



Headquarters
Joint Base Lewis-McChord
Joint Base Lewis-McChord, WA
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* Joint Base Lewis-McChord
Regulation 190-11

Military Police

Physical Security of Arms, Ammunition and Explosives (AA&E)

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History. This publication is a minor revision.

Applicability. Except as otherwise directed, this regulation applies to all active Army, Air Force, Reserve Officer Training Corps (ROTC), Army Reserve components, National Guard, and other activities training at, assigned to, or attached to Joint Base Lewis-McChord (JBLM). The JBLM area of operations and physical locations include McChord Field, Lewis Main, Lewis North, all Lewis and McChord training areas, and Yakima Training Center (YTC).

Proponent and exception authority. The proponent of this regulation is the JBLM Directorate of Emergency Services (DES) (AMIM-LML). The proponent has the authority to approve exceptions or waivers to this publication that are consistent with controlling law and regulations. The proponent may delegate this approval authority, in writing, to a division chief within the proponent agency or its direct reporting unit or field operating agency in the grade of colonel or the civilian equivalent. Activities may request a waiver to this publication by providing justification that includes a full analysis of the expected benefits and must include formal review by the activity's senior legal officer. All waiver requests will be endorsed by the commander or senior leader of the requesting activity and forwarded through their higher headquarters to the policy proponent. Refer to AR 25-30 for specific requirements.

Suggested improvements. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) directly to the JBLM Directorate of Emergency Services at usarmy.jblm.imcom.list.des-physical-security@army.mil.

Distribution. This regulation is available on the JBLM Publications and Forms site at: <https://armyeitaas.sharepoint-mil.us/sites/IMCOM-ID-R-USAG-JBLM/SitePages/DHR-JBLM%20Publications-and-Forms.aspx>.

*This regulation supersedes JBLM Regulation 190-11, dated 13 April 2022.

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UNCLASSIFIED

SUMMARY of CHANGE

JBLM Reg 190-11

Physical Security of Arms, Ammunition and Explosives (AA&E)

This revision, dated 17 October 2023 --

- Minor updates throughout.

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Chapter 1

General

1-1. Responsibilities

All unit Commanders, Directors or Deputy Directors must:

a. Appoint in writing an armorer and assistant armorer(s). The armorer's primary duty is the operation of the unit arms room. The armorer will be exempt from other duties (i.e., Charge of Quarters, Guard Duty, etc.), to the maximum extent possible. This only applies to the assistant armorer when performing duties as the primary armorer.

b. AF/SS: NCOICs of 627 SFS Armory and Combat Arms Training and Maintenance (CATM) Section are the primary armorers for buildings P21 and 1305 respectively and personnel assigned to each section are alternate armorers. Other AF units with arms rooms on JBLM McChord Field will appoint primary and alternate armorers. Assignment of additional duties is at the discretion of the unit commander.

c. Appoint in writing an officer or noncommissioned officer (NCO) in the rank of Sergeant First Class (E7) or above, Department of Army (DA) civilian in the rank of GS-07/WG-07 or other equivalent, or above, as the unit Physical Security Officer (PSO), to ensure that security requirements pertaining to the accountability and security of AA&E are met or exceeded.

d. AF/SS: Appoint in writing an officer or noncommissioned officer (NCO) in the rank of Technical Sergeant (E6) or above, Department of the Air Force (DAF) civilian in the rank of GS-07/WG-07 or other equivalent, or above, as the unit Physical Security Officer (PSO), to ensure that security requirements pertaining to the accountability and security of AA&E are met or exceeded.

e. Ensure the next higher headquarters, civilian department or agency section reviews security plans and SOPs annually for relevance and updated information. Plans must be available for review in the unit/agency arms room.

f. AF/SS: The next higher headquarters is the Group Commander/Deputy Group Commander.

g. Ensure all personnel assigned duties involving access to or control over AA&E will be screened IAW AR 190-13 paragraph 2-21, utilizing DA Form 7708 (Personnel Reliability Screening and Evaluation Form). Commanders in charge of AA&E do not require the screening.

(1) The commander, director or agency head will initiate the DA Form 7708 during the initial interview of the prospective armorer.

(2) The individual's file is screened by the servicing personnel or human resources administrative service branch for derogatory information IAW AR 190-11, paragraph 2-11. Results will be provided in Section II of the DA Form 7708.

(3) The individual's file will be reviewed by the unit's security official for potentially disqualifying information. The reviewer will enter the date of the personnel security adjudication, the type, and if favorable or if requires review, and level of security clearance.

(4) The prospective armorer/key custodian medical file is reviewed at the serving Medical Clinic or facility IAW AR 190-13 and the results are annotated in Section IV of the DA Form 7708.

(5) Civilian/contractor personnel are exempt from the medical screening.

(6) The Police Administration section, Directorate of Emergency Services will conduct a Military Police check on the perspective armorer/key custodian. Results will be provided in Section V of the DA Form 7708.

(7) Part VI of the DA Form 7708 will indicate the results of a random or directed drug test whether potentially disqualifying information was or was not found by the drug-testing official. Commanders can determine if a drug test is required for the position. If the service member does not require a drug test, then the Commander will mark the "Not a Testing Designated Position" box and electronically sign the section.

(8) Upon reviewing all the above listed information, the commander, director, or equivalent agency head makes a decision on whether to grant the screened individual unaccompanied access and/or control over AA&E. If found suitable to perform duties the DA Form 7708 in Section VII is signed by the commander, director or agency head.

h. Commanders of Battalion/Squadron (or above) will ensure personnel engaged in guard duties have received use of force training at minimum of once annually; ensure guard ammunition for protection of Army AA&E under their area of responsibility is available at all times for active vaults storing AA&E. The minimum amount of ammunition and recommended weapon(s) in order of preference are:

(1) M4/M16: minimum of 20 rounds, no round chambered.

(2) M9/M11: Semi-auto Pistol: minimum of 10 rounds, no round chambered.

(3) Shotgun: minimum of 5 rounds, no round chambered.

i. All personnel engaged in guard duties in the protection of AA&E during IDS failures must be trained in the local use of force policy, guard duties associated with protecting AA&E within the garrison area and ensure the local use of force policy is posted in the arms room.

j. For non-military AA&E storage sites, located within the JBLM garrison area, the director or agency head shall ensure Memorandum of Agreements (MoAs) are developed and forwarded to the Joint Base Commander's approval for protection of AA&E within their area of responsibility in the event of IDS failures.

k. Unit commanders, directors, and equivalent agency heads will ensure that personnel having keys/combinations and unaccompanied access are always available for emergency entry into arms vaults.

1-2. Physical Security Officer

The unit or agencies Physical Security Officer must:

a. Ensure that unit/agency Standing Operating Procedures (SOP) relating to the security and accountability of AA&E is published and updated periodically. The SOP must contain detailed and comprehensive instructions concerning individual responsibilities and procedures for the security of AA&E under the individual's control.

b. Ensure the SOP is in compliance with all regulatory changes and outlines the basic control procedures for AA&E. Procedures outlined in the unit SOP must include inventory and accountability procedures, issue procedures, key control, access control, bomb threat procedures, Intrusion Detection System (IDS) procedures, opening and closing procedures, field training, EDRE (Emergency Deployment Readiness Exercise), and deployment procedures. The SOP must also cover procedures for the evacuation of the weapons and ammunition in the event of natural disasters or civil unrest.

c. Retain a copy of the last Physical Security Inspection Report (DA Form 2806-1-E) in the arms room until the next Physical Security inspection report is received.

d. Ensure the below listed publications are maintained in the arms room:

- (1) AR 190-11
- (2) AR 190-14
- (3) DA PAM 710-2-1
- (4) JBLM Reg 190-11
- (5) JBLM Reg 700-20
- (6) Unit AA&E SOP (Review Annually)

1-3. Waivers and exceptions

Units will submit requests for waivers or exceptions through their highest headquarters to Provost Marshal, JBLM, WA. The JBLM Provost Marshal may approve exceptions to JBLM Regulation 190-11. Department of the Army must approve requests for exceptions to the provisions of all army regulations. Waivers to FORSCOM directives are granted by the FORSCOM Commander.

a. Waivers and Exceptions must include detailed information regarding compensatory measures to be taken that meet or exceed the regulatory requirement.

b. Exceptions will be granted only when correction of a deficiency is not feasible or when the security afforded is equivalent to or better than that afforded under the standard criteria.

1-4. Training

All personnel assigned or attached to a Joint Base Lewis-McChord unit are responsible for the security of government property under their control and must be thoroughly cognizant of the inherent dangers involved in the loss or misuse of such property. All individuals are required to read and sign HJB Form 12 (Small Arms Security Individual Briefing Certificate) annually. This certificate outlines the individual's responsibilities for security of AA&E and other government property. It will be retained in the unit/agency arms room files. If the individual transfers from one unit on post to another unit on post, the commander of the losing unit will transfer the HJB Form 12 to the gaining unit. Upon departure of the individual from the installation, the certificate should be destroyed.

Chapter 2 Physical Security Planning

2-1. Guard protection

a. During periods of Intrusion Detection System (IDS) malfunctions and upon notification by either the JBLM ICIDS Monitoring Station or Joint Base Operations Center (JBOC), the unit, directorate or agency is responsible for deploying an armed guard to the effected facility or site to protect Category I and II AA&E assets. The guard will maintain constant surveillance over and control entry to the AA&E. The guard will be armed with their assigned weapon and ammunition in accordance with paragraph 1-1*h*.

(1) During duty hours, the armorer, if qualified and armed, may serve as the guard. The commander, director or equivalent agency head is responsible for ensuring relief schedule and watch rotation is established in the event of an extended outage.

(2) During non-duty hours, arms rooms with operational IDS shall be checked on an irregular basis with intervals between checks not to exceed 6 hours. Record the checks on the Standard Form 702 posted on the arms room vault door.

b. Buildings approved for storage of Category I and II AA&E require continuous armed guard protection if not equipped with IDS.

c. The definitions of AA&E categories are found in AR 190-11.

2-2. Arms and ammunition security

a. Unit commanders, directors and equivalent agency heads, physical security officers, and armorers are responsible for ensuring that weapons are stored in certified weapons racks. Locally fabricated racks are not authorized for storage unless approved by the TACOM certification authority.

b. Unit commanders, directors and equivalent agency heads are responsible for ensuring that all training, qualification ammunition and explosives are stored in the AHA, McChord Field 800 area, unit arms room or as prescribed in JBLM Reg 700-20.

c. Any person who discovers or finds unexpended or abandoned ammunition of any type must immediately report the incident to the chain of command. Unit commanders must make immediate notification of the incident to the Joint Base Emergency Communication Center.

d. Security of bulk AA&E while being transported on JBLM:

(1) Commanders, directors and equivalent agency heads will ensure that enough security measures are taken to protect AA&E being moved by unit or organization transportation on or off the installation. AA&E items will not be left unattended or unsecured at any time. Bulk weapons will be placed in the custody of a commissioned officer, warrant officer, noncommissioned officer (E-5 or above), DOD civilian (GS-5 or above), or DOD contractor employee in an equivalent position. Bulk weapons will be provided armed escort during transport. Weapons not meeting the definition of bulk weapons do not require an armed escort during transport.

(2) The above paragraph does not apply to individuals who have been issued their assigned weapon(s) for on-post training or unit mission requirements. At FORCE PROTECTION CONDITION (FPCON) Normal, Alpha and Bravo security of an individual's weapon(s) during on-post training requires the following measures:

(a) Will be under continuous positive control.

(b) Will not be left unattended or unsecured.

(c) Persons with temporary custody of more than one weapon in a holding area will be provided the means to have a duress reporting capability if a forceful theft to remove the asset or harm the personnel is attempted. The commander should ensure this process is written into the unit/agency SOP and that the unit/agency PSO ensures enforcement. Also see paragraph 2-3.

(d) A response force will be available to protect AA&E in holding areas.

(e) Prior to any movement, the unit/agency SOP should provide security requirements and references, checks should be conducted by the unit/agency PSO to ensure all personnel comply with all regulatory security procedures. Supervisory checks of the AA&E holding area will be made to ensure the AA&E being guarded has not been tampered with.

e. Security of bulk AA&E while being transported off installation:

(1) The commander, director or equivalent agency head should ensure a risk assessment is conducted and may contact the Installation Anti-Terrorism/Force Protection office for up-to-date threat assessment for the intended route of travel. In addition, consultation with JBLM unit movement is recommended for the most current information if traveling by air or rail.

(2) For the purpose of this regulation, off post does not include short movements to access contiguous Joint Base operational and training areas.

(3) Refer to AR 190-11, paragraph 7-10 for FPCON C & D specific instructions.

f. Military weapons and ammunition are not authorized to be transported in privately owned vehicles (POVs) for any reason. (Rental vehicles leased by the government for official business, utilizing government credit cards, are authorized to transport weapons and ammunition.)

g. Military weapons, ammunition or pyrotechnics will not be taken into non-military concession facilities (e.g.: PX/BX, Commissary, snack bars) unless for official military duties by on-duty Military Police. This provision also applies to privately owned hunting knives attached to Load Carrying Equipment (LCE) used for field training.

2-3. Consolidated storage of weapons or ammunition

When weapons or ammunition are stored in a consolidated configuration, the storage area must be controlled and restricted (e.g., provide an armed guard, as prescribed in paragraph 2-1a, enclose the area with concertina wire). The responsible commander must ensure that a physical count inventory is conducted each morning and each evening while in the field environment. Results of this inventory will be reported daily to the unit's higher headquarters.

2-4. Lost/Found/Stolen weapons

Any person who discovers a weapon unattended or unsecured will notify the unit commander immediately. The unit commander will, upon discovery of a lost or stolen weapon:

a. Immediately notify the higher headquarters commander. In the field, stop all activities and notify higher headquarters and adjacent units.

b. Notify the JBECC at (253) 967-3017 / 3108, DSN 357.

c. Lock down the unit and conduct a company muster. A list of absent personnel will be furnished to the investigating authorities. Conduct an extensive search of the bivouac, range, training or cantonment area where the weapon was lost. The search will continue until the weapon is recovered or higher authority has determined that the weapon has been removed from the area or cannot be recovered.

d. Designate a SFC/E-7 or above to conduct a 100% serial number inventory and positively identify the missing weapon by rack number, serial number and the service member to whom the weapon was signed out.

- e. Provide arms room records to Military Police personnel during the investigation.
- f. Military Police will not interfere with unit efforts to search and recover the lost/stolen weapon(s).
- g. Initiate DA Form 3056 (Report of Missing/Recovered Firearms, Ammunition, and Explosives) within 72 hours IAW AR 190-11 paragraph 8-2b.

2-5. Deployment

a. When a unit deploys from the installation, for training or mission purposes, a responsible individual must be present who is able to physically access the arms room for emergencies. This may be an armorer, the rear detachment commander, or personnel utilizing the “two-person rule”.

b. Unit commanders, directors, and equivalent agency heads will ensure that personnel having keys/combinations and unaccompanied access are always available for emergency entry into arms vaults.

c. If the unit deploys all AA&E and all personnel, they must contact the Physical Security Office (DES) to deactivate the unit arms room. This will preclude military police response to empty arms rooms.

2-6. Use of force

For use of force guidance/policy, refer to AR 190-14, Carry of Firearms and Use of Force for Law Enforcement and Security Duties.

Chapter 3

Key and Lock Control

3-1. Key and lock custodians

The commander, director or equivalent agency head will appoint in writing a primary and an alternate AA&E key and lock custodian (SGT/SSgt (E5) or above) to maintain control and accountability of AA&E keys (Sample at Appendix B, Page B-1).

a. Commanders will not appoint themselves as the Primary AA&E Key Custodian. Commanders will fill this position when the Primary or Alternate AA&E Key Custodians are not available.

b. The key custodian will not be an individual listed on the unaccompanied access roster.

c. Primary and alternate AA&E key and lock custodians must undergo a personnel reliability screening and evaluation have a completed DA Form 7708 on file.

3-2. Key and lock inventories

The primary or alternate key custodian must conduct a monthly serial number inventory of the operational and alternate sets of AA&E keys. The results of these monthly inventories must be recorded on a memorandum and retained on file for 12 months. In addition, AA&E keys will be inventoried semi-annually by serial number by a disinterested person not responsible or authorized unaccompanied access to AA&E.

3-3. Procedures for controlling AA&E keys

a. The AA&E key and lock custodian will issue the operational (daily use) set of AA&E keys to the primary/alternate armorer on a DA Form 5513.

b. The operational and alternate sets of arms room keys must be secured in separate locked metal containers. The containers will have a roster attached with a listing of those individuals authorized to receive the AA&E keys for verification purposes. Secure each container with a Series 200 or 5200 padlock. Place keys to lock boxes on the DA Form 5513. The AA&E key custodian will issue the key to the operational set of arms room keys to the armorer each time the arms room is opened for the day.

c. During non-duty hours, the operational set of arms room keys will be secured at either the next higher headquarters or in a GSA Class 5 safe in the unit area. When stored at the next higher headquarters, the Staff Duty Officer (SDO)/Staff Duty NCO (SDNCO) will receipt for a locked metal box on DA Form 2062 (Hand Receipt). The locked metal box must be secured by lock and chain or in a safe. At no time will the locked box, if not in a safe, be left unattended. When stored in the unit area, the AA&E key custodian(s) will be the only individual(s) who have access to the safe. The AA&E keys will not be stored with classified information or with the alternate set of AA&E keys.

d. The person receiving custody of the locked box from the SDO/SDNCO must be on the unaccompanied access roster for the facility. The individual receiving custody of the locked box from the SDO/SDNCO must sign for the locked box on a DA Form 2062.

e. The alternate set of keys must be secured at the next higher headquarters, usually in the S-2, if a safe is available. The higher headquarters will not have access to the keys to this locked container. A serial numbered seal may be applied for inventory purposes. The locked container will be receipted for on a DA Form 2062. At no time will individuals retain AA&E keys during non-duty hours. Units without a higher headquarters on the installation may store the alternate set of AA&E keys within a separate safe within the unit area. Safes utilized to store AA&E keys will not be used for the storage of classified material.

f. When the keys are transferred between authorized personnel, both parties will conduct a joint physical count inventory of all AA&E and sensitive items. Record the results of the weapons and sensitive items inventory on a DA Form 2062 and retain for 90 days. Record the transfer of the arms room keys on a DA Form 5513 and retain for one year.

g. When not in use, the key control register will be kept in a container that does not contain or store classified material, and to which access is controlled.

h. The above requirements for accountability also apply to locks and keys used at ammunition storage facilities.

3-4. Combinations to locks on vault doors or GSA approved class 5 & 6 security containers

a. Combinations to locks on vault doors or GSA approved class 5 or 6 security containers will be changed annually or upon change of custodian, armorer, or the person having knowledge of the combination, or when the combination has been subject to a possible compromise. DPW Lock Shop personnel are the only ones authorized to change the Arms Room Vault Door combination lock.

b. Combinations will be recorded using SF 700, sealed in the envelope provided, and stored in a container meeting storage requirements per AR 380-5, chapter 5. No other written record of the combination will be kept.

c. Submit a service order through the DPW Army Maintenance (ArMA) website at https://dpw.armymaintenance.com/arma?id=amc_index to have your units arms room vault door combination changed per paragraph 3-4a.

Chapter 4

Arms Room Control Procedures

4-1. Opening and closing procedures

a. Opening Procedures:

(1) When the arms room is opened, the armorer will record the date, time and initials on Standard Form 702 (Security Container Check Sheet).

(2) The armorer will conduct a daily physical count inventory of all arms, ammunition and sensitive items stored in the arms room and record the results on HJB Form 1891 (Daily Arms Room Inventory Report). Indicate the disposition of all AA&E and sensitive items not physically stored in the arms room at the time of the inventory. The armorer having custody of the arms room keys will sign this inventory.

b. Closing Procedures:

(1) When the arms room is closed, the armorer will conduct a physical count inventory of all arms, ammunition, and sensitive items stored in the arms room and record this closing inventory of the same HJB 1891 utilized for opening the arms room.

(2) Ensure all weapons racks are secured, activate the ICIDS IV alarm system and depart the arms room.

(3) The armorer will record the date, time and initial the Standard Form 702. A SGT/SSgt or above, other than the armorer, will check the facility to ensure the door is properly secured and record the time and their initials in the "Checked by" block of the SF 702. Retain on file for 90 days and then destroy.

c. An NCO (SGT/SSgt or above, other than the armorer) will, once per week or every third opening, conduct one physical count inventory of all AA&E and sensitive items stored in the unit arms room and record this inventory on that day's HJB Form 1891. The same person is prohibited from conducting consecutive random closing inventories. This requirement does not apply to the JBML DES, 627 SFS or YTC DES armories which are manned 24/7/365.

d. The commander or their designated leader will review and sign the Leadership Review Section of the HJB Form 1891 acknowledging review. The lowest level of leader review will be any SGT/E-5 or above that is not an armorer.

e. During normal operations, if the armorer departs the arms room where visual surveillance cannot be maintained, the IDS will be activated, and an exit annotated on SF 702.

f. Retain on file all opening and closing inventories for 30 days or until the next serial number inventory is conducted.

4-2. Control of AA&E and sensitive items

a. Armorers must ensure that all individuals receiving a weapon or sensitive item from the arms room turn in a DA Form 3749 (Equipment Receipt), or the item will be issued on a Hand Receipt (DA Form 2062, or DA Form 3161). Armorers must compare the DA Form 3749 to the Master Authorization List (MAL) for proper identification.

b. AF/SS: Air Force units will use an AF Form 629 (Weapons Card) or DAF 1297 (Temporary Issue Receipt) in lieu of DA Forms.

c. Armorers must record all issues of AA&E and sensitive items from the arms room on HJB Form 938 (Weapons/Ammunition and Sensitive Item Issue and Turn-In Register). The individual receiving the item and the armorer will legibly fill in all required spaces on the form.

d. When AA&E and sensitive items are returned to the arms room the individual and the armorer will fill in the required spaces on the HJB Form 938. The armorer will return to the individual their assigned equipment receipt or hand receipt.

e. Maintain HJB Form 938 on file until all items are returned and accounted for. HJB Form 938s containing discrepancies will be retained until the discrepancy is rectified.

4-3. AA&E and sensitive items inventories

a. The Global Combat Support System-Army (GCSS-Army) Sensitive Item report, or the Custodian Authorization Custody Receipt Listing (CA/CRL) (R-14) for Air Force units, are reports that identify all the sensitive items in the unit. Commanders will designate an officer or NCO (E-5 or above) to conduct a monthly serial numbered inventory of all sensitive items and AA&E stored within the unit. Both the commander and the inventory Officer/NCO will sign the GCSS-Army or R-14 report and the commander will sign the cover letter.

(1) The same individual will not be designated to conduct the monthly inventory in consecutive months.

(2) A copy of the GCSS-Army or R-14 does not need to be maintained in the Arms Room. However, the Supply Sergeant needs to retain a 24-month continuous record of all completed serial numbered inventories; 48 continuous months if any discrepancies are identified. Copies of the GCSS-Army or R-14 will be made available to Physical Security Inspectors during inspections.

(3) Privately Owned Weapons (POW's) secured in the arms room need to be inventoried at the same frequency as government owned weapons. Since POW's are not on the commander's Sensitive Items (SI) Report, these weapons will be identified on an informal memorandum identifying the type, and serial number of each POW as well as any associated ammo and signed by whomever is conducting the monthly SI report (refer to attachment B-12). A copy of this report will be maintained in the Arms room for two years.

(4) AF/SS: Air Force R-14's do not identify NVDs by serial number, just quantity and type. In Lieu of the R-14, Air Force units will identify NVDs by type and serial number on an informal memorandum. This memorandum will be signed by whomever is conducting the monthly SI report and maintained in the arms room for 2 years.

b. Bayonets are no longer considered sensitive items. If bayonets are going to be secured in the arms room, they need to be identified on the Commanders High Value Item Authorization memorandum.

c. Night Vision Devices (NVDs):

(1) NVDs will be secured, when not in use, in an approved arms vault.

(2) All procedures applicable to the storage and accountability of arms and ammunition will apply to NVDs.

(3) Individuals in possession of NVDs will exercise reasonable caution to ensure they are not lost, stolen, or damaged. NVDs will not be left unattended at any time.

(4) NVDs transported to and from maintenance repair will require two individuals to transport them, one being an NCO or above. When returned to the arms room, the NVDs will be signed back in and secured in a locked storage container.

(5) Commanders and supervisors at all levels are responsible for ensuring that subordinates are properly instructed on the measures for securing and accounting for NVDs.

d. Field and training conditions:

(1) In field and training conditions, individuals assigned NVDs will secure them on their person at all times unless a unit storage site is provided.

(2) If a field storage site for NVDs is provided, the NVDs will be secured to the maximum extent possible. A responsible individual will maintain constant surveillance.

e. Prior to any high value items being stored in the arms storage facility, the commander responsible for the facility must authorize (in writing) the storage of such items.

f. Thomas A. Swift Electric Rifles (TASERs):

(1) The Thomas A. Swift Electric Rifle (TASER) will be stored within an approved arms vault and will be inventoried on the daily and monthly inventories as a sensitive item.

(2) If TASERS are not on the GCSS-Army or R-14 Report, then these items will be identified on a signed memorandum from the commander.

Chapter 5 Electronic Security Systems (ESS)

5-1. General

The information in this chapter applies to all JBLM ESS associated with the JBLM Integrated Commercial Intrusion Detection System IV (ICIDS-IV) alarm system. The DES Physical Security Section is the installation proponent for all ESS acquisition, installation, alteration, activation, deactivation, and removal.

5-2. Acquisition, installation & removal

All ESS to be connected to the JBLM ICIDS-IV platform will be approved by the Contractor Officer Representative (COR), DES, Physical Security Section prior to acquisition, removal, or alteration of currently installed components (see definition of ICIDS-IV in paragraph 1-4e). The acquisition or leasing of other than ICIDS-IV is not allowed for active-duty organizations, however National Guard, Army Reserve, Navy and Marine Corps Reserves should give careful consideration and consult with DES Physical Security prior to making a decision for other than the JBLM ICIDS security system. If approved for installation, the JBLM ICIDS IV system will fall under the installation monitoring, sustainment, and life cycle replacement program (ICIDS MM&R contract). This eliminates the requesting unit/activity from incurring the cost and manpower requirements to manage their system(s). If a unit/activity is determined to install other than ICIDS IV, that unit/activity must develop and submit a memorandum of agreement (MOA)/memorandum of understanding (MOU) for police response in the event of an alarm activation or afterhours malfunction of the system.

5-3. IDS Unit/Activity account maintenance

It is the commander or supervisor responsibility to maintain and update IDS accounts serving their unit/activity. Each unit/activity protected by ICIDS IV, which is the primary JBLM alarm system, has an account number assigned. The process for maintaining ICIDS accounts is as follows:

a. Commanders/Supervisors controlling protected armed rooms/vaults will ensure that personnel assigned duties and responsibilities for protection of AA&E, and other sensitive items (SI) are determined trustworthy IAW AR 190-11, paragraph 2-1c. They also are responsible to ensure the protection of Personal Identification Number (PIN) codes. The Physical Security Officer (PSO) is responsible for maintaining the unit/activity ICIDS account. Specifically, he/she is responsible for:

(1) Ensuring that Commanders and Supervisors are made aware of any changes in facility location or status. This includes, but is not limited to, a unit/activity changing buildings, a unit/activity going on or returning from a deployment that required the IDS to be turned off (deactivate) or turned back on (activate), or when a facility no longer requires IDS i.e., AA&E is no longer stored in the facility.

(2) Coordinating for repairs to the system when it is not functioning properly.

(3) Training all personnel on the use and protection of PIN holders how to use the system, especially how to arm and disarm the system.

(4) Providing and updating notification and unaccompanied access rosters on-file with the ICIDS Systems Administrator (see Appendix B, pages B-5 and B-6). This must be done when there is a change of personnel to the arms room, i.e., change of command or when armorer rotates out. Both rosters should have the same date and be signed at the same time by the current commander. Each roster will not be signed more than 30 days apart from each other. If so, these rosters will not be accepted by EFS personnel.

(5) Advising and assisting the armorer on the process of obtaining PIN for unit/activity personnel.

(6) The unit/activity will be required to post 24-hour armed guards on their arms room/vault when the ICIDS is inoperative.

b. PINs are required for all persons who have unaccompanied access to the protected facility. A PIN is required for anyone who is required to arm or disarm the system. Management of PINs is critical to account management and good security.

c. The individual PIN may not be shared with anyone. Sharing a PIN with unauthorized personnel is in violation of the UCMJ, Title 18 USC and this policy, and is punishable as a violation of a lawful order under the UCMJ and Title 18 USC.

(1) Commanders/Supervisors must have a copy of their assumption of command orders on file with the ICIDS Systems Administrator. Assumption of Command orders will be routed from the Battalion S-2 through DES Physical Security Section to the Alarm Monitoring Facility. Soldiers/Airmen are prohibited from turning in the Assumption of command orders directly to the alarm monitoring facility. For unit/activity without a commander, civilian/military supervisors must have a letterhead memorandum stating what organization (protected facility, building and account numbers etc.) they oversee and the effective date, on file. The signature of the supervisor must be on this document. These documents will be used to validate signatures on access rosters.

(2) Obtaining PINs for unit/activity personnel working in AA&E facilities requires four documents. The first is a copy of an updated unaccompanied access roster for the arms room signed by the commander. Only those on the unaccompanied access roster may receive a PIN code. The second is a copy of the completed background check using DA Form 7708. Third is a copy of the commander's assumption of command orders. Fourth is a non-duty hour's notification roster.

5-4. Testing and maintenance

a. All unit/activity with IDS must conduct a monthly operational test of the IDS with the monitoring station. Record these results on DA Form 4930 (Alarm/Intrusion Detection Record) and maintain for 12 consecutive months (Sample at Appendix B, Page B- 17).

b. The IDS checks should include inspection of visible components for damage and tampering as well as monthly operational checks of the system. The unit/activity will follow the instructions from Central Monitoring in conducting monthly alarm system tests.

c. Unit/activity personnel will not test the Duress Switch (duress button). The only personnel authorized to test these devices are contract maintenance personnel who will test the duress system during their annual preventative maintenance of the alarm system.

d. All other testing and maintenance not described above will be conducted by Physical Security or contract maintenance personnel. Removal or partial disassembly of components by any other personnel is prohibited.

e. Alarm malfunctions will be recorded on DA Form 4930 and retained on file for 12 months. Report alarm problems to Central Monitoring for work order (WO) initiation of a Contractor Service Order (CSO).

Chapter 6

Privately Owned Weapons (POWs)

6-1. Security

a. Concealed weapons are prohibited at all times while on the installation.

b. Privately owned firearms and ammunition will be secured either in the unit arms room (for soldiers residing in the barracks) or in family quarters (for soldier residing in housing, BEQ/BOQ) in the manner required for military weapons and ammunition but separate from military arms, ammunition and explosives.

6-2. Registration

a. All personnel residing on JBLM are required to register their firearms within 24 hours after signing into their permanent unit of assignment/attachment or acquiring the firearms. Service members and family members will submit a request to the unit commander to register POWs. All types of privately owned firearms to include rifles, shotguns, and handguns, owned by, or in the possession of, military members, must be registered at the DES Registration Office, Waller Hall, at Building 100 on McChord Field, Range Control (Dog Training) or at Lewis and McChord Visitor Centers. Personnel registering weapons must complete HJB Form 816 (Registration of Privately Owned Firearms). All Service members must have the HJB Form 816 signed by the unit commander.

b. The unit commander will verify that the individual is not prohibited from owning a firearm, and the accuracy of all data entered on HJB Form 816. The DES Registration Office will retain two copies of the completed registration form and issue one copy to the individual to be retained with the weapon at all times. The DES Registration Office will forward one copy of the registration form to the individual's commander. The commander's copy of the registration will be maintained in unit files until the service member's unit changes, or the weapon is disposed of.

c. When the person storing the POW turns their weapon into the unit arms room, they will receive a DA Form 3749 or 2062. Personnel assigned to McChord Field will use DAF 1297 (Temporary Issue Receipt) as a receipt for storage and control of their weapon. When an individual possessing a privately owned firearm transfers (intra-installation), the losing commander will ensure that HJB Form 816 is forwarded to the individual's gaining commander. The gaining commander will ensure that the individual updates their HJB Form 816 at the DES registration office.

d. The Commander of the Installation Replacement Detachment is responsible for the storage of privately owned firearms of newly arriving personnel, temporarily assigned to the unit, and will notify the gaining commander that the newly arriving service member has a POW. The gaining Commander will ensure the above steps (6-2, paragraphs a-c) are completed. The Commander of the Replacement Detachment will not release the weapon until the service member presents an HJB Form 816 signed by the gaining commander and must be accompanied by an NCO.

e. AF/SS: For Air Force personnel the 627th SFS armory is used in lieu of the Replacement Detachment.

f. HJB Form 816 will be turned in at the DES Registration Office when clearing post. Upon any sale or transfer of a registered firearm, the transaction will be reported within 24 hours (one working day) to the DES Registration Office. See paragraph 6-4 for transportation requirements.

g. All personnel who bring a POW onto the installation to engage in authorized activities in designated areas such as hunting, target shooting, dog training activities, or attending MWR sponsored events will register it. HJB Form 816 must be carried with the weapon(s). Personnel without the document and carrying a firearm are not authorized to bring the weapon on the installation. Carrying of firearms not properly register may result in criminal charges, monetary fines and/or barment from the installation.

6-3. Storage

a. All firearms and ammunitions stored in a soldier's living quarters or unit arms room will be secured in approved locked containers and separated from military AA&E. Firearms will be secured in either a locked container or provided with a trigger lock. Ammunition for the firearm will be secured separately from the firearm in a locked container.

b. Washington State Law prohibits soldiers who reside on base from storing their privately owned weapons with someone else who resides on base (i.e., family housing) or with someone who resides off base without a proper transfer of weapon.

c. Persons temporarily residing at installation recreational vehicle parks may store their privately owned weapon(s) in their recreational vehicles provided that the weapon(s) are properly registered on the installation and secured in accordance with this instruction.

d. Privately owned firearms stored in unit arms rooms may be issued to registered owners for participation in authorized events to include hunting, target practice or other organized and sanctioned event, maintenance, repair or other reasons deemed appropriate by the unit commander.

e. The requester's commander must approve requests for withdrawal of Privately Owned Firearms from the unit arms room in writing. Requesters will use HJB Form 939 Privately Owned Weapon Issue and Turn-In. The original of the unit commander's written approval to withdraw privately owned firearms from the unit arms room will be attached to the next monthly AA&E inventory.

f. When privately owned firearms are withdrawn from the arms room, DA Form 3749 or 2062 will be turned in, and the firearms will be signed out on HJB Form 938. The armorer will provide the owner with a copy of the Commander's written approval, which will remain with the weapon at all times. When the weapon is turned back into the arms room, the individual's copy of the Commander's written approval will be turned in and destroyed.

g. Weapons de-registration and installation clearance will be as follows:

(1) Commanders will ensure that privately owned firearms registered with DES Registration Office are de-registered during out-processing or when legally disposed of.

(2) Individuals will de-register privately owned firearms which they have legally disposed of.

6-4. Washington State Unsafe Storage of a Firearm (RCW 9.41.360)

a. Washington States "Secure Gun Storage" law states a gun owner can be criminally prosecuted if their gun gets into the wrong hands and a crime is committed with it. Penalties may range from a misdemeanor to the felony charge of 'community endangerment due to unsafe storage'. A citizen would be criminally liable under this law if a gun was not stored in a way to keep, what the law calls a "prohibited person" from getting to it. A prohibited person is defined as anyone who is not legally allowed to have a gun, a child or felon for example. For a list of persons prohibited from possessing firearms, refer to RCW 9.41.040.

b. The law does not apply if someone breaks in and steals a gun, as long as it is reported to law enforcement within five days. It also does not apply to when a prohibited person uses a gun in an act of lawful self-defense.

c. The law doesn't necessarily mandate that firearms owners lock their guns away. But lawful firearms owners could be charged under those community-endangerment crimes if someone not legally permitted to possess a firearm — such as a child or a felon — gets a hold of it and displays it publicly, causes it to discharge or uses it in a crime.

6-5. Washington State Firearms Sales or Transfers (RCW 9.41.113)

a. To transfer or sell a firearm in Washington State, you must conduct the transaction through a federally licensed firearms dealer subject to the usual oversight requirements such as a background check.

b. Washington State allows the transferring of firearms between immediate family members as long as the family member is eligible and of age to be in possession of a firearm. Refer to RCW 9.41.113 for the criteria of selling and transferring firearms.

6-6. Possession and control

a. Possession of privately owned firearms on JBLM is prohibited with the following exceptions:

(1) Engaged in authorized hunting or dog training.

(2) Engaged in authorized target practice or organized shooting events at a JBLM facility approved for this purpose.

(3) While traveling in a direct route from a place of authorized storage to hunting areas, dog training areas, target areas, or other location authorized by the Joint Base Commander or designated representative, and return.

(4) By military personnel storing firearms in an authorized location who have met the prerequisites listed in paragraph 6-2b.

(5) Civilian law enforcement personnel in the performance of official duties. When civilian law enforcement personnel reside in government housing the duty weapon must be registered on post. This will be accomplished by the individual's military sponsor. In the event the sponsor is deployed it is incumbent upon the service member's organization to assist in the registration process.

b. Possession for any other purpose requires written authorization of the Joint Base Commander.

c. Military or civilian personnel are not authorized to bring privately owned firearms onto ranges or into areas where training is being conducted.

6-7. Transportation of privately owned firearms and ammunition

a. Privately owned firearms will be transported in the following manner:

(1) Privately owned firearms may be carried in vehicles only while traveling in a direct route to and from hunting areas, dog training areas, target ranges, or other location authorized by the Joint Base Commander, or designated representative. Any individual transporting a weapon is prohibited from stopping at any JBLM facility, including, but not limited to, the shoppette, gas station, post/base exchange, or place of duty. Weapon must be unloaded, magazine removed, and ammo stored separately from the weapon.

(2) The carrying of loaded, Privately Owned Firearms in a vehicle is prohibited.

(3) Privately owned firearms carried in a vehicle will be secured in a trunk. For vehicles without a trunk, firearms will be encased in a container other than the glove compartment and carried in such a manner that they will not be readily available to the driver or passengers. Commercially available trigger locks and other security devices are strongly recommended to deter and prevent loss and theft.

(4) Any adult family member (18 or older), bearing family member ID is allowed to transport weapons as outlined above. Juveniles must be accompanied by an adult family member.

b. Personnel who remove privately owned firearms from JBLM will comply with applicable federal, state, and local laws pertaining to the ownership, possession and/or registration of weapons.

6-8. Concealed weapons

a. Unless otherwise provided in this paragraph, no person shall carry a concealed weapon while on JBLM, regardless of whether a state or county permit has been obtained. For the purpose of this regulation, a concealed weapon is any instrument used or designated for the purpose of inflicting grievous bodily harm, which is carried on the person in such a way as to be hidden from ordinary view. Folding knives with blades smaller than three inches are excluded from this definition.

b. Municipal, state, federal and military law enforcement personnel may carry a duty weapon in a concealed manner when acting in an official capacity or with the express written authorization of the Joint Base Commander.

c. Small arms and ammunition issued to active-duty General Officers are exempt from this provision. Government-owned weapons and ammunition may be stored and transported in a manner deemed appropriate by the General Officer.

6-9. Possession or retention of prohibited weapons

Unless used for official duties or otherwise authorized in this paragraph, no person may possess the following weapons:

a. Fixed blade knives having a cutting edge in excess of three inches. Any knife with a switch blade, spring blade, automatic blade opener, or gravity operated blade. Prohibited knives do not include knives designed for and used during hunting and fishing, nor knives kept in Government quarters and used in food preparation.

b. Brass knuckles or any similar device fitting over, or concealed in, the hand, including knuckle knives.

c. Blackjacks, saps, riot clubs, ASPs (collapsible metal baton), night sticks, sling shots, lead or iron pipes, gloves containing metal or sand-like material, sand clubs, rubber or plastic hoses wrapped with tape or filled with sand or lead buckshot or another similar device.

d. Blowguns and blowgun darts.

e. Any device producing a disabling electrical current, including, but not limited to, TASERS, stun-guns, and cattle-prods.

f. Explosive, incendiary, and pyrotechnic devices except as authorized by the Joint Base Commander. Prohibited devices include, but are not limited to, fireworks, military ammunition carried in a non-official capacity, and any explosive device.

g. Any weapon, including a firearm, on which the name of the manufacturer, serial number, or identification number has been changed, altered, removed, or obliterated.

h. Nothing in this regulation shall prohibit individuals from possessing, transporting, or storing decorative, ornamental, or ceremonial swords and sabers when used strictly for display or ceremony.

i. This regulation does not prohibit individuals from transporting air guns, BB guns, cross bows, pellet guns, or bows & arrows from one authorized location to another. They may also be stored within government quarters or in a securable storage area in a military unit, authorized in writing by the unit commander. These items may not be utilized on the installation except under on an authorized range or target area under DFMWR supervision, or during scheduled military activities under direction of the unit command. For bow and arrow or crossbow hunting see Para 6-2f of this regulation and JBLM Regulation 215-1.

j. Ammunition reloading is prohibited within Government housing, billeting, barracks, or other installation facility, unless authorized by the Joint Base Commander.

6-10. Personnel not authorized to possess or retain privately owned weapons

a. The registration of privately owned firearms by person(s) described below is prohibited:

(1) Any person convicted of a felony (The Federal Gun Control Act of 1968, as amended in 1996).

(2) Any person convicted in any court of a misdemeanor crime of domestic violence (the Lautenberg Amendment to the Federal Gun Control Act of 1968, as amended in 1996).

(3) Any person who is a fugitive from justice.

(4) Any person who has been convicted in any court of the possession, use, or sale of marijuana, dangerous or narcotic drugs (The term convicted includes non-judicial punishment under Article 15 UCMJ).

(5) Any person who is presently declared as mentally incompetent or who is presently committed to any mental institution.

(6) Any person who is illegally or unlawfully in the United States or has been admitted into the United States under a nonimmigrant visa as defined in 8 USC 1101(a)(26).

(7) Any person who has renounced United States citizenship.

(8) Any person who is subject to a protective or restraining order as outlined in 18 USC 922(g)(8).

(9) Any person who has been discharged from the Armed Forces under dishonorable conditions.

b. Any civilian or family member under the age of eighteen is prohibited from the use of firearms, unless accompanied and supervised by a parent or legal guardian over the age of 18.

6-11. Storage of privately owned weapons other than firearms

a. Privately owned weapons not prohibited by paragraph 6-6 and governed by these storage provisions specifically include air guns, BB guns, cross bows, pellet guns, bows and arrows, and blow darts.

b. Privately owned weapons not prohibited by paragraph 6-6 and owned by personnel residing in unit billets, BEQ, or BOQ must be stored in a separate locked container, within a secure storage area designated for this purpose by the unit commander, in a location other than the unit arms room. Unit commanders may authorize displays of decorative, ornamental, or ceremonial swords and sabers, if they determine that the weapon is inoperable and/or is safely secured to a display.

c. Privately owned weapons not prohibited by paragraph 6-6 and owned by personnel residing in family housing may be stored in assigned Government quarters. Decorative, ornamental, or ceremonial swords and sabers may be displayed in assigned Government quarters so long as the weapon is used strictly for display.

6-12. Disposition of confiscated weapons

Commanders will maintain confiscated firearms in the unit arms room pending final disposition. They will provide written notification of the circumstances of loss or recovery of such weapons and a complete and accurate description of the weapon to the Office of the Staff Judge Advocate. A copy of this notification will be maintained with the weapon pending final disposition.

6-13. Inventory requirements

a. Privately Owned Weapons and ammunition stored in a unit's arms will be inventoried at the same frequency as military weapons, spare barrels and ammunition when opened for the day and during the monthly sensitive items inventory.

b. Since POW's are not on the commander's Sensitive Items (SI) Report, these weapons will be identified on HJB Form 940 Monthly Serial Number Inventory of Privately Owned Weapons and Ammunition, identifying the type, and serial number of each POW as well as any associated ammo and signed by whomever is conducting the monthly SI report. A copy of this report will be maintained in the Arms room for two years.

6-14. Open carry of a modern handgun for personal protection during hunting season (Bow or Rifle Season) and/or for recreating in authorized training areas outside the cantonment areas of JBLM

a. All weapons being transported onto JBLM are required to be registered on the installation as outlined in paragraph 6-2 above.

c. For the purposes of hunting in authorized training areas, outside the cantonment area of JBLM, side arms must be lawfully carried openly (concealed carry is not authorized) as described in WAC 220-414-070 (1) (a) which states: It is unlawful for any person to carry or have in his possession any firearm while archery hunting in the field, during an archery season specified for that area, except for modern handguns carried for personal protection.

d. Modern handguns are defined as revolvers and semi-automatic pistols. Modern pistols cannot be used to hunt big game or to dispatch wounded big game during an archery big game hunting season. This regulation is not authorizing the use of handguns to hunt anywhere on the installation as their purpose is purely for personal protection.

e. RCW 9.41.060 (8) provides exceptions to restrictions on carrying firearms as follows: Any person engaging in lawful outdoor recreational activities such as hunting, fishing, camping, hiking, or horseback riding, only if, considering all of the attendant circumstances, including but not limited to whether the person has a valid hunting or fishing license or approved area pass, it is reasonable to conclude that the individual is participating in lawful outdoor activities or is traveling to or from a legitimate outdoor recreation area.

f. The installation commander has determined that this privilege will only be extended outside the cantonment area. The privilege will include all training areas with the exceptions of Training Area (TA) 2, which is located on North Lewis, inside the cantonment area, Solo Point, which is located in TA1, and Trotters Woods located in TA3.

g. Both the JBLM Commander and RCW 9.41.270 prohibits an individual from carrying, exhibiting, displaying, or drawing a firearm in a manner that manifests an intent to intimidate another or that warrants alarm for the safety of other persons.

h. In summary, any handgun carried in conjunction with hunting or recreating in the training areas (outside cantonment of JBLM) must be carried openly (not concealed). The weapon must be registered and transported on JBLM as outlined earlier in this regulation. Lastly, the individual carrying the weapon must carry their registration with them at all times, for display to law enforcement upon request.

Chapter 7

Physical Security Inspections

7-1. Announced/unannounced inspections

Inspections may be conducted on an announced and unannounced basis in garrison or in the field. Inspectors will take training schedules into consideration when scheduling or conducting inspections.

7-2. Physical security inspections

Physical Security inspections will be conducted:

- a. When a MEVA, unit or activity is activated.
- b. When no record of a prior physical security inspection exists.

- c. No more than 18 months for conventional arms and ammunition storage activities.
- d. Within 90 days of a not adequate rating.

7-3. Courtesy/Staff Assistance Visit (SAV) inspections

a. A unit commander can request a courtesy inspection through their assigned Physical Security Inspector and/or Battalion S-2 on assets assigned to them. The purpose of this type of inspection is for the commander to see where their program is in/out of compliance. This type of inspection does not count as a formal inspection, nor does it reset the frequency of when their next scheduled annual physical security inspection is due.

b. Courtesy/SAV inspections will not be conducted within 60 days of a units scheduled annual physical security inspection. Physical Security Inspectors have discretion if they want to conduct a courtesy/SAV on their assigned units within the 60-day window, however, they will not be conducted within 30 days of the assigned inspection.

7-4. Arms room inspection definitions

a. The following are examples of Critical deficiencies and are included but not limited to:

- (1) Structural deficiencies not covered by a valid waiver or exception.
- (2) Loss of accountability of weapons.
- (3) Loss of accountability of arms room keys.

(4) Personnel authorized unaccompanied access to arms room and/or access to the arms room keys without having a completed DA Form 7708 (Personnel Reliability Screening and Evaluation Form) on file in the unit arms room.

(5) Failure to meet the requirements for continuous surveillance of the arms room by armed guard, duty personnel, or IDS protection.

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

b. Major deficiencies are those that show a lack of accountability, control, or security through procedural or administrative actions, or lack thereof.

c. Minor deficiencies are regulatory deficiencies, which do not by themselves compromise security or accountability of AA&E.

d. Observations: A condition (where regulatory guidance is nonexistent or is unclear), which constitutes a weakness in the security system.

e. Comment: Describes conditions/actions or commendable areas which affect the overall security mission, e.g., description of waivers/exceptions and the fact that compensatory measures were fully implemented by the unit.

7-5. Arms room inspection ratings

a. Excellent. No deficiencies are noted in accordance with Para 7-4a above and minor deficiencies noted are corrected on the spot during the course of the inspection.

b. Adequate. One - five minor deficiencies or one - two major deficiencies. The number of minor and major deficiencies noted and severity of each is such that the arms room is secure, accountability is maintained, and unit actions are initiated or implemented during the inspection to correct the cited discrepancies.

c. Not Adequate. One or more critical deficiencies, three or more major deficiencies, and six or more minor deficiencies.

d. Regardless of what the inspection rating is, all deficiencies will be mitigated by the unit commander. For inspections that result in a Not Adequate, a DD Form 2799, Deliberate Risk Assessment, will be sent to the unit commander to correct all deficiencies and returned to the Physical Security Section prior to its re-inspection. A commander signed Memorandum for Record sent to the Physical Security Section is sufficient for Adequate ratings with deficiencies.

7-6. Physical security report distribution

a. Initial or Annual report, pass or fail, goes to the unit commander and next higher commander.

b. 2nd failure goes to the 2nd higher commander.

c. 3rd failure goes to the Division, ESC, or Group Command Team

d. 4th failure goes to the Senior Commander with ADCON: for ABG units, USAF EC/CC; 62 Units, 18 AF/CC; 22 STS, 27 SOW.

Appendix A References

Section I

Required Publications

Unless otherwise indicated, all JBLM publications are available on the JBLM Publications and Forms website at <https://armyeitaas.sharepoint-mil.us/sites/IMCOM-ID-R-USAG-JBLM/SitePages/DHR-JBLM%20Publications-and-Forms.aspx>. Joint Basing publications are available on the milSuite website at https://www.milsuite.mil/wiki/Joint_Basing. Army publications are available on the Army Publishing Directorate website at <http://www.apd.army.mil/>. Air Force publications are available on the Department of the Air Force e-Publishing website at <https://www.e-publishing.af.mil/>. Department of Defense publications are available on the ESD website at <https://www.esd.whs.mil/DD/DoD-Issuances/>. Revised Code of Washington (RCW) is available on the Washington State Legislature website at <https://app.leg.wa.gov/rcw/default.aspx>. Washington Administrative Code (WAC) is available on the Washington State Legislature website at <https://app.leg.wa.gov/wac/default.aspx>.

AR 190-11

Physical Security of Arms, Ammunition, and Explosives (AA&E)

AR 190-13

The Army Physical Security Program

AR 190-14

Carry of Firearms and Use of Force for Law Enforcement and Security Duties

AR 190-51

Security of Unclassified Army Property (Sensitive and Non-sensitive)

AFI 31-101

Integrated Defense

AFI 31-117

Arming and Use of Force by Air Force Personnel

DoDD 5210.56

Carrying of Firearms and the Use of Force by DOD Personnel Engaged in Security, Law and Order or Counterintelligence Activities

AR 710-2

Supply Policy below the Wholesale Level

JBLM Reg 700-20

Ammunition Procedures

Manual for Courts-Martial United States (2019 Edition)

Part V, Nonjudicial Punishment Procedure

RCW 9.41.040

Unlawful possession of firearms—Penalties.

RCW 9.41.060

Exceptions to restrictions on carrying firearms.

RCW 9.41.113

Firearm sales or transfers—Background checks—Requirements—Exceptions.

RCW 9.41.270

Weapons apparently capable of producing bodily harm—Unlawful carrying or handling—Penalty—Exceptions.

RCW 9.41.360

Unsafe storage of a firearm.

WAC 220-414-070

Archery requirements.

Section II

Prescribed Forms

Unless otherwise indicated, JBLM forms are available on the JBLM Publications and Forms website: <https://armyeitaas.sharepoint-mil.us/sites/IMCOM-ID-R-USAG-JBLM/SitePages/DHR-JBLM%20Publications-and-Forms.aspx>. DA forms are available on the Army Publishing Directorate website at <http://www.apd.army.mil>. AF Forms are available on the Department of the Air Force e-Publishing website at <https://www.e-publishing.af.mil/Product-Index/>. DD Forms are available on the Office of the Secretary of Defense website at <https://www.esd.whs.mil/Directives/forms/>.

HJB Form 12

Small Arms Security Individual Briefing Certificate

HJB Form 816

Joint Base Lewis-McChord Registration of Personal Firearms

HJB Form 938

Weapons/Ammunition and Sensitive Item Issue and Turn-In Register

HJB Form 939

Privately Owned Weapon Issue and Turn-In Request

HJB Form 940

Monthly Serial Number Inventory of Privately Owned Weapons and Ammunition.

HJB Form 1891

Daily Arms Room Inventory Report

Section III**Referenced Forms**

Unless otherwise indicated, JBLM forms are available on the JBLM Publications and Forms website: <https://armyeitaas.sharepoint-mil.us/sites/IMCOM-ID-R-USAG-JBLM/SitePages/DHR-JBLM%20Publications-and-Forms.aspx>. DA forms are available on the Army Publishing Directorate website at <http://www.apd.army.mil>. AF Forms are available on the Department of the Air Force e-Publishing website at <https://www.e-publishing.af.mil/Product-Index/>. DD Forms are available on the Office of the Secretary of Defense website at <https://www.esd.whs.mil/Directives/forms/>.

DA Form 2062

Hand Receipt/Annex Number

DA Form 2806-1

Physical Security Inspection Report

DA Form 3161

Request for Issue or Turn-In

DA Form 3749

Equipment Receipt

DA Form 4930-R

Alarm/Intrusion Detection Record

DA Form 5513

Key Control Register and Inventory

DA Form 7708

Personnel Reliability Screening and Evaluation Form

DAF Form 1297

Temporary Issue Receipt

SF Form 700

Security Container Information

SF Form 702

Security Container Check Sheet

Appendix B Samples

B-1. General

Appendix B provides several sample memoranda for activities and personnel who are required to perform duties for the management and storage of AA&E. See AR 25-50 for use of memoranda.

B-2. Duty appointment memorandum

AMIM-LM-XX (ARIMS Record #)

DD MMM YYYY

MEMORANDUM FOR 2LT Guy S. Grunt, A Co 1-24 IN, JBLM, WA 98433-9500.

SUBJECT: Duty Appointment (Officer or Enlisted Personnel)

1. Effective DD MMM YYYY, 2LT Guy S. Grunt, A Co 1-24 IN, JBLM, WA 98433-9500, is assigned the duty of A Co 1-24 IN AA&E Key/Lock Custodian, Vice 2LT Larry L. Green.

2. Authority: AR 190-11, para 3-8*b*.

3. Purpose: To establish and maintain key and lock control procedures for A Co 1-24 IN arms room.

4. Period: Until officially relieved or released.

5. Special Instructions: You will become familiar with all appropriate directives which deal with key and lock procedures for AA&E facilities.

J.S. SMITH
CPT, OD
Commanding

B-3. Monthly serial number inventory of AA&E keys and locks

AMIM-LM-XX (ARIMS Record #)

DD MMM YYYY

MEMORANDUM FOR RECORD

SUBJECT: Monthly Serial Number Inventory of Arms, Ammunition, and Explosives (AA&E) Keys and Locks

1. The following primary and duplicate set of AA&E keys and locks were inventoried on DD MMM YYYY.

2. Keys and locks by serial number:

3. The following additional information is provided:

- a. Total number of keys in the system:
- b. Total number of keys on primary key ring issued to armorer:
- c. Total number of keys on alternate key ring at S-2:
- d. Verified the SF 700 is on file at S-2. (For vault doors with combination locks)

4. The duplicate set of AA&E keys are stored in a safe located at the Battalion S-2, building 9999.

5. The keys to the primary set and duplicate set containers are controlled by the unit's AA&E Key/Lock Custodian.

6. Point of contact for this action is 2LT Guy S. Grunt at (123) 456-7890, guy.s.grunt.mil@army.mil.

J.S. SMITH
AA&E Primary Key Control Custodian

B-4. ICIDS failure notification roster

AMIM-LM-XX (ARIMS Record #)

DD MMM YYYY

MEMORANDUM FOR Directorate of Emergency Services (IMLM-ES), Physical Security Branch, Integrated Commercial Intrusion Detection System (ICIDS) Contract Officer Representative (COR), Joint Base Lewis-McChord (JBLM), WA 98443

SUBJECT: ICIDS Failure Notification Roster

1. The following information is provided for after-hours notification, numbers will be contacted in the order listed for A Co, 1-24 IN BN, Bldg. 9999, Room 113, (253) 982-5678.

- a. Unit Charge of Quarters (CQ) Phone #: (253) 966-1111
- b. Battalion Staff Duty NCO Phone #: (253) 967-1235
- c. Brigade Staff Duty Officer / Staff Duty NCO Phone #: (253) 477-0987

2. Additional personnel to contact:

Name	Rank/Grade	Day Phone#	Night Phone #
Brown, Joe	PFC	(253) 123-4567	(253) 123-4567
Baker, Jack	GS-05	(253) 967-4321	(253) 402-1234
Pierce, William	1SG	(253) 477-8907	(253) 882-0416

3. Point of contact for this action is 2LT Guy S. Grunt at (123) 456-7890, guy.s.grunt.mil@army.mil.

J.S. SMITH
CPT, IN
Commanding

B-5. Unaccompanied Access Authority

AMIM-LM-XX (ARIMS Record #)

DD MMM YYYY

MEMORANDUM FOR Directorate of Emergency Services (IMLM-ES), Physical Security Branch, Integrated Commercial Intrusion Detection System (ICIDS) Contract Officer Representative (COR), Joint Base Lewis-McChord (JBLM), WA 98443

SUBJECT: Unaccompanied Access Authority

1. In accordance with AR and JBLM 190-11, the following information is provided for Unaccompanied Access Authority to AA&E Restricted areas or facilities as determined or dictated by regulation, policy or other directive. The following Unaccompanied Access Authority request is for A Co, 1-24 IN BN, Bldg. 9999, Room 113, (253) 982-5678.

Name	Rank/Grade	Day Phone#	Night Phone #
Brown, Joe	SSG	(253) 123-4567	(253) 123-4567
Baker, Jack	GS-05	(253) 967-4321	(253) 402-1234
Pierce, William	GS-07	(253) 477-8907	(253) 882-0416

3. Point of contact for this action is 2LT Guy S. Grunt at (123) 456-7890, guy.s.grunt.mil@army.mil.

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CPT, IN
Commanding

B-6. Unaccompanied Access Authority, Dual Person

AMIM-LM-XX (ARIMS Record #)

DD MMM YYYY

MEMORANDUM FOR Directorate of Emergency Services (IMLM-ES), Physical Security Branch, Integrated Commercial Intrusion Detection System (ICIDS) Contract Officer Representative (COR), Joint Base Lewis-McChord (JBLM), WA 98443

SUBJECT: Unaccompanied Access Authority

1. In accordance with JBLM 190-11, the following information is provided for Unaccompanied Dual Person. The intent of dual person authority is to serve as a short-term process when a unit/agency finds they are unable to provide an approved DA 7708. Dual Person will be provided for a period not to exceed 30 days. Dual person authority requires both individuals to input their alarm codes in order to execute a valid opening and closing. The following dual person Access is for A Co, 1-24 IN BN, Bldg. 9999, Room 113, (253) 982-5678.

Name	Rank/Grade	Day Phone#	Night Phone #
Brown, Joe	SSG	(123) 456-7890	(123) 456-7890
Baker, Jack	GS-05	(098) 765-4321	(890) 567-1234
Pierce, William	GS-07	(567) 241-8907	(909) 393-0416

3. Point of contact for this action is 2LT Guy S. Grunt at (123) 456-7890, guy.s.grunt.mil@army.mil.

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CPT, IN
Commanding

Glossary of Terms

Activity

Any DoD organization such as headquarters, agency, depot, or unit.

DES

Directorate of Emergency Services

JBLM

Joint Base Lewis-McChord

YTC

Yakima Training Center