

AA&E

Proponent For Inspection: LEC, Physical Security

Point of Contact: _____

Unit Inspected: _____

Date of Inspection: _____

Unit Representative: _____

Unit Phone No.: _____

Inspector's Name: _____

Inspector's Phone No.: _____

Unit Overall Rating: T P U

- REFERENCES:
- a. AR 190-11, 12 Feb 98
 - b. AR 190-13, 30 Sep 93
 - c. AR 190-14, 12 Mar 93
 - d. AR 190-51, 30 Sep 93
 - e. AR 525-13, 04 Jan 02
 - f. AR 710-2, 31 Oct 93
 - g. AR 190-59, 01 Aug 98
 - h. AR 190-16, 31 May 91
 - i. AR 380-5, 29 Sep 00
 - j. AR 50-6, 26 Jun 01
 - k. FLW Supp to AR 190-51, 22 Jul 97
 - l. FLW Supp to AR 190-13, 22 Jun 97
 - m. FLW Supp to AR 190-11, 02 Sep 86
 - n. DA PAM 190-51, 30 Sep 93
 - o. DA PAM 710-2-1, 26 Feb 94
 - p. FM 3-19-30, 08 Jan 01
 - q. Update 2-14 Unit Supply, 28 Feb 98

STANDARDS: A Trained "T" rating will be noted for compliance (GO) when no critical deficiencies are observed, and minor deficiencies are corrected on the spot. A Needs Practice "P" rating will be noted when the number of non-critical deficiencies noted is less than 5 and the severity of each is such that security and accountability is maintained, and unit actions are initiated or being implemented during the inspection to correct the cited minor deficiencies. An Untrained "U" rating will be noted for all critical (NO GO) re-occurring deficiencies, one critical deficiency or 5 or more non-critical deficiencies. A "U" requires immediate command emphasis to initiate corrective actions. This checklist is a general guide used by inspectors to cover appropriate areas. When other deficiencies or weak areas are recorded, a further in-depth inspection may occur to ensure security standards are maintained. **Note:** This checklist applies to all levels at the BDE, BN, CO, and any activities/directorates on FLW.

INSPECTION CRITERIA:	LEVEL	GO	NO GO	REMARKS
1. Does the unit or activity have the required publications noted above?	All			
2. Has the unit commander or activity director coordinated the Standing Operating Procedures for the Physical Security Plan with the FLW Physical Security Section in the past twelve months IAW AR 190-11, 1-12?	All			
3. Does the SOP contain written specific orders and/or instructions directing the training and responsibility of individual soldiers, armed guards, and/or civilians to safeguard AA&E IAW AR 190-11, 2-10 and AR 190-14, 1-4?	All			
4. Is the Physical Security AA&E briefing being executed and FLW Form 97-R being signed by all personnel before AA&E items are issued IAW AR 190-11, 2-10 c?	All			
5. Are structural statements current (revalidated every 5 years) and have waivers or exceptions been granted IAW AR 190-11, 2-2, 2-4?	All			
6. Are compensatory measures in effect IAW AR 190-11, 2-4 d, e?	All			
7. CRITICAL Are AA&E storage facilities, weapons, racks, key depositories, locks, keys, containers, combinations, and personal identification numbers (PIN) secured IAW AR 190-11, 3-8, 4-2?	All			
8. CRITICAL Are weapons and sensitive items (based on memorandum from commander) being inventoried (monthly and change of custody) and properly recorded on DA Form 2062 IAW AR 710-2 and DA Pam 710-2-1, 9-10?	All			
9. Does the SOP contain written specific orders and/or instructions for the issue, accountability, control, and turn-in of weapons IAW AR 190-11, 1-10 b, 2-10 a (1), AR 710-2, 2-12 and DA Pam 710-2-1, 9-11?	All			
10. CRITICAL Are copies of the PBO inventories and turn-in, issue, maintenance, shipping, and appropriate administrative documents maintained in the arms room for those weapons not physically present in the arms room IAW AR 190-11, 6-2 b 1 and DA Pam 710-2-1, 9-11?	All			
11. CRITICAL Are exterior AA&E doors secured with a high security padlock and hasp, and are secondary locks used to secure the interior (operational) door IAW AR 190-11 4-2 e (1), 5-6?	All			
12. CRITICAL Are AA&E keys for storage rooms, racks, containers, key depositories, locks, and IDS maintained separately from other keys and accessible only to those individuals whose official duties require access IAW AR 190-11 3-6 h (6), 3-8, 4-2?	All			
13. Is a current roster of those individuals having access maintained in the unit and is it protected from public view IAW AR 190-11, 4-19?	All			
14. CRITICAL Are keys, locks, and seals being signed out to authorized personnel by the key and lock custodian on DA Form 5513-R IAW AR 190-11 3-6, 3-8, 5-6 and AR 190-51, Appendix D?	All			

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15. Does the master key control register (DA Form 5513-R) identify the key and lock serial numbers, location of locks, and the quantity of keys for each lock (minimum two keys per each locking device) IAW AR 190-11, 3-8?	All			
16. CRITICAL Are personnel at the higher headquarters signing for and maintaining a sealed container with the alternate AA&E keys, IDS maintenance key, and high security padlock maintenance key IAW FLW Supp to AR 190-51 D-6 n?	All			
17. CRITICAL When not in the possession of authorized personnel, are the AA&E keys, spare locks, and seals secured in a locked container and is the container secured fasten to the structure IAW AR 190-11 3-8 b (1), D-5 c and AR 190-51 D-10 b (6)?	All			
18. Does the SOP contain written specific orders and/or instructions directing procedures for investigations, reporting losses, replacing keys or locks/lock cores, and preventing the use of a master key or multiple key system IAW AR 190-11 3-8 b (3)?	All			
19. CRITICAL If a key is lost, misplaced, or stolen, are the affected locks or lock cores immediately replaced and are replacement locks properly secured IAW AR 190-11, 3-8 b (3)?	All			
20. CRITICAL Are there primary and alternate key (lock and seal) custodians appointed in writing IAW AR 190-11 3-8 c, AR 190-51 D-10 b (6) and FLW Suppl to AR 190-51 D-2 e?	All			
21. Does the SOP contain written specific orders and/or instructions directing the SDNCO to perform duties as an alternate key custodian when keys are issued to the SDNCO by authorized persons during the tour of duty IAW AR 190-11 3-8 c, f?	All			
22. CRITICAL Are AA&E keys, locks, and seals being recorded and signed in/out on the DA Form 5513-R IAW AR 190-11 3-8 a, c, f and AR 190-51 D-10 c (1) (2)?	All			
23. Are the registers being maintained on file for the appropriate time period IAW AR 190-11 3-8 a, and FLW Suppl to AR 190-51 D-6 k?	All			
24. CRITICAL Are locks, and locking devices locked to the staple, chain, or hasp when the area or container is unsecured IAW AR 190-11 3-8 d, and FLW Suppl to AR 190-51 D-5 d?	All			
25. CRITICAL Are keys, locks, and seals inventoried monthly by serial number? This item includes all reserve locks and keys along with maintaining records on file for one year IAW AR 190-11 and FLW Suppl 1 to AR 190-51.	All			
26. CRITICAL Are combinations to locks on field safes, vault doors, and Class 5 or 6 containers changed annually or when personnel with knowledge no longer require access IAW AR 190-11 3-8 g, AR 380-5 7-8 b, 7-19 c and FLW Suppl to AR 190-51 D-6 g?	All			
27. Is the SF 702, Security Container Check Sheet and the SF 700, Security Container Information card being maintained IAW AR 190-11 3-8 f, g, AR 380-5 7-8 c d e, and FLW Suppl to AR 190-51 D-6 g?	All			
28. CRITICAL Is the IDS alarm monitored at a location from which a designated response force can be immediately dispatched IAW AR 190-11 3-6 a?	All			
29. CRITICAL Are IDS maintenance keys maintained on a separate key ring or holder and secured separately from the primary arms room keys IAW AR 190-11 3-8 b and FLW Suppl to AR 190-51 D-6 m?	All			
30. CRITICAL Have IDS tests been performed and recorded on DA Form 4930-R monthly IAW FLW Regulation 190-11 a (5)?	All			
31. Is the arms room posted as a restricted and alarmed area IAW AR 190-11 4-15 and AR 190-13 6-4?	All			
32. Are tools, which could be used to assist in gaining unauthorized access to an arms storage facility secured IAW AR 190-11 4-18?	All			
33. Is unaccompanied access limited to a minimum and a posted list of individuals authorized unaccompanied access posted on the inside of the arms room door IAW AR 190-11 4-19?	All			
34. CRITICAL Have background checks been performed on all personnel involved with AA&E or AA&E keys IAW AR 190-11 2-11, 4-19?	All			
35. CRITICAL Is ammunition stored and secured IAW AR 190-11 4-5, 5-8 and DACS-SF Memorandum DTD 13 Sep 99?	All			
36. CRITICAL Is ammunition issued, controlled, and inventoried IAW DA Pam 710-2-1 9-11?	All			

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INSPECTION CRITERIA:	LEVEL	GO	NO GO	REMARKS
37. Has the unit/ activity established controls for physical security, amnesty, inspections and audits of ammunition IAW DA Pam 710-2-1; 9-11, 11-4, 11-5, 11-19 and AR 190-11 1-10, 2-5, 2-6?	All			
38. CRITICAL Have guards and/or surveillance been established over all ammunition storage facilities IAW AR 190-11 5-5?	All			
39. Is the ammunition storage area designated and posted as a restricted area IAW AR 190-11 4-15, 4-16?	All			
40. CRITICAL Are fences, barriers, and lighting systems protecting ammunition storage areas constructed and maintained IAW AR 190-11 5-3, 5-4?	All			
41. Are clear zones maintained IAW AR 190-11 5-3 j)?	All			
42. CRITICAL Are privately owned weapons and ammunition secured and accounted for IAW AR 190-11 4-5?	All			
43. Are applicable state and local laws covering registration and possession of firearms posted on the unit bulletin boards IAW AR 190-11 4-5 a (3)?	All			
44. CRITICAL Are arms stored in banded crates, metal containers, approved standard issue racks, or locally fabricated arms racks when not in use IAW AR 190-11 4-2 c (1)?	All			
45. CRITICAL Are the rifles that are stored in standard issue with the locking bars in the correct position when locked IAW AR 190-11 4-2c(1)?	All			
46. CRITICAL Are crates or containers that are banded, locked, or sealed in a way to prevent removal of a weapon without leaving a sign of tampering IAW AR 190-11 4-2 c (1)?	All			
47. CRITICAL Are all racks and containers secured with approved secondary padlocks IAW AR 190-11 4-2 c (2)?	All			
REMARKS AND FINAL COMMENTS:				