and local driving policies while intoxicated and minor consumption and possession laws.

i. Commander's policy on knives, BB guns, martial arts, archery equipment and other hazardous, non-firearms storage/possession in the billets.

j. Individual responsibilities for the security of personal/government property.

k. Date rape, rape protection, statutory rape/carnal knowledge regulations/laws.

l. Bomb threat and evacuation procedures.

2. POC is the undersigned at XXX-XXXX.

Signature Block

Figure 1. Example of memorandum for recording a physical security briefing for new personnel

Area Inspected _____

Type of Inspection _____

Building Number _____ Date of Inspection _____

Name of Individual Conducting the Inspection _____

Physical Security Measures	Yes	No	Remarks
1. Has a physical security officer/NCO/civilian been appointed on orders?			
2. Does the area have the current physical security references on hand (as necessary for each area reviewed)?			
3. Has a physical security plan/standing operating procedures been developed as required?			
4. Are newly assigned personnel being briefed using the physical security briefing?			
5. Is common/dayroom property marked for identification and secured?			
6. Have maintenance issues relating to the security of personal and government property been identified and addressed?			
7. Have personnel been provided with an adequate means of securing personal and government property?			
8. Are all locking devices and associated hardware functioning in good working order?			
9. Are billet room, cipher-lock combinations recorded and protected by key custodians?			
10. Are safe combinations changed, recorded, and safeguarded as required?			
11. Are electronic engravers available for personnel to mark their personal property?			
12. Is USARAK Form 663 (Personal Property Record) completed for all barracks personnel and updated at least quarterly?			
13. Is there a plan for securing property belonging to absent personnel (temporary duty, absent without leave, or deserter)?			
14. Is TA 50 properly secured?			
15. Are lights (inside/outside) used for the security or protection of personnel property operational?			
16. Are quarterly MP K-9 (dog narcotic detection) health and welfare inspections conducted as required?			
17. Have key-control custodians been appointed on orders?			
18. Have access rosters been posted on all key repositories?			

Figure 2. Physical security inspection checklist

Physical Security Measures	Yes	No	Remarks
19. Are appropriate key and lock inventory forms in use (DA Form 5513-R (Key Control Register and Inventory) or USARAK Form 110 (Semiannual Key and Lock Inventory))?			
20. Are semiannual and monthly key and lock inventories conducted as required?			
21. Is bomb threat planning and evacuation guidance available?			

Remarks: _____

Signature and Grade of Inspector: _____

Organization: _____

Figure 2. Physical security inspection checklist-Continued

**Appendix A
References**

**Section I
Required Publications**

- AR 15-6 (Procedures for Investigating Officers and Boards of Officers) is cited in paragraph E-2g(2).
- AR 190-11 (Physical Security of Arms, Ammunition and Explosives) is cited in paragraphs B-6c, E-2g(1), and G-1b, table G-1, figure H-1, and paragraphs I-5a, I-18a, R-2a, and T-3b.
- AR 190-13 (The Army Physical Security Program) is cited in paragraph 4a and figure J-1 and paragraph L-1.
- AR 190-14 (Carrying of Firearms and Use of Force for Law Enforcement and Security Duties) is cited in paragraphs D-1c and G-2a.
- AR 190-51 (Security of Unclassified Army Property (Sensitive and Nonsensitive)) is cited in paragraphs 4j and B-5b, figure B-1, and paragraphs N-1a, P-1a, Q-2b, R-2b(1), and U-1a.
- AR 215-1 (Morale, Welfare, and Recreation Activities and Nonappropriated Fund Instrumentalities) is cited in paragraph I-18a.
- AR 710-2 (Supply Policy Below the Wholesale Level) is cited in paragraph I-5a, I-18a, R-2a(4), and V-2.
- AR 735-5 (Policies and Procedures for Property Accountability) is cited in paragraph E-2g(2) and V-2.
- Field Manual (FM) 3-19.30 (Physical Security) is cited in paragraphs N-1a and P-1d.
- USARAK Pamphlet 75-1 (Bomb Threat Planning) is cited in paragraphs 4i and j.
- USARAK Poster 190-1 (Off Limits to Unauthorized Personnel) is cited in paragraph P-1b and paragraphs R-2b(3) and U-1b.
- USARAK Poster 380-4 (Restricted Area Warning, AA&E) is cited in paragraphs D-1b.
- United States Army Pacific
Command (USARPAC)
Supplement 1 to AR 190-11 (Physical Security of Arms, Ammunition and Explosives) is cited in paragraphs I-5a, I-18a, and R-2a(4).

**Section II
Related Publications**

A related publication is merely a source of additional information. The user does not have to read it to understand this regulation.

- AR 60-10 (Army and Air Force Exchange Service General Policies).
- AR 210-7 (Commercial Solicitation on Army Installations).

AR 380-67(The Department of the Army Personnel Security Program).

Common Table of Allowances
(CTA) 50-900(Clothing and Individual Equipment).

DA Pamphlet 710-2-1.....(Using Unit Supply Systems (Manual Procedures)).

Directorate of Logistics Quality
Assurance Personnel Access Roster.

Directorate of Public Works access
roster.

Department of Defense 4500.9.R(Part II, Cargo Movement).

Department of Defense 5500.7-R(Standard of Conduct).

SOP, Headquarters,
USARAK,.....(USARAK Enhanced Transportation Security Measures During
Increased FPCONs).

Unit Intrusion Detection System
Maintenance Access Roster.

USARPAC Supplement 1
to AR 190-13(The Army Physical Security Program).

Section III Prescribed Forms

USARAK Form 110(Semiannual Key and Lock Inventory) is cited in
paragraph B-2, B-3d, B-6, and B-8, figures B-2 and B-3,
paragraph I-6 and figure J-1.

USARAK Form 159(Emergency Notification Card) is cited paragraph S-3.

USARAK Form 277(Weapons Registration Record) is cited in paragraph W-2.d.

USARAK Form 410(Weapons Responsibility Statement) is cited in paragraph
I-11, W-2.a.

USARAK Form 663(Personal Property Record) is cited in paragraph 4j(14) and
figures 1 and 2, and paragraphs C-1 and M-3j.

USARAK Form 877(Registration of Privately Owned Firearms) is cited in
paragraph W-2.c.

Section IV Referenced Forms

DA Form 2028(Recommended Changes to Publications and Blank Forms) is
cited in the suggested improvements statement.

DA Form 2062(Hand Receipt/Annex Number) is cited in paragraph B-6f and
paragraphs D-1f, F-1d(5), I-5d, and R-2a(3).

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- DA Form 2806-1-E (Physical Security Inspection Report) is cited in paragraph L-1.
- DA Form 2818 (Firearms Authorization) is cited in paragraph D-1c(4).
- DA Form 3749 (Equipment Receipt) is cited in paragraphs I-5d and R-2c(3).
- DA Form 5513-R (Key Control Register and Inventory) is cited in figure 2, paragraphs B-2, B-6, B-7a, and I-6, and figure J-1.
- DD FM 2760 (Qualification to Possess Firearms or Ammunition) is cited in paragraph I-11 and W-2.a
- USARPAC Form 108-R (Weapon and Ammunition Control Log) is cited in paragraph I-5.
- USARPAC Form 109-R (Alarm System Test Record) is cited in paragraph I-10.
- Standard Form 700 (Security Container Information) is cited in table O-1 and paragraph T-2c.
- Standard Form 702 (Security Container Check Sheet) is cited in paragraph F-1d(7), table O-1 and paragraphs S-3(8) and T-2d.

Appendix B Key-Control Procedures

B-1. Administrative key-control system

Unit commanders, directors, organizations, and activities will establish a comprehensive, key-control system and will—

- a. Designate, in writing, a key custodian and at least one alternate.
- b. Limit the number of personnel who may be appointed as alternate key custodian(s) to that number necessary for smooth and efficient operations without compromising security.
- c. Establish and sign a key-depository access roster. The roster will list only those key custodians authorized access to the key depository.

Note: Key-custodian appointment orders and the key-depository access roster may be a combined document. For an example, see figure B-1.

- d. Ensure that key custodians are the only personnel authorized to issue from and receive keys back into the key depository.

B-2. Key custodians

Key custodians will clearly understand administrative key and lock control regulations and procedures. Key custodians will be responsible for the following:

- a. Padlocks and/or keys in use that do not have serial numbers will be given one. Inscribe the number on the lock or key as appropriate. Use this number for accountability purposes.
- b. Key depository access rosters will be posted on the key repository or in a conspicuous location in the immediate area. The roster will be signed by the current unit commander or a designated person.
- c. Upon assuming duties as key custodian, conduct an initial inventory of all keys and locks by serial number. The initial inventory will be record on USARAK Form 110 (Semiannual Key and Lock Inventory). Retain completed forms for 1 year after the inventory completion date. For an example, see figure B-2.
- d. DA Form 5513-R (Key Control Register and Inventory) will be used at all times and have all blocks properly completed when issuing and/or receiving keys. Retain completed forms for 1 year after the date of the last entry.
- e. Develop and maintain separate, key-control registers for permanent and temporary keys. Mark forms as "Temporary" and "Permanent." Retain these forms for 1 year after the date of the last entry. Permanently retained keys are those keys that have been issued for personal retention. Temporary keys are keys issued for short periods of time and all other unissued keys that remain in the key box.
- f. Inventory permanently retained keys on a "show" basis monthly. Record the fact of the inventory in the inventory section on the reverse side of DA Form 5513-R for permanently retained keys.
- g. Inventory all keys and locks by serial number every 6 months. The inventory will be recorded on USARAK Form 110 and the form will be signed and dated on the day the inventory is completed. Retain this form for 1 year after the inventory completion date.
- h. Secure active DA Forms 5513-R and USARAK Forms 110 in the key-repository box or other secure container.

B-3. Accounting for lost keys

a. When a key to a locking device of any type is lost or cannot be accounted for, it will be immediately replaced.

b. When a person loses a key due to negligence or willful misconduct, they will be assessed financial liability for the lost key. When the loss of a key through negligence or willful misconduct is the proximate cause of replacing a locking device or door by rendering the locking device or door unsuitable for its intended purpose, the respondent will be held liable for the replacement cost of the locking device and/or door.

c. Upon determining that a key or lock is not accounted for, conduct a supplemental inventory, using USARAK Form 110. The key custodian will conduct an investigation to determine the cause for the loss and how to prevent future occurrences. Record and maintain the results of investigation on a memorandum, with the supplemental USARAK Form 110, for 1 year.

B-4. Cipher locks

Facilities using cipher locks will maintain a master list of all door combinations in a sealed envelope. Maintain the sealed envelope in a locked, steel container or safe. When a combination is compromised or the departure of assigned personnel takes place, the combination must be changed.

B-5. Individually Keyed Secondary (low-security) padlocks and seals

a. Only approved individually keyed secondary padlocks with a hardened shackle and key retention (national stock number 5340-00-158-3805 or 3807) will be used to secure government property and AA&E when a padlock is required by regulation. Keyed alike locks or locksets are not authorized. Only LE, Physical Security personnel may determine equivalent padlocks.

b. When serial-numbered seals are used to protect private or government property, seal-control procedures will be established and followed per AR 190-51.

B-6. Master-Keyed, Keyed-A-Like Locks/Lock-Sets.

A master-keyed, keyed-a-like lock and/or lock-set may "ONLY" be used when the single lock-set is used to secure a single motor-vehicle with multiple access doors and/or interior/exterior compartments that are common to a single vehicle.

B-7. Arms, ammunition, and explosives lock and key controls

a. A comprehensive, key-control system will be established and maintained for AA&E, locks, keys and combinations to Class 5 Armory Vault doors and containers.

b. AA&E key-control procedures will be established that prevent any single (one) person from having access to the AA&E facility, rack or container keys (AA&E Keys) without having to receive the keys from a primary/alternate key-control custodian.

c. AA&E key-control custodians and alternates will be appointed by the current commander per AR 190-11.

d. DA Form 5513-R will be used for controlling all AA&E keys.

e. A roster will be developed that identifies personnel authorized to receive keys from key custodians. The roster will be posted out of public view at both the primary and alternate AA&E key-storage locations.

f. The person receiving keys to access an AA&E storage facility, rack or container must be the one who conducts the physical-count upon opening and records the results on DA Form 2062 (Hand

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Receipt/Annex Number). Conversely, the individual who signed for AA&E keys upon closing must be the individual who conducts and records the physical count.

g. Padlocks and/or keys securing AA&E that do not have serial numbers will be given one. The number will be inscribed on the key or lock as appropriate and used for accountability purposes.

h. Maintain both primary and alternate sets of AA&E keys on a separate and sealed (welded/braised/sealed), metal key ring. The primary ring of keys will be used for day-to-day operations. The alternate ring of keys will be secured and maintained in reserve for contingency purposes.

i. Store the alternate ring of AA&E keys in a locked and sealed ammunition can or sealed envelope per paragraph B-7. The seal (when used) on the container will be inventoried by serial number during the monthly AA&E key and lock inventory and recorded on the reverse of the DA FM 5513-R. Record the seal number in the remarks section of USARAK Form 110.

j. Keys to IDS control units will be controlled and maintained by IDS maintenance personnel.

k. AA&E keys (container or envelope containing the keys) when not in use, will be stored in a Class 5 container. Containers weighing less than 500 pounds will be secured to the structure. Primary and alternate AA&E keys will not be stored together in the same container.

(1) AA&E keys shall not be stored in the arms room.

(2) When AA&E keys are attended by the CQ or SDO (with runners) and are charged with the responsibility for safeguarding or having keys immediately available, they will sign for a sealed container (ammo can) of keys. The sealed container may be stored in a modified metal wall locker or filing cabinet and secured with approved padlocks, providing that two personnel are on duty and the container is under 24 hour constant surveillance.

l. An active DA Form 5513-R will be established to control the primary ring of keys. The form will be controlled and maintained at user level at all times to issue and/or receive keys, record changes in custody, and to maintain accountability of all AA&E keys.

(1) AA&E key serial numbers will be recorded in the serial number section of DA Form 5513-R.

(2) Secure active DA Forms 5513-R in the key repository or other secure container when not in use.

(3) Completed DA Forms 5513-R will be maintained for 1 year from the date of the last entry.

m. Upon assuming duties as custodian, conduct an initial inventory of all keys and locks by serial number. Record the initial inventory on USARAK Form 110. Maintain the initial inventory on file for 1 year after the inventory completion date. Record the fact of the initial inventory in the inventory section on the reverse side of the active DA Form 5513-R for AA&E keys.

n. Inventory all AA&E keys and locks (primary and alternate) by serial number every 6 months, record the results on USARAK Form 110, and maintain the results on file for 1 year. For an example, see figure B-3.

o. Secure USARAK Form 110 in the key repository or other secure container when not in use.

p. Accounting for lost AA&E keys will be per paragraph B-3.

B-8. Sealed envelopes and containers (typically ammunition cans)

a. Metal containers or envelopes used to control the custody of the primary or alternate rings of AA&E keys must be properly secured using one of following methods:

(1) When used, metal containers will be secured with approved hasps and locking devices. (2) The container keys will be listed by serial number on the active DA Form 5513-R. The container keys will be included in the AA&E key-control system for change of custody and accountability purposes.

(2) The key custodian will issue both the primary and alternate container lock keys to the armorer using the active DA Form 5513-R. These keys may be removed from the installation. Security of these keys becomes the responsibility of the person to whom they are issued.

(3) Both the armorer and key custodian will conduct a change of custody inventory as required to assume custody and responsibility of the arms storage facility and/or AA&E keys.

b. When not in use, AA&E keys will be placed back in the container and the container properly locked and secured per this Appendix.

c. An alternate set of container padlock keys will be placed in a sealed envelope or sealed container. The envelope or container will be placed inside the safe securing the primary or alternate ring of AA&E keys. This procedure allows inspections of the envelope or container for tampering by the person having custody of the arms room keys and allows access to the facility for emergency purposes. When envelopes are used, they will be sealed by recording the date and signature across the envelope seal and the seal taped and properly secured.

d. Seals used to secure containers or envelopes will be inventoried monthly for evidence of tampering.

B-9. High-security padlocks

High-security padlock keys will be accounted for on USARAK Form 110. Under no circumstances will a key to a high-security padlock be reproduced.

a. Personnel must closely monitor the physical condition of all keys as they are subject to damage and may fail as a result of normal, daily use.

b. When a high-security padlock key is bent, cracked, or broken, the lock must be replaced, recorded, or the affected key ring and key may be rotated as appropriate with the other ring of AA&E keys.

(1) The damaged key will remain in the key-control system for accountability purposes.

(2) Record the key as broken, cracked, or bent, etc., on USARAK Form 110. The key will not be removed from the key ring until the affected key and lock are taken out of the key-control system. High-security padlocks will be immediately replaced or recorded as soon as the second key becomes damaged or non-serviceable.

Office Symbol

Date

MEMORANDUM FOR (as appropriate and post address)

SUBJECT: Key Custodians and Access

1. The following individuals, per AR 190-51 and/or USARAK Regulation 190-1, are appointed as primary and alternate administrative key custodians. All key custodians are authorized access to the key depository and keys.

<u>Name</u>	<u>Rank</u>	<u>Position</u>	<u>After Hours Telephone</u>
MANN, Super I.	SSG	Primary	384-XXXX
CONE, Snow Jr.	SGT	Alternate	384-XXXX
Billy, Dee J.	SGT	Alternate	384-XXXX

2. POC this action is SFC Stract at 321-1234.

JOHN A. DOE
CPT, MP
Commanding

Figure B-1. Sample key custodian and access roster example

SEMI-ANNUAL KEY & LOCK INVENTORY

For Use Of This Form See USARAK Reg 190-1

UNIT/ACTIVITY HHC 8TH USAG, FWA		LOCATION Supply room	PERIOD COVERED Start: 10 MAR 10 End: 9 AUG 10		
HOOK # "Optional" <small>(The # of the key in the key box or key register)</small>	KEY/LOCK SERIAL # <small>(The serial # recorded on the key/ lock)</small>	LOCK LOCATION <small>(Where the lock is currently in use, i.e. rack #4, Door, Cabinet #6)</small>	NUMBER OF KEYS ORIGINALLY ISSUED <small>(Total number of keys when lock was put into operation)</small>	NUMBER OF KEYS ON HAND <small>(Total number of keys currently in the key box or on the key ring)</small>	REMARKS OR DISPARITIES <small>(Enter an explanation of key disparities between blocks 4 and 5, i.e. 2 signed out, 1 lost, 1 destroyed.)</small>
1	2245H	Locker #2	2	1	1 stored in BN S-2 safe
2	5720661L	Lock west door	4	2	1 signed out and 1 destroyed
3	5546H	NVG locker	2	1	1 key lost, Lock replaced w/ 7749H
4	7749H	NVG Locker	2	0	1 in envelope CDR's safe; 1 issued
IAW AR 190-11 and AR 190-51, all keys and locks have been inventoried by serial number and were <input checked="" type="checkbox"/> or were not <input type="checkbox"/> present accounted for. (Explain disparities in the remarks or disparities column, sign the form when the inventory is completed and maintain on file for 1 year.)					
PRINTED NAME OF KEY CUSTODIAN Robert A. Goner		SIGNATURE <i>Robert A. Goner</i>		GRADE SFC	DATE 9 AUG 10 <small>(The date the Inventory was completed)</small>

Example
Admin Keys

USARAK FORM 110-E, NOV 2004

Replaces USARAK Form 110, which may be used until stocks are exhausted

Figure B-2. United States Army Alaska Form 110 for administrative keys

SEMI-ANNUAL KEY & LOCK INVENTORY					
For Use Of This Form See USARAK Reg 190-1					
UNIT/ACTIVITY		LOCATION		PERIOD COVERED	
HHC 8TH USAG, FWA		Arms room		Start: 13 MAR 10 End: 12 AUG 10	
HOOK # (Optional) The # of the key in the key box or key register	KEY/LOCK SERIAL # (The serial # recorded on the key/lock)	LOCK LOCATION (Where the lock is currently in use, i.e. rack#4, NBC door, and tool cabinet #6)	NUMBER OF KEYS ORIGINALLY ISSUED (Total number of keys when lock was put into operation)	NUMBER OF KEYS ON HAND (Total number of keys currently in the key box or on the key ring)	REMARKS OR DISPARITIES (Enter an explanation of key disparities between blocks 4 and 5, i.e. 2 signed out, 1 lost, 1 destroyed.)
1	1362943HP	Arms room door	3	1	(New ammo can seal #72119) 2nd ring stored in S-2 safe. 1 broken
2	8854922	Alarm unit	2	1	"
3	5226H	NVG locker	2	1	"
4	6649H	POW Locker	2	1	"
5	6649H	WPNS rack #1	2	1	2nd key ring stored in Bn S-2 safe
6	2249H	Primary ammo can	2	0	1 in envelope (3/15/99), CDRS safe and 1 issued
7	3346H	Alternate ammo can	2	0	1 in same envelope as above and 1 issued
<p>Example</p> <p>AA&E Keys</p>					
IAW AR 190-11 and AR 190-51, all keys and locks have been inventoried by serial number and were <input checked="" type="checkbox"/> or were not <input type="checkbox"/> present accounted for. (Explain disparities in the remarks or disparities column, sign the form when the inventory is completed and maintain on file for 1 year.)					
PRINTED NAME OF KEY CUSTODIAN		SIGNATURE		GRADE	DATE
Morgan Floatman		Morgan Floatman		CIV	12 AUG 10 (The date the inventory was completed)

USARAK FORM 110-E, NOV 2004 Replaces USARAK Form 110, which may be used until stocks are exhausted

Figure B-3. United States Army Alaska Form 110 for arms, ammunition, and explosives keys

Appendix C
Marking of Private Property

C-1. General

This appendix provides guidance for marking of personal property when using USARAK Form 663.

C-2. Concept

a. Personal marking of privately owned property will aid in the reporting and possible recovery of stolen items while also serving to deter theft.

b. Owners should apply their state of issue and driver's license number to all property they wish to record (e.g., AK000000). Use the same number for all property belonging to that owner.

c. An essential point of this program is uniformity of marking the property.

(1) Mark property in a non-removable place on the right side of the property (or as close as you can get to the right side) when viewed from behind the equipment.

(2) A second, permanent marking should be made in a location known only to the owner.

(3) A carbon-tipped bit should be used to ensure permanent marking.

(4) Upon transfer or sale of property, the old owner should inform the new owner as to the markings. The new owner should then register their own markings and place them below the owner's original number so that they can be traced.

d. If there is a theft, immediately notify the LE about the item(s) stolen and their identification number(s).

Appendix D

Field Ammunition Supply Point/Ammunition Holding Area Physical Security

D-1. Field ammunition supply points and ammunition holding areas

a. Surround field ammunition supply points/ammunition holding areas with a minimum of one ring of concertina or barbed wire. As an alternative, when the size of the field ammunition supply point precludes ringing the entire area, individual groups of pallets may be ringed with concertina or barbed wire.

b. Post USARAK Poster 380-4 (Restricted Area Warning) at all field ammunition supply point/ammunition holding area entrances. These posters are available from the physical security office.

c. A minimum of one soldier, equipped as listed below, must be posted as a guard. The number of guards is determined by the size of the field ammunition supply point/ammunition holding area. Guard(s) must be able to provide constant visual surveillance of all AA&E in the field ammunition supply point/ammunition holding area. When Category I missiles or rockets, tube-launched, optically tracked, wire-guided, (TOW, LAW/AT-4, Stinger, Dragon, Javelin, etc.) are present, a minimum of two armed guards are required. Guards must be—

(1) Armed with their assigned weapon and one magazine of ammunition.

(2) Equipped with two means of communication.

(3) Briefed by Staff Judge Advocate on the use of deadly force per AR 190-14.

(4) Have on their person a completed DA Form 2818 (Firearms Authorization) or other documentation meeting the intent of AR 190-14 on-file in the unit arms room.

d. An armed reaction force must be within 15 minute's response time of the posted guard(s). The posted guard(s) must have a means to communicate with the reaction force.

e. Guard(s) must have an access roster that lists all personnel who are authorized entrance to the ammunition supply point.

f. All AA&E inside the field ammunition supply point/ammunition holding area must be inventoried every 24 hours. The same person may not perform the inventory 2 days in a row. The inventory and its results will be recorded on DA Form 2062.

g. Category I missiles and rockets must be stored/transported in a military-owned, demountable container, container express, commercial- or government-owned (or leased) shipping container, or a similar, approved container secured by two approved padlocks.

h. Units/activities will notify the physical security office of their intent to use or establish a field ammunition supply point/ammunition holding area in conjunction with training or pre-AA&E transports.

**Appendix E
Lost Weapons Procedures**

E-1. If there is a lost weapon, all units and activities assigned or attached to USARAK will adhere to the procedures in this appendix.

E-2. Upon the initial indication that a weapon may be lost, the commander (or senior individual in charge of the ongoing activity) will be notified immediately. The commander will then direct completion of the following actions:

- a. Immediately cease all training.
- b. Cordon off the area where the loss is suspected to have occurred.
- c. Use all available personnel to search the suspected areas. (LE and United States Army Criminal Investigation Command personnel will not search.)
- d. Allow no personnel, except those specifically authorized by the commander or senior individual, to enter or exit the suspected area until either the weapon is found or it is determined that it will probably not be located. This means that the unit will remain in the training area.
- e. Immediately notify the next higher headquarters of the following information:
 - (1) Type of weapon (i.e., M-16/M4, M-240, M-60, Squad Automatic Weapon (SAW), etc.).
 - (2) Serial number of lost weapon.
 - (3) Time of suspected loss.
 - (4) Cause of loss (if known) (including what the individual/unit was doing at the time of loss).
 - (5) Name and rank of involved individuals, including the owner of the weapon, the senior person present, and the individual who initiated the report.
 - (6) Ongoing measures to recover the weapon.
- f. The company/battalion commander is responsible for—
 - (1) Prompt notification to the battalion/brigade commander.
 - (2) Immediate advisory notification to the local PM/DES. The local PM/DES will in turn notify the USARAK Provost Marshal who is responsible for determining the need to submit a serious incident report and/or a report of missing/recovered AA&E through MACOM to HQDA. The report will be submitted by the losing unit Commander.
 - (3) Directing the responsible unit commander to conduct a 100 percent inventory of all assigned weapons by serial number. This inventory will be completed in sufficient time to allow its results to be included in the serious incident report.
 - (4) Directing a thorough shakedown inspection of all activities and facilities belonging to the responsible units if necessary.
- g. When a lost weapon is recovered, the company/battalion commander (as appropriate) will ensure that all available information is immediately passed to the local PM/DES so supplemental information can be forwarded to MACOM and/or HQDA by the Commander, AMPB. If, because of early weapon

recovery, the responsible unit has not yet conducted the 100 percent, serial-number inventory per paragraph f(3) above, the commander will ensure it is conducted at this time.

(1) Serious incident report criteria will also determine the necessity for an investigation per AR 190-11. If the serious incident report is transmitted, the investigation is required.

(2) When a weapon loss is confirmed, conduct a report of survey per AR 735-5. The confirmed loss of a weapon mandates an AR 15-6 investigation.

**Appendix F
Security Actions Related to Unit Deployment**

F-1. During periods of unit deployment from the home station or for field training exercises, the unit's physical security officer will be responsible for—

a. Ensuring that the unit movement plan addresses the following security issues:

(1) Military-owned, demountable containers on trucks or railcars are loaded door-to-door. If only one, military-owned, demountable container is on a truck or railcar, ensure an object, such as a vehicle, is placed up against the door.

(2) Ensure minimum possible secondary loads on tactical vehicles.

(3) Assign high-value/sensitive items, such as night observation devices, communications security equipment, global positioning satellite receivers, etc., to individual soldiers for transport and accountability.

(4) When deployment is by commercial air, the brigade/battalion/company security officer/NCO will contact the Directorate of Logistics transportation division and the local PM/DES physical security office for AA&E-security, transportation guidance.

b. Ensuring that the unit has a deployment, security plan that addresses the following:

(1) Handling of unauthorized personnel found in the unit areas.

(2) Handling of media personnel and/or questions from the media.

(3) Measures to control the use of both government and commercial telephones.

(4) Guard issues, including the location and specific written instructions for each guard at each location.

c. Ensuring that the stay-behind personnel have a security plan that addresses the following issues:

(1) Security of privately owned vehicles (POV's).

(2) Security of remaining unit assets, including motor pools, barracks, common areas, nuclear, biological and chemical and supply rooms. Plans should be available as to who will check each of these areas and how often.

d. Arms-room deployment operations.

(1) Before deployment or closure, contact the physical security office at least two weeks prior to deployment with the details.

(2) Provide a temporary, unaccompanied access roster with all rear detachment personnel and point of contact numbers to the physical security office. Personnel listed on the roster must have completed background checks (DA Form 7281) before having unaccompanied access to AA&E.

(3) Provide a 24-hour notice on the intent to move weapons out of the arms room. Commanders along with physical security personnel must verify that no AA&E remains in the arms room prior to alarm de-activation. Empty arms rooms will become the responsibility of the physical security office and secured by them pending any maintenance requirements for the facility or alarm system.

(4) After the unit is uploaded, the commander of the deploying unit and the rear detachment commander will conduct a 100 percent, joint, serial-number inventory of all items in the arms rooms that are left in the rear detachment commander's care. A copy of this inventory will be stored by the rear detachment commander. DA Form 2062 will be used for this action.

(5) The rear detachment commander will ensure that opening and closing inventories are conducted of the arms room when arms room is opened and closed, using a DA Form 2062. It is not necessary to open an arms room just to conduct this inventory.

(6) The battalion will consolidate the arms rooms to one location unless additional space is required to accommodate the consolidation. The rear detachment commander will conduct a joint inventory with each unit separately. Every effort will be made to segregate and secure items by unit.

(7) During the unit's deployment, rear detachment personnel will conduct security checks of the arms room(s) at least every 8 hours. Checks will be recorded on Standard Form (SF) 702 (Security Container Check Sheet).

(8) Upon the deploying unit's return, a joint, serial-number inventory will be conducted by the rear detachment commander and returning commander before the change of custody back to returning commander.

(9) Units will store AA&E locks, keys and Standard Form 700 (safe combinations) with their higher HQ's S-2 office. Commanders must ensure that both sets of AA&E keys and combinations to vault doors and containers are accounted and signed for by appropriate personnel above to prevent their lose.

**Appendix G
Arms, Ammunition, and Explosives Transportation Security Criteria**

G-1. References

- a. DOD 4500.9.R (Part II, Cargo Movement), chapter 205, Movement of Sensitive Conventional AA&E, Classified (Secret and Confidential), and CCI Sensitive Items.
- b. AR 190-11, Physical Security of Arms, Ammunition, and Explosives and USARPAC Supplement 1.
- c. SOP, Headquarters, USARAK, Subject: USARPAC Enhanced Transportation Security Measures During Increased FPCONs.

G-2. Definitions

- a. Armed guard. A soldier armed with their duty weapon and a basic load of ammunition, who has met weapon qualification standards and been briefed on use-of-force procedures per AR 190-14 (See glossary, section II, Armed Guard definition).
- b. Military, security-escort vehicle. Any tactical or government-leased, commercial vehicle used by a USARAK unit/organization/tenant/directorate to escort AA&E-laden vehicles operated by an armed driver with one, additional, armed passenger. The security-escort vehicle must be able to communicate (radio/cellular telephone) with the AA&E-laden cargo vehicle.

G-3. Requirements for commercial carrier (MTMC/contractor) movements

Commercial carriers transporting AA&E will comply with the following regulatory guidance Defense Transportation Regulation, DOD Regulation 4500.9-R-Part II.

G-4. Enhanced transportation security measures during force protection conditions

The guidance in table G-1 applies to all USARAK units/organizations/tenants/directorates when shipping/moving sensitive, conventional AA&E, classified AA&E, or uncategorized Class A or B ammunition and explosives within USARAK under force protection condition (FPCON) levels. Implementation of each successive FPCON will include the use of appropriate FPCON measures from the preceding condition.

Table G-1 Force protection conditions		
FPCON	Definition	Action
NORMAL	No discernible threat of terrorist activity.	<ul style="list-style-type: none"> a. No category of AA&E may be transported in privately owned vehicles. b. All AA&E will be under constant surveillance and positive control of an NCO (E-5 or above) or Unit Armorer (on duty appointment orders) c. Category I and II AA&E (refer to AR 190-11, app B-2) will be in the custody of a commissioned officer, warrant officer, NCO (E5 or above), or Department of Defense civilian (General Schedule 5 or above). d. A minimum of one, armed guard will be provided for each Category I- and II-laden vehicle when transporting. e. Two drivers will accompany the shipment and they may serve to fulfill the armed guard requirement in paragraph d above or commanders may provide additional personnel to be used as armed guards. f. Category I (missiles and rockets) will be transported in an enclosed/covered vehicle to preclude identification of the cargo as AA&E. g. For off-post (more than 20 miles from the installation) transportation, Category I (missiles and rockets) will be transported in approved shipping containers (container express, commercial- or government-owned (or leased)), or military-owned, demountable containers. The doors will be secured with approved padlocks and placed door-to-door or door-to-immovable object.
ALPHA	General threat of possible terrorist activity against installations and personnel, the nature and extent of which is unpredictable.	<ul style="list-style-type: none"> a. Directors/commanders will contact the LE Physical Security Office to obtain the most recent intelligence and security related information. b. The USARAK Deputy Chief of Staff for Operations and Plans will convene a special meeting of the Antiterrorism Fusion Cell to review the current threat situation and provide the USARAK Commander with advice relative to additional transportation security measures. The Deputy Chief of Staff for Operations and Plans will then disseminate, by fragmentary order, any changes/additions necessary to protect AA&E transports during FPCON ALPHA.
BRAVO	Increased and more predictable threat of terrorist activity exists.	<ul style="list-style-type: none"> a. Armed guards required for all AA&E shipments regardless of category (Category I through IV). b. Some type of communication (radio or cellular telephone) is required to communicate with emergency responders (LE, local law enforcement, fire/rescue services). c. The post commander or designated representative (lieutenant colonel/O5 in chain-of-command) approval is required for all off-post shipments regardless of the distance of travel from the installation.
CHARLIE	Terrorist incident occurs or intelligence is received indicating action against installations or personnel are imminent.	<ul style="list-style-type: none"> a. All non-essential shipments of all categories of AA&E are suspended. Only essential shipments required for force generations or contingency operations are authorized. The major command commander or designated representative approval is required for off-post shipments (more than 20 miles from the installation). The approving authority for on-post shipments (within 20 miles of the installation) is the same as FPCON BRAVO. b. All AA&E shipments will use a security-escort vehicle with two, armed guards. c. Directors/commanders will contact the force protection office to coordinate with local and state law enforcement before any shipment of AA&E to discuss support requirements, schedules, routes, and other information of mutual concern.
DELTA	Applies when a terrorist attack has occurred or intelligence indicates likely terrorist action against a specific location.	<ul style="list-style-type: none"> a. For shipments deemed critical, ship by military air if feasible. b. Headquarters, DA (Army administrative contracting officer) approval is required for off-post shipments (more than 20 miles from the installation). c. Major command approval is required for off-post shipments within 20 miles of the installation. d. The USARAK Commander approval is required for all essential, on-post Category I and II shipments.

Appendix H
Sample Access Rosters

(Unit/Activity Office Symbol)

Date

MEMORANDUM FOR Directorate of Emergency Services, Attention: Physical Security Office

SUBJECT: Unaccompanied Access Roster

1. Having undergone security-screening checks as required by AR 190-11, paragraph 2-11, the following individuals are authorized unaccompanied access to the _____ (unit/activity) _____ arms room in Building # _____ and they are authorized to receive the keys.

<u>Name</u>	<u>Rank/Position</u>	<u>Last 4 SSN</u>	<u>After Hours Telephone</u>
Johnson, Benny R.	Primary	0000	384-XXXX

2. Alarmed facility telephone number: _____.

3. Primary Emergency POC telephone number: _____.

4. POC for this roster is _____ (name and duty telephone number) _____.

JOHN A. DOE
CPT, MP
Commanding

Figure H-1. Example of unaccompanied access roster (for arms, ammunition, and explosives areas)

(Unit/Activity Office Symbol)

Date

MEMORANDUM FOR Provost Marshal Office, Attention: Physical Security Office

SUBJECT: Unaccompanied Access Roster

1. The following individuals are authorized to access and secure the _____ (area/room) _____ in Building # _____ .

<u>Name</u>	<u>Rank/Position</u>	<u>Last 4 SSN #</u>	<u>After Hours Telephone</u>
Johnson, Benny R.	Primary	0000	384-XXXX

2. Alarmed facility/ telephone number: _____.

3. Primary Emergency POC telephone number: _____.

4. POC for this roster is _____ (name and duty telephone number) _____.

JOHN A. DOE
CPT, IN
Commanding

Figure H-2. Example of access roster for non-arms, ammunition, and explosives areas

**Appendix I
Security of Arms, Ammunition, and Explosives**

I-1. Field ammunition supply points, ammunition transfer points, and/or forward arming points will have physical security measures in place as stated in appendix D. Government-owned AA&E will be used only as designated and intended. Unauthorized modifications to alter effects, design, or intended purpose/use or unauthorized disassembly are prohibited.

I-2. The loss of a weapon is of extreme concern to all commanders and that is why appendix E was prepared. It provides step-by-step guidance on lost-weapon procedures; all commanders and staff officers should be familiar with it.

I-3. During periods of extended deployment away from the home station, the unit commander will use the arms-room security procedures as outlined in appendix F.

I-4. Arms, Ammunition and Explosives surveillance and protection—

a. At no time will Category I or II AA&E storage areas/facilities or items be left unsecured. When an IDS becomes non-operational, an armed guard(s) will be provided to maintain constant, unobstructed surveillance of the location. The guard(s) will not be used to perform other duties that would distract them from performing this specific duty.

b. Categories III and IV, when not stored in an approved storage facility, will be provided 24-hour constant and unobstructed surveillance at all times. Duty personnel or an armed guard(s) will be used to provide this service. The guard(s) will not be used to perform other duties that would distract them from performing this specific duty.

c. When weapons are mounted in or on a vehicle, guard(s) (armed or unarmed) will be provided to maintain constant, unobstructed surveillance of the vehicle containing the weapons. The guard(s) will not be used to perform other duties that would distract from performing this specific duty.

d. New facilities constructed to store Category II through IV arms will have a GSA approved Class 5 armory door per GSA Fed Spec AA-D-600D with a mechanical 3-position combination lock (FF-L-2937, Group 1, UL 768). The use of Electromechanical combination locks on doors of existing AA&E storage facilities is not authorized and will be replaced with the mechanical 3-position combination lock.

I-5. For weapons and ammunition storage, inventory, and counts—

a. Inventory all weapons, ammunition, and other sensitive items by serial number monthly per AR 190-11, USARPAC Supplement 1 to AR 190-11, and AR 710-2. This will include all privately owned weapons/property as well as government AA&E and property.

b. Unit commanders must authorize, in writing, the storage of any non-AA&E or privately owned items in the arms room and the authorization must be maintained in the arms room.

c. The USARPAC Form 108-R (Weapon and Ammunition Control Log) will be used at all times when government arms, ammunition and other sensitive items are removed from unit area. Privately owned firearms (POF) or items will be signed out on a separate USARPAC Form 108-R and maintained on file for one year from date of last entry. Prior to issue, written approval shall be obtained from the unit or activity commander or authorized representative each time a POF is withdrawn from the arms room. The authorization document shall be maintained in the arms room until the next monthly serial number inventory is completed. Soldiers will immediately return POFs to the unit arms room; however, when personnel are unable to return their weapon or ammunition to the unit arms room, those items will be stored temporarily at the local Police Desk.

d. Weapons will be issued to, and turned in by, the individual listed on DA Form 3749 (Equipment Receipt). Use DA Form 2062 and USARPAC Form 108-R when items are issued to other than the person listed on the DA Form 3749 or when the individuals listed on DA Form 3749 cannot be produced.

e. Nonstandard, locally fabricated, arms storage racks or modified standard racks must be coordinated and approved in advance with the LE physical security office and the locally assigned, Tank Automotive Command (TACOM), Logistics Assistance Representative (LAR). If approved, the rack must then be certified locally, stamped with serialized identification number, and issued a small-rack certification document approved by Tactical Army Communications. The certification document must remain with the rack as long as it is used to store arms.

f. Wall lockers or other approved containers used to secure AA&E or sensitive items will be modified by braising, welding, or otherwise destroying the threads of bolts and/or hinges so forced entry detection or tampering is evident. Containers must be secured by using two, approved, secondary locks with heavy-duty hasps. One hasp must be installed one-third from the top and another one-third from the bottom. The heavy-duty hasps will be installed using either rivets, welding, or fastened by bolts to the container opening.

g. Privately owned weapons, firearms and ammunition in the unit arms room will be stored in locked containers separate from government-owned weapons and ammunition.

I-6. Units and activities will maintain a back-up, high-security padlock and a 10 percent backup of arms padlocks in the arms room. These locks and their keys will be accounted for on USARAK Form 110 and DA Form 5513-R.

I-7. The unit or activity commander shall submit a list of personnel having IDS access to the PM/DES physical security office. For an example of these rosters see appendix H.

I-8. A current roster of the Directorate of Public Works IDS maintenance personnel shall be maintained in unit or activity areas protected by IDS. Rosters shall be prepared by the facility engineers and authenticated and disseminated by the LE physical security office. Rosters shall be marked "For Official Use Only" and posted for review in the secure area.

I-9. A current roster of Directorate of Logistics quality assurance inspectors will be maintained in unit or activity arms rooms. Rosters will be prepared by Directorate of Logistics and authenticated and disseminated by the PM/DES physical security office. Rosters shall be marked "For Official Use Only" and posted for review in the secure area.

I-10. Personnel with areas equipped with IDS (both AA&E and non-AA&E areas) will perform monthly operational tests of all sensors installed in the protected area to include duress switches. The test process must include a visual inspection of all components, conduit, and wiring for signs of tampering. The tests will be recorded on USARPAC Form 109-R (Alarm System Test Record), which is available at the local LE physical security office. Tampering or interfering with any component of the installation's fire or security alarm systems is strictly prohibited.

I-11. Commanders will ensure that all assigned personnel read and sign DD FM 2760 (Qualification to Possess Firearms or Ammunition) and the USARAK Form 410 (Weapons Responsibility Statement). Directors of activities will ensure that all civilians with assigned duties working around government weapons, ammunition or explosives or privately owned firearms and ammunition also read and sign DD FM 2760 and USARAK Form 410. The DD FM 2760 addresses HQDA mandatory compliance with the federal law commonly known as the "Lautenberg Amendment." The USARAK FM 410 summarizes USARAK Government/POF policies and outlines responsibilities of the individual when they are in possession of any firearm. Soldiers who do not own firearms will read and sign these forms. These forms shall be maintained in the arms room until the person departs the command/activity on a permanent change of station or expiration of term of service or no longer employed.

Appendix J
Physical Security Inspection Rating

J-1. For arms rooms

The rating scheme in the following paragraphs will be used for physical security inspections of AA&E storage facilities.

a. Major deficiencies. Regard deficiencies noted in the following areas as major:

(1) Structural deficiencies not covered by a valid waiver or exception.

(2) Loss of weapons accountability (including privately owned weapons).

(3) Loss of ammunition accountability.

(4) Loss of key accountability.

(5) Failure to meet the requirement for continuous surveillance of the arms room by the presence of authorized duty personnel, active IDS, or a guard.

(6) Failure to provide continuous custody and responsibility for AA&E and keys.

(7) Recurring deficiencies, when corrective action is within the means of the unit.

(8) Any deficiency that constitutes a major breach of arms-room security (including administrative errors that ultimately affect the security/accountability of AA&E).

b. Minor deficiencies. Regard regulatory deficiencies in all areas other than those in paragraph a above as minor.

c. Observations. A deficiency may be noted as an observation or a condition (where regulatory guidance is nonexistent or is unclear) that constitutes a weakness in the security system.

d. Arms-room inspection ratings.

(1) Adequate. The number of minor deficiencies noted and severity of each is such that the area is secure, accountability is maintained, and unit actions are initiated or completed during the inspection to correct the cited discrepancies.

(2) Not adequate. One major deficiency or five minor deficiencies are cited that required immediate command attention to initiate corrective actions or the number of minor deficiencies are of such that ultimately degrades security of items and operations of the facility.

J-2. General areas

The rating scheme in this paragraph will be used for physical security inspections of general areas other than AA&E storage facilities.

a. Major deficiencies. Deficiencies noted in the following areas will be regarded as major:

(1) Recurring deficiencies noted during the course of the inspection that the unit had the ability to correct but failed to do so.

(2) Structure Security. Deficiencies in the structure that do not meet nor provide the minimum acceptable security for the assets stored according to their associated risk levels per AR 190-51.

(3) Failure to maintain a comprehensive, key-control system.

(4) Failure to respond in writing to deficiencies noted in previous inspection(s).

(5) Loss of control of high-value property.

(6) Failure to provide a secure and safe environment for government property.

b. Minor deficiencies. Deficiencies noted in areas other than those in paragraph a above are regarded as minor.

c. Rating scheme. The following rating scheme is established:

(1) Adequate. The number of minor deficiencies noted and severity of each is such that the area is secure, accountability is maintained, and unit actions are initiated or completed during the inspection to correct the cited discrepancies.

(2) Not adequate. One major deficiency or five minor deficiencies are cited that required immediate command attention to initiate corrective actions or the number of minor deficiencies are of such that ultimately degrades security of items and operations of the facility.

d. Deficiency replies. Units and activities receiving any deficiencies will reply by endorsement and forward the reply through the chain of command within 60 days. See the example in figure J-1. The example contains mandatory information required to be included in the commander's memorandum. The content of the example should be used as a guide to prepare written responses for actions taken to correct deficiencies/findings that were identified and recorded on the units/activities physical security inspection report.

e. Inspection ratings.

(1) Adequate.

(2) Not adequate.

Office Symbol Date

MEMORANDUM FOR Director of Emergency Services, Attention: Physical Security Office, (Appropriate post address)

SUBJECT: Physical Security Inspection Reply

1. Reference the physical security inspections listed below, the following actions have been taken and completed to correct deficiencies noted.

a. PSI #090-10, Dated 14 Feb 10 (Nuclear, Biological, and Chemical Room)

(1) A Directorate of Public Works work request has been submitted (#46S-00162-9J, dated 16 DEC 03) to install a deadbolt on the door. "Directorate of Public Works; target completion date 22 JAN 04."

(2) Monthly inventories of keys are now conducted and recorded on DA Form 5513-R. A memorandum for record is on file reflecting the missing inventories.

b. PSI #091-10, dated 14 Feb 10 (Supply Room).

(1) A seal custodian is now appointed in writing by the commander.

(2) Seals are now secured in a locked, metal container with access controlled.

(3) Padlocks with the missing keys have been replaced with the changes recorded on USARAK Form 110 and DA Form 5513-R.

2. POC this action is SFC Stract at 321-1234.

JOHN A. DOE

CPT, MP

Commanding

Note: A non-concurrence with any inspector's finding will be stated in the initial response by endorsement and will be supported by a full and complete justification for the non-concurrence. Physical security inspectors will respond to all requests for clarification of deficiencies noted in a report in a timely matter. For additional guidance, see AR 190-13 and USARPAC Supplement 1 to AR 190-13.

**Appendix K
Physical Security Council**

K-1. Physical Security Council

The purpose of the physical security committee is to assist the USARAK Provost Marshal and Physical Security Officers in making decisions on all matters relative to physical security. The requirement is outlined in AR 190-13, paragraph 1-23.

K-2. Committee composition and meeting frequency

a. Membership. Membership includes—

- (1) USARAK Provost Marshal
- (2) Directorate of Emergency Services, FRA
- (3) Directorate of Emergency Services, FWA
- (4) Directorate of Emergency Services, FGA
- (5) Physical Security FWA
- (6) Physical Security FRA
- (7) Physical Security FGA

b. Frequency of meetings. Meetings will be held semiannually or at the discretion of the Commander AMPB requiring information to be discussed or disseminated on crime patterns and other related physical security issues at an increased frequency.

K-3. Council Functions

The functions of the physical security council include, but are not limited to—

a. Determining the status, funding and prioritization of various construction projects and work requests that have physical security implications based upon current and/or anticipated criminal/terrorist threats.

b. Ensuring security engineering concepts and design criteria are incorporated into all new/existing facility construction projects.

c. Providing input into the development an installation threat statement in coordination with local intelligence and law enforcement support elements, based upon HQDA and MACOM threat statements.

d. Ensuring committee members are aware of each other's actions/responsibilities relative to physical-security.

e. Identifying, analyzing and discussing crime problems and solutions designed to maximize the security of the military and civilian community.

f. Coordinating physical security efforts with terrorism counteraction efforts.

g. Discussing and designating Restricted Areas, Mission Essential/Vulnerable Areas (MEVAs) and High Risk Targets.

**Appendix L
Physical Security Inspections**

L-1. Physical Security inspections will be conducted IAW AR 190-13, USARPAC Supplement to AR 190-13, the Installation Physical Security Plan, Mission Essential/Vulnerable Areas (ME/VA) lists signed by the Post Commander. Inspections are conducted to reduce and/or mitigate the threat posed to personnel and/or property by terrorist or criminal elements. The inspections are performed by specially trained and credentialed MP and civilian personnel using DA Form 2806-1-E (Physical Security Inspection Report). Upon presentation of their credentials and as directed in AR 190-13, they are authorized to enter any area on any USARAK post consistent with their security clearance. The types of inspections they may perform are:

a. Announced inspection: Announced inspections are conducted with prior coordination between the inspectors and the unit.

b. Unannounced inspections: Unannounced inspections are those inspections conducted without advance coordination or notice. Inspectors will conduct 25 percent of inspections unannounced, without advance coordination.

c. Annual inspections: Inspections are conducted every 12, 18 to 24 months. They may be announced or unannounced.

d. Special inspections: Special inspections are conducted under unusual circumstances, such as a check of a temporary storage area, in response to a particular crime trend, loss of a sensitive item from a secure storage area, forced entry into a secure storage, or when directed/requested by a commander.

e. Reinspections: Facility reinspections are conducted to ensure correction of deficiencies noted on a previous inspection. Reinspections will be conducted within 6 months of an inadequate inspection.

f. Vulnerability tests: Vulnerability tests are unannounced tests of an area of concern. During a vulnerability test, the inspectors will ensure that adequate measures are taken to secure property. Unsecured/unprotected property found during these tests/inspections may be transported to the LE office and released to the LE desk sergeant for safekeeping pending release to responsible unit personnel.

g. Courtesy inspections: Courtesy inspections are conducted at the request of the unit or activity.

L-2. Each inspection will be followed by an out briefing and summarization of the inspector's findings pending receipt of a final, written report. Inspections identifying deficiencies require a written reply by endorsement (see example at fig J-1), stating specific actions taken to correct each deficiency. Replies will be forwarded to the inspecting LE office within 60 days of receipt of the inspection report. Courtesy inspection reports are sent directly to requester with no written reply required.

L-3. A copy of the most recent inspection will be maintained in area/activity files until the next scheduled inspection. For example, an arms rooms and supply rooms will keep copies of their most recent inspection. However, the inspection report for a unit day room can be kept wherever the unit commander determines appropriate.

Appendix M
Physical Security in the Housing Area

M-1. Secure all property left outside the quarters buildings with a lock and chain.

M-2. Lock all doors to quarters when away for any length of time. When planning extended absences (leaves, temporary duty, etc.), notify LE to ensure they make regular checks of the quarters to help prevent theft or vandalism.

M-3. To provide increased protection for quarters while on vacation, leave, temporary duty, etc., occupants should—

- a. Close and lock all doors and windows.
- b. Secure toys, bicycles, and lawn furniture, etc.
- c. Cancel newspapers and deliveries or arrange to have them picked up daily.
- d. Arrange for grounds maintenance.
- e. Arrange to have mail picked up daily.
- f. Leave an inside light burning.
- g. Leave outside lights burning only when set to cutoff during daylight hours by a timer.
- h. Avoid publicity of your absence.
- i. Leave a key with a responsible friend or relative and ask them to check your property periodically.
- j. Mark all of your valuables and record them on USARAK Form 663 or other type of inventory. Insurance companies normally have inventory forms available.
- k. Photograph/video record all property. (Insurance companies normally will not reimburse jewelry items unless photographs are taken.)

Appendix N

Physical Security in Morale, Welfare, and Recreation Facilities/Areas

N-1. Morale, welfare, and recreation facilities and personnel will—

a. Comply with secure-storage requirements for similar Army property. This will include those security standards provided for vehicles, tools, parts, and structures as well as security lighting and fencing standards listed in AR 190-51, appendix B and Field Manual (FM) 3-19.30. IDS may be considered for installation to serve as a compensatory measure and alternative to requirements of AR 190-51, appendix B and Field Manual 3-19.30 based upon risk analysis and criminal threat assessment.

b. Provide patrons with the capability of securing their private property at facilities or outside storage areas.

c. Account for government-owned equipment at the close of the normal duty day and ensure that this equipment is signed for when released to those using the facility. This equipment will be stored with adequate security to prevent unauthorized removal.

d. Inventory all unsecured property or property found in abandoned lockers. After reasonable time and efforts to identify the owner fail, the property will be inventoried again and receipted to the LE found-property custodian.

e. Secure doors and windows to the facility at the close of the normal duty day. Require all personnel using the facility to enter or exit through controlled entrances to prevent vandalism and equipment theft.

N-2. All personnel using USARAK recreational facilities are responsible for—

a. Securing all personal property in lockers, container, racks, rooms, or storage yards.

b. Signing for and maintaining all government, recreational equipment drawn from the host facility and returning it when finished.

c. Turning in all unsecured property found in or around the building and reporting any criminal acts observed to the individual in charge of the facility.

d. Entering and exiting through the established entrances only, not through the fire exits, unless there is an emergency.

Appendix O
Security of Facilities Handling Funds

O-1. This appendix establishes procedures for the protection of funds in facilities (finance and accounting offices are exempt).

O-2. Commanders and organizations (private/commercial) located on USARAK posts will—

- a. Secure all exterior-access doors until the facility is open to the public for the business day.
- b. Close all cash-register drawers except when in use. Strictly control all cash-register keys.
- c. Count funds in a secure area that is not exposed to public view.
- d. Daily sales receipts will not normally be stored overnight. Take full advantage of night bank depositories or centrally located, activity, deposit points that are equipped with approved safes and IDSs.
- e. When commercial armored or security services are not used, transportation of more than \$5,000.00 to local on-post depositories will be done with an armed LE escort.
- f. Cash couriers will—
 - (1) Transport funds during daylight hours when possible.
 - (2) Vary time schedules and routes to avoid a pattern.
 - (3) Proceed to and from the location without making intermittent stops enroute.
 - (4) Transport funds received or for deposit, in a lockable, cash-deposit bag marked with the activity name. Keys to the bags should not be provided to or be accessible by the courier. Instead, one key will be maintained by the activity chief or facility manager and a second key will be maintained by the responsible person at the funds deposit/pick-up point.
 - (5) Employees, private citizens, or personnel who are not legally licensed by the State of Alaska for security/courier services will not carry privately owned weapons for protection during the transfer of funds.
- g. Use table O-1 to determine what safes to use to secure funds at a facility overnight.

Table O-1
Storage container (safe) requirements for cash instruments
Storage Containers/Safe Requirements for Funds of \$5000.00 or more—
a. Will be stored in a burglary-resistant safe/container with a minimum, forced-entry tool rating "TL" of 15 minutes (TL-15). A General Service Administration-approved Class 5 container may be used to fulfill this requirement.
b. Will weigh more than 500 pounds or be secured to the structure by embedding in concrete, bolting, steel strapping, or chaining.
c. If possible, the safe should be positioned so it can be seen by security forces from outside the building during non-operating hours.
d. Will be protected by an IDS if the funds are routinely stored overnight when duty personnel are not present.
Storage Container/Safe Requirements for Funds of less than \$5000.00—
a. Will be stored in a burglary-resistant safe/container with a minimum, forced entry-tool rating "TL" of 15 minutes (TL-15). A General Services Administration-approved Class 5 or 6 container may be used to fulfill this requirement.
b. Will weigh more than 500 pounds or be secured to the structure by embedding in concrete, bolting, steel strapping, or chaining.
Storage Container Requirements for Funds/Petty Cash \$500.00 or less—
a. These fund amounts are exempt from the above safe requirements.
b. Will be stored in a metal container of at least 20 gauge steel, modified file cabinet or similar metal cabinet or container equipped with an approved, secondary padlock and heavy-duty hasp. Safes, metal cabinets and containers weighing less than 500 pounds will be chained or secured to the structure to prevent easy removal. Will be stored in a metal container (file cabinet or similar) equipped with an approved, secondary padlock and heavy-duty hasp.
The following additional procedures apply to all containers/safes storing funds—
a. Combinations will be change annually, if compromised, and upon separation or reassignment of personnel who know the combination. The combination will be recorded on SF 700 (Security Container Information) and secured at a location only accessible to authorized personnel.
b. Keys for locks to containers/safes will be controlled per the key-control procedures found at appendix B.
c. All safes/containers will have a SF 702 attached on or near the safe to record daily opening and closings.

Appendix P
Physical Security Requirements for Dining Facilities

P-1. Physical security requirements for dining facilities will include, but will not be limited to the following:

- a. Comply with AR 190-51, paragraph 3-10 and appendix B for subsistence/bulk supply storage areas.
- b. Post USARAK Poster 190-1 at entrances to subsistence-storage areas.
- c. Secure refrigeration units with approved locking devices or have them under constant observation.
- d. Subsistence items temporarily stored outside of the facility, such as in secured vans or refrigerator trucks, will have protective lighting per FM 3-19.30.
- e. Control access to storage areas through strict key and lock controls per appendix B of this regulation.
- f. Personal packages, purses, and briefcases will not be allowed in subsistence/bulk supply storage and/or rations areas.
- g. Inspect shipping containers and cases to ensure that they are empty. Flatten cardboard boxes before disposal.
- h. Funds will be under the physical control of the food service NCO in charge or the designated representative and physically secured in an approved safe as per appendix O.

**Appendix Q
Security of Aviation Life Support Equipment**

Q-1. This appendix establishes security and safekeeping requirements and procedures for the protection of aviation life support equipment.

Q-2. Unit commanders with aviation life support equipment will complete the following:

a. Fully equipped, aviation life support equipment vests may be personally retained by air crew members in their work areas if they are stored in metal wall lockers inside a locked room. Lockers must be serviceable and secured with an approved secondary padlock (5200 series).

b. Store aviation life support equipment, not personally retained by aircrew in wall lockers, in an approved fire-resistant container (secured as stated in para a above) in an aviation life support equipment room that meets the standards of AR 190-51, appendix B (double-barrier protection).

c. Strictly control/limit aviation life support equipment room access to the minimum number of personnel for efficient operation.

d. Strictly control keys and locks to aviation life support equipment areas per appendix B. Take monthly inventory, by lot number, of the aviation life support equipment AA&E items in the personally retained vests. Record this inventory on an informal memorandum and retain it on file for 2 years.

**Appendix R
Security of Night Vision Devices, Global Positioning Satellite Receivers, and Communication Equipment**

R-1. This appendix establishes the minimum requirements for the security and accountability of night vision devices, global positioning satellite receivers, and communication equipment stored in unit areas and during field training exercises.

R-2. Commanders will comply with either paragraph a or b below and comply with paragraph c in field-training environment.

a. When night vision devices, global positioning satellite receivers, and communication equipment are stored in the arms room they—

(1) Must be authorized in writing by the unit commander.

(2) Must be stored in a locked container in a way that will prevent removal without leaving visible signs of tampering. Screws or fastening equipment used in assembling containers will be made secure to prevent disassembly.

(3) Will be accounted for on DA Form 2062 daily and every time the arms room is opened, closed, or there is change of custody.

(4) Will be accounted for monthly on the sensitive-item inventories per AR 710-2, AR 190-11, and USARPAC Supplement 1 to AR 190-11.

b. When night vision devices, global positioning satellite receivers, and communication equipment are NOT stored in the arms room—

(1) They must be secured in a room that limits access to only those personnel responsible for the equipment and provides double-barrier protection (per AR 190-51, para 3-6 and app B).

(2) They will be secured in separate containers within the room. Wall lockers or other approved containers used to secure sensitive items will be modified as in Appendix I-5.f. above.

(3) A USARAK Poster 190-1 will be posted at the entrance to the room.

c. Secure night vision devices, global positioning satellite receivers, and communication equipment in the field-training environment as follows:

(1) Secure them in a locked vehicle or container, with controlled access, when they are not carried on the soldier or are not under immediate user control.

(2) Conduct a physical inventory twice daily of all night vision devices, global positioning satellite receivers, and communication equipment issued to personnel. Make the inventory a matter of record and retain the record until a 100 percent inventory is completed at the end the exercise.

(3) Ensure night vision devices, global positioning satellite receivers, and communication equipment are issued on a hand-receipt or issued using a DA Form 3749.

(4) Conduct a 100 percent inventory, by serial number, of all night vision devices, global positioning satellite receivers, and communication equipment within 12 hours of return to the unit area.

**Appendix S
Security of Buildings, Outside Storage Yards and Administrative Areas**

S-1. General

This appendix establishes responsibilities for securing buildings and administrative areas.

S-2. Building security is the responsibility of the commander, director, activity chief, contractor or organization whose operations are within the building. In circumstances where the building is occupied by more than one command/unit/activity, each major subtenant will work with the assigned building custodian.

S-3. Responsible personnel will:

(1) Ensure all building entrances and exits are secured at the end of the business day or when not otherwise occupied.

(2) Ensure all occupants secure individual work and storage areas containing valuable and pilferable assets.

(3) Ensure all building custodians and major building subtenants complete a USARAK Form 159 (Emergency Notification Card) and provide it to the LE desk at their respective post. The card will contain the names of responsible persons and their after-hours, emergency-contact telephone numbers for use by LE in incidents whereas personnel responsible for the building are needed to assist the LE (forced entry, vandalism, found unsecure). The cards will be updated as changes in responsible persons occur. (Once the cards are received by the Physical Security office, they will be established and maintained in an up-to-date, manual card file and automated database listing of contact personnel shown on the USARAK Form 159.)

(4) Ensure buildings/facilities used to support the operation of utilities such as power, water and communications meet or exceed the security construction standards IAW the results of the risk analysis per DA Pam 190-51 and AR 190-51. Facilities will be protected by a perimeter fence and security lighting meeting the standards of FM 3-19.30 (Physical Security) and applicable security engineering publications.

(5) Ensure all equipment, supply, construction material outside storage areas/yards are protected by perimeter fencing and provided with security lighting meeting the standards of FM 3-19.30 (Physical Security) and applicable security engineering regulations. Post these areas "OFF LIMITS TO UNAUTHORIZED PERSONNEL" using USARAK Poster 190-1.

(6) Ensure containers, and filing cabinets used to secure property and/or other accountable/controlled items to which person(s) external from the office area would not normally be allowed access, will be secured when not under observation by authorized personnel. The keys/combinations to these containers will be controlled per the guidance provided in appendix B.

Appendix T

Security of Safes and Class 5 Containers used to store sensitive items, accountable items, personal or government property, money or negotiable instruments or storing Arms, Ammunition or Explosives

T-1. General

This appendix establishes responsibilities and policies for the use and security of safes and other special-purpose security containers.

T-2. Responsibilities

Unit commanders and activity chiefs and directors will—

a. Prior to procuring or purchasing a security container or safe, coordinate with the physical security office to ensure the container or safe meets minimum security requirements for the item or material to be stored.

b. Secure the safes or containers listed below to the building structure when they are used to secure accountable documents, or the combination to any container, codes, funds, valuable government or personal property, or other controlled items.

(1) Containers weighing 500 pounds or less (empty).

(2) Containers on wheels weighing less than 1,000 pounds (empty).

c. Secure containers to the structure in a way that prevents the removal of the container without physical evidence being left behind. Use 1/4-inch hardened or 5/16-inch galvanized steel chain. Use 5200 series padlocks (national stock numbers 5340-00-158-3805 and 5340-00-158-3807).

d. Establish a key/combination control system for all safes. Record combinations for all containers on an SF 700 and place it at the unit's or activity's higher headquarters, or equivalent, in an approved GSA safe or container.

e. Post an SF 702 on security containers to be used to record all openings and closings and after-duty-hours checks (if required) of the container.

T-3. Small-quantity security containers

Category II and III arms stored in arms storage facilities (buildings or rooms) that do not meet or exceed the criteria for Category II arms may be stored in GSA approved Class 5 security containers within the arms room. GSA Class 5 security containers may be used to secure small quantities of Category IV small arms and ammunition by units/activities when the following criteria is met:

a. Mission and operational necessity dictate the storage of small quantities arms and ammunition external to the arms room for mission readiness or in lieu of an arms room when the quantities to be stored make it impractical (because of the cost or situation) to require arms-room storage or construction.

b. Commanders may authorize the use of a Class 5 container, in writing, per AR 190-11, 4-1.a.(5). Requests for the use of Class 5 containers will be processed through the local Physical Security office.

Appendix U

Physical Security Requirements for Supply/Nuclear, Biological, and Chemical Rooms

U-1. Physical security for unit supply rooms and unit nuclear, biological, and chemical rooms will include, but is not limited to, the following:

- a. The walls, doors, windows, and locks will comply with AR 190-51, appendix B.
- b. Post USARAK Poster 190-1 on the exterior of the door or close to it.
- c. Control all keys, including door keys and keys to storage containers/racks/lockers, etc., per appendix B.
- d. The unit will ensure that all doors to these rooms do not open with the building master key.
- e. Provide double-barrier protection for all electronic equipment. Do this by having the room door provide one barrier and a locked cabinet/locker provide the second barrier. The building may NOT be considered as one barrier.
- f. Supply rooms require unique guidance as follows:
 - (1) The supply room will have a counter/barrier to deny customers access to the entire area.
 - (2) Store no items within reach of a customer.
 - (3) Store subsistence items, organizational clothing and individual equipment, self-service supply center items, and consumables separately from each other.
 - (4) Administrative and housekeeping supplies are exempt from paragraph a above when such supplies are kept in locked container or room.

**Appendix V
Physical Security of Automated Information Systems**

V-1. This appendix establishes physical security requirements for man-portable (see Section II, Terms/Definitions) automated information system (AIS) security. Included in the definition of AIS equipment for the purposes of physical security standards addressed in this section are—

- a. Man-portable Facsimile (fax) machines.
- b. Man-portable Desktop/Laptop computer-processing units, monitors, all external/portable data-processing peripherals, palm hand-helds and pocket personal computers.
- c. Man-portable copiers and printers.

V-2. Commander, directors, and primary hand-receipt holders will ensure all existing and newly acquired AIS equipment is accounted for per AR 710-2 and AR 735-5. Existing and newly acquired AIS will be added to property book records and/or hand-receipted to users.

V-3. The hand-receipt holder is responsible for ensuring all AIS carries an identifying number. The factory-marked serial number is preferred. Should the equipment not have an assigned serial number, it will be marked with one using an indelible marker or an etching tool. Contact your local LE Physical Security office for information on alternatives for marking your AIS equipment.

V-4. Laptop/notebook computers and other small, portable, AIS equipment (hand-held devices and personal computers) require additional security because of their small size, attractiveness, and susceptibility to theft.

a. When not in use, these items require double-barrier protection. They must be secured in either of these two ways:

- (1) Secured in a locked desk or cabinet within a secure room.
- (2) Secured by affixing them to an internal structure by cable or by other means within a secure room.

Note: For this appendix's purposes, a secure room is a room that can be secured while unoccupied and to which only primary occupants directly responsible for the AIS have access.

b. Travelers are not exempt from the requirements in paragraph a above, and thus may find it necessary to make special arrangements with the visited office or hotel.

c. Securing laptop computers or other, portable, AIS equipment overnight in a vehicle is permitted only if the vehicle is parked in a secured motor pool or other parking area which is monitored by a security force/service.

d. Commercial air passengers should carry laptops or other, small, portable, AIS equipment on the airplane since checking the items subjects them to theft, as well as damage. Travelers should be especially alert when passing through airports and other high traffic areas.

V-5. AIS security equipment for both large and small AIS items can be purchased for a relatively low cost (\$25.00 to \$50.00 per unit). Contact your local LE physical security office for possible sources and equipment specifications.

Appendix W
Privately Owned Weapons and Firearms

W-1. General. Security of POWs and/or POFs is a primary concern for all commanders and these procedures are designed to assist in making all USARAK installations a safe and secure environment for all personnel.

W-2. Registration Procedures.

a. Commanders will ensure that all assigned Soldiers have read and signed DD Form 2760 (Qualification to possess Firearms or Ammunition) and the USARAK Form 410 (Weapons Responsibility Statement) during installation in-processing. The DD Form 2760 addresses HQDA mandatory compliance with Federal law commonly known as the "Lautenberg Amendment." USARAK Form 410 summarizes the USARAK policies and outlines responsibilities of the individual when they are in possession of any firearm. Soldiers who do not own weapons will read and sign these forms. These forms shall be maintained in the soldier's unit arms room until the Soldier departs unit command on a permanent change of station or expiration of term of service. Civilians, who register POFs, carry and/or use POFs on-post must also read and sign these forms. All forms can be obtained at the Police Desk or Visitor Control Center (VCC.)

b. All persons (Soldiers and Civilians) desiring to carry, transport, and/or store POFs on USARAK posts must immediately declare and register their POFs upon entry to the installation at the VCC. If you purchase/obtain a POF from within the posts' boundary you must immediately report to the Police Desk or VCC to declare and register your POF.

c. USARAK Form 877 will be filed at the VCC or Police Desk and stamped with a unique ink stamp which will serve as the registrant's proof the POF has been registered with the Directorate of Emergency Services (DES). The USARAK Form 877 form will be completed in triplicate. The registration procedures that personnel will follow are:

(1) PVT through SSG will have their company/detachment commander verify the information and sign the USARAK Form 877.

(2) SFC and above and all civilians may sign their own USARAK Form 877 and register their POFs.

(3) The white copy is maintained by the DES for entry into the Centralized Operations Police Suite (COPS) POF registration database.

(4) The yellow and pink copy will be taken to the unit commander for signature where the appropriate block will be checked by the commander for storage location of the POF. The unit commander signature requirement does not apply to civilian personnel.

(5) The yellow copy will be maintained by the owner w/DES stamp for their records.

(6) The pink copy will be maintained by the commander to be filed in the unit arms room and retained until one year after expiration term of service/permanent change of station or the POF is sold or transferred to another individual. The new owner must register the POFs using the procedures above and the previous owner must ensure the weapon is deregistered immediately upon transfer. Civilians will retain the pink and yellow copy for their own records.

(7) Only the form will be brought to the VCC or Police Desk. Weapons will not be brought to the VCC or Police Desk for registration.

d. USARAK Form 277 (Weapons Registration Record). While at the VCC or Police Desk the USARAK Form 277 will be completed and provided to the registrant

(1) USARAK Form 277, must be carried whenever a registered POF is transported onto a post.

(2) A USARAK Form 277 obtained at one post is valid at any other USARAK post.

e. Authorized war trophy firearms will be registered as above.

f. Civilians and off-post residents will register their POFs at the Main Gate VCC immediately upon entry to post. Personnel who wish not to have their firearm permanently entered into the Police Desk firearm registration database may, at the time of registration, request the registration documents be held for pick-up upon departure from post upon conclusion of participation in an authorized shooting activity. Any registration held longer than 24 hours at either the VCC or Police Desk will be entered into the COPS database as a matter of record on the next duty day.

g. Areas exempt from the firearm registration requirements are all USARAK ranges and training areas not accessed via a manned ACP [i.e.; Fort Wainwright's Tanana Flats and Yukon Training Area; all Fort Richardson lands southeast of the Glenn Highway to include Arctic Valley; and all Fort Greely lands lying east of Jarvis Creek, south of the creeks intersection with 12 Mile crossing (Donnelly Training Area) and all lands west of the Richardson Highway]. (See Figures W-1 thru W-5)

W-3. Transportation Requirements. In addition to the mandatory registration requirements, POFs and ammunition will only be transported in and around the post during periods of purchase or sale, for use at authorized ranges, for use in conjunction with authorized outdoor activities or during other periods of transition to on or off-post locations for other authorized purposes in the manner below:

a. POFs being transported on post will be in a firearm case or some other form of container to render the firearm unusable without first opening that container and loading the firearm (the use of gun socks are not authorized). The magazines or clips may be loaded and contain ammunition, but they must be stored separately from the POF during transport.

b. In outlying areas exempt from the POF registration requirements (hunting areas, ranges, etc.), POFs may be transported provided there is no round in the chamber. Magazines, clips or revolver cylinders may be loaded and/or contained within the POF itself provided there is no round in the chamber or immediately in front of the firing pin or hammer.

c. Carrying of Concealed Weapons. Authority granted by the State of Alaska to carry a concealed firearm is **NOT** valid within the USARAK cantonment areas.

(1) "Concealed on the person" is defined as "hidden from plain view."

(2) Soldiers assigned to USARAK are further restricted from carrying POFs concealed at off-post locations IAW the USARAK Commanding General's policy.

(3) This paragraph does not apply to areas authorized for recreational activities on and off the installation.

(4) If at any time an individual is contacted by law enforcement while carrying a concealed weapon they are required to immediately notify the officer of the weapon.

d. POFs and ammunition will not be permanently or routinely stored in vehicles, (i.e.; left in vehicle for the day while at work). While in transit to and from authorized storage locations or ranges, privately owned weapons may be left in locked vehicles out of public view for short/very-limited periods of time (i.e., a momentary stop at the shoppette, post service station, or a friend's home, etc.).

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e. Any weapon lost or stolen on post will be reported to the Police Desk immediately upon realization that the weapon is lost or stolen.

W-4. Storage Requirements.

a. The only authorized storage place for POFs owned by Soldiers who are assigned a room in the barracks/billets is their unit or activity arms room.

b. For POFs requiring arms room storage, written approval shall be obtained from the unit or activity commander or authorized representative each time a POF is withdrawn from the arms room. The approval document (a memorandum signed by the commander or a designated representative) shall be retained by the unit armorer until the next monthly serial number inventory is completed. Soldiers will immediately return POFs to the unit arms room; however, when personnel are unable to return their weapon or ammunition to the unit arms room, those items will be stored temporarily at the local Police Desk.

c. Overnight, routine, or long term storage is not authorized at anytime in vehicles, barracks, transient lodging or some other location or room other than the arms room (e.g., a friend's quarters).

d. POFs and ammunition will not be stored in on-post temporary lodging/billeting. Procedures for temporary, secure storage of these firearms at the Police Desk is described below in paragraph V-5.

e. No firearms maintained in the household of a military member will be stored in a loaded condition. Ammunition in government quarters, to include reloading supplies, will be stored separate from the weapon. Firearms stored in government quarters will be secured or otherwise rendered inoperable to prevent their use by children or other unauthorized person(s). Secured or rendered inoperable means; in a locked gun cabinet, safe, secure closet/room, in lockable gun case or installation of a trigger lock or cable which renders the firearm inoperable.

f. Storage of archery weapons, BB guns, pellet guns, swords or martial arts weapons by personnel residing in barracks shall be at the unit commander's discretion. Garrison, post and/or unit policies addressing these types of weapons will be posted on the unit bulletin board.

W-5. Temporary Storage of POWs/POFs at Police Desk.

Firearm safes are installed on the Police Desk at each USARAK post. These containers meet the security requirements for the temporary storage of all POWs/POFs and small amounts of ammunition. Personnel will use these containers when they are not able to store POWs/POFs in their respective unit arms rooms, other authorized locations or when situations require the temporary storage of such weapons and ammunition (i.e.; a Soldier who resides in the barracks returns from hunting but cannot locate his/her armorer, a person in transition status (PCS/ETS), a person on temporary duty in guest housing with a firearm, DMWR Skeet Range patrons working on the installation, etc.).

a. POWs/POFs will be accepted by the Desk Sergeant from anyone at anytime.

b. Before accepting a POWs/POFs at the Police Desk, Police Desk personnel will complete a DA Form 2062 (Hand Receipt/Annex) and return a copy to the owner.

c. Weapons can be maintained in this safe for as long as is reasonable or necessary pending storage in another approved location. However, the owner will contact the Police Desk at intervals not to exceed 48 hours to provide up-to-date information relating to the final disposition of the weapon.

W-6. Rod and Gun Club activities and Range security:

a. Morale, welfare, and recreation directors and activity chiefs will comply with AR 215-1 which requires that rod and gun clubs and skeet ranges comply with the guidance prescribed for government arms and ammunition as outlined in this regulation, AR 190-11, AR 710-2, and USARPAC Supplement 1 to AR 190-11. References are applicable to AA&E for which the Non-appropriated Fund Instrumentality is accountable and responsible as well as privately owned AA&E on the grounds or premises of the morale, welfare, and recreation activity. All firearms used at Rod and Gun Club and ranges located on post must be registered.

b. Security requirements for POFs and ammunition on ranges are as follows:

(1) Individuals issued or in the possession of POFs and ammunition are responsible for the security of the property while in their care; at no time will weapons be left unsecured and unattended.

(2) Privately-owned, Non-appropriated Fund Instrumentality and government-owned weapons and ammunition will be carried on the person, be within arm's reach of the owner/individual user, or be properly secured as follows:

(a) Non-appropriated Fund Instrumentality/government-owned weapons and ammunition will be returned to the Rod and Gun/Skeet Range approved arms and ammunition secure-storage area/room/safes.

(b) POFs and ammunition may be temporarily secured in the trunk or passenger area of a vehicle while patrons are at authorized ranges pending firing, enroute to, and/or departing from the range only, or the weapons may be secured in the Rod and Gun/Skeet Range approved arms and ammunition secure-storage area/room/safes. If stored in the vehicle passenger area, the weapon will be cased and obscured from view. Upon departure from the range, the POF must either depart the post, be secured at the Police Desk or within the Rod and Gun/Skeet Range's weapons storage area/room/safes.

(c) Personnel without a securable vehicle will secure their weapons and ammunition in storage rooms, containers or racks provided by the rod and gun club and skeet range.

(d) Personnel using these activities will read and sign DD Form 2760 and USARAK Form 410 as a condition of using the range.

W-7. General Regulatory Requirements:

a. POFs may not be discharged in the cantonment area. They will only be discharged on the installation for authorized purposes such as hunting, trapping and for shooting on authorized ranges. They will not be discharged from, on or across the drivable surface of any constructed road or from any vehicle.

b. POFs shall not be taken into any military approved field-training environment.

c. POFs will not be carried, worn or taken into any public use facilities on any post outside of authorized ranges.

d. Any weapon lost or stolen on post will be reported to the Police Desk immediately upon realization that the weapon is lost or stolen.

e. If an individual sells a POF, the person that purchases the POF is required to follow all sections of this regulation, if applicable.

W-8. Prohibited POFs. The following is a listing of firearms and components and explosives that are prohibited from private ownership or prohibited unless registered with the Bureau of Alcohol, Tobacco, and Firearms and a transfer tax paid. Anyone considering the acquisition of any of the listed items or of

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any weapon not of a current, normally manufactured, commercial pattern must contact the Bureau of Alcohol, Tobacco and Firearms, concerning the legality of and registration process for the specified item. Muzzle loading firearms made before 1878 and modern replicas of them in patterns commercially sold are legal, even though wording in the following list might indicate otherwise.

- a. Shotguns with barrels of 18 inches or less.
- b. Rifles with barrels of 16 inches or less including pistols with detachable shoulder stocks.
- c. Any altered shotgun or rifle that is less than 26 inches overall length.
- d. Any other non-conventional, commercial or homemade firearm capable of firing a shot and being concealed on a person.
- e. Fully automatic firearms and any part for converting semiautomatic firearms to fully automatic.
- f. Mufflers or silencers designed for use on firearms.
- g. Destructive devices including explosives, incendiary or poison gas bombs, grenades, rockets, pyrotechnics, missiles, mines, grenade or artillery simulators, smoke grenades, fireworks and similar devices.

W-9. Non-standard POWs and other Prohibited Items. Commanders will publish, display and enforce their own policies as it relates to the possession and use of other weapons not listed below (i.e.; BB guns, archery equipment, knives, swords, martial arts equipment, clubs, wrist rockets, pepper spray, etc). It is prohibited to possess, conceal, carry, transport, store, transfer or sell any of the following weapons or devices on USARAK lands, installations or posts. If an individual is found to be in possession of any of the weapons below they will be confiscated and appropriate action taken:

- a. Ballistic, automatic, switch-blade, gravity or spring-operated knives of any blade length.

***NOTE: Automatic knives may be carried while on official duty (i.e. during training or performance of military duties) on USARAK lands. They are illegal if carried off USARAK lands in Alaska.

- b. Any other knife with a blade length exceeding six inches if carried concealed. Knives used for wild game or food preparation are excluded only while the individual is engaged in recreational sports.
- c. Metal knuckles or any other hard-pointed device worn over the hand to be used for striking.
- d. Stun guns that are not intended for self defense, cattle prods, blackjacks, slappers, slap jacks, saps, palm saps, knuckle gloves, nun-chucks or any related/homemade device or bludgeon, excluding clubs designed for use while fishing.

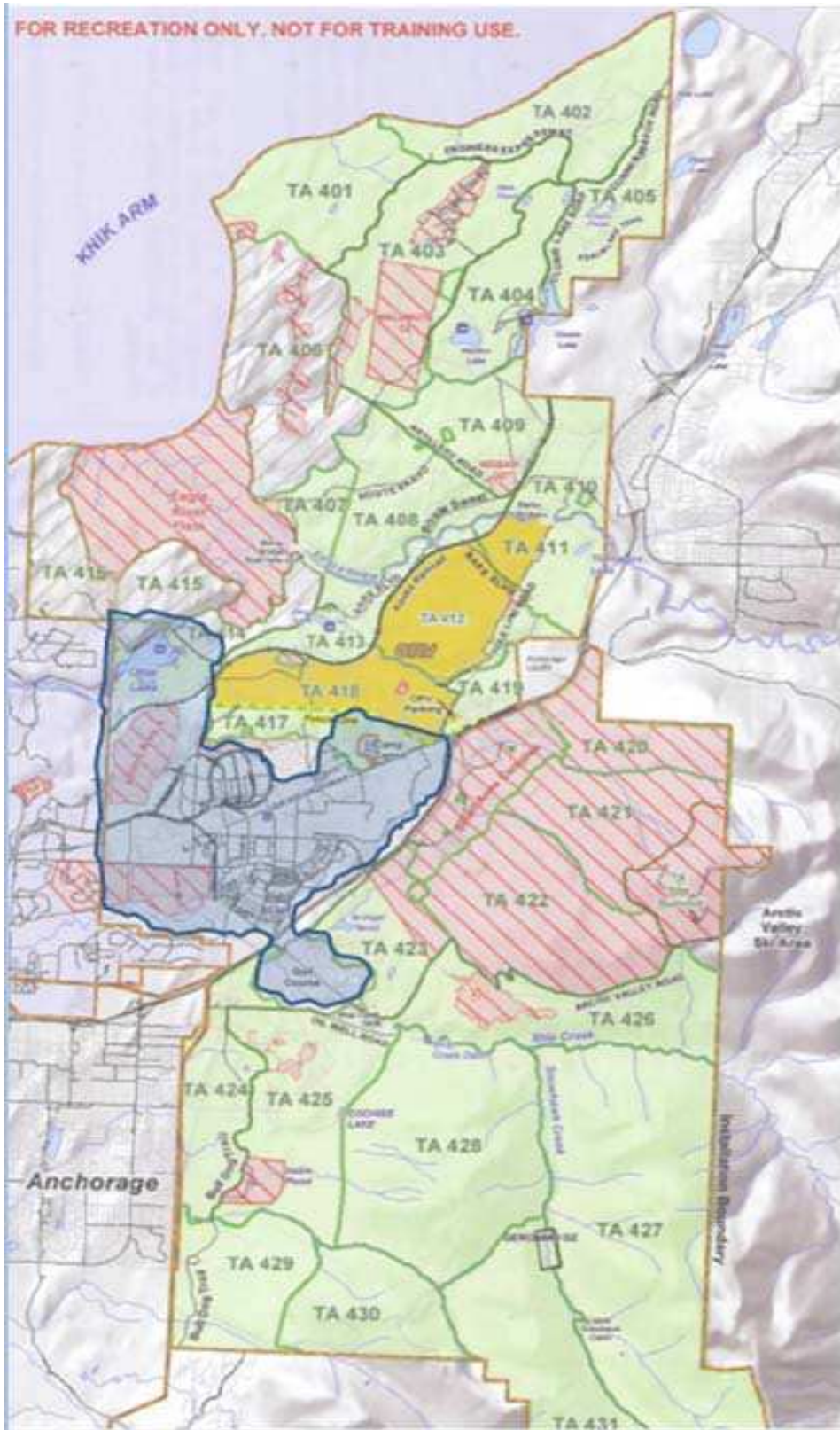


Figure W-1. Areas Authorized for Recreational Use, Ft. Richardson, Alaska

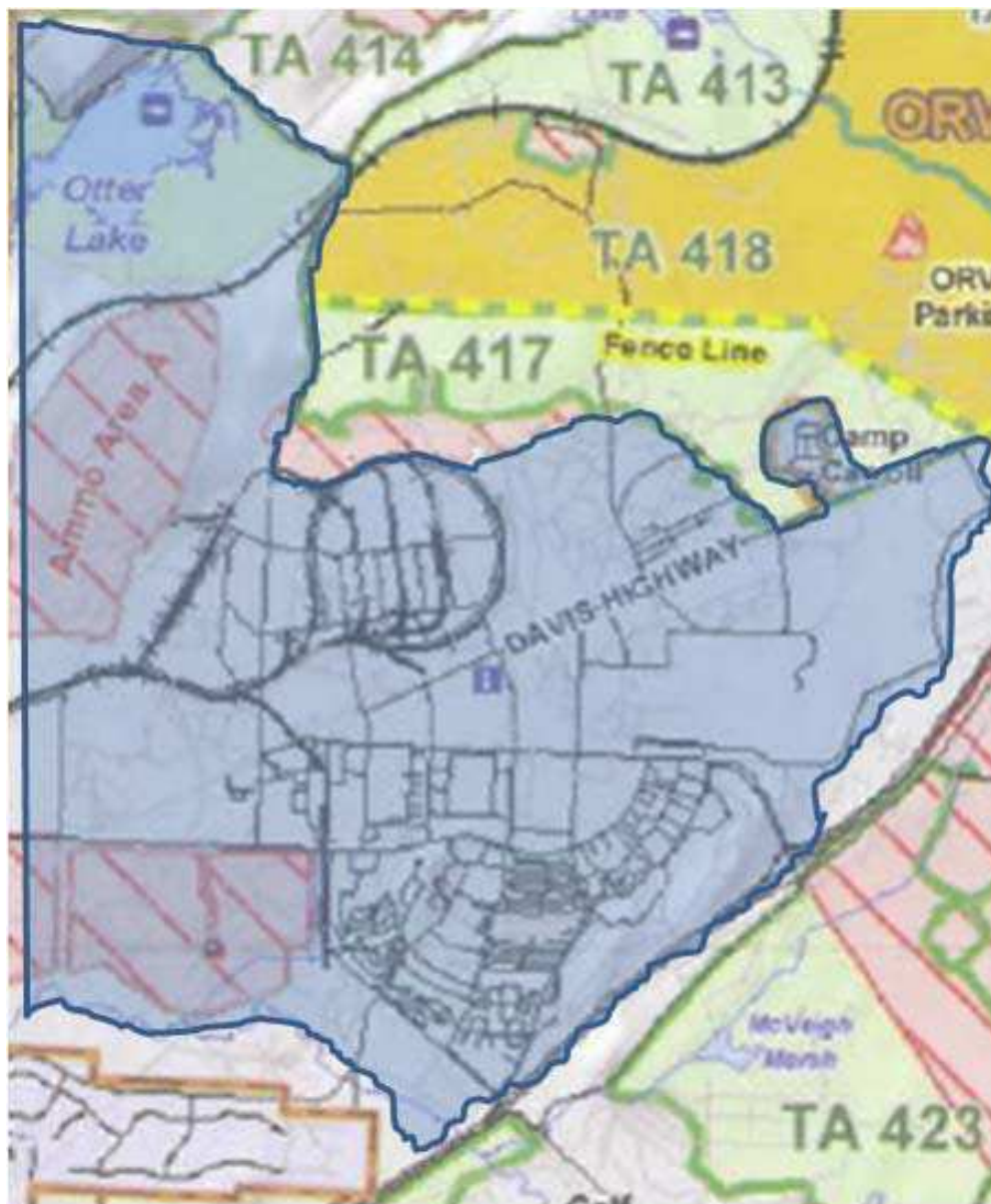


Figure W-2. Ft. Richardson Cantment Area

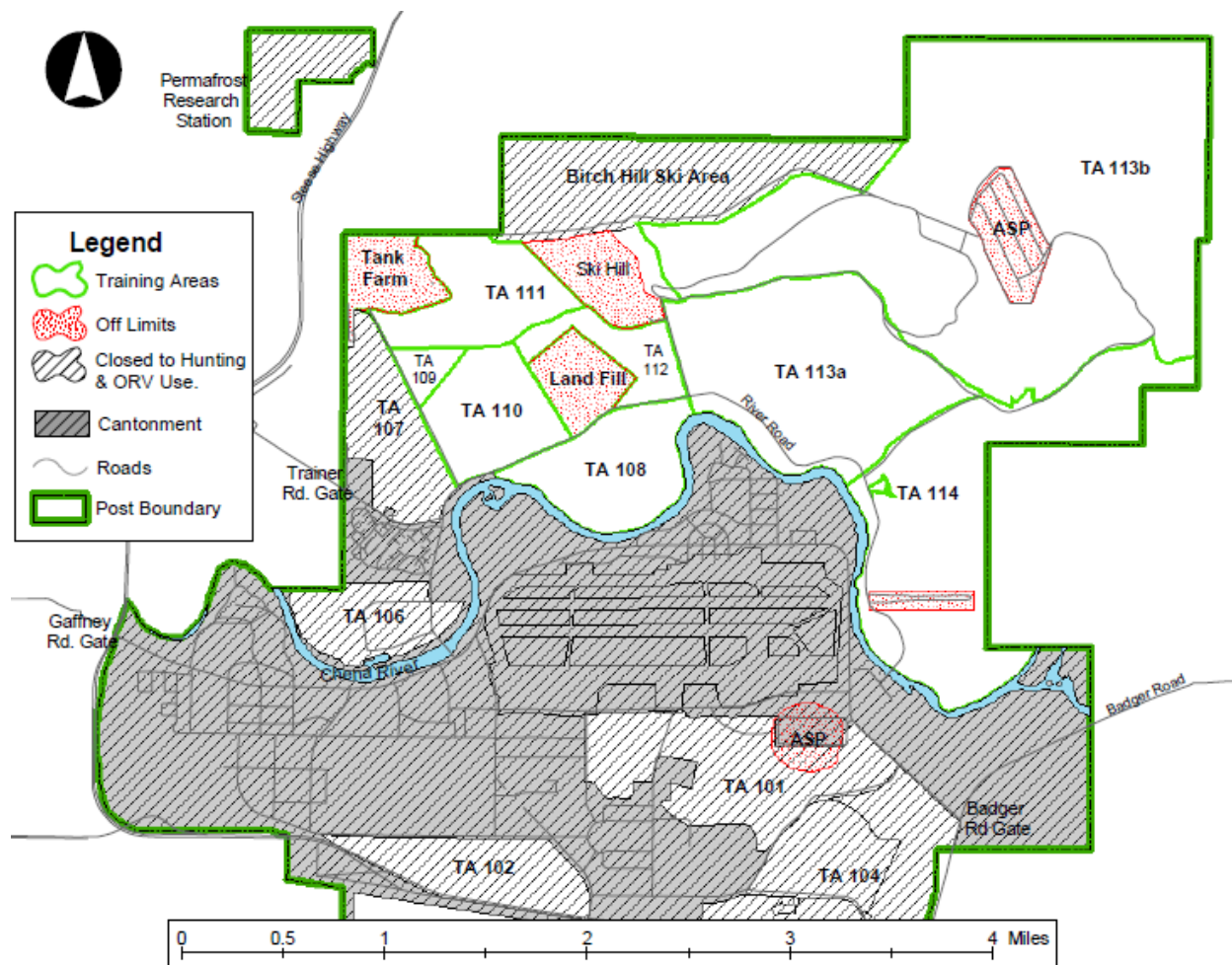


Figure W-3. Areas Authorized for Recreational Use, Ft. Wainwright, Alaska

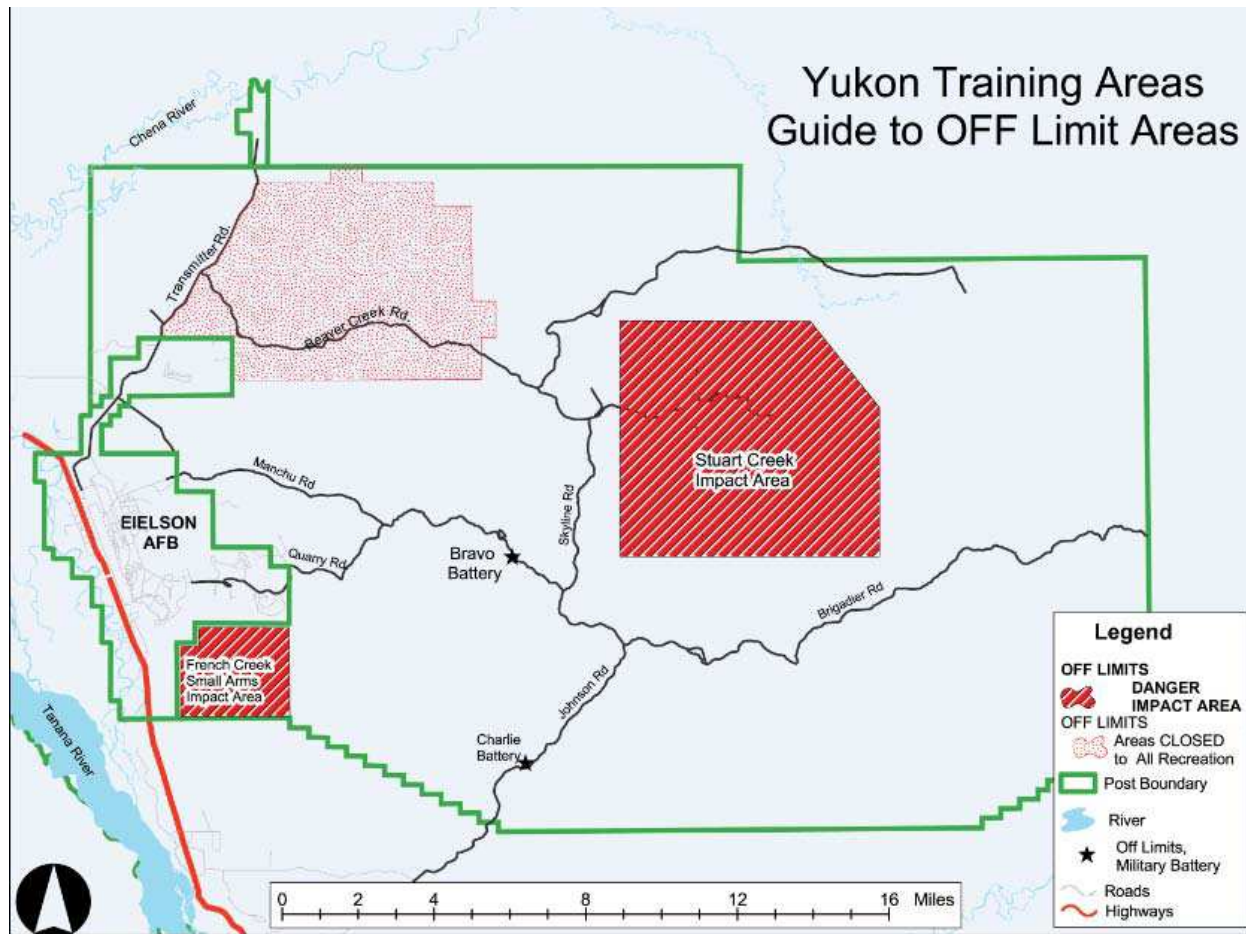


Figure W-4. Areas Authorized for Recreational Use, Yukon Training Area

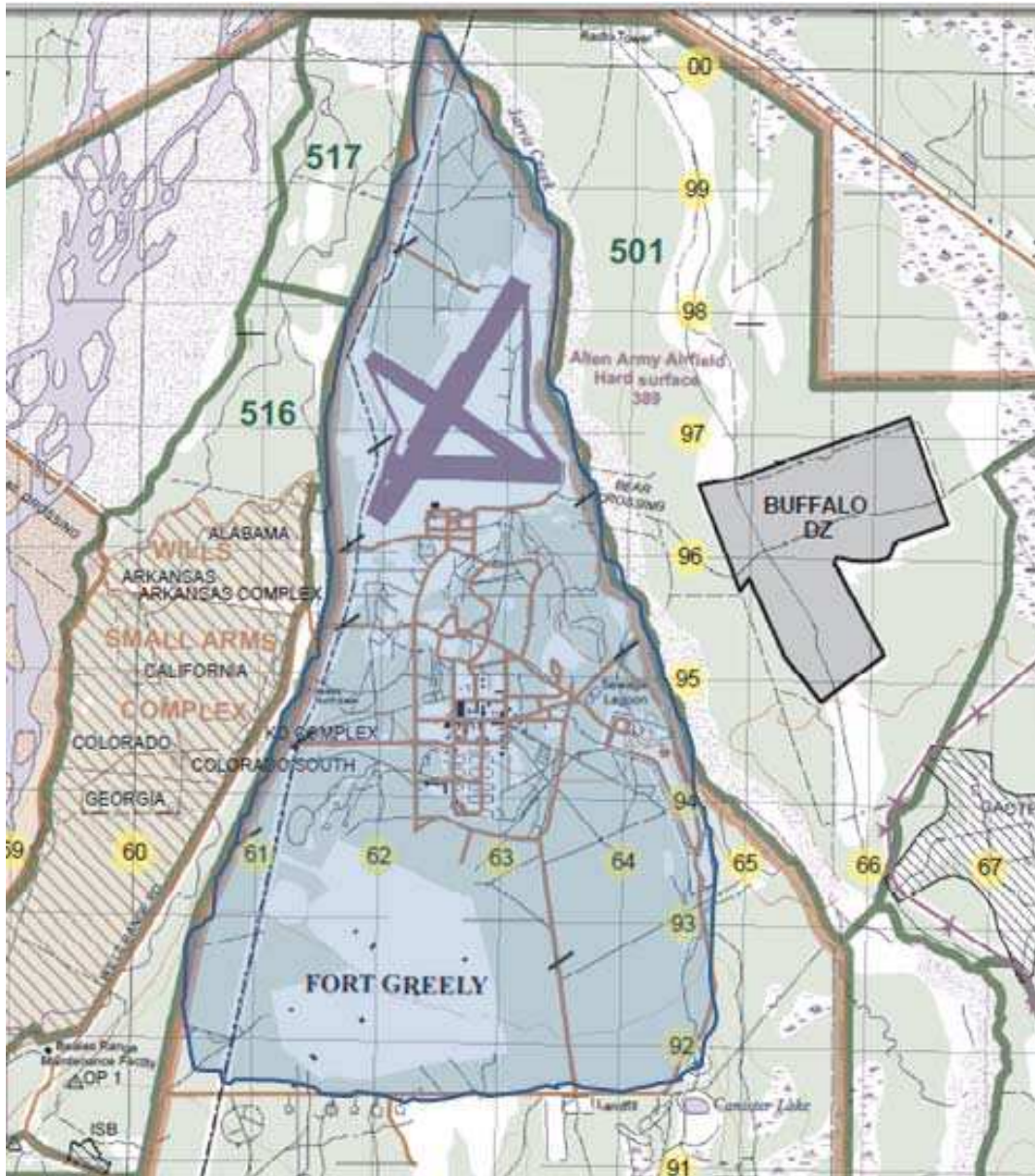


Figure W-5. Ft. Greely Alaska Cantonment Area

Glossary

Section I Abbreviations

AA&E.....	arms, ammunition, and explosives
AIS.....	automated information systems
App.....	appendix
AR	Army Regulation
CTA	Common Table of Allowances
DA	Department of the Army
fig.....	figure
FM	Field Manual
FPCON.....	force protection condition
IDS	intrusion detection system
MP	military police
NCO	noncommissioned officer
para	paragraph
PM.....	provost marshal
SF.....	Standard Form
TA 50.....	common reference for clothing/equipment issued per CTA 50-900
USARAK.....	United States Army Alaska
USARPAC	United States Army Pacific

Section II Terms/Definitions

Ammunition

A device charged with explosives, propellants, pyrotechnics, initiating composition, riot control agents, chemical herbicides, smoke, animal control devices for dealing with nuisances or tranquilizer, smoke and flame for use in connection with offense or defense.

Arm/Privately Owned Weapon

Weapons that will, or are designated to, expel a projectile by the action of an explosive charge or primer.

Armed guard

A guard with his/her assigned weapon, one full magazine of ammunition (see below) and special orders outlining his/her duties and responsibilities.

- a. 9-millimeter pistol—15 rounds.
- b. M-16/M4 rifle—30 rounds
- c. 12-gauge shotgun—5 rounds.

Bulk Weapons Transport

Any number of weapons issued on hand-receipt to a soldier or individual to whom the weapon is not individually assigned.

Cantonment Area

All housing areas, military operating facilities to include motor pools and warehouses, any commercial areas (i.e. any areas owned or operated by AAFES) and any other garrison designated areas.

Double-barrier protection

Two, independent barriers (i.e., in a locked room and in a locked container located within the locked room) neither of which can be by passed/accessed by anyone who is not directly responsible for the asset/property being protected by either barrier.

Immediate vicinity

An area not exceeding 25 meters in all directions from the vehicle, weapon, or facility being guarded where the line-of-sight may be maintained.

Loaded

Having a loaded magazine or loaded cylinder in the weapon whether or not there is a round in the chamber.

Man-portable

Any piece of equipment or item which can be picked-up and carried off by a single individual.

Post

The term "Post" refers to all USARAK cantonment areas, ranges and training areas not authorized for recreation which access is granted via a manned access control point (ACP) or other authorized entry location.

Privately Owned Firearms (POF)

Any type of weapon with a firing device designed to discharge a projectile by means of an explosive charge, normally gunpowder. This includes types of firearms known as rifles, shotguns, pistols, and any similar device. POFs require registration when brought on USARAK posts.

Privately Owned Weapons (POW)

Weapon designed to cause serious bodily injury, death or harm to a person or persons. This includes guns, knives, swords, bows, clubs and similar stabbing, slashing and striking devices. Registration of other types of weapons defined as POWs not otherwise mentioned in this appendix is at the discretion of the garrison and unit commanders.

Secure Building

A building meeting the minimum security requirements of AR 190-51, Appendix B, as determined by Risk Analysis, that can be secured while unoccupied and to which only primary occupants directly responsible for the buildings contents have access.

Secure Room

A room meeting the minimum security requirements of AR 190-51, Appendix B, as determined by Risk Analysis, that can be secured while unoccupied and to which only primary occupants directly responsible for the rooms contents have access.

This regulation supersedes United States Army Alaska Regulation 190-1, dated 24 November 2004.