

DEPARTMENT OF THE ARMY
 HEADQUARTERS, U.S. ARMY FIELD ARTILLERY CENTER AND FORT SILL
 FORT SILL, OKLAHOMA 73503

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 No. 190-1

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Military Police
INSTALLATION PHYSICAL SECURITY AND CRIME PREVENTION

Supplementation of this regulation by subordinate
 commanders is prohibited unless specifically authorized
 by Headquarters, USAFACFS.

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CHAPTER 1

GENERAL

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

1-2. SUMMARY. Those portions of this regulation in *italics* are punitive in nature and violations thereof subject the offender to possible disciplinary action under the Uniform Code of Military Justice as well as any other penalty provided by law or regulation, including administrative sanctions.

1-3. APPLICABILITY. Policies and procedures established by this directive are applicable to **all** persons, units, agencies, and activities assigned, attached for duty or physically present at Fort Sill, Oklahoma. Military personnel *violating the portions of this regulation in italic print 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 the portions of this regulation in italic print subject themselves to administrative action and/or criminal prosecution under applicable state, federal laws, and regulations.*

1-4. REFERENCES. Required and related publications are listed in appendix A.

1-5. RESPONSIBILITIES.

a. Commanders and directors will--

(1) 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.

(2) 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-5 or above). Chief, Physical Security Branch (PSB), Directorate of Public Safety (DPS) is designated as the Installation Physical Security Officer for Fort Sill, Oklahoma.

(3) Direct that an AR 15-6 investigation is conducted upon loss or theft of arms (including major weapons parts such as barrels, receivers, bolts, frames and major subassemblies), ammunition or explosives, NVDs and GPDs under the provisions of AR 190-11. 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.

b. Physical Security Officers will--

(1) Perform physical security and crime prevention functions and duties for the commander/director.

(2) Monitor offense reports and adjustment documents in which loss occurred as a result of criminal activity or improper security procedures.

(3) Initiate follow-up action on individuals apprehended by military authorities or convicted by civilian authorities.

(4) 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), 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, DPS, Fort Sill, OK. This reporting criteria is applicable to actual, suspected, or attempted break-ins to AA&E storage facilities/rooms when theft has not occurred.

(5) Conduct semiannual physical security inspections of their areas of responsibility for compliance with regulatory requirements and IAW para 2-6, this regulation.

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

(7) Retain a copy of Physical Security and Crime Prevention evaluations conducted by DPS PSB IAW AR 25-400-2.

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

(9) Implement the provisions of this regulation.

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

c. Installation Physical Security Officer (Fort Sill) will--

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

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

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

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

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

(6) Provide guidance and recommendations for new construction and major modification projects.

(7) Make recommendations to eliminate or reduce crime conducive conditions.

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

(9) 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.

(10) Process requests for waivers and exceptions to physical security and crime prevention requirements.

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

d. Staff Judge Advocate (SJA) will provide assistance and advice on legal matters, to include Commander's Inquires, AR 15-6 investigations, and criminal investigations.

e. Directorate of Plans, Training, and Mobilization (DPTM) will--

(1) Assist DPS in establishing unit physical security and crime prevention training policies.

(2) Make available to commanders/directors information pertaining to terrorist and criminal activities.

(3) Assist in developing an installation threat statement and necessary security plan.

(4) Process coordination requests from units/activities to DPS for restricted area designation pertaining to information security.

f. Directorate of Resource Management (DRM) will assess security funding requirements, availability and use.

g. Directorate of Public Works (DPW) will--

(1) Provide repair and construction support in accordance with established priorities and regulatory requirements.

(2) Coordinate with the Installation Physical Security Officer concerning physical security requirements for new construction, major renovation projects, and work requests.

h. Director of Information Management (DOIM) will provide communications support in accordance with established priorities and regulatory requirements.

i. Director of Logistics (DOL) will--

(1) Assess logistical requirements and support for physical security and crime prevention programs.

(2) Repair, activate, deactivate, move, install, and remove alarms as requested by units/activities and approved/prioritized by the Installation Physical Security Officer.

j. PAO will--

(1) Assist in providing guidance on community relations.

(2) Publicize installation crime prevention information in the Cannoneer and other media as appropriate.

k. Post Chaplain will ensure assigned unit chaplains assist commanders/directors in the suppression of crime by counseling and visitations.

l. Directorate of Contracting (DOC) will ensure requests to purchase, install, or remove physical security equipment (including CCTV) are properly coordinated by the requester with the Installation Physical Security Officer.

CHAPTER 2

PHYSICAL SECURITY PROGRAM

2-1. DOCUMENTATION.

a. Develop an SOP. Update SOPs annually with a memorandum verifying the accuracy of the contents. Annual republication of SOPs is not required. SOPs will specifically address the following information, if 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.

b. Use--

- (1) DA Form 2062 (Hand Receipt/Annex Number)--
 - (a) To document visual/change of custody inventories.
 - (b) 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.

(2) 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), night vision devices, and global positioning devices.

(3) 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) DA Form 7278-R (Risk Analysis Worksheet) to record results of risk analysis.

(5) 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).

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

(7) 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.

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

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

(10) The physical security checklist published in USAFACFS Pam 1-1 to conduct and record self-inspections.

(11) A ledger or log book to record serial number seals.

(12) A ledger, log book, or hand receipt to record bolt cutter issue/receipt.

c. Use a memorandum to document--

(1) Access rosters. Safeguard access rosters IAW AR 25-55, chapter 4 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) 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) Landlord/Tenant agreements for consolidated arms storage facilities.

(5) Responsibility directives. Each assigned individual signs responsibility directives 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 responsibility 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 area designation requests/approvals.

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

2-2. GENERAL SECURITY REQUIREMENTS.

a. Establish personnel access control for areas outlined in paragraph 2-1a above. Identify and escort or continuously monitor visitors.

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

c. Secure billets (troop and Boss), Bachelor Officer Quarters (BOQ), and Bachelor Enlisted Quarters (BEQ) rooms, family quarters, and privately-owned vehicles when unattended.

d. Establish controls to secure property during extended field exercises. Establish continuous guards to the maximum extent possible. Conduct and record security checks at a minimum of once every 4 hours.

e. Conduct and record end-of-day security checks of all offices and buildings. Include--

(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.

f. Report actual or suspected criminal incidents immediately to the Military Police, 442-2101. Additional procedures are--

- (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.

g. Curfew requirements are specified in appendix C.

2-3. PROHIBITIONS.

a. Entering off-limits areas as published or as specified by the Installation Commander.

b. Loitering in parking lots.

c. Entering or remaining in parks and recreational/wooded areas during darkness except in performance of official government business. Also exempted from this prohibition are authorized camping areas and recreational vehicle parks with permit/pass, authorized sports facilities/activities, and lighted areas.

d. Transporting government weapons in a privately owned vehicle, except in commercial vehicles leased or rented for official government purposes. The only exception is personnel with a written exception from the Provost Marshal who is enroute to, conducting, or returning from official government business (i.e., DEQ Game Wardens).

e. Storing privately-owned weapons (as outlined in appendix B) in a privately-owned vehicle.

f. Transporting or storing privately-owned weapons in a government vehicle or in a vehicle leased or rented for official government purposes.

g. Storing government property, including organizational clothing and individual equipment, in a privately-owned vehicle, or in a vehicle leased or rented for nonofficial use.

h. Compromising an assigned alarm personal identification cipher (PIC) number or causing an assigned alarm PIC number to be compromised.

i. Unauthorized use of a PIC number.

2-4. GENERAL KEY, LOCK, AND SAFE REQUIREMENTS.

a. Master (keyed-alike) locks or locksets are prohibited except for--

(1) Locksets issued as part of the equipment and used within **one** vehicle to secure storage compartments (e.g., a tool truck or van).

(2) Fort Sill perimeter and range gates.

(3) Fort Sill boiler rooms.

(4) DPW's shop compound gates.

(5) DPS Fire Stations and station support buildings.

(6) Locks installed on vacant buildings by DPW.

(7) DOL's railcar chock blocks.

(8) DEQ's Conservation Education Center and emergency vehicle/equipment storage containers and compounds.

b. Use, as a minimum, padlocks with 1/4 inch diameter hardened steel shackle and solid or laminated cases of steel or aluminum to secure high value, pilfer coded, or sensitive government supplies and equipment. 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 steering wheels 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. Supply activity will issue new keys and locks to the key custodian.
- g. Secure key boxes/containers except when issuing, receiving, or accounting for keys. Individuals on the access roster retain key box/container keys.
- h. Lock padlocks and remove keys when the locks are not in use.
- i. Use locks, where installed.
- j. 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.
- k. Separately mark/identify duplicate keys (i.e., key #525-1 is the primary and #525-2 is the duplicate).
- l. Conduct and record semiannual serial number inventories of all keys.
- m. Cut, bend, or otherwise render keys unusable before turning them in to DPW for disposal.
- n. Custodians signed for range/installation perimeter gate keys from DPS will report results of semiannual serial number inventories, in writing, to Cdr, USAFACFS, ATTN: ATZR-FS. Report lost/missing keys to the Installation Physical Security Officer. Activities will initiate a statement of charges or report of survey for missing/lost keys and replace them at their expense.

2-5. AA&E KEY AND LOCK REQUIREMENTS: (IN ADDITION TO PROVISIONS OF PARA 2-4).

- a. When keys are transferred, conduct a change of custody inventory IAW DA Pam 710-2-1. Both persons will sign the inventory and retain inventory IAW AR 25-400-2. Emergency access to keys (operational or alternate set) by any person other than the primary key holder will be accomplished under the "two-man rule."
- b. Alternate/duplicate arms room keys are placed in a sealed envelope, which is signed and dated by the primary key holder (i.e., armorer). Store the envelope separately from the primary set in a 20 gauge metal container, weighing 500 lbs or more, or bolted or chained to a wall or floor in a secure location at the next higher headquarters.
- c. Do not remove door keys from the immediate unit/activity area.

2-6. INSPECTION, INVENTORY AND ACCOUNTABILITY.

a. Conduct semiannual physical security self-inspections. Retain results IAW AR 25-400-2.

b. 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.

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

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

(3) 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.

c. Change of custody inventories is required IAW DA Pam 710-2-1 and para 2-5a, this regulation. Retain inventory results IAW AR 25-400-2.

d. 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.

e. Issue procedures for nonindividually assigned weapons apply when authorized persons cannot provide DA Form 3749 in exchange for government firearms.

f. 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.

g. 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.

2-7. SENSITIVE, HIGH VALUE, AND CRITICAL ITEMS.

a. Standards for use, registration, storage, and transportation of privately-owned weapons are in appendix B. These standards also 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 memo signed by unit commander authorizing withdrawal of weapon, DA Form 3749, and sign FS Form 93 before the weapon is issued or returned.

b. 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.

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

d. 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.

e. You 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.

f. Do not **permanently** store more than 500 rounds of live small arms ammunition up to and including .50 caliber in arms storage facilities. This requirement does not apply to DOL's Ammunition Supply Point, DEQ's Game Warden Section, 90th MP Det (Sixth CID Region) and 40th MP Det. For further guidance on ammunition storage requirements, see USAFACFS Circular 700-00-02. 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.

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

h. 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.

i. Provide adequate lighting for areas specified in paragraph 2-1a above. Guidance for lighting is in FM 3-19-30 and AR 190-11.

j. 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.

k. Commanders may permit temporary parking of privately-owned vehicles in unit motor pools during training missions provided--

(1) Privately-owned vehicles are segregated from government equipment (i.e., concertina wire).

(2) Portable items are removed and the vehicle is inventoried, stored, and released as specified in USAFACFS Deployment Plan.

(3) Rear detachment personnel perform security checks at irregular intervals IAW AR 190-51.

l. Fences surrounding consolidated activities do not constitute a barrier (i.e., fence surrounding a Bn motor pool).

m. Secure Government credit cards at all times.

2-8. ALARM SYSTEM AND MONITORING/RESPONSE FORCE.

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 modified 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. 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.

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

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

(1) Attend a physical security briefing 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 PIC number other than one issued to them personally.

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

2-9. ALARMED AREA ACCESS ROSTERS.

a. These standards apply to alarmed area access rosters.

(1) **Hand carry** properly coordinated, originally signed rosters to DPS PSB. 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) Update when changes occur.

(3) Include 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).

2-10. 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 of the building.

c. Commander/director will retain the keys to the box and inventory the contents as required.

2-11. 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 DPS 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 of AR 190-51.
- g. Post Restricted Area signs at the entrances and as suggested in FM 3-19-30.

2-12. SECURITY OF PORTABLE REPAIR PARTS TO INCLUDE SMALL ARMS REPAIR PARTS (SARPS).

- a. Secure portable repair parts--
 - (1) In a locked separate building or room.
 - (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.
- b. 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.
- c. Post "Authorized Personnel Only" signs at the entrance of the facility.
- d. Facilities will have a Risk Analysis completed. Store parts based on the analysis and IAW AR 190-51.
- e. 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 SARPS.

CHAPTER 3

CRIME PREVENTION PROGRAM

3-1. 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).
- (10) Transportation services.
- (11) Installation and activity crime prevention programs (i.e., Protect-The-Child Identification, CRIME STOPPERS, and McGruff Safehouse).
 - 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 700 (Security Container Information) to record safe combinations.
 - d. Use SF 701 (Activity Security Checklist) to record end of day security checks.
 - e. Use SF 702 (Security Container Check Sheet) to record openings, closings, and checks of safes.
 - f. Use a ledger, log book, or DA Form 1594 entry to record visitor information.
 - g. Use the current crime prevention checklist published in USAFACFS Pam 1-1 by DPS PSB to record crime prevention inspections.

3-2. CRIME PREVENTION EDUCATION.

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

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

c. Display crime prevention information in the unit/activity area.

3-3. PRIVATE PROPERTY IDENTIFICATION AND SECURITY.

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

b. Secure troop billets, boss billets, BOQ and BEQ rooms, family quarters, and vehicles when unattended.

c. While not mandatory, it is highly encouraged to record serial numbers and descriptions of high-value personal property, stored in billets, BOQs, and BEQs, on DA Form 4986, a locally generated form or plain paper. When used, property owner will retain copies and have them locked in a metal container by the Physical Security representative.

d. Inventory and safeguard personal property of personnel residing in troop billets 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. Recommend storing no more than \$100 cash, per soldier, in troop billets.

f. 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.

g. Recommend designating a separate area, in unit parking lots, for motorcycle parking.

h. Recommend maintaining 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.

i. Provide a storage space for securing personal property at the work place, when feasible.

j. These activities are unauthorized.

(1) Entering off-limits areas, as published or as specified by the Installation Commander.

(2) Loitering in parking lots.

(3) Entering or remaining in parks and recreational/wooded areas during darkness. Exempted from this prohibition are authorized camping areas and recreational vehicle parks with permit/pass requirements, lighted areas, and authorized sports facilities/activities.

3-4. SECURITY FORCE PROCEDURES. These standards apply to Staff Duty NCO/Officer (SDO) personnel, when used.

a. Conduct security checks once prior to and once after 2400, during nonduty hours, or more frequently as determined by crime rates or regulatory requirements. 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) Troop Rooms. Troop billet rooms, to ensure rooms not occupied are secured.

(2) Vehicles. Vehicles in unit/activity parking lots, to ensure vehicles are secured and that government property is not being stored in privately-owned vehicles.

(3) Safes. Conduct checks even when safes are empty.

(4) Dayroom. Vending machine, TV, and dayroom areas, if applicable.

(5) Area Security Lighting. Provide a lighting diagram to security forces.

(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. Recommend brigade SDOs conduct periodic spot inspections of battalion SDOs.

c. Establish controls for securing government and personal property during extended field exercises. Conduct and record, at a minimum, security checks every 4 hours.

d. Report actual or suspected criminal incidents immediately to the MP desk, 442-2101. Additional procedures are--

- (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.

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

f. Brigade and battalion SDO's will conduct periodic inspections of their subordinate units.

3-5. CRIME PREVENTION INSPECTION PROCEDURES. Record inspections on the current published Crime Prevention Checklist and retained IAW AR 25-400-2.

a. The unit/activity-designated representative will conduct semiannual crime prevention inspections.

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

c. Their designated representative will conduct semiannual crime prevention inspections of directorates.

d. Brigades (or next higher headquarters) will conduct annual inspections of battalions G2/S2 personnel.

3-6. INDIVIDUAL RESPONSIBILITIES. Individuals will--

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

b. Report to the MP Desk, 442-2101 actual/suspected crime and suspicious/unauthorized person(s) in the unit/activity area.

c. Secure their personal/assigned government property and vehicles whenever unattended.

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

CHAPTER 4

EXCEPTIONS AND WAIVERS TO POLICY

4-1. DEFINITIONS.

a. Waiver. A waiver is a temporary release from a specific requirement in this regulation. 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 in this regulation and must outline alternate security procedures/protective measures, Exception is valid until you have taken permanent corrective action.

4-2. PROCEDURES.

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

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

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

(2) A justification statement from the unit/activity that cannot comply with the standard requirement.

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

(4) Compensatory measures you will take in lieu of the standard requirement.

c. DPS 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.

e. Requests for exceptions are accepted through command channels (Bn, Bde, Corps) on a case-by-case basis.

APPENDIX A

REFERENCES

A-1. REQUIRED REFERENCES.

AR 15-6	Procedures for Investigation Officers and Board of Officers
AR 25-400-2	The Modern Army Recordkeeping System (MARKS)
AR 190-11	Physical Security of Arms, Ammunition and Explosives
AR 190-12	Military Police Working Dogs
AR 190-13	The Army Physical Security Program
AR 190-51	Security of Unclassified Army Property (Sensitive & Nonsensitive)
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 420-20	Management, Harvest, and Protection of Fish and Wildlife Resources
USAFACFS Pam 1-1	Staff Assistance Guide

A-2. RELATED REFERENCES.

AR 190-5	Motor Vehicle Traffic Supervision
AR 380-19	Information Systems Security
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)
USAFACFS Circular 700-00-02	Storage of Training and Ceremonial Ammunition in Arms Rooms

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, or stun gun).

(4) Dangerous instrument - Knife with a blade exceeding three 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, USAFACFS hunting regulations, 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 DPS 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, or stun gun).

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. All military and civilian employees working on Fort Sill will register their firearms with the Directorate of Public Safety (DPS), 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 residing in troop billets, Boss billets, BOQs, BEQs and family quarters will register their firearm within 1 duty day of—

(1) Arrival at Fort Sill.

(2) Coming into possession of a firearm by purchase, trade, or otherwise.

c. It will be 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 will be 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 DPS Police Administration Branch, Bldg 1670, 0730-1600, Monday- Friday (excluding holidays).

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

f. Registration of firearms by active duty military will be 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) shall be valid for 4 years from the date of registration, unless otherwise canceled.

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 DPS 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 end tour of service (ETS) who have registered any firearm will clear through DPS 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, 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. DPS 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 DPS 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 (MARKS #)

Date

MEMORANDUM FOR Cdr, USAFACFS, ATTN: ATZR-FS, 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	POSITION	DUTY PHONE	AFTER DUTY PHONE
SMITH, John B.	E-4	123-45-6789	Armorer	2-1234	534-1234
(ADD)JONES, Bobby	E-3	987-65-4321	Armorer	2-1234	*
(DEL)JOHNSON, Earl	E-4	578-43-7865	Armorer	2-2345	*
SCOTT, Ralph S.	E-6	098-67-4587	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.

JOHN B. SAMPLE
CPT, FA
Commander

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

(ATZR-FS)

FOR THE COMMANDER:



ROBERT A. CLINE
COL, FA
Chief of Staff

PHYLLIS R. HEARN
Director of Information
Management

DISTRIBUTION:
Fort Sill Internet