

FGGM REGULATION 190-13

Installation

**PHYSICAL SECURITY
ON FORT GEORGE G. MEADE**

Headquarters
U.S. Army Garrison
Fort George G. Meade, MD
1 August 2012

DEPARTMENT OF THE ARMY
HEADQUARTERS, FORT GEORGE G. MEADE
FORT GEORGE G. MEADE, MARYLAND 20755-5000

1 August 2012

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History: This regulation supersedes FGGM Reg 190-13, 9 April 2009. It contains instructional guidelines to establish policies, responsibilities, and procedures for the protection of US Government and personal property.

Summary: This regulation contains guidance, information, and reference material for an effective physical security program, requiring each commander and activity chief to ensure government and personal property are afforded the proper level of protection.

Applicability: This regulation applies to all individuals employed on, entering, residing on, or visiting Fort George G. Meade (FGGM). Penalties for violation of this regulation include the full range of statutory and regulatory sanctions for military and civilian personnel. These include, but are not limited to, court-

martial, prosecution for trespassing, and being barred from the installation.

Suggested Improvements: The proponent of this regulation is the Directorate of Emergency Services (DES). Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms), to the Directorate of Emergency Services, ATTN: IMME-ES, 6619 Mapes Road, Fort George G. Meade, MD 20755-5045.

Supplementation and Interim Changes: Supplementation of this regulation is prohibited. Interim changes to this regulation are not official unless they are authenticated by the DES.

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CHAPTER 1

INTRODUCTION

1-1. **PURPOSE:** To establish policies, responsibilities, and procedures for the protection of US Government and personal property. This regulation applies to all individuals employed on, entering, residing on, or visiting Fort George G. Meade (FGGM). Penalties for violation of this regulation include the full range of statutory and regulatory sanctions for military and civilian personnel. These include, but are not limited to; court-martial, prosecution for trespassing, and being barred from the installation.

1-2. **GENERAL:** An effective physical security program is a command function, requiring each commander and activity chief to ensure government and personal property are afforded the proper level of protection.

1-3. **REFERENCES:**

- a. AR 190-11, Physical Security of Arms, Ammunition and Explosives, 15 November 2006.
- b. AR 190-13, The Army Physical Security Program, 25 February 2011.
- c. AR 190-14, Carrying of Firearms and Use of Force for Law Enforcement and Security Duties, 12 March 1993.
- d. AR 190-16, Physical Security, 31 May 1991.
- e. AR 190-51, Security of Unclassified Army Property (Sensitive and Non-sensitive), 30 September 1993.
- f. AR 710-2, Inventory Management Supply Policy Below the Wholesale Level, 28 March 2008.
- g. DA PAM 190-51, Risk Analysis for Army Property, 30 September 1993.
- h. DA PAM 710-2-1, Using Unit Supply (Manual Procedures), 31 December 1997.
- i. DoD 4500.34R, Personal Property Traffic Management Regulation, 10 October 1991.
- j. ATTP 3-39.32, Physical Security, 3 August 2010.

CHAPTER 2

KEY AND LOCK CONTROL

2-1. OVERVIEW: Commanders and activity chiefs are responsible to ensure keys affording access to the unit or facility are kept under strict control, and that keys are secured in a locked container or depository when not in use. This includes providing specific instructions pertaining to individual responsibility when in possession of keys to warehouse buildings, pilferable items, storage areas, supply rooms, administrative areas, and non-appropriated fund activities.

2-2. RESPONSIBILITIES: In addition to controls established in applicable regulations, the following requirements are established:

a. Installation Key Control Officer:

(1) The duties of the Installation Key Control Officer are performed by the Real Property Specialist in the Directorate of Public Works (DPW) Master Planning Division. His or her primary duties will be to establish and maintain an effective key and lock control system to ensure adequate procedures and accountability are in effect for maximum security of government property throughout the installation. This will be accomplished by the following procedures:

- (a) Establish procedures and control of locking devices for the installation.
- (b) Ensure each unit or activity appoints a Key Control Custodian.
- (c) Maintain records of required inventories and inspections.
- (d) Conduct investigations concerning lost or stolen keys.
- (e) Maintain an installation key depository.

(f) The Installation Key Control Officer will be responsible for determining requirements, coordinating procurement, and keeping abreast of the availability of improved locking devices.

b. Unit Commanders and Activity Chiefs will:

(1) Ensure reasonable precautions are taken to safeguard all keys and padlocks issued or stored in their unit or activity.

(2) Ensure key and lock inventories of the complete key control system within their unit or activity are conducted at least semiannually as prescribed by Appendix D, AR 190-51. The DPW is responsible for locks, latches, and locking devices on doors, vaults, and other similar items that are an integral part of a building or structure.

Locking devices will be installed or replaced by qualified locksmiths from the Directorate of Logistics or the Directorate of Public Work with an approved work request. Installation of additional locks or replacement of current locks will be funded by the unit or activity.

(3) Maintain a record of all key and lock inventories in unit or activity files for a period of one year, and then destroy the records in accordance with applicable regulations.

(4) Appoint or designate in writing a representative to serve as the Key Control Custodian. Key Control Custodians will be designated for individual buildings, sections, shops, or areas that require a separate key control system.

(5) Plan, formulate, and coordinate all pertinent aspects of physical security to establish and maintain an effective key control system.

(6) Prepare, as an annex to the unit or activity's Physical Security Plan, a written Standing Operating Procedure which includes, as a minimum, those items listed in Appendix A of this regulation.

c. Unit or Activity Key Control Custodians:

(1) Will maintain records of inspections and inventories in unit or activity files for a period of one year; then destroy them in accordance with applicable regulations.

(2) Will monitor physical security and key control measures by conducting an inventory of keys and locks at least semiannually, except for a specific need to inventory, i.e., lost keys, relief for criminal reasons, pilferage, or security violations. This does not apply to arms rooms, weapons storage areas, and ammunition supply points. (Refer to AR 190-11 for appropriate key control procedures for these areas.) Record the inventory on the back of the DA Form 5513, Key Control Register and Inventory. Inventory results must be retained in the activity files for a minimum period of one year. Personally retained keys must be visually inventoried quarterly. See paragraph 2-2d(6) of this regulation for guidance on issuing and inventorying personally retained keys.

(3) Will ensure all keys and locks have serial numbers. No further identifying information will be on the tag to which it is attached.

(4) The DES should be contacted for appropriate guidelines for utilizing a master key system in accordance with existing Army regulations. Requests for master keys or master key systems will be forwarded through the Directorate of Emergency Services, ATTN: IMME-ESS (Physical Security), to the Installation Key Control Officer for approval/disapproval. In a master key system, the following requirements must be met:

(a) All locks, lock cylinders (when appropriate), and keys in a master keyed system will be numbered with an unrelated number system. The words "US Government - Do Not Duplicate" should be imprinted on all master keys.

(b) Keys to padlocks used in the unit or activity will not be reproduced commercially.

(c) Approval for duplication of activity or unit keys must be given by the unit commander or activity chief.

d. Issuance and Control of Locks and Keys:

(1) Keys will be stored and locked in a 26-gauge steel General Services Administration (GSA) approved or equivalent container when not in use.

(2) Keys to padlocks, desk-locking devices, key control depositories, vehicles, and office rooms will not be left unattended or unsecured in the locking device at any time.

(3) Wooden containers to secure unit and activity keys are strictly prohibited.

(4) Keys for commercial vehicles parked in motor pools will be secured in the unit or activity key depository.

(5) Keys to duty vehicles outside the confines of a protected area during duty and non-duty hours will be secured in a key depository or retained by the driver.

(6) Personally-retained keys will be visually inventoried quarterly and results recorded on DA 5513, Key Control Register and Inventory, or on a memorandum signed by the individual conducting the inspection. Inventory results will be maintained in activity files for a minimum of one year, and then destroyed in accordance with regulatory requirements. This applies only to keys used to secure areas containing US Government property and equipment. This does not apply to family quarters, guesthouse, Bachelor Enlisted Quarters (BEQ) and Bachelor Officer Quarters (BOQ) rooms occupied by military or civilian personnel, or personal desk keys.

(7) Keys to warehouses, supply rooms, administrative offices, non-appropriated fund activities, and storage areas will be kept under stringent control.

(8) Key containers will be checked at the end of each shift or completion of the duty day and all keys must be accounted for at that time.

(9) Keys will be signed out to authorized personnel on a key control register. The DA Form 5513, Key Control Register and Inventory (Appendix E), is approved for use to meet the requirements of this regulation. All blocks on the DA Form 5513 will be completed, to include key number, date and time issued, printed name and signature of

person issuing the key, printed name and signature of person being issued the key, date and time turned in, and printed name and signature of person receiving the key when it is turned in. A DA Form 2062, Hand Receipt and Annex Number (Appendix E), may also be used to issue personally retained keys. When not in use, the key control register or hand receipt will be kept in a locked container that does not contain or store classified material and to which access is controlled.

(10) A key and lock inventory list will be maintained, which includes the number of keys and locks, key and lock serial numbers, location of locks, the number of keys maintained for each lock, the number of keys on hand in the key depository, the number of keys issued, and individuals to whom the keys were issued.

(11) Only approved security padlocks and hasps or Intelligence Materiel Activity approved locking devices are authorized for use in securing non-sensitive, unclassified Army supplies and equipment. New locking devices will not be locally purchased unless the DES, Physical Security Division, approves them for use.

(12) Activity keys will not be reproduced commercially.

CHAPTER 3

FIREARMS, AMMUNITION, EXPLOSIVES, AND WEAPONS

3-1. OVERVIEW:

- a. This chapter establishes rules and prohibitions regarding privately owned firearms, ammunition, explosives, and weapons on Fort George G. Meade (Fort Meade), Maryland.
- b. This chapter does not prevent the wearing, carrying, transporting, or use of any weapon by Federal, State, or Local law enforcement personnel who are authorized or required to wear, carry, or transport such weapons as part of their official equipment in connection with their official duties, so long as the wearing, carrying, or transport of weapons by authorized personnel is not otherwise in violation of applicable Federal statutes or regulations.
- c. This chapter does not prevent active and retired qualified law enforcement officers, as provided in the Law Enforcement Officers Safety Act of 2004 and any amendments to it, from carrying concealed weapons.

3-2. RESPONSIBILITIES:

- a. The Directorate of Emergency Services (DES) will:
 - (1) When requested, and to the extent resources permit, conduct inspections to ensure proper storage of Privately Owned Firearms (POFA) and Ammunition.
 - (2) Process unlawful POFA and other items in accordance with (IAW) rules applicable at the time the items are discovered.
 - (3) Register privately owned firearms for individuals residing on Fort Meade.
 - (4) Process all other requests to register firearms on Fort Meade. The Fort Meade Garrison Commander, or Deputy Garrison Commander, must personally disapprove registration of a firearm on Fort Meade.
- b. Unit Commanders will:
 - (1) Ensure security measures are established to safeguard POFA under their control.
 - (2) Conduct unannounced quarterly inspections of unit arms rooms and barracks to ensure compliance with this regulation.

(3) Ensure all personnel under their command are aware of and comply with the requirements and provisions of this chapter of the regulation.

(4) Establish a Memorandum of Understanding (MOU) whenever the command stores POFA for another command. The MOU will establish overall responsibility for the security of the arms room.

c. The Directorate of Public Works (DPW) will post signs at all installation gates notifying individuals of the existence of this chapter of the regulation and its availability at the Fort Meade Visitor Control Center and by a hyperlink on the Fort Meade internet home page. The sign language will state: "Fort George G. Meade Regulation 190-13 makes firearms, ammunition, explosives, and weapons illegal unless permitted in accordance with applicable law. This regulation is available at the Fort Meade Demps Visitor Center and Fort Meade web site."

d. The Network Enterprise Center will post this chapter of the regulation by a hyperlink on the Fort Meade internet home page.

3-3. GENERAL PROHIBITIONS:

a. Unless issued or provided in connection with official duties the following weapons or items are prohibited on Fort Meade:

(1) Switchblades – any knife having a blade which opens automatically by hand-pressure applied to a button or other device on the knife regardless of whether the operation of the blade is by spring, inertia, or gravity action.

(2) Collapsible knives with a lockable blade longer than 3 inches.

(3) Blackjacks.

(4) Sand clubs.

(5) Metal knuckles.

(6) Glass or other breakable containers filled with gasoline or other flammable substance with a flashpoint of less than 200 degrees Fahrenheit. These are commonly called Molotov cocktails.

(7) Bombs, grenades, missiles, mines, or similar devices containing explosive, incendiary, or poisonous substances. This does not include rockets having a propellant charge weighing less than 4 ounces.

(8) Devices that shoot projectiles or have concealed blades that are designed to look like umbrellas, canes, walking sticks, pens, key chains, or other normally harmless objects.

b. Personnel will not wear or carry on Fort Meade, either openly or concealed, the following items with the intent to use them as weapons:

(1) Straight razors, razor blades, or items made from razor blades.

(2) Knives with blades longer than 3 inches.

(3) Ice picks, machetes, swords, or any similar weapons.

(4) Nunchaku – a device consisting of two pieces of wood, metal, plastic, or other like substance connected by a chain, rope, leather cord, or other flexible material.

(5) Clubs or clubbing objects. This includes items made of wood, metal, stone, or brick.

(6) Any other item that can be readily used to inflict bodily harm.

c. Archery. The use of privately owned archery equipment on Fort Meade is permitted only where expressly approved by the Garrison Commander.

d. Compressed Air or Gas Weapons. Air rifles, air pistols, and "BB" guns, which use compressed air or gas as a propellant force, will only be used where expressly approved by the Garrison Commander.

e. Replicas and Facsimiles. Personnel will not wear or carry on Fort Meade, either openly or concealed, replicas or facsimiles of weapons or firearms with the intent to project a threat to others. Starter's pistols (cartridge pistols that fire blanks) used for athletic events are presumptively replicas under this chapter of this regulation.

3-4. PRIVATELY OWNED FIREARMS AND AMMUNITION

a. For purposes of this chapter of this regulation, a firearm is a weapon from which a shot, projectile, or projectiles are discharged by gunpowder.

b. For the purpose of this chapter of this regulation, lawful firearms are those that may be privately owned under Federal and Maryland law. In the event of conflict between Federal and Maryland law, Federal law is supreme and governs the private ownership of firearms on Fort Meade.

c. The following privately owned firearms, privately owned noise silencing devices for firearms, privately owned ammunition for firearms, and privately owned gunpowder for firearms are prohibited on Fort Meade:

(1) Fully automatic firearms.

(2) Firearms made to look like normally harmless items.

(3) A weapon made from a rifle if such modified weapon has an overall length of less than 26 inches or a barrel length of less than 16 inches.

(4) A muffler or silencer for any firearm.

(5) Ammunition in excess of 1000 rounds, regardless of the type or caliber, owned by a single individual.

(6) Ammunition in excess of 1000 rounds, regardless of the type or caliber, owned by a household.

(7) More than 2 pounds of gunpowder owned by a single individual.

(8) More than 2 pounds of gunpowder owned by a household.

(9) Privately Owned Firearms possessed, worn, carried, or stored in a manner that is not in compliance with sub-paragraphs 3-4d through 3-4i, below.

d. Except as authorized by Federal statute or regulation, personnel will not wear or carry privately owned concealed firearms upon or about their person.

e. The carrying and use of POFA by Department of the Army (DA) military and civilian personnel on Fort Meade while performing official duties is prohibited.

f. Privately Owned Firearms (POFA) will not be carried into or stored in any troop barracks or transient quarters. Such firearms and ammunition will be stored in the designated arms room of the unit to which the individual is assigned, attached, or on temporary duty. Individuals will withdraw POFA from the designated arms room only with the prior approval of the individual's commander or the commander's authorized representative. Individuals will follow the arms room property custody procedures when withdrawing property from the arms room.

g. Personnel residing on Fort Meade will register their privately owned firearms with the Weapons Registration Section of the DES within 72 hours after establishing residency on Fort Meade. Proof of ownership is required for registration; however, firearms will not be taken to the Weapons Registration Section. Registrants will notify the Weapons Registration Section immediately upon loss or theft of privately owned firearms. A change in residence of the registrant, the location of a registered firearm, or the trade or sale of a privately owned registered firearm will be reported to the Weapons Registration Section within 72 hours of the change.

h. Personnel residing in privatized family housing, BEQ, or BOQ may store firearms and ammunition within their quarters. Firearms and other projectile firing weapons stored in quarters will be unloaded and will be secured in a locked container (such as a

gun cabinet, lockable closet, or gun case) or have a trigger-locking or action-blocking device on the weapon. Firearms and projectile firing weapons that cannot be stored in this manner will be stored in the unit's designated arms room. Ammunition will be stored separately from the container in which the firearm or weapon is stored. All reasonable precautions will be taken to prevent the theft or unauthorized use of firearms, projectile weapons, and ammunition.

i. Lawful firearms brought onto the installation by people who do not reside or work on Fort Meade are not required to be registered provided they are kept in a privately owned motor vehicle. When privately owned firearms are brought onto Fort Meade, unless otherwise provided by law, they must be unloaded. Such firearms shall be carried in a locked portion of the vehicle outside of the passenger compartment of the vehicle, or in a locked container that prevents the firearm from being readily available. Ammunition shall be secured in a locked container separately from the firearm while the firearm is in the vehicle.

j. Nothing in this chapter of this regulation eliminates the applicability of other Federal or state statutes or regulations concerning ownership, possession, registration, transportation, or use of privately owned firearms.

k. The Garrison Commander or Deputy Garrison Commander will personally approve or disapprove requests for exception to this chapter of this regulation after consulting with the servicing Staff Judge Advocate.

3-5. CONFISCATION AND DISPOSITION: Firearms, ammunition, explosives, and weapons found in violation of this regulation, or other applicable law, will be confiscated and turned over to the DES for disposition in accordance with applicable law.

3-6. PUNITIVE ACTION: Paragraphs 3-3 and 3-4 of this chapter of this regulation are punitive. Personnel subject to the Uniform Code of Military Justice (UCMJ) who fail to comply with the requirements of this chapter are subject to punishment under the UCMJ, as well as to adverse administrative action. Personnel not subject to the UCMJ who fail to comply with the provisions of this regulation are subject to adverse administrative action or criminal prosecution as authorized by applicable statutes and regulations. Commanders and law enforcement personnel should consult with their legal advisors before taking punitive action pursuant to this paragraph.

CHAPTER 4

OPERATING PROCEDURES FOR INTEGRATED COMMERCIAL INTRUSION DETECTION SYSTEMS (ICIDS)

4-1. OVERVIEW: To outline policy, prescribe procedures, and assign responsibilities for proper use of all Integrated Commercial Intrusion Detection Systems (ICIDS) installed on FGGM. The ICIDS are designed to detect the semi-skilled intruder who can be expected to attempt entry without sophisticated equipment and detailed planning and may work individually or as a member of a small group. These systems complement the unit protection plan; however, only by following proper physical security procedures and having a responsive reaction force can maximum security be achieved.

4-2. RESPONSIBILITIES:

a. The Director of Emergency Services is responsible for the monitoring of ICIDS and responding to any alarms on FGGM (Appendix C of this regulation).

b. Unit Commanders and Activity Chiefs will:

(1) Ensure personnel operating ICIDS are thoroughly familiar and trained in the proper operating procedures.

(2) Ensure only qualified maintenance personnel are authorized access to the system. All routine maintenance will be performed during the normal duty hours, Monday thru Friday, 0730-1630. The contractor will complete a Maintenance Service Report (MSR) for each maintenance item. If Unit Commanders/Activity Chiefs have a complaint on the service they must fill out a DA Form 5477 (Customer Complaint Record) and submit to Fort Meade Physical Security.

(3) Ensure DA Form 4930, Alarm/Intrusion Detection Record, is properly used for all systems installed in arms or ammunition storage areas. The DA Form 4930 will be maintained in the unit files for one year.

(4) Ensure unit personnel do not attempt to service or tamper with any of the ICIDS components.

(5) Provide the Directorate of Emergency Services, Physical Security Division, a current notification roster of personnel to be contacted in case of an emergency. The roster will contain the names of at least three individuals and will include both home and duty phone numbers for each. The roster will also contain the name and duty phone number of a point of contact responsible for updating the roster. The roster will be updated annually or sooner if any changes occur. These rosters will be maintained as FOUO material.

CHAPTER 5

PHYSICAL SECURITY FOR MONEY HANDLING FACILITIES

5-1. OVERVIEW: To prescribe procedures for safeguarding US Government funds by money-handling activities, except banks, on this installation. This regulation applies to all US Army FGGM staff activities and assigned or attached units.

5-2. RESPONSIBILITIES: Physical Security of government funds is a command function. It requires each Commander or Activity Chief having responsibility for money-handling activities to become personally involved to ensure adequate security measures are in effect for the control of funds at all times. Army regulations pertinent to each activity prescribe security standards and measures for each specific type of money-handling activity. Commanders and Activity Chiefs should ensure compliance with appropriate regulations at all times and ensure activity physical security plans are integrated with Military Police activities as outlined in this regulation. The DES, Physical Security Division, will provide technical guidance upon request.

5-3. POLICIES AND PROCEDURES: In addition to internal controls set forth in applicable regulations, the following requirements are established:

a. Activities located on FGGM are not authorized to keep in excess of \$500 in activity safes overnight without prior approval of the FGGM Garrison Commander.

b. Money-handling activities desiring to maintain amounts in excess of \$500 after normal operating hours (0730-1600) will request, in writing, for permission to retain such funds through their primary staff proponent to the FGGM Garrison Commander. A copy of the last physical security inspection report, to include corrective actions taken on all deficiencies, will accompany the request. The Director of Emergency Services will make a determination as to the adequacy of physical security measures taken to safeguard funds. The Internal Review and Audit Compliance Office (IRAC) will determine the sufficiency and necessity of the amounts requested to be retained. Maximum coordination between the Director of Emergency Services and IRAC is required.

c. Funds in excess of those authorized for retention at each activity will be deposited in one of the installation banks or a depository of equal security. Activities that deposit funds during non-banking hours will use the night banking depository.

d. Every effort will be made by the Commander or Activity Chief to transport funds safely from operating activities to a secure depository, such as a banking facility during duty and non-duty hours. The following escort procedures are recommended:

(1) The Commander or Activity Chief shall routinely monitor deposit patterns.

(2) Deposit patterns will be changed accordingly; individuals should not make banking deposits at the same time daily.

(3) At no time will a single individual transport funds for a night deposit.

(4) In the event the activity is closing and a night deposit is required, the activity should request a Police escort. If an escort is not available, it is recommended a two-vehicle escort by the activity be used.

(5) A Police escort is required for any activity transporting funds in excess of \$1,000. An escort will also be provided on a case-by-case basis to money-handling activity personnel requiring transport of funds amounting to less than \$1,000, or when unusual circumstances exist, such as threat of robbery, that could result in danger to activity personnel.

e. Cash register procedures for commissary outlets and post exchange stores are as follows:

(1) The amount of cash in the change fund for each cash register will not exceed \$300.

(2) Each cashier will receipt for either the cash register or the change fund.

(3) Cash register change funds will be kept in individual securable containers, such as lockable register trays or lockable zipper-secured canvas moneybags, and should be clearly marked with applicable register and drawer number.

f. It is recommended public funds be stored in a built-in fire resistant vault with at least a three-position dial-type combination lock door. When vaults or combination lock safes are not available or their use is impractical, fire resistant safes with a combination three-tumbler lock may be used when placed in a well-lighted area and secured to an immovable object. If any safe weighs less than 500 pounds when empty, the safe will be secured to a permanent fixture of the building with a secondary security padlock (NSN 5340-00-158-3805/3807 or NSN-5340-00-799-8016) and a hardened steel chain (NSN 4010-00-149-5583/5575). Safes will not be secured near a window. When safes are secured on the second floor of temporary buildings, the safe may be secured near an outer wall for additional support for the weight of the safe.

Appendix A

Required Contents of Key and Lock Control System Standing Operating Procedures (SOP)

The following items will be included, as a minimum, in the key and lock control system SOP:

- a. The handling of keys in general to include:
 - (1) Location of key depositories.
 - (2) Roster of personnel authorized access to key depositories.
 - (3) Keys (by building, area, or cabinet number) to be turned in to each depository.
 - (4) Method of tagging keys for ready identification.
 - (5) Method of control for issue and receipt of keys to include maintenance of register and identification of personnel authorized possession of keys.
 - (6) Procedures for the semiannual key and lock inventories and quarterly personally retained key inventories.
- b. A description of locks, keys, and combinations and how these items are stored, issued, accounted for, controlled, and maintained at all times.
- c. Investigation of lost keys and breaches of physical security.
- d. Control, issue, and use of master keys within the unit/activity.
- e. Locks by serial number and total quantity of locks and keys in the key control system.
- f. Records of the location of each lock.
- g. Records of the last semiannual key and lock inventory and quarterly personally retained key inventory.
- h. A record of personnel who have been issued keys, to include date of issue, signature of receipt of keys, and the number of keys not issued or signed out.

i. Combination padlocks or safe combinations will be changed at least annually, when a compromise is suspected, when put in use, or when a person having knowledge of the combination no longer requires access, i.e., PCS, change of duty. Combination changes may be made by qualified personnel within the unit or by qualified locksmiths.

j. Other controls as deemed necessary by the commander or activity chief based on the activity's mission.

Appendix B

Pilferable Items

The following is not an all-inclusive list of highly-pilferable items, but should be used as a guide for protection of government and personal property.

- a. Aircraft engine equipment and parts.
- b. Hand tools and shop equipment.
- c. Firearms.
- d. Ammunition and explosives.
- e. Narcotics (includes all items under the controlled substance act).
- f. Precious metals (gold, silver, platinum) and items lined with precious metals.
- g. Individual clothing and equipment.
- h. Office machines.
- i. Photographic equipment and supplies.
- j. Communications and electronic equipment and parts.
- k. Vehicular accessories and parts.
- l. Bolt cutters.
- m. Computers and automation equipment.
- n. Personal items in the workplace.

Appendix C

Inspection and Testing of the Integrated Commercial Intrusion Detection System (ICIDS)

1. Inspection and testing of the ICIDS will be accomplished by the contractor as follows:

a. The alarm system will be inspected and tested by trained technicians not less than semiannually for units or activities. Each operating unit will be tried to ensure an alarm will sound upon violation of the alarm system. All batteries will be tested under load to determine the expected useful life remaining in the cells.

b. All adjustments that are necessary to the equipment will be performed at this time. If such adjustments affect the sensitivity of the alarm system, this will be reported to the Physical Security Officer at the Directorate of Emergency Services.

c. Should any test reveal a weakness in the degree of security provided by the system; any evidence found of tampering with the equipment or connecting lines, switches, antennas, microphones, transducers, grids, or other sensitive elements; and if any adjustments have been changed or any equipment or sensitive elements have been moved and removed, the Directorate of Emergency Services, Physical Security Division, will immediately be notified.

d. Upon completion of each semi-annual inspection and service call, the Physical Security Officer at the Directorate of Emergency Services, or his designated representative, will be provided copies of the contractor's Maintenance Service Report. These forms will be maintained in the Physical Security Division alarm files. Copies of these forms will be provided to the activity upon request.

e. All semi-annual inspections or testing in any unit or activity will be performed between 0800 and 1630, Monday through Friday, or as prearranged with unit or activity personnel, excluding federal holidays.

f. The service technician will have in his possession a valid identification; personnel at the protected unit or activity will conduct an identification check. If questions arise, contact the Physical Security Division at (301) 677-6607 for verification.

2. Activities will not test their alarm system by intentionally activating an alarm for the purpose of testing the response time. The following test procedures will be used: If the unit or activity wants to perform an actual alarm test while the system is in secure (closed) status to see if the alarm is being received at the monitoring station, prior coordination must be made with the monitoring station. After the test, the activity can call the monitoring station to see if the alarm was received. In order to coordinate a test with the monitoring station, the unit or activity must furnish their system number as a form of identification.

Appendix D

Blank Forms

Included for reference are the following forms:

- a. DA Form 5513, Key Control Register and Inventory (pages 1 and 2).
- b. Unnumbered, Key and Lock Inventory List.
- c. DA Form 2062, Hand Receipt/Annex Number.
- d. DA Form 4930, Alarm and Intrusion Detection Record.
- e. Maintenance Service Report (MSR)
- f. DA Form 5477, Customer Complaint Record