

Fort Carson Physical Security AA&E Checklist

REFERENCE.

DoD 5100.76-M, Physical Security of Sensitive Conventional Arms, Ammunition and Explosives
AR 190-11, Physical Security of Arms, Ammunition, and Explosives
AR 190-13, The Army Physical Security Program
AR 190-14, Carrying of Firearms and Use of Force for Law Enforcement and Security Duties
AR 190-40, Serious Incident Report
AR 190-51, Security of Unclassified Army Property (Sensitive and Nonsensitive)
AR 710-2, Inventory Management Supply Policy Below the Wholesale Level
FC Reg 190-11, Physical Security of Arms, Ammunition and Explosives
FC Reg 190-13, Installation Physical Security Plan
FC Reg 190-25, Crime Prevention
FC Reg 700-15, Fort Carson Ammunition Handbook

Note: At the request of the unit, all regulations will be placed on a CD and provided to the deploying unit.

Time Zone Used throughout Annex K: Sierra (Local, MST)

1. SITUATION: Overseas Contingency Operations

2. MISSION

a. Fort Carson provide security information and assistance in support of overseas contingency operations during mobilization training.

b. Fort Carson provide security information and assistance in support of overseas contingency operations during demobilization training.

3. EXECUTION

a. Access to Arms Storage Facilities

(1) Command Oriented Screenings. Commanders must ensure that each person being granted unaccompanied access to arms, ammunition and explosives (AA&E) and keys to AA&E have been interviewed for suitability as required by AR 190-11, para 2-11, and that a DA form 7281-R (Command Oriented Security Screening and Evaluation) has been initiated. To allow for proper processing commanders should forward copies of the completed screenings to the Fort Carson Directorate of Emergency Services, ATTN: Security and Access Control Division, 7337 Osan Street, Building 2757 Mod 1, Fort Carson, CO 80913. These forms must arrive NLT 10 days prior to unit arrival.

(2) Unaccompanied Access Rosters. Personnel being granted unaccompanied access to the unit arms room must be placed on an unaccompanied access roster. This roster will be posted in the unit arms room IAW AR 190-11, para 4-19.

b. Required Arms Room Signage. (Provided by the Fort Carson Directorate of Public Works, Building 207)

(1) Arms rooms will be marked with a Restricted Area sign. Refer to AR 190-13, para 6-4, and AR 190-11, para 4-15, for correct verbiage and placement of signs.

(2) Arms rooms will be marked with an IDS warning sign directly outside the door and on all interior walls directly outside the entrance to the arms room. Refer to AR 190-11, para 4-16 and Appx. F for sign dimensions.

(3) The DA message dated 15 Jan 1998, Subject: Lautenberg Amendment for the Carrying of Firearms by an Individual, will be placed on the exterior part of the arms room door.

(4) A current copy of the DA form 4604-R (Security Construction Statement) will be placed on the inside back of the arms room door. Fort Carson DES Security and Access Control Division personnel will ensure a current copy of the form has been issued for the applicable arms room.

(5) Copies of Colorado firearms laws will be posted outside the arms room for unit personnel to read.

c. Appointment Orders.

(1) Physical Security Officer [FC Reg 190-11, para 5 a (8)]. Each unit will appoint in writing a Physical Security Officer in the grade of E-7 or above.

(2) Key Custodians (Primary and Alternate). (DoD 5100.76-M, para C2.5 & AR 190-51, Appx D)

d. Storage of Night Vision Devices (NVD) & Bayonets.

(1) Night Vision Devices. All NVD will be stored within a facility equipped with intrusion detection systems (IDS) or under constant surveillance. NVD will be stored in a manner that verifies the presence of each NVD during physical counts. The person conducting the inventory must physically inspect the NVD, not just the presence of the case [FC Reg 190-11, para 7 e(1) & (2)].

(2) Bayonets. Bayonets will be stored in a container which is banded, locked, sealed in a way that will prevent bayonet removal without leaving visible signs of tampering [FC Reg 190-11, para 7 b(6)(a)]. A memorandum authenticated by an officer, NCO, or authorized civilian stating the type and quantity of bayonets stored inside the container, as well as the seal number used to seal the container, will be affixed to the container. The unit will re-inventory the bayonets every 6 months. Serial number of seals will be recorded on all inventory documents.

e. Ammunition Storage.

(1) Only ammunition considered "operational load", i.e. guard ammunition, is authorized storage within the arms room and may not exceed 4500 rounds. Storage of operational load within the arms room must be approved in writing by the first O-5 within the chain of command. Ammunition drawn for training must be stored at the Ammunition Holding Area (AHA) or at a field AHA south of Cottonwood

Junction. Arms rooms must be licensed by QASAS (526-1892) for ammunition storage. Refer to FC Reg 700-15 for additional information.

(2) Ammunition will be stored in sealed containers and recorded on all inventory records.

f. Arms Racks.

(1) Any locally fabricated and/or modified arms racks, if not already registered and serially stamped, must be approved by the Fort Carson Logistics Area Representative (LAR).

(2) Units will coordinate with the DES Security and Access Control Division, building 2757, for resolution of unregistered racks.

g. Required Inventories.

(1) Change of custody. Each time the AA&E keys are transferred from one custodian to another, a 100% inventory of the arms room and the arms room keys must occur. This inventory will be done jointly with the incoming custodian affixing his/her signature on DA forms 2062 and 5513-R.

(2) Physical count. A daily physical count inventory will be conducted upon opening and closing the arms room. The closing inventory will be conducted by a disinterested person in the grade of E-5 or higher. The closing inventory may not be conducted by the armorer. The inventory will be annotated on DA form 2062 and kept on hand until departure from the deployment station.

(3) Serial number. Arms rooms will be inventoried by serial number for 100% accountability on a weekly basis. Results of this inventory will be recorded on an informal memorandum or on the back page of the property book [FC reg 190-11, para 7 c(4)(e)].

(4) All AA&E and other sensitive items stored within the arms room will be recorded on all inventory records.

h. Locks and chains.

(1) High security lock. The arms room door must be locked with a DoD approved high security padlock (NSN: 5340-01-217-5068) and hasp [NSN: 5340-01-196-2547 (right hand doors) or NSN: 5340-01-235-6907 (left hand doors)]. Locks can be obtained from the DoD EMALL ([https://dod-
emall.dla.mil/acct/](https://dod-emall.dla.mil/acct/)) or the DLA Contract Center (877-352-2255). Additional information may be obtained from the Naval Facilities Engineering Command DoD Lock Program website at https://portal.navfac.navy.mil/portal/page/portal/navfac/navfac_ww_pp/navfac_nfesc_pp/locks/

(2) Security chains. Arms racks must be chained together to meet the minimum weight requirement of 500 pounds. Chains used to secure weapons racks will meet Federal Specification RR-C-2710, Table 4, Type 1, Grade C, Class 4, be heavy duty hardened steel, welded, straight link steel, galvanized of at least 5/16-inch thickness. These chains are available through the Defense Supply Center Richmond (NSN (5/16-inch): 4010-00-149-5583 or NSN (3/8-inch) 4010-00-184-3476).

i. AA&E administrative key control.

(1) All conventional AA&E keys must be stored at the next higher headquarters for overnight storage [FC Reg 190-11, para 7 d(4)].

(2) When AA&E keys are transferred between authorized persons (change of custody) they will conduct a 100% sensitive items inventory.

(3) Units will conduct a 100% serial number joint inventory of AA&E keys semiannually.

(4) All key inventories must include both the primary and secondary (alternate) sets.

(5) AA&E keys will be secured on a welded key ring.

(6) Personnel having unaccompanied access to AA&E keys must undergo a command oriented security screening IAW AR 190-11, para 2-11.

j. Integrated Commercial Intrusion Detection System (ICIDS).

(1) Personal Identification Cipher (PIC). Personnel requiring unaccompanied access to their arms storage area will be issued a PIC. PICs are issued from the ICIDS monitoring station, building 2757, between the hours of 0800-1600, Monday through Friday. Prior to being issued a PIC and an unaccompanied access roster and copies of the completed DA form 7281-R must be on file at the ICIDS monitoring station. The PIC is for use **ONLY** by the individual it is issued to. Sharing of PIC codes is prohibited and violators may be charged with violating UCMJ ART 92, Failure to Obey Order or Regulation.

(2) ICIDS activation. Prior to placing AA&E in the arms room the installed ICIDS must be activated. The occupying unit must submit an activation memorandum NLT 48 hours prior to the requested activation date to the DES Security and Access Control Division, ATTN: ICIDS System Administrator. Once the memorandum is received the activation inspection will be scheduled.

(3) ICIDS deactivation. Once the occupying unit no longer has a need for the arms room, they will submit a memorandum to the DES Security and Access Control Division, ATTN: ICIDS System Administrator, requesting deactivation of the arms room. Arms rooms must be empty of all AA&E and sensitive items prior to deactivation of the system.

(4) ICIDS failure. In the event the alarm system becomes inoperative a dedicated armed guard must be posted to observe the arms room. Units will report all system failures to the ICIDS monitoring station (526-0637).

(5) Walk test. Monthly ICIDS walk tests are required to ensure proper internal functioning of the IDS sensors. The results of the walk test will be recorded on FC form 83-3 and must be retained on file for 90 days.

k. AA&E and other sensitive items sign out procedures.

(1) Weapons and Ammunition Issue and Turn-In Register (FC form 83-2). Personnel removing AA&E and other sensitive items from the arms room must affix their signature to FC form 83-2. Issuing

assigned weapons to the authorized individual reflects the master authorization list (MAL). Forms are available on the Fort Carson Homepage (<http://www.carson.army.mil/mpd/ASD/formspubs.html>).

(2) Equipment Receipt (DA form 3749). All individuals assigned a weapon must be issued a DA form 3749 Equipment Receipt. Individuals will surrender their equipment receipt each time an assigned weapon or sensitive item is removed from the arms room. The DA form 3749 is used in conjunction with the sign-out register, FC form 83-2.

I. Security of AA&E during training and in a field environment. Commanders will take these steps to secure AA&E when deployed in the field:

(1) During field training, units should have approved arms racks or containers available to secure weapons that may be turned in for any reason.

(2) Weapons and NVD must be accounted for twice daily.

(3) Upon return to garrison, a 100% serial number inventory of weapons and NVD will be conducted and recorded before releasing personnel.

(4) AA&E will always be under continuous positive control by an assigned guard or guards.

(5) Commanders will appoint a responsible person charged with custody of AA&E who has the capability to sound an alarm if a theft is attempted.

(6) Commanders will appoint a response force that is available to respond to an alarm.

(7) A system of supervisory checks will be established by the commander to make sure personnel comply with security procedures. The commander or his designated representative performs supervisory checks of the AA&E holding area to ensure that the AA&E is being guarded and has not been tampered with.

(8) Control of ammunition and explosives during field training or range firing will be closely monitored by personnel. Upon completion of training, the area(s) are policed and unused ammunition/explosives collected for turn-in. Personnel should be closely checked to be sure unused ammunition and explosives are not retained. Close supervision by officers and NCOs can eliminate most security/accountability problems in the training area.

(9) Selection of personnel to perform guard duties at AA&E holding areas will be closely monitored by commanders to make sure only responsible individuals are assigned that duty.

(10) Weapons losses will be immediately reported to the Fort Carson Police (526-2333) and local authorities having jurisdiction if the loss takes place off the installation.

(11) Before leaving the field environment each unit conducts a 100% physical count of AA&E and other sensitive items. Commanders must be sure that first and second-line leaders are aware of this responsibility.

(12) Weapons will remain in the possession of the individual to whom they are issued unless placed in an authorized storage area. Wheeled vehicles are not considered an authorized storage area.

(13) Issued weapons will not be relinquished to another person except under emergency conditions.

(14) Pistols and revolvers will be secured to the person by either a locally made or military issued field lanyard. Pistols and revolvers that lack a device to affix the lanyard are secured by running the lanyard through the trigger guard with care taken not to interfere with the functioning of the weapon.

(15) During the night, or periods of rest, unloaded weapons will be placed inside the sleeping bag with the person to whom assigned. **NOTE:** Under no circumstances is a weapon left unattended.

(16) When using a "porta pottie" or field latrine weapons are to be unloaded and taken inside.

(17) When riding in a vehicle, individual weapons should be mounted in provided racks, holsters, or in the immediate possession of the individual.

(18) If weapons are stored in approved arms racks, these racks will be chained together in pairs or more using an approved padlock and chains. Locking bars on the racks will be secured with and approved padlock to prevent unauthorized access. Weapons in racks are to be kept under constant surveillance.

(19) Unattended weapons will be immediately turned into to a unit NCO or officer. The unit will take immediate action to identify who the weapon belongs to.

(20) Weapons stored onboard tracked vehicles, aircraft or other non-wheeled vehicles require a dedicated guard.

(21) Commanders will establish procedures for the safeguarding of weapons and other sensitive items issued to personnel who are medically evacuated from the training area or range.

(22) Ammunition and explosives may be stored in a range control building or vehicle under constant surveillance.

(23) Procedures for temporary open storage:

(a) Consolidate ammunition and explosives in one location.

(b) Erect a perimeter barrier with three strands of concertina wire stacked in a pyramid shape. The barrier will have only one entry/exit point. Single strands of concertina wire may be used if the exercise is in a mobile situation (i.e. being in one location for less than 24-hours).

(c) Entry and exit procedures will include spot checks of personnel and vehicles for unauthorized material.

(d) Use security identification cards, badges, or sign-in/out rosters for admission to ammunition storage areas.

(e) Only Government vehicles are allowed entry into the storage area to load and unload AA&E.

(f) Inventory accountability and control of ammunition temporarily stored in a holding area will meet the following accountability and control requirements:

1. Inventories will be conducted at the time of initial storage and every 24 hours thereafter.

2. Report inventory shortages to the commander. A Serious Incident Report (SIR) will be initiated for inventory shortages and the Fort Carson Police (526-2333) will be notified as well as local authorities having jurisdiction if the loss takes place off the installation.

3. When more than one unit is using the same storage area, separate and identify training ammunition stocks by unit.

(g) Post guards. Guards provide constant surveillance of ammunition temporarily stored in the holding area as follows:

1. Arming of guards protecting ammunition will be at the discretion of the commander. In determining the need to arm guards, consideration must be given to safety, category of ammunition stored, and to the threat of possible unauthorized intrusion. Commanders will review AR 190-14. If guards are armed they will be briefed on the provisions of AR 190-14 and commanders will ensure that they are qualified with their assigned weapons. CAT I munitions (i.e. LAW rockets, Stinger missiles, and other ready to fire configuration weapons) require armed guards during temporary storage.

2. If armed guards are used, they will be posted and remain outside the perimeter of the field storage site.

3. The use of armed guards for security of ammunition issued to crews of tanks, self-propelled artillery, or crew served weapons which will be stored within their vehicles is at the discretion of the unit commander.

4. Personnel performing guard duties will be provided a communication system other than voice (i.e. radio, whistles, horns) as a means of reporting intrusion or requesting assistance from the Sergeant-of-the-Guard or other appropriate response forces.

(h) Provide security lighting at the storage site if available (i.e. generator and light set).

(i) Post the area with restricted area signs. Signs can be acquired by submitting a work order to DPW prior to the field exercise.

(j) Supervisory personnel conduct periodic checks to ensure guards are on duty and to deter the presence of unauthorized personnel. Roving patrols may be used to meet this requirement.

(k) Ensure ammunition residue is turned in. Mark those items that can be reissued for training to prevent them from being turned in as accountable residue or restoration to their original configuration.

(l) Personnel wishing to use the Ammunition Holding Area (AHA) subsequent to down-range activities must make prior coordination with the Ammunition Supply Point (ASP) at (719) 526-8621.

m. Use of force. All personnel performing guard duties for AA&E will be briefed on use of force IAW AR 190-14.

n. Security briefing. A two hour block of training can be provided for personnel designated arms room responsibilities. Unit interested in this training need to coordinate with the DES Security and Access Control division, Physical Security branch NCOIC at (719) 526-3576. Training will be conducted at the Physical Security Branch classroom in building 2757.

o. POC list:

- Chief, Security and Access Control Division: (719) 526-2760
- NCOIC, Physical Security Branch: (719) 526-3576
- Physical Security Branch:
 - Mailing address: Directorate of Emergency Services, Security and Access Control Division, 7337 Osan Street, Building 2757 Mod 1, Fort Carson, CO 80913
 - General Office phone: (719) 526-0080
 - Fax: (719) 526-3961
- ICIDS monitoring station: Bldg. 2757 Mod 1, (719) 526-0637
- DES Central Dispatch Office (Police/Fire): (719) 526-2333