

Department of the Army  
Headquarters, U.S. Army Garrison  
909 NW Hamilton Road, Suite 120  
Fort Sill, Oklahoma 73503-9004  
10 June 2009

\*Fort Sill Regulation 190-1

Military Police  
**INSTALLATION PHYSICAL SECURITY AND CRIME PREVENTION**

---

**Summary.** This regulation establishes local policies and protective measures for personnel, arms, ammunition, explosives, funds, government/personal property, and other highly valuable or critical assets. It establishes proactive measures to prevent, deter, reduce or eliminate criminal incidents.

**Applicability.** This policy and guidance prescribed by this regulation applies to all official Fort Sill administrative publications prepared by HQ, USAG for use by Fort Sill organizations, regardless of format or delivery medium.

**Supplementation.** Supplementation of this regulation is prohibited without prior approval from the Directorate of Emergency Services (DES), Physical Security Branch (PSB), 2414 NW Randolph Road, Fort Sill, OK 73503-9022

**Suggested Improvements.** The proponent of this regulation is the DES, PSB. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) directly to Directorate of Human Resources (DHR), Administrative Services Division (ASD).

**Distribution.** This regulation is distributed solely through the DHR, ASD Homepage at [http://sill-www.army.mil/dhr/Admin\\_Svcs/Index.html](http://sill-www.army.mil/dhr/Admin_Svcs/Index.html).

---

\*This publication supersedes USAFACFS Reg 190-1, [14 June 2005](#).

**Table of Contents**

	Paragraph	Page
Chapter 1. Introduction		3
Purpose	1-1	3
References	1-2	3
Explanation of Abbreviations and Terms	1-3	3
Records Management	1-4	3
Chapter 2. Responsibilities		3
Installation Commander	2-1	3

	Paragraph	Page
Commanders/Directors	2-2	3
Unit/Activity Physical Security Officers	2-3	3
Installation Physical Security Officer	2-4	4
Staff Judge Advocate	2-5	5
Directorate of Plans, Training, Mobilization, and Security	2-6	5
Installation Management Command, Resources Management Office	2-7	5
Directorate of Public Works	2-8	5
Directorate of Information Management	2-9	6
Directorate of Logistics	2-10	6
Public Affairs Office	2-11	6
Directorate of Contracting	2-12	6
Chapter 3. Unit/Activity Physical Security Program		6
Documentation	3-1	6
Documentation (Forms and Memorandums)	3-2	7
General Security Requirements	3-3	9
General Key, Lock, and Safe Requirements	3-4	10
Arms Rooms: Arms, Ammunition, and Explosives (AA&E)	3-5	11
Alarms Systems	3-6	15
Carrying of Weapons	3-7	16
Ammunition Amnesty Program	3-8	16
Restricted Area Designation and Control	3-9	17
Security of Motor Pools/Parks	3-10	17
Security/Accountability of Supplies	3-11	19
Security of Communication and Electronic Devices	3-12	19
Chapter 4. Crime Prevention Program		20
Documentation	4-1	20
Crime Prevention Education	4-2	21
Securing Private Property	4-3	21
Unit/Activity Security Check Procedures	4-4	22
Crime Prevention Inspection Procedures	4-5	23
Individual Responsibilities	4-6	23
Chapter 5. Exceptions/Waivers Fort Sill Regulation 190-1		24
Definitions	5-1	24
Procedures	5-2	24
Appendix A. References		25
Appendix B. Privately-Owned Firearms and other Weapons		28
Appendix C. Fort Sill Curfew		35
Appendix D. Unaccompanied Access Roster (Example)		37
Appendix E. Deployment Security Procedures		38
Glossary		42

## Chapter 1 Introduction

**1-1. Purpose.** This regulation establishes local policies and protective measures for personnel, arms, ammunition, explosives, funds, government/personal property, and other highly valuable or critical assets. It establishes proactive measures to prevent, deter, reduce, or eliminate criminal incidents.

**1-2. References.** Required and related publications 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 as a result of processes prescribed by this regulation must be identified, maintained, and disposed of IAW AR 25-400-2, The Army Records Information Management System (ARIMS) and DA Pam 25-403, Guide to Recordkeeping in the Army. Record titles and descriptions are available on the Army Records Information Management System website:  
<https://www.arims.army.mil/MainPage.aspx>.

## Chapter 2 Responsibilities

**2-1. Installation Commander.** The Installation Commander will designate the Chief, Physical Security Branch (PSB), Directorate of Emergency Services (DES) as the Installation Physical Security Officer for Fort Sill, Oklahoma.

**2-2. Commander/Directors.** Commanders and directors will--

a. Establish a written Standing Operating Procedure (SOP) on [Physical Security and Crime Prevention](#) for their respective areas. Update SOPs and plans annually and as needed.

b. Appoint in writing a physical security officer to perform physical security and crime prevention functions and duties. As a minimum, the appointee will be a commissioned officer, noncommissioned officer (SSG or above), or a DA Civilian (DAC) (GS-6 or above). [The physical security officer will not have additional duties as primary key custodian or armorer.](#)

c. Direct that an AR 15-6 investigation is conducted upon loss or theft of NVDs and GPDs. Consult with SJA, Administrative Law Division, prior to appointment of 15-6 officer. Activity/unit initiating/approving the AR 15-6 investigation will maintain the original IAW AR 25-400-2.

**2-3. Unit/Activity Physical Security Officers.** The Unit/Activity Physical Security Officers will--

a. Perform physical security and crime prevention functions and duties for the commander/director.

b. Telephonically notify the Fort Sill MP desk sergeant **immediately** to report losses (actual or suspected) of Arms, Ammunition, and Explosives (AA&E), to include major weapons parts (i.e., barrels, receivers, frames, bolts, and subassemblies, etc.), night vision devices, or global positioning devices. Additionally, submit written notification on DA Form 3056 within 24 hours of the incident to Chief, Physical Security Branch, DES, Fort Sill, OK. This reporting criterion is applicable to actual, suspected, or attempted break-ins to AA&E storage facilities/rooms when theft has not occurred.

c. Conduct semiannual physical security inspections of their areas of responsibility for compliance with regulatory requirements. [Record inspections on the Physical Security Checklist located in USAFACFS Pam 1-1, locally produced checklist or use an informal memorandum and retained IAW AR 25-400-2.](#)

d. Conduct crime prevention inspections of their areas of responsibility for compliance with regulatory requirements. Crime prevention inspections are conducted IAW para 3-5.

e. Retain a copy of Physical Security and Crime Prevention evaluations conducted by DES PSB IAW AR 25-400-2.

f. Coordinate work orders, work requests, purchase requests, and contracts for physical security initiatives through the Installation Physical Security Officer for review and approval.

g. Ensure end-of-day checks are conducted and annotated on SF 701 (Activity Security Checklist).

**2-4. Installation Physical Security Officer.** The Installation Physical Security Officer (Fort Sill) will--

a. Develop installation policies and procedures and provide commanders/directors with physical security and crime prevention guidance.

b. Apprise units/activities of ongoing, planned, or required physical security and crime prevention efforts.

c. Provide recommendations, topics, and articles to Public Affairs Office (PAO) for publication.

d. Provide technical assistance to commanders/directors and evaluate their physical security and crime prevention programs.

e. Assist officers responsible for AR 15-6 investigations, as requested, when loss results from criminal activity or improper security.

f. Provide guidance and recommendations for new construction and major modification projects.

g. Make recommendations to eliminate or reduce crime conducive conditions.

h. Process requests for restricted area designation and coordinate requests pertaining to information security through Directorate of Plans, Training, Mobilization, and Security (DPTMS).

i. Process requests to install, move, activate, or deactivate alarm equipment, to include CCTV. The Installation Physical Security Officer is the single point of contact and approving authority for all physical security initiatives.

j. Process requests for waivers and exceptions to physical security and crime prevention requirements.

k. Conduct evaluations IAW AR 190-13, para 2-11.

**2-5. Staff Judge Advocate.** The Staff Judge Advocate (SJA) will provide assistance and advice on legal matters, to include commander's inquires, AR 15-6 investigations, and criminal investigations.

**2-6. Directorate of Plans, Training, Mobilization, and Security.** The Directorate of Plans, Training, Mobilization, and Security (DPTMS) will--

a. Assist DES in establishing unit physical security and crime prevention training policies.

b. Make available to commanders/directors information pertaining to terrorist and criminal activities.

c. Assist in developing an installation threat statement and necessary security plan.

d. Process coordination requests from units/activities to DES for restricted area designation pertaining to information security.

**2-7. Installation Management Command, Resource Management Office.** The Installation Management [Command \(IMCOM\)](#), Resource Management Office (RMO) will assess security funding requirements, availability and Physical Security integration into the Integrated Requirements Information Tracking Application (IRITA) database.

**2-8. Directorate of Public Works.** The Directorate of Public Works (DPW) will--

a. Provide repair and construction support in accordance with established priorities and regulatory requirements.

b. Coordinate with the Installation Physical Security Officer concerning physical security requirements for new construction, major renovation projects, and work requests (AA&E Security Construction Statements).

**2-9. Directorate of Information Management.** The Director of Information Management (DOIM) will provide communications support in accordance with established priorities and regulatory requirements.

**2-10. Directorate of Logistics.** The Director of Logistics (DOL) will--

a. Assess logistical requirements and support for physical security and crime prevention programs.

b. At the request of the Installation Physical Security Branch, repair, activate, move, install, and remove alarms as needed by units/activities.

**2-11. Public Affairs Office.** The Public Affairs Official (PAO) will--

a. Assist in providing guidance on community relations.

b. Publicize installation crime prevention information in the Cannoneer and other media as appropriate.

**2-12. Directorate of Contracting.** The Director of Contracting (DOC) will ensure requests to purchase, install, or remove physical security equipment (including CCTV) are properly coordinated by the requestor with the Installation Physical Security Officer.

### **Chapter 3**

#### **Unit/Activity Physical Security Program**

##### **3-1. Documentation.**

a. Standing Operations Procedures (SOPs) will specifically address the following information, as applicable:

(1) Measures to protect personnel, property, and classified material.

(2) Security procedures for critical/sensitive property and areas, specifically--

(a) AA&E storage facilities.

(b) Motor pools/parks.

- (c) Troop billets.
- (d) Supply/storage rooms/areas.
- (e) Communications/electronics equipment storage areas.
- (f) Automated data processing equipment.
- (g) Mainframe computers.
- (h) Classified document storage.
- (i) Establish written access control measures to areas cited above.

b. [Submit SOPs through DES, PSB for review.](#)

### **3-2. Documentation (Forms and Memorandums).**

a. Use the following forms:

(1) Use DA Form 2062 (Hand Receipt/Annex Number)--

(a) To document visual/change of custody inventories.

(b) For issuance of crew-served weapons.

(c) As a receipt of privately-owned weapons stored in the arms room.

(d) To issue all high value/sensitive items stored in arms rooms.

(e) [To issue a container holding secondary arms room keys.](#)

(2) Use DA Form 3056 (Report of Missing/Recovered Firearms, Ammunition, and Explosives) to report lost, stolen or recovered AA&E (including major arms parts and subassemblies). See AR 190-11 for use of this form.

(3) Use DA Form 5513-R (Key Control Register and Inventory) as the key control register. Approved electronic forms are authorized. Recording additional inventory results and information on a memorandum is authorized. DA Form 5513-R is the **only** authorized form to record issues and receipts of keys.

(4) Use DA Form 7278-R (Risk Analysis Worksheet). See DA Pam 190-51 for use of this form.

(5) Use DA Form 7281-R (Command Oriented Arms, Ammunition and Explosives (AA&E) Security Screening and Evaluation Record) as an official cover to transcribe background-screening results. Write "See Attached" in the signature blocks and attach supporting documents (i.e., Personnel/Medical/Provost Marshal checks). [All personnel to include officers granted unaccompanied access to the arms room must undergo a background screening IAW AR 190-11.](#)

(6) [Use DA Form 1594 \(Daily Staff Journal or Duty Officer's Log\) to annotate security checks.](#)

(7) Use SF 700 (Security Container Information) to record safe, cipher, and lock combinations. Standards in AR 380-5 for safeguarding SF 700's also apply.

(8) Use SF 701 (Activity Security Checklist) to record end-of-day security checks of offices or buildings, as applicable. Retain on file IAW AR 25-400-2.

(9) Use SF 702 (Security Container Check Sheet) to record opening/closing, and checks of safes, vaults, and secure containers.

(10) Use FS Form 93 (Weapons/Ammunition/Badge Control Register) to issue/receive weapons, ammunition, and badges signed out in excess of 24 hours.

(11) Use FS Form 562 (Registration of Personal Weapons) to document registration of privately-owned firearms.

(12) Use the physical security checklist published in USAFACFS Pam 1-1 to conduct and record self-inspections.

(13) Use a ledger or logbook to record serial number seals.

(14) Use a ledger, logbook, or hand receipt to record bolt cutter issue/receipt.

b. Use a memorandum to document--

(1) Access rosters. Safeguard access rosters IAW AR 25-55, chapter 4 and AR 340-21 during transmitting (e-mail/distribution/mail) and storage. Update them as personnel are added or deleted. In consolidated arms storage facilities, the landlord will publish the unaccompanied and key access roster and provide a copy to the tenant(s). Tenant units will advise the landlord of changes, deletions, or additions. An example is provided at appendix D.

(2) Key Box/Container Access Rosters. Post one inside each key box.

(3) Storage of High Value/Sensitive Items. Authorizations by the commander/director to store high value/sensitive items (other than government firearms) ammunition, and authorized privately-owned weapons in the arms room.

(4) Agreements. Landlord/Tenant agreements for consolidated arms storage facilities.

(5) Responsibility Directives. Each individual will sign a responsibility directive before authorization is granted for issuance of AA&E. The directive will require personnel to immediately report the loss, theft, or damage of AA&E and other items received from the arms room and will address responsibilities for maintenance and security. Retain these directives on file in the arms storage facility as long as the individual is assigned to the activity.

(6) Contents of Containers in Arms Storage Facilities on which Serial Numbered Seals are Applied. The memorandum will state the contents, seal serial number, date the seal was applied, and the names of two verifying individuals.

(7) Serial Number Seal Inventories. The memorandum will include date inventoried and number of seals assigned, on-hand, and used.

(8) Restricted Areas. Restricted area designation requests/approvals.

(9) Names. Names of persons with safe, cipher, and lock combinations if all persons are not listed on SF 700.

### **3-3. General Security Requirements.**

a. Keep building entrances/exits to a minimum, consistent with fire and safety requirements.

b. Secure Single Soldier Quarters, Bachelor Officer Quarters (BOQ), and Bachelor Enlisted Quarters (BEQ) rooms, family quarters, and privately-owned vehicles when unattended.

c. Establish controls to secure government and personal property left in garrison during extended field exercises and deployments. See Annex E for procedural guidance. [Storage and transportation of government property \(not issued to you\) in privately-owned vehicles is prohibited.](#)

d. Conduct and record end-of-day security checks of all offices and buildings on SF 701. Include checks of the following are properly secured/locked:

(1) Safes.

(2) Supply and file containers/cabinets.

(3) Windows.

- (4) Exterior doors.
- (5) Storage rooms/areas.
- (6) Vending machine, television, and dayroom/break room areas.
- (7) Electrical appliances and computer equipment.

e. Report actual or suspected criminal incidents **immediately** to the [Fort Sill Police](#), 442-2101. The following procedures occur **after** notification of the [Fort Sill Police](#):

- (1) Notifying the chain of command.
- (2) Sealing off the crime scene area.
- (3) Identifying personnel within the area, if applicable.
- (4) Assisting law enforcement officials, as requested.

### **3-4. General Key, Lock, and Safe Requirements.**

a. Master (keyed-alike) locks or locksets are prohibited except for locksets issued as part of the equipment and used within **one** vehicle to secure storage compartments (e.g., a tool truck or van).

b. See the DoD Lock Program website <https://portal.navfac.navy.mil/go/locks> for locks, safes, and seal information. Long shackle locks are not authorized, except to secure cabinets/bins located within a secure room or vehicle.

c. **Do not** use brass padlocks to secure sensitive or valuable property (i.e., storage areas, vehicle steering wheels, communications equipment, connexes, safes, motor pool gates, exterior doors, and arms rooms). This requirement does not apply to brass padlocks issued as a component item to secure vehicle compartments and toolboxes with double barrier protection.

d. Use nonsparking (i.e., brass) locks or transportation seals to secure hatch covers and manifold access doors on fuel-carrying vehicle as a safety measure. **Do not lock** a fuel-carrying vehicle's steering wheel when the vehicle is attended, guarded, or parked in a secured fenced and lighted area (i.e., motor pool).

e. Maintain at least two keys for each government lock. Retain at least one key in safekeeping for emergency/backup purposes.

f. Units/activities using electronic/computer-controlled key systems will follow guidance of AR 190-51.

g. Unauthorized duplication of government keys is strictly prohibited by anyone other than the originating key custodian.

h. Supply activity will issue new keys and locks to the key custodian.

i. Secure key boxes/containers except when issuing, receiving, or accounting for keys. Individuals on the access roster retain key box/container keys.

j. Lock padlocks and remove keys when the locks are not in use.

k. Use locks, where installed.

l. Limit bolt cutter use. Notify the activity key custodian prior to their use and establish control procedures. Store bolt cutters in a locked metal container with controlled access.

m. Separately mark/identify duplicate keys (i.e., key #525-1 is the primary and #525-2 is the duplicate).

n. Conduct and record semiannual serial number inventories of all keys.

o. Cut, bend, or otherwise render keys unusable before disposing of them.

p. Activities will initiate a statement of charges or report of survey for missing/lost keys and replace them at their expense.

q. Custodians who sign for range/installation perimeter gate keys from DES will report results of semiannual serial number inventories, in writing, to Cdr, [USAG](#), ATTN: [IMWE-SIL-ESS](#). Immediately report lost/missing perimeter gate keys to the Installation Physical Security Officer. [Individuals who lose keys will be responsible for the replacement of the keys and locks.](#)

r. Bolt or chain safes weighing less than 500 lbs to a wall or floor in a secured location. Do not store personal items in the same container with government funds or sensitive/classified property. Change combinations **annually** or when persons with the combination leave or access authorization is withdrawn. Chains used to secure will be of at least 5/16th inch steel.

(1) Use SF 700 (Security Container Information) to record safe combinations.

(2) Use SF 702 (Security Container Check Sheet) to record openings, closings, and checks of safes.

### **3-5. Arms Rooms: Arms, Ammunition, and Explosives (AA&E).**

a. Inspections and Inventories.

(1) Conduct semiannual physical security self-inspections. Record results on AA&E checklist in [USAFACFS Pam 1-1](#) and retain IAW AR 25-400-2.

(2) Conduct a visual count inventory of all stored items, including non-AA&E items, each day upon opening AA&E storage facilities but at a minimum, not less than once per 7 days.

(a) Inventory records will reflect the type and total number of items physically present and legally issued (i.e., for field exercise, in maintenance, etc.).

(b) Retain inventory records IAW AR 25-400-2.

(c) In consolidated arms facilities, the person opening will conduct a complete visual count of his/her own property and a separate inventory of visible items belonging to other occupants. Items stored in Class V containers, wall lockers, and security cages are excluded. Each occupant will conduct and document his/her own visual count inventory upon entering the arms room.

b. Conduct a serial number inventory of stored items monthly, after completing field exercises or when AA&E are lost or stolen under **any** circumstance. Retain inventory results IAW AR 25-400-2.

c. Issue procedures for unassigned weapons apply when authorized persons cannot provide DA Form 3749 in exchange for government firearms IAW DA Pam 710-2-1.

d. Inspect arms room storage containers/racks monthly during serial number inventories for cracked welds or other structural problems. Record the results of the rack inspection on the monthly inventory or a separate memorandum. Take immediate action to correct identified problems.

e. During inventories--

(1) Do not break serial numbered seals on containers except to change property book/hand receipt holder, issue equipment, or investigate suspected tampering.

(2) Verify each seal's serial number and inspect for tampering. Record seal serial numbers on inventory records.

(3) Conduct an inventory of sealed containers when tampering is suspected.

f. AA&E key and lock requirements: (in addition to provisions of para 2-4)

(1). The primary key holder (Armorer) will--

(a) Place the primary operational keys (rack keys) in a locked 20 gauge metal container secured to the structure within the arms room.

(b) Place the primary access keys in a sealed container (e.g., envelope, modified ammo can, etc.) that is signed for and secured in the unit/activity area in a locked container of at least 20 gauge metal. Do not remove AA&E keys from the immediate unit/activity area.

(2) If there is evidence of tampering with the sealed container/envelope of keys, or if the arms facility is accessed by someone other than the primary key holder, notify the unit commander, conduct and record an inventory of the keys on DA Form 5513-R IAW AR 190-11.

(3) When keys are transferred, conduct a change of custody inventory of weapons IAW DA Pam 710-2-1 and keys IAW AR 190-11. Both persons will sign the inventory and retain inventory IAW AR 25-400-2.

(4) Emergency access to keys (operational or alternate set) by any person other than the primary key holder is accomplished under the "two-man rule [one person on the unaccompanied access roster and a witness (NCO/Officer/WO or civilian equivalent)].

(5) Place alternate/duplicate arms room keys in a sealed envelope signed and dated by the primary key holder. Store the envelope separately from the primary issued set in a 20 gauge metal container weighing 500 lbs or more, secured to the structure (e.g., bolted or chained to a wall or floor, etc.) in a secure location at the next higher headquarters.

g. Standards for use, registration, storage, and transportation of privately-owned weapons are in appendix B. The following standards apply to privately-owned weapons stored in unit/activity arms rooms:

(1) Commander/director must authorize storage and withdrawal, in writing.

(2) Owners will hand receipt their weapons to the armorer on DA Form 2062 and provide a copy of FS Form 562 for firearms. The armorer will retain these forms on file until the owner is no longer assigned to the unit IAW AR 25-400-2.

(3) Armorers will issue DA Form 3749 to the owner and add weapons to the MAL.

(4) Owners must turn in a memorandum signed by unit commander authorizing withdrawal of weapon, DA Form 3749, and sign FS Form 93 before the weapon is issued or returned.

h. Modify wall lockers securing AA&E and sensitive/high value items in arms facilities by spot welding hinge pins, bolts, screws, and hasps. Spot-weld metal seams

at approximately eight inch intervals. Secure wall lockers with two padlocks. Weld hasps approximately 10 to 12 inches from the top and bottom of the door. Chain and secure wall lockers to the structure.

i. Protect and inventory high value, sensitive items and privately-owned weapons stored in arms rooms the same as government weapons. Do not store privately-owned weapons in the same container with government items.

j. Store bayonets, blank pistols, starter guns, expended Light Anti-Tank Weapon (LAW) tubes, sub-caliber devices, and inserts for LAWs, M136 AT4s, night vision devices, and global positioning devices (GPD) (including commercially procured items) in arms storage facilities.

k. Personnel may store a limited amount (1 per Btry, 2 per bn/bde) of GPD's in COMSEC vaults for the purpose of time-setting communications devices, provided the GPD is secured in a GSA approved safe and inventoried monthly with the arms room monthly serial number inventory.

l. Do not **permanently** store more than 500 rounds of live/blank small arms ammunition up to and including .50 calibers in arms storage facilities. For further guidance on ammunition storage requirements, see [USAFACFS Reg 700-1](#). All ammunition storage must comply with the following:

(1) Ammunition is stored for mission essential requirements.

(2) Storage does not interfere with the operational requirements of the alarm system (i.e., motion sensors).

(3) Ammunition is stored in a locked and modified wall locker separate from weapons and included on all inventories.

(4) Periodic checks are conducted of the storage facility at irregular intervals not exceeding 8 hours.

(5) Do not store ammunition in the same container with weapons.

m. In accordance with DA Pam 710-2-1, mark and modify expended LAWs and AT4's retained for training purposes.

n. Do not store simulated weapons (i.e., rubber M-16s and pistols) in arms storage facilities. Secure them in a locked metal container with controlled access in a storage room.

o. Provide adequate lighting for arms, ammunition, and explosive storage areas. Guidance for lighting is in FM 3-19-30 and AR 190-11.

p. Continuously guard AA&E storage areas with nonoperational or malfunctioning alarm systems until repairs are completed with armed guards, equipped, and qualified with assigned weapon and live ammunition.

q. No one individual will perform duties as a material repairer and shop stock clerk at the same time. The same person will not order, receive, or install Small Arms Repair Parts (SARPS). **Store major SARPS parts (e.g., receivers, bolts, etc.) in a locked container inside the arms room. Armorer will not have access to the SARPS container and material repairer will not have unaccompanied access to the arms room.**

r. Do not transport government weapons in privately-owned vehicles, except in commercial vehicles leased or rented for official government purposes.

### **3-6. Alarm Systems.**

a. Alarm systems will consist of one or more of the following items, which will be operational:

- (1) Passive Infrared (PIR), Passive Infrared Motion (PIM) and Motion sensors.
- (2) Balance Magnetic (BMS) door/window switches.
- (3) Duress pedals/switches.
- (4) Key pads with LED readout.
- (5) Conduit covering all wiring.

b. Do not paint, move, adjust, install, disconnect, or otherwise **modify** alarm equipment (to include CCTV), use authorized alarm installation/repair personnel. Submit requests to move, install, or disconnect alarm equipment to the Installation Physical Security Officer.

c. AA&E storage areas with nonoperational or malfunctioning alarm systems require armed guards, equipped, and qualified with assigned weapon and live ammunition.

d. Post alarm warning signs adjacent to entrances of alarmed areas.

e. Persons responsible for activating or deactivating alarm systems will--

(1) Attend the briefing provided by the DES, Physical Security Branch to familiarize themselves with established procedures for opening and closing facilities that are alarmed.

(2) Not activate alarms except for actual alarms.

(3) Never leave the alarm system in access when leaving the arms room.

(4) **Never** use a personal identification cipher (PIC) number other than the one issued to them personally.

(5) Notify Installation Physical Security Branch by direct means or by contacting the Military Police desk for problems with their alarm system.

f. Alarmed area access rosters.

(1) **Hand carry** properly coordinated, originally signed rosters to DES, PSB or e-mail a signed copy to the alarm administrator. Added personnel will be given an appointment to receive a personal identification cipher (PIC) Number. Personnel cannot enter a protected area unaccompanied without a PIC number.

(2) Immediately update alarmed area access rosters when changes occur.

(3) Include building number, required personal data, duty position, unit/activity name, and whether personnel are being added or deleted. Do not provide telephone numbers to the alarmed area (see appendix D).

g. Compromising personal identification cipher (PIC) number (causing disclosure, e.g., command by superior officer) or unauthorized use by any person other than the individual the number was originally issued to is strictly prohibited.

### **3-7. Carrying of Weapons.**

a. Soldiers will not carry weapons into retail establishments (i.e., PX, Commissary, Post Office, Shoppettes, fast food facilities, etc.), DMWR facilities, hospital or medical/dental clinics, financial institutions, elementary schools, day care centers, or religious facilities.

b. Soldiers will not carry government weapons off the installation unless coordinated by their unit and transported only in authorized government vehicles.

c. Soldiers may carry weapons into religious facilities, the Patriot Club, and Gunners Inn for special functions (i.e., funerals, memorial services, special observances, color guard, etc.).

d. Military and civilian police are authorized to carry weapons into all establishments while conducting on duty and/or conducting official business.

**3-8. Ammunition Amnesty Program.** These physical security standards apply to the logistically required amnesty program.

a. Each brigade may maintain an ammunition amnesty box. Directorates, activities, and units below brigade level can maintain their own or use the box at the DOL, Ammunition Supply Point.

b. Construct boxes of at least 20-gauge metal. Install a padlock and a baffle plate to prevent unauthorized removal of property. Chain or bolt it to a permanent structure.

c. Commander/director will retain the keys to the box and inventory the contents as required IAW AR 190-11 and 190-28, DA Pam 710-2-1, para 11-19, and USAFACFS Reg 725-1, para 2-77.

### **3-9. Restricted Area Designation and Control.**

a. Submit requests for restricted area designation to the Installation Physical Security Officer. Justification must include the--

(1) Specific location of the proposed restricted area.

(2) Type of operation or property being stored, which requires restricted area designation.

(3) Applicable regulation that governs the operation/type of property being stored.

(4) Point of contact and telephone number.

b. Report restricted area cancellations when designation is no longer required. Submit written reports to DES, PSB.

c. Coordinate with the Installation Physical Security Officer before making structural changes to designated restricted area.

d. Post copies of the restricted area approval memorandum near the primary entrance within the restricted area. Physical Security Officer will retain a copy IAW AR 25-400-2.

e. Control access to the restricted areas with access rosters, escorts, badges, or mechanical/electronic control systems.

f. Restricted areas will meet the minimum storage structure standards based on the applicable regulation governing the operation/type of property stored.

g. Post Restricted Area signs at the entrances and as directed IAW AR 190-13, paragraph 6-4.

### **3-10. Security of Motor Pools/Parks.**

a. Facilities will have a Risk Analysis completed and security measures implemented IAW AR 190-51 to meet the following minimum standards:

(1) Protect Motor Pools/Parks by a perimeter fence or a 24 hour dedicated guard force. Guidance on requirements and maintenance of perimeter barriers is found in FM 3-19.30.

(2) Provide adequate security lighting to illuminate perimeter barriers and reduce dark areas within the motor pool/park. Guidance on requirements and maintenance of security lighting is found in FM 3-19.30.

(3) Control entry/exit gates leaving only the minimum number open needed for efficient operation.

(a) Lock all entry/exit gates during nonoperational hours. Conduct security checks during nonoperational hours IAW AR 190-51.

(b) Post "Off Limits to Unauthorized Personnel" signs at all entry/exit gates.

(4) Privately-owned vehicles (POV) are prohibited in motor pools/parks. Exceptions are outline in appendix E.

(5) Establish a Memorandum of Agreement when tenant units are consolidated in a motor pool/park.

b. Secure/store portable repair parts--

(1) In a locked separate building or room meeting the secure storage structure standards in AR 190-51, appendix B.

(2) In a locked steel cage.

(3) In a locked built in container (bin, drawer or cabinet) or a freestanding container that is large and heavy enough to be nonportable when storing parts.

(4) To the building in which located or other permanent structure.

(5) By double barrier protection.

c. Secure nonportable repair parts in a building with doors and windows locked during nonoperational hours. A perimeter barrier will protect bulky or heavy items stored outside.

d. Operate/maintain/secure POL dispensing operations and packaged POL IAW AR 190-51.

e. Security/accountability of tools.

(1) Secure portable hand tools, tool sets/kits and shop equipment, when not in use, in a secured location IAW AR 190-51, para 3-22.

(2) Inventory all tools semiannually and maintain inventory on file IAW AR 25-400-2.

(3) Use DA Form 5519-R (Tool Sign Out Log/Register) to control/account for common tools and portable shop equipment not on hand receipt or subhand receipt.

**3-11. Security/Accountability of Supplies.**

a. Supply storage areas will meet security construction requirements of AR 190-51, para 3-25 and appendix B.

b. Post an "Off Limits To Unauthorized Personnel" sign at all entrances.

c. Store all stocks of unissued expendable, and consumable items in locked cabinets, containers, or rooms.

d. Annually or upon change of command conduct a one hundred percent inventory of all property assigned to the organization. Maintain a memorandum signed by the responsible authority with the results of this inventory on file IAW DA Pam 710-2-1, para 9-6.

**3-12. Security of Communication and Electronic Devices.**

a. Provide double barrier protection for portable items when not in use, to include training environments and while in transit. Double barrier protection may include--

(1) A locked or guarded separate building or an enclosed van, trailer, or armored vehicle protected by a perimeter fence.

(2) A locked steel cage located in a secure storage structure IAW AR 190-51, appendix B.

(3) A locked, built-in container (bin, drawer, cabinet) or a freestanding locked container located in a secure storage structure.

(4) Securely attaching the item to an internal structure of a secure storage structure.

(5) Securely attaching the item to a locked vehicle which is under continuous surveillance or in a motor pool/park.

b. Secure nonportable items in a building with doors and windows locked during nonoperational hours. Protect bulky or heavy items stored outside with a perimeter fence.

c. Post an "Off Limits to Unauthorized Personnel" sign at all entrances. Strictly control access to equipment storage areas.

d. Lock communication equipment remaining on vehicles to the vehicle with a medium security padlock.

## **Chapter 4 Crime Prevention Program**

### **4-1. Documentation.**

a. Develop an SOP. Update SOPs annually with a memorandum verifying the accuracy of the contents. The SOP will specifically address the following information, if applicable:

(1) Health, welfare, and crime prevention inspections.

(2) Off-limit areas as directed by the Installation Commander.

(3) Access and visitor control procedures.

(4) Personal property security and identification, to include personal funds security and property control during absences (e.g., temporary duty, hospital, deployment, leave, etc.).

(5) Areas of responsibility, to include parking lots.

(6) Criminal incident reporting procedures.

(7) Use, transportation, and storage of privately-owned dangerous instruments.

(8) Prohibited property and contraband.

(9) Vehicle security, registration, and traffic-related regulations (i.e., alcohol laws, motorcycle safety, and seatbelt use).

b. Use DA Form 1594 (Daily Staff Journal or Duty Officer's Log) to record security checks conducted by staff duty personnel.

c. Use SF 701 (Activity Security Checklist) to record end of day security checks.

d. Use a ledger, logbook, or DA Form 1594 entry to record visitor information.

e. Use the current crime prevention checklist published in USAFACFS Pam 1-1 by DES PSB to record crime prevention inspections.

#### **4-2. Crime Prevention Education.**

a. Brief personnel on the organization's crime prevention SOP and this regulation no later than 5 days after assignment. Maintain a record on file.

b. Provide annual crime prevention training to unit/activity personnel. Maintain on file a written lesson outline, a record of the date training was conducted and a dated sign-in roster. Maintain training records on file IAW AR 25-400-2.

c. Display crime prevention information in the unit/activity area (e.g., unit POC's, emergency numbers, security of valuables, etc.). See the Physical Security website on the Fort Sill Intranet for more information regarding physical security and crime prevention (<http://155.219.113.9/DES/Physical%20Security%20Branch.htm>).

#### **4-3. Securing Private Property.**

a. Secure valuable/sensitive personal items when not in use (i.e., jewelry, money, check books, and charge, credit, automatic teller, identification, and meal cards).

b. Secure Single Soldier Quarters, boss billets, BOQ and BEQ rooms, family quarters, and vehicles when unattended.

c. Recording serial numbers and descriptions of high-value personal property, stored in billets, BOQs, and BEQs, on FS Form 774 is mandatory. Soldier will retain one copy and one copy disseminated to the unit Physical Security Officer/NCO. Unit Physical Security Officer/NCO will store all original FS Form 774's in a locked container [with controlled access](#).

d. Inventory and safeguard personal property of personnel residing in single soldier quarters who are absent without leave (AWOL), on leave, temporary duty (TDY), deployed, or hospitalized. Property is considered sufficiently secured after completing a written and verified inventory and the property is put in a locked and serial number sealed wall locker or in a locked and serial numbered sealed storage room meeting the storage structural requirements of AR 190-51.

e. Store no more than \$100 cash, per Soldier, in Single Soldier Quarters.

f. Maintain a space for securing bicycles (i.e., a bicycle rack). Sharing bicycle racks between units/activities is authorized. Place the rack in a well-lighted and observed area. Bicycle racks are a unit/activity responsibility.

g. [Designate an area for motorcycle parking.](#)

h. Provide a secure storage space for personal property (i.e., purses, wallets, cell phones) at the work place, when feasible.

**4-4. Unit/Activity Security Check Procedures.** These standards apply to Staff Duty NCO/Officer (SDO) personnel, Charge of Quarters, and/or designated unit personnel.

a. Conduct security checks IAW regulatory requirements. At a minimum conduct checks once prior to and once after 2400, during nonduty hours, or more frequently as determined by crime rates. Instructions will include a list of doors, rooms, safes, areas, and items requiring checks and actions required when a violation is identified. Record security checks and deficiencies/violations. Conduct checks of--

(1) Single Soldier Quarters ensuring rooms not occupied are secured.

(2) Unit/activity parking lots ensuring vehicles are secured and government property is not stored in privately-owned vehicles.

(3) Safes.

(4) Dayroom, vending machines, TV, and dayroom areas, as applicable.

(5) Motor Pools – Exterior Lighting. Provide a lighting diagram to personnel conducting security checks to assist with recording and maintenance of nonoperational lighting.

(6) Storage Areas (where AA&E, supplies, or communications items are stored).

(7) Motor Pools/Parks. Conduct checks at irregular intervals IAW AR 190-51.

b. Establish controls for securing government and personal property during extended field exercises. Conduct and record, at a minimum, security checks every 4 hours. See appendix E for additional guidance.

c. Report actual or suspected criminal incidents **immediately** to the **Fort Sill** desk, 442-2101. Additional procedures **after** notification to **Fort Sill** Police are as follows:

(1) Notify the chain of command.

(2) Seal off the crime scene area.

(3) Identify personnel within the area, if applicable.

(4) Assist law enforcement officials, as requested.

d. Maintain at least one padlock for locking areas found unattended and unsecured.

**4-5. Crime Prevention Inspection Procedures.** Record inspections on the Crime Prevention Checklist located in [USAFACFS Pam 1-1](#), [locally produced checklist or informal memorandum](#) and retained IAW AR 25-400-2.

a. The unit/activity Crime Prevention Officer/NCO will conduct unit/activity level semiannual crime prevention inspections.

b. Battalion S2 personnel will conduct semiannual crime prevention inspections of batteries/companies.

c. Brigades (or next higher headquarters) will conduct annual inspections of battalions.

d. Directorate [Physical Security Officers](#) will conduct semiannual crime prevention inspections of their directorates.

**4-6. Individual Responsibilities.**

a. Become familiar with and adhere to this regulation and unit/activity crime prevention SOPs.

b. Immediately report to the [Fort Sill Police](#), 442-2101/2102 actual/suspected crime and suspicious/unauthorized person(s) in the unit/activity area.

c. Secure [personal property \(Single Soldier Quarters, BEQs, BOQs, family quarters, vehicles, etc.\)](#) and assigned government property whenever unattended.

d. Individuals are responsible for the security, use, and control of government issued credit cards. Secure government credit cards at all times.

e. Do not enter off-limits areas as published or as specified by the Installation Commander.

f. Do not enter or remain in parks and recreational/wooded areas during darkness except in performance of official government business. Exempt from this prohibition are authorized camping areas and recreational vehicle parks with permit/pass, authorized sports facilities/activities, and lighted areas.

g. Do not store government property, including organizational clothing and individual equipment, in a privately-owned vehicle, or in a vehicle leased or rented for nonofficial use.

h. [Curfews. See appendix C.](#)

## **Chapter 5 Exceptions and Waivers to Fort Sill Reg 190-1**

### **5-1. Definitions.**

a. Waiver. A waiver is a temporary release from a specific requirement. Waivers are valid for a designated period not exceeding 1 year from the effective date of approval.

b. Exception. An exception is a release from a specific requirement and must outline alternate security procedures/protective measures. Exceptions are valid until permanent corrections are taken.

### **5-2. Procedures.**

a. Submit requests for waivers/exceptions through command channels to the Installation Physical Security Branch.

b. Requests for exception or waiver to policy will include--

(1) The chapter and paragraph to which an exception/waiver is requested.

(2) A justification statement from the unit/activity stating why compliance with regulatory requirements cannot be met.

(3) A statement of corrective action taken or planned action to correct the problem or deficiency(s).

(4) Compensatory measures taken in lieu of the standard requirement.

c. DES PSB will review exceptions for revalidation during Physical Security and Crime Prevention Evaluations.

d. Requesting unit/activity will maintain waivers and exceptions IAW AR 25-400-2.

## **Appendix A References**

### **Section I Required Publications**

#### **AR 15-6**

Procedures for Investigation Officers and Board of Officers

#### **AR 25-400-2**

Army Records Management Information System

#### **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 Property (Sensitive & Nonsensitive)

#### **AR 380-5**

Department of the Army Information Security Program

#### **AR 710-2**

Inventory Management Supply Policy Below the Wholesale Level

#### **AR 735-5**

Policies and Procedures for Property Accountability

#### **DA Pam 190-51**

Risk Analysis for Army Property

#### **DA Pam 710-2-1**

Using Unit Supply System (Manual Procedures) (Standalone Pub)

#### **USAFACFS Reg 700-01**

Storage of Training and Ceremonial Ammunition in Arms Rooms

#### **USAFACFS Reg 725-1**

Supply Procedures

#### **USAFACFS Pam 1-1**

Staff Assistance Guide

**Section II**  
**Related References**

**AR 25-2**  
Information Assurance

**AR 25-55**  
The Department of the Army Freedom of Information Act Program

**AR 190-5**  
Motor Vehicle Traffic Supervision

**Fort Sill Reg 200-1**  
Recreational Use, Management, Harvest, and Protection of Natural Resources

**FM 3-19.30**  
Physical Security

**TM 5-6350-262-14/14**  
Operator, Organizational and Intermediate (Direct Support and General Support)  
Maintenance Manual: Installation Operation and Checkout Procedures for Joint-  
Services Interior Intrusion)

**Section III**  
**Prescribed Forms**

This section contains no entries.

**Section IV**  
**Referenced Forms**

**DA Form 1594**  
Daily Staff journal or Duty Officer's Log

**DA Form 2062**  
Hand receipt/Annex Number

**DA Form 3056**  
Report of Missing/Recovered Firearms, Ammunition and Explosives

**DA Form 3749**  
Equipment Receipt

**DA Form 5513**  
Key Control Register and Inventory

**DA Form 5519-R**

Tool Sign Out Log/Register

**DA Form 7278-R**

Risk Level Worksheet

**DA Form 7281**

Command Oriented Arms, Ammunition and Explosives (AA&E) Security Screening and Evaluation Record

**DD Form 788**

POV Shipping Document for Automobile Private

**SF 700**

Security Container Information

**SF 701**

Activity Security Checklist

**SF 702**

Security Container Check Sheet

**FS Form 93**

Weapons/Ammunition/Badge Control Register

**FS Form 562**

Registration of Personal Weapons

**FS Form 774**

Personnel Property Record

## **Appendix B Privately-Owned Firearms and other Weapons**

**B-1. Purpose.** To set forth policies and procedures for the registration, transportation, possession, use, and storage of privately-owned ammunition, firearms, destructive devices, and prohibited property.

**B-2. Scope.** The provisions of this regulation apply to all military personnel, units, organizations, activities, facilities, and offices, which are assigned, attached, or otherwise supported by Fort Sill. This regulation also applies to all persons living, working, traveling, or otherwise located upon Fort Sill. Violations of this regulation by military personnel may subject offenders to disciplinary action under the Uniform Code of Military Justice and/or administrative action as deemed appropriate by the commander. However, this regulation is not intended to preclude possible prosecution of military personnel for violations of state or federal laws or other regulations, when applicable. Any violation of this regulation by family members, civilian employees, or other civilians while on this installation may subject the offender to administrative action and/or criminal prosecution under applicable state and federal laws and regulations. These actions may include, but are not limited to, loss of privileges and debarment from post. These provisions do not apply to law enforcement personnel while in the execution of their duties.

### **B-3. Definitions.**

a. Firearm. Any weapon that will, is designed to, or you may readily convert to expel a projectile by action of an explosive as a propellant.

b. Short-barreled Rifle or Short-barreled Shot Gun.

(1) Any shotgun having one or more barrels of less than 18 inches in length.

(2) Any rifle made from a rifle, either by alteration or modification, if such rifle, as altered or modified, has an overall length of less than 26 inches or a barrel length of less than 18 inches.

c. Machine Gun/Automatic Weapon.

(1) Any weapon which shoots, is designed to shoot, or you can readily restore to shoot, automatically more than one shot without manual reloading, by a single function of a trigger.

(2) The frame or receiver of any weapon described in (1) above, any part designed and intended solely and exclusively, or combination of parts designed and intended, for use in converting any instrument into such a weapon; and any combination of parts from which such a weapon can be assembled if such parts are in the possession or under the control of a person.

d. Compressed Air Gun. A device capable of propelling a single round projectile by means of air or gas compressed in capsules or manually compressed within the gun.

e. BB Gun. A device capable of propelling a single round projectile by means of air compressed ahead of a spring-activated plunger.

f. Weapon.

(1) Any firearm, compressed air gun, BB gun, or starter pistol.

(2). Any switchblade knife (e.g., spring-type, dirk, butterfly, or knife) in which the blade--

(a) Opens automatically by pressure applied to a button, spring, or other device contained in such a knife's handle.

(b) Opens by inertia, gravity, or both.

(3) Any device designed to fit in or over the hand and be used in striking or disabling another person for other than a lawful sporting or training purpose (e.g., brass knuckles, blackjack, slapper, sap, hand chain, loaded cane, billy club, cane sword, martial arts weapon, mace/chemical agent, pepper spray, stun gun, or SAP).

(4) Dangerous instrument - Knife with a blade exceeding 3 inches in length, arrow with hunting point, machete, sport javelin, dart, underwater spear gun, straight razor, scalpel, spear, sword, saber, and any tool, implement, or instrument with a sharpened point or blade.

(5) Destructive device - Any explosive, incendiary, or poison gas bomb; grenade; rocket having a propellant charge of more than four ounces; missile having an explosive or incendiary charge of more than one-quarter ounce; mine; or device similar to any of the devices described in the preceding clauses; or any type of weapon (other than a shotgun or shotgun shell which is generally recognized as particularly suitable for sporting purposes) by whatever name known which will, or may be readily converted to expel a projectile by the action of an explosive or other propellant, and which has any barrel with a bore of more than one-half inch in diameter; or any combination described in the preceding clauses or from which such a device may be readily assembled.

(6) Bow is--

(a) A device designed to propel arrows or bolts by means of a string, activated by bending the arms of the device.

(b) Any longbow, crossbow, or compound bow.

(7) Slingshot - A device designed to propel single or multiple projectiles by rubber, elastic or centrifugal force.

(8) Any implement, instrument, item, or device when carried with the intent to go armed.

g. Ammunition. Any unexpended cartridge case, primer, bullet, or propellant powder designed for use in any firearm.

h. Blank. A firearm cartridge containing a noise making charge but no projectiles.

i. Simulator. A training device that produces the imitated light and sound of detonated military ordnance.

j. Fireworks. A device(s) for producing a display of light, noise, and/or smoke by the combustion of explosive or flammable compositions.

k. Carry. To keep an item on, about, or in close proximity to the person.

l. Use. To bring or put into service; employ for some authorized purpose.

m. Store. To reserve for future use. Not being transported, carried, or used. To place or leave in a location for later use.

n. Transport. To transfer or convey from one place to another by person or by use of a motorized vehicle, motorcycle, bicycle, or other type of conveyance.

o. Intent to go Armed. The carrying of any implement, instrument, item, or device with the knowledge that it is capable of being used as a weapon, and with the intent to use such implement, instrument, item, or device for offensive or defensive purposes.

p. Cantonment Area. The areas of Fort Sill that contain the real properties, housed troops, material, equipment, and supporting activities.

**B-4. Prohibited Items/Actions.** These items and actions are prohibited on Fort Sill.

a. Weapons prohibited by Oklahoma law, [Fort Sill](#) hunting publications, or Federal Law.

b. Ammunition prohibited by law, altered, or armor piercing.

c. Any firearm not registered in the time limit specified by this regulation.

d. Any weapon used, stored, or transported in violation of the provision of this regulation.

- e. Any short-barreled rifle or shotgun.
- f. Any machine gun/automatic weapon, except when owned, used, transported, and stored by persons licensed to do so.
- g. Any destructive device.
- h. Simulators or fireworks, except by persons with written permission and approval of DES Fire and Emergency Services.
- i. Blank ammunition discharged for other than authorized military training activities, training of hunting dogs in areas open for hunting, approved athletic and theatrical activities, or law enforcement training.
- j. Any switchblade knife.
- k. Any device designed to fit in or over the hand and be used in striking another person for other than a lawful sporting or training purpose (i.e., brass knuckles, blackjack, slapper, sap, hand chain, loaded cane, billy club, cane sword, martial art weapon, stun gun, or ASP).
- l. Any hunting knife, except when hunting or fishing, or when going to or returning from hunting or fishing.
- m. Any implement, instrument, item, or device, whether specifically referenced in this regulation or not, is prohibited when carried, transported, or used with the intent to go armed.

#### **B-5. Registration.**

- a. Civilian employees working on Fort Sill and retirees who frequent Fort Sill for weapons-related purposes will register their firearms with the Directorate of Emergency Services (DES), prior to using them on Fort Sill. Guests participating in sporting events/activity such as skeet, trap, hunting, and marksmanship events are not required to comply with this registration requirement. However, they will transport their weapons by the most direct route to and from the range when entering and leaving the military installation.
- b. Military personnel assigned or attached to Fort Sill, and Family members living with their military sponsors, on post in family quarters, in Single Soldiers Quarters, BOSS billets, BOQs, BEQs will register their firearm (including antique, collectable, ceremonial firearms and operational war trophies) within 1 duty day of—

- (1) Arrival at Fort Sill.
- (2) Coming into possession of a firearm by purchase, trade, or otherwise.

c. It is the responsibility of the military sponsor to register any firearm retained in his or her government quarters, even if such weapon is owned by a family member or friend. In the sponsor's absence (i.e., temporary duty, PCS), the sponsor's spouse is responsible to ensure any firearm retained in government quarters is properly registered.

d. Persons desiring or required to register firearms will provide the firearm's manufacturer name, model, caliber, style (semiautomatic or revolver), and serial number to Fort Sill DES Police Administration Branch, Bldg 4700, 0730-1600, Monday-Friday (excluding holidays).

e. Persons **will not** take firearms into the registration locations.

f. Registration of firearms by active duty military is valid throughout the service member's tour of duty at Fort Sill, unless otherwise canceled.

g. Registration of firearms by persons other than active duty military (i.e., civilians and retirees) is valid for 4 years from the date of registration, unless otherwise canceled.

h. Provide one copy of registration to the commander and store one copy with weapon (i.e., arms room, quarters).

**B-6. Registration Cancellation.** Provost Marshals and unit commanders may refuse or terminate registration and withdraw authorization to maintain a firearm on-post, when reasonable cause exists to believe that such refusal or termination will serve in the best interest of the Army or affect the preservation of good order, safety, health, or discipline of the installation.

a. Any person (military or civilian) who registered a firearm and later sells, trades, transfers, or otherwise disposes of it will report the transaction to DES and request cancellation of the registration within 1 duty day of sale, transfer, or disposal.

b. Persons leaving Fort Sill due to a permanent change of station (PCS), transfer, administrative elimination, court-martial, retirement, or of service (ETS) who have registered any firearms will clear through DES and request cancellation of firearms registration as part of outprocessing.

**B-7. Storage.**

a. Military personnel residing in troop billets that own or possess any item listed in paragraphs B-3f(1), (4), (6), or (7), or B-3g, of this regulation, will store the item(s) in a unit arms room.

b. Military personnel and their family members residing in family quarters, BOQ, and BEQs who own or possess any item listed in paragraphs B-3f(1), (4), (6), or (7), B-3g, this regulation, will store the item(s) in their residence.

c. DES will confiscate and process prohibited items (listed in paragraph B-4), carried, used, stored, or found in the possession of any person while on Fort Sill IAW AR 190-22.

d. Firearms in on-post quarters will be kept--

(1) Unloaded and in a place separate from ammunition.

(2) Under double lock when quarters are unattended. For purposes of this regulation, one lock may be the quarter's entrance and the second lock may be a locked container, trigger lock, or lock cable, chain, or rod through the firearm's guard or barrel, or stored in a locked room, closet, or cabinet.

(3) Out of the reach of children under age 18.

#### **B-8. Transportation.**

a. Transport weapons by the most direct route when entering or leaving Fort Sill or when going to or from an authorized activity such as practice range, hunting, or other sporting activity. Intermediate stops of short duration at PX shoppettes/gas stations are the only authorized stops. Do not make stops at any other on-post location.

b. When transported, unload firearms.

c. When transported, secure weapons in a locked case, rack, box, or trunk, or with a trigger lock or locked cable, chain, or rod through the firearm's guard or barrel.

d. Carry ammunition separately from the weapon. Transportation of ammunition in magazines, clips, stripper clips, speed loaders, or any other similar device is not authorized, unless these devices are transported in a locked container separate from any weapon.

e. A person may carry any authorized knife with a blade less than 3 inches in length, concealed or openly. A person may carry any authorized knife with a blade exceeding 3 inches in length when actually in the field hunting, camping, hiking, or fishing. However, such activities will only be in authorized areas with possession of appropriate permits and IAW published regulations and codes.

f. The Oklahoma concealed weapon law does not apply on Fort Sill. All personnel must follow Fort Sill policy regarding weapon use, storage, and transport upon entry on to the installation.

g. Concealed weapons are prohibited on post unless authorized by DES for law enforcement duties as prescribed in AR 190-14, para 2-8. Military personnel violating this prohibition subject themselves to disciplinary action under the UCMJ and/or administrative actions as deemed appropriate by the commander. Family members, civilian employees, or other civilians violating this prohibition subject themselves to administrative action and/or criminal prosecution under applicable state, federal laws, and regulations.

**B-9. Use.**

a. Do not use or discharge firearm, bow, or other weapon in the cantonment area except as part of an approved activity within authorized areas.

b. Only discharge handguns, rifles, and shotguns on approved firing ranges or as authorized by hunting regulation.

c. You may discharge bows on indoor and outdoor ranges, or for hunting and fishing in authorized areas only.

d. Do not discharge BB guns, compressed air guns, and slingshots in the cantonment area or use in any manner, which is likely to inflict injury or damage to persons, animals, or property. Juveniles under 15 years of age may use these weapons only in the presence of an adult. You may use some slingshots for authorized hunting IAW published hunting regulations and codes.

e. Any machete, straight razor, utility knife, scalpel, hatchet, ax, sport javelin, and any other tool, implement, instrument, item, or device with a sharpened point or blade are authorized for use only for the utilitarian purpose for which it was designed.

f. Any spear, bayonet, sword, or saber is authorized only for decorative or ceremonial purposes.

## **Appendix C Fort Sill Curfew**

**C-1. Purpose.** To set forth local policies and procedures regulating and restricting the activities of minors in public places on Fort Sill between the hours of midnight and 0600 the following day.

**C-2. Scope.** The provisions of this appendix apply to all persons located on Fort Sill except Soldiers that are on official government business. Violations of this appendix by Soldiers subject themselves to disciplinary action under the UCMJ and/or administrative actions as deemed appropriated by the commander. Family members, civilian employees, or other civilians violating the portions of the regulation subject themselves to administrative action and/or criminal prosecution under applicable state, federal laws and regulations.

### **C-3. Definitions.**

- a. An Adult. A person who is 18 years of age or older.
- b. Curfew Hours. The hours between midnight and 0600 the following day. Curfew hours exist 7 days a week.
- c. Minor. A person, other than a Soldier, who is under the age of 18 years. Soldiers under the age of 18 are not subject to the terms of this curfew regulation.
- d. Parent. Any person having legal custody of a minor as one of following:
  - (1) Natural or adoptive parent.
  - (2) Legal guardian.
  - (3) Person to whom legal custody has been given by order of a court.
- e. Public place. Any highway, street, alley, sidewalk, parking lot, field, park, playground, or yard on Fort Sill.
- f. Remain. To stay behind, tarry, or stay unnecessarily upon a public place.

**C-4. Exceptions.** When any of the following circumstances exist, a minor will not be considered to be in violation of the curfew on Fort Sill during curfew hours when---

- a. Accompanied by a parent of such minor.
- b. Accompanied by an adult authorized by a parent of such minor, provided the minor has written consent signed by the parent in his or her possession. Date such

written consent with the current date and specify the name of the adult who has charge of the minor, as well as the name, address, and phone number of the parent.

c. Returning home, by a direct route, from an activity sponsored by a school, religious, social, work or voluntary organization, provided the minor has written consent signed by the parent in his or her possession. Such written consent will be dated with the current date and will specify the name of the adult who has charge of the minor, as well as the name, address, and phone number of the parent.

d. The minor is in the yard or on the sidewalk of the quarters where the minor resides, or is in the yard or on the sidewalk in front of the quarters where the minor is a guest, provided an adult occupant (Soldier signed for the quarters or Soldier's spouse) is present at the quarters.

e. The minor is driving or is being transported in a motor vehicle provided the minor has written consent signed by the parent in his or her possession. Such written consent will be dated with the current date and will specify the name of the adult who has charge of the minor, as well as the name, address and phone number of the parent.

**C-5. Parental Responsibility.** A parent, as that term is defined in paragraph C-3d above, is responsible for the conduct of minors within their charge during curfew hours. Military parents who knowingly permit a minor to remain upon a public place on Fort Sill during curfew hours, or who fail to exercise reasonable control over the minor during curfew hours, subject themselves to disciplinary action under the Uniform Code of Military Justice and/or administrative action as deemed appropriate by the commander. Civilian parents who knowingly permit a minor to remain upon a public place on Fort Sill during curfew hours or who fail to exercise reasonable control over the minor during curfew hours will be subject to administrative action and/or criminal prosecution under applicable state and federal laws and regulations.

**C-6. Penalties.**

a. Minors determined to be in violation of the Fort Sill curfew may be asked to participate in a Fort Sill sponsored community service program. More serious offenses or repeat offenders may be permanently barred from entering Fort Sill, or may have their eligibility to live in Fort Sill quarters terminated in accordance with AR 210-50.

b. Adults, to include military personnel, determined to be in violation of this appendix by failing to control minors during curfew hours subject themselves to the penalties described in paragraph C-5.

**Appendix D  
Unaccompanied Access Roster  
(Example)**

Office Symbol

Date

MEMORANDUM FOR DES, ATTN: IMWE-SIL-ESS, Fort Sill, OK 73503-5000

SUBJECT: Unaccompanied Access Roster

1. The below listed individuals are authorized unaccompanied access to the Arms Room in Bldg 1234 to conduct official business.

NAME	RANK	SSN (last 4 only)	POSITION	DUTY PHONE	AFTER DUTY PHONE
TIDE, Roll	E-4	6789	Armorer	2-1234	534-1234
(ADD)COGDILL, Bobby	E-3	4321	Armorer	2-1234	*
(DEL) PARTIN, Earl	E-4	7865	Armorer	2-2345	*
HORTON, Ralph S.	E-6	4587	Supply Sgt	2-4567	356-7890

\* USE STAFF DUTY PHONE

2. The individuals listed are authorized access to the door, alarm, and key box.
3. The persons listed have undergone the required command background check, IAW AR 190-11, and no derogatory information was noted.
4. Report any changes, deletions, or additions to this roster to the commander.
5. POC is SFC Johnson, 2-7654.

TINA C. GILES  
CPT, FA  
Commander

**NOTE:** Remember, only **originally signed, hand carried, or e-mailed** access rosters will be accepted!

## **Appendix E Deployment Security Procedures**

**E-1. Purpose.** To establish guidelines and procedures for physical security of property belonging to deployed units and personnel.

**E-2. General.** The increasing potential for units to deploy on a regular or short notice requires necessary procedures for the inventory, storage, and security of unit/personal property. Security of unit/personal property is important to morale and protects the government from the cost of claims. The key to effective property security is a program which establishes strict procedures for joint inventories, marking of high value items, marking and tagging of large items which cannot be secured in bandable containers, use of seals, periodic security checks, and immediate investigation when evidence of unauthorized entry or apparent break-ins to storage areas is detected.

**E-3. Responsibilities.** All personnel are responsible to follow the guidelines and procedures governing physical security of unit/personal property during deployments.

### **E-4. Procedures.**

a. If property is stored in unit facilities, deploying personnel will jointly inventory all property with their first line supervisor or Rear Detachment Commander (RDC). Units will prepare a list of items inventoried and verified by the owner's and supervisor's or RDC's signatures.

b. Record all high dollar value items with all serial numbers and identifying information on FS Form 774. The signature of the verifying individual is the first and last entry recorded. The initials of the verifying individual are on all other entries.

c. If the property is moved to another contracted or government facility, prepare inventories with the supporting transportation office.

d. Consolidate property of deployed personnel in a secured and sealed facility. Unaccompanied access is not allowed to rooms containing personal property of deployed personnel. Strictly control accompanied access. If consolidated storage is not available, coordinate with supporting engineer space managers, resource managers, and transportation offices for possible storage locations.

e. Secure personal property in bandable containers when physically possible. Give high dollar value items priority in lockable storage containers, which are sealed, banded and locked. Post an inventory of the contents inside of the container. The owner and RDC will retain a copy of the inventory.

f. Engrave high dollar value items with the individual's social security number, unless such markings will damage or devalue the property. Annotate on the joint inventory the lack of engraved markings. To identify the owner, mark and tag personal

property that does not fill into a secure container. Post an inventory of property not in a secure container on the inside of the room door when barracks rooms are used for storage. The owner and RDC will retain a copy of the inventory.

g. Close and lock all room windows, curtains, and blinds. Lock the room and provide all keys to the RDC. Lock and seal individual room doors with a paper seal. Mark seal with the date and names of the personnel affixing the seal. Record seal information to facilitate security checks and investigations. Lock and seal doors providing access to the hallway from the stairwell or outside when no personnel are residing in that section of the building.

h. In the event personnel return early, or entry is needed to a room, the RDC is responsible to ensure only accompanied access is authorized to the respective room. Any time access is required, record the date and time the seal was broken, names of personnel entering the room, and the reason for access. Prior to resealing the room, reverify inventories for any loose property and containers where the seal was broken. Upon departure, reseal the hallway or corridor in the manner described above. When personnel reside on a floor with rooms belonging to deployed personnel, the RDC will implement sufficient security measures to protect government and personal property.

i. RDCs will ensure security checks are conducted at least twice daily. Security checks will include verification of information on seals to identify any tampering or unauthorized entry.

#### **E-5. Privately-Owned Vehicles (POV).**

a. Inventory, inspect, and store POVs in a holding area designated by the unit commander or responsible authority.

b. Make POV storage available to all deploying personnel. Store all POVs to include, motorcycles, recreational vehicles, boats, and mopeds in the holding lot.

c. Contact the Installation transportation office for guidance on inspection and completion of DD Form 788 (POV Shipping Document) or a similar electronically generated form for the purposes of documenting the condition of the vehicle. Contact the PMO for guidance on nonoperational registration procedures and canceling of insurance. RDCs will coordinate with the responsible commander to delineate responsibilities for security checks of holding areas.

d. Brief all personnel securing their POV's in the holding area on processing requirements and procedures.

(1) Conduct a joint inventory/inspection with the owner and an NCO in the chain of command using DD Form 788. Verify the DD Form 788 upon processing into the holding area.

(2) Prepare an envelope with the owner's name, grade, unit, and SSN. The RDC will maintain on file all forms, supporting paperwork, and keys.

(3) Personnel will remove all pilferage items from the vehicle and secure these items with their personal property. Tire changing tools and jack will remain in the vehicle.

e. Processing POV's into the holding area.

(1) RDC will designate an NCO, not deploying, to assist processing POV's at the holding area.

(2) The NCO is responsible for conducting final joint inspection of the POV with the owner and parking vehicles in the designated area.

(3) Deploying personnel will drive their POV's to the holding lot with a copy of the vehicle registration and all items completed during the initial processing located in the prepared envelope.

(4) The owner and the processing NCO will verify the prepared DD Form 788. Make any changes or additions at this time and complete the DD Form 788.

(5) Disconnect all batteries.

(6) The processing NCO will collect all documentation to include vehicle registration and vehicle keys. Place these inside the individual's envelope.

(7) The RDC will retain all sealed envelopes. Store envelopes in a locked container to which access is controlled. The RDC will determine personnel allowed access to these envelopes.

(8) Prepare a roster of vehicles stored in the holding area listing the owner, unit, make, model, tag number, registration number, insurance company, and insurance policy number. Update this roster upon any change.

#### **E-6. Arms Room Closure Procedures.**

a. Update Master Authorization List (MAL) with current information.

b. Prepare the unaccompanied access roster for rear detachment person(s). Ensure background screening is completed prior to hand carrying the new roster to the Physical Security Branch.

c. Identify an NCO or above to conduct a predeployment 100% serial number inventory.

d. Prepare SF 702 and post on arms room door when door is sealed. SDO/SDNCO will check arms rooms daily and record the status of these checks on the SF 702.

e. Platoons/Sections will give the armorer a roster of personnel/weapons serial numbers of individuals deploying. List should designate which weapons are hand carried, and whether these are assigned or unassigned weapons.

(1) Identify what weapons are deploying in containers.

(2) Identify other equipment deploying.

(3) Identify all other weapons and equipment remaining in the arms room.

f. Armorer will preprint weapons logs and hand receipts to the maximum extent possible (i.e., all information minus signature and time of issue).

g. Prepare preprinted documentation used to conduct stay behind inventories of all items left in the arms room.

h. Prepare written authorization by the commander for all other items other than weapons that are stored in the arms room.

i. Conduct a change of custody inventory between unit armorer and RDC. RDC will sign for all AA&E keys on DA Form 5513-R.

j. Upon completion of deployment upload from the arms room conduct a joint serial number inventory of all weapons/items remaining behind and prepare an informal memorandum.

k. All original arms room documentation will remain behind in unit files. Ensure deploying documentation are copies only.

l. RDC and/or interim armorer will continue to follow and adhere to operational guidance provided in all applicable regulations and SOP.

## Glossary

### Section I Abbreviations

#### **AA&E**

Arms, Ammunition, and Explosives

#### **AR**

Army Regulation

#### **ARIMS**

Army Records Information Management System

#### **ASD**

Administrative Services Division

#### **AWOL**

Absent Without Leave

#### **BEQ**

Bachelor Enlisted Quarters

#### **BOQ**

Bachelor Officer Quarters

#### **BOSS**

Better Opportunity for Single Soldiers

#### **DA**

Department of the Army

#### **DAC**

Department of the Army Civilian

#### **DES**

Directorate of Emergency Services

#### **DHR**

Directorate of Human Resources

#### **DMWR**

Directorate of Morale, Welfare, and Recreation

#### **DOC**

Directorate of Contracting

**DoD**

Department of Defense

**DOIM**

Directorate of Information Management

**DOL**

Directorate of Logistics

**DPTMS**

Directorate of Plans, Training, Mobilization, and Security

**ETS**

Expiration Term of Service

**FM**

Field Manual

**FS**

Fort Sill

**GPD**

Global Positioning Device

**IAW**

In accordance with

**IMCOM**

Installation Management Command

**IRITA**

Integrated Requirements Information Tracking Application

**MAL**

Master Authorization List

**NCO**

Noncommissioned Officer

**NVD**

Night Vision Device

**Pam**

Pamphlet

**PAO**

Public Affairs Office

**PCS**

Permanent Change of Station

**POL**

Petroleum, Oil, and Lubricants

**POV**

Privately-Owned Vehicle

**POW**

Privately-Owned Weapons

**PSB**

Physical Security Branch

**PX**

Post Exchange

**RMO**

Resource Management Office

**RDC**

Rear Detachment Commander

**SDO**

Staff Duty Officer

**SDNCO**

Staff Duty Noncommissioned Officer

**SF**

Standard Form

**SJA**

Staff Judge Advocate

**SOP**

Standard Operating System

**SSG**

Staff Sergeant

**SSQ**

Single Soldiers Quarters

**TDY**

Temporary Duty

**UCMJ**

Uniform Code of Military Justice

**USAFACFS**

United States Field Artillery Center and Fort Sill

**USAFCOEFS**

United States Army Fires Center of Excellence and Fort Sill

**USAG**

United States Army Garrison

**Section II**

**Terms**

This section contains no entries.

**Section III**

**Special Abbreviations and Terms**

**BMS**

Balanced Magnetic Switch

**CCTV**

Closed Circuit Television

**LAW**

Light Anti-Tank Weapon

**LED**

Light Emitting Diode

**PIC**

Personal Identification Cipher

**PIM**

Passive Infrared Motion

**PIR**

Passive Infrared

**SARPS**  
Small Arms Repair Parts

IMWE-SIL-ESS



RAYMOND P. LACEY  
COL, FA  
Garrison Commander

JAMES A. MILLER  
Director of Human  
Resources