

**HQS US Army Garrison Fort Drum, NY Fort
Drum Regulation 190–13**

Military Police

Fort Drum Physical Security Program

**Directorate of Emergency Services Physical
Security Division
Fort Drum, NY
1 March 2020**

UNCLASSIFIED

SUMMARY of CHANGE

HQS US Army Garrison Fort Drum Regulation 190–13
Fort Drum Physical Security Program

This revision, dated 1 March 2020:

- Consolidates Fort Drum Regulation 190-5 and 190-6 into one regulation.
- Establishes regulation for Fort Drum Physical Security Program.
- Corrects formatting, general grammatical and typographical errors throughout.

Military Police

Fort Drum Physical Security Program



Jeffery P. Lucas
Colonel, U.S. Army
Garrison Commander

History. This publication is a major revision.

Summary. This regulation prescribes policies, responsibilities, and procedures for the Fort Drum Physical Security Program.

Proponent. The proponent is the Directorate of Emergency Services, Physical Security Division.

Applicability. This regulation applies to any element assigned, attached, or supported by Headquarters, 10th Mountain Division (Light Infantry) and Fort Drum, New York. Questions concerning the applicability and interpretation of contents should be referred to the Physical Security Office, Directorate of Emergency Services. This regulation is punitive in nature.

Suggested Improvements.

Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) directly to Chief, Physical Security Division, Directorate of Emergency Services, ATTN: IMDR-ESP, 10715 Mt. Belvedere Blvd., Fort Drum, NY 13602.

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Glossary

***This regulation supersedes HQS US Army Garrison Fort Drum Regulations 190-5, dated 10 March 2014 and 190-6, dated 1 September 2018.**

Chapter 1 Introduction

1-1. Purpose

This regulation prescribes policy for developing, executing, and maintaining practical, economical, and effective physical security programs on the Fort Drum.

1-2. References

Required and related publications and prescribed and referenced forms are listed in appendix A.

1-3. Explanation of Abbreviations and Terms

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

1-4. Records Management

Records created because of processes prescribed by this regulation must be identified, maintained, and disposed of according to AR 25–400–2 and DA Pam 25–403. Record titles and descriptions are available on the Army Records Information Management System website (<https://www.arims.army.mil>).

1-5. Compliance

Compliance with provisions established in this regulation is mandatory. This regulation is punitive. Government employees and civilian personnel violating the policies outlined in this regulation may be subject to prosecution under applicable Federal and/or New York state laws and/or disciplinary action in accordance with appropriate civilian personnel regulations. Soldiers violating the policies outlined in this regulation may be charged under applicable sections of the Uniform Code of Military Justice and/or appropriate adverse administrative actions taken.

Chapter 2 Responsibilities

2-1. Senior Commander (SC)

Senior Commander responsibilities are outlined in Army Regulation 190-13, paragraphs 1-24 and 8-2.

2-2. Garrison Commander (GC)

a. Garrison Commander responsibilities are outlined in Army Regulation 190-13, paragraphs 1-28 and 8-2.

b. Garrison Commander will have delegated authority from the SC to approve personnel other than on-duty law enforcement personnel to physically wear or have on one's person (i.e., holster, pocket, in the belt, shoulder, backpack, etc.) a handgun while on the Fort Drum Cantonment area.

2-3. Directorate of Emergency Services (DES)

The DES will–

- a. Administer the installation physical security program.
- b. Manage the intrusion detection system (IDS) program for active component and reserve component activities and facilities within Fort Drum.
- c. Identify IDS requirements and needs by conducting physical security surveys and inspections, reviewing projects presented at the master planning board, and acting upon specific requests from installation tenant activities including military, non-appropriated fund, and

commercial facilities.

- d. Identify operational specifications required to protect any particular facility with an IDS.
- e. Program Army funds under management decision evaluation package (MDEP) physical security matters (QPSM) using the Schedule 75 budget process for purchase of IDS equipment to support installation maintenance and repair of government-owned IDS.
- f. Assist customers with ordering IDS and/or individual components by furnishing a listing of items needed to fulfill their needs.
- g. Prepare a statement of verification for IDS according to Army Regulation (AR) 190-11 (Physical Security of Arms, Ammunition, and Explosives) and conduct acceptance tests of newly installed or modified IDS.
- h. When required, prepare, coordinate, and monitor contracts for commercial activities to perform installation, maintenance, and repair (IM&R) of government-owned IDS.
- i. Inspect units, according to applicable regulations, circulars, publications, and directives to determine accountability and security of arms, ammunition, and explosives (AA&E), both announced and unannounced.
- j. Inspect rear detachment units, within 30 days of activation, for compliance with applicable regulations, circulars, publications, and directives.
- k. Comply with IMCOM-directed requirements concerning physical security.
- l. Conduct the Installation Physical Security Survey according to AR 190-13 (The Army Physical Security Program).
- m. Prepare the installation restricted area listing.
- n. Prepare the installation mission essential vulnerable area (MEVA) listing.
- o. Conduct risk analysis of all approved MEVA listings and new construction.
- p. Participate in the Installation Design and/or Review Board process.
 - (1) Ensures physical security equipment is identified and included within costs associated with all new construction (DD Form 1391).
 - (2) Identifies construction, including renovations, physical security needs through coordination with the installation security engineer.
 - (3) Ensures acceptance tests are conducted on all new intrusion detection system (IDS) installations.
- q. Ensure commanders approve and list their required MEVAs within their command IAW AR 190-13.
- r. Ensure major subordinate command (MSC) and tenant organization physical security plans are added to the installation physical security plan.
- s. Provide the registration point for authorized privately owned weapons that are brought onto, stored, or purchased on the Fort Drum military installation.
- t. Provide all weapons registrants with Fort Drum Private Weapons Registration Card, Fort Drum (FD) Form 605, or the computer generated Army Law Enforcement Reporting and Tracking System (ALERTS) registration form upon completion of registration.
- u. Enforce the provisions of this regulation concerning the use, transportation, and security of privately owned weapons and ammunition.
- v. Provide temporary storage of privately owned weapons of newly assigned Soldiers to the Fort Drum military installation for a period not to exceed 72 hours.
- w. Use the U.S. Army Military Police (MP) Security Management System (SMS) to schedule, conduct, and record PS inspections and surveys.

2-4. Unit Commanders

Unit Commanders will—

- a. Establish a formal physical security program for their activity. Commanders are responsible for the physical security in their command.
- b. Designate, in writing, arms and/or ammunition storage areas as MEVA as well as

all other recommended MEVA listings. The command will provide this listing to DES, Physical Security Division.

c. Coordinate physical security plans and SOPs pertaining to physical security annually with the DES, Physical Security Division.

d. Conduct unannounced inspections of AA&E storage facilities and indicate, by memorandum, deficiencies noted with required corrective actions. This memorandum will be maintained in the active files in the arms room until the completion of the next Garrison DES physical security inspection, then destroyed. This can be designated as the responsibility of the unit physical security and/or arms room officer.

e. Appoint a primary and alternate physical security officer and/or arms room officer, a primary and alternate unit key and lock custodian, primary and alternate AA&E key custodian, and a primary and alternate tool control custodian. Record this information using an informal memorandum format.

f. Appoint a primary and alternate unit armorer using an informal memorandum format.

g. Authorize personnel authorized unaccompanied access to the arms and/or ammunition storage facilities using a memorandum format.

h. Complete background investigations on personnel assigned duties which involve control, accountability, movement, and shipment of AA&E, or who control the keys to AA&E storage sites using DA Form 7708.

i. Initiate crime prevention procedures for their command.

j. For those elements with combination-locked vault doors, after removal of all sensitive items and prior to closing out the arms room, the commander will ensure that the combination dials are reset to the factory combination of 50-25-50, and will leave the vault door locked in the open position.

k. Appoint a tool room custodian and alternate by memorandum.

l. Ensure the tool room custodian has a hand receipt for all property in the tool room.

m. Prepare and sign access rosters for the tool room that cover who has unaccompanied access to the tool room and who is authorized to receive tools.

n. Conduct semiannual inventories of the tool room and record the results of the inventory in memorandum format.

o. Ensure tool room operations are included within the unit maintenance SOP.

p. Ensure FLIPLs, statements of charges, cash collections, or other required actions be initiated for reimbursement to the government for lost or stolen tools and will reflect these actions on the semiannual inventory memorandum.

q. Provide security and accountability of all authorized privately owned weapons and ammunition within their command as required by AR 190–11, paragraph 4-5.

r. Brief all assigned personnel on this regulation and subordinate command guidance. All personnel will be kept aware of changes.

s. Verify individuals are not prohibited from owning a firearm.

t. Approve requests to register privately owned weapons, in writing, on FD Form 601-E.

u. Conduct inspections of unit areas to ensure health and welfare or unit readiness, to include inspection for prohibited or unregistered weapons, and that proper weapon storage and control procedures are established and are being accomplished. Unauthorized weapons found during these inspections will be seized and released to the DES, Law Enforcement Division. Once disposition of an alleged offense has been made by the appropriate authority, such weapon(s) will normally be returned to the rightful owners subject to the control imposed by this regulation or other competent directive unless the weapon is contraband or a prohibited weapon under this regulation, state or federal law (e.g., sawed-off shotgun, silencers, grenades). In the latter case, the weapon will be destroyed in accordance with local policy. Unclaimed weapons will also be disposed of in accordance with local policy and abandoned privately owned weapons

will be disposed of IAW AR 190-11, paragraph 6-7.

v. Seek advice of the Staff Judge Advocate office prior to taking any action or collecting of information concerning privately owned weapons stored off-post.

2-5. Physical Security Officers (PSO)

PSOs will–

- a. Be appointed in writing.
- b. Will be a sergeant (E–5) or above to represent the commander or director when providing physical security briefings and information.
- c. Within 90 days of assignment on orders, the PSO will complete the following eLearning courses located at <http://www.cdse.edu/catalog/physical-security.html>.
 - (1) Introduction to Physical Security (PY011.16).
 - (2) Lock and Key Systems (PY104.16).
 - (3) Physical Security Measures (PY103.16).
 - (4) Physical Security Planning and Implementation (PY106.16).
- d. Be responsible for their organization’s physical security program.
- e. Present PS and crime prevention measures to unit personnel.
- f. Advise unit commander on information which would impact crime trends and/or problems in the unit.
- g. Ensure motor pool security procedures are included within the unit’s maintenance SOP.
- h. Be proactive in their duties and ensure the unit’s PS and crime prevention programs are implemented, followed, and makes recommendations as necessary
- i. At a minimum, establish liaison with the following agencies:
 - (1) Installation PS office.
 - (2) Local military intelligence field offices.
 - (3) Installation criminal investigation division, protection and law enforcement agencies.

2-6. Arms Room Officers

Arms Room Officers will-

- a. Be appointed in writing (E-6 and above) for each arms room under their command. Arms Room Officers will not be listed on the unaccompanied access roster and do not require a DA Form 7708 (Personnel Reliability Screening and Evaluation).
- b. Conduct inspections/assessments of the arms room operational procedures pertaining to the security and accountability of AA&E to ensure that regulatory requirements are met or exceeded. At a minimum written inspections will be conducted initially when appointed, thereafter on a quarterly basis.
- c. Be trained on Inventory/accountability of AA&E IAW AR 190-11 and this regulation. The Physical Security Division conducts training on arms room operations that would be beneficial to newly appointed personnel. Units can schedule training by contacting DES Physical Security at 772-9921/9920/9395/9298/2599/3105.
- d. Not be assigned duties as the Arms Room Key and Lock Control Custodian.
- e. Develop a key control training and conduct training on an annual basis for AA&E key custodians.

2-7. Armorers

Armorers will-

- a. Sign for all property contained within the arms room from the unit CDR.
- b. Undergo a security background screening utilizing DA Form 7708 (Personnel Reliability Screening and Evaluation).
- c. Be listed on Unaccompanied Access Roster for designated arms room.
- d. Be familiar and enforce all applicable regulations (AR 190-11 & Ft Drum Reg 190-13).

- e. Attend the Unit Armorer Training given Logistics Readiness Assistance Training Team available through unit S-3 schools personnel.
- f. Sign for all keys required for the daily operation of the arms room from the unit AA&E key and lock custodian or the unit commander.
- g. Return keys at the end of the duty day to the unit AA&E key and lock custodian or the unit commander.
- h. Open the arms room, enters PIN, and utilizes the day gate to limit access to arms room.
- i. Conduct opening and change of custody inventories by a visual count of arms and ammunition, including privately owned weapons and ammunition, and sensitive items. This inventory will be recorded on DA Form 2062.

2-8. Key and Lock Custodians

The unit key and lock custodian will-

- a. Be appointed, in writing, to issue and receive keys and maintain accountability for office, unit, or activity keys.
- b. Ensure that individuals designated to issue, receive, and account for keys in his or her absence, clearly understand local key control procedures.
- c. Maintain a key control register (DA Form 5513) at all times to ensure continuous accountability for keys of locks used to secure government property.
- d. Be listed on an access roster.
- e. Conduct semiannual inventories of assigned keys and locks in order to maintain administrative accountability for keys and locks.
- f. Conduct an inquiry when a key to a padlock is lost or missing and have the lock replaced or recored immediately.
- g. Conduct a joint inventory of keys and locks with the departing custodian and incoming custodian.

2-9. AA&E Key and Lock Custodians

The unit AA&E key and lock custodian will-

- a. Be appointed, in writing, to issue and receive keys and maintain accountability for AA&E keys.
- b. Undergo command security screening utilizing DA Form 7708 (Personnel Reliability Screening and Evaluation).
- c. Attend annual training on key custodian duties and responsibilities.
- d. Establish a roster of personnel, to include AA&E key custodian and alternates, authorized to receive keys from the commander or his/her appointed custodian. This roster will be kept current and protected from public view.
- e. **NOT** be authorized unaccompanied access to arms room.
- f. Maintain key control registers (DA Form 5513-R) and other records; i.e., inventories, investigations, and inspections on file for one year.
- g. Conduct semiannual inventories of assigned keys and locks in order to maintain administrative accountability for keys and locks. Keys and locks will also be inventoried upon loss, breakage, or compromise of any key or lock in the arms vault.

Chapter 3 Key and Lock Control

3-1. Administrative Key Control

- a. The unit key and lock custodian:
 - (1) Will not have unaccompanied access to the unit arms room.

- (2) Is responsible for key control programs.
- (3) Supervises the key control program within the activity or organization.
- b. If a unit has multiple key depositories located side by side, only one access roster is required as long as each key depository has been numbered. The access roster will then reflect "The following personnel have access to key box #1, #2, #3, etc."
- c. Master keys are not authorized, unless a unit has a HQDA waiver, exceptions are:
 - (1) A room with multiple doors that opening one or all doors leads to the same interior.
 - (2) Vehicle doors that lead to the same area i.e., M1114 Armored HWMMWV/M1117 Armored Support Vehicles, Mine Resistant Ambush Protected vehicles.
 - (3) Storage containers with multiple doors that opening one door leads to the same interior of the container.
- d. If a change in custodian occurs, a joint inventory of keys and locks is required with the departing custodian and incoming custodian. Results will be recorded on DA Form 5513.
- e. Key control register.
 - (1) A key control register (DA Form 5513) will be maintained to properly document key issue, turn in, and transfer of custody of all keys, to include reserve keys and locks. (NOTE: When issuing keys, ensure that individuals print their name as well as sign for the keys). Units will use the key control register to establish a key control accountability system. Records will identify:
 - (a) Total number of locks and keys in the lock system used, including replacement and reserve locks.
 - (b) Total number of keys for each lock.
 - (c) Number of keys issued.
 - (d) Number of keys on hand.
 - (e) Number of keys and locks retained in reserve.
 - (f) Persons to who keys have been issued.
 - (2) 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.
 - (3) The reverse side of key control register will be used to record all key and lock inventories. The key custodian will conduct inventories every 6 months or when there is a change of custodian(s).
 - (4) Any discrepancies will be reported to the commander when discovered.
 - (5) The key control register will be retained until the next inventory is conducted and then destroyed.
- f. Key depositories. Key depositories will be made of at least 26 gauge steel and equipped with a tumbler type lock. These key depositories/boxes will be securely affixed to a wall. The key box will be stored in a secure room when unattended. The key box will be secured when not in use.
- g. Authorized locks. Only DoD approved padlocks will be used to secure government property. The locks will meet the following specifications:
 - (1) All keys shall be captive (key retaining/un-removable) in the cylinder when unlocked. Each padlock shall be furnished with two (2) keys.
 - (2) Marking. The markings "U.S." shall be .25 inch minimum size and can be located on either side of the padlock.
 - (3) Hardened shackle – usually stamped in the curve of the shackle.
 - (4) Heal and toe locking notches – with the lock in the open position there will be a notch on each end of the shackle. (Low Security Padlocks (LSP) are listed below).

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

KA - Keyed Alike KI - Keyed Individually CID-Commercial Item Description

Note: Above list is not all inclusive. Some of the most common DoD approved locks are manufactured by "American Lock TM," "Master," "Federal," and "Pacific."

h. The appointed key/lock custodian will be notified of any lock changes within the unit/activity. A reason/justification will be given to the custodian for replacement of lock(s).

i. The DoD padlocks will not be cut/broken-off unless approved by the responsible commander or 1SG.

j. User's guide for mechanical & electronic key/card control.

Note: The procurement and installment of any mechanical/electronic key/card control device will be coordinated through the DPW locksmith and PS.



Mechanical Kaba or Simplex series 1000



Electronic



Single door access card

(Authorized for use only during duty hours-and not as permanent lock at COB)

(1) A key/code control custodian must be appointed in writing by the commander. (This duty can also be accomplished by the administrative key control custodian).

(2) The number of individuals with the entry code to the facility or who possess keys will be kept to a minimum as determined by the CDR.

(3) Locks will be re-keyed or codes changed for the facility within 24 hours when an individual leaves or a key is lost or a code compromised.

(4) The code on keypads or mechanical access control systems (key locks, pushbutton locks, etc.) is required to be changed at least on a semi-annual basis. (Tracking and issuing of codes can be recorded on the DA Form 5513 (Key Control Register) or an equivalent form.

(5) An SOP must be established and approved by the CDR for the control of badges, keys, combinations, and/or cards used for entry to the facility.

(6) An additional policy will be in place when an individual's facility entry authority is revoked. At a minimum the below have to be accomplished:

- (a) Revise authorization lists.
- (b) Change locks/combinations.
- (c) Surrender badges, keys and/or cards.
- (d) Combinations/ codes will not be shared.

3-2. Arms, Ammunition, and Explosives (AA&E) Key Control

a. The AA&E key custodian's duties include:

- (1) Ensuring proper custody, handling, and accountability of the arms room keys and locks.
- (2) Maintaining key control registers (DA Form 5513-R) and other records; i.e., inventories, investigations, and inspections.
- (3) Conducting semiannual inventories of assigned keys and locks in order to maintain administrative accountability for keys and locks. Keys and locks will also be inventoried upon loss, breakage, or compromise of any key or lock in the arms vault.
- (4) Establishing a roster of personnel, to include AA&E key custodian and alternates, authorized to receive keys from the commander or his/her appointed custodian. This roster will be kept current and protected from public view.

b. Procedures.

- (1) A key control register will be maintained to properly document key issue, turn in, and transfer of custody of all AA&E keys, to include reserve keys and lock and IDS keys/cards. (NOTE: When issuing keys, ensure that individuals print their name as well as sign for the keys). Units will use the key control register to establish a key control accountability system. Records will identify:
 - (a) Total number of locks and keys in the lock system used by the arms room, including replacement and reserve locks.
 - (b) Total number of keys for each lock.
 - (c) Number of keys issued.
 - (d) Number of keys on hand.
 - (e) Number of keys and locks retained in reserve.
 - (f) Persons to who keys have been issued.
- (2) When not in use, the primary container keys will be kept on a ring and secured in a locked key container as specified in AR 190-11, para 3-8. All AA&E keys will be turned into the AA&E key custodian at the end of duty.
- (3) The duplicate sets of keys will be kept on rings and placed in a sealed envelope or locked container. The locked container or sealed envelope will then be signed over to the BN S-2 and secured in the S-2 safe. This transfer will be recorded on a hand receipt (DA Form 2062). The S-2 will sign for a locked/sealed box. A copy of the appointment orders for primary/alternate key and lock custodian will be maintained with the duplicate set of keys. Only personnel appointed as primary or alternate AA&E key custodians will be authorized to sign for the duplicate set of keys maintained by the S-2. The keys to the lock that secures the duplicate key box will be maintained and accounted for in the same manner as the keys to primary set.
- (4) The reverse side of key control register will be used to record all key and lock inventories for arms room keys. The AA&E key custodian will conduct inventories every 6 months or when there is a change of custodian(s) and the inventory records will be retained for a period of 1 year. Duplicate keys will be inventoried at the same time and in the same manner as the primary keys.
- (5) Any discrepancies will be reported to the commander when discovered.
- (6) Completed forms will be maintained in the arms room files.
- (7) The key control register will be retained for 1 year and then destroyed.
- (8) Keys will not be removed from the installation.

- (9) When padlocks are opened to allow access, they must be locked on the hasp and keys removed to prevent compromise.
- (10) At no time will the arms room keys be left unattended or unsecured.
- (11) The use of master or keyed alike locks is prohibited.
- (12) Padlocks and keys, which do not have a serial number, will be given one.

Chapter 4

Intrusion Detection System

4-1. Personal Identification Number (PIN) Code

The PINs are required to access areas protected by the ICIDS. The PINs are issued from the Fort Drum Physical Security office.

- a. For AA&E the following procedures will be followed:
 - (1) The individual will undergo command security screening utilizing DA Form 7708 (Personnel Reliability Screening and Evaluation) IAW AR 190-13.
 - (2) The individual will then be added to the Unaccompanied Access Roster (UAR) which is signed by the appropriate individual (commander, director, etc).
 - (3) The individual will bring the UAR and a copy of the completed DA Form 7708 to the PS Division, Building 10715, room 204.
 - (4) A PS Specialist will verify the completed DA Form 7708 and return it to the individual. The UAR will be retained by the PS division.
 - (5) An IDS administrator will upload the individual into the system, program the account, and prepare the documentation for the individual to pick up the PIN within three duty days.
- b. For all other accounts requiring PINs:
 - (1) The individuals will be placed on the UAR for the facility which will be signed by the appropriate individual (commander, director, etc.).
 - (2) The individual will bring the UAR to the PS division, Building 10715, room 204.
 - (3) The UAR will be retained by the PS division.
 - (4) An IDS administrator will upload the individual into the system, program the account, and prepare the documentation for the individual to pick up the PIN within three duty days.
- c. When submitting UARs for PINs ensure that all current users are listed on the roster. The IDS administrator will consider the last UAR received as the current one and will purge all individuals not listed on the roster from the system.
- d. Units are required to immediately notify the IDS administrator when an individual to whom a PIN was issued departs the organization or no longer requires the ability to operate the IDS.
- e. A separate PIN will be issued to each person whose duties require the ability to operate the IDS.
- f. Individuals will receive instructions on opening and closing procedures from the IDS system administrator at the time the armorer is issued a valid PIN number.
- g. The PIN will not be shared and will not be written anywhere except for official record maintained by the IDS administrator.
- h. The PIN that has been or believed to be compromised will be immediately replaced.
- i. The PIN will be secured to the same degree as afforded to IDS keys and to keys and combinations used to access the protected area.

4-2. Open/Closing Procedures

- a. Individuals on the UAR will open the vault door using the combination or high security padlock key.
- b. Immediately upon opening the door the individual will move to the control panel for the IDS and enter their PIN and then press the enter button.

- c. The light on the control panel will switch from blinking GREEN to a solid RED. At that time the panel is in access and the alarm system is not armed.
- d. At the end of the day, the IDS needs to be armed. If an arms room, the armorer needs to ensure that all weapon racks and containers are properly secured. For other areas, all safes and containers need to be secured.
- e. Once everything is secured, the authorized individual will enter their PIN with the keypad on the control panel which will switch the solid RED light to a blinking GREEN light. The system is activating and the individual needs to exit the area expeditiously and shut the door.
- f. Once the door is closed the individual needs to secure the door by either placing the high security lock on the hasp or spinning the dial as required.
- g. Have another individual conduct a check to ensure the door is secured and annotate the proper paperwork.

4-3. Alarm Activations

The following procedures will be initiated upon alarm activation:

- a. For an alarm received during normal duty hours, monitoring personnel will immediately inform the unit/activity concerned and request they conduct a security check of the affected area. The name and rank/title of the person conducting the security check will be provided to the alarm monitoring point personnel. If a security violation is observed or suspected, the Fort Drum Police will be notified immediately. If no security violation is found, the unit will ensure authorized unit personnel reset the alarm.
- b. The Fort Drum Police and unit SDO/SDNCO or activity representative will be notified of all alarms received during non duty hours. If the area is determined to be secure the unit/activity will be required to provide an individual on the UAR to enter the facility and reset the alarm.
- c. In the event of an alarm malfunction, i.e., power or mechanical failures, an armed guard (with firearm and like ammunition) is required to be posted in accordance with AR 190-11. Commanders will ensure persons who are armed receive special instructions on the use of deadly force in accordance with AR 190-14, Chap 2&3.

4-4. Alarm Tests

All sensitive items storage facilities protected by ICIDS will have a monthly test of the alarm system conducted by an individual listed on the UAR. The individual conducting the test will call the IDS Administrator, 772-9921, and follow the administrator's instructions. After the test is completed, DA Form 4930 (Alarm/Intrusion Detection Record) will be used to record the results of the test. Keep alarm test records on file in the arms room for 12 months.

4-5. Maintenance

- a. DES, Physical Security Division, prepares an access roster listing all physical security and authorized maintenance personnel who may be admitted to areas protected by IDS. Maintenance personnel must have a valid identification card with a photograph and valid PIN.
- b. Units and activities may verify the identity or status of any person who desires access to an IDS or components by calling the DES, Physical Security Division or the ICIDS Administrator at 772-3105/9921.
- c. Properly identified personnel should not be refused access, but will be accompanied. Units and facilities are responsible for ensuring they have an updated DES accompanied access roster. The roster is available at the Physical Security Office.
- d. IDS maintenance. The only required user-level maintenance of IDS is dusting the cabinets, sensors, and components with a dry cloth. Damp cloths, liquids, polishes, waxes, or other similar solutions will not be used on or near IDS components or cabinets.
- e. Prohibitions:

(1) Objects will not be placed in front of any IDS sensor or in such a manner that the object blocks the path of the sensor.

(2) Nothing will be placed on top of, over, or adjacent to the top of any IDS sensor, cabinet, or component.

(3) It is prohibited to tamper with, dismantle, repair, attempt to defeat, inspect internal operating equipment or controls, or damage any IDS sensor or component. Doing any of the above will cause a “tamper” alarm and the police will be dispatched.

(4) It is prohibited to turn off or disengage any IDS. Turning off the system will cause an alarm and the police to be dispatched.

(5) It is prohibited to paint any IDS component, to include conduit and junction boxes.

(6) It is prohibited to disconnect the IDS system at the router or switch. Violators can be apprehended and prosecuted.

4-6. IDS Failures

a. Electrical power failures. During electrical outages, the IDS used by Fort Drum, will go immediately into back-up battery power. The 911 Dispatch Center will monitor electrical power and determine when the system is non-operational. When the determination is made that the system is down, the 911 Dispatch Center will notify the Mountain Operations Center (MOC) who

will then notify units. Units with active arms and ammunition rooms and/or facilities will post guards according to AR 190-11. Units and activities not maintaining arms and ammunition will increase security according to regulations governing their assets.

b. IDS failure. In case of IDS failures, the 911 Dispatch Center will notify the Mountain Operations Center (MOC) who will then notify units that the system is down. Units with active arms and ammunition rooms and/or facilities will post guards according to AR 190-11. Units and activities not maintaining arms and ammunition will increase security according to regulations governing their assets.

h. Guards will remain posted until the 911 Dispatch Center notifies the Mountain Operations Center (MOC) who will then notify units that the alarm system has been fully reactivated. Units will be notified when guards or other enhanced security can be removed.

Chapter 5

Protection of Arms, Ammunition, and Explosives (AA&E)

5-1. Structural standards

a. Arms storage areas. AR 190-11 is explicit in stating structural standards of arms rooms. Prior to placing weapons in an arms vault/room, Commanders will ensure that the arms room has a security construction statement (DA Form 4604-R), an initial Physical Security Inspection (PSI) from the PS division, and an operative IDS system. A copy of the security construction statement will be posted to the inside wall of the arms room. Security construction statements will identify the class of weapons/ ammunition authorized to be stored in the arms room. This form will be revalidated every 5 years. A copy of the security construction statement will be maintained in the unit files, while the original will be maintained by the DPW.

b. Posting of areas.

(1) Arms rooms will be posted as a Restricted Area IAW AR 190-11 and AR 190-13, Chapter 6. A sign will be posted outside of the arms vault, at eye level, on the wall adjacent to the lock side not the hinge side, of the arms vault door. Posting will include fire control measures. Arms storage facilities having IDS will have signs permanently displayed announcing the presence of IDS. They will be affixed at eye level, where possible, on the exterior of each interior wall that contains an entrance to the arms storage room, vault, or

building. They will be affixed on exterior walls only when the exterior wall contains an entrance to the arms storage facility.

(2) The unit arms room SOP will be posted in the arms room. The SOP must include detailed instructions and procedures for checking and securing the arms room.

(3) The Unaccompanied Access Roster (UAR) for the arms room will be posted in the arms room out of public view. An UAR for the AA&E keys will be posted with the keys out of public view.

c. The interior entrances to the arms room and the exterior of the building housing the arms room will be illuminated IAW AR 190-11 and ATP 3-39.32. Switches will not be accessible to unauthorized individuals IAW AR 190-11.

d. Doors and locks. Arms room doors will be secured with approved locking devices as prescribed by AR 190-11. A security container information (SF 700) will be used to record the combination to locks on vault doors and class V security containers. The form will be affixed to the inside of the arms vault or class V container out of public view when the vault/container is open.

5-2. AA&E Racks and Containers

Only approved containers/ racks with a National Stock Number (NSN) will be used to secure AA&E, unless otherwise certified by United States Army Tank-automotive and Armaments Command (TACOM) Logistics Assistance Representatives (LAR) Office. Racks/containers that have two hasps installed require two DOD approved padlocks to be used. All arms and ammunition, which are stored in an arms room, will be stored in banded crates, locked metal containers, approved standard issue racks, or certified locally fabricated locked arms racks. All racks and containers must be locked with an approved secondary padlock. 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 authorized chains equipped with secondary padlocks.

5-3. Arms room/vault access

a. Unaccompanied access by personnel to the arms room will be limited to the least number of responsible persons required, as designated by the unit commander(s). The names and duty positions of these personnel will be listed on the UAR that will be posted on an inside wall of the arms room vault. Those personnel will be authorized unaccompanied access only after the completion of the security screening conducted on a DA Form 7708. A copy of the most recent UAR must be submitted to the ICIDS Administrator, Bldg 10715, Room 204 whenever changes occur.

b. The reliability determination will be reviewed every year, by the unit commander, in the on-boarding month or upon change of status (for example, departs the unit, criminal activity whether alleged or adjudicated).

c. The combination used to secure the entrance to the arms room/vault or class V containers will be changed at least annually, when the combination is compromised, and/or upon change to the arms room/vault UAR. The security container information (SF Form 700) will be used to record the combination to locks on vault doors and class V security containers. Copy 1 will be affixed to the inside of the arms vault, out of view when the vault is open, and to the inside of class V security containers. Copy 2, with the combination sealed inside, will then be signed over to the BN S-2 and secured in the S-2 safe. This transfer will be recorded on a hand receipt (DA Form 2062).

5-4. Inventories

The following is a list and an explanation of required inventories for all weapons, NVDs, and all other sensitive items as identified in DA PAM 710-2-1, which are stored in the arms storage

facility:

a. A physical count inventory will be conducted whenever the arms room is opened, closed, and/or custody of the AA&E keys changes between authorized personnel. This physical count will include all weapons, ammunition, Privately Owned Weapons (POWs) and ammunition, and all sensitive items stored in the arms room. The results will be posted on a hand receipt.

(1) Opening Count. A physical count of arms, including those subassemblies, such as, barrels, ammunition, Privately Owned Weapons (POWs) and ammunition, and all sensitive items stored in the arms room will be conducted by the armorer immediately upon opening the arms room and/or facility. This inventory will be recorded on a separate DA Form 2062 marked "for opening inventory purposes only" at the top of the form.

(2) Closing Count. A physical count of arms, including those subassemblies, such as, barrels, ammunition, Privately Owned Weapons (POWs) and ammunition, and all sensitive items stored in the arms room will be conducted by an individual appointed by the commander (other than arms room personnel) at the close of business each day the facility is accessed. This inventory will be recorded on a separate DA Form 2062 marked "for closing inventory purposes only" at the top of the form.

(3) Change of Custody Count. Change of custody inventories will be conducted according to AR 710-2, DA Pam 710-2-1, and AR 190-11. A physical count inventory will be conducted of all arms, including those subassemblies, such as, barrels, ammunition, Privately Owned Weapons (POWs) and ammunition, and all sensitive items stored in the arms room whenever the AA&E keys change custody between armorers. This inventory will be annotated on DA Form 2062.

(4) Change of custody, opening, and closing inventories will be maintained in the arms room until the next monthly serial number inventory and all items are accounted for and then destroyed. If a discrepancy is noted, the forms will be retained until the discrepancy is resolved.

b. A monthly serial number inventory will be conducted on all arms (including barrels not assigned to a weapon and all major parts to weapons with a sensitive Controlled Inventory Item Code (CIIC), ammunition, NVDs, military equipment with a sensitive CIIC, and privately owned weapons and ammunition stored within the arms storage facility by the responsible officer, noncommissioned officer, or DOD civilian appointed by the unit commander and documenting the inventory on the property book unit supply enhanced (PBUSE) sensitive items inventory, cyclic inventory report, or any other computer generated inventory form generated by the Property Book Officer (PBO) that meets the standards stated with DA Pam 710-2-1. Fort Drum Form 587-E (Monthly Serial Number of Weapons and Ammunition) is also authorized for use on Fort Drum for the required monthly serial number inventory as well as the form authorized to be used to add all items, such as privately owned weapons and ammunition not listed on the PBO generated PBUSE sensitive items inventory or cyclic inventory report. All items without a serial number will be accounted for by using a total numeric value.

(1) A monthly serial number inventory cannot be used in lieu of the visual physical count inventories.

(2) The same personnel cannot perform consecutive monthly inventories.

c. DA PAM 710-2-1 provides guidance on inventories. AR 190-11 and 10th Mountain Division (Light Infantry) and Fort Drum Regulation 700-5 provide guidance on AA&E accountability and security. When inventory discrepancies are noted, immediate actions IAW the above directives must be taken to resolve the discrepancies.

5-5. Issue Procedures

a. The armorer will maintain a Master Authorization List (MAL) that includes the names and units of the Soldiers, what weapons and other sensitive items the Soldiers are authorized to receive, and equipment receipt numbers. The MAL will be updated to show personnel changes.

The MAL will be posted in the arms room out of view of the general public.

b. The armorer will prepare a DA Form 3749 (Equipment Receipt Card) for all assigned weapons and other assigned sensitive items, to include privately owned weapons. The signature of the bearer and approval signature will be completed in ink or digital signature or public key infrastructure. If a change of commander has occurred, continued to accept the DA Form 3749 as long as the Soldier is assigned the same equipment. The loss of a DA Form 3749 will be reported to the chain of command immediately. Multiple equipment can be listed on the same DA Form 3749 (equipment receipt card) as long as all serial numbers are recorded on the same card. Unit commander must establish policy/ procedures for issuing and receiving of multiple equipment. It's the armorer's responsibility to ensure all property listed on the card is issued and returned at the same time.

c. Weapons and ammunition will be issued only to those individuals that require them for duty or scheduled maintenance.

d. When individually assigned weapons are issued for 24 hours or less the turn-in of DA Form 3749 is required and will be retained in the arms room until the equipment is returned. The armorer will remove the weapon from the rack and place the card in the slot. If the individual does not have an equipment receipt, then a hand receipt will be prepared and placed in the slot. When weapons are returned, the weapon will be placed back in the rack and the equipment receipt will be returned to the Soldier.

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

(2) The turn-in of weapons will normally be made by the person to whom it was issued.

e. Weapons issued for more than 24 hours will be signed out and in on a control log (FD Form 568) after the individual surrenders an equipment receipt card. The card must be completely filled out and signed, in ink, by the cardholder and responsible officer. The control log will contain the date/time of issue, nomenclature and serial number of item, and signature of the individual as it appears on the equipment receipt. The card will be placed in the rack when the weapon is removed and the rack will be relocked. In event of general issue for maintenance or training, the racks may be unlocked until issue is complete. When weapons are returned, the control log will

be annotated with the date/time of return and the initials of the armorer accepting the weapon back. The weapon will be placed back in the rack and the equipment receipt will be returned to the Soldier. The completed control log will be retained until the next serial number inventory and then destroyed if no discrepancies are noted. AA&E issue **over 24 hours** regardless of duration period requires two tracking documents, example; signed out on FD Form 568 and turn-in of DA Form 3749.

f. Commanders will establish an SOP for emergencies.

g. The day gate will be utilized to keep out unauthorized personnel whenever the arms room is opened for issue or receipt of weapons.

h. During emergency conditions or alerts, each card may be turned in for a weapon, for less than 24 hours, without being signed out on a control log. However, a special serial-numbered inventory will be conducted upon termination of an alert or emergency condition that exceeds 24 hours.

i. The armorer will not release a privately owned weapon from the arms room to the owner unless approved by the unit commander.

5-6. Ammunition

a. All ammunition introduced within an arms room must be approved for storage and in writing, by the unit commander. Ammunition will be further accounted for and controlled according to Fort Drum Regulation 700-5.

b. DA Form 581 (Request for Issue and Turn-in of Ammunition) will be maintained with the

monthly serial number inventory for inspection.

c. Each arms room is authorized to store limited amount of "Operational" guard ammunition (5.56mm Ball, 9mm Ball, or .45 Cal) for the purpose of arming a guard(s) in the event of AA&E storage facility IDS Alarm failure. The quantity of ammunition stored will be based on "operational necessity" and will not exceed 100 pounds of Net Explosive Weight (NEW). This ammunition will be placed on the property book and inventoried IAW applicable regulations.

d. Operational load storage requirements must be coordinated in writing through Division Ammunition Officer (DAO) and G-3 for divisional units; Directorate of Plans, Training, Mobilization, and Security for non-divisional units; Post Fire Marshal; Post Safety Officer; PS Division; and Logistics Readiness Command (LRC) Quality Assurance (ammunition) for written approval (site license).

e. Maximum quantities allowed for storage in arms rooms:

(1) 26,385 rounds of 5.56mm ball, M855 (DODIC A059) is 100 pounds of NEW.

(2) 109,769 rounds of 9mm ball, M882 (DODIC AA49) is 100 pounds of NEW.

(3) 128,205 rounds of .45 Cal ball, M1911 (DODIC A475) is 100 pounds of NEW.

Note: Combinations of the different ammunition calibers is authorized as long as the cumulative weight does not exceed 100 pounds of NEW.

f. Salute ammunition is limited to 2,280 rounds of 5.56mm blank (A080). This ammunition may be stored for the length of a salute detail not to exceed 60 days.

g. Ammunition for POWs will be stored in a separately locked container from military ammunition or any weapons. The amount of privately owned ammunition is limited to the unit commander's policy. Military ammunition will not be stored with any weapons.

h. Arms room issues of operational load ammunition will be signed out from the armorer to the end user on Fort Drum Form 568. Fort Drum Form 568 will be maintained until the next monthly inventory and then destroyed.

5-7. Unsecure arms room

a. If the arms room is discovered opened/unsecured, the SDNCO/or discovering person will immediately post a dedicated guard on the outside of the door of the arms room and immediately report the discovery to the Fort Drum Police, telephone 772-5156/5157 and personnel identified on the SF 700 posted within the arms room.

b. Upon arrival of law enforcement, a 100% serial number inventory will be conducted by cleared unit personnel using the PBO Sensitive Items copy. If discrepancies are discovered, the Fort Drum Police will take charge of the arms room. If there is nothing missing, the duty officer/NCO will have the armorer reset the alarm system and secure the arms room.

c. If the alarm system is not operable, the duty officer/NCO will place a dedicated armed guard at the entrance outside the arms room until the alarm is repaired or the weapons and sensitive items can be relocated to another secure arms room.

5-8. Securing Army weapons in Law Enforcement and Security Vehicles

a. A threat analysis will be conducted by the Senior Military Police or Security Official to determine if on-duty Law Enforcement (LE) and Security Personnel (SP) require additional weapons to respond to emergency situations. The analysis should include:

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

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

(3) Basis of issue, for example, Shift Commanders, Patrol Supervisors, or individual LE or Security patrol personnel.

b. Military Firearms will only be stored in marked MP, Police, and Security GOV vehicles. Only "In Vehicle" weapons locking devices/containers purchased through the GSA advantage program will be utilized to secure these weapons.

c. Weapons and ammunition will not be “HOT SEATED” in vehicles marked MP, Police or Security. The term Hot Seated is defined as: The process of assigning a weapon to a LE or Security vehicle and NOT to individual LE or Guard and leaving the weapon in the vehicle for use by numerous LE or Security shifts.

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

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

f. Civilian Law Enforcement Officers, agents, or employee of a Federal Agency, a state, or a political subdivision who are on-duty status on official business are authorized to bring firearm(s) on the installation.

Chapter 6

Deployment, Movement, and Field Security of Arms, Ammunition, and Explosives (AA&E)

6-1. Movement of arms, ammunition, and explosives (AA&E)

Weapons, not signed for by an individual as an individual weapon, which are being transported on or near the installation will be transported according to AR 190-11 and are further secured and maintained as follows:

a. Locked in an arms rack or container and secured in a dedicated covered vehicle.

b. A list of weapons, by serial number, is maintained by the individual, designated by the unit commander in charge of the movement of the weapons.

6-2. Security of arms, ammunition, and explosives (AA&E) while issued and in a training environment

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

b. AA&E and sensitive items must be accounted for daily.

c. Weapons will remain in the possession of the individual to whom they are issued unless placed in an authorized storage area and hand receipted by a responsible individual; this individual will meet all requirements required by regulation. Wheeled vehicles are not considered authorized storage areas. AA&E and sensitive items will not be left unattended or unsecured at any time.

d. During training and field exercises, pistols and revolvers issued to persons will be secured by either a locally made lanyard or military issue field lanyard.

e. Unattended AA&E and sensitive items will be turned over to the unit officer, noncommissioned officer, or DOD civilian in charge.

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

g. Upon returning to garrison, a 100% serial number inventory of AA&E and sensitive items is conducted and recorded before releasing personnel.

h. 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.

i. Commanders will appoint a response force available to respond to an alarm.

6-3. Unit Deployment from Home Station AA&E Inventories

Commanders are responsible to ensure that 100% serial number inventories are conducted prior to shipment of equipment. The following procedures will be implemented during periods of unit deployment from home station (off the installation):

6-4. 100% Serial Number Deployment Inventory/Procedures

- a. The unit will conduct a 100% serial number inventory of all arms, ammunition, and other sensitive items prior to deploying unit's departure from home station.
- b. After the unit is uploaded, a responsible officer or NCO of the deploying unit and a responsible officer or NCO of the rear detachment, which has been added to the unaccompanied access roster, will conduct a joint serial number inventory of all items remaining in the arms room.
- c. The results of this joint inventory will be recorded on DA Form 2062 (the unit's PBO Hand receipt inventory form can be used in lieu of the FC Form 2170).
- d. A copy of the joint inventory will be given to the Rear Detachment Commander (RDC), and a copy left inside the deploying unit's arms room. Both Deploying and Rear Detachment inventorying officers are required to print, sign and date the inventory. These inventories will be retained until the Forward deployed unit returns and both PBO hand receipts (Forward Deployed and Rear DET) have merged and the next month's inventory reflects the merge.
- e. AA&E Keys and locks will be transferred to the Rear DET AA&E Key custodian via DA Form 5513, who will then re-issue keys/locks to the armorer. Spare set/alternate keys will be issued to S-2 via DA Form 5513.
- f. If arms room is not storing any AA&E/Sensitive Items; leave the alarm in the "access mode". The unit CDR is required to prepare/sign a written memorandum stating "no AA&E/Sensitive Items being stored." This memo will be provided to the DES Physical Security Division (Bldg # 10715) Tel# 772-9921. The combination will be changed to 50-25-50 until the unit returns.
- g. If separate arms rooms are jointly storing weapons during a deployment, the receiving arms room will do a joint serial-numbered inventory with the losing arms room and a hand receipt will be issued to the losing arms room. Weapons from different companies will be stored in separate racks from each other in the consolidated arms room when possible. The gaining unit will be responsible for securing, issuing, and receiving all AA&E and for all required inventories. Arms racks for different units will be marked as to whose weapons are stored in each rack.
- h. Stay Behind Equipment (SBE) weapons/sensitive items should be consolidated to the greatest extent possible.

6-5. Redeployment

Activate arms room by:

- a. Prepare unaccompanied access roster with completed DA Form 7708 (bring it to DES, Building 10715).
- b. Validate arms room key/lock control system and update as necessary (Key/Lock Custodian, Inventories).
- c. Change combinations on vault doors/safes as applicable.
- d. Items left in the arms room at the time of deployment MUST BE accounted for, prior to re-introducing returning AA&E/Sl. Conduct a 100% serial number inventory using the sensitive items listing or the DA Form 2062.
- e. All returning weapons/sensitive items will be signed back in on the original copy of the Fort Drum Form 568.

6-6. In-transit Security of AA&E and Night Vision Devices (NVDs)

Military AA&E and other sensitive items will be in the possession of the person to whom issued/signed out, at all times while in training or transporting on Fort Drum. Military weapons/AA&E will NOT be transported in Privately Owned Vehicles (POV). NVD(s) can be transported in POV if they meet the following requirements:

- a. Written approval from the first O-5 in the chain of command.
- b. NVD(s) transported by an NCO or above.
- c. NVD(s) will be signed in/out utilizing proper hand receipt procedures.
- d. NVD(s) will be in the possession of the assigned person at all times.
- e. NVD(s) will only be transported on-post directly to and from official duty locations.

6-7. Temporary Military Vehicle

Any vehicle procured by the government whether rented/leased is considered a temporary military vehicle (validated by military travel orders) therefore authorized to be used in the transportation of military weapons. For off-post travel, units will coordinate with local Law Enforcement agencies and on post transportation office.

Chapter 7

Lost/Stolen Military AA&E, Night Vision Devices (NVDs), and Sensitive Items

7-1. Directorate of Emergency Services (DES)

The DES will–

- a. Upon notification of the loss, proceed to the scene.
- b. Upon determination that a loss exists, notify the Criminal Investigation Division (CID), Explosives Ordnance Detachment, Physical Security Division, local Law Enforcement agencies, and the Federal Bureau of Investigation, as appropriate. Data must be entered into the New York State Police Information Network (NYSPIN).
- c. Coordinate with the CID and ensure compliance with the requirements stated in paragraph 3-2b below. Act as liaison with the CID by monitoring developments and make appropriate recommendations as necessary.
- d. Notify the Public Affairs Office (PAO) and other staff sections as appropriate.
- e. Contact the Division G-2, Counter Intelligence Section, for investigation of a possible Subversion and Espionage Directed Against the Army (SAEDA) incident.
- f. Initiate a DA Form 3975 (Military Police Report). If the incident requires, also complete DA Form 2823 (Sworn Statement), DA Form 3881 (Rights Warning Procedures/Waiver Certificate) and DA Form 4137 (Evidence/Property Custody Document).
- g. Submit a Serious Incident Report (SIR) through channels when required by AR 190–45.

7-2. Procedures on the Installation

- a. The organization will secure the field training site, if applicable, and organizational area to prevent personnel from leaving.
- b. The organization will conduct a unit formation to account for all personnel prior to commencing of any further procedures.
- c. The organization will conduct a 100% serial-numbered inventory, to include weapons, sensitive items, and NVDs left in the rear detachment, and will lock-down the organization if it is deemed necessary. The sensitive item, NVD, or weapon may have been returned without the commander's knowledge.
- d. A ground search will be conducted, with troops at double-arm intervals in one direction and then in an opposite 180-degree direction.
- e. Advise troops of the reason for searches and solicit all pertinent information by obtaining sworn statements if at all possible.
- f. If the item is not found, the organization will conduct a health and welfare inspection of the unit areas, to include billets, parking lots, etc. Request additional troops through the chain-of-command to continue searches if necessary. Use mine/metal detectors if available. Special care will be taken respecting health and welfare inspections of any individual suspected of

possessing any AA&E, sensitive items and/or NVD. Search authorizations as to any such identified individuals should be obtained in such circumstances. However, a health and welfare inspection for AA&E, sensitive items, and/or a NVD should not be delayed if such search authorizations cannot be immediately obtained.

- g. The organization will provide a listing of all possible suspects to law enforcement officials.
- h. Provide assistance to the DES/CID as necessary.
- i. Keep the chain-of-command informed of all developments.
- j. Notify the Family Readiness Group.
- k. Refer all requests and inquiries from the media to the PAO.

7-3. Procedures off the Installation

If AA&E, sensitive items, or NVDs are discovered to be missing/lost during an off-post Field Training Exercise, this regulation will remain in effect but will vary as follows:

a. The organization will immediately notify the Fort Drum 911 Dispatch Center via landline (DSN 772-5156/5157 or Commercial 315-772-5156/5157) so that all possible law enforcement assistance can be provided with resources available to Fort Drum. The organization will utilize attached Military Police resources available to conduct liaison with local Law Enforcement agencies. The Military Police will provide guidance and assistance to the unit regarding the conduct of the search.

b. DES will notify SJA, G-2, and the command group of the circumstances, to seek a determination by the Commanding General on whether or not to declare the off-post site as a restricted national defense area (50 USC 797, DOD 5200.8-R, AR 190–13), and to order the public to be excluded from there, for the duration of the operation. The DES will coordinate with the SJA on all searches and notify involved agencies immediately when the item(s) are found.

c. The PAO will receive and coordinate requests for information from news media representatives.

7-4. Prevention

a. Accountability. Organization commanders will ensure accountability procedures IAW AR 190–11, AR 190–51, and AR 735–5 are outlined in tactical SOPs.

(1) Begins every time AA&E, sensitive items, or NVDs are removed from unit storage for any authorized purpose.

(2) Can be continuously maintained by ensuring Soldiers know the exact status of all AA&E, sensitive items, or NVDs in their possession.

(3) Ends when all AA&E, sensitive items, or NVDs are returned to their proper storage areas and full accountability has been verified.

b. Control.

(1) As a prevention measure, leaders should obtain AA&E, sensitive items, or NVD verification from every Soldier at each stop/break in whatever activity is being conducted.

(2) When a weapon cannot be secured in an arms room or otherwise by the individual Soldier, the organization will provide a guard until the weapon can be returned to the arms room.

Chapter 8

Privately Owned Weapons and Ammunition

8-1. Registration

a. All personnel, Soldiers, and Family members, residing on the Fort Drum military installation must register all privately owned weapons in their possession within 72 hours of permanent unit assignment or acceptance of installation housing.

b. All personnel bringing weapons onto Fort Drum and Wheeler-Sack Army Airfield (WSAAF) main cantonment areas for the purpose of engaging in authorized activities such as skeet shooting and marksmanship events must first register their weapons prior to bring them on the installation. Personnel bringing weapons for the purposes of hunting are restricted to the training areas east of NYS 26 and are not permitted at any time within the Fort Drum/WSAAF main cantonment areas. Personnel hunting in training areas are not required to register their weapons, unless they reside on post. All hunters must abide by state laws for ownership, transportation, use and requirements outlined in Fort Drum Regulation 420-3, Management of Natural Resources -- Hunting, Fishing, & Other Outdoor Recreation.

c. Military personnel with privately owned firearms may temporarily store them at the DES arms room in Building 10715, not to exceed 72 hours, if the below prerequisites have been met:

(1) They have not been assigned to a unit.

(2) They arrive after duty hours and their unit of assignment arms room is closed.

d. Desk sergeant will receive the weapon(s)/ammunition on DA Form 4137 (Evidence/Property Custody Document).

e. Soldiers who receive handguns in their household goods or hold baggage must immediately place the weapon in the unit arms room or store it at the DES, not to exceed 72 hours.

f. Firearms not retrieved within this timeframe will be considered abandoned property and may be disposed of as such.

g. Any firearm, crossbow or pellet firing weapon, (with a muzzle velocity over 600 FPS), purchased through AAFES at the Post Exchange must be registered at the DES prior to the individual taking possession of the firearm for those personnel who reside on the installation. Personnel not residing on the installation are not required to register the weapon but must immediately, upon taking possession of the weapon, leave the installation with the weapon.

h. Weapons are registered by completing and submitting FD Form 601-E (Registration of Personal Firearm or Weapon), with the unit commander's approval, if a Soldier or Family member. The FD Form 601-E is currently available at the DES Desk or on the portal:

<http://fortdrum.isportsman.net> .

i. There are two ways to register weapons:

(1) Complete FD Form 601-E, print it, physically sign on page 2 (registrant and commander), and then turn-in at the DES desk sergeant window.

(2) Complete FD Form 601-E, electronically sign the form on page 2 (registrant and commander), and then email the form to: usarmy.drum.imcom.mbx,des-mp-desk@mail.mil. Allow 48 hours for processing.

(a) When the weapons have been registered, the DES will issue a Private Weapons Registration Card (FD Form 605) or computer generated ALERTS registration form to the individual to retain as verification that the weapons have been properly registered. These form(s) must be picked up in person at the MP Station, building 10715, and will have a raised seal to verify authenticity.

(b) It is prohibited to collect information regarding weapons that are stored off-post by Soldiers, unless a Soldier is under investigation, prosecution, a danger to himself or others, a mental health risk, or adjudication of an alleged violation of law.

8-2. Control and Security

a. All military and civilian personnel entering the installation will deposit, store, safeguard, and control privately owned weapons and ammunition under the provisions of AR 190-11, paragraph 4-5, except as specified in paragraphs 8-2b and 8-2c below.

b. Individuals occupying on-post Family Quarters, Bachelor Officer Quarters (BOQ), Visiting

Officer Quarters (VOQ), Bachelor Enlisted Quarters (BEQ), or Senior Enlisted Bachelor Quarters (SEBQ) may retain authorized privately owned weapons and ammunition in their quarters. Weapons should be secured in a locked container. Ammunition and bolts/arrows should be stored in a locked metal container separately from weapons. No cartridge-firing/muzzle loading handgun may be kept in quarters, unless the owner is in possession of a valid NYS Pistol License. Unlicensed owners may store such handguns in their unit arms rooms or with a licensed firearms dealer.

c. Personnel residing in unit billets will store weapons, ammunition, and other authorized weapons in their unit's designated arms room. The keeping or storage of weapons, ammunition, and other weapons (i.e. crossbow/compound bow/recurve bow) in individual barracks rooms or in privately owned vehicles on the installation is strictly prohibited.

(1) Weapons will be stored in the unit arms room IAW AR 190–11, paragraph 4-5. Weapons, other than firearms, will be secured by the unit in a locked metal container. Other weapons may be stored in a supply-type facility provided the items are stored in separate secure containers designed for the purpose of securing such weapons and proper accountability and control procedures are used. Issue procedures will be developed for these items to include sign out/ sign in procedures and the maintenance of key control records.

(2) Commanders shall require charge of quarters/staff duty personnel to be knowledgeable of non-duty hours unit storage procedures for privately owned weapons and ammunition, which must include securing all weapons and ammunition in an approved arms storage room. Those weapons or ammunition purchased on the weekend or holiday must be capable of being stored in an approved arms room or approved storage area prior to the Soldier taking custody of the weapon and/or ammunition.

8-3. Air Powered Weapons

a. Paint-ball markers, SIMUNITION type guns, air rifles, air pistols, air soft, BB guns, or pellet firing devices may be used for target practice in authorized target/range areas.

b. Firing these weapons is PROHIBITED in on-post housing areas and barracks.

c. Pellet firing weapons with a muzzle velocity of 600 FPS or more are required to be registered on post. All other air powered weapons do not need to be registered on post. (Modern pellet firing weapons can produce the same energy as a .22 rifle.)

d. Personnel living in the barracks will store these items in the arms room subject to the same controls as other weapons.

e. Minors will be accompanied by/supervised by a parent or legal guardian when in possession or using any air powered weapons.

8-4. Bows, Arrows, Crossbows, and Slingshots

a. **Prohibited from use in on-post housing areas and barracks.**

b. Crossbows are required to be registered on post. (Modern day crossbows are capable of shooting up to 100 yards accurately)

c. Compound/recurve bows, arrows, and slingshots are not required to be registered on post.

d. Personnel living in the barracks will store these items in the arms room subject to the same controls as other weapons/firearms.

8-5. Use and Transportation

a. Individuals are not authorized to carry on their person (i.e., holster, pocket, in the belt, shoulder, backpack, etc.) any privately owned weapon unless actively engaged in activities identified in paragraph 8-5b(1)-(4) below.

b. Authorized privately owned weapons, including but not limited to firearms, pellet

guns, paint ball markers, AirSoft guns, BB guns, crossbows and compound/recurve bows will not be transported or used on the military installation except for the following purposes:

- (1) Purchase, repair, sale, or shipment.
 - (2) For target practice or shooting on authorized ranges or elsewhere when approved by the person in charge of the range or site. **At no time will any type of privately owned weapon be discharged or fired in any on-post housing or barracks areas.**
 - (3) For lawful hunting on Fort Drum in authorized areas when in possession of a valid New York hunting license and valid installation recreation permit and access pass. See Fort Drum Regulation 420–3.
 - (4) For lawful hunting off post when in possession of a valid hunting license.
 - (5) By civilian and military personnel when in the performance of official duty and authorized by competent authority.
- c. Weapons transported pursuant to paragraphs 8-5b(1) through (4) will be cased, unloaded, and will not be left unattended at any time. At no times are weapons authorized to be loaded unless actively engaged in hunting or target shooting.
- d. Any civilian or Family member under the age of 18 is prohibited from the use of weapons/firearms, unless accompanied and supervised by a parent or legal guardian over the age of 18.
- e. The borrower of an authorized privately owned firearm, when in possession of another's firearm, must also possess a copy of the owner's evidence of registration (FD Form 605/ALERTS Printout) and the owner's written permission to use the firearm. **It is the firearm owner's responsibility to ensure that the person borrowing the firearm is not restricted from owning/possessing firearms in accordance with federal and/or state law.**
- f. When an individual does not possess a valid New York Pistol License and is attempting to leave Fort Drum the individual may retain the services of a registered gun dealer at the individual's expense to receive the handgun from the arms room for the purpose of shipping to the state or country of the individual's destination. If the firearms are going to a state that requires a permit, it is the individual's responsibility to obtain a permit before shipment of the weapon occurs.

8-6. Concealed Weapons

- a. The possession of any weapon or dangerous instrument with intent to use the same unlawfully against another is prohibited. Weapons/firearms may only be carried upon the person or in the passenger compartment of a motor vehicle as otherwise provided in this regulation. Folding knives with a blade longer than 3 inches are prohibited if they are carried on the person in such a way as to hidden from ordinary view. A folding knife is not hidden from ordinary view if it is in a sheath commonly attached to belt, in a secured pocket, or carried inside a backpack or similar luggage.
- b. Local, state, military police, and DA civilian law enforcement officers may carry concealed weapons while performing official duties. The carrying of concealed weapons by other personnel, to include off-duty law enforcement officers, is prohibited unless approved by the GC.
- c. If otherwise authorized by law, possession of a NYS concealed weapon's license WILL NOT authorize the carrying of a concealed weapon on Fort Drum.
- d. Carrying a straight razor concealed upon the person or concealed in the passenger compartment of a vehicle is prohibited unless:
- (1) The razor is in the original sealed package and being transported home after purchase or returned for exchange or credit, accompanied by a sales slip or receipt.
 - (2) The razor is packed in a shaving kit or other baggage.

8-7. Prohibited Weapons

a. The following articles are defined as dangerous weapons or material, the possession, sale, or manufacture of which by military or civilian personnel is strictly prohibited, except as required by official duty as indicated in paragraph 8-5b(5) above.

(1) Any knife commonly referred to as a switchblade, dagger, double-edged knife, gravity knife, metal knuckle knife, or pilum ballistic knife.

(2) Any explosive or incendiary device.

(3) Any brass knuckle or any device designed to be worn or cupped in the hand while striking another individual.

(4) Any club, blackjack, slapper, sap, nunchucks, police nightstick, or any other device intended or designed to be used as a bludgeon, if carried upon the person, in an automobile, or if possessed in unit billets.

(5) Any shooting pen or other pressure, spring, or percussion-type device designed to appear innocuous, but manufactured for the purpose of discharging a projectile, irritant, or toxic agent. Martial arts throwing star or any other device designed to propel a harmful object or substance at another.

(6) Any sword cane.

(7) Any electric dart gun or electric stun gun.

(8) Any fully automatic weapon, rifles with barrels less than 16 inches in length, shotguns with barrels less than 18 inches in length, any pistol made from a rifle or shotgun and silencers.

(9) Any weapon or device capable of being concealed on the person from which a shot can be discharged through the energy of an explosive, a pistol or revolver having a barrel with a smooth bore designed or redesigned to fire a fixed shotgun shell, weapons with combination shotgun and rifle barrels 12 inches or more, less than 18 inches in length, from which only a single discharge can be made from either barrel without manual reloading, and shall include any such weapon which may be readily restored to fire. Such term shall not include a pistol or a revolver having a rifled bore, or rifled bores, or weapons designed, made, or intended to be fired from the shoulder and not capable of firing fixed ammunition.

b. No loaded firearm will be carried, stored, kept, or transported in any vehicle, except by local, state, or federal law enforcement personnel performing official duties.

c. Firearms kept in quarters as authorized by paragraph 8-2b of this regulation will not be loaded or charged in quarters except in the event of an immediate unlawful threat to life and limb justifying the use of deadly force in self-defense of one's person or another under §35.15, 35.20, or 35.25 of the NYS Penal Code.

8-8. New York State SAFE ACT

a. It is illegal to possess any of the following weapons, unless they were registered as Assault Weapons by 15 April 2014 as required by the NY Safe Act or be permanently modified to remove the designated characteristic:

(1) Any semi-automatic rifle capable of receiving a detachable magazine and having one or more of the following features:

(a) Folding or telescoping stock.

(b) Protruding pistol grip.

(c) Thumbhole stock.

(d) Second handgrip or protruding grip that can be held by non-shooting hand.

(e) Bayonet mount or lug.

(f) Flash Suppressor.

(g) Muzzle break.

(h) Muzzle compensator.

- (i) A threaded barrel designed to accommodate a muzzle break or compensator.
- (j) Grenade launcher.
- (2) Any semi-automatic shotgun having one or more of the following features:
 - (a) Folding or telescoping stock.
 - (b) Thumbhole stock.
 - (c) Second handgrip or protruding grip that can be held by non-shooting hand.
 - (d) Fixed magazine capacity in excess of seven rounds.
 - (e) Ability to accept a detachable magazine.
- (3) Any semi-automatic pistol having one or more of the following features:
 - (a) Folding or telescoping stock.
 - (b) Thumbhole stock.
 - (c) Second handgrip or protruding grip that can be held by non-shooting hand.
 - (d) Capacity to accept an ammunition magazine that attaches to the pistol outside the pistol grip.
 - (e) A threaded barrel capable of accepting a barrel extender, flash suppressor, forward hand grip, or silencer.
 - (f) A shroud that is attached to, or partially or completely encircles, the barrel and that permits the shooter to hold the firearm with the non-trigger hand without being burned.
 - (g) A manufactured weight of fifty ounces or more when the pistol is unloaded.
- b. Assault Weapons are no longer able to be purchased within NYS.
- c. You may buy, sell, and possess any magazines that can hold up to 10 rounds, regardless of when it was manufactured.
- d. Effective 15 January 2014, any magazine capable of holding more than 10 rounds must be permanently modified to prevent loading of more than 10 rounds, responsibly discarded, or sold to a dealer or an out of state purchaser.

8-9. Disposition of Abandoned Privately Owned Weapons

Soldiers living in the barracks are required to store their privately owned weapons in the unit arms rooms in approved locked containers. In some instances, the owners have abandoned these weapons. It is the unit's responsibility to dispose of abandoned privately owned weapons. In accordance with AR 190–11, all abandoned weapons will be turned in to Anniston Army Depot. Prior to shipment, register the weapon in the Department of Defense Central Registry in accordance with Technical Manual 38-214. Use DD Form 1348-2 (Issue Release/Release Document with Address Label) to accomplish the supply turn-in transactions to Anniston Army Depot. Ship weapon via registered mail, return receipt requested to: 7 Frankfurt Ave, DLA Bldg. 360, Attn: Abandoned Privately Owned Weapons, Anniston, AL 36201. Prior to shipment, clear firearms from DES registry files.

8-10. Disposition of Privately Owned Weapons Seized as Evidence

- a. Weapons seized as evidence by the DES will be disposed of IAW the procedures outlined in AR 195–5.
- b. If IAW AR 195–5, the disposition instructions are to return the weapon to the owner:
 - (1) If the firearm is considered an "Assault Weapon" under §265.00 of the NYS Penal Code, the weapon must be modified to meet NYS legal requirements at the owner's expense prior to being returned to the owner.
 - (a) The weapon/firearm will be released to the Soldier's commander on a DA Form 4137.
 - (b) The unit commander will provide a copy of assumption of command orders prior to receiving the weapon/firearm.
 - (c) The weapon/firearm will not be released to the chain of command until a completed DA Form 4833 (Commander's Report of Disciplinary or Administrative Action) has been returned noting that action was taken.

(d) The weapon/firearm will not be returned to the owner until the Staff Judge Advocate (SJA) has been consulted if one of the nine categories applies to the owner listed in AR 195-5, para 2-9n(1)(a-i).

(e) The unit commander will provide a signed memorandum acknowledging responsibility to ensure the weapon/firearm is legally modified by a gun smith to meet the standards outlined under §265.00 of the NYS Penal Code and is NYS compliant prior to releasing the weapon from unit control.

(f) The weapon/firearm will not be released to the chain of command unless it is registered in ALERTS.

(2) If the weapon is a handgun (i.e. pistol/revolver):

(a) The handgun will be released to the Soldier's commander on a DA Form 4137.

(b) The unit commander will provide a copy of assumption of command orders prior to receiving the weapon.

(c) The handgun will not be released to the chain of command until a completed DA Form 4833 has been returned noting what action was taken.

(d) The unit commander will provide a signed memorandum acknowledging responsibility to ensure the handgun is not released from unit control until the NYS legal requirements are met.

(e) The handgun will not be released to the chain of command unless it is registered in ALERTS.

(f) If the Soldier cannot or chooses not to meet the NYS legal requirements for possession of a handgun, the Soldier may contract with a Federal Firearms Licensed (FFL) dealer to ship the handgun to his/her next duty station, or to a state where the legal requirements can be met.

(3) If the firearm cannot legally or economically be modified by a gunsmith in order to make it NYS compliant or legally and safely transported off the Fort Drum military reservation, the weapon will:

(a) Be treated as abandoned property and disposed of as such, or

(b) Be destroyed or otherwise rendered unusable with a memorandum for record attached to the DA Form 4137 stating the disposition facts of the weapon.

c. If IAW AR 195-5, the disposition instructions are to destroy the weapon, the procedures outlined in AR 195-5 will be followed.

Chapter 9 Crime Prevention

9-1. Responsibilities

a. Unit Commander(s):

(1) Establish viable and continuous crime prevention programs through policies and SOPs.

(2) Appoint in writing a unit Crime Prevention Officer (CPO), and an assistant Crime Prevention Officer/NCO (Corporal or higher) to establish and maintain the unit's crime prevention program. This includes the coordination of all crime prevention activities within the unit (such as annual training, refresher training, unit crime prevention awareness programs, etc.)

(3) Monitor the program to ensure its effectiveness.

(4) Establish security and control measures for bolt cutter issue

Note: CPO can also be the appointed PSO, in this case the individual will be in the rank of SSG/E-6 and above.

b. Unit Crime Prevention Officers (CPO) (BN/CO Level) will:

- (1) Establish and maintain the Commander's crime prevention program.
- (2) Include crime prevention briefings as a part of in-processing at the unit for newly assigned personnel.
- (3) Schedule and conduct unit crime prevention briefings and training semi-annually. Maintain records of attendance.
- (4) Conduct quarterly unit crime prevention inspections, and maintain the results on file within the unit for a minimum of 12 months.
- (5) Ensure secure storage areas are available to store soldiers' personal property and TA-50 during their absence.
- (6) Encourage soldiers to participate in "Operation Identification" and ensure their high value dollar items (\$100.00 or more) are inventoried and verified by a witness's signature on Personal Property Record (FC Form 4986). Maintain their record in a secure filing area and update regularly. Each soldier should complete a Personal Property Record whether or not he/she wishes to inventory his/her property. A Memorandum for Record (MFR) will be completed and witnessed for personnel who decline to inventory their property.
- (7) Ensure the SDO/SDNCO has a current roster of unit personnel and their assigned rooms in the billets (posted in the SDO/SDNCO Duty Log Book).
- (8) Commanders will develop physical security plans for barracks IAW Appendix D, AR 190-13.
- (9) Post the locations of "OFF LIMITS AREAS" on unit bulletin boards.

c. Individual Soldier will:

- (1) Secure both private and government property at all times. Avoid situations conducive to crime. All soldiers are encouraged to report to the Fort Drum Police any criminal acts observed or suspicious acts which might indicate the presence of criminal activity.
- (2) Request (through your unit supply) to have locks replaced if the keys have been lost or combinations have been compromised.
- (3) A Memorandum for Record (MFR) will be completed and witnessed for personnel who decline to inventory their property.
- (4) Recommend marking property with unique identifying markings known only by owner and taking pictures of the item with the markings to keep as a record.
- (5) Not leave valuables and money in pillows, mattresses, or unsecured night stands, desks, or lockers.
- (6) Not leave easily removable items in Privately Owned Vehicles (POV), whether or not the POV is secured.
- (7) Refrain from carrying large sums of money (over \$100.00) on your person.
- (8) The storage of CTA-50 and other GOVT property is PROHIBITED in unattended parked POV and Military vehicles on and off-post. Soldiers are allowed to transport CTA-50 for duty requirements, but at no time will CTA-50 be left unattended.
- (9) OCIE issued clothing will be marked as indicated in AR 700-84. Consideration should be given to marking items as indicated in appendix C, AR 190-51.

d. Unit Supply:

- (1) Follow control measures for bolt cutter issue IAW AR 190-51, Appendix F.
- (2) Ensure all high dollar items have double barrier protection, ie., camera stored in locked wall locker inside locked supply room.
- (3) The unit will provide secure storage facilities for personal and GOVT property belonging to personnel on leave, TDY, deployed, AWOL, or in field training.
- (4) Pilferage/high dollar items (commercial/military) will be marked as directed by the unit Commander. This should be done in a manner so as not to deface or devalue the item being marked. For further guidance of marking government property, refer to AR 190-51, Security of Unclassified Army Resources (Sensitive and Nonsensitive), Appendix C, "Marking of Government Property".

- (5) Supply storage rooms will be posted as "Off Limits to Unauthorized Personnel"
- (6) Access rosters will be prepared/posted.
- e. SDNCO/CQ responsibilities:
 - (1) Conduct security checks as required by the Risk Analysis and Commander's guidance. Record security checks on unit security check sheet (SF 701) and or record results in the SDO/SDNCO Journal.
 - (2) Secure all doors except the main entrance doors after duty hours. Ensure exits provide required egress safety, but preclude entry.
 - (3) Ensure all lighting to include parking lots are adequate, annotate inoperative lights in journal.
 - (4) Secure any property found unsecured. Annotate findings in the journals.
 - (5) Be familiar with Bomb Threat evacuation plans (SOP).
 - (6) Be familiar with and enforce Crime Prevention measures as stated in this regulation.
 - (7) Report observed criminal acts or suspicious activity to the Fort Drum police immediately. Report all incidents to the unit Command.
 - (8) Inventory and sign for all high dollar GOVT property under immediate SDNCO control.
 - (9) Control all keys IAW AR 190-11 (AA&E) and AR 190-51 (Admin keys).

9-2. Health and welfare inspections

Commanders will coordinate with their SJA prior to conducting Health & Welfare inspections. During routine health and welfare inspections, the unit inspector(s) will attempt to detect and, if possible, make corrections for unsecured valuables, personal and government property. Units will keep a record of these inspections. These records will not indicate personal findings. The CDR is required to notify Fort Drum Law Enforcement of any prohibited/suspected item(s) found. Confiscated items will not be stored in unit arms rooms. Illegal items will be released to Fort Drum Police. Unit commanders can request/coordinate in advance with DES (K-9/narcotics team) to assist in the health and welfare inspections.

9-3. Security Measures for Privately Owned Vehicles (POV)

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

- a. Secure all motor vehicles when unattended, regardless of location or time of day.
- b. Remove from sight all valuable items left inside the vehicle unless they are permanently mounted.
- c. The storage of OCIE/TA-50 items inside POV is prohibited.

9-4. Dayroom/Barracks

- a. Copies of the Installation's "Off Limits Establishments" list will be posted on unit bulletin boards.
- b. Signs warning non-unit personnel to report to the orderly room/CQ WILL be posted on all perimeter doors to the billets.
- c. Visitation procedures will be established by the Commander. Visitor sign-in logs should be used and maintained for a minimum of 90 days.
- d. All rooms will be adequately secured when individuals are asleep or not present.
- e. Personal high dollar value items (recommend value of \$100 or more) will be inventoried and recorded on Fort Drum Form 567 for personnel residing in barracks. These forms will be updated on a semi-annual basis or when there is a change in property.
- f. Dayroom televisions/DVD players and other high dollar Government (GOVT) property will be sub-hand receipted to the barracks NCO or supply NCO. The property will be properly secured to stands and/or fixed objects.

9-5. Operation Identification

CPO will develop a program that would identify private property in the event loss/stolen property is recovered. A program such as "Operation Identification" for marking high dollar property is recommended. Ensure electrostatic engravers or other methods are made available to unit/activity personnel for marking personal property for identification.

Note: Identification markings should be engraved whenever possible.

9-6. Light control measures

Leave lights on in designated areas in order to reduce potential for crime. These areas should include, but are not limited to, vehicle parking lots, troop paths, building entrances, sidewalks, outside areas where troops congregate, and those areas declared "OFF LIMITS". Report in-operative lights to unit Rep/R&U. Conduct follow ups. CPO in conjunction with the unit PSO, conduct lighting surveys of areas, to determine if lighting is adequate or not adequate.

9-7. Security during deployments

a. Commanders and supervisors are required to conduct recorded inventories of all Stay Behind Military property. Inventory all barracks soldiers' Stay Behind Property. All Stay Behind Property will be secured in approved containers, wall lockers, or other secure locations. A security protective seal should be used in addition to the padlock for all secure storage containers/areas.

b. Commanders can designate a secure area within their area of responsibility. The secure area/room must meet structure standards IAW AR 190-51, Appendix B-2. All high dollar property listed on the Fort Drum Form 567 requires a witness signature for verification.

c. POV to include motorcycles, ATVs, Boats, RVs, etc., will be secured in the designated POV storage area during deployments.

9-8. Unit Funds

a. The Commander may authorize the storage of limited funds, not to exceed \$300 in U.S. currency for the purpose of a taxi fund, or approved unit funds for legitimate purposes. Written policies will be established for the control, accountability, and storage of these funds.

b. Funds will be stored in approved DOD containers or equivalent safes. These funds will not be store
d in safes that contain classified materials or AA&E keys.

Chapter 10

Night Vision Devices (NVDs) and other Category II-IV Sensitive Items

a. FORSCOM affiliated organizations will secure NVDs in IDS protected arms rooms and inventory them monthly. All other organizations will secure NVDs according to their respective CIIC and inventory monthly. No item, regardless of CIIC, stored within the arms room can be stored within a case that precluded the armorer or other responsible individual to visually count the item during all inventories.

b. If arms room storage is not feasible due to space limitations, the unit will comply with FORSCOM and this regulation by obtaining the necessary waiver and/or exceptions to policy.

c. Other sensitive items determined to be risk category II-IV will be secured in the unit's arms room. The sensitivity code is determined by the CIIC. These items will be treated, inventoried, and issued the same as weapons with the same risk category.

Chapter 11

Security of Unit Motor Pools

11-1. Risk Analysis

A formal risk analysis (DA Form 7278) or equivalent automated version is required for all tactical motor pools to determine the level of “physical protective” and “security procedural” measures required.

- a. Vehicles and/or equipment stored in a Risk Level I motor pool, will be in a motor pool with proper fencing and lighting and will be checked every four hours by unit personnel.
- b. Vehicles and/or equipment stored in a risk level II motor pool will be in a motor pool with proper fencing and lighting and will be checked not less than once every two hours.
- c. Vehicles and/or equipment stored within a risk level III motor pool will be in a motor pool with proper fencing and lighting and will be under continuous surveillance by guards.

11-2. Perimeter fencing and lighting

- a. Perimeter fence: Fencing used will meet the requirements of U.S. Army Corps of Engineers Drawing Code STD 872–90–00 Series. The minimum height will be 7 feet tall not including the top guard. Fencing will be at least 9 gauge and the bottom of the fence will be buried 12 inches. For further fencing requirements refer to ATP 3-39.32 (PS) and UFC 4-022-03 (Security Fences and Gates).
- b. Perimeter wall: Any wall over 7 feet tall that delineates a boundary and serves as a portion of the perimeter fence. These walls may be constructed of reinforced concrete, masonry, or stone.
- c. Protective lighting provides a means of continuing, during hours of darkness, a degree of protection approaching maintained during daylight hours.
 - (1) Area will be lighted during hours of darkness where practical as a deterrent to unauthorized entry and as an aid to surveillance for patrols in the area.
 - (2) Conduct periodic inspections of the protective lighting system to ensure all areas are illuminated during hours of reduced visibility. The failure of one or more lights shall not affect the operation of the remaining lights.

11-3. Key and lock control

- a. All units/activities will establish SOPs for the control and accountability of keys/locks for vehicles, buildings, storage areas, and perimeter access points.
- b. Use of master keys or lock sets to secure vehicle steering wheels are prohibited.
- c. Consolidated motor pools will designate one unit as overall in charge of motor pool security. This includes responsibility for the perimeter fence, lighting, key and lock control IAW AR 190-51, Annex D. A local SOP will be developed to address specific responsibilities.

11-4. Security of tactical vehicles

While in garrison, all tactical vehicles, trailers with lockable compartments, Gators, etc., will be secured when parked and unattended. Locks will be DoD approved (low security padlocks). Security chains will be at least 5/16th inch steel. (Unless manufacturer equipped cables are installed).

- a. Vehicles will be parked at least 20 feet from the perimeter of the parking area or, if necessary due to real estate restrictions, a minimum of 10 feet from the perimeter.
- b. Entry to and exit from motor pools will be controlled by locks on gates or by guards. Unit personnel working within motor pool may be an alternative to guards during duty hours.
- c. Guards will check the motor pool on an irregular basis IAW risk level security measures.
- d. A “No POV Beyond this Point” sign will be posted at each vehicle entrance.
- e. An “Off Limits to Unauthorized Personnel” sign will be posted at all entrances.

f. Parts Load List (PLL) room will have controlled access and an “Off Limits to Unauthorized Personnel” sign posted at all entrances. PLL (parts) storage areas will meet security construction requirements as outlined within AR 190-51 and based on a completed Risk Analysis conducted IAW DA PAM 190-51.

g. Tool rooms will be posted “off limits” at each entrance. Individual tool boxes will be secured when not in use.

h. All equipment supporting a vehicle such as Basic Issue Items (BII), Light Scattering System (LSS) and communications equipment will be secured to prevent theft.

Chapter 12

Security of Supply Rooms and Equipment Storage Areas

12-1. Requirements

a. Commanders will designate a secure location for unit supply rooms and equipment storage areas. Caging material is authorized as long as walls extend to the true ceiling and is completely enclosed.

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

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

d. Access roster posted. This roster can be signed by Supply NCO or CDR.

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

12-2. Accountability

a. Expendable/perishable items will be controlled/issued as directed by the CDR.

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

c. Secure any soldiers AWOL CTA 50 and personal property in designated location segregated from GOVT property. This includes proper recorded inventories.

d. Establish sign out procedures for bolt cutters.

e. End of duty day checks will be established utilizing SF 701 (activity security checklist) and maintained for a minimum of 90 days.

12-3. Storage of sensitive items, tools and high-value items

a. Tools (such as hammers, bolt cutters, chisels, crowbars, hacksaws, cutting torches and similar items that could be used to assist in gaining unauthorized access to the arms room) will not be stored near the arms room. Those tools will not be stored in the supply room when the arms room door is located there. When an arms room is the only secure location available, such tools will be stored in a locked container in the arms room.

b. High-value items (such as field glasses, compasses, watches, bayonets, and others subject to pilferage) should not be stored in the arms room. If other secure areas are not available, those items may be stored in the arms room. If those items are stored in the arms room, written authorization by the commander will list each item by name and quantity. Those items will be secured in a locked container separate from AA&E.

c. The NVDs are an exception to this policy and **will** be stored in the arms room within a separately secured container. The container will be chained to the structure if it weighs less than 500 pounds. The NVDs will be inventoried at the same time as weapons and records retained in the same manner as weapon records.

Chapter 13

Airfield Security

13-1. Access controls

Will be determined by the appropriate risk analysis, although the airfield and/or aircraft will never be accessed at less than a risk level II. The following additional measures will also be in place:

- a. The airfield will be posted as a restricted area.
- b. Flight operations will have a written security plan that includes a terrorism counteraction contingency plan. This security plan will be approved annually.
- c. Guards will provide continuous surveillance of aircraft, which have mounted weapons and do not have the power disconnected to the weapon. Unit personnel working on or near aircraft may be considered to be equivalent to continuous surveillance.
- d. Access to all buildings associated with the aviation facility, aircraft parking areas, and support equipment storage areas will be controlled through use of access rosters.
- e. An SF 701 (Activity Security Checklist) will be posted adjacent to the exit to the hanger and will be annotated correctly at the end of each duty day. Completed SFs 701 will be maintained for 30 days then destroyed.
- f. Guard checks of aircraft will occur every hour on an irregular basis during non-duty hours IAW AR 190-51, para 3-9j(3)). These checks will be written down and maintained for 90 days and then destroyed according to unit policy. A SF 702 can be used for this purpose if placed at the entrance and exit to the airfield and/or hanger.
- g. Aircraft will remain locked when not in use or when being maintained.
- h. Armament electrical cables will be disconnected from the gun, unless the aircraft is provided with continuous surveillance by the responsible unit.

13-2. Flight Operations

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

13-3. Aviation Life Support Equipment (ALSE)

- a. The ALSE/high dollar items will be provided double barrier protection, i.e., in a locked container in a secured room. Access roster to the equipment storage area will be posted. "Off Limits To Unauthorized Personnel" signs will be posted by the entrance(s). A bi-lateral storage agreement is required for consolidated storage facilities. All commanders will approve and sign this agreement.
- b. Pen distress flares: The CAT 1.4 and signal smoke illumines will be stored and secured in approved containers. Quantities will be limited to operational necessity.
- c. End of duty day checks will be established utilizing SF 701 (activity security checklist) and maintained for a minimum of 90 days.

Chapter 14

Security of Computers and Components

14-1. Security

- a. Government portable computers and their Central Processing Units (CPU) will be provided double barrier protection when left unattended.
- b. Computers that are located in rooms with windows that are above 12 feet from ground level do not require security cables as long as the room is secured when unattended.

- c. Computer cable locking devices that require keys will be listed on the DA Form 5513 and accounted for IAW AR 190-51, Annex D.
- d. Computers will be sub-hand receipted to the user level.
- e. Preferred way to attach security cables:
 - (1) Recommend attaching the flat screen to the CPU. If using stick-on locking hasp devices, avoid direct attachment to desk furniture.



- (2) Lap top security cable looped around a structure.

VGA Port Laptop Lock



14-2. Marking

Marking of computers for identification purposes will be conducted at the commander's discretion. Marking for identification purposes will be IAW AR 190-51, Annex C-4. (Recommend paint markers or engraving were possible).

Example of markings:

- US Army or "USA", 10th Mtn Div
- Unit UIC or unit name
- Serial number of property

Chapter 15 On Post Photography/Imaging

- a. All personnel, while on Fort Drum, are prohibited from photographing, conducting imaging surveillance, or sketching facilities without prior written approval from the Public Affairs Office and/or the DES, PS Division as appropriate. The taking of commercial imaging surveillance by photography or video recording in or around Mission Essential Vulnerable Areas (MEVA)/High Risk Targets (HRT), ACPs and Entry Control Points (ECPs) is strictly prohibited

on Fort Drum without prior authorization. Authorized imaging in support of construction work will not capture police, security, troop or guard force activities.

b. The use of surveillance cameras in civilian/personal Unmanned Aircraft Systems (UAS) and model aircraft (RC planes/AC) is strictly prohibited.

c. Taking personal photographs of home coming ceremonies, weddings, and other family functions taken in non-critical areas; i.e. parks, museum, housing areas and other specifically designated areas is authorized when using personal cameras, cell phones, etc. The use of UAS is not authorized.

d. All requests will be made from the directorate and/or company requesting the authorization for photographing. The request must be submitted in writing and list the need for taking photographs, items to be photographed, and the name(s) of person(s) who will be taking the photographs.

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

Chapter 16

Unmanned Aircraft Systems (UAS)

16-1 Definition

The FAA defines unmanned aircraft (UA) as an aircraft operated without the possibility of direct human intervention from within or on the aircraft. UAS is also defined as an UA and the associated elements to include communication links and components that control the UA.

16-2 Commercial Use

Commercial use of UAS within Fort Drum is prohibited. Fort Drum identified as No Drone Zone site. Residents and organizations within Fort Drum are prohibited from receiving commercial services originating outside Fort Drum by means of a UAS.

16-3 Recreational Use

Recreational use of UAS within Fort Drum is prohibited. Fort Drum identified as No Drone Zone site.

16-4 Penalties

Unauthorized use of UAS within Fort Drum may result in loss of installation access privileges; potential forfeiture of any unauthorized recordings, photographs, or videos; adverse personnel action; and possible criminal prosecution under Federal or State law, as appropriate.

Chapter 17

Inspections

17-1 General

A Physical Security Inspection (PSI) is a formal recorded assessment of the physical protective measures and security procedural measures implemented to protect assets. SMS(CM) will be used to gather and record inspection information.

a. The PS inspectors will not engage in illegal or dangerous conduct to demonstrate security weaknesses.

b. Inspections may be unannounced, but inspectors will first review unit schedules to minimize adverse impact with training, mobilization, demobilization or similar requirements.

c. Assets listed in the 190-series of Army regulations, at a minimum, will be inspected for compliance with minimum physical protective and security procedural measures. The PS plans required by this regulation will also be inspected.

d. A report will be produced for an inspected organization regardless of the number of inspectable assets in the organization (for example, AA&E, wheeled and tracked vehicles, aircraft).

e. The PS inspector will be granted access to facilities, assets, records, and other information on a need-to-know basis, consistent with the inspector's clearance for access to defense information and provisions of applicable regulations.

17-2 Distribution

A copy of the PS inspection report, with exhibits if beneficial, will be provided to:

- a. Commander of the unit or director of the organization inspected.
- b. Commander or director at the next higher level above the inspected organization.
- c. Installation PSO.

17-3 Types of Inspections

a. Division Command Inspection (DCI). An organizational inspection program defined in 10th Mountain Division (Light Infantry) and Fort Drum Regulation 1-3. The PS division provides credentialed subject-matter experts as members of the DCI team. Guidance for conducting and reporting DCIs and other special emphasis areas will be addressed at the DCI entrance briefing. Inspectors will attend the entrance briefing and must be prepared to answer questions pertaining to the inspection at the exit briefing.

b. Physical Security Inspection (PSI). A PSI is a regulatory compliance inspection IAW AR 190-11 and AR 190-13. The PS division conducts PSIs of units and organizations on Fort Drum, at other locations identified by support agreements, and as directed by competent authority. The PS division uses the Army's SMS (CM) to conduct and record inspections. Other specialized checklists may be used, such as AAFES or DRMO, as circumstances warrant.

c. Courtesy inspections/Staff Assistance Visits (SAVs). These are non-compliance inspections or assistance-oriented visits. The inspection will be comprehensive utilizing the current inspection checklists. A record of the visit, personnel contacted, and deficient areas noted on the inspection worksheets will be placed in the unit PS folder. A verbal exit briefing will be conducted and a copy of the inspector's worksheets and notes may be left with the unit but no formal written report will follow. The unit will not be rated. The purpose of this type of inspection is to provide unit personnel responsible for PS with hands-on training by SMEs and to provide them with an objective assessment of their current security posture. Courtesy inspections and SAVs will not be conducted with organizations that are within 60 days of their scheduled regulatory PSI.

d. Vulnerability inspections. Inspections are usually unannounced, random, and may occur after duty hours. Inspectors will have radio and/or cell phone communications with the 911 Dispatch Center. Inspectors will inform the 911 Dispatch Center of the inspections, the estimated duration of inspections, and when the inspections are terminated. Inspectors **WILL NOT** engage in acts that may endanger themselves or others while conducting vulnerability inspections. Areas inspected, findings, and follow-up actions will be recorded. The 911 Dispatch Center will be notified of areas having security risks that cannot be corrected and of sensitive areas that are found unsecured. Inspectors will submit complete written reports on the next duty day. The purpose of this inspection is to provide a random assessment of the security status of government buildings, equipment, and property.

e. Command-directed inspection. A special interest inspection that may be requested or directed from competent authority. The purposes are to gather objective data or information and give assistance on specific issues or areas of concern.

17-4 Ratings

Only two inspection ratings are authorized: **Adequate** and **Not Adequate**. The rating is based on comprehensive review of all areas and findings of the inspection. Not all inspections require a rating. Those that do will be rated according to the criteria described below. The approving authority (Chief, PS), not the inspector, will determine the final overall inspection rating.

a. Adequate rating. The number of deficiencies noted and severity of each is such that the area is secure, accountability is maintained, and the unit actions are initiated or implemented during the inspection to correct the cited discrepancies.

b. Not adequate rating. Regulatory deficiencies noted and weaknesses found in the security system are so severe they could result in the loss or theft of unit or installation property and immediate steps must be taken to correct deficiencies noted in order to meet minimum regulatory requirements. If personnel are not available for an inspection, a "not adequate" rating will be given.

17-5 Report of Action (ROA) Taken

A report of action taken is required for surveys and inspections with unsatisfactory ratings.

a. Commanders will formally reply in writing indicating corrective actions taken to correct findings/deficiencies for all **Not Adequate** ratings to the Director, DES, ATTN: Chief, PS within 90 calendar days as identified on the report. Once that document is received, units will coordinate with the PS division (772-0076 or 772-3105) to schedule re-inspections. The re-inspection will occur within 6 months of the initial inspection. Any recurring deficiencies noted on a re-inspection will result in the unit being rated as **Not Adequate** and will require another inspection within 6 months.

b. The ROA must identify corrective actions taken, compensatory measures implemented, or both to address findings on the survey, inspection, or vulnerability assessment.

c. At a minimum, reports will be marked "U//FOUO."

d. Units and activities must keep inspection reports until the next inspection is complete.

17-6 PSI Definitions

a. Deficiencies so severe they could result in the loss or theft of unit or installation property and immediate steps must be taken to correct:

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

(2) Failure to have approved Physical Security Plan with all appendixes, to include Restricted Area list, Mission Essential Vulnerable Area (MEVA) list, and barracks plan.

(2) Loss of accountability of weapons/ammunition and sensitive items.

(3) Loss of accountability of keys (AA&E or administrative).

(4) Any deficiency that constitutes a major breach of arms room security (includes administrative errors that ultimately affect the security/accountability of arms, ammunition, and explosives (AA&E), poor operating procedures, or missing documentation).

(5) Sharing Personal Identification Number (PIN) codes.

(6) Failure to change combinations as required for arms storage vault doors or sharing combinations with unauthorized personnel.

(7) Storing ammunition or explosives in the arms room without proper authorization /documentation.

(8) Failure to meet the requirement for continuous surveillance of the arms room by an armed guard, duty personnel (personnel authorized unaccompanied access), or protection by IDS.

(9) A recurring deficiency when corrective action is within the means of the unit.

(10) Failure to provide written instructions and guidance.

b. Minor deficiencies: regulatory deficiencies noted in all other areas not covered in paragraph above.

c. Observation: A condition (where regulatory guidance is nonexistent or is unclear), that constitutes a weakness in the security posture.

d. Note/comment: Describes conditions/actions, which affect the overall security, e.g. description of waivers/exceptions and the fact that compensatory measures were fully implemented by the unit. The MFR signed by commanders do not negate the deficiency.

Appendix A

References

Section I

Required Publications

AR 190–11

Physical Security of Arms, Ammunition, and Explosives

AR 190-13

The Army Physical Security Program

AR 190-51

Security of Unclassified Army Resources (Sensitive and Nonsensitive)

AR 195–5

Evidence Procedures

AR 710-2

Supply Policy Below the National Level

DA Pam 190-51

Risk Analysis for Unclassified Army Resources

DA Pam 710-2-1

Using Unit Supply System

New York State Penal Law Section 35

Defense of Justification

New York State Penal Law Section 265-2

Firearms and Other Dangerous Weapons

New York State Penal Law Section 400.00

Licensing and Other Provisions Relating to Firearms

Section II

Related Publications

AR 25–400–2

The Army Records Information Management System (ARIMS)

AR 190–45

Law Enforcement Reporting

AR 190-56

The Army Civilian Police and Security Guard Program

AR 735-5

Policy and Procedures for Property Accountability

UFC 3-530-01

Interior and Exterior Lighting

UFC 4-022-03

Security Fences and Gates

ATP 3-39.32

Physical Security

TB 9-2300-422-20

Security of Tactical Wheeled Vehicles

HQs US Army Garrison Fort Drum Regulation 420–3

Hunting, Fishing, Trapping, and Camping

USC Title 18, Section 1864

Hazardous or Injurious Devices on Federal Lands

Section III

Prescribed Forms

DA Form 2062

Hand Receipt/Annex Number

DA Form 3161

Request for Issue or Turn-in

DA Form 3749

Equipment Receipt

DA Form 4137

Evidence/Property Custody Document

DA Form 4604

Security Construction Statement

DA Form 5513

Key Control Register

DA Form 7278

Risk Level Worksheet

DA Form 7708

Personnel Reliability Screening & Evaluation Form

SF 700

Security Container Information

Fort Drum Form 567-E

Personal Property Record

Fort Drum Form 568-E

Weapon Receipt Register

Fort Drum Form 587-E

Monthly Serial Number of Weapons and Ammunition

Fort Drum Form 601-E

Registration of Personal Firearm or Weapon

Fort Drum Form 605

Private Weapons Registration Card

Section IV

Referenced Forms

DA Form 2028

Recommended Changes to Publications and Blank Forms

Appendix B

New York State Pistol License Procedures

B-1. This appendix is applicable to all military personnel possessing personally owned handguns under the command and control of the Commander, 10th Mountain Division (Light Infantry) and Fort Drum, and civilians residing in on-post housing.

B-2. It is a crime in NYS to have a privately owned handgun on your person, in your automobile, or in your quarters, unless you have been issued a NYS Pistol License. If prosecuted in NYS court, violators may be subject to arrest, trial, and a possible conviction, which may include confinement of up to one year in jail and a \$1,000 fine as ordered by a judge. If a Soldier is prosecuted by military authorities, he or she may receive punitive or administrative penalties as deemed appropriate by his or her commander.

B-3. If living in on-post housing, and one does not possess a NYS Pistol License, the handgun(s) must be stored in the unit arms room or arrange for a licensed firearms dealer or gunsmith to pick up the handgun(s) for temporary storage until a NYS license has been obtained. Personnel residing in the barracks must keep all weapons in the unit arms room, regardless if they possess a NYS Pistol License (See AR 190–11, paragraph 4-5).

B-4. To apply for a NYS Pistol License, one must be at least 21 years of age and be physically located in NYS at the time of application. Application requirements vary from county to county. One must apply through the Sheriff's Department of the county in which they reside. Ordinarily, applicants must have references in the county in which they reside. Relatives may not be references. However, the sheriffs of Jefferson and Lewis Counties and the County Clerk's Office in St. Lawrence County have accepted local procedures for issuance of pistol licenses for military personnel. Since the application form calls for four (4) local character references and most Soldiers will not have any long-term acquaintances, copies of military records and a commander's recommendation must be submitted to establish a Soldier's character. References must be from the Soldier's chain of command when local references are not available. Soldiers may pick up application packets at their applicable licensing office and bring their completed packet to the unit commander for a letter of recommendation (approval or denial) to the Sheriff or County Clerk's Office.

B-5. Commanders should check the packet for the following:

- a. Local address (must be in the same county where applying).
- b. Age (must be at least 21).
- c. Privacy Act consent form (must be signed by the Soldier to release information).
- d. Page one of the application form (what the Soldier said about his character).
- e. ETS or loss date (no sense applying if soldier has less than 1 year left in New York).
- f. Copies of previous pistol licenses for weapons being registered.

B-6. The Soldier should provide the commander with copies of the following forms from his official military personnel file:

- a. Enlistment and re-enlistment contracts.
- b. DA Form 2-1 (Personnel Qualification Record).
- c. Joint Personnel Adjudication System security clearance verification.
- d. Other documents such as letters of recommendation, reprimands, Article 15's, etc.

B-7. Commanders must review all documentation provided by the Soldier in regards to the application. The following list illustrates some of the things to look for:

- a. Arrests or convictions.
- b. Drug and alcohol involvement.

- c. Article 15s and adverse actions.
- d. Security clearance or lack thereof.
- e. Medical profiles, specifically psychiatric history.
- f. Suspense of favorable actions.
- g. Family members, if any.
- h. MOS, past and present duty assignments.
- i. Awards and schooling.

B-8. Do not rely on information from the Soldier.

- a. Contact the personnel officer to verify that the Soldier has not omitted important documents from his packet (i.e., an Article 15 or courts martial).
- b. Request DES to conduct a previous offense records check (apprehensions, domestic disturbances, etc.).
- c. Contact the security officer to verify the degree of security clearance.
- d. Review the unit files and consult with unit NCOs.

B-9. Provide the Soldier with a letter recommending approval or disapproval of his application. Attach copies of pertinent documents from the Soldier's official military personnel file to the letter of recommendation.

B-10. Outline of commander's letters, as applicable:

- a. Address:
 - (1) Sheriff, Jefferson County, 753 Waterman Drive, Watertown, NY 13601.
 - (2) Sheriff, Lewis County, Outer Stowe Street, Lowville, NY 13367.
 - (3) St. Lawrence County Clerk Office, Pistol License Section, 48 Court Street, Canton, New York 13617.
- b. Commander's recommendation for approval or disapproval.
- c. Comments on Soldier's character. If the commander knows the Soldier, include an opinion in the letter, discuss his reputation in the unit, discuss any adverse material in his file (Article 15s, reprimands, etc.), as well as commendatory information, Family, awards, etc., to give a well-rounded picture of the Soldier.
- d. List the contacts made to obtain the information considered. Negative reports are important too (i.e., DES has nothing on file).
- e. Attach the following enclosures:
 - (1) Enlistment and re-enlistment contracts.
 - (2) DA Form 2-1 (Personnel Qualification Record) or Officer Records Brief for officers.
 - (3) Joint Personnel Adjudication System security clearance verification.
 - (4) Other documents such as letters of recommendation, reprimands, Article 15's, etc.

B-11. Notify the Soldier to pick up the packet and letter after the commander's completion and review. The Soldier will then file the application at the appropriate location as indicated in paragraph 10a above.

B-12. For any questions, contact your local Sheriff's Department or County Clerk's Office, if residing in St. Lawrence County.

B-13. An individual transporting a handgun in NYS without first obtaining a license has committed a felony punishable with a heavy fine and imprisonment. However, there is no guarantee NYS will approve every license application. To avoid a problem of having an

unregistered handgun or having to store the weapon with a NYS gun dealer, first obtain a NYS Pistol License. It is recommended that commanders strongly discourage Soldiers from bringing handguns into NYS for the aforementioned reasons.

B-14. There is no licensing requirement for possession of a shotgun or rifle.

Glossary

Section I Abbreviations

AA&E

Arms, Ammunition, and Explosives

AR

Army Regulation

DA

Department of the Army

DES

Directorate of Emergency Services

FD

Fort Drum

FORSCOM

United States Army Forces Command

GC

Garrison Commander

IAW

In Accordance With

IDS

Intrusion Detection System

ICIDS-IV

Integrated Commercial Intrusion Detection System, Version 4

MAL

Master Authorization List

MEVA

Mission Essential Vulnerable Area

NVDs

Night Vision Devices

NYS

New York State

PIN

Personal Identification Number

POL

Petroleum, Oils, and Lubricants

POV

Privately Owned Vehicles

POW

Privately Owned Weapon

PS

Physical Security

SC

Senior Commander

SOP

Standing Operating Procedure

Section II**Terms****Ammunition**

All cartridges and shot shells designed to be used in a firearm, to include blanks, primers, percussion caps, and powder for reloading or use in muzzle loading weapons.

Authorized Privately Owned Weapons

Firearms (cartridge firing or muzzle loading rifles, shotguns and handguns), BB guns, AirSoft guns, air pistols, pellet guns, paint ball guns, target and hunting bows, crossbows, spear guns, other projectile throwing devices, and other weapons legally acquired by military or civilian personnel in compliance with federal, state, and local law. These weapons are authorized for ownership, but their registration, storage, transportation, and use are subject to the provisions of this regulation.

Arms

A weapon included in AR 190–11, appendix A, that will or is designated to expel a projectile or flame by the action of the explosive, and the frame or receiver of any such weapon.

Chuka Stick

A weapon consisting of two or more lengths of a rigid material joined together by a thong, rope or chain in such a manner as to allow free movement of a portion of the device while held in the hand and capable of being rotated in such a manner as to inflict serious injury upon a person by striking or choking.

Electronic Dart Gun

Any device designed primarily as a weapon, the purpose of which is to momentarily stun, knock out, or paralyze a person by passing an electrical shock to such person by means of a dart or projectile.

Electronic Stun Gun

Any device designed to function as a weapon, the purpose of which is to stun, cause mental disorientation, knock out, or paralyze a person by passing a high voltage electrical shock to such a person.

Explosive and Incendiary Devices

Any explosive compound and any bomb, mine, grenade, rocket, self-propelled missile, detonator, or dynamite cap, firecracker, any other item referred to as “fireworks,” or similar device containing any explosive or incendiary charge.

Firearms

means (a) any pistol or revolver (including a starter gun); or (b) a shotgun having one or more barrels less than eighteen inches in length; or (c) a rifle having one or more barrels less than sixteen inches in length; or (d) any weapon made from a shotgun or rifle whether by alteration, modification, or otherwise if such weapon as altered, modified, or otherwise has an overall length of less than twenty-six inches; or (e) an assault weapon which will or is designed to or may readily be converted to expel a projectile by the action of an explosive.

Gravity Knife

Any knife which has a blade which is released from the handle or sheath thereof by the force of gravity or the application of centrifugal force which, when released, is locked in place by means of a button, spring, lever, or other device.

Kung Fu Stars

A disc-like object with sharpened points in the circumference thereof and designed for use primarily as a weapon to be thrown.

Metal Knuckles/Metal Knuckle Knife

A weapon that when closed, cannot function as a set of metal knuckles nor as a knife and, when open, can function as both a set of metal knuckles as well as a knife.

Pilum Ballistic Knife

A **ballistic knife** is a specialized combat knife with a detachable, self-propelled blade that can be ejected to a distance of several meters by pressing a trigger or operating a lever or switch on the handle.

Prohibited Weapons

Those weapons identified in paragraph 3-5 of this regulation, the possession of which is prohibited on the installation, and all other weapons the possession of which by private persons is illegal under NYS or federal law.

Switchblade Knife

Any knife that has a blade that opens automatically by hand pressure applied to a button, spring, or other device in the handle of the knife.

Sword Cane

A cane or swagger stick having concealed within it a blade that may be used as a sword or stiletto.

Weapons required to be registered

Any cartridge firing/muzzle loading rifle, cartridge firing/muzzle loading shotgun, handgun (muzzle loading and cartridge firing pistol or revolver), pellet firing rifles or handguns and cross bows.

Section III**Special Abbreviations and Terms**

This section contains no entries.