

## NON-ARMS ROOM

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 Suppl to AR 190-51, 22 Jul 97  |                         |
| l. FLW Suppl to AR 190-13, 22 Jun 97 | m. FLW Suppl 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 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 IAW AR 190-51, 1-4 e 4?	All			
2. Has a Physical Security Officer been appointed in writing IAW FLW Suppl 1 to AR 190-13, AR 190-13, DOD Directive 0-2000.12, and AR 525-13, 4-2 (9), and 4-5 (d)?	All			
3. Is there a comprehensive physical security plan on file, to include specific guidance on planning and action in response to threats and demands of terrorist groups or in the event of bomb threats IAW AR 190-13, 2-9, and FLW Suppl to AR 190-51, 1-28, c?	All			
4. <b>CRITICAL</b> Has a Key Control Custodian/Alternate Custodian been appointed in writing and controls all keys IAW AR 190-51 D-2 and FLW Suppl to AR 190-51 D-2 e.?	All			
5. <b>CRITICAL</b> Are lock combinations treated with the same degree of security as the material that is secured IAW AR 380-5, 7-4 d. (1) and FLW Suppl to AR 190-51, D-6 f.?	All			
6. <b>CRITICAL</b> Is the key box secured when not in use and properly affixed to the structure IAW AR 190-51 D-4 and FLW Suppl to AR 190-51, D-2 e.?	All			
7. <b>CRITICAL</b> Is a complete serial number inventory of all keys conducted semi-annually and maintained on file until the next inventory? This must reflect an accurate account of all keys and locks on DA Form 5513-R, IAW AR 190-51 D-6, and FLW Suppl to AR 190-51 D-6 i-r.	All			
8. Are all keys inventoried monthly on a "show basis" and recorded IAW FLW Suppl to AR 190-51 D-6 k?	All			
9. <b>CRITICAL</b> Are combinations and locks changed immediately if a key is lost or a possible compromise of the combination occurs IAW AR 190-51 D-7 c., f., and FLW Suppl to AR 190-51 D-6 g.?	All			
10. <b>CRITICAL</b> Are all keys that are issued signed for on DA Form 5513-13 R IAW AR 190-51 D-3, D-6 and FLW Suppl to AR 190-51 D-6 n-q?	All			
11. Is DA Form 5513-R being maintained for the appropriate time period after the date of the last entry IAW FLW Suppl to AR 190-51 D-6 n-p?	All			
12. Are only approved locks and locking devices being used IAW AR 190-51 D-1 b.?	All			
13. <b>CRITICAL</b> Do buildings and rooms meet regulatory requirements to qualify as a secure structure IAW AR 190-51 B-1 through B-4?	All			
14. Are sensitive areas and rooms that contain safes with larger amounts of money properly illuminated during non-operational hours IAW FLW Suppl to AR 190-51 3-28?	All			
15. <b>CRITICAL</b> Are keys, locks, and seals being signed out to authorized personnel by the key and lock custodian on DA Form 5513-R IAW 190-13 D-3, D-7, D-10 ?	All			

