



CSDP INSPECTION GUIDE UNIT ARMSROOM (CW4-R COMER)





Command Supply Discipline Program

UNCLASSIFIED

T-ARMS ROOM OPERATION

QUESTION

1.00 BDE BN CO

Are scheduled services being performed IAW TM-20 and DA Form 2404 / 5988E (Equipment Inspection Maintenance Worksheet) retained until next service is performed? (DA PAM 750-8, Para 3-10 f (2))

EVAL METH

Review service documents are on file for all required equipment.

EQUIPMENT INSPECTION AND MAINTENANCE WORKSHEET				
1. ORGANIZATION Co B 142 ECB (HV)		2. TROUBLE TRK CGO M923		3. TAG NO. B401
4. RECORDING OFFICER NLΦDUU		5. DATES 13603 119	6. TIME 120 JAN 97	7. TYPE INSPECTION PMCS
8. TM NUMBER 9-2320-272-1φ	9. DATE Aug 96	10. APPLICABLE REFERENCE	11. TM NUMBER	12. DATE
COLUMN a - Enter TM item number. COLUMN b - Enter the applicable condition status symbol. COLUMN c - Enter deficiencies and shortcomings.		COLUMN d - Show corrective action for deficiency or shortcoming listed in Column c. COLUMN e - Individual ascertaining completed corrective action initial in this column.		
<p>STATUS SYMBOLS</p> <p>"X" - Indicates a deficiency in the equipment that places it in an inoperable status.</p> <p>CIRCLED "X" - Indicates a deficiency, however, the equipment may be operated under specific limitations as directed by higher authority or as prescribed locally, until corrective action can be accomplished.</p> <p>HORIZONTAL DASH "-" - Indicates that a required inspection, component replacement, maintenance operation check, or test flight is due but has not been accomplished, or an overdue item has not been accomplished.</p> <p>DIAGONAL "Y" - Indicates a material defect other than a deficiency which must be corrected to increase efficiency or to make the item completely serviceable.</p> <p>LAST NAME INITIAL IN BLACK, BLUE BLACK INK, OR PENCIL Indicates that a completely satisfactory condition exists.</p> <p>FOR AIRCRAFT Status symbols will be recorded in red.</p>				
<p>ALL INSPECTIONS AND EQUIPMENT CONDITIONS RECORDED ON THIS FORM HAVE BEEN DETERMINED IN ACCORDANCE WITH DIAGNOSTIC PROCEDURES AND STANDARDS IN THE TM CITED HEREON.</p> <p>By SIGNATURE (Person performing inspection) TIME SIGNATURE (Maintenance Supervisor) TIME</p> <p><i>Eric A. Oberud SEC</i></p>				
TM ITEM NO.	STATUS	DEFICIENCIES AND SHORTCOMINGS	CORRECTIVE ACTION	INITIAL WHEN CORRECTED
		14 JAN 97		<i>EM</i>
		15 JAN 97	W	<i>MP</i>
		16 JAN 97		<i>DM</i>
		17 JAN 97		<i>JA</i>
		18 JAN 97		<i>JA</i>
		19 JAN 97		<i>EA</i>
		20 JAN 97		
(35)	X	Right Front Wheel Stud Broken		

DATE: 20031205		EQUIPMENT MAINTENANCE AND INSPECTION WORKSHEET		DA FORM 5988-E			
W33VT7		HQ 3D BN 7TH IN					
----- EQUIPMENT DATA -----							
ADMIN NUM:	HQ903	EQUIP SERIAL NUM:	038537				
EQUIP MODEL:	M998	REGISTRATION NUM:	NG2PZX				
EQUIP NOUN:	TRK UTL CGO 1.25T 4X4	TYPE INSPECTION:	W				
EQUIP NSN:	2320011077155	CURRENT READING:	M 002238				
PUBLICATION: TM 9-2320-280 10		DATE:	01/96	CHANGE NUMBER:	03		
PUBLICATION: TM 9-2320-280-10-HR		DATE:	05/98	CHANGE NUMBER:	00		
INSPECTORS LIC #: F3727		TIME: 0900	SIGNATURE: <i>[Signature]</i>	TIME: 1115			
----- PARTS REQUESTED -----							
FAULT DOC NUM	NIIN	NOUN	QTY DUE/REC	STATUS DATE	DATE R L	F D I C	
0500 3337 0275	005994230	GASKET	0001	----	----	12N	
0500 3337 0277	008917826	SEAL PLAIN	0001	----	----	12N	
0500 3337 0278	009902128	PACKING, PR	0001	----	----	12N	
0500 3337 0279	007111081	FILTER ELE	0001	----	----	12N	
0500 3337 0280	002855123	GASKET	0001	----	----	12N	
----- MAINTENANCE FAULTS -----							
ITEM NUM	FAULT DATE	FAULT STATUS	FAULT DESCRIPTION	CORRECTIVE ACTION	OPER HRS LIC #		
0487	20020417	-	LOW USAGE DUE 3245 MILES		---		
0490	20020802	/	CL II OIL PAN		---		
0491	20020802	/	CL II P/DIFF INFUT		---		
0500	20031203	/	SERVICE PARTS		---		
			62 ACC3ACs IF Canvas not mounted correctly	Remounted <i>[Signature]</i>	L F3727		

REFERENCE TEXT

DA Pam 750-8, Para 3-10f. DA Form 5988-E and DA Form 2404 (Equipment Inspection and Maintenance Worksheet) (2) DA Form 5988-E/DA Form 2404 used for scheduled services are kept on file for quality control until the next service is performed. All uncorrected faults are entered into ULLS-G, moved to DA Form 2408-14 or DA Form 2407, and the service recorded on DD Form 314. Forms carrying a status symbol X are kept until the fault is corrected.





T-ARMS ROOM OPERATION

QUESTION

2.00

BDE

BN

CO

Is a cleaning kit on hand for each weapon? (TM 9-1005-319-23&P, APP D)

EVAL METH

Verify all required are on hand.



REFERENCE TEXT

TM 9-1005-319-23&P, APPENDIX D EXPENDABLE/DURABLE SUPPLIES AND MATERIALS LIST D-1. SCOPE. This appendix lists expendable durable supplies and materials you will need to operate and maintain the M16A2 Rifle This listing is for informational purposes only and is not authority to requisition the listed items. These items are authorized to you by CTA 50-970, Expendable, Durable Items (Except Medical, Class V, Repair Parts, and Heraldic Items), or CTA 8-100, Army Medical Department Expendable/Durable Items.





T-ARMS ROOM OPERATION

QUESTION

3.00

BDE

BN

CO

Is there a TM-10/20 on hand for each weapon? (AR 750-1, Para 3-2)

EVAL METH

Validate publications are on hand.

- a) TM 9-1005-237-23&P (Bayonet)
- b) TM 9-1010-221-23&P (M203)
- c) TM 9-1005-319-23&P (M16A2/M4)
- d) TM 9-1005-317-23&P (M9)
- e) TM 9-1010-230-23&P (MK19)
- f) TM 9-1005-201-25&P (M249)

REFERENCE TEXT

AR 750-1, para 3-2. The Army maintenance standard

a. The Army has one maintenance standard, TM XX-10/20.

b. Army equipment meets the maintenance standard when the following conditions exist:

(1) The equipment is fully mission capable (FMC).

(2) All faults are identified following prescribed intervals using the "items to be checked" column of the applicable TM XX-10 and XX-20 series PMCS tables.

Aviation faults are determined by using the aircraft preventive maintenance inspection and service (PMIS) per TM 1-1500-328-23.

(3) All repairs, services, and other related work that will correct field-level equipment/materiel faults for which the required parts/supplies are available have been completed in accordance with DA Pam 750-8 or DA Pam 738-751.

(4) Parts and supplies required to complete the corrective actions, but which are not available in the unit, are on a valid funded requisition in accordance with AR 710-2.

(5) Corrective actions that are not authorized at field level by the MAC must be on a valid support maintenance request (DA Form 5990-E and DA Form 2407).

(6) Scheduled services are performed at the service interval required by the applicable technical publication. Because of competing mission requirements, units are authorized a 10 percent variance when performing scheduled services. Procedures to apply this variance are found in DA Pam 750-8 for ground equipment and TM 1-1500-328-23 for aviation equipment. (Afloat prepositioning ships-Afloat are excluded from this variance requirement.)

(7) All routine, urgent, and emergency MWOs are applied to equipment in accordance with AR 750-10. In addition, actions required by one-time safety-of-use messages and emergency safety-of-flight messages are completed per AR 750-6 and AR 95-1.

(8) All authorized BII and COEI are present and serviceable or on a valid supply request. For aircraft, all authorized flyaway items and items listed on the aircraft inventory master guide are present and serviceable or on a valid supply request.

c. The Army maintenance standard applies to all equipment except equipment used as training aids that require frequent disassembly and assembly.

d. Proper use, care, handling, and conservation of materiel per applicable technical publication are mandatory.





T-ARMS ROOM OPERATION

QUESTION

4.00

BDE

BN

CO

Is the COEI and BII on hand or on valid requisition for all weapons? (AR 750-1, Para 3-2b(8))

EVAL METH

Spot check for compliance.



REFERENCE TEXT

AR 750-1, para 3-2. The Army maintenance standard

b. Army equipment meets the maintenance standard when the following conditions exist:

(8) All authorized BII and COEI are present and serviceable or on a valid supply request. For aircraft, all authorized flyaway items and items listed on the aircraft inventory master guide are present and serviceable or on a valid supply request.





T-ARMS ROOM OPERATION

QUESTION

5.00

BDE

BN

CO

Has unit arms room personnel been trained? (AR 350-1)

EVAL METH

Review training certificate.



REFERENCE TEXT

AR 350-1, para 4-4. Recording military and civilian training

a. Every military unit commander should maintain sufficient records of training to assist in development of a robust unit training program. The individual training records (ITR) that units are required to maintain for all Soldiers are weapons qualification scores, physical fitness test scorecards, and records of individual AT/FP training and area briefings. Some technical skills (for example, aviation) require maintenance of performance qualification records. Other Soldier or leader training records are maintained for the purpose of assisting the commander to develop the unit training program.





Command Supply Discipline Program

UNCLASSIFIED

T-ARMS ROOM OPERATION

QUESTION

6.00 BDE BN CO
Is the armorer signed for all equipment in arms room? (Da Pam 710-2-1, Para 5-3a & Figure 5-1)

EVAL METH

Check hand receipt.

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19

DATE PREPARED: 02/22/12 UNIT LEVEL HAND RECEIPT

FCM: FROM: CDR/XXXXXXXXXX/CPT
UIC/DESC: WXXXXX/XXXXX CO TO: 19/XXXXXXXXXX/SFC
SIC: A LAST INV DATE: 20 Apr 2009

LINE	SUBLINE	NSN	PBIC	ITEM	QUANTITY	DI	UIC	Managed
70210N		702101C136640	8	COMPUTER, MICRO LAP-TOP PORTABLE AC; LATITUDE M6500 DELL	1	0	EA U	
	CIVENK1							
B87839		1240014993547	8	M24 BINOCULAR	3	0	EA J	Y
EA551E		3895004989343	8	REELING MACH CA RL-39-(RL-39)	5	0	EA U	
M12418		4240013703821	8	MASK CHEM-BIO M40A1	2	0	EA V	SEN
	ILD99M102-556/1			MSA940004-011/1				
M12418		4240013703822	8	MASK CHEM-BIOL M40A1	6	0	EA V	SEP
	ILD94E203-213/1			ILD94E204-018/1				ILD94G204-144/1
T92889		6625015483724	8	TEST SET ELECTRMN	2	0	EA U	
	115494			115496				
M62872		6635014706752	8	X-RAY APP MK32 MOD3	1	0	EA J	
	7390							
M91036	NA250Y	6635015505033	8	TOOL SET MK41 MOD1-(417052-001)	1	0	EA U	
	18750							
M91036	NA250Y	6635015505033	8	TOOL SET MK41 MOD1-(417052-001)	1	0	EA U	AI
	8153-0713-07							

SIGNATURE RECEIVED BY GRADE DATE (DDMMYYYY)

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Hand Receipt Holder Brief

HAND RECEIPT HOLDER RESPONSIBILITIES:

As a hand receipt holder you are responsible for the accountability, maintenance and security of the property assigned to you. The property will be inventoried annually (cyclic basis). You will ensure your equipment is available for inventory. You are responsible for conducting a change of hand receipt holder inventory with your replacement prior to departing or absence in excess of 30 days. You are required to conduct tool inventories semi-annually or as directed and provide unit supply copies of results in memorandum format, and required to conduct maintenance of your equipment to ensure the accountability and serviceability is never compromised. You are required to report loss, damage or destruction immediately IAW AR 735-5. If unsure regarding procedures or requirements contact the unit supply representative for guidance.

HAND RECEIPT UPDATE:

Hand receipts are to be updated annually, semiannually if change documents have been posted. Items that are not postable on the US-E system will be signed for on DA form 2062 as an addition to the hand receipt. It is your responsibility to ensure that your property is inventoried, to include components, prior to updating your hand receipt. It is also important to annotate publications, as well as dates, used during your inventories. Hand receipts that have change documents will not exceed six months without being updated. Resigning will not be delayed due to your failure to complete your inventory.

DELEGATION OF AUTHORITY:

It is recommended that a DA form 1687 be prepared by the hand receipt holder. This authorizes a designated individual to receive and turn-in property in your absence. Failure to designate persons to act in your absence will result in your section being unable to receive needed equipment or turn-in unserviceable equipment until you are available to sign the required documents.

SUB-HAND RECEIPTS:

Property is required to be sub-hand receipted to the user. Sub-hand receipts will be completed on DA form 2062. It is your responsibility to ensure that you sub-hand receipt holders understand their responsibilities as outlined in this brief. Sub-hand receipts for sets, kits and outfits (SKO), will be sub-hand receipted to the user by component. When available, pre-printed supply catalogs (SC's) are mandatory and will be used. When unavailable, component hand receipts will be prepared on DA form 2062 using information from current TMs.

CHANGE OF HAND RECEIPT HOLDER: IAW AR 710-2 para2-10(g)7

When the hand receipt holder is replaced, all property listed on the hand receipt is to be inventoried. The inventory will be accomplished prior to the new hand receipt holder assuming responsibility for the property. It is mandatory that when a hand receipt holder leaves the area for a period in excess of 30 calendar days, I.E. leave, TDY, or extended detached duty, that a change of hand receipt for the property be conducted. This should be completed prior to the departure of the hand receipt holder. If the hand receipt holder is unable to be present for the inventory the commander will appoint a responsible individual to act on their behalf during the inventory. The intent is to insure that the interests of Commander, as well as the hand receipt holder, are protected in his/her absence.

(Initials) _____

1

REFERENCE TEXT

DA Pam 710-2-1 para 5-3. Hand receipt procedures

The commander having command responsibility appoints primary hand receipt holders (PHRHs). In a TDA organization the Commander or a civilian director has command responsibility or supervisory responsibility, respectively, for property within the organization. They may designate persons to be PHRHs who will have direct responsibility for property authorized by TDA.

a. Hand receipts are required whenever property book or durable items are issued. The hand receipt lists the property that has been issued. The signature of a person on a hand receipt establishes direct responsibility. Prepare separate hand receipts for installation and organization property.





Command Supply Discipline Program

UNCLASSIFIED

T-ARMS ROOM OPERATION

QUESTION

7.00

BDE



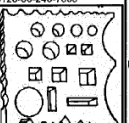
BN



CO

Is the armorer toolbox complete and hand receipt for on DA form 2062, SC 5180-95-B76 or SC 5180-95-B71 (Small arms Tool Kit)

EVAL METH

Review SC for signatures and shortages identified.

FROM:		TO:		COMPONENT HAND RECEIPT:		
END ITEM STOCK NUMBER: 5180-01-506-8287		END ITEM DESCRIPTION: TOOL KIT, SMALL ARMS				
PUB NUMBER: 5180-95-B71		DATE OF LAST REVIEW: 10 MAY 2009	SC 9999-01-SKO PUB DATE: 01 APRIL 2012	LINE ITEM NUMBER: W51910		
A	I	C	A	I		
C	NATIONAL STOCK	N	R	I	QTY QUANTITY ON HAND	
T	NUMBER	D	C	UI	AUT A B C D E F G H I J K	
N	5180-01-506-8287	A	N	M	SE I	
						
	TK SA ARMS REP: ORD, REPAIRMAN, ORDNANCE.,					
N	5140-01-474-4896	B	D	U	EA I	
						
	BAG, TOOL, REMARKS CODE 16. THIS ITEM IS NOT INITIALLY ISSUED AS A COMPONENT OF THE SKO. THE ITEM MAY BE REQUISITIONED "AS REQUIRED" WHEN AUTHORIZED BY THE COMMANDING OFFICER.					
N	5120-00-240-7306	B	D	M	EA I	
						
	BLOCK BENCH, MECHANIC, BLOCK BENCH, MECHANIC,					

FROM:		TO:		COMPONENT HAND RECEIPT:		
END ITEM STOCK NUMBER: 5180-01-555-5981		END ITEM DESCRIPTION: SMALL ARMS REPAIRMENTS TOOL KIT				
PUB NUMBER: 5180-95-B76		DATE OF LAST REVIEW: 08 JANUARY 2010	SC 9999-01-SKO PUB DATE: 01 APRIL 2012	LINE ITEM NUMBER: W51910		
A	I	C	A	I		
C	NATIONAL STOCK	N	R	I	QTY QUANTITY ON HAND	
T	NUMBER	D	C	UI	AUT A B C D E F G H I J K	
N	5180-01-555-5981	A	N	M	SE	
	ITEM NOT ILLUSTRATED					
	TOOL KIT SMALL ARMS, TOOL KIT, SMALL ARMS REPAIRMAN,					
N	08292-11-712	B				
						
	HEX DRIVER ATTACHMENT, SOCKET WRENCH; 3/8" SQUARE DRIVE, 7/32" HEX HEAD DRIVER, 2-1/8" NOMINAL LENGTH (LOCATED IN DRAWER 4),					
N	08292-11-715	B				
						
	HEX DRIVER ATTACHMENT, SOCKET WRENCH; 3/8" SQUARE DRIVE, 3/8" HEX HEAD DRIVER, 2-1/4" NOMINAL LENGTH (LOCATED IN DRAWER 4),					

REFERENCE TEXT

DA Pam 710-2-1 para 5-3. Hand receipt procedures

The commander having command responsibility appoints primary hand receipt holders (PHRHs). In a TDA organization the Commander or a civilian director has command responsibility or supervisory responsibility, respectively, for property within the organization. They may designate persons to be PHRHs who will have direct responsibility for property authorized by TDA.

a. Hand receipts are required whenever property book or durable items are issued. The hand receipt lists the property that has been issued. The signature of a person on a hand receipt establishes direct responsibility. Prepare separate hand receipts for installation and organization property.





T-ARMS ROOM OPERATION

QUESTION

8.00

BDE

BN

CO

Has annual gauging been accomplished for all weapons? Ensure 5988/5990 is still on file for corrections (TM 9-1005-319-23&P, Para 2-7 #8)

EVAL METH

Verify annual gauging documents. For all weapons that require it



TM 9-1005-213-23&P

0010 00

Table 1. Unit Preventive Maintenance Checks and Services for Machine Gun, M2.

ITEM NO.	INTERVAL	MAN-HOURS	ITEM TO BE CHECKED OR SERVICED	PROCEDURE	EQUIPMENT NOT READY/AVAILABLE IF:
1	Quarterly		Annual DS safety and serviceability inspection and gauging	Check to ensure annual DS safety and serviceability inspection and gauging has been done on both barrels and that the next gauging and inspection is scheduled. If annual gauging has not been performed in the last year, notify Direct Support Maintenance.	Annual gauging has not been performed and fails one or more checks.
NOTE					
Ensure both barrels are tagged with serial number of receiver (near muzzle of barrel). Use brass tag (NSN 9905-00-473-6336). Tag is to be painted black and wired (NSN 9905-00-293-4208).					

REFERENCE TEXT

TM 9-1005-319-23&P Para 2-7. PREVENTIVE MAINTENANCE CHECKS AND SERVICES #8 Annual DS safety and serviceability inspection and gauging Check to ensure annual DS safety and serviceability inspection and gauging has been done and that the next gauging and inspection is scheduled. If annual gauging has not been performed within the last year, notify support maintenance.-





T-ARMS ROOM OPERATION

QUESTION

9.00

BDE

BN

CO

Have qualified engineer personnel verified the structural composition of the arms room on DA Form 4604, indicating thereon the highest construction Category met? (AR 190-11, para 2-2d)

EVAL METH

Review DA form 4604.

1. TAB		TAB	
SECURITY CONSTRUCTION STATEMENT			
<small>For use of this form, see AR 190-11; the proponent agency is ODCSOPS</small>			
INSTRUCTIONS			
<small>This form will be prepared in three copies. The original will be maintained permanently in the files of the individual signing the form. The first copy will be maintained permanently in the using unit/organizational files. The second copy will be filed permanently in the arms/ammunition storage facility. All areas except item 7 will be typewritten.</small>			
1. THE CONSTRUCTION OF THIS FACILITY CONFORMS TO THE CRITERIA OF AR 190-11 WHICH IS IN EFFECT ON THIS DATE EXCEPT AS INDICATED HEREON			
2. ROOM AND BUILDING NUMBER, STREET AND INSTALLATION ADDRESS			
3. THIS APPLIES TO			
a. <input type="checkbox"/> AN EXISTING STRUCTURE			
b. <input type="checkbox"/> CONSTRUCTION OF NEW FACILITY			
c. <input type="checkbox"/> MODIFICATION OF EXISTING FACILITY (Specify)			
4. NAME OF OFFICIAL SIGNING IN ITEM 7 BELOW		GRADE	6. ADDRESS OF OFFICIAL
5. ORGANIZATION			
7. SIGNATURE		DATE SIGNED	
DA FORM 4604-R, 1 MAR 77			

REFERENCE TEXT

AR 190-11, para 2-2. **Construction of facilities d.** Qualified engineer personnel will verify the structure composition of AA&E storage facilities (for example, walls, ceilings, roofs, floors, and doors). Statements will be prepared on DA Form 4604 (Security Construction Statement). Statements will indicate the highest construction category met for storage of AA&E (for example, Category I, II, III, or IV AA&E items) and date of applicable regulation (see para 2-4 for procedures when structural deficiencies exist). The DA Form 4604 will be affixed to the interior wall of each AA&E storage facility. A blanket statement on DA Form 4604 may be issued at an installation for all facilities, such as ammunition magazines, constructed according to the same specifications. Under these circumstances, a copy of the DA Form 4604 need not be affixed to the interior wall of each individual storage structure, but must specifically identify the facilities by number and location and be readily available for inspection. Security construction statements will be reviewed during PS surveys and inspections. The statements will be revalidated by engineer personnel every 5 years.





T-ARMS ROOM OPERATION

QUESTION

10.00 BDE BN CO

Was DA Form 4604-R (Security Construction Statement) posted in each AA&E storage facility and readily available for inspection? Was the DA Form 4604-R revalidated by qualified engineer personnel at least every 5 years? (AR 190-11, para 2-2d)

EVAL METH

Review Security Construction Statement.

B TAB		TAB	
SECURITY CONSTRUCTION STATEMENT			
<small>For use of this form, see AR 190-11; the proponent agency is ODCSOPG</small>			
INSTRUCTIONS			
<small>This form will be prepared in three copies. The original will be maintained permanently in the files of the individual signing the form. The first copy will be maintained permanently in the using unit/organizational files. The second copy will be filed permanently in the arms/ammunition storage facility. All entries except item 7 will be typewritten.</small>			
1. THE CONSTRUCTION OF THIS FACILITY CONFORMS TO THE CRITERIA OF AR 190-11 WHICH IS IN EFFECT ON THIS DATE EXCEPT AS INDICATED HEREON.			
2. ROOM AND BUILDING NUMBER, STREET AND INSTALLATION ADDRESS			
3. THIS APPLIES TO:			
a. <input type="checkbox"/> AN EXISTING STRUCTURE			
b. <input type="checkbox"/> CONSTRUCTION OF NEW FACILITY			
c. <input type="checkbox"/> MODIFICATION OF EXISTING FACILITY (Specify)			
4. NAME OF OFFICIAL SIGNING IN ITEM 7 BELOW		GRADE	6. ADDRESS OF OFFICIAL
5. ORGANIZATION			
7. SIGNATURE		DATE SIGNED	
DA FORM 4604-R, 1 MAR 77			

REFERENCE TEXT

AR 190-11 para 2-2. Construction of facilities d. Qualified engineer personnel will verify the structure composition of AA&E storage facilities (for example, walls, ceilings, roofs, floors, and doors). Statements will be prepared on DA Form 4604 (Security Construction Statement). Statements will indicate the highest construction category met for storage of AA&E (for example, Category I, II, III, or IV AA&E items) and date of applicable regulation (see para 2-4 for procedures when structural deficiencies exist). The DA Form 4604 will be affixed to the interior wall of each AA&E storage facility. A blanket statement on DA Form 4604 may be issued at an installation for all facilities, such as ammunition magazines, constructed according to the same specifications. Under these circumstances, a copy of the DA Form 4604 need not be affixed to the interior wall of each individual storage structure, but must specifically identify the facilities by number and location and be readily available for inspection. Security construction statements will be reviewed during PS surveys and inspections. The statements will be revalidated by engineer personnel every 5 years.





T-ARMS ROOM OPERATION

QUESTION

11.00

BDE

BN

CO

If deficiencies are listed on the DA Form 4604-R, are compensatory measures being taken until the deficiencies are corrected? (AR 190-11, Para 2-4g)

EVAL METH

Ensure Security Construction Statement with discrepancies have a waiver request or exception initiated.

IN TAB		TAB	
SECURITY CONSTRUCTION STATEMENT			
<small>For use of this form, see AR 190-11; the proponent agency is ODCSOPS</small>			
INSTRUCTIONS			
<small>This form will be prepared in three copies. The original will be maintained permanently in the files of the individual signing the form. The first copy will be maintained permanently in the using unit/organizational files. The second copy will be filed permanently in the arms/ammunition storage facility. All entries except item 7 will be typewritten.</small>			
1. THE CONSTRUCTION OF THIS FACILITY CONFORMS TO THE CRITERIA OF AR 190-11 WHICH IS IN EFFECT ON THIS DATE EXCEPT AS INDICATED HEREON.			
2. ROOM AND BUILDING NUMBER, STREET AND INSTALLATION ADDRESS			
3. THIS APPLIES TO:			
a. <input type="checkbox"/> AN EXISTING STRUCTURE			
b. <input type="checkbox"/> CONSTRUCTION OF NEW FACILITY			
c. <input type="checkbox"/> MODIFICATION OF EXISTING FACILITY (Explain)			
4. NAME OF OFFICIAL SIGNING IN ITEM 7 BELOW		GRADE	6. ADDRESS OF OFFICIAL
5. ORGANIZATION			
7. SIGNATURE		DATE SIGNED	
DA FORM 4604-R, 1 MAR 77			

REFERENCE TEXT

AR 190-11 para 2-4. Security Criteria Deviation Program g. Approval procedures. Requests for waivers and exceptions are initiated by the AA&E facility commander/director and forwarded through appropriate command channels to HQDA, PMG (DAPM-OPS), 2800 Army Pentagon, Washington, DC 20310-2800.





T-ARMS ROOM OPERATION

QUESTION

12.00

BDE

BN

CO

Has a request for a waiver or an exception been submitted for uncorrectable deficiencies noted on a physical-security inspection, or is one on file in the arms room? (AR 190-11, Para 2-4)

EVAL METH

Review waiver request.

REFERENCE TEXT

AR 190-11 para 2-4. Security Criteria Deviation Program b. Waivers. A waiver may be approved for temporary relief from a specific requirement prescribed in this regulation pending actions to conform to the requirement.

- (1) A waiver may be approved for a period not to exceed 12 months and extended only after a review of the circumstances that necessitate the extension.
- (2) Compensatory security measures are required in the interim. Compensatory security measures approved by the AA&E facility commander/director will remain in effect pending formal review and final approval by the approving authority.
- (3) Deficiencies correctable within 60 days do not require a waiver; however, ensure compensatory security measures are taken during the interval. In such cases, the compensatory measure must be in writing, approved by the AA&E facility commander/director and the next higher commander in the chain of command.





T-ARMS ROOM OPERATION

QUESTION

13.00

BDE

BN

CO

Was there security lighting at the entrance or issue window of the arms room? (AR 190-11, para 4-2c)

EVAL METH

Review if they are in working condition.



REFERENCE TEXT

AR 190-11 para 4-2. Storage and supplemental controls c. Security lighting.

(1) Interior and exterior lighting will be provided for all arms storage buildings, buildings in which arms storage rooms are located, and arms storage rooms. The lighting will be sufficient to allow guards (or individuals responsible for maintaining surveillance) to see illegal acts, such as forced entry or the unauthorized removal of arms during hours of reduced visibility.

(2) Areas appropriate for lighting include entrances to buildings, corridors, and arms rooms. When an arms room is located inside a building, the entrance door to the arms room will be illuminated. Arms rooms that are located within another room (for example, a supply room), do not require security lighting over the arms room door. When an arms room is located inside another secured room, the exterior door to that room will be illuminated.

(3) Security lighting will also be provided for motor pools, hangars, and outdoor parking areas for vehicles or aircraft that have weapons installed or stored on board.

(4) Switches for exterior lights will be installed so that they are not accessible to unauthorized individuals.

(5) Exterior lights will be covered with wire mesh screen or equipped with vandal resistant lenses that will prevent the lights from being broken by thrown objects.





T-ARMS ROOM OPERATION

QUESTION

14.00

BDE

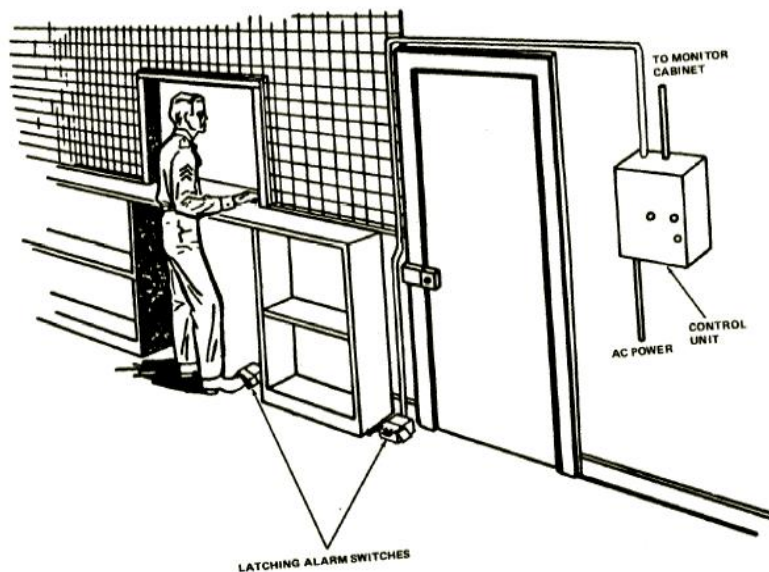
BN

CO

Were switches for exterior lights located in such a place as to be inaccessible to unauthorized personnel? (AR 190-11, para 4-2c)

EVAL METH

Check location.



REFERENCE TEXT

AR 190-11 para 4-2. Storage and supplemental controls c. Security lighting.

(1) Interior and exterior lighting will be provided for all arms storage buildings, buildings in which arms storage rooms are located, and arms storage rooms. The lighting will be sufficient to allow guards (or individuals responsible for maintaining surveillance) to see illegal acts, such as forced entry or the unauthorized removal of arms during hours of reduced visibility.

(2) Areas appropriate for lighting include entrances to buildings, corridors, and arms rooms. When an arms room is located inside a building, the entrance door to the arms room will be illuminated. Arms rooms that are located within another room (for example, a supply room), do not require security lighting over the arms room door. When an arms room is located inside another secured room, the exterior door to that room will be illuminated.

(3) Security lighting will also be provided for motor pools, hangars, and outdoor parking areas for vehicles or aircraft that have weapons installed or stored on board.

(4) Switches for exterior lights will be installed so that they are not accessible to unauthorized individuals.

(5) Exterior lights will be covered with wire mesh screen or equipped with vandal resistant lenses that will prevent the lights from being broken by thrown objects.





T-ARMS ROOM OPERATION

QUESTION

15.00

BDE

BN

CO

Are exterior security lights covered with mesh screen or vandal resistant lenses that will prevent their being broken? (AR 190-11, Para 4-2 c(5))

EVAL METH

Check lights.



REFERENCE TEXT

AR 190-11 para 4-2. Storage and supplemental controls c. Security lighting.

(1) Interior and exterior lighting will be provided for all arms storage buildings, buildings in which arms storage rooms are located, and arms storage rooms. The lighting will be sufficient to allow guards (or individuals responsible for maintaining surveillance) to see illegal acts, such as forced entry or the unauthorized removal of arms during hours of reduced visibility.

(2) Areas appropriate for lighting include entrances to buildings, corridors, and arms rooms. When an arms room is located inside a building, the entrance door to the arms room will be illuminated. Arms rooms that are located within another room (for example, a supply room), do not require security lighting over the arms room door. When an arms room is located inside another secured room, the exterior door to that room will be illuminated.

(3) Security lighting will also be provided for motor pools, hangars, and outdoor parking areas for vehicles or aircraft that have weapons installed or stored on board.

(4) Switches for exterior lights will be installed so that they are not accessible to unauthorized individuals.

(5) Exterior lights will be covered with wire mesh screen or equipped with vandal resistant lenses that will prevent the lights from being broken by thrown objects.





T-ARMS ROOM OPERATION

QUESTION

16.00

BDE

BN

CO

Is the arms room door, other than the main entrance, secured from the inside with locking bars, dead bolts, or with approved secondary padlocks (American series 200 or 5200)? (AR 190-11, Para 4-2d(1))

EVAL METH

Check doors.



REFERENCE TEXT

AR 190-11 para 4-2. Storage and supplemental controls d. Doors, locks, and locking devices.

(1) Except for GSA approved Class 5 steel vault doors with built-in, 3-position, changeable combination locks, doors used for access to arms storage rooms or structures will be locked with an approved high security locking device or high security padlock and hasp providing comparable protection to the locks. An approved high security shrouded hasp will be used to secure Category I and II AA&E storage facilities to enhance their security. Doors used for access to arms storage rooms will be locked with approved locks and hasps. On existing storage facilities equipped with double-door protection, high security padlocks and hasps will be used on the most secure door. Secondary padlocks will be used to secure the other door of the double-door concept. Other doors that cannot be secured from the inside with locking bars or dead bolts will be secured on the inside with approved secondary padlocks (for example, issue window or portals). When high security hasps are installed, locking bars and T-pins should be left in place to aid in opening and closing doors and prevent any future misalignment of the hasps. Panic hardware, when required, will be installed to prevent opening the door by tampering from the outside. Panic hardware will meet safety, fire, and building codes and be approved by the Underwriters Laboratory or host country requirements as applicable.





T-ARMS ROOM OPERATION

QUESTION

17.00

BDE

BN

CO

Are the door hinges the fixed-pin security-hinge type or equivalent? Are exposed hinge pins pinned, spot-welded, or otherwise secured to prevent removal? (AR 190-11, Appendix G-2a(2)).

EVAL METH

Look at hinges.



REFERENCE TEXT

AR 190-11 para G-2. Criteria for existing facilities storing Category II through IV arms a. Doors and door frames. Door frames, for doors other than Class 5 doors specified in paragraph G-1, will be as follows:

(1) Door bucks, frames, and keepers will be rigidly anchored and provided with anti-spread space filler reinforced to prevent disengagement of the lock bolt by prying or jacking of the door frame. The frames and locks for both interior and exterior doors will be so designed and installed as to prevent sufficient removal of the frame facing or the built-in locking mechanism to allow disengagement of the lock bolt from outside a secured room when the door is closed and locked.

(2) Construction requirements for door frames and thresholds will be as exacting as those for the doors themselves. For example, where metal doors are used, the frame and thresholds will be of metal. Various types of hinges are commercially available. When choosing the proper type of hinge for secure area doors, hinges will be of the fixed pin security hinge type or equivalent; exposed hinge pins will be peened, spot welded, or otherwise secured to prevent removal; and hinge mounting screws may not be exposed to the outside of the arms room except for Class 5 steel vault door hinges.





T-ARMS ROOM OPERATION

QUESTION

18.00

BDE

BN

CO

Are the bars or steel mesh that protects windows and openings embedded in the structure of the building or welded to a steel frame that is securely attached to the wall with the fastening inaccessible from the exterior of the arms storage facility? (AR 190-11 Appendix G-2f (1))

EVAL METH

Check exterior entrance.



REFERENCE TEXT

AR 190-11 para G-2. Criteria for existing facilities storing Category II through IV arms criteria above will be reinforced by 1 of the following methods. When any of these reinforcing materials are used, they will be applied and fastened to the existing structure so that destruction of the existing and reinforcing materials is required to remove them.

(1) *Steel bars. Three-eighth inch steel bars, 4 inches apart with bars in 1 direction welded to the bars in the opposite direction so that the openings do not exceed 32 square inches. Ends of the steel bars will be embedded securely in the structure of the building or welded to a steel frame securely fastened to the building.*





T-ARMS ROOM OPERATION

QUESTION

19.00

BDE

BN

CO

Was the most secured door to the arms storage facility secured with a high security padlock and hasp? (AR 190-11, para 4-2d(1)) (S&G model 833C, NSN 5340-01-217-5068)

EVAL METH

Check padlock.



REFERENCE TEXT

AR 190-11 para 4-2. Storage and supplemental controls d. Doors, locks, and locking devices.

(1) Except for GSA approved Class 5 steel vault doors with built-in, 3-position, changeable combination locks, doors used for access to arms storage rooms or structures will be locked with an approved high security locking device or high security padlock and hasp providing comparable protection to the locks. An approved high security shrouded hasp will be used to secure Category I and II AA&E storage facilities to enhance their security. Doors used for access to arms storage rooms will be locked with approved locks and hasps. On existing storage facilities equipped with double-door protection, high security padlocks and hasps will be used on the most secure door. Secondary padlocks will be used to secure the other door of the double-door concept. Other doors that cannot be secured from the inside with locking bars or dead bolts will be secured on the inside with approved secondary padlocks (for example, issue window or portals). When high security hasps are installed, locking bars and T-pins should be left in place to aid in opening and closing doors and prevent any future misalignment of the hasps. Panic hardware, when required, will be installed to prevent opening the door by tampering from the outside. Panic hardware will meet safety, fire, and building codes and be approved by the Underwriters Laboratory or host country requirements as applicable.





T-ARMS ROOM OPERATION

QUESTION

20.00

BDE

BN

CO

Were locally fabricated racks in use certified by engineers as meeting construction specifications and is the certificate filed in the arms room? (AR 190-11, para 4-2b(2)).

EVAL METH

Check certification documents. The letter of certification is filed in the Physical Security Binder. A Tank-Automotive and Armaments Command (TACOM) logistics assistance representative (CSMS) and a battalion command-level representative will jointly perform certification authorizing the continued use of prior locally fabricated arms racks. Racks which have been modified must have written approval provided such as a MWO.

REFERENCE TEXT

AR 190-11 para 4-2. Storage and supplemental controls b. Arms racks and storage containers. (2)

Standard issue DA approved arms racks will be obtained through Government supply channels.

Consider all arms racks that have a NSN and are not a part of a shipping container as DA approved.

Weapons without a specific standard issue arms rack may be secured in a DA approved Universal Arms Rack (NSN 1095-01-454-6320, rack, storage, small arms, incorporated). The continued use of existing locally fabricated arms racks is prohibited unless certified as security equivalent to standard issue racks by DA. Modifications to existing DA approved arms racks, which have assigned NSNs, are prohibited without prior approval from DA. A Tank-Automotive and Armaments Command (TACOM) logistics assistance representative and a battalion command-level representative will jointly perform certification authorizing the continued use of prior locally fabricated arms racks. The joint certification will serve as verification of the security adequacy of such arms racks. The AMC executive agent for small arms logistics and demilitarization (EA-SALD) office at Rock Island, IL will provide the certification training and administer the certification process and issue certificates required. Locally fabricated arms racks that are logistics assistance representative and battalion representative certified will be considered DA approved EA-SALD; stamped with a serial number, identifying the type of weapon rack; and tracked in a local database maintained by the EA-SALD office. The using unit will maintain the certification on file where such racks are used, as it will serve as security verification of the adequacy of such racks. The minimum requirements for certification of previously locally fabricated arms racks are—

- (a) Fabrication and/or modification constructed of metal having an inherent strength that would prevent an individual from manipulating components (without tools) such that the weapon, receiver, or barrel could be removed.
- (b) Overall design of fabrication and/or modification such that a weapon, receiver, or barrel cannot be removed by disassembly of the weapon/component and/or the rack without damage to the rack.
- (c) Hinged locking bars for racks have the hinge pin welded or otherwise secured to prevent disassembly.
- (d) Bolts or machine screws used for fabrication or modification are a minimum of 3/8-inch diameter. The bolt and nut will be tack welded, brazed, or peened to prevent disassembly.
- (e) When all features in (a) through (d), above, are adequate, apply certification serial number provided by the EA-SALD to the rack in an appropriate location. Metal stamps, indelible marker, or paint stencil may be used.





T-ARMS ROOM OPERATION

QUESTION

21.00

BDE

BN

CO

Are all weapons racks and containers secured to prevent removal of AA&E, and locked with approved secondary padlocks (American series 200 or 5200)? (AR 190-11, Para 4-2b (4))

EVAL METH

Check if they are locked during inspection.



REFERENCE TEXT

AR 190-11 para 4-2. Storage and supplemental controls b. Arms racks and storage containers. (4) All arms racks or containers will be locked with approved secondary padlocks. In facilities that are not manned 24 hours a day, rifle racks and containers weighing less than 500 pounds will be fastened to the structure (or fastened together in groups totaling more than 500 pounds) with bolts or with chains equipped with secondary padlocks. Bolts used to secure racks will be spot welded, brazed, or peened to prevent easy removal. Chains used to secure racks (and containers) will be heavy-duty hardened steel, welded, straight links steel, galvanized of at least 5/16-inch thickness, or of equivalent resistance to force required to cut or break a secondary padlock.





T-ARMS ROOM OPERATION

QUESTION

22.00

BDE

BN

CO

Were weapons stored in racks/containers weighing more than 500 pounds or were the racks/containers fastened to the structure or fastened together in groups totaling more than 500 pounds? (AR 190-11, para 4-2b(4))

EVAL METH

Check cages and racks.



REFERENCE TEXT

AR 190-11 para 4-2. Storage and supplemental controls b. Arms racks and storage containers. (4) All arms racks or containers will be locked with approved secondary padlocks. In facilities that are not manned 24 hours a day, rifle racks and containers weighing less than 500 pounds will be fastened to the structure (or fastened together in groups totaling more than 500 pounds) with bolts or with chains equipped with secondary padlocks. Bolts used to secure racks will be spot welded, brazed, or peened to prevent easy removal. Chains used to secure racks (and containers) will be heavy-duty hardened steel, welded, straight links steel, galvanized of at least 5/16-inch thickness, or of equivalent resistance to force required to cut or break a secondary padlock.





T-ARMS ROOM OPERATION

QUESTION

23.00

BDE

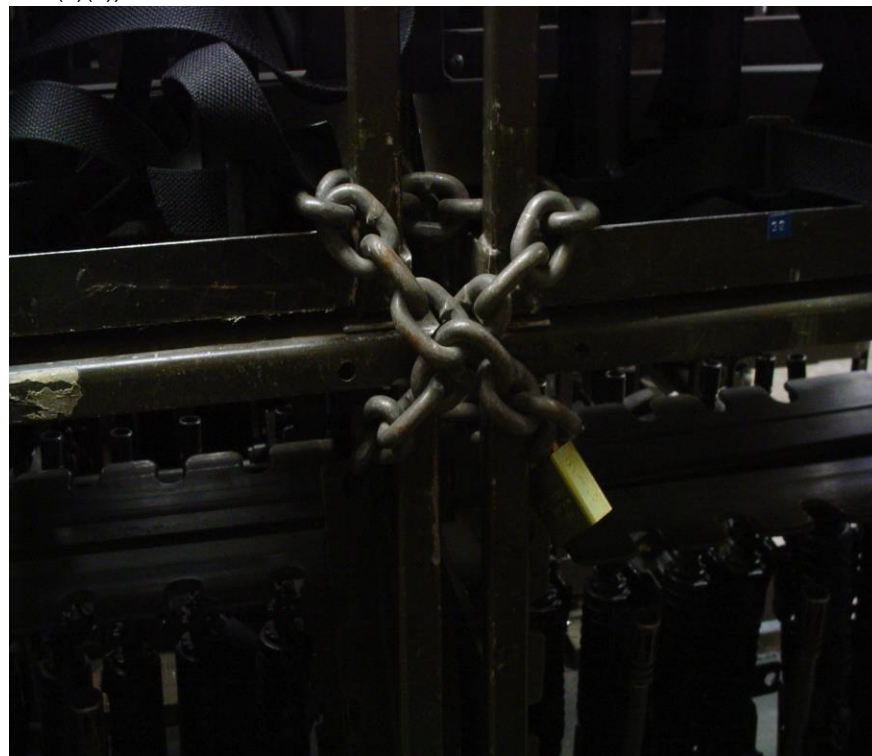
BN

CO

Were ammunition containers in the unit arms room weighing less than 500 pounds fastened to the structure or fastened together, with bolts or chains equipped with secondary padlocks, in groups totaling more than 500 pounds? (AR 190-11, para 5-8c(1)(a))

EVAL METH

Check containers.



REFERENCE TEXT

AR 190-11 para 5-8. Protection of missiles, rockets, ammunition, and explosives at unit level c. Commanders may authorize, in writing, the storage of small quantities of ammunition in unit arms storage rooms for operational purposes. This authorization will be posted in the arms room. Storage will be consistent with operational requirements.

(1) Ammunition authorized for storage in unit arms storage rooms will be secured in banded crates, approved metal containers, or cabinets. Approved standard issue metal wall lockers may be used. Crates will be banded or sealed in a way that will prevent ammunition removal without leaving visible signs of tampering. Ammunition stored in metal containers, or cabinets, will be secured with secondary padlocks. Screws and bolts used in assembling containers, lockers, or cabinets, will be made secure to prevent disassembly.

(2) Containers weighing less than 500 pounds will be fastened to the structure (or fastened together in groups totaling more than 500 pounds) with bolts or chains equipped with secondary padlocks.





T-ARMS ROOM OPERATION

QUESTION

24.00

BDE

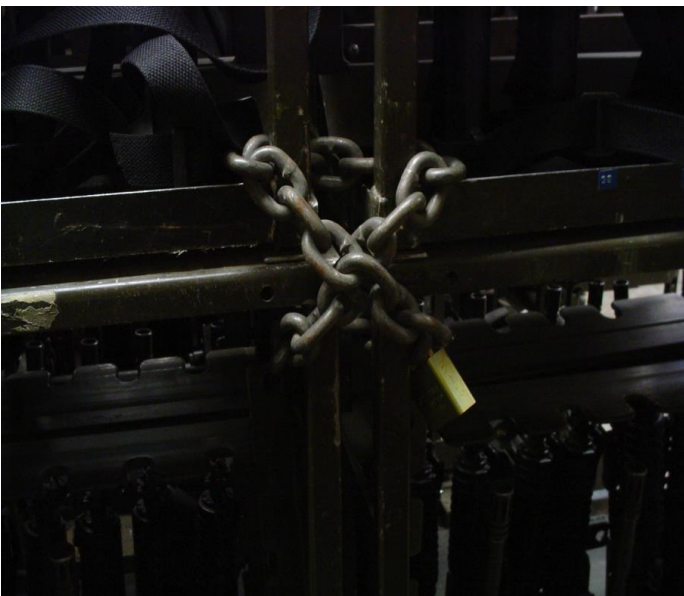
BN

CO

Are the chains secured with approved secondary padlock (American series 200 or 5200), and are the chains heavy duty, hardened steel, galvanized of at least 5/16-inch thickness. (AR 190-11, Para 4-2b)

EVAL METH

Review SSA transaction listing for signatures prior to sending SFTP requisitions.



NSN	SIZE
4010-00-149-5583	5/16-inch
4010-00-184-3476	3/8-inch
Item Manager: (804) 279-5974	
NSN	SIZE
4010-00-323-4460	1/2-inch
Item Manager: (804) 279-2821, DSN 695-2821	

REFERENCE TEXT

AR 190-11 para 4-2. Storage and supplemental controls b. Arms racks and storage containers. (4) All arms racks or containers will be locked with approved secondary padlocks. In facilities that are not manned 24 hours a day, rifle racks and containers weighing less than 500 pounds will be fastened to the structure (or fastened together in groups totaling more than 500 pounds) with bolts or with chains equipped with secondary padlocks. Bolts used to secure racks will be spot welded, brazed, or peened to prevent easy removal. Chains used to secure racks (and containers) will be heavy-duty hardened steel, welded, straight links steel, galvanized of at least 5/16-inch thickness, or of equivalent resistance to force required to cut or break a secondary padlock.





T-ARMS ROOM OPERATION

QUESTION

25.00

BDE

BN

CO

Was the storage facility wherein arms were stored, designated and posted as a restricted area? Are “Restricted Area” signs posted near the entrance on the outer wall of the arms room, at eye level, in English and the HN language? (AR 190–11, para 4–15e-f and AR 190–13, para 6–3 and 6–4)

EVAL METH

Review sign.

RESTRICTED AREA

THIS AREA HAS BEEN DECLARED A RESTRICTED AREA. UNAUTHORIZED ENTRY IS PROHIBITED. ALL PERSONS ENTERING HEREIN ARE LIABLE TO SEARCH. PHOTOGRAPHING OR MAKING NOTES, DRAWINGS, MAPS, OR GRAPHIC REPRESENTATIONS OF THIS AREA OR ITS ACTIVITIES ARE PROHIBITED UNLESS SPECIFICALLY AUTHORIZED BY THE COMMANDER. ANY SUCH MATERIAL FOUND IN THE POSSESSION OF UNAUTHORIZED PERSONS WILL BE CONFISCATED. VIOLATORS WILL BE SUBJECT TO PROSECUTION UNDER APPLICABLE LAWS.



REFERENCE TEXT

AR 190-11 para 4–15. Restricted area designation e. Post conspicuous signs and notices to give people approaching a restricted area actual knowledge of the restriction. Failure to do so may seriously hamper any resulting criminal prosecution. Each sign or notice will be marked with the words “RESTRICTED AREA,” and include the following warning notice: THIS ACTIVITY HAS BEEN DECLARED A RESTRICTED AREA BY AUTHORITY OF THE OF THE INSTALLATION COMMANDER IN ACCORDANCE WITH THE PROVISIONS OF THE DIRECTIVE ISSUED BY THE SECRETARY OF DEFENSE ON 10 December 2005, PURSUANT TO THE PROVISIONS OF SECTION 21, INTERNAL SECURITY ACT OF 1950. UNAUTHORIZED ENTRY IS PROHIBITED. ALL PERSONS AND VEHICLES ENTERING HEREIN ARE LIABLE TO SEARCH. PHOTOGRAPHY OF THE FACILITIES IS PROHIBITED WITHOUT SPECIFIC AUTHORIZATION FROM THE COMMANDER. DEADLY FORCE IS AUTHORIZED.

f. Post warning signs that contain the local languages besides English in areas in which English is not the only common language.





T-ARMS ROOM OPERATION

QUESTION

26.00

BDE

BN

CO

Are signs posted on the wall near the entrance to the arms storage room, vault, or building in both English and the HN language, announcing the presence of IDS? (AR 190-11, Para 3-6f)

EVAL METH

Review sign and location.



REFERENCE TEXT

AR 190-11 para 3-6. Intrusion Detection System *f.* Signs.

- (1) Signs will be prominently displayed announcing the presence of IDS.
- (2) All IDS signs will be affixed at general eye-level (when possible) on the exterior of each interior wall of the protected area that contains an entrance.
- (3) All IDS signs will be affixed on exterior walls of the building only if the exterior wall contains an entrance to the protected area.
- (4) Specifications for IDS signs are per appendix F.





T-ARMS ROOM OPERATION

QUESTION

27.00

BDE

BN

CO

Is the primary and alternate key custodians appointed in writing to ensure the proper custody and handling of arms room keys and locks? (AR 190-11, Para 3-8)

EVAL METH

Review appointment orders.

<i>OFFICE SYMBOL</i>	<i>Date</i>
MEMORANDUM FOR RECORD	
SUBJECT: Duty Appointment for <i>(Primary or Alternate)</i> AA&E Key Custodian	
1. EFFECTIVE: <i>(date, grade, name, SSN)</i> is appointed as the <i>(Primary or Alternate)</i> AA&E Key Custodian for the <i>(unit or activity)</i> arms room and intrusion detection system (IDS) keys.	
2. AUTHORITY: AR 190-11, paragraph 3-8.	
3. PURPOSE: Assure proper control, accountability, and handling of keys and locks for the arms room.	
4. PERIOD: Until officially relieved or released from this appointment.	
5. SPECIAL INSTRUCTIONS: Become familiar with the key-control provisions of AR 190-11.	
6. POC: <i>(rank or grade and name)</i> , DSN <i>(telephone number)</i> .	
<i>Unit/Activity Commander</i> <i>Signature Block</i>	
DISTRIBUTION: 1-Unit/Activity Commander 1-Individual Concerned 1-Unit Physical Security Officer/NCO 1-Physical Security Files	

REFERENCE TEXT

AR 190-11 para 3–8. Key and lock controls I. A key and lock custodian, where duties include assuring proper handling of keys and locks, will be appointed in writing. Only the commander and the key custodian (or alternate, if appointed) will issue and receive keys to and from individuals on the key access roster (d, above). Personnel listed on the roster may transfer custody, in writing, among themselves. The key and lock custodian's duties will also include procurement and receipt of keys and locks, and investigation of lost or stolen keys. The key and lock custodian will maintain a record to identify each key and lock and combinations to locks used by the activity, including replacement or reserve keys and locks. The record will show the current location and custody of each key and lock. The key and lock custodian will ensure that individuals who are designated to issue, receive, and account for keys in his/her absence, clearly understand local key control procedures. The key and lock custodian will maintain a key control register at all times to ensure continuous accountability for keys of locks used to secure AA&E. At no time will the primary and alternate key custodian be the same as the primary and alternate armorer or be on the unaccompanied access roster.





Command Supply Discipline Program

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T-ARMS ROOM OPERATION

QUESTION

28.00

BDE

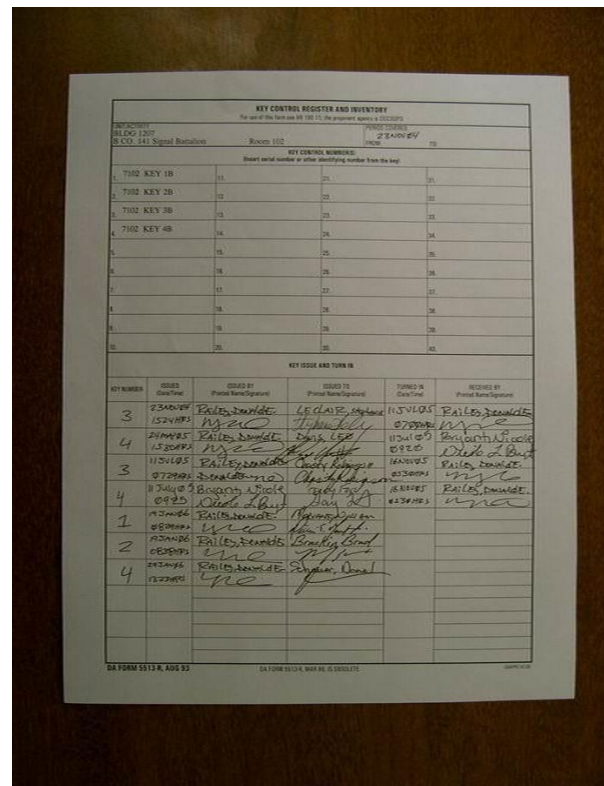
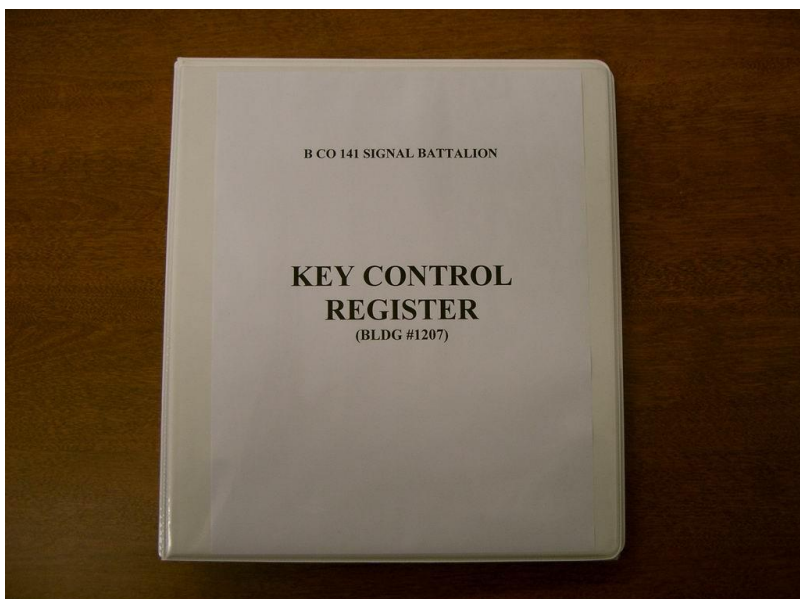
BN

CO

Is the DA Form 5513 being utilized to sign out keys and is the form properly filled out? (AR 190-11, para 3-8b)

EVAL METH

Review 5513s.



REFERENCE TEXT

AR 190-11 para 3-8. Key and lock controls b. Keys will be signed out to authorized personnel, as needed, on a key control register. The DA Form 5513 (Key Control Register and Inventory) will be used to meet the requirements of this regulation. When not in use, the key control register will be kept in a locked container that does not contain or store classified material and to which access is controlled.





T-ARMS ROOM OPERATION

QUESTION

29.00

BDE

BN

CO

Are keys to arms storage buildings, rooms, racks, and containers maintained separately from other keys and accessible only to those individuals whose official duties require access to them? (AR 190-11, para 3-8d)

EVAL METH

Check container and issue procedures.



REFERENCE TEXT

AR 190-11 para 3-8. Key and lock controls d. Keys to locks securing key containers will be afforded physical protection equivalent to that provided by the key container itself. Keys to AA&E storage buildings, rooms, racks, containers, and IDS will be maintained separately from other keys and accessible only to those individuals whose official duties require access to them.





T-ARMS ROOM OPERATION

QUESTION

30.00

BDE

BN

CO

Does the unit have a current roster of personnel authorized to receive arms room keys, signed by the designated unit official and protected from public view? (AR 190-11, Para 3-8a, and Para 4-19d)

EVAL METH

Review roster.

Office Symbol	Date	
MEMORANDUM FOR RECORD		
SUBJECT: Key Roster for Arms Room Keys		
1. The following individuals are authorized to receive the Arms Room keys:		
NAME	RANK	SSN
UNIT		POSITION
Jones, Pamela M.	SGT	XXXXXX-7690
289th Eng Co.		Unit Armorer
Ball, Pamela	SGT	XXXXXX-9122
343rd PSB		Unit Armorer
2. POC is LT Johnson, DSN 123-4567		
Host Unit/Activity Commander		
Signature Block		

REFERENCE TEXT

AR 190-11 para d. Keys to locks securing key containers will be afforded physical protection equivalent to that provided by the key container itself. Keys to AA&E storage buildings, rooms, racks, containers, and IDS will be maintained separately from other keys and accessible only to those individuals whose official duties require access to them.

- (1) A current roster of these individuals will be kept within the unit, agency, or organization. The roster will be protected from public view.
- (2) The roster will be signed by the designated official and contain the names of those individuals authorized to receive keys from the key custodian.
- (3) At no time will keys be in the custody of a person not listed on the roster.





T-ARMS ROOM OPERATION

QUESTION
31.00 **BDE** **BN** **CO**
 Are inventories of keys and locks conducted twice a year, and are the results documented and retained for 1 year? The inventories may be documented on (DA Form 5513-R) key Control Register Inventory. (AR 190-11, Para 3-8e)

EVAL METH
 Review inventory document.



KEY AND LOCK INVENTORY RECORD
 KEY CONTAINER #2
 SPARE AA&E KEYS

KEY#	SERIAL #	LOCATION	ON HAND	TOTAL
1	H1643	RACK #9	1	1
2	H 1845	RACK #4	1	1
3	H9632	RACK #2	1	1
4	H7301	RACK #7	1	1
5	12723465	Arms Rm Door	1	1
6	HNO 246525	Arms Rm Cage HSL	1	1
7	H8632	Chain/ Racks 1-4	1	1

REFERENCE TEXT
AR 190-11 para 3-8. Key and lock controls n. Locks and their keys will be inventoried by serial number semiannually. Padlocks and keys which do not have a serial number will be given one. This number will be inscribed on the lock or key as appropriate. The inventory records will be retained in unit files for a minimum of 1 year. A key and lock inventory will contain a record of keys, locks, key serial numbers, lock serial numbers, location, and the number of keys maintained for each lock. This record will be secured in the key depository.





Command Supply Discipline Program

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T-ARMS ROOM OPERATION

QUESTION

32.00 **BDE** **BN** **CO**

Does the key and lock custodian maintain a record (DA Form 5513-R) identifying all keys and locks and combinations to locks used to secure arms room racks, containers, security chains, and all replacement or reserve keys and locks? (AR 190-11, Para 3-8a)

EVAL METH

Review 5513.

KEY CONTROL REGISTER AND INVENTORY
For use of the Custodian of the program, keys & LOCKS

REGIMENT: B CO, 141 Signal Battalion BUNNED: 100 FUNDING OFFICE: 23ANDV 01V

KEY CONTROL NUMBERS
Insert serial number or other identifying number from the key.

KEY NUMBER	ISSUED TO (Name/Signature)	ISSUED BY (Name/Signature)	ISSUED TO (Name/Signature)	TURNED IN (Date/Time)	RECEIVED BY (Name/Signature)
3	1534095 Bailes, David	1534095 Bailes, David	1534095 Bailes, David	11/05/05	Bailes, David
4	1534095 Bailes, David	1534095 Bailes, David	1534095 Bailes, David	07/20/06	Bailes, David
3	1134195 Bailes, David	1134195 Bailes, David	1134195 Bailes, David	08/20/05	Bailes, David
4	0729495 Bailes, David	0729495 Bailes, David	0729495 Bailes, David	05/30/05	Bailes, David
4	1134195 Bailes, David	1134195 Bailes, David	1134195 Bailes, David	08/18/05	Bailes, David
1	0520095 Bailes, David	0520095 Bailes, David	0520095 Bailes, David	08/18/05	Bailes, David
2	0520095 Bailes, David	0520095 Bailes, David	0520095 Bailes, David	08/18/05	Bailes, David
4	2424095 Bailes, David	2424095 Bailes, David	2424095 Bailes, David	08/18/05	Bailes, David

DA FORM 5513-R, AUG 93 DA FORM 5513-R, MAR 93, US GOVERNMENT

REFERENCE TEXT

AR 190-11 para 3-8. Key and lock controls b. Keys will be signed out to authorized personnel, as needed, on a key control register. The DA Form 5513 (Key Control Register and Inventory) will be used to meet the requirements of this regulation. When not in use, the key control register will be kept in a locked container that does not contain or store classified material and to which access is controlled.





Command Supply Discipline Program

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T-ARMS ROOM OPERATION

QUESTION

33.00 **BDE** **BN** **CO**

Is a DA Form 5513-R used to ensure positive control of keys, and to establish responsibility for the custody of stored AA&E, and is the DA Form 5513-R retained for 1 year when completed? (AR 190-11, Para 3-8a)

EVAL METH

Review previous 5513s.



KEY CONTROL REGISTER AND INVENTORY
For use of the Unit (see AR 190-11, the appropriate space is circled)

PROPERTY: BLDG 1207
IS CO: 141 Signal Battalion Room: 102 UNIT: 2340047

KEY CONTROL NUMBERS
Insert serial number or other identifying number from the key

KEY NUMBER	ISSUED TO	ISSUED BY	ISSUED TO	TURNED IN	RECEIVED BY
Serial Number	Printed Name/Signature	Printed Name/Signature	Printed Name/Signature	Printed Name/Signature	Printed Name/Signature
1. 7102 KEY 1B	11	21	21		
2. 7102 KEY 2B	11	21	21		
3. 7102 KEY 3B	11	21	21		
4. 7102 KEY 4B	11	21	21		
5.	11	21	21		
6.	11	21	21		
7.	11	21	21		
8.	11	21	21		
9.	11	21	21		
10.	11	21	21		
11.	11	21	21		
12.	11	21	21		
13.	11	21	21		
14.	11	21	21		
15.	11	21	21		
16.	11	21	21		
17.	11	21	21		
18.	11	21	21		
19.	11	21	21		
20.	11	21	21		
21.	11	21	21		
22.	11	21	21		

KEY ISSUE AND TURN IN

KEY NUMBER	ISSUED TO	ISSUED BY	ISSUED TO	TURNED IN	RECEIVED BY
Serial Number	Printed Name/Signature	Printed Name/Signature	Printed Name/Signature	Printed Name/Signature	Printed Name/Signature
3	2340047 1524183	PAILEY, DANIEL E	LE CLAY, MICHAEL	11/5/10	PAILEY, DANIEL E
4	2340047 1524183	PAILEY, DANIEL E	LE CLAY, MICHAEL	11/5/10	PAILEY, DANIEL E
3	11/5/10	PAILEY, DANIEL E	LE CLAY, MICHAEL	11/5/10	PAILEY, DANIEL E
4	11/5/10	PAILEY, DANIEL E	LE CLAY, MICHAEL	11/5/10	PAILEY, DANIEL E
1	11/5/10	PAILEY, DANIEL E	LE CLAY, MICHAEL	11/5/10	PAILEY, DANIEL E
2	11/5/10	PAILEY, DANIEL E	LE CLAY, MICHAEL	11/5/10	PAILEY, DANIEL E
4	11/5/10	PAILEY, DANIEL E	LE CLAY, MICHAEL	11/5/10	PAILEY, DANIEL E

DA FORM 5513-R, ADD 93 DA FORM 5513-R, ADD 93

REFERENCE TEXT

AR 190-11 para 3-8. Key and lock controls e. A key control register will be maintained at the unit level to ensure continuous accountability for keys, ensure positive control of keys, and establish responsibility for the custody of stored AA&E. Key control registers will contain printed name and signature of the individual receiving the key, date and hour of issuance, serial number or other identifying information of the key, printed name and signature of the person issuing the key, date and hour key was returned, and the printed name and signature of the individual receiving the returned key. **Completed key control registers will be retained for 1 year.**





T-ARMS ROOM OPERATION

QUESTION

34.00

BDE

BN

CO

Have padlocks and keys that do not have a serial number been given one? Are padlocks and their keys inventoried by serial number semi-annually? (AR 190-11, Para 3-8n)

EVAL METH

Review locks and keys.

KEY CONTROL REGISTER AND INVENTORY
The use of this form on all T-ARMS is the preferred agency & CDR/CSPTC

BLDG 1207
BDECV 144 Signal Battalion
Room 102
2340N07

KEY CONTROL NUMBERS
Insert serial number or other identifying number from the key

7902 KEY ID	10	20	30
7902 KEY 0B	10	20	30
7902 KEY 3B	10	20	30
7902 KEY 4B	10	20	30
7902 KEY 5B	10	20	30
7902 KEY 6B	10	20	30
7902 KEY 7B	10	20	30
7902 KEY 8B	10	20	30
7902 KEY 9B	10	20	30
7902 KEY 10B	10	20	30
7902 KEY 11B	10	20	30
7902 KEY 12B	10	20	30
7902 KEY 13B	10	20	30
7902 KEY 14B	10	20	30
7902 KEY 15B	10	20	30
7902 KEY 16B	10	20	30
7902 KEY 17B	10	20	30
7902 KEY 18B	10	20	30
7902 KEY 19B	10	20	30
7902 KEY 20B	10	20	30

KEY ISSUE AND TURN IN

KEY NUMBER	ISSUED DATE/TIME	ISSUED BY (Print Name/Signature)	ISSUED TO (Print Name/Signature)	TURNED IN DATE/TIME	RECEIVED BY (Print Name/Signature)
3	2340N07 1524HPS	Pailey, Jennifer	LE CLAR, Andrew	11/5/10/5	Pailey, Jennifer
4	2340N07 1524HPS	Pailey, Jennifer	Pailey, Jennifer	07/20/09	Pailey, Jennifer
3	11/5/10/5	Pailey, Jennifer	Pailey, Jennifer	16/04/05	Pailey, Jennifer
4	07/20/09	Pailey, Jennifer	Pailey, Jennifer	03/30/09	Pailey, Jennifer
1	05/09/09	Pailey, Jennifer	Pailey, Jennifer	03/30/09	Pailey, Jennifer
2	05/09/09	Pailey, Jennifer	Pailey, Jennifer	03/30/09	Pailey, Jennifer
4	05/09/09	Pailey, Jennifer	Pailey, Jennifer	03/30/09	Pailey, Jennifer

DA FORM 5513A, AUG 93



REFERENCE TEXT

AR 190-11 para 3-8. Key and lock controls n. Locks and their keys will be inventoried by serial number semiannually. Padlocks and keys which do not have a serial number will be given one. This number will be inscribed on the lock or key as appropriate. The inventory records will be retained in unit files for a minimum of 1 year. A key and lock inventory will contain a record of keys, locks, key serial numbers, lock serial numbers, location, and the number of keys maintained for each lock. This record will be secured in the key depository.





Command Supply Discipline Program

UNCLASSIFIED

T-ARMS ROOM OPERATION

QUESTION

35.00

BDE

BN

CO

Are keys providing access to category II AA&E or I that are not in use or are not attended stored in a class 5 GSA locked security containers or equivalent? Is the key control register kept in a locked container? (AR 190-11, Para 3-8h)

EVAL METH

Check container.

SAFES & CABINETS

GSA APPROVED



SECURITY CONTAINER INFORMATION		
1. AREA OR POST (if required)	2. BUILDING (if required)	3. ROOM NO.
Parson BKS	4511	24
4. ACTIVITY (DIVISION, BRANCH, SECTION OR OFFICE)	5. CONTAINER NO.	
5564 MW Co	2	
6. INFO & TYPE OF CONTAINER	7. INFO & TYPE LOCK	8. DATE COMBINATION CHANGED
Metallic	Y-09	1 MAY 05
9. NAME AND SIGNATURE OF PERSON MAKING CHANGE		
DOE, JOHN J.L. Doe		
10. (Necessarily visit one of the following persons. If the container is found open and unattended)		
EMPLOYEE NAME	HOME ADDRESS	HOME PHONE
DDE, JOHN W.	75 WEECHUCK LANE, PHV	856-3471
BURK, WALTER R.	9 SAIG STREET, PHV	548-1734

1. ATTACH TO INSIDE OF CONTAINER

750-101
NSN 7540-01-24-9372

STANDARD FORM 790 (8-83)
REPLACES GSA/7500
32 OF 3003



KEY CONTROL REGISTER AND INVENTORY					
Form of the form use 01 100 11, the previous edition is obsolete					
REPORTING OFFICE BLDG 1207 RCCY 441 Signal Battalion		Report Date 30 Jun 05		REPORTING OFFICER 2EADREV	
KEY CONTROL NUMBERS Insert serial number or other identifying number from the key					
7502 KEY 1B	18	20	22	24	
7502 KEY 2B	19	21	23	25	
7502 KEY 3B	20	22	24	26	
7502 KEY 4B	21	23	25	27	
	22	24	26	28	
	23	25	27	29	
	24	26	28	30	
	25	27	29	31	
	26	28	30	32	
	27	29	31	33	
	28	30	32	34	
	29	31	33	35	
	30	32	34	36	
	31	33	35	37	
	32	34	36	38	
	33	35	37	39	
	34	36	38	40	
	35	37	39	41	
	36	38	40	42	
	37	39	41	43	
	38	40	42	44	
	39	41	43	45	
	40	42	44	46	
	41	43	45	47	
	42	44	46	48	
	43	45	47	49	
	44	46	48	50	
	45	47	49	51	
	46	48	50	52	
	47	49	51	53	
	48	50	52	54	
	49	51	53	55	
	50	52	54	56	
	51	53	55	57	
	52	54	56	58	
	53	55	57	59	
	54	56	58	60	
	55	57	59	61	
	56	58	60	62	
	57	59	61	63	
	58	60	62	64	
	59	61	63	65	
	60	62	64	66	
	61	63	65	67	
	62	64	66	68	
	63	65	67	69	
	64	66	68	70	
	65	67	69	71	
	66	68	70	72	
	67	69	71	73	
	68	70	72	74	
	69	71	73	75	
	70	72	74	76	
	71	73	75	77	
	72	74	76	78	
	73	75	77	79	
	74	76	78	80	
	75	77	79	81	
	76	78	80	82	
	77	79	81	83	
	78	80	82	84	
	79	81	83	85	
	80	82	84	86	
	81	83	85	87	
	82	84	86	88	
	83	85	87	89	
	84	86	88	90	
	85	87	89	91	
	86	88	90	92	
	87	89	91	93	
	88	90	92	94	
	89	91	93	95	
	90	92	94	96	
	91	93	95	97	
	92	94	96	98	
	93	95	97	99	
	94	96	98	100	

KEY ISSUE AND TURN IN					
KEY NUMBER	ISSUED DATE/TIME	ISSUED BY (Print Name/Signature)	ISSUED TO (Print Name/Signature)	TURNED IN DATE/TIME	RECEIVED BY (Print Name/Signature)
3	03 JUN 05 1524HRS	PAULE, DANIEL	LE CLAR, JAMES	11 JUL 05	PAULE, DANIEL
4	29 MAR 05 1630HRS	PAULE, DANIEL	DOUG, LEE	17 JUL 05	PAULE, DANIEL
3	11 JUL 05 0729HRS	PAULE, DANIEL	DOUG, LEE	05 FEB 06	DOUG, LEE
4	17 JUL 05 0729HRS	PAULE, DANIEL	DOUG, LEE	05 FEB 06	DOUG, LEE
1	05 MAR 04 0800HRS	WAL, WALTER	WAL, WALTER	05 MAR 04	WAL, WALTER
2	05 MAR 04 0800HRS	PAULE, DANIEL	DOUG, LEE	05 FEB 06	DOUG, LEE
4	05 MAR 04 0800HRS	PAULE, DANIEL	DOUG, LEE	05 FEB 06	DOUG, LEE

DA FORM 5513A, AUG 83

REFERENCE TEXT

AR 190-11 para 3-8. Key and lock controls h. When not attended or in use, keys will be secured in a locked key container. Any General Services Administration (GSA) approved security container, or equivalent container or key container of at least 20-gauge steel, is acceptable for storing such keys. An appropriate locking system will be used to lock the key container. The key container will be located in a room where it is kept under surveillance or in a room that can be locked during non-duty hours. Procedures will be established to preclude access of stored keys which require 2-person control.





T-ARMS ROOM OPERATION

QUESTION

36.00

BDE

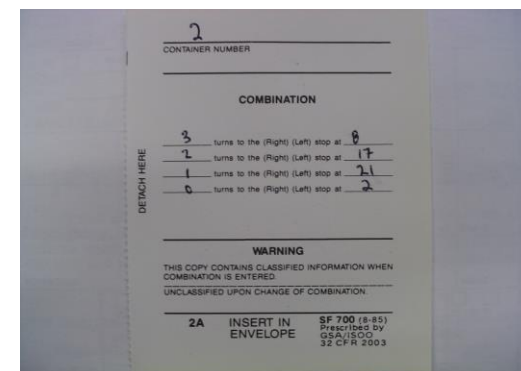
BN

CO

Are keys providing access to category III or IV AA&E that are not in use or are not attended stored in a container of at least 20-gauge steel (or equivalent strength) and equipped with approved secondary padlock (American series 200 or 5200) or GSA approved, built-in, 3 position, changeable combination lock? (AR 190-11, Para 3-8h)

EVAL METH

Review SSA transaction listing for signatures prior to sending SFTP requisitions.



REFERENCE TEXT

AR 190-11 para 3-8. Key and lock controls h. When not attended or in use, keys will be secured in a locked key container. Any General Services Administration (GSA) approved security container, or equivalent container or key container of at least 20-gauge steel, is acceptable for storing such keys. An appropriate locking system will be used to lock the key container. The key container will be located in a room where it is kept under surveillance or in a room that can be locked during non-duty hours. Procedures will be established to preclude access of stored keys which require 2-person control.





T-ARMS ROOM OPERATION

QUESTION

37.00

BDE

BN

CO

In the event of lost, misplaced, or stolen keys, was an investigation initiated immediately? (AR 190-11, Para 3-8 k(3))

EVAL METH

Review SOP for procedures.



"What do you mean you've lost the key?"

REFERENCE TEXT

AR 190-11 para 3-8. Key and lock controls k. In the event of lost, misplaced, or stolen keys, a commander's inquiry will be conducted immediately. The affected locks or cores to locks will be replaced immediately. Replacement of reserve locks, cores, and keys will be secured to preclude access by unauthorized individuals. The use of a master key system or multiple key systems is prohibited.





T-ARMS ROOM OPERATION

QUESTION

38.00

BDE

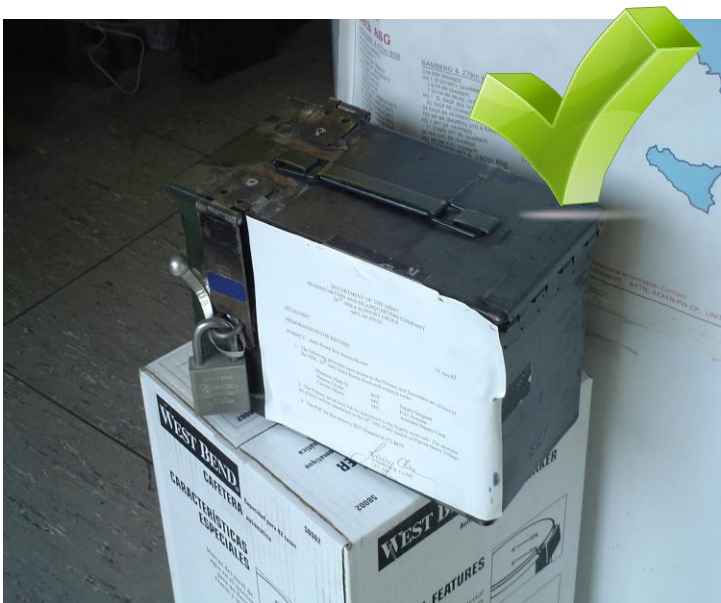
BN

CO

Are padlocks not in use secured to the staple or hasp when the area or container is open to preclude theft, loss, or substitution of the lock? (AR 190-11, Para 3-8m)

EVAL METH

Check storage container.



REFERENCE TEXT

AR 190-11 para 3-8. Key and lock controls m. Padlocks will be locked to the staple or hasp when the area of container is open to preclude theft, loss, or substitution of the lock.





T-ARMS ROOM OPERATION

QUESTION

39.00

BDE

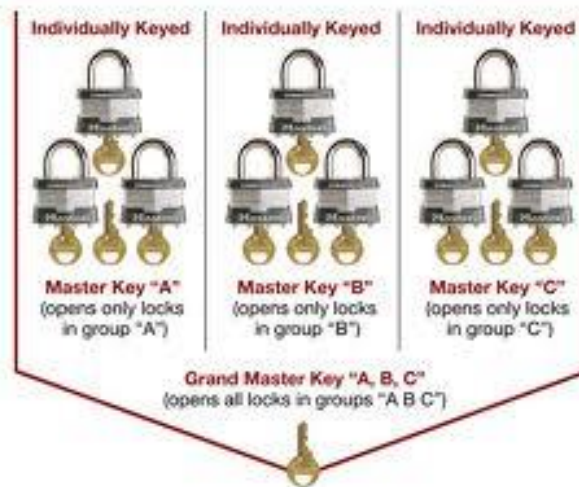
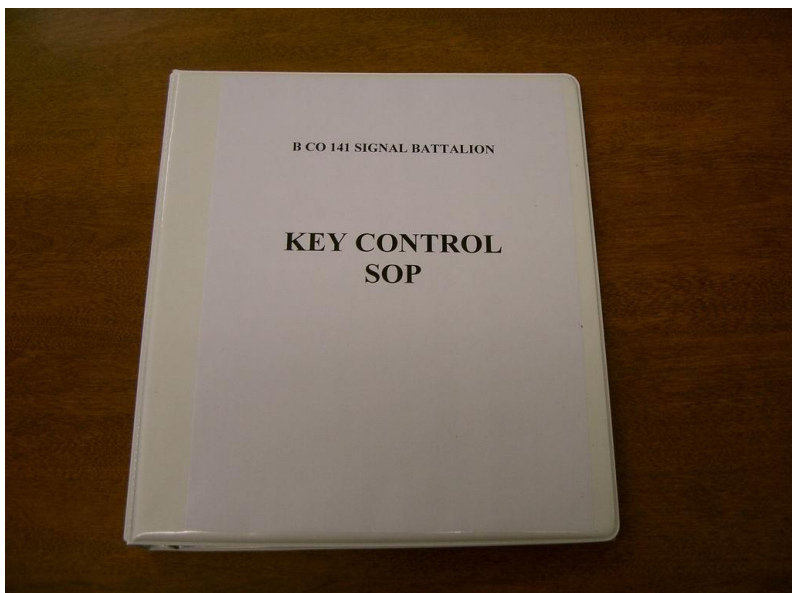
BN

CO

Are master key systems or multiple key systems used? NOTE: This is prohibited (AR 190-11, Para 3-8k&r)

EVAL METH

Verify to ensure there is no master key system.



REFERENCE TEXT

AR 190-11 para 3-8. **Key and lock controls k.** In the event of lost, misplaced, or stolen keys, a commander's inquiry will be conducted immediately. The affected locks or cores to locks will be replaced immediately. Replacement of reserve locks, cores, and keys will be secured to preclude access by unauthorized individuals. **The use of a master key system or multiple key systems is prohibited. r.** The use of master or keyed alike locks is prohibited.





T-ARMS ROOM OPERATION

QUESTION

40.00

BDE

BN

CO

Are keys to arms room storage buildings, rooms, racks, IDS, or containers removed from the installation? (AR 190-11, Para 3-8c)

EVAL METH

Review SOP for procedures.



REFERENCE TEXT

AR 190-11 para 3-8. Key and lock controls c. Keys and combinations to locks for AA&E storage facilities, arms racks, IDS (operational or maintenance), or key containers will not be removed from the installation except to provide for protected storage elsewhere





Command Supply Discipline Program

UNCLASSIFIED

T-ARMS ROOM OPERATION

QUESTION

42.00 BDE BN CO

Conduct physical count of weapons, ammunition and explosives. Is the count recorded on DA Form 2062 (Hand Receipt) and maintained on file until the next serial number inventory is conducted? (DA Pam 710-2-1, Para 9-10)

EVAL METH

Check the physical security binder for monthly physical counts recorded on DA Form 2062. Review the document. With 702 form.

HAND RECEIPT		FROM	TO	HAND RECEIPT NUMBER									
For use of this form, see DA PAM 710-2-1. The proponent agency is ODCSLOG.		Cdr, C. Battery	Arms Room Custodian										
FOR ANNEX USE ONLY	END ITEM STOCK NUMBER	END ITEM DESCRIPTION	PUBLICATION NUMBER	PUBLICATION DATE	QUANTITY								
STOCK NUMBER	ITEM DESCRIPTION	*	SEC	UI	QTY AUTH	QUANTITY							
						A	B	C	D	E	F		
	Rifle, M16A1					102	102	102	102				
	Machine Gun, M-60					8	8	8	8				
	Pistol, Cal .45					2	2	2	2				
	Cartridge, 5.56 mm					90	90	90	90				
	Cartridge, Cal .45					14	14	14	14				
	Container protected by seal #12345 which contains					/	/	/	/				
	1,000 rounds of 5.56 mm Ammunition					1	1	1	1				
This form is typed for reproduction purposes only and may be handwritten.													
* WHEN USED AS A HAND RECEIPT, enter Hand Receipt Annex Number HAND RECEIPT FOR QUARTERS FURNITURE, enter Condition Codes HAND RECEIPT ANNEX-COMPONENTS RECEIPT, enter Accounting Requirements Code (ARC)													

DA FORM 2062 (AN 52) EDITION OF JAN 58 IS OBSOLETE. PAGE 1 OF 1 PAGES

SECURITY CONTAINER CHECK SHEET							
FROM	ROOM NO	BUILDING	CONTAINER NO				
	546	113					
CERTIFICATION							
I CERTIFY, BY MY INITIALS BELOW, THAT I HAVE OPENED, CLOSED OR CHECKED THIS SECURITY CONTAINER IN ACCORDANCE WITH PERTINENT AGENCY REGULATIONS AND OPERATING INSTRUCTIONS.							
MONTH/YEAR 11/01/2002							
DATE	OPENED BY		CLOSED BY		CHECKED BY		GUARD CHECK (if required)
	INITIALS	TIME	INITIALS	TIME	INITIALS	TIME	INITIALS TIME
02/03	JLM	1030	CT	1045	JAF	1100	
02/03	JLM	0950	JLM	0955	JAF	1100	
02/03	JLM	1030	JLM	1035	JAF	1100	
02/03	JLM	0900	JLM	1800	JAF	1805	
02/03	JLM	1100	JLM	1450	JAF	1500	
02/03	JLM	1600	JLM	1650	JAF	1655	
02/03	JLM	1545	JLM	1600	JAF	1655	
02/03	JLM	1400	JLM	1615	JAF	1620	
02/03	JLM	0800	JLM	1100	JAF	1102	
02/03	JLM	1400	JLM	1400	JAF	1420	

FOUR HERE - REVERSE FOR FULL USE OF BOTH

Figure 9-3. Sample of a completed DA Form 2062 showing the results of change of custody of arms storage facility inventory

REFERENCE TEXT

DA Pam 710-2-1 para 9-10. Weapons and ammunition inventories (2) Record the results of the inventory on DA Form 2062. Keep completely filled forms until the next serial number inventory is completed. At that time they may be destroyed.





T-ARMS ROOM OPERATION

QUESTION

43.00 **BDE** **BN** **CO**

Is the arms room staffed, under constant surveillance (by individuals) or have an active IDS and checked by a security patrol (SDO, SDNCO, or guard) once every 8 hours? (AR 190-11, Para 4-2 e)

EVAL METH

Review SF 702 form against open and closing register.

SECURITY CONTAINER CHECK SHEET							
FROM		ROOM NO.	BUILDING	CONTAINER NO.			
		546	113				
CERTIFICATION							
I CERTIFY, BY MY INITIALS BELOW, THAT I HAVE OPENED, CLOSED OR CHECKED THIS SECURITY CONTAINER IN ACCORDANCE WITH PERTINENT AGENCY REGULATIONS AND OPERATING INSTRUCTIONS.							
MONTH/YEAR Nov 2002							
DATE	OPENED BY		CLOSED BY		CHECKED BY		GUARD CHECK (if required)
	INITIALS	TIME	INITIALS	TIME	INITIALS	TIME	INITIALS TIME
03-05	CT	1030	CT	1045	JAF	1100	
03-05	TLM	0930	TLM	0935	JAF	1100	
03-05	TLM	1030	TLM	1035	JAF	1100	
03-05	TLM	0900	TLM	1800	JAF	1805	
03-05	TLM	1100	TLM	1450	JAF	1500	
03-05	TLM	1600	TLM	1630	JAF	1635	
03-05	TLM	1545	TLM	1600	JAF	1605	
03-05	JL	1400	JL	1610	TLM	1620	
03-05	JL	0809	JL	1100	JL	1102	
03-05	JL	1410	JL	1430	JL	1430	

REFERENCE TEXT

AR 190-11 Para 4-2. Storage and supplemental controls e. Additional controls. (2) Security patrols. (a) Facilities will be checked by a security patrol periodically as dictated by any threat and by the vulnerability of the facility. For Category II IDS protected facilities, the intervals between checks will not exceed 8 hours. For Category III and IV facilities, the intervals between checks will be once every 24 hours and once every 48 hours for IDS protected storage facilities.





T-ARMS ROOM OPERATION

QUESTION

44.00

BDE

BN

CO

In the event the IDS fails, are armed guards posted 24 hours each day to maintain constant obstructed observance of the storage structures, prevent unauthorized access to the storage structures, and make known any unauthorized access to the storage structures? (AR 190-11, Para 5-2a (2))

EVAL METH

Review SOP for procedures.



REFERENCE TEXT

AR 190-11 para 5-2. Bulk storage areas a. Category I and Category II. (2) Supplemental controls. (a) Intrusion Detection System. Category I and II storage facilities and structures will be protected by IDS. Facilities without an operational IDS will have armed guards posted 24 hours a day to maintain constant, unobstructed observation of the storage structures, prevent any unauthorized access to the protected structure, make known any unauthorized access to the structure.





T-ARMS ROOM OPERATION

QUESTION

45.00

BDE

BN

CO

Is the IDS control unit door key (maintenance key) kept separate from other operational IDS keys, and is access permitted only to authorize maintenance personnel? (AR 190-11, Para 3-8f)

EVAL METH

Review documentation on file or unit.



REFERENCE TEXT

AR 190-11 para 3-8. Key and lock controls f. Keys to AA&E storage buildings, rooms, racks, containers, and IDS may be secured together in the same key container. However, keys required for maintenance and repair of IDS, including keys to the control unit door and monitor cabinet, will be kept separate from other operational IDS keys and access permitted only to authorized maintenance personnel. Under no circumstances will IDS or AA&E keys or locks or alternate keys or locks be placed in any security container that contains or stores classified material. The primary and secondary arms room keys may be placed in separately locked metal containers and secured with an approved locking device. The secondary/alternate keys will be stored at the next higher command in a secure location, that is, multiple drawer security container.





T-ARMS ROOM OPERATION

QUESTION

46.00

BDE

BN

CO

Is a response-force identified and capable of responding to an alarm within 15 minutes or less? (AR 190-11, Para 3-6)

EVAL METH

Review SOP for procedures.



REFERENCE TEXT

AR 190-11 para 3-6. **Intrusion Detection System** b. Response force. The response force should respond to an activated alarm as soon as possible, but in no case may arrival at the scene exceed 15 minutes.





Command Supply Discipline Program

UNCLASSIFIED

T-ARMS ROOM OPERATION

QUESTION

47.00 **BDE** **BN** **CO**

Is a DA Form 5513-R (Key Control Register) maintained for issuing and receiving IDS keys? Had persons not authorized unaccompanied access to the arms room been allowed access to the IDS keys (AR 190-11, para 3-8b)?

EVAL METH
Review 5513.

OFFICE SYMBOL _____ Date _____

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Arms Room Unaccompanied-Access Roster

1. The following individuals are authorized unaccompanied access to this arms room:

NAME	RANK	SSN	UNIT	POSITION
Johnson, Samuel G.	1LT	276-33-7288	289th ENGR CO	Unit Supply Officer
Jones, Pamela M.	SGT	274-22-7690	289th ENGR CO	Unit Armorer
McKinney, John K.	SFC	256-33-3436	343d PSB	Unit Supply NCOIC
Ball, Pamela	SGT	006-55-9122	343d PSB	Unit Armorer

2. Inspecting officers and other visitors will not be allowed unaccompanied access to this arms room unless accompanied by one of the individuals above.

3. The POC is 1LT Johnson, DSN 123-4567.

Host Unit/Activity Commander
Signature Block

DISTRIBUTION:
1-Tenant Unit/Activity Commander
1-Each Individual Concerned
1-Posted Inside Arms Room
1-Unit Physical Security Officer/NCO
1-Physical Security Files

Figure 3-4. Sample Arms Room Unaccompanied-Access Roster

KEY CONTROL REGISTER AND INVENTORY

DA FORM 5513-R, AUG 93

Office Symbol _____ Date _____

MEMORANDUM FOR RECORD

SUBJECT: Key Roster for Arms Room Keys

1. The following individuals are authorized to receive the Arms Room keys:

NAME	RANK	SSN	POSITION
Jones, Pamela M.	SGT	XXXXXX-7690	Unit Armorer
Ball, Pamela	SGT	XXXXXX-9122	Unit Armorer

2. POC is LT Johnson, DSN 123-4567

Host Unit/Activity Commander
Signature Block

REFERENCE TEXT

AR 190-11 para 3-8. Key and lock controls b. Keys will be signed out to authorized personnel, as needed, on a key control register. The DA Form 5513 (Key Control Register and Inventory) will be used to meet the requirements of this regulation. When not in use, the key control register will be kept in a locked container that does not contain or store classified material and to which access is controlled.





T-ARMS ROOM OPERATION

QUESTION

48.00

BDE

BN

CO

Is the unaccompanied access list (by name, duty position) signed by the unit commander and posted inside the arms room? (AR 190–11, para 4–19a)

EVAL METH

Review access roster.

OFFICE SYMBOL _____ Date _____

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Arms Room Unaccompanied-Access Roster

1. The following individuals are authorized unaccompanied access to this arms room:

NAME	RANK	SSN	UNIT	POSITION
Johnson, Samuel G.	1LT	276-33-7288	289th ENGR CO	Unit Supply Officer
Jones, Pamela M.	SGT	274-22-7690	289th ENGR CO	Unit Armorer
McKinney, John K.	SFC	256-33-3436	343d PSB	Unit Supply NCOIC
Ball, Pamela	SGT	006-55-9122	343d PSB	Unit Armorer

2. Inspecting officers and other visitors will not be allowed unaccompanied access to this arms room unless accompanied by one of the individuals above.

3. The POC is 1LT Johnson, DSN 123-4567.

*Host Unit/Activity Commander
Signature Block*

DISTRIBUTION:
 1-Tenant Unit/Activity Commander
 1-Each Individual Concerned
 1-Posted Inside Arms Room
 1-Unit Physical Security Officer/NCO
 1-Physical Security Files

Figure 3-4. Sample Arms Room Unaccompanied-Access Roster

REFERENCE TEXT

AR 190-11 para 4–19. Access control a. Unaccompanied access by personnel to arms storage facilities will be limited to the least practical number of responsible persons designated by the unit commander. The names and duty positions of these persons will be posted inside the arms room. These persons will be authorized unaccompanied access to the arms storage facilities only after they have satisfactorily undergone a command–developed background check that has been verified by a review of personnel records (see para 2–11).





T-ARMS ROOM OPERATION

QUESTION

49.00 **BDE** **BN** **CO**

Do arms room personnel have a list of personnel authorized by the DEH and verified by the ASG or BSB security officer to perform maintenance, repair, and testing of IDS? (AR 190-13)

EVAL METH

Review document.

REFERENCE TEXT

AR 190-11 para 3–6. Intrusion Detection System (3) A check of the National Crime Information Center (NCIC) for installers and maintainers of unclassified IDS is a command decision. The decision will be based on the sensitivity of the area to be protected and the need for quality control over personnel having access. **AR 190-13 para 4–2. Management decision evaluation package physical security matters** The MDEP physical security matters is part of the Army base program and is used to resource physical security requirements with appropriated funds for operations and maintenance, Army; operations and maintenance, Army Reserve; operations and maintenance, Army National Guard; and other procurement, Army. In general categories, physical security matters resources the procurement, operation and sustainment of barriers, blast mitigation devices, physical security communication systems, explosives detection devices, IDS, personnel protection equipment and systems, site improvements (for example, fencing and security lighting), management and planning (for example, civilian pay), security forces and technicians, and contract security guards.

DEPARTMENT OF THE ARMY
HEADQUARTERS, 411TH BASE SUPPORT BATTALION
UNIT 29237
APO AE 09102

MEMORANDUM FOR RECORD

SUBJECT: Intrusion Detection System Maintenance Personnel

1. The below listed personnel are authorized to install and perform maintenance on intrusion detection systems (IDS).

Full Name	ID Number	Phone #	Remarks
Jensen, Dirk	A0092548	387-3125	Contractor
Basler, Rainer	A0076001	387-3125	Contractor

2. Point of contact for this action is Mr. Wild at 387-3206.

JOHN W. ENGINEER
MAJ, EN
Director of Public Works





T-ARMS ROOM OPERATION

QUESTION

50.00

BDE

BN

CO

Are prohibited items stored in the arms room? Is the retention and storage of incendiary devices and explosives prohibited in the unit arms room (AR 190–11, para 4–5a(6))?

EVAL METH

Look to ensure there are not any.



REFERENCE TEXT

AR 190-11 para 4–5. Privately-owned weapons and ammunition

a. Commanders will establish procedures and publicize punitive policies that regulate privately-owned weapons, explosives, or ammunition on the installation. Such policies will provide for—

- (1) Registration of firearms belonging to personnel living on the installation.
- (2) Procedures for the carrying and use of weapons by hunters and marksmanship shooters using installation firing ranges.
- (3) Identification of prohibited weapons, such as crossbows, nunchucks, swords, throwing stars.





T-ARMS ROOM OPERATION

QUESTION

51.00 **BDE** **BN** **CO**

Has the command conducted a security-screening program for all personnel who are assigned duties, which involves responsibility for control, accountability, or shipment of AA&E? (AR 190-11, Para 2-11a)

EVAL METH

Review 7281 against unaccompanied access roster.

COMMAND ORIENTED ARMS, AMMUNITION, AND EXPLOSIVES (AA&E) SECURITY SCREENING AND EVALUATION RECORD			
<small>For use of this form, see AR 190-11; the proponent agency is PMG.</small>			
When completed, this form is considered personal in nature and should be protected by a For Official Use Only Cover Sheet.			
NAME OF INDIVIDUAL BEING SCREENED:		GRADE:	
SECTION I - IMMEDIATE COMMANDER'S INTERVIEW			
The interview required by AR 190-11 has been conducted.			
NAME OF COMMANDER	GRADE	SIGNATURE	DATE
SECTION II - PERSONNEL RECORDS SCREENING			
Personnel records have been reviewed in accordance with the AR 190-11. Information <input type="checkbox"/> is <input type="checkbox"/> is not attached which may preclude assignment.			
NAME OF REVIEWING OFFICIAL	GRADE	SIGNATURE	DATE
SECTION III - MEDICAL RECORDS SCREENING			
Medical records have been reviewed in accordance with the AR 190-11. Information <input type="checkbox"/> is <input type="checkbox"/> is not attached which may preclude assignment.			
NAME OF REVIEWING OFFICIAL	GRADE	SIGNATURE	DATE
SECTION IV - PROVOST MARSHAL/SECURITY OFFICE RECORDS CHECK			
A law enforcement/security records check has been conducted in accordance with AR 190-11. Information <input type="checkbox"/> is <input type="checkbox"/> is not attached which may preclude assignment.			
NAME OF REVIEWING OFFICIAL	GRADE	SIGNATURE	DATE
SECTION V - LOCAL CIVILIAN LAW ENFORCEMENT AGENCY RECORDS CHECK <i>(if permitted by state, city, or local laws)</i>			
Local civilian law enforcement agencies in the area of the individual's residence have been checked in accordance with AR 190-11. Information <input type="checkbox"/> is <input type="checkbox"/> is not attached which may preclude assignment.			
NAME OF REVIEWING OFFICIAL	GRADE	SIGNATURE	DATE
SECTION VI - IMMEDIATE COMMANDER EVALUATION			
Individual has been screened in accordance with AR 190-11. After thorough review of all information provided, I find this individual <input type="checkbox"/> suitable <input type="checkbox"/> unsuitable to perform duties which involve responsibility for the control, accountability, and shipment of AA&E.			
NAME OF REVIEWING OFFICIAL	GRADE	SIGNATURE	DATE
DA FORM 7281, SEP 2009 PREVIOUS EDITIONS ARE OBSOLETE. AFD PR-11.002			

REFERENCE TEXT

AR 190-11 para 2-11. Personnel a. Commanders/directors will be selective in assigning personnel to duties involving control of all categories of AA&E. Only personnel who are mature and stable and have shown a willingness and capability to perform assigned tasks in a dependable manner will be assigned to duties, which involve responsibility for the control, accountability, and shipment of all categories of AA&E. **The commander may delegate this responsibility to directors/managers who are responsible for the supervision of the personnel and the AA&E. As part of this selection process, personnel assigned duties involved in the control, accountability, and shipment of AA&E will be screened and evaluated using DA Form 7281 (Command Oriented Arms, Ammunition, and Explosives (AA&E) Security Screening and Evaluation Records).** Completed forms will be retained on file within the command until the individual departs or is relieved of his or her AA&E-oriented duties.





T-ARMS ROOM OPERATION

QUESTION

52.00

BDE

BN

CO

Is security-screening checks recorded on DA Form 7281-R (Security Screening and Evaluation Record)? Are DA Forms 7281-R kept in unit files until the individual departs or is relieved of his or her AA&E oriented duties? (AR 190-11, Para 2-11a)

EVAL METH

Review for personnel not working in position.

COMMAND ORIENTED ARMS, AMMUNITION, AND EXPLOSIVES (AA&E) SECURITY SCREENING AND EVALUATION RECORD <small>For use of this form, see AR 190-11; the proponent agency is PMG.</small>			
<small>When completed, this form is considered personal in nature and should be protected by a For Official Use Only Cover Sheet.</small>			
NAME OF INDIVIDUAL BEING SCREENED		GRADE	
SECTION I - IMMEDIATE COMMANDER'S INTERVIEW			
<small>The interview required by AR 190-11 has been conducted.</small>			
NAME OF COMMANDER	GRADE	SIGNATURE	DATE
SECTION II - PERSONNEL RECORDS SCREENING			
<small>Personnel records have been reviewed in accordance with the AR 190-11. Information <input type="checkbox"/> is <input type="checkbox"/> is not attached which may preclude assignment.</small>			
NAME OF REVIEWING OFFICIAL	GRADE	SIGNATURE	DATE
SECTION III - MEDICAL RECORDS SCREENING			
<small>Medical records have been reviewed in accordance with the AR 190-11. Information <input type="checkbox"/> is <input type="checkbox"/> is not attached which may preclude assignment.</small>			
NAME OF REVIEWING OFFICIAL	GRADE	SIGNATURE	DATE
SECTION IV - PROVOST MARSHAL/SECURITY OFFICE RECORDS CHECK			
<small>A law enforcement/security records check has been conducted in accordance with AR 190-11. Information <input type="checkbox"/> is <input type="checkbox"/> is not attached which may preclude assignment.</small>			
NAME OF REVIEWING OFFICIAL	GRADE	SIGNATURE	DATE
SECTION V - LOCAL CIVILIAN LAW ENFORCEMENT AGENCY RECORDS CHECK <small>(if permitted by state, city, or local laws)</small>			
<small>Local civilian law enforcement agencies in the area of the individual's residence have been checked in accordance with AR 190-11. Information <input type="checkbox"/> is <input type="checkbox"/> is not attached which may preclude assignment.</small>			
NAME OF REVIEWING OFFICIAL	GRADE	SIGNATURE	DATE
SECTION VI - IMMEDIATE COMMANDER EVALUATION			
<small>Individual has been screened in accordance with AR 190-11. After thorough review of all information provided, I find this individual <input type="checkbox"/> suitable <input type="checkbox"/> unsuitable to perform duties which involve responsibility for the control, accountability, and shipment of AA&E.</small>			
NAME OF REVIEWING OFFICIAL	GRADE	SIGNATURE	DATE
<small>DA FORM 7281, SEP 2009 PREVIOUS EDITIONS ARE OBSOLETE. APD PE V1.0008</small>			

REFERENCE TEXT

AR 190-11 para 2-11. Personnel a. Commanders/directors will be selective in assigning personnel to duties involving control of all categories of AA&E. Only personnel who are mature and stable and have shown a willingness and capability to perform assigned tasks in a dependable manner will be assigned to duties, which involve responsibility for the control, accountability, and shipment of all categories of AA&E. The commander may delegate this responsibility to directors/managers who are responsible for the supervision of the personnel and the AA&E. As part of this selection process, personnel assigned duties involved in the control, accountability, and shipment of AA&E will be screened and evaluated using DA Form 7281 (Command Oriented Arms, Ammunition, and Explosives (AA&E) Security Screening and Evaluation Records). **Completed forms will be retained on file within the command until the individual departs or is relieved of his or her AA&E-oriented duties.**





T-ARMS ROOM OPERATION

QUESTION

53.00

BDE

BN

CO

Did security screening include personal interviews by the individual's commander, medical files check, personnel records check, and PM files check? (AR 190-11, Para 2-11c)

EVAL METH

Review 7281 for completion and stamps.

COMMAND ORIENTED ARMS, AMMUNITION, AND EXPLOSIVES (AA&E) SECURITY SCREENING AND EVALUATION RECORD <small>For use of this form, see AR 190-11; the proponent agency is PM&G.</small>			
<small>When completed, this form is considered personal in nature and should be protected by a For Official Use Only Cover Sheet.</small>			
NAME OF INDIVIDUAL BEING SCREENED		GRADE	
SECTION I - IMMEDIATE COMMANDER'S INTERVIEW			
<small>The interview required by AR 190-11 has been conducted.</small>			
NAME OF COMMANDER	GRADE	SIGNATURE	DATE
SECTION II - PERSONNEL RECORDS SCREENING			
<small>Personnel records have been reviewed in accordance with the AR 190-11. Information <input type="checkbox"/> is <input type="checkbox"/> is not attached which may preclude assignment.</small>			
NAME OF REVIEWING OFFICIAL	GRADE	SIGNATURE	DATE
SECTION III - MEDICAL RECORDS SCREENING			
<small>Medical records have been reviewed in accordance with the AR 190-11. Information <input type="checkbox"/> is <input type="checkbox"/> is not attached which may preclude assignment.</small>			
NAME OF REVIEWING OFFICIAL	GRADE	SIGNATURE	DATE
SECTION IV - PROVOST MARSHAL/SECURITY OFFICE RECORDS CHECK			
<small>A law enforcement/security records check has been conducted in accordance with AR 190-11. Information <input type="checkbox"/> is <input type="checkbox"/> is not attached which may preclude assignment.</small>			
NAME OF REVIEWING OFFICIAL	GRADE	SIGNATURE	DATE
SECTION V - LOCAL CIVILIAN LAW ENFORCEMENT AGENCY RECORDS CHECK <small>(If permitted by state, city, or local laws)</small>			
<small>Local civilian law enforcement agencies in the area of the individual's residence have been checked in accordance with AR 190-11. Information <input type="checkbox"/> is <input type="checkbox"/> is not attached which may preclude assignment.</small>			
NAME OF REVIEWING OFFICIAL	GRADE	SIGNATURE	DATE
SECTION VI - IMMEDIATE COMMANDER EVALUATION			
<small>Individual has been screened in accordance with AR 190-11. After thorough review of all information provided, I find this individual <input type="checkbox"/> suitable <input type="checkbox"/> unsuitable to perform duties which involve responsibility for the control, accountability, and shipment of AA&E.</small>			
NAME OF REVIEWING OFFICIAL	GRADE	SIGNATURE	DATE
DA FORM 7281, SEP 2009 PREVIOUS EDITIONS ARE OBSOLETE. AFD PE V1 002			

REFERENCE TEXT

AR 190-11 para 2-11. Personnel c. Commanders/directors/managers who are responsible for the supervision of the personnel and the AA&E will prohibit access to personnel specified in paragraphs a and b, above, when doubt exists as to their reliability or trustworthiness. All personnel will be required to undergo a command-oriented security screening or an equivalent foreign country check before access is authorized. The security screening check will be designed to provide the commander reasonable assurance that personnel with character traits that raise significant doubt as to their honesty or stability are not afforded access. At a minimum, the command-oriented security screening will include—

- (1) A personal interview of the individual conducted by his or her immediate commander or supervisor.
- (2) A request for medical file check of active duty military personnel.
- (3) A personnel records check.
- (4) A records check of the PM, DES, or security office.
- (5) A records check of local civilian law enforcement agencies in the area of the person's residence if permitted by State or local laws.





Command Supply Discipline Program

UNCLASSIFIED

T-ARMS ROOM OPERATION

QUESTION

54.00

BDE

BN

CO

Is the security screening checks updated every 3 years? (AR 190-11, Para 2-11e)

EVAL METH

Review for expired screenings.

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

DA FORM 7281, SEP 2009 PREVIOUS EDITIONS ARE OBSOLETE. APO PE v1.0005

REFERENCE TEXT

AR 190-11 para 2-11. Personnel e. Continuing evaluation of all personnel is essential to the success of the AA&E security screening policy. All personnel involved in AA&E will be fully cognizant of their responsibilities to observe and report promptly to the commander any incident or condition which might result in temporary or permanent disqualification of such personnel. Security screening checks in c, above, will be repeated every 3 years.





T-ARMS ROOM OPERATION


QUESTION

55.00 **BDE** **BN** **CO**

Are primary and alternate seal custodians appointed in writing and do they maintain or hard cover logbook that shows seal serial numbers dates issued; names of recipients; using offices, units, or activities; identification of items to which applied, dates and times applied; locations of items? (AR 190-51, App D-10c)

EVAL METH

Review appointment orders and log book.

DEPARTMENT OF THE ARMY
69th Transportation Company
CMR 418
APO AE 09058

REPLY TO
ATTENTION OF:
AERTR-A-69

21 March 2010

MEMORANDUM FOR RECORD

SUBJECT: Duty Appointment Order

1. Effective 21 March 2010, SGT XXXXXXXXX is assigned as the Seal Custodian for the 69th Transportation Company:
2. Authority: AR 190-51 Appendix D & AR 350-41
3. Period: Until officially relieved from assigned duties
4. Special Instructions: This memorandum supersedes all previous appointments to this duty.
5. The point of contact for this memorandum is the undersigned at DSN 382-4526 or email to XXXXXXXXX@28tran.21tsc.army.mil.
6. "ROADRUNNERS!"

XXXXXXXXXXXX
CPT, TC
Commanding

REFERENCE TEXT

AR 190-51 para D-10. Use and control of protective seals c. Accounting for seals. Seal custodians will maintain seal logbooks, preferably in hard cover, rather than in loose-leaf books.

(1) Issue of seals to a using office, unit, or activity custodian will reflect date of issue, name of recipient, and seal serial numbers.

(2) Issue of a seal for actual use by a custodian will reflect the seal number, date and time applied, identification of items to which applied (and location on item if other than main door(s)), and the name of the person applying the seal. For outbound loaded trailers, railcars, and container shipments, the appropriate trailer, railcar, or container number and load destination will be noted.





T-ARMS ROOM OPERATION

QUESTION

56.00 **BDE** **BN** **CO**

Are all seals not issued for actual use secured in a locked metal container with controlled access by the primary and alternate custodians, and is a recorded monthly inventory conducted? (AR 190-51, App D-10b (6))

EVAL METH

Review monthly inventory and storage location.



REFERENCE TEXT

AR 190-51 para D-10. Use and control of protective seals b. Ordering and storing seals. Seal construction specification should include—(6) Unused seals. Seals not issued for actual use will always be secured in a locked, metal container with controlled access. Only seal custodians and alternates will have access. Recorded monthly inventories will be conducted to preclude undetected loss of seals.





T-ARMS ROOM OPERATION

QUESTION

57.00

BDE


BN

CO

Have procedures been established for checking seals and identifying actions to be taken on finding a broken seal? (AR 190-51, Para D-10e)

EVAL METH

Review seal SOP or contents in Arms room SOP.



DEPARTMENT OF THE ARMY
69th Transportation Company
CMR 418
APO AE 09058

AERTR-A-69 21 March 2010

MEMORANDUM FOR RECORD

SUBJECT: Protective Seal Standing Operating Procedure

1. Purpose: This SOP prescribes procedures for the control, issue and use of protective seals by the 69th Transportation Company.
2. Application: This SOP applies to seals used within the company.
3. Responsibilities:
 - a. The Commander is responsible for appointing in writing, a seal custodian.
 - b. The seal custodian is responsible for:
 - (1) Accounting for all protective seals in the unit.
 - (2) Maintaining a seal log book which lists:
 - (a) The number of seals on order.
 - (b) The number of seals on hand by serial number.
 - (c) The number and location of seals issued.
 - (d) The issue of seals by serial number, date and time applied, identification of items to which the seals are applied, the location of the seal on the item, the person whom the seals are issued and the container number and load destination for outbound loaded trailers and container shipments.
 - (3) The seal custodian can bulk issue no more than 15 seals; the Armorer cannot have more than 15 seals on hand at any one time. Used seals will be turned into the seal custodian when requesting additional seals.

AERTR-A-69
SUBJECT: Protective Seal Standard Operating Procedure

- (4) The Seal custodian will develop a SOP for the control, issue, and use of protective seals.
4. Storage: When not in use, protective seals will be stored in a locked metal container or safe with controlled access. Only seal custodian, their appointed alternate or supervisor and commander will have access to the storage containers containing protective seals.
5. Used Seals: Will be accounted for and the necessary notation of destruction will be logged in the seal logbook. The used seals will be defaced so the can not be used as good seals, and disposed of in a normal trashcan.
6. The Armorer will check seals daily for any evidence of tampering. If a seal is broken or there is evidence of tampering the Armorer will notify the OIC immediately. Once the OIC arrives, the Armorer and OIC will inventory all equipment to see if anything is missing.
7. Serial numbers will be verified monthly during monthly inventory by the seal custodian.
8. Breaking a Seal: If a seal must be broken the seal custodian will log it in the log book, break the seal, inventory the equipment inside, apply a new seal and type up a memorandum signed by whomever conducted the joint inventory listing what equipment is inside the container, the date, the serial number and the names of those present during the inventory and sealing of the container.
9. The point of contact for this memorandum is the undersigned at DSN 382-4526 or email to xxxxxxxxx@28tran.21tsc.army.mil.
10. "ROADRUNNERS!"

XXXXXXXXXX
CPT, TC
Commanding

REFERENCE TEXT

AR 190-51 para D-10. Use and control of protective seals e. Checking seals. Commands using seals will develop procedures for checking them. These procedures will include actions to be taken to break a seal and actions to be taken upon finding a broken seal.





T-ARMS ROOM OPERATION

QUESTION

59.00

BDE


BN

CO

If the facility is a consolidated arms room, have procedures been established in a written LOA to assign responsibility for access, issue, receipt, and physical accountability for all items? (AR 190-11, Para 4-4)

EVAL METH

Review LOA.

 DEPARTMENT OF THE ARMY
HEADQUARTERS, 25TH TRANS BATTALION
CMR #18
APO AE 09058

AERTR-A-HHD 22 Aug 2010

MEMORANDUM FOR COMMANDER, TROOP MEDICAL CLINIC, COLEMAN BARRACKS, APO AE 09028

SUBJECT: Memorandum of Agreement between Commanders of 9th Military Police Detachment (Landlord), and Troop Medical Clinic, Coleman Barracks (Tenant) for the Sharing of the Arms Storage Facility located at Room # 12, Building # 11, Coleman Barracks.

1. Purpose: To establish responsibilities and procedures for a consolidated arms room.
2. Responsibilities:
 - a. Commander, 9th MP DET (Landlord):
 - (1) Is ultimately responsible for the security of the arms room and items stored within.
 - (2) Will store, provide security, and control the issue of J-SIIDS/entrance keys.
 - (3) Will provide guards or constant surveillance of the arms room in the event of a J-SIIDS malfunction or failure.
 - (4) Will issue tenant weapons on AE Form 190-131 and will be maintained until the next serial number inventory of the tenants weapons.
 - b. Commander, Troop Medical Clinic, Coleman Barracks (Tenant):
 - (1) Will provide a roster of personnel **not to exceed 3** in number who shall be granted accompanied access to the arms room.
 - (2) Is authorized to store a maximum of the following:
 - (a) 05 Rifle, 5.56mm, M16A2
 - (b) 03 Pistol, 9mm, M9
 - (c) 840 Ammunition, 5.56mm Ball
 - (d) 1,000 Ammunition, 9mm Ball
 - (e) Privately Owned Firearms and ammunition as required.
 - (f) 01 Rack, M12, Small Arms Storage (M16 Rifle)

REFERENCE TEXT

AR 190-11 para 4-4. Consolidated arms rooms f. Procedures for such consolidated arrangements will be established in SOP of the consolidated storage facility, or in the SOP of the higher headquarters. In addition to those procedures as mentioned in 4-4b, the SOP will establish who will obtain the operational load of ammunition, type/quantity, and the accountability of same for armed guard. It will also establish procedures for who is responsible for the armed guard in case of IDS failure for short and extended periods of time. The SOP will also include a plan for testing of the IDS. (Reserve Components should also include in the plan who will take over such duties in the event of mobilization and who will be responsible for weapons left behind by mobilized unit.)





T-ARMS ROOM OPERATION

QUESTION

60.00

BDE


BN

CO

Does the LOA identify the unit, which has the responsibility for overall security of the facility? (AR 190-11, Para 4-4)

EVAL METH

Review LOA.

 DEPARTMENT OF THE ARMY
HEADQUARTERS, 25TH TRANS BATTALION
CMR #18
APO AE 09058

AERTR-A-HHD 22 Aug 2010

MEMORANDUM FOR COMMANDER, TROOP MEDICAL CLINIC, COLEMAN BARRACKS, APO AE 09028

SUBJECT: Memorandum of Agreement between Commanders of 9th Military Police Detachment (Landlord), and Troop Medical Clinic, Coleman Barracks (Tenant) for the Sharing of the Arms Storage Facility located at Room # 12, Building # 11, Coleman Barracks.

1. Purpose: To establish responsibilities and procedures for a consolidated arms room.
2. Responsibilities:
 - a. Commander, 9th MP DET (Landlord):
 - (1) Is ultimately responsible for the security of the arms room and items stored within.
 - (2) Will store, provide security, and control the issue of J-SIIDS/entrance keys.
 - (3) Will provide guards or constant surveillance of the arms room in the event of a J-SIIDS malfunction or failure.
 - (4) Will issue tenant weapons on AE Form 190-131 and will be maintained until the next serial number inventory of the tenants weapons.
 - b. Commander, Troop Medical Clinic, Coleman Barracks (Tenant):
 - (1) Will provide a roster of personnel **not to exceed 3** in number who shall be granted accompanied access to the arms room.
 - (2) Is authorized to store a maximum of the following:
 - (a) 05 Rifle, 5.56mm, M16A2
 - (b) 03 Pistol, 9mm, M9
 - (c) 840 Ammunition, 5.56mm Ball
 - (d) 1,000 Ammunition, 9mm Ball
 - (e) Privately Owned Firearms and ammunition as required.
 - (f) 01 Rack, M12, Small Arms Storage (M16 Rifle)

REFERENCE TEXT

AR 190-11 para 4-4. Consolidated arms rooms b. One commander will be designated as having responsibility for the overall security of the consolidated storage facility.





T-ARMS ROOM OPERATION

QUESTION

61.00 **BDE** **BN** **CO**

If ammunition is stored in the arms room, is it consistent with operational requirements, authorized in writing by the unit commander, and inventoried by lot number during the monthly serial number inventories? (AR 190-11, Para 5-8c and DA PAM 710-2-1, Para 9-10)

EVAL METH

Review authorization memo and on hand quantities.

	DEPARTMENT OF THE ARMY	
	69 th Transportation Company CMR 418 APO AE 09058	
AERTR-A-69	23 January 2010	
MEMORANDUM FOR RECORD		
SUBJECT: Authorization to store Class V Ammunition		
1. In accordance with Army Regulation 190-11, paragraph 5-8 and USAREUR Regulation 190-11, paragraph 16, the 69 th Transportation Company is authorized to store operational load and training ammunition. All ammunition will be stored in the unit arms room on Coleman Barracks, building 35, room 024.		
2. <u>DODIC</u>	<u>NOUN</u>	<u>MAX QTY</u>
<u>OPERATIONAL LOAD</u>		
A059-1305	CTG 5.56MM	779
<u>TRAINING AMMUNITION</u>		
A059-1305	CTG 5.56MM	10,000
A063-1305	CTG 5.56 TRACER	1,000
A363-1305	CTG 9MM	1,000
2. The point of contact for this memorandum is the undersigned at DSN 382-4526 or email to xxxxxxxxx@28tran.21tsc.army.mil .		
XXXXXXXXXX CPT, TC Commanding		

REFERENCE TEXT

AR 190-11 para 5–8. Protection of missiles, rockets, ammunition, and explosives at unit level c. Commanders may authorize, in writing, the storage of small quantities of ammunition in unit arms storage rooms for operational purposes. This authorization will be posted in the arms room. Storage will be consistent with operational requirements.





T-ARMS ROOM OPERATION

QUESTION

62.00

BDE

BN

CO

Was ammunition authorized for retention in the unit arms room stored separately in banded or sealed cartons or locked containers (AR 190-11, para 5-8c(1)(a))

EVAL METH

Check storage procedures.



REFERENCE TEXT

AR 190-11 para 5-8. Protection of missiles, rockets, ammunition, and explosives at unit level c. Commanders may authorize, in writing, the storage of small quantities of ammunition in unit arms storage rooms for operational purposes. This authorization will be posted in the arms room. Storage will be consistent with operational requirements.

(1) Ammunition authorized for storage in unit arms storage rooms will be secured in banded crates, approved metal containers, or cabinets. Approved standard issue metal wall lockers may be used. Crates will be banded or sealed in a way that will prevent ammunition removal without leaving visible signs of tampering. Ammunition stored in metal containers, or cabinets, will be secured with secondary padlocks. Screws and bolts used in assembling containers, lockers, or cabinets, will be made secure to prevent disassembly.





Command Supply Discipline Program

UNCLASSIFIED

T-ARMS ROOM OPERATION

QUESTION

63.00

BDE

BN

CO

Are monthly serial number weapon inventories being conducted by an NCO, warrant officer, commissioned officer, or DOD civilian appointed by the responsible officer, and not by the same person in consecutive months? (AR 190-11, para 2-6d; AR 710-2, 2-12d, and table 2-1, para j; and DA Pam 710-2-1, para 9-9 thru 11b)

EVAL METH

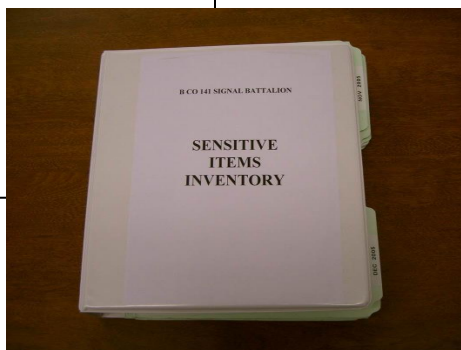
Review inventories.

UNCLASSIFIED: For Official Use Only Page 1 of 1

Date Prepared: 2012-03-07 SENSITIVE ITEM INVENTORY LISTING

UTC: WOPDA

LTN SERIAL NUM	HTM/HTM	NUM	PRIC RES	NUM/CLASS/TYPE	WT	CEIC	O/W			
ETS NUM/COMP NUM/SERIAL NUM				SERIAL NUM						
ETS NUM/COMP NUM/SERIAL NUM				ETS NUM/COMP NUM/SERIAL NUM						
005602		078555	081001391-973	0	D	D	ARCTIC-10 V3	EA	9	20
066021							064032			
068160	56						409059			
417117							417879			
417929							423127			
423544							426240			
426444							426473	0		
426488	49						507165			
509796							509795			
509793							509799			
509809							509831			
QTY ON HAND - 17	QTY IN MAINT - 1	QTY STORIED OUT - 1	QTY OTHER - 1	REMARK						
54975		100003329713	0	NO SC XC HB PL GD/VEE	EA	2	9			
154920				154984						
218023				086023						
718464				W009228						
W0018077				W0032348						
W0032409										
QTY ON HAND - 9	QTY IN MAINT - 0	QTY STORIED OUT - 0	QTY OTHER - 0	REMARK						



OFFICE SYMBOL DATE 27 May 04

MEMORANDUM FOR RECORD

SUBJECT: Monthly Sensitive Items / Weapons Serial Number Inventory Inventory

1. IAW DA PAM 710-2-1, AR 190-11, and AE 190-13, all sensitive items in the Arms Room were Inventoried as follows:

a. Rifle M16A2 b. SAW M249

Serial Number	IN	OUT	MAINT	Serial Number	IN	OUT	MAINT
19384754	X	—	—	87640973	X	—	—
24686530	X	—	—	99847561	X	—	—
33886541	—	X	—	74436017	X	—	—
10846523	—	—	X	97234872	X	—	—

c. The following ammunition is located in the arms room and sealed with seal # 4473541
A071, Cartridge 5.56MM Ball, LOT# TW-1-185 480 rounds

d. The following Privately Owned Firearms are located in the Arms room:

Serial number	Make	Model
RHS 3546	S&W	.44 Magnum
557843HN	Ruger	.22 Cal

e. There were no discrepancies were noted.

JOHN DOE
SFC, USA
Platoon Sergeant

REFERENCE TEXT

AR 190-11 para 2-6. Inspections and audits d. Inventory, accountability, issue, and turn-in procedures will be included in PS inspections to ensure the procedures support the PS program. Supply operations below the wholesale level area applied in AR 710-2, chapter 2. Physical inventory controls at the wholesale level are established by AR 740-26, chapter 2. AR 710-2 para 2-12. Evaluations, inspections, and inventories d. Commanders and supervisors ensure inventory of property is taken per table 2-2. Property book items with serial numbers, Army registration numbers, and ammunition lot and serial numbers will be verified against the property book or hand receipt. Components are verified against appropriate supply catalog (SC) or technical manual (TM). The use of AIT devices will ensure minimum error occur while verifying the various numbers of the property book items.





T-ARMS ROOM OPERATION

QUESTION

64.00

BDE

BN

CO

During monthly arms room serial number and sensitive item inventories, is loose ammunition that is not banded and in sealed containers counted and annotated on the inventory sheet showing total rounds on hand by type? NOTE: Ammunition in banded or sealed containers must be counted by containers and inspected to ensure bands and seals are intact? (DA PAM 710-2-1, Para 9-10b (3))

EVAL METH

Review inventory document.

OFFICE SYMBOL _____ DATE 27 May 04

MEMORANDUM FOR RECORD

SUBJECT: Monthly Sensitive Items / Weapons Serial Number Inventory Inventory

1. IAW DA PAM 710-2-1, AR 190-11, and AE 190-13, all sensitive items in the Arms Room were inventoried as follows:

a. Rifle M16A2

Serial Number	IN	OUT	MAINT
19384754	X	—	—
24686530	X	—	—
33886541	—	X	—
10846523	—	—	X

b. SAW M249

Serial Number	IN	OUT	MAINT
87640973	X	—	—
99847561	X	—	—
74436017	X	—	—
97234872	X	—	—

c. The following ammunition is located in the arms room and sealed with seal # 4473541

A071, Cartridge 5.56MM Ball, LOT# TW-1-185 480rounds

d. The following Privately Owned Firearms are located in the Arms room:

Serial number	Make	Model
RHS 3546	S&W	.44 Magnum
557843HN	Ruger	.22 Cal

e. There were no discrepancies were noted.

JOHN DOE

SFC, USA
Platoon Sergeant

REFERENCE TEXT

DA Pam 710-2-1 para b . The monthly (USAR and ARNG;quarterly) inventory of weapons by serial number is conducted by the responsible officer or an NCO, warrant officer, commissioned officer, or DOD civilian appointed by the responsible officer. The same person won't conduct this inventory in consecutive months. The unit armorer won't conduct this inventory. Use the following procedures:
(3) Inventory ammunition by listing it by purpose (i.e., basic load, operational load, or training) DODIC, lot number, quantity on hand, and quantity signed out, on the inventory form. List quantities shown on banded or sealed and banded containers. Do not break manufacturer, ASP, or Quality Assurance Specialist Ammunition seals for inventory purposes. Note any tampering, damage, broken seals or bands.





T-ARMS ROOM OPERATION

QUESTION

65.00

BDE

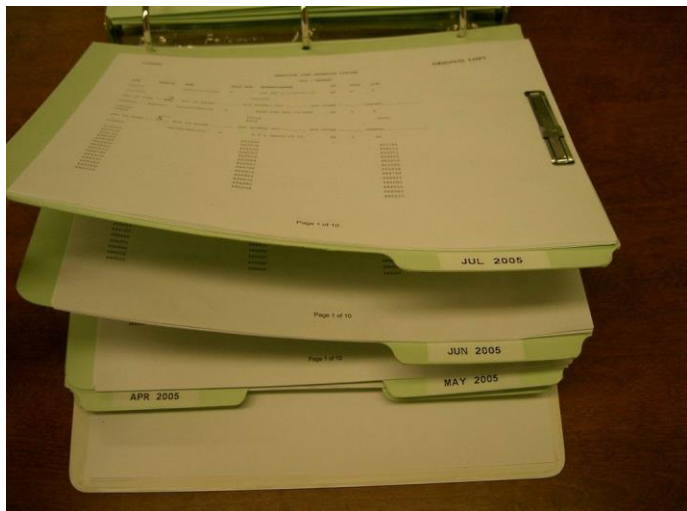
BN

CO

Are monthly arms room inventory records maintained for at least 2 years? (AR 190-11, Para 6-4b(d) and DA PAM 710-2-1, Para 9-10 (b) 4)

EVAL METH

Review files for compliance.



REFERENCE TEXT

AR 190-11 para 6-4. Physical inventory control b. The special provisions for controlled inventory items are important to the control of arms. In addition to AR 740-26, the following minimum requirements will be met:(d) The inventory records will be maintained for a minimum of 2 years for inventories that do not reflect discrepancies. Records of inventories that reflect discrepancies will be maintained for a minimum of 4 years. **DA Pam 710-2-1 para 9-10. Weapons and ammunition inventories b.(4)** Record the results of the inventory on a memorandum or automated listing (example: PCN ALH-441, Sensitive Items Inventory List, produced in SPBS-R and SPBS-R-I/TDA and provided by the PBO. Record the serial number of each weapon on the memorandum (except SPBS-R and SPBS-R-I/TDA). The use of a preprinted memorandum listing serial numbers is authorized. Indicate on the memorandum any weapons signed out or in support maintenance. Record the quantity of loose ammunition and banded or sealed containers on the memorandum. The seal numbers for individual containers should be listed. The inventory memorandum will be signed by the person conducting the inventory. Retain the inventory memorandum in accordance with AR 190-11, chapter 6 (2 years if no discrepancy noted; 4 years if a discrepancy was noted). *****SPBS-R was replaced by PBUSE**





T-ARMS ROOM OPERATION

QUESTION

66.00

BDE

BN

CO

Are tools (such as hammers, bolt-cutters, and chisels), that could be used to assist unauthorized persons to gain access to arms storage facilities readily accessible to intruders? (AR 190-11, Para 4-18a)

EVAL METH

Check storage procedures and locations. Bolt cutters must be secured in an area limiting access and keeping them from being available to defeat padlocks and chain security efforts.



REFERENCE TEXT

AR 190-11 para 4-18. Security of tools and high-value items a. Tools such as hammers, bolt cutters, chisels, crowbars, hacksaws, cutting torches, and similar items which could be used to assist in gaining unauthorized access to an arms storage facility must not be readily accessible to intruders. Tools of this type should be removed from the vicinity of the arms storage facility or room. When an arms storage facility is the only security location available, such tools will be stored in a locked container within the facility. When the access door to an arms storage room is located within the unit supply room, tools will not be stored in the supply room.





T-ARMS ROOM OPERATION

QUESTION

67.00

BDE

BN

CO

Is the most recent physical security inspection report maintained on file in the unit? Were PS inspections conducted at least every 18 months? (AR 190-11, para 2-6a; and AR 190-13, para 2-11b)

EVAL METH

Review last inspection document.

REFERENCE TEXT

AR 190-11 para 2-6. Inspections and audits Security measures including theft or loss reporting and inventory and accountability procedures for AA&E will be examined during inspections and audits. The status of existing waivers and exceptions will be examined for compliance and continuing necessity.


a. The garrison commander will ensure that PS inspections are conducted in accordance with AR 190-13 for AA&E governed by this regulation.

Additionally, conduct PS inspections as follows:

- (1) For new AA&E storage facilities, and before and immediately after occupancy.
- (2) On significant change in facility structure.
- (3) After a forced entry or attempted forced entry with or without theft.
- (4) When units have received an unsatisfactory rating on PS inspection, re-inspection will be within 6 months. A copy of an unsatisfactory PS inspection concerning RC and ROTC units will be furnished the installation commander providing logistical report. The follow-up report will include written comments to show what elements have received copies.

AR 190-13 para 2-11. Security threat assessment b. Installation threat statements will be disseminated to all subordinate and tenant activities, and included as an annex in the installation physical security plan.

c. Commanders will also use security assessment documents that identify vulnerabilities to help determine security weakness that may be compromised by threat forces. These may include documents such as risk assessments and security engineering vulnerability assessments.



DEPARTMENT OF THE ARMY
 United States Army Garrison Heidelberg
 Director of Emergency Services
 UNIT 29237
 APO AE 09102-9237

S 29 March 2006

IMEU-HEI-ESP 27 February 2006

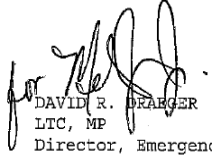
MEMORANDUM THRU Commander, 28th Transportation Battalion, APO AE 09058

FOR Commander 69th Transportation Battalion, CMR 418, APO AE 09058

Physical Security Inspection

1. Reference: AR 190-13, Army Physical Security Program, 30 September 1998.
2. Reference: DOD 5200.1-R
3. Enclosed is the Physical Security Inspection Report that applies to your activity. The unit received a rating of **Adequate**.
3. A report of corrective action is required for each finding or recommendation containing a reference, regardless of the unit's rating.
4. If any assistance is required, contact the Physical Security Section at DSN 388-2330 or fax 388-2310.

FOR THE COMMANDER:


 DAVID R. DRABGER
 LTC, MP
 Director, Emergency Services

Encl

CF:





T-ARMS ROOM OPERATION

QUESTION

68.00

BDE


BN

CO

Have deficiencies (findings) noted on inspection reports been corrected, and has RBI reported action taken to the PM office? (AR 190-13 para 2-14)

EVAL METH

Review corrective actions memo.

	DEPARTMENT OF THE ARMY 69 th Transportation Company CMR 418 APO AE 09058	
	AERTR-A-69	3 February 2006
MEMORANDUM FOR RECORD		
SUBJECT: Corrective Action Taken After Inspection		
<ol style="list-style-type: none"> 1. The United States Army Garrison, Heidelberg inspected the 69th Transportation Company Arms Room on 24 February 2006. 2. Only one deficiency was noted. It has been addressed through the proper chain of command. A request for exception to the regulation and a justification for the deficiency can be located in the Arms Room Command Supply Discipline Program Binder. 3. The point of contact for this memorandum is the undersigned at DSN 382-4526 or email to XXXXXXXXXX@28tran.21tsc.army.mil. 		
<p>XXXXXXXXXXXXX CPT, TC Commanding</p>		

REFERENCE TEXT

AR 190-13 para 2-14. Physical security surveys g. A commander's report of corrective action taken will be submitted in response to the survey if policy deficiencies, not observations, were found. A copy will be furnished to the PMO/DES and retained until the next survey is completed.





T-ARMS ROOM OPERATION

QUESTION

69.00 **BDE** **BN** **CO**

Are category II AA&E storage facilities checked by a security patrol on an irregular basis (not exceeding 8 hours) after duty hours? Are these checks recorded on SF 702, and maintained on file for 90 days? (AR 190-11, Para 4-2 and AR 190-13, Para 10-4)

EVAL METH

Review 702 form.

SECURITY CONTAINER CHECK SHEET							
FROM	ROOM NO.	BUILDING	CONTAINER NO.				
	546	113					
CERTIFICATION							
I CERTIFY, BY MY INITIALS BELOW, THAT I HAVE OPENED, CLOSED OR CHECKED THIS SECURITY CONTAINER IN ACCORDANCE WITH PERTINENT AGENCY REGULATIONS AND OPERATING INSTRUCTIONS.							
MONTH/YEAR 1001 2002							
DATE	OPENED BY		CLOSED BY		CHECKED BY		GUARD CHECK (if required)
	INITIALS	TIME	INITIALS	TIME	INITIALS	TIME	INITIALS TIME
02/05	CT	1030	CT	1045	JAF	1100	
03/05	TLM	0930	TLM	0935	JAF	1100	
04/05	TLM	1030	TLM	1035	JAF	1100	
05/05	TLM	0900	TLM	1800	JAF	1805	
06/05	TLM	1100	TLM	1450	JAF	1500	
07/05	TLM	1600	TLM	1630	JAF	1635	
08/05	TLM	1545	TLM	1600	JAF	1605	
09/05	JL	1600	JL	1610	JL	1620	
10/05	JL	0809	TLM	1100	JL	1102	
11/05	JL	1410	JL	1420	JL	1420	

REFERENCE TEXT

AR 190-11 Para 4-2. Storage and supplemental controls e. Additional controls. (2) Security patrols. (a) Facilities will be checked by a security patrol periodically as dictated by any threat and by the vulnerability of the facility. For Category II IDS protected facilities, the intervals between checks will not exceed 8 hours. For Category III and IV facilities, the intervals between checks will be once every 24 hours and once every 48 hours for IDS protected storage facilities. **AR 190-13 para 10-4. Inspections and guard checks** Inspections and checks of guards will be increased during nights, weekends, and holidays based on local threat and as determined by the commander to provide for deterrence of violations and for the early detection of asset loss. Checks will be recorded and will consist of an inspection of the building, facility or area, including all doors and windows. Records of checks will be maintained for a minimum of 90 days.





T-ARMS ROOM OPERATION

QUESTION

70.00

BDE

BN

CO

Has the commander provided written approval for storage of high value items (such as night vision devices, compasses, and field glasses) in the arms room? (AR 190-11, Para 4-18b)

EVAL METH

Review approval memorandum.

OFFICE SYMBOL	DATE
MEMORANDUM FOR SEE DISTRIBUTION	
SUBJECT: Storage of Sensitive / High Value items in the Unit Arms Room	
1. The following sensitive items may be stored in the unit arms room:	
a. Lensatic Compass	
b. Night vision devices	
2. All items will be accounted for in conjunction with the monthly serial number inventory.	
Host Unit/ Activity Commander Signature Block	
DISTRIBUTION:	
1-Tenant Unit / Activity Commander	
1-Posted Inside Arms Room	
1-Unit Physical Security Officer	

REFERENCE TEXT

AR 190-11 para 4-18. Security of tools and high-value items b. When other secure storage facilities are reasonably available high-value items will not be stored in arms storage facilities. Such items include field glasses, compasses, watches, and highly valuable items subject to pilferage. In the absence of secure facilities, commanders may authorize, in writing, those sensitive items to be stored in arms storage facilities. In the absence of secure facilities, commanders will authorize, in writing, those sensitive items to be stored in arms storage facilities. These items should be placed in a lockable container and keys to cages and/or weapons racks/containers should not be on the same ring as these keys. Keys to weapons racks/containers should not be issued if only the high dollar value items are to be access. The same rule should apply if only weapons are to be issued the keys to the high dollar value containers should not be issued





Command Supply Discipline Program

UNCLASSIFIED

T-ARMS ROOM OPERATION

QUESTION

71.00 BDE BN CO

Are files maintained IAW AR 25-400-2 (ARIMS/ACRS)?

EVAL METH

Review ARIMS Files and verify the office record listing. File label must have title, year it was created, disposition codes (K or T), privacy act number (if required), and disposition IAW AR 25-400-2.



 800D KEN 1jj Reference Publications AE Reg 25-30 Thru AE Suppl 1 750-1 UNCLASSIFIED Disposition: KEN. Event is when superseded, obsolete, or no longer needed for reference purposes. Keep in CFA until event occurs and then until no longer needed for conducting business, but not longer than 6 years after the event, then destroy, except that accountable publications will be returned to supply channels.	 800D KEN 1jj Reference Publications AR 190-11 Thru AR 190-13 UNCLASSIFIED Disposition: KEN. Event is when superseded, obsolete, or no longer needed for reference purposes. Keep in CFA until event occurs and then until no longer needed for conducting business, but not longer than 6 years after the event, then destroy, except that accountable publications will be returned to supply channels.	 800D KEN 1jj Reference Publications AR 735-5 UNCLASSIFIED Disposition: KEN. Event is when superseded, obsolete, or no longer needed for reference purposes. Keep in CFA until event occurs and then until no longer needed for conducting business, but not longer than 6 years after the event, then destroy, except that accountable publications will be returned to supply channels.
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Print ORL Page 1 of 1

UnClassified

Records Management - ORL Summary

ACOM/ASCC/DRU:	ORL Name: LOGISTICS
Unit Name - UIC:	ORL Year: 2012
Office Symbol:	Date Created: 2/1/2012
	Created By: Kevin Comer

Record Sub-series	Record Number	Retention Period	Privacy Act	Status
Installation Management and Field Organizations	200A	0-6	N/A	Proposed
Installation Management and Field Organizations	200D	0-6	N/A	Proposed
Security	300B	0-6	N/A	Proposed
Information Management	400B	0-6	N/A	Proposed
Personnel	600A	0-6	N/A	Proposed
Personnel	600C	6+	N/A	Proposed
Personnel	600E	0-6	N/A	Proposed
Logistics	700A	0-6	N/A	Proposed
Logistics	700B	0-6	N/A	Proposed
Logistics	700C	0-6	N/A	Proposed
Administration	800A	6+	N/A	Proposed
Administration	800C	0-6	N/A	Proposed
Administration	800D	0-6	N/A	Proposed
Emergency and Safety	900A	6+	N/A	Proposed
Finance and Audits	1100A	0-6	N/A	Proposed
Quality Assurance and Quality Control	1200B	6+	N/A	Proposed
Quality Assurance and Quality Control	1200C	0-6	N/A	Proposed
Quality Assurance and Quality Control	1200D	0-6	N/A	Proposed

<https://www.arims.army.mil/ARIMS/App/RMAssist/ListORL/PrintORL.aspx?OfSymbol=...> 2/1/2012

REFERENCE TEXT

AR 25-400-2, 1-6. Application of ARIMS. a. ARIMS applies to— (1) All unclassified Army records, including For Official Use Only (FOUO), regardless of medium. (2) All classified Army records through SECRET. Records that are TOP SECRET may be set up under ARIMS or in any manner that will make accountability and control easier. Regardless of the arrangement used, however, the disposition instructions in the ARIMS Records Retention Schedule—Army (RRS-A) or on the Army Electronic Library (AEL) compact disk-read-only memory (CD-ROM) (EM 0001) will be applied to TOP SECRET records. The security classification of a record does not change its retention value.





T-ARMS ROOM OPERATION

QUESTION

72.00

BDE

BN

CO

Does the armorer maintain a Master Authorization List (MAL)? (DA Pam 710-2-1, 5-6d)

EVAL METH

The unit armorer must keep a master authorization list (MAL). The MAL will contain individuals name, weapon type, serial number, and admin number. Keep the MAL updated to show personnel changes. Before a weapon is issued, the armorer must check each Soldier's DA Form 3749 with the MAL to make sure there is no unauthorized issue of weapons

MAL will be produced by unit administrator . Weapons will not be issued to individuals falling into the Lautenberg & Drug Failure category or anyone undergoing psychiatric treatment. Review MAL.

(Unit Name)

Master Authorization List (MAL): Custodians of arms will maintain a current MAL that identifies the individual owner of each weapon or the individual to which each weapon is assigned.

Container/ Rack No.	Weapon Type:	Weapon Serial No.	Assigned To:	Owner/ Rank	Equipment Receipt No.	Remarks
1	M16A2	1004589	Smith, John J.	E5	12	
2	M16A2	1347802	Jones, James A	E4	27	In for maintenance
3	M16A2	1019876	George, Ken B.	E2	36	
4	M-9	45A23987	Williams, Ken R.	O3	68	

NOTE: List all weapons in custody.

Figure 3-8. Master Authorization List (MAL)

REFERENCE TEXT

DA Pam 710-2-1, para 5–6. Use of DA Form 3749 (Equipment Receipt) d. Weapons will be controlled as follows:

(1) the unit armorer must keep a master authorization list (MAL). The MAL will contain the names and unit of the soldiers who will receive issues, and the number of the equipment receipts. Keep the MAL updated to show personnel changes. Before each weapon is issued, the armorer must check each soldier's DA Form 3749 with the MAL to make sure there is no unauthorized issue of weapons.





T-ARMS ROOM OPERATION

QUESTION

74.00

BDE

BN

CO

Were individuals drawing their weapons from the arms room turning in DA Form 3749 (AR 710-2, para 1-21d; and DA Pam 710-2-1, para 5-6d(1))?

EVAL METH

Review issue procedures.



EQUIPMENT RECEIPT (DA PAM 710-2-1)	
1. UNIT C Btry 1-651 Arty Bn	2. RECEIPT NO. 12
3. STOCK NO. 1005-00-073-9421	4. SERIAL NO. 1234567
5. ITEM DESCRIPTION Rifle, M16A1	
6. I hereby acknowledge receipt of this equipment from Arms Room of this unit.	
7. NAME GROVER D. FRANKS	8. SOCIAL SECURITY NO. 429-17-6528
9. SIGNATURE <i>Grover D. Franks</i>	10. GRADE SFC

DA FORM 3749, JAN 82 Edition of Aug 71 is obsolete.

INSTRUCTIONS
1. THIS CARD WILL BE SURRENDERED EACH TIME THIS EQUIPMENT IS ISSUED.
2. LOSS OF THIS CARD WILL BE REPORTED TO THE UNIT COMMANDER IMMEDIATELY.
<i>Grover D. Franks</i> (Signature of Issuing Officer)

REFERENCE TEXT

AR 710-2, para 1-21. Using unit or property book (3) Monthly weapons and ammunition inventory. This inventory is conducted per paragraph 2-12 and table 2-1j. The objective and the management level are to have no adjustment actions.

(4) Controlled item inventory (other than weapons and ammunition). This inventory is conducted per paragraph 2-12d(2) and table 2-1i. The objective and the management level are to have no adjustment actions.

DA Pam 710-2-1, para 5-6. Use of DA Form 3749 (Equipment Receipt) d. Weapons will be controlled as follows: (1) The unit armorer must keep a master authorization list (MAL). The MAL will contain the names and unit of the soldiers who will receive issues, and the number of the equipment receipts. Keep the MAL up dated to show personnel changes. Before each weapon is issued, the armorer must check each soldier's DA Form 3749 with the MAL to make sure there is no unauthorized issue of weapons.





Command Supply Discipline Program

UNCLASSIFIED

T-ARMS ROOM OPERATION

QUESTION

75.00

BDE

BN

CO

Are weapons PMCS'd quarterly IAW appropriate TM? (DA Pam 750-8)

EVAL METH

Review quarterly inspection documents.

PREVENTIVE MAINTENANCE CHECKS AND SERVICES FOR M16A2 RIFLE (CONT)				
Item No.	Interval	Item to be Checked or Serviced	Procedure	Not Fully Mission Capable if:
WARNING				
Before starting an inspection, be sure to clear the weapon. Do not pull the trigger until the weapon has been cleared. Inspect the chamber to ensure that it is empty and no ammunition is in position to be chambered. Do not keep live ammunition near work area.				
NOTE				
An inactive weapon is a weapon which has been stored in an arms room for a period of 90 days without use. The weapon may or may not have been assigned to an individual.				
Inactive weapons shall receive quarterly PMCS unless inspection reveals more frequent servicing is necessary.				
Normal cleaning (PMCS) of an inactive weapon will be performed every 90 days. Should the unit armorer detect corrosion on a weapon prior to the end of the 90-day period, the PMCS should be performed immediately.				
Solid Film Lubricant (SFL) is the authorized touch up for the M16A2 Rifle and M4/M4A1 Carbine and may be used on up to one third of the exterior finish of the weapon.				
FOR ARMY CONJUS USE ONLY AND AIR FORCE TRAINING WEAPONS ONLY: Solid Film Lubricant may be used as a touch up without limitation on the upper receiver and barrel assembly. This is to say that units which DO NOT fall under the category of Divisional Combat Units or rapid deployment type units may have up to 100 percent of the exterior surface of the upper receiver and barrel assembly protected with SFL. Prior to application of SFL, the surface must be thoroughly cleaned and inspected for corrosion and/or damage. If corroded or damaged, the part must be repaired or replaced prior to application of SFL. Continued use under combat conditions would result in an unprotected surface when the SFL wears off. This would result in a large light reflecting surface and accelerated deterioration of the unprotected surface. Therefore, Divisional Combat Units and units which fall under the definition of Rapid Deployment type must adhere to the limitation of NOT over one third of their exterior surface covered by SFL.				
When determining mission capability, deadline if it is a deficiency.				

DATE: 20040121			EQUIPMENT MAINTENANCE INSPECTION WORKSHEET			DA FORM 5988-E		
W90CGP			25TH MAINTENANCE CO.					
ADMIN NUM: W21			EQUIPMENT SERIAL NUM: 022673					
EQUIP MODEL: M16A2			REGISTRATION NUM:					
EQUIP NOUN: Rifle, 5.56 W/E			TYPE INSPECTION: Q					
EQUIPMENT NSN: 1005011289936			CURRENT READING:					
NUMBER			DATE			CHANGE NUMBER		
PUBLICATION: TM 9-1005-319-10			10/98					
PUBLICATION: TM 9-1005-319-23&P			09/01			07		
INSPECTORS LIC #:			TIME:			SIGNATURE:		
PARTS REQUESTED								
FAULT	DOC NUM	NIIN	NOUN	QTY	STATUS	DATE	PRI	
001	4004 0001	012313138	Buffer Assy	001/000	4004	4004	02N	
002	4004 0002	004030964	Swivel, sling	002/002	4004	4004	02N	
003	4004 0003	044420160	Forward Assist Assy	001/000	4004	4004	02N	
MAINTENANCE FAULTS								
ITEM NUMBER	FAULT DATE	FAULT STATUS	FAULT DESCRIPTION	CORRECTIVE ACTION	HRS	LIC		
01	4 Jan 04	X	Buffer Cracked					
02	4 Jan 04	/	Swivel bent					
03	4 Jan 04	X	Forward Assist slips					

EQUIPMENT INSPECTION AND MAINTENANCE WORKSHEET									
Form of the form: 800 DA FORM 5988-E and 738 731; the previous agency is DCL 04									
REGISTRATION NUMBER		MILITARY		HOURS		PLANTS		INSPECTION	
B Co 233d Armor		Rifle, 5.56mm M16A2		10 Feb 97		Quarterly			
APPLICABLE REFERENCE					STATUS SYMBOLS				
TM NUMBER	TM DATE	TM NUMBER	TM DATE	COLUMN d - Show corrective action for deficiency or shortcoming listed in Column c.					
9-1005-319-23-P W/E	Aug 97			COLUMN e - Individual ascertaining completed corrective action initial in this column.					
COLUMN a - Enter TM number.				COLUMN b - Enter the applicable condition status symbol.					
COLUMN c - Enter deficiencies and shortcomings.				COLUMN e - Individual ascertaining completed corrective action initial in this column.					
"X" - Indicates a deficiency in the equipment that places it in an unserviceable status. CIRCLED "X" - Indicates a deficiency, however, the equipment may be operated under specific limitations as directed by higher authority or as prescribed locally, until corrective action can be accomplished. HORIZONTAL DASH "-" - Indicates that a required inspection, component replacement, maintenance operation check, or test flight is due but has not been accomplished, or an overdue MWO has not been accomplished. ALL INSPECTIONS AND EQUIPMENT CONDITIONS RECORDED ON THIS FORM HAVE BEEN DETERMINED BY ACCORDANCE WITH DIAGNOSTIC PROCEDURES AND STANDARDS OF THE TM CITED HEREIN.									
DIAGONAL "D" - Indicates a material defect other than a deficiency which must be corrected to increase efficiency or to make the item completely serviceable. LAST NAME INITIAL IN BLACK, BLUE-BLACK INK, OR PENCIL indicates that a completely satisfactory condition exists. FOR AIRCRAFT Status symbols will be recorded in red.									
SIGNATURE (Please sign systems inspection) TIME (In SIGNATURE) (Inspector or Supervisor) NO. TIME NO. MANHOURLS REQUIRED									
Barry McBurnett SFC		CPT Corwin Carlson							
NO. ITEM	STATUS	DEFICIENCIES AND SHORTCOMINGS	CORRECTIVE ACTION	INITIAL WHEN CORRECTED					
4	X	SN: 7151766 Barrel Assy loose	DA Form 2407 (Spt)	SPT					
2	X	SN: 7155493 Weapon will fire in safe position	DA Form 2407 (Spt)	BTM					
4	/	SN: 7155511 Ejection port cover spring broken	5360-00-978-1025 Doc #7057-007	BTM					

REFERENCE TEXT

DA Pam 750-8, Para 3-10f. DA Form 5988-E and DA Form 2404 (Equipment Inspection and Maintenance Worksheet) (2) DA Form 5988-E/DA Form 2404 used for scheduled services are kept on file for quality control until the next service is performed. All uncorrected faults are entered into ULLS-G, moved to DA Form 2408-14 or DA Form 2407, and the service recorded on DD Form 314. Forms carrying a status symbol X are kept until the fault is corrected.





T-ARMS ROOM OPERATION

QUESTION

76.00

BDE

BN

CO

Have all weapons been assigned an administrative number? (DA Pam 750-8)

EVAL METH

Review each weapon to see if they have an admin number.



REFERENCE TEXT

DA Pam 750-8, para 2-4. Maintenance operation processes b. DA Form 5988-E. This form allows the user to print an equipment maintenance and inspection worksheet for each piece of equipment by DODAAC, administrative number, or Federal Supply Catalog (FSC) to facilitate PMCS and other scheduled inspections. The FSC option allows the user to select an item on file by FSC; for example to select only generators, enter 6115. The system checks the document control register and maintenance fault file and prints all faults and parts that have been ordered (see para 3-10)





T-ARMS ROOM OPERATION

QUESTION

77.00

BDE

BN

CO

Are spare barrels tagged with serial number of weapon and BII available with weapon? NSN for tags 9905-00-473-6336,9905-00-293-4208

EVAL METH

Check spare barrels.



REFERENCE TEXT

TB 43-PS-562, Page 44 (Sep 99).





T-ARMS ROOM OPERATION

QUESTION

78.00

BDE

BN

CO

Are NMC weapons tagged to prevent accidental issue? (AR 750-8)

EVAL METH

Review serviceability tags for NMC weapons.

NSN, PART NO. AND ITEM DESCRIPTION		UNSERVICEABLE (CONDEMNED) TAG-MATERIEL	
SERIAL NUMBER/LOT NUMBER		INSPECTION ACTIVITY	CONDITION CODE
		REASON OR AUTHORITY	
UNIT OF ISSUE	QUANTITY	INSPECTOR'S NAME OR STAMP AND DATE	
REMARKS			

NSN, PART NO. AND ITEM DESCRIPTION		SERVICEABLE TAG-MATERIEL	
SERIAL CLASSIFICATION NUMBER		INSPECTION ACTIVITY	CONDITION CODE
		REASON OR AUTHORITY	
UNIT OF ISSUE	QUANTITY	INSPECTOR'S NAME OR STAMP AND DATE	
REMARKS			

NSN, PART NO. AND ITEM DESCRIPTION		UNSERVICEABLE (REPARABLE) TAG-MATERIEL	
SERIAL NO./LOT NO.		INSPECTION ACTIVITY	CONDITION CODE
		REASON OR REPARABLE CONDITION	
UNIT OF ISSUE	QUANTITY	INSPECTOR'S NAME OR STAMP AND DATE	
REMARKS			

REFERENCE TEXT

AR 750-8, para 8-3. General instructions e. Exhibits.

(1) Exhibits are samples of an item with a discrepancy that is chosen to support materiel reports. The use of photographs, drawings, and supporting data in place of actual materiel exhibits is encouraged. (2) Tag exhibits held for disposition instructions. A DA Form 2402 is used for tagging exhibits (except for ammunition lots to which SB 742-1 applies). For SB 742-1 ammunition lots, use DD Form 1575 (Suspended Tag— Materiel), DD Form 1576 (Test/Modification Tag—Materiel), or DD Form 1577 (Unserviceable (Condemned) Tag— Materiel) as required.

(3) Mark the forms to identify the reported item and the lot they go with. Keep them in order so they wont get lost or mixed up. If instructions to return the bad item(s) for checkout are received, mark the shipping paper and materiel like this: Exhibit for MIF#/DIF#. (For conventional ammunition, the tagged exhibits would be marked for Malfunction investigation file or deficiency investigation file, not an ACR. Only MIF/DIF files (not ACRs) fund fior investigations.





T-ARMS ROOM OPERATION

QUESTION

79.00 **BDE** **BN** **CO**
Are calibrations being conducted every 180days for NVG equipment as needed? (TM 1-1500-328-23, para 2-10b)

EVAL METH

Review documentation for completion.



REFERENCE TEXT

[TM 1-1500-328-23, para 2-10b]

2-10b. Tolerance window for calendar based special inspections (inspection due dates entered in block 8 of a DA Form 2408-18 must include the day, month and year for all calendar inspections):

- (1) The tolerance window for inspections with an interval of less than 12 months (300 days) is obtained by multiplying the number of days in the inspection interval by 10 per cent. For example, the tolerance for a six-month interval would be plus or minus 18 days (180 days X 10% = 18). Therefore, if the inspection due date is 31 January 1999 the tolerance window starts on 13 January 1999 and ends 18 February 1999. If the inspection is completed anywhere in that time frame (13 Jan -- 18 Feb) the next inspection due date will be 31 July 1999.
- (2) The tolerance window for inspections with an interval of 12 months or more (over 300 days) is 30 days. For example, an inspection with an interval of 12 months and is due on 6 February 1999 the tolerance window starts on 7 January 1999 and ends 8 March 1999. If the inspection is completed anywhere in that time frame (7 Jan -- 8 Mar) the next inspection due date will be 6 February 2000.
- (3) Calendar inspections completed outside of the tolerance window are out of scheduled sequence for that specific period. If the inspection is completed outside of the tolerance window the next inspection due date is obtained by adding the inspection interval to the date the inspection was completed. For example, if an inspection with a six-month interval is due on 31 January 1999 (tolerance window of 13 Jan to 18 Feb) and the inspection is completed 11 January 1999, the next inspection due date will be 11 July 1999.





T-ARMS ROOM OPERATION

QUESTION

81.00

BDE

BN

CO

Does the unit have a weapons cleaning program? (Technical manuals)

EVAL METH

Review SSA transaction listing for signatures prior to sending SFTP requisitions.



REFERENCE TEXT

Appropriate Technical manual for each assigned weapon.





V-AMMUNITION MANAGEMENT

QUESTION

1.00

BDE

BN

CO

Are requests for training ammunition submitted in enough time to allow delivery by required delivery date? (AR 710-2, Para 2-6 f)

EVAL METH

Review training ammo documents.



REQD FOR ISSUE AND DATE IN CF		UNIT		ISSUE DATE		ISSUE PRIORITY		ISSUE STATUS	
1	AMM	3000	1000	1000	1000	1000	1000	1000	1000
2	AMM	3000	1000	1000	1000	1000	1000	1000	1000
3	AMM	3000	1000	1000	1000	1000	1000	1000	1000

REFERENCE TEXT

AR 710-2, para 2-6. Requesting supplies f. Supply requests for seasonal or unusual needs, such as training ammunition forecasts, will be sent in advance to permit timely delivery per the required delivery date (RDD) and the issue priority group. Such requests will contain the required delivery date. **DA Pam 710-2-1 para 11-7. Forecasting a .** Requirements determination. Training ammunition requirements determination is a peacetime procedure based on data in DA Pam 350-38 and DA Pam 350-39 and projected training events such as individual weapons qualification, field training exercises (FTX), and crew weapons qualification. The requirements- determination process use the TAMIS Training Ammunition Forecast Report (TAFR) submitted by units to forecast their training ammunition needs. Data from actual ammunition issues and turn-ins are used to update the TAMIS data base. Factors that impact requirements determination and forecasting are:

- (1) Historical and actual ammunition consumption data from previous training exercises.
- (2) Training objective.
- (3) Equipment/weapon system availability.
- (4) Range time.





V-AMMUNITION MANAGEMENT

QUESTION

2.00

BDE

BN

CO

Is residue and unexpended training ammunition segregated and turned in to the ASP (Ammunition Supply Point) within 5 days after the completion of training? (AR 710-2, Para 2-45d(1), Table B-1)

EVAL METH

Review SOP against procedures.



REFERENCE TEXT

AR 710-2, para 2-45. Requesting, receiving, and turning in ammunition d. Turn-in.

(1) Training ammunition, components, and residue will be turned in to the SSA within the first 5 workdays following completion of the training event.

(2) Training ammunition turn-ins will be reconciled with the original issue document(s).

Table B-1 User level 9. Turn-in residue and unexpended ammunition after completion of training. Segregate the ammunition and residue for turn-in to the SSA. Ensure live rounds, unfired primers, and other dangerous material are not mixed in with residue.





V-AMMUNITION MANAGEMENT

QUESTION

3.00

BDE

BN

CO

Does the unit have procedures established to ensure recovery of live ordnance and residue from training sites? (AR 710-2, Para 2-43e)

EVAL METH

Review recovery/amnesty procedures.



REFERENCE TEXT

AR 710-2, para 2-43. Training ammunition e. Recovery. Unit commanders will establish procedures that ensure recovery of all live ordnance and residue prior to departing from the firing site.





V-AMMUNITION MANAGEMENT

QUESTION

4.00

BDE

BN

CO

Does the unit have an ammunition Amnesty program established? (AR 710-2, Para 2-48)

EVAL METH

Review SOP and program.



REFERENCE TEXT

AR 710-2, para 2-48. Amnesty program a. The A&E amnesty program is intended to ensure maximum recovery of military A&E items outside the supply system. It is not intended to circumvent normal turn-in procedures. The A&E amnesty program provides an opportunity for individuals to return A&E found, stolen, or misplaced without fear of prosecution. A&E amnesty turn-ins will not be the basis for initiation of an investigation or prosecution and are exempt from AR 190-series investigation requirements.

b. This program does not, however, prevent investigations or prosecutions based on other evidence. The amnesty program is implemented by local regulations in accordance with DA Pam 710-2-1, paragraph 11-19. Installation commanders should coordinate implementation of the program with law enforcement agencies and their legal advisor.



