

Unit - \_\_\_\_\_

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Inspector \_\_\_\_\_

Updated 23 April 2007

## PHYSICAL SECURITY PLAN CHECKLIST

1. Has a Physical Security Officer been appointed in writing? **YES NO NA**  
AR 190-13, Para 1-23
2. Have Key Custodians been appointed in writing? **YES NO NA**  
AR 190-11, Para 3-8L and AR 190-51, App D
3. Does the facility/Units have a Physical Security Plan? **YES NO NA**  
AR 190-13, Para 1-23
4. Does the Physical Security Plan/SOP contain all the needed annexes:
  - A. Installation Threat Statement (LOCAL)? **YES NO NA**
  - B. Terrorism Counteraction Plan? **YES NO NA**
  - C. Bomb Threat Plan? **YES NO NA**
  - D. Installation Closure Plan? **YES NO NA**
  - E. Natural Disaster Plan? **YES NO NA**
  - F. Civil Disturbance Plan? **YES NO NA**
  - G. Resource Plan? **YES NO NA**
  - H. Communications Plan? **YES NO NA**
  - I. Designated Restricted Areas List? **YES NO NA**
  - J. MEVA List? **YES NO NA**AR 190-13, Para 2-9
5. Has the physical security plan/SOPs been reviewed within the last year? **YES NO NA**  
AR 190-11, Para 3-5a
6. Have Risk Analysis been conducted for Army Property? **YES NO NA**  
AR 190-51, Para 2-2
7. Are the Risk Analysis recorded on DA Form 7278-R? **YES NO NA**  
AR 190-51, Para 2-3 (b)
8. Have the Risk Analysis been reviewed and up-dated every three years? **YES NO NA**  
AR 190-51, Para 2-2 (4)
9. Has a memorandum been prepared and signed by the property book officer stating the inventory was conducted?  
**YES NO NA**  
DA PAM 710-2-1, Para 9-9 (9)
10. Has Physical Security Officer attended formal physical security training? **YES NO NA**
11. Has Physical Security Plan/SOPs been approved by Physical Security Office? **YES NO NA**

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## KEY AND LOCK CHECKLIST (ADMINISTRATIVE KEYS)

- Is a primary/alternate key and lock custodian appointed in writing to issue, receive and account for keys? **YES NO NA**  
AR 190-51, App D, Para D-2a & b
2. Is a key access roster maintained? **YES NO NA**  
AR 190-51, App D, Para D-2d
3. Is a key control register (DA Form 5513-R) being utilized? **YES NO NA**  
AR 190-51, App D, Para D-2c
4. Is the key control register maintained in a locked container with access controlled when not in use? **YES NO NA**  
AR 190-51, App D, Para D-3
5. Is the key depository made of at least 26 gauge steel? **YES NO NA**  
AR 190-51, App D, Para D-4a
6. Is a tumbler type locking device used to secure the key depository? **YES NO NA**  
AR 190-51, App D, Para D-4a
7. Is the key depository permanently affixed to the structure (wall)? **YES NO NA**  
AR 190-51, App D, Para D-4a
8. Is the key depository located in a room where it is kept under surveillance around the clock or in a room that can be locked when unoccupied? **YES NO NA**  
AR 190-51, App D, Para D-4b
9. Are US Government, key operated, tumbler type padlocks or key operated pin locking deadbolt locks which project at least 1 inch into the door frame used to safeguard Army property? **YES NO NA**  
AR 190-51, App D, D-5b
10. Are master key (keyed alike) lock sets being used? **YES NO NA**  
AR 190-51, App D, Para D-5a
11. Are padlocks and their keys, when not in use, kept in a locked container with access controlled? **YES NO NA**  
AR 190-51, App D, Para D-5c
12. Are keys checked at the end of each duty day? **YES NO NA**  
Are differences between on-hand keys and key control register reconciled? **YES NO NA**  
AR 190-51, App D, Para D-6a
13. Are all locks and their keys inventoried by serial number semiannually? **YES NO NA**  
AR 190-51, App D, Para D-6b
14. Is a copy of the key/lock inventory retained in the unit/activity file until the next inventory is conducted? **YES NO NA**  
AR 190-51, App D, Para D-6b
15. Are locks replaced when it is determined that a key is missing? **YES NO NA**  
AR 190-51, App D, Para D-6c

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## **KEY AND LOCK CHECKLIST (ADMINISTRATIVE KEYS) (CONTINUED)**

16. Is the key/lock inventory being maintained in the key depository and list the following items?

- a. All keys/locks. **YES NO NA**
- b. Serial number of all keys/locks. **YES NO NA**
- c. Location of locks. **YES NO NA**
- d. Total number of keys to each lock. **YES NO NA**

AR 190-51, App D, Para D-6d (1)-(6)

17. Are keys/locks which do not have serial numbers given one (inscribed on lock/key as appropriate)? **YES NO NA**

AR 190-51, App D, Para D-6e

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## NATIONAL GUARD ARMS ROOM CHECKLIST

1. Has a qualified facility engineer verified the structure and composition of the AA&E Storage Facility, and prepared a DA Form 4604-R, Security Construction Statement? **YES NO NA**  
AR 190-11, Para 2-2 d
2. Does the Engineer Construction Statement indicate the highest category of arms, ammunition and explosives which can be stored in the facility? **YES NO NA**  
AR 190-11, Para 2-2 d
3. Has the storage facility for arms, ammunition and explosives been structurally verified by qualified engineer personnel within the past five years? **YES NO NA**  
AR 190-11, Para 2-2 d
4. Are requests for physical security waivers or exceptions coordinated with Commander, Director, POMSO, TAG and Security Office and forwarded through the appropriate channels? **YES NO NA**  
AR 190-11, Para 2-4 g
5. If a waiver/exception is required, has the request been submitted? **YES NO NA** (NOTE: ENSURE SPECIFIC REQUIREMENTS STATED IN WAIVER/EXCEPTION ARE BEING COMPLIED WITH.)  
AR 190-11, Para 2-4c, (1) (2) (3) (4) (5) and d
6. Are the required enclosures attached to the granted waiver/exception as outlined under the provisions of AR 190-11, Para 2-4 I? **YES NO NA**
7. Does the unit have a Physical Security SOP for the arms room? **YES NO NA**  
AR 190-11, Para 3-5
8. Does the unit SOP cover security of weapons during emergency evacuation of personnel from the field? **YES NO NA**  
AR 190-11, Para 4-1b (1)
9. Does the unit maintain a current unaccompanied access roster for the arms room storage facility? **YES NO NA**  
AR 190-11, Para 4-19a
10. Has a command security screening check been conducted on individuals authorized unaccompanied access to AA&E or in control of keys for AA&E facilities? **YES NO NA**  
Is DA Form 7281-R used? **YES NO NA**  
AR 190-11, Para 2-11a
11. Does the security screening check include at a minimum a personal interview of the individual conducted by his/her immediate commander/director; a request for national Agency Check, local agency check, credit check, medical file check of active duty personnel; a records check of the Provost Marshal or Security Office and a records check of local civilian law enforcement agencies in the area of the person's residence if permitted by state or local laws? **YES NO NA**  
AR 190-11, Para 2-11c (1) - (5)
12. Has the security screening checks been a matter of record, retained on file, and repeated every 3 years? **YES NO NA**  
AR 190-11, Para 2-11 a. & e
13. If the arms room is a consolidated arms room, are arms identified by unit? **YES NO NA**  
AR 190-11, Para 4-4e (3)

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## NATIONAL GUARD ARMS ROOM CHECKLIST (CONTINUED)

14. If the arms room is a consolidated arms room, is there a letter of agreement between all commanders concerned?  
**YES NO NA** AR 190-11 Para 4-4f & DA PAM 710-2-1, Para 5-5d (9)
15. Are procedures for the operation of a consolidated arms room established in the unit SOP? **YES NO NA**  
AR 190-11, Para 4-4 & DA PAM 710-2-1, Para 5-5d (9)
16. If more than one unit uses the arms room vault, has one commander been designated in writing having overall responsibility for the arms vault? **YES NO NA**  
AR 190-11, Para 4-4, and DA PAM 710-2-1, Para 5-5 d (9)
17. Is there a primary and alternate, AA&E Key/Lock Custodian appointed in writing? **YES NO NA**  
AR 190-11, Para 3-8c
18. Are AA&E keys left unattended or unsecured? **YES NO NA**  
AR 190-11, Para 3-8b (1)
19. Is a separate key control register (DA Fm 5513-R) maintained for AA&E keys? **YES NO NA**  
AR 190-11, Para 3-8 a
20. Are the keys to AA&E storage buildings, rooms, racks, containers, and IDS maintained separately from other keys and accessible only to individuals whose official duties require access to them? **YES NO NA** (NOTE: Separating rack, cabinet and chain keys on different rings by purpose or use is encouraged.)  
AR 190-11, Para 3-8f
21. Are the IDS and maintenance keys kept on a separate ring or similar device from other AA&E keys? **YES NO NA**  
AR 190-11, Para 3-8f
22. Is there a separate AA&E key roster signed by the designated official, which contains the names of those individuals authorized to receive AA&E keys from the key custodian? **YES NO NA**  
AR 190-11, Para 3-8d, and AR 190-51, App D-7 para 2
23. Are AA&E keys issued only by the Commander and the key custodian to those individuals on the key access roster?  
**YES NO NA**  
AR 190-11, Para 3-8d (2)
24. Is the AA&E key roster protected from public view? **YES NO NA**  
AR 190-11, Para 3-8a
25. Are AA&E keys secured in containers of at least 20 gauge steel, or of equivalent strength? **YES NO NA**  
AR 190-11, Para 3-8h
26. Are AA&E key containers weighing less than 500 pounds permanently fastened to the structure or chained to the facility using secondary padlocks? **YES NO NA**  
AR 190-11, Para 4-22 (e)
27. Does the key custodian/alternate maintain the AA&E key depository in such a manner that continuous accountability is ensured at all times? **YES NO NA**  
AR 190-11, Para 3-8e
28. When combination locks are used, is the combination changed annually or upon change of custodian, armorer, or other person having knowledge of the combination? **YES NO NA**  
AR 190-11, Para 3-8p

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## NATIONAL GUARD ARMS ROOM CHECKLIST (CONTINUED)

29. Are keys to arms storage buildings, rooms, racks, IDS, or containers removed from the installation? **YES NO NA**  
AR 190-11, Para 3-8c
30. Are padlocks locked to the staple or hasp when the container or door is opened to prevent loss, theft, or substitution?  
**YES NO NA.** AR 190-11, Para 3-8m
31. Are locks and/or cores replaced immediately when AA&E keys are lost, misplaced, or stolen? **YES NO NA**  
AR 190-11, Para 3-8k
32. Are replacement or reserve locks, cores and keys secured to preclude accessibility to unauthorized individuals?  
**YES NO NA.** AR 190-11, Para 3-8k
33. Does the key control register contain the following: **YES NO NA**
- a. Serial number or other identifying information of the key(s)?
  - B. Date and hour of issue?
  - c. Printed name and signature of the person issuing the keys(s)?
  - D. Printed name and signature of the individual receiving the key(s)?
  - e. Date and hour key(s) were returned?
  - f. Printed name & signature of individual receiving key(s) back?
- AR 190-51, Para 3-8e
34. Is the arms room key control register, when not in use, kept in a locked container to which access is controlled?  
**YES NO NA.** AR 190-11, Para 3-8b and AR 190-51, App D, Para D-3
35. Is the arms room key control register maintained properly and retained in unit files for a minimum of 1 year?  
**YES NO NA.** AR 190-11, Para 3-8e
36. Are serial number inventories of arms room keys conducted and recorded on the key control register prior to change of custody? **YES NO NA**  
AR 190-11, Para 3-8n
37. Are arms room key/lock inventories conducted semiannually and retained for at least one year? **YES NO NA**  
AR 190-11, Para 3-8n
38. Are alternate set(s) of AA&E keys secured? **YES NO NA** AR 190-11 3-8f  
Are alternate set(s) of keys inventoried semiannually? **YES NO NA.** AR 190-11 3-8n  
AR 190-11, Para 3-8f
39. Is the arms vault posted as a RESTRICTED AREA? **YES NO NA**  
AR 190-11, Para 4-15 and AR 190-13, Para 6-4c
40. Is the arms room protected by IDS? **YES NO NA**  
AR 190-11, Para 4-2
41. Does the IDS have an operational, electrically supervised, dedicated transmission line? **YES NO NA**  
AR 190-11, Para 3-6i (1) (a)
42. Is there an intrusion detection system (IDS) with 2 types of sensors, one of which is volumetric? **YES NO NA**  
AR 190-11, Para 3-6d (1)
43. Do the IDS installed in arms storage facilities include a duress-signaling component? **YES NO NA**  
AR 190-11, Para 3-6d (2) (6)

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## **NATIONAL GUARD ARMS ROOM CHECKLIST (CONTINUED)**

44. Are the IDS signs posted at the facility? **YES NO NA.** AR 190-11, Para 3-6f (1) App F
45. Are the IDS signs at eye level? **YES NO NA**  
AR 190-11, Para 3-6f (2) 4-16
46. Is a hazards classification sign (fire control measures) posted for facilities storing operational ammunition? **YES NO NA**  
AR 190-11, Para 4-15.
47. Is there a predetermined challenge and response duress code established to enable the monitor to determine if the individual accessing the protected area is an authorized entrant and to ensure the individual is not under duress? **YES NO NA** If not has the monitoring station declined in writing? **YES NO NA**  
AR 190-11, Para 3-6 (6)
48. Are all (IDS) components tested in accordance with AR 190-11? **YES NO NA**  
AR 190-11 Appendix K
49. Is the IDS being tested with the monitoring station monthly? **YES NO NA**  
AR 190-11, Para 3-6m
50. Are the IDS checks recorded and maintained on file for 1 year? **YES NO NA**  
AR 190-11, Para 3-6h (5)
51. Are keys required for maintenance & repair of IDS kept separate from other operational IDS keys & access permitted only to authorized maintenance personnel? **YES NO NA**  
AR 190-11, Para 3-8f
52. Is there written coordination with the local law enforcement agency regarding alarm response? **YES NO NA**  
AR 190-11, Para 3-6d (2)
53. Has liaison with local police agencies for periodic surveillance been established? **YES NO NA**  
AR 190-11, Para 3-7f
54. Are the combinations to locks on vault doors or class 5/6 security containers changed annually or upon change of custodian, armorer, or other person having knowledge of the combination, or when the combination has been subject to possible compromise? **YES NO NA.** AR 190-11, Para 3-8p
55. Is Standard Form 700 (Security Container Information) used to record the combinations to locks on vault doors and class 5 weapons storage container? **YES NO NA**  
AR 190-11, Para 3-8p
56. Is the 1<sup>st</sup> copy of the SF 700 posted to the inside of the vault, out of view when the vault door is opened, and to the inside of container? **YES NO NA**  
AR 190-11, Para 3-8p
57. Does the SF 700 have the names of the persons to be notified if the vault or container is found in a comprised, unsecured position? **YES NO NA**  
AR 380-5 Para 7-8c
58. Is the combination recorded, sealed in an envelope, and stored in an authorized safe? **YES NO NA**  
AR 190-11, Para 3-8g

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59. Is SF 702 (Security Container Check Sheet) used to record entry/secure/check of arms vault and weapons container? **YES NO NA** AR 380-5 Para 7-8

60. Is the most secure door to the arms room secured with a high security padlock and hasp (DA or DOD approved)?

**YES NO NA**

AR 190-11, Para 4-2e (1) (Not applicable if the door is a vault-type door with a built-in combination lock).

61. Are weapons secured in an approved rack or container and meet security specifications? **YES NO NA**

AR 190-11, Para 4-2d (1)

62. Are locally fabricated arms racks or containers certified by the local engineer? **YES NO NA**

AR 190-11, Para 4-2b (1) (2) (a)-(e)

63. Are racks so constructed that weapons cannot be removed by partial disassembly of weapon or rack? **YES NO NA**

AR 190-11, Para 4-2b (b)

64. Are arms racks and containers secured with a series 200 or 5200 secondary padlock? **YES NO NA**

AR 190-11, Para 4-2b(4) and AR 190-51, App D, Para D-1b & D-5c

65. Are racks or containers under 500 lbs secured to the structure or together? **YES NO NA**

AR 190-11, Para 4-2b (4).

66. Are privately owned weapons (POW)/ammunition secured in locked containers separated from military AA&E? **YES NO NA**

AR 190-11, Para 4-5c (1).

67. Is DA Form 3749 issued to individuals who are storing privately owned weapons in the arms room? **YES NO NA**

AR 190-11, Para 4-5a (2) (a)

68. Has the unit established limits on the quantity & type of privately owned ammunition stored in the arms room based on space availability & safety? **YES NO NA**

AR 190-11, Para 4-5a (2) (a)

69. Are privately owned weapons inventoried in the same manner as military AA&E? **YES NO NA**

AR 190-11, 4-5c (3)(b)

70. Are privately owned weapons stored in the arms room withdrawn only upon approval of commander or his/her designated representative? **YES NO NA**

AR 190-11, Para 4-5d (4)

71. Are there abandoned privately owned weapons in the arms room? **YES NO NA**

AR 190-11, Para 6-7

72. Are the applicable state and local law data on the ownership, registration and possession of privately owned weapons posted on the unit bulletin board? **YES NO NA**

AR 190-11, Para 4-5c (4)

73. Does the unit armorer maintain a current Master Authorization List (MAL) on personnel in the unit authorized to be issued weapons? **YES NO NA**

DA PAM 710-2-1, Para 5-6d (1)

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## NATIONAL GUARD ARMS ROOM CHECKLIST (CONTINUED)

74. Does the MAL contain the name, unit and receipt number of soldiers eligible to receive issues? **YES NO NA**  
DA PAM 710-2-1, Para 5-6d.(1) AR 190-11 Para 4-19e (1)
75. Are unit personnel issued DA Form 3749 (Equipment Receipt)? **YES NO NA** DA PAM 710-2-1, Para 5-6b AR 190-11 Para 4-19e (1)
76. Is DA Form 3749 (Equipment Receipt) turned in for weapons issue? **YES NO NA**  
DA PAM 710-2-1, Para 5-6d (1) AR 190-11 Para 4-19e (2)
77. Is a weapon log used when weapons are issued for more than 24 hours? **YES NO NA**  
DA PAM 710-2-1, Para 5-6d (3) AR 190-11 Para 4-19e (2)
78. Do the weapon control sheets or logs contain the date, time of issue, nomenclature and serial number of weapon issued, signature of the soldier receiving the weapon, initials of the individual accepting return of the weapon and the date and time of the weapon's return? **YES NO NA**  
DA PAM 710-2-1, Para 5-6d(3) and (4), AR 190-11 Para 4-19e (3)
79. Upon weapons turn-in, is the weapon log closed out? **YES NO NA**  
DA PAM 710-2-1, Para 5-6d (4)
80. Are weapons control logs kept in unit files until completion of the next serial number inventory? **YES NO NA**  
DA PAM 710-2-1, Para 5-6d (5), AR 190-11 Para 4-19e (5)
81. Are Hand Receipts required for issue of other than assigned weapons, or cleaning? **YES NO NA**  
DA PAM 710-2-1, Para 5-6d (7), AR 190-11 Para 4-19e (7)
82. Is DA Form 3749 used when a single weapon is issued to more than one soldier? **YES NO NA**  
DA PAM 710-2-1, Para 5-6d (6), AR 190-11 Para 4-19e (6)
83. Are crew served weapons and other weapons which will not fit into standard issue racks secured in metal containers or cabinets that are standard issue, commercially or locally metal fabricated and approved by an engineer? **YES NO NA**  
AR 190-11, Para 4-2b (1)
84. Do the hinged locking bars for racks have the hinge pins welded or otherwise secured to prevent easy removal?  
**YES NO NA**  
AR 190-11, Para 4-2b (c)
85. Is ammunition authorized for storage stored in containers? **YES NO NA**  
AR 190-11, Para 5-8c (1)
86. Does the quantity of ammunition stored for armed guard duties exceed five times the per guard allowances listed in Table 62, CTA 50-909? **YES NO NA**  
AR 190-11, Para 5-8c
87. If training ammunition is stored, has it been there more than ninety days? **YES NO NA**  
Has the commander authorized its storage in writing? **YES NO NA**  
AR 190-11, Para 5-8c, AR 710-2 Para 2-43 (2) (3), b (1) (2)
88. Are ammunition containers weighing less than 500 lbs. firmly secured to the structure or other containers to equal 500 lbs?  
**YES NO NA**  
AR 190-11, Para 5-8c(1)(2)

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## NATIONAL GUARD ARMS ROOM CHECKLIST (CONTINUED)

89. Are tools/equipment, i.e., bolt cutters, cutting torches, power tools, drills, etc., which could be used to defeat security measures properly secured/locked in containers? **YES NO NA**  
AR 190-11, Para 4-18a
90. Is the armorer's toolbox within the arms storage facility, when not in use, secured with a key-operated tumbler padlock? **YES NO NA** AR 190-51 Para 3-22
91. If marksmanship weapons are stored in the arms room, are they inventoried IAW DA PAM 710-2-1, Para 9-9 and 910? **YES NO NA**
92. Is there evidence that marksmanship weapons and ammunition are not being stored properly? **YES NO NA**  
AR 190-11, Para 4-6 a & c
93. Has the commander authorized the storage of sensitive items in the arms room in writing? **YES NO NA**  
AR 190-11, Para 4-18b
94. Is lighting provided over the entrance door of the arms room? **YES NO NA**  
AR 190-11, Para 4-2c (1) (2)
95. Are switches for exterior lights installed so that they are not accessible to unauthorized individuals? **YES NO NA**  
AR 190-11, Para 5-4c (5)
96. Are the exterior lights of the arms room covered with wire mesh screens or other material providing the same degree of security? **YES NO NA**  
AR 190-11, Para 5-4c (5)
97. Is a physical inventory being conducted on a monthly basis or when custody of the arms facility is transferred? **YES NO NA**  
DA PAM 710-2-1, Para 9-19
98. Are these inventories kept until the next quarterly serial number inventory? **YES NO NA**  
DA PAM 710-2-1, Para 9-10a (2)
99. Are sensitive item inventories being conducted on a quarterly basis IAW AR 710-2 and SPBS-R Users Manual? **YES NO NA**  
AR 190-11, Para 6-2 b 1 DA PAM 710-2-1 Para 9-9
100. Are the serial number inventories (weapons/ammunition) kept for a minimum of 2 years (4 years if discrepancies are found)? **YES NO NA**  
AR 190-11, Para 6-4 (1)d and DA PAM 710-2-1, Para 9-10b (1-5)
101. Are serial number inventories conducted by an NCO, Officer, Warrant Officer or DOD civilian appointed by the responsible Officer (not the armor) with no successive inventories conducted by the same individual? **YES NO NA**  
DA PAM 710-2-1, Para 9-10b

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## NATIONAL GUARD ARMS ROOM CHECKLIST (CONTINUED)

102. Are joint physical inventories (physical count) of weapons and ammunition conducted by both parties when responsibility for the custody of the arms storage facility keys is transferred between authorized persons, and is it recorded on DA Form 2062? **YES NO NA**

AR 190-11, Para 2-6e. and DA PAM 710-2-1, Para 9-10a.(1)-(3)

103. Is the change of custody of arms room keys recorded on a key control register? **YES NO NA**

AR 190-11, Para 3-8b

104. Are Cat II arms which are stored in facilities located outside a military installation stored in GSA approved Class 5 security containers or vaults which do not contain classified documents? **YES NO NA**

AR 190-11, Para 4-2a (3)

105. Are inert and expended launcher tubes, inert mines and inert rocket launchers, training devices and practice rockets clearly marked to prevent accidental turn in or turn in as live fire residue or items that can be converted to operable weapons: **YES NO NA**

AR 190-11, Para 5-2b.(4) and DA PAM 710-2-1, Para 11-18c

106. Are monthly physical count inventories kept on file for two years? **YES NO NA**

AR 190-11, Para 6-2a (1)(d) and DA PAM 710-2-1, Para 9-10

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## MOTOR POOL CHECKLIST

### Risk Level 2 Measures

1. Is the motor pool protected by a perimeter fence or dedicated guards? **YES NO NA**  
AR 190-51, Para 3-5d
2. Does the motor pool have protective lighting installed? **YES NO NA**  
AR 190-51, Para 3-5e (7) (b)
3. Is the motor pool posted with "OFF LIMITS TO UNAUTHORIZED PERSONNEL" sign? **YES NO NA**  
AR 190-51, Para 3-5e (1) (e)
4. Is entry/exit to the motor pool controlled leaving only the minimum number of gates open for efficient operation?  
**YES NO NA**  
AR 190-51, Para 3-5f (2) (b)
5. Are privately owned vehicles prohibited in the motor pool? **YES NO NA**  
AR 190-51, Para 3-5f (1) (c)
6. Are military vehicles parked in military motor pool when not in use? **YES NO NA**  
AR 190-51, Para 3-5d
7. Are vehicles secured with a locking mechanism when parked and not attended? **YES NO NA**  
AR 190-51, Para 3-5e (1)
8. Is the steering wheel of other army vehicles, M1008, M1009, M1010 series, secured and immobilized with a chain and 200 or 5200 series padlock NSN 5340-00-158-3805? **YES NO NA**  
AR 190-51, Para 3-5e (1) (c) and TB 43-001-39-7.
9. Are vehicles particularly vulnerable to theft, misappropriation or damage segregated in motor pool where guards can keep vehicles under easy surveillance? **YES NO NA**  
AR 190-51, Para 3-5f(2) (c)
10. Are M880 series vehicles secured by engaging installed door and ignition locking devices and immobilizing each steering wheel with a chain and padlock? **YES NO NA**  
AR 190-51, Para 3-5e (1)(b) and TB 9-2300-422-20.
11. Are Material Handling Equipment and other vehicles not equipped with manufacture installed locking devices secured by immobilizing the steering mechanism or transmission lever locked in neutral position? **YES NO NA**  
AR 190-51, Para 3-5e (1) (d)
12. Are items that can be used to defeat security measures; i.e.: bolt cutters, hacksaw, axes, steel rods or bars secured; not left lying around motor pool? **YES NO NA**  
AR 190-51, Para 3-5e (6)
13. Are accessible and easy removable components vulnerable to theft due to value or utility, provided additional security IAW AR 190-51, Para 3-5e (3) (a) - (d). **YES NO NA**

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## MOTOR POOL CHECKLIST (CONTINUED)

14. Are fuel pods on vehicles and fuel vehicle tanks secured with approved padlocks, as specified in AR 190-13, when the vehicle or tanks are carrying fuel and not under the surveillance of the operator? **YES NO NA**  
AR 190-51, Para 3-14b
15. Are POL pumps locked and the electrical power turned off when not in use or under the surveillance of personnel authorized to dispense products? **YES NO NA**  
AR 190-51, Para 3-13b (1) (b).
16. Are written instructions provided to POL dispensing personnel that include procedures for determining if patrons entering the facility are authorized and military vehicles have a valid dispatch? **YES NO NA**  
AR 190-51, Para 3-13c (1) (a).
17. Are all issues of fuel adequately supervised by the facility attendants? **YES NO NA**  
AR 190-51, Para 3-13c (1) (e).
18. Are hoses or other devices to siphon fuel and containers that can be used to carry fuel secured? **YES NO NA**  
AR 190-51, Para 3-13c (1) (f).
19. Are POL credit cards controlled by a custodian and are credit cards secured in a locked container with restricted access? **YES NO NA**  
AR 190-51, Para 3-13c (1) (c).
20. Are tool sets/kits secured with key operated tumbler type padlocks? **YES NO NA**  
AR 190-51, Para 3-22b.
21. Are portable hand tools, tool sets/kits and shop equipment, when not in use or under surveillance, stored in a secured location? **YES NO NA**  
AR 190-51, Para 3-22c.
22. Are common tools and portable shop equipment not on hand receipt or sub hand receipt controlled through a locally devised receipt, sign in/out log or exchangeable tag system? **YES NO NA**  
AR 190-51, Para 3-22d and DA Pam 710-2-1, Para 6-3.
23. Is access to tools and shop equipment controlled to the maximum extent practical? **YES NO NA**  
AR 190-51, Para 3-22e and DA Pam 710-2-1, Para 6-3a
24. Is there a current listing of those personnel who are authorized to withdraw tools from the tool room? **YES NO NA**  
DA Pam 710-2-1, Para 6-3, AR 190-51 Para 3-22e
25. Does the log/temporary hand receipt contain the NSN and Noun Nomenclature of the tool, quantity issued, date of issue, signature of the individual receiving the tool and the initials of the tool room custodian? **YES NO NA**  
DA Pam 710-2-1, Para 6-3c (3)
26. Does the tool room custodian ensure that all tools not hand receipted for more than one day are returned to the tool room at the end of each work day/shift? **YES NO NA**  
DA Pam 710-2-1, Para 6-3b (1)
27. Is a key control/accountability system established? **YES NO NA**  
AR 190-51, App D, Para D-2c

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## MOTOR POOL CHECKLIST (CONTINUED)

28. Are master keyed lock sets being used in the motor pool? **YES NO NA**  
AR 190-51, Para 3-5e(4)
29. Is a clear zone maintained around the perimeter fence? **YES NO NA**
30. Is the perimeter fence free of washout areas? **YES NO NA**
31. Is the top guard securely fastened to the perimeter fence? **YES NO NA**  
AR 190-51, Para 3-5d & FM 19-30, Chap 4, Para 4-13
32. Is there a request in writing for local law enforcement agencies to check the security of the motor pool as frequently as possible when the facility is not operational? **YES NO NA**  
AR 190-51, Para 3-5f(1)(b)
33. Is the motor pool bounded by a perimeter fence at least 6' high with an 18" topguard? **YES NO NA** The topguard must lean outward (unless precluded by local ordinance) and must be taut and not mounted on springs.  
AR 190-51, Para 3-5d and FM 3-19.30 Para 4-8
34. Are repair part stocks stored in a single area that is accessible to maintenance or supply personnel? **YES NO NA**  
AR 190-51, Para 3-12b
35. Are non-portable repair parts secured by storing them in a building with doors and windows locked during hours facility is nonoperational? **YES NO NA**  
AR 190-51, Para 3-11c(2)
36. Are keys and locks protecting repair part storage areas stringently controlled? **YES NO NA**  
AR 190-51, Para 3-11f(1) App D
37. Are portable pilferage coded items separated from other stock and stored in a separate room or container with controlled access? **YES NO NA**  
AR 190-51, Para 3-11d(2)
38. Is the repair part activity posted with "OFF LIMITS TO UNAUTHORIZED PERSONNEL" sign? **YES NO NA**  
AR 190-51, Para 3-11c (3)
39. Has a Tool Control Officer (TCO) been appointed in writing? **YES NO NA**  
AR 710-2, Para 2-10 J

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## SUPPLY ROOM CHECKLIST

Risk Level I

1. Do doors provide a degree of security comparable to that provided by the walls of the basic structure? **YES NO NA**  
AR 190-51, App B-2
2. Are walls, floors and ceilings constructed of at least ½ inch plywood, 1 inch tongue-in-groove wall boards or equivalent? **YES NO NA**  
AR 190-51, App B-2c (1) & d (1)
3. Are door hinge mounting screws or hinge pins that are exposed to the exterior of the facility spot welded, covered or filled with material in a way to prevent easy removal? **YES NO NA**  
AR 190-51, App B-2a (1) (a) & (b)
4. Are door hinges mounted with nails? **YES NO NA**  
AR 190-51, App B-2a (1) (a)
5. Are doors to the exterior locked from the inside and secured with a deadbolt locking device, crossbar or similar locking device resistant to jimmying and manipulation from the outside as opposed to a latch style door lock? **YES NO NA**  
  
AR 190-51, App B-2a (1) (c)
6. Do windows have individual locking devices with security screening on windows? **YES NO NA**  
AR 190-51, App B-2b (1)
7. Are all first floor openings (except doors) more than 96 square inches, located less than 12 feet from ground level, barred, grilled or covered with chain link material in a way to preclude easy removal? **YES NO NA** (Long narrow openings with the shortest distance less than 6 inches are exempt).  
AR 190-51, App B-2b
8. Do doors securing from the outside have hasps that are of a size and strength to provide proper security? **YES NO NA**  
AR 190-51, App D-1b
9. Are sensitive items, hazardous items and explosives identified with a security risk pilferage code CIIC serial number inventoried monthly? **YES NO NA**  
DA PAM 710-2-1, Para 9-9 a & b
10. Is an "OFF LIMITS TO UNAUTHORIZED PERSONNEL" sign posted at the entrance to the supply room? **YES NO NA**  
AR 190-51, Para 3-7b (1) (b).
11. Are tool sets and kits with lockable tool boxes secured with key operated tumbler type padlocks? **YES NO NA**  
AR 190-51, Para 3-22b
12. Are stocks of un-issued, expendable and consumable items secured? **YES NO NA**  
AR 190-51, Para 3-23d (1)
13. Are government plastic credit cards when not in use, stored in a locked container with controlled access? **YES NO NA**  
AR 190-51, Para 3-23d (2)
14. Has a complete inventory of items recorded on the unit property books been conducted within 12 months or upon change of responsible officer, whichever comes first? **YES NO NA**  
DA Pam 710-2-1 Para 9-6a and 9-8

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## SUPPLY ROOM CHECKLIST (CONTINUED)

15. Are housekeeping and administrative supplies and equipment properly secured? **YES NO NA**  
AR 190-51, Para 3-23.
16. Are protective seals when not in use secured in a locked metal container? **YES NO NA**  
AR 190-51, App D-10b (6)
17. Is access to protective seals limited to the designated seal custodian/alternate? **YES NO NA**  
AR 190-51, App D-10b (6)
18. Are protective seals inventoried monthly and a record of inventories maintained? **YES NO NA**  
AR 190-51, App D-10b (6)
19. Does the unit/activity maintain a record log for disposition of protective seals? **YES NO NA**  
AR 190-51, App D-10f (1)
20. Are padlocks when not in use secured in a locked container along with their keys and access to the container controlled?  
**YES NO NA**  
AR 190-51, App D-5c
21. Are authorized padlocks used to secure Army supplies and equipment? **YES NO NA**  
AR 190-51, App D-5c
22. Are unclassified, non-sensitive Army supplies and equipment secured with a US Government, key operated, pin locking deadbolt which projects at least one (1) inch into the door frame? **YES NO NA**  
AR 190-51, App D-5b
23. Are chains being used to secure equipment and supplies a minimum of ¼ inch in diameter? **YES NO NA**  
AR 190-51, App D-1b
24. Are buildings, rooms and offices in which office machines are located secured whenever an individual permanently assigned to the activity is not present? (As a minimum, the doors and windows are closed and locked.)**YES NO NA**  
AR 190-51, Para 3-23c (1)
25. Are small office machines (calculators, portable computers) locked in a desk or cabinet when not in use? **YES NO NA**  
AR 190-51, Para 3-23c (3)
26. At unit/office levels, are items not issued for actual use, centrally stored in secure cabinets, containers, rooms or buildings?  
**YES NO NA**  
AR 190-51, Para 3-23d (1)
27. Has a physical inventory been conducted by the responsible officer on all property book items not issued on hand receipts within the last year by one of the following methods:  
A. Annually? **YES NO NA**  
B. Cyclic? **YES NO NA**  
C. Assumption of Command? **YES NO NA**  
DA PAM 710-2-1, Para 9-6
18. Were shortages identified and corrective action taken? **YES NO NA**  
DA PAM 710-2-1, Para 9-9

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## STORAGE STRUCTURE CHECKLIST

1. Do doors provide a degree of security comparable to that provided by the walls of the basic structure? **YES NO NA**  
AR 190-51, App B
2. Are walls, floors and ceilings constructed of at least ½ inch plywood, 1 inch tongue-in-groove wall boards or equivalent? **YES NO NA**  
AR 190-51, App B-2c (1) and d (1)
3. Are door hinge mounting screws or hinge pins that are exposed to the exterior of the facility spot welded, covered or filled with material in a way to prevent easy removal? **YES NO NA**  
AR 190-51, App B-2a (1) (a) and (b)
4. Are door hinges mounted with nails? **YES NO NA**  
AR 190-51, App B-2a (1) (a)
5. Are doors to the exterior locked from the inside and secured with a deadbolt locking device, crossbar or similar locking device resistant to jimmying and manipulation from the outside as opposed to a latch style door lock? **YES NO NA**  
AR 190-51, App B-2a (1) (c)
6. Do windows have individual locking devices with security screening on windows? **YES NO NA**  
AR 190-51, App B (1)
7. Are all first floor openings (except doors) more than 96 square inches, located less than 12 feet from ground level, barred, grilled or covered with chain link material in a way to preclude each removal? **YES NO NA** (Long narrow openings with the shortest distance less than 6 inches are exempt).  
AR 190-51, App B-2b
8. Do doors securing from the outside have hasps that are of a size and strength to provide proper security? **YES NO NA**  
AR 190-51, App D-1b
9. Is the use of padlocks based on the value of items protected mission essential and vulnerable to criminal attack?  
**YES NO NA**  
AR 190-51, App D-5

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## **COMMUNICATIONS & ELECTRONICS EQUIPMENT & NIGHT VISION DEVICES**

1. Is test measurement, diagnostic equipment and other high value precision equipment provided double barrier protection when not in use? **YES NO NA**  
AR 190-51, Para 3-6b (1) and App B
2. Are non-portable items secured in a building with doors and windows locked during the hours the facility is nonoperational? **YES NO NA**  
AR 190-51, Para 3-6b (2)
3. Are bulky or heavy items that are stored outside protected by a perimeter barrier? **YES NO NA**  
AR 190-51, Para 3-6b (2)
4. Are “OFF LIMITS TO UNAUTHORIZED PERSONNEL” signs posted at activity entrances? **YES NO NA**  
AR 190-51, Para 3-6b (3)
5. Is access to the maintenance activity and keys and padlocks protecting assets controlled? **YES NO NA**  
AR 190-51, Para 3-6e (1) (2)
6. Are common used tools and equipment controlled by a sign out procedure? **YES NO NA**  
AR 190-51, Para 3-22d
7. Are portable, pilferage coded items temporarily assigned to a user issued on a hand receipt, sub-hand receipt or a locally devised temporary receipt? **YES NO NA**  
AR 190-51, Para 3-6e(3)
8. Is communication equipment on board vehicles parked in a motor pool/park secured to the vehicles? **YES NO NA**  
AR 190-51, Para 3-6 (5)

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## **BULK STORAGE FACILITIES, PHARMACY STORAGE, MEDICAL TREATMENT FACILITIES AND RESEARCH, DEVELOPMENT, TEST AND EVALUATION (RDT&E) LABORATORY FACILITIES CHECKLIST**

1. Are Pharmacy Note R items stored in an approved safe? **YES NO NA**  
AR 190-51, Para 4-15a & Para 4-7
2. As a minimum, are Pharmacy Note Q items stored in a locked metal container in the facility? **YES NO NA**  
AR 190-51, Para 4-15b 4-8
3. Is the Pharmacy designated as a restricted area? **YES NO NA**  
AR 190-51, Para 4-16a
4. Are controlled medical substances or sensitive items considered by the facility commander for storage in secure storage structures or in locked containers? **YES NO NA**  
AR 190-51, Para 4-10 & App B
5. Are security checks performed prior to departure from rooms/facilities in which Notes R, Q & C items and other controlled substances and sensitive medical items are stored and documented daily on SF 701? **YES NO NA**  
AR 190-51, Para 4-11a
6. Are containers storing Note R, Q and C items locked and checked properly with such action recorded on SF 702 (Security Container Check Sheet)? **YES NO NA**  
AR 190-51, Para 4-11a (2)
7. Are lock and key control security procedures in place? **YES NO NA**  
AR 190-51, Para 4-16b & Para 4-14; App D
8. Is there a key control custodian/alternate appointed in writing? **YES NO NA**  
AR 190-51, Para 4-14 and App D, Para D-2a
9. Is there a current roster of names of individuals authorized access to keys maintained? **YES NO NA**  
AR 190-51, Para 4-14 and App D, Para D-2
10. Is a Physical Security Officer appointed in writing? **YES NO NA**  
AR 190-51, Para 1-4h (6)
11. Are keys signed out to authorized personnel on a key control register? **YES NO NA**  
AR 190-51, Para 4-14 and App D, Para D-2
12. Does the key control register contain the serial no. of key, date and time of issuance, printed name and signature of individual receiving the returned key? **YES NO NA**  
AR 190-51, Para 4-14 and App D, Para D-3
13. Are key control registers kept for at least 90 days from date of last entry? **YES NO NA**  
AR 190-51, App D, Para D-7d (2) (c)
14. Are inventories of keys/locks conducted semiannually? **YES NO NA**  
AR 190-51, App D, Para D-6b

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## **BULK STORAGE FACILITIES, PHARMACY STORAGE, MEDICAL TREATMENT FACILITIES AND RESEARCH, DEVELOPMENT, TEST AND EVALUATION (RDT&E) LABORATORY FACILITIES CHECKLIST (CONTINUED)**

15. Are inventory records kept until the next inventory is conducted? **YES NO NA**  
AR 190-51, App D, Para D-6b
16. Is a master key system in place? **YES NO NA**  
AR 190-51, App D, Para D-5a
17. Are pharmacies and storage areas, containing controlled substances, equipped with both interior and exterior lighting?  
**YES NO NA**  
AR 190-51, Para 4-16c
18. Is the pharmacy equipped with adequate IDS consisting of at least two types of intrusion sensors? **YES NO NA**  
AR 190-51, Para 4-16d and Para 4-13a
19. Is there a duress switch provided in a hidden location to permit pharmacy personnel to notify supporting police agency from which an armed response force can be dispatched? **YES NO NA**  
AR 190-51, Para 4-16d
20. Is the IDS tested with the installation police at intervals not to exceed 90 days? **YES NO NA**  
AR 190-51, Para 4-16d
21. Have designated personnel requiring access to controlled medical substances and sensitive items undergone a local file check? **YES NO NA**  
AR 190-51, Para 4-3a (1)
22. Are maintenance personnel or other authorized visitors escorted as they pass through controlled item storage areas?  
**YES NO NA**  
AR 190-51, Para 1-4h (5)
23. Has a Category 2 Serious Incident Report been submitted per AR 190-40 for theft, loss, recovery or mismanagement of controlled medical substances and other medically sensitive items? **YES NO NA**  
AR 190-51, Para 4-2b
24. Are unused needles, syringes and other medically sensitive items stored in a locked container? **YES NO NA**  
AR 190-51, Para 4-20a
25. Are used and unused syringes stored in separate containers? **YES NO NA**  
AR 190-51, Para 4-20b
26. Are used needles and syringes temporarily stored in a closed one-way puncture resistant receptacle which is securely fastened to the building structure or located in a room or area which is locked or under continuous visual surveillance of ward or clinic personnel? **YES NO NA**  
AR 190-51, Para 4-20b(1) and (2)

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## DEPLOYMENT ARMS ROOM CHECKLIST

1. Prior to deploying, was a 100% serial number inventory conducted of arms, ammunition and explosives, and recorded on an informal memorandum? **YES NO NA**

AR 190-11, Para 2-6

2. After the unit's property is uploaded, does a responsible Officer/NCO of the deploying unit and a responsible Officer/NCO of the rear detachment conduct a joint, serial numbered inventory of all items remaining in the arms room? **YES NO NA**  
The inventory is recorded on an informal memorandum? **YES NO NA**

AR 190-11, Para 2-6

3. Upon return of the deployed unit, is a joint serial number inventory of all items in the arms room conducted prior to the deployed equipment being returned to the arms room? **YES NO NA**

AR 190-11, Para 2-6

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## AIRCRAFT AND COMPONENTS CHECKLIST

1. Is there a written physical security plan for the Aviation Facility? **YES NO NA**  
AR 190-51, Para 3-3f (1) (a)
2. Is coordination with local law enforcement agencies part of the physical security plan? **YES NO NA**  
AR 190-51, Para 3-3f (1) (a)
3. Is there a written agreement with local law enforcement agency to include the aviation facility and parking area for patrol area checks? **YES NO NA**  
AR 190-51, Para 3-3f.(1) (d)
4. Is there an aviation facility physical security officer appointed? **YES NO NA**  
AR 190-51, Para 3-3f (1) (b)
4. Are aircraft parked whenever practical at a Government airfield or civilian airport having an active security program?  
**YES NO NA**  
AR 190-51, Para 3-4a
6. Are aircraft on the flight line checked at least once each day by a crew member for tampering, sabotage and loss/damage?  
**YES NO NA**  
AR 190-51, Para 3-4b
7. Are aircraft components to include crew member equipment, placed in secure hangars or structures when not in use?  
**YES NO NA**  
AR 190-51, Para 3-3e (1) (c)
8. Are aircraft secured with manufacturer installed or modification work order approved ignition and door locking security devices when not in use? **YES NO NA**  
AR 190-51, Para 3-3e (1) (a)
9. Are keys to locking devices and ignitions stringently controlled and key lock issue procedures included in the aviation facility security plan? **YES NO NA**  
AR 190-51, Para 3-3e (1) (b) and AR 190-51, App D.
10. Are aircraft keys issued as personal retention? **YES NO NA**  
AR 190-51, Para 3-3e (1) (b)
11. Are duplicate keys used as operational keys at the facility? **YES NO NA**  
AR 190-51, Para 3-3e (1) (b)
12. Is access to aircraft and components controlled at all times and is the personnel identification and movement control system included in the aviation facility security plan? **YES NO NA**  
AR 190-51, Para 3-3f (1) (e) (The airfield will be designated as a restricted area per AR 190-13)
13. Are privately owned vehicles prohibited from the vicinity of the flight line or other area where aircraft are parked?  
**YES NO NA**  
AR 190-51, Para 3-3f (1) (f)

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## **AIRCRAFT AND COMPONENTS CHECKLIST (CONTINUED)**

14. Are aviation facility auxiliary power units for starting aircraft, forklifts, vehicle tugs, aircraft boarding ladders and other items that might be used to circumvent exiting security measures, secured during non-duty hours to prevent unauthorized use?

**YES NO NA**

AR 190-51, Para 3-3f (1) (g)

15. Do aircraft located at the airfield have on board weapons systems and are they secured? IAW AR 190-51, Para 3-3b (1)

**YES NO NA**