

1.0. General.

Personnel involved in the shipment, storage, and transportation of munitions must know how to safely and securely protect munitions from theft, loss, and damage. Also they are responsible for complying with the rules and regulations governing its safe and secure movement.

2.0. Security.

AR 190-11 prescribes policies, procedures and standards for the physical security of sensitive conventional arms, munitions, and explosives (AA&E) in the custody of the Department of the Army.

2.1. Definitions.

Definitions for movement of secret, confidential, and sensitive material.

- **Classified material.** Items that require protection in the interest of national defense.
- **Cleared carrier.** A commercial carrier who has met the criteria for handling SECRET shipments.
- **Close vehicle or equipment.** A conveyance that is fully enclosed with permanent sides and top, and with doors that can be locked and sealed.
- **Dromedary.** A container that can be mounted behind the power unit of a truck or carried on a flatbed trailer and which can be used to transport less-truckload shipments of SECRET, CONFIDENTIAL, or sensitive material.
- **Emergency.** Any situation which would prevent a shipment of SECRET, CONFIDENTIAL, or sensitive material from safely reaching its destination, such as undue delay caused by accidents, equipment failure, civil disturbance, labor strikes, or natural disasters.
- **Escorts or couriers.** U.S. Government military members or civilian employees, or DOD contractor employees responsible for continuous surveillance and control over movements of classified material. Individuals designated as escorts or couriers must possess a DOD-issued security clearance at least equal to the level of classification of the material being transported.
- **Greater security (GS).** A seal tracing and inspection service for rail movement of unclassified sensitive cargo.
- **Qualified carrier representative.** A person employed by a carrier or terminal involved in handling DOD shipments under a TSP.

- **Refuge location.** A DOD activity that meets statutory requirements for storing SECRET, CONFIDENTIAL, or sensitive material (excluding Classes A and B explosives) and that can provide security for such shipments in emergencies.
- **Report of shipment.** An advance notification of shipment provided by a shipper to the consignee to be received not later than 24 hours prior to shipment arrival.
- **Safe haven (DOD).** A DOD activity that meets the quantity and distance requirements of DOD 6055.9-STD for storing Classes A and B explosives and that can provide security for such shipments in emergencies.
- **Safe haven (non-DOD).** A state or locally-approved area for parking vehicles containing Classes A or B explosives in accordance with Title 49, Code of Federal Regulations (49 CFR).
- **Security cage.** A structure fabricated of steel grating that can be used for temporary storage of SECRET, CONFIDENTIAL, or sensitive material within low security structures, including carrier terminals.
- **Sensitive material.** AA&E which are a definite threat to public safety and can be used by a militant, revolutionary, criminal, or other element for civil disturbance, domestic unrest, or criminal action.
- **Transportation protective.** A commercial carrier service performed according to DOD standards that provides intransit physical security for shipments of SECRET, CONFIDENTIAL, or sensitive material.

2.2. Physical Security Planning of Storage Facilities.

In developing a security plan, the host activity shall assume responsibility for coordinating physical security efforts of all tenants, regardless of DOD Components represented.

When security planning for storage, make the most effective use of resources, although comprehensive security planning must be undertaken. Such planning should be a continuing process and should be tailored to local security needs. Factors that should be considered are:

- Threat assessment furnished by local intelligence, investigative, or law enforcement agencies.
- Types of AA&E maintained.
- Location, size, and vulnerability of storage facilities.
- Vulnerabilities of AA&E to theft or loss.

- Geographic location.

- Availability of existence of security enhancing systems including:
 - Perimeter barriers.
 - Security lightning.
 - Communication systems.
 - Key and lock controls.
 - Stringent construction criteria for storage area and armories.
 - Personnel.
 - Security training programs.
 - Intrusion detection system.
 - Closed circuit television.
 - Military working dogs.
 - Security guard personnel.

2.3. Munitions Security Categories.

For security reasons, munitions are classified into four categories. The four categories are:

- Category I

Explosive complete rounds for nonnuclear manportable missiles and rockets “in a ready to fire” configuration; for example, Hamlet, Redeye, Stinger, Dragon, light antitank weapon (LAW) and Viper. The AT-4 antitank weapon is also included.

- Category II
 - a. Hand or rifle grenades, high explosive, and white phosphorus.
 - b. Mines, antitank, or antipersonnel (unpacked weight of 50 pounds or less each).
 - c. Explosives used in demolition operations; for example, C-4, military dynamite, and TNT.
 - d. Critical binary munitions components containing “DF” and “QL” when stored separately from each other and from the binary chemical munitions bodies in which they are intended to be employed.

- Category III
 - a. Munitions, 50 caliber and larger, with explosive filled projectiles (unpacked weight of 100 pounds or less each).
 - b. Grenades, incendiary, and fuzes for high explosive grenades.
 - c. Blasting caps.
 - d. Supplementary charges which are uninstalled, or installed in projectiles in a manner allowing easy removal without special tools or equipment.
 - e. Bulk explosives.
 - f. Detonating cord.

- Category IV
 - a. Munitions with nonexplosive projectiles (unpacked weight 100 pounds or less each).
 - b. Fuzes, except for those identified in Category III b above.
 - c. Incendiary destroyers.
 - e. Riot control agents, 100 pound package or less.
 - f. Munitions for weapons listed in Category III above, not otherwise categorized.

2.4. Waivers.

Commanders are authorized a 10 percent deviation from the physical security construction standards established by AR 190-11 for existing facilities. Otherwise waivers and exceptions to the physical security requirement of this manual may be granted by the DCSOPS or his or her delegated authority.

- Quantity-distance waivers required for storage are requested IAW AR 384-64, and are granted by the MACOM commander IAW TM 9-1300-206.

STUDENT CHECK 1

1. Which reference would you use to find the protection of categories?
2. Who may grant waivers for security of storage?

3.0. Physical Security Requirements for Munitions.

The material traffic management commander, accountable officers, and all responsible personnel involved in transporting munitions must be knowledgeable in protecting the nations defense by being properly trained in safety, security, and emergency procedures.

Boundaries for security must include:

- Restricted area posting. Areas where arms are stored will be designated and posted as restricted areas IAW AR 190-13. Posting will be visible at eye level when possible. It will include fire control measures, when required.
- Fences. Categories I and II missile, rocket, munitions, and explosive storage areas will be surrounded with security fencing constructed and configured as set forth in AR 190-11. New chain link fencing will not be programmed for Category III and IV storage facilities unless it is determined necessary based on an assessment of local threats, vulnerabilities, and cost effectiveness.

- IDS signs. Arms storage facilities having IDS will have signs prominently displayed announcing the presence of IDS. They will be affixed at eye level, when possible, on the exterior of each interior wall that contains an entrance to the arms storage room, vault, or building. They will be affixed on exterior walls only when the exterior wall contains an entrance to the arms storage facility.
- Access control. Routine or unaccompanied access by enlisted and civilian personnel to arms storage facilities will be limited to the least practical number of responsible persons designated by the unit commander. The names and duty positions of these persons will be posted inside the arms storage room. These persons will be authorized unaccompanied access to the arms storage facilities only after they have satisfactorily undergone a command-developed background check that has been verified by a review of personnel records.
- Inventories.
- Security lighting. Security lighting will be provided for Category I and II storage facilities. New security lighting systems will not be programmed for Category III and IV facilities unless determined necessary based on an assessment of the local threats and vulnerabilities. Security lighting requirements will conform to munitions and safety requirements per AR 385-64. Security lighting will:
 - Be provided for exterior doors of all Category I and II items storage rooms and magazines.
 - Have switches for exterior lights installed so that they are not accessible to unauthorized individuals.
 - Have all exterior lights covered with wire mesh screen that will prevent their being broken by thrown objects.
 - Be provided for motor pools, hangars, and outdoor parking areas for vehicles and aircraft that have Category I and II munitions and explosives stored on board, and for such items located in open storage areas.
 - Be provided along storage site perimeter barriers determined necessary by the commander.
- Key and lock controls.
- Inspections as required by TM 9-1300-206 & SB 742-1.

3.1. Physical Security Requirements for Munitions during Transportation.

The material traffic management commander, accountable officers, and all responsible personnel involved in transporting munitions must be knowledgeable in protecting the nations defense by being properly trained in safety, security, and emergency procedures.

3.2. Types Of Shipments.

Security must be provided on military and commercial shipments either truckload or carload for all shipments as defined in AR 55-355 Table 34-2 (Supplementary reading page SR-11 through SR-13). The four modes of shipments are:

- Air
- Motor
- Rail
- Water

3.2.1. Shipment Considerations.

When preparing munitions for shipment, the risk categories for sensitive material will be determined as follows:

- For Army-sponsored shipments, in accordance with AR 190-11, non-Army activities shipping for the Army who have a need can obtain a copy of AR 190-11 from the Commander, U.S. Army AG Publications Center, 2800 Eastern Blvd., Baltimore, MD 21220-2896. If a problem arises, contact HQMTMC, ATTN: MT-Inf, 5611 Columbia Pike, Falls Church, VA 22041-5050, commercial (202) 756-1592 or DSN 289-1596.
- For Navy-sponsored shipments, IAW NAVSEA OP 2165 (volume 2, table 9-6). If a problem arises, contact Naval Sea System Command, Code SEA-06HA, Washington, DC 20362, commercial (202) 692-7754 or DSN 222-7754.
- For Air Force, Defense Logistics Agency, or Marine Corps sponsored shipments, consult DOD 5100.76m, appropriate service management data list or Table 34-2.

Transportation Protective Service. Sensitive material must be shipped in accordance with the minimum security standards prescribed in Table 34-2 of AR 55-355.

Small Shipments. Except for air or postal service shipments or when overpacked as described in below, shipments weighing less than 200 pounds must be placed in locked containers, such as a CONEX, dromedary or similar equipment.

- Shipments weighting less than 200 pounds may be overpacked to exceed 200 pounds and shipped in less-truckload (LTL) service when the type of service required is not available or lower total transportation costs will result.

Sealing of Motor Conveyance. Shippers will apply seals on motor shipments of SECRET, CONFIDENTIAL, or sensitive material when use is prescribed in Tables 34-2 or 34-3 of AR 55-355.

- Carriers may remove shipper seals and replace them with equivalent seals in an emergency or upon prior approval from the consignor.

Package Marking. Exterior containers will not be marked to indicate the security classification or TPS required.

Request for Routing. When requesting routing instructions for sensitive items the transportation officer (TO) must provide the MTMC with the identity of the material, including the risk category and the TPS.

3.3. Protective Procedures.

Protective procedures used in safeguarding munitions during shipment are:

Armed guard surveillance (AGS). AGS requires two drivers, at least one of whom is armed, to maintain constant surveillance of a shipment. A carrier furnishing AGS must:

- Maintain a DD Form 1907 (Signature and Tally Record.).
- In terminal areas, provide for an armed guard who is specifically dedicated to the shipment or secure the shipment in an adequately lighted, and fenced in area that is continuously patrolled by an armed employee of the carrier or terminal who checks the shipment at least once every 30 minutes.

Protective security service (PSS). PSS is used for SECRET shipments and must be provided by a cleared carrier qualified by MTMC to transport SECRET shipments. Cleared and qualified carriers furnishing PSS must:

- Provide continuous attendance and surveillance of the shipment by qualified carrier representatives.
- Maintain a DD Form 1907.
- Use drivers who are cleared under the DOD Industrial Security Program.

Dual driver protective service (DDPS). DDPS requires continuous attendance and surveillance of a shipment by qualified dual drivers. Carrier drivers providing DDPS must:

- Maintain a DD Form 1907.
- Meet the requirements specified in AR 55-355.
- For brief stops en route, ensure at least one of the drivers remains in the cab of the vehicle, or remains within 10 feet of the vehicle provided the vehicle is within full, unobstructed view.
- When circumstances require more lengthy stops en route, ensure that the vehicle is parked only at a carrier terminal, a state or local approved safe haven under 49 CFR, or during emergencies, in a DOD safe haven or refuge location.

DOD constant surveillance service (CSS). DOD CSS requires constant surveillance of a shipment at all times by a qualified carrier representative. For motor shipments, carriers providing DOD CSS must:

- Maintain a DD Form 1907.
- For brief stops en route, ensure that a qualified carrier (or terminal) representative remains with the vehicle, (awake and not in a sleeper berth) or remains within 100 feet of the vehicle with the vehicle in full, unobstructed view.
- When circumstances require more lengthy stops en route, ensure that the vehicle is parked only in a carrier terminal, a state or local approved safe haven under 49 CFR, or during emergencies, in a DOD safe haven or refuge location.

3.4. Emergency Procedures.

The following emergency procedures are used to prevent tampering, theft, or loss during shipment operations:

TOs or carriers may call an MTMC area command Safety and Security Hot-Line on a 24-hour basis to obtain any type of DOD safety or security advice and assistance.

The HOTLINE should be used to:

- Report information concerning any cleared carrier whose practices may now indicate the security clearance granted is not consistent with the national interest.
- Obtain safe haven or refuge information.
- Report accidents or incidents.
- Request investigation assistance.

- Request guidance on securing SECRET, CONFIDENTIAL, or sensitive shipments.
- Report any adverse information concerning movement of SECRET, CONFIDENTIAL, or sensitive materials.

Safe haven and refuge. During carrier strikes, periods of major civil disorder or natural disaster emergencies, a carrier (driver or qualified employee) may request immediate safe haven or refuge by using the appropriate MTMC area command Safety and Security 800 HOTLINE.

On-road emergencies. When an on-road emergency occurs and a vehicle containing SECRET, CONFIDENTIAL, or sensitive material cannot be parked at an authorized carrier terminal, the driver or qualified carrier representative must maintain the integrity of all applicable TSPs. In the event of accident, threat to the vehicles or driver or other incident which jeopardizes the security of SECRET, CONFIDENTIAL, or sensitive shipment, the driver or qualified carrier representative will:

- Solicit the aid of local, state, or federal law enforcement officials to secure the shipment
- Immediately notify the consignor or consignee by the fastest means available, or if neither can be reached, using the appropriate MTMC area command Safety and Security 800 HOTLINE.
- Notify local fire and safety officials, if necessary, to maintain safety of the shipment.

STUDENT CHECK 2

1. When preparing a shipment and a problem arises, whom would you contact?
2. During a major civil disorder what must be done?
3. What references are used for security of transportation?

**STUDENT CHECK SOLUTIONS
LESSON C18**

STUDENT CHECK 1

1. Answer: AR 190-11
Reference: Paragraph 3.0.
2. Answer: The DCSOPS
Reference: Paragraph 3.0.

STUDENT CHECK 2

1. Answer: HQMTMC
Reference: Paragraph 3.2.1.
2. Answer: Request MTMC for a safe haven or refuge
Reference: Paragraph 3.4.
3. Answer: AR 190-11 and AR 55-355
Reference: Paragraph 3.2.1.

LESSON 55B40C18
PRACTICAL EXERCISE

This practical exercise will enforce the information covered in this lesson. Answer the following questions. Cite the appropriate paragraph in the lesson that supports your answer.

1. How often must a communication system be tested?

ANSWER: _____

REFERENCE: _____

2. At what level should IDS signs be posted?

ANSWER: _____

REFERENCE: _____

3. What is the purpose of a rail car inspection at major terminals?

ANSWER: _____

REFERENCE: _____

4. When transporting confidential and sensitive material, who is responsible for transportation security procedures?

ANSWER: _____

REFERENCE: _____

**Determine Compliance with Storage and
Transportation Security Requirements**

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5. When a shipment is made by military airlift what form is on the exterior of the container?

ANSWER: _____

REFERENCE: _____

6. What must be done during a major civil disorder?

ANSWER: _____

REFERENCE: _____

7. How often must keys be inventoried for a storage magazine?

ANSWER: _____

REFERENCE: _____

8. When working at an ASP, where should the keys be when they are not being used?

ANSWER: _____

REFERENCE: _____

9. How often must the combination to locks or vaulted doors be changed?

ANSWER: _____

REFERENCE: _____

**Determine Compliance with Storage and
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10. How many drivers are required for an armed guard surveillance?

ANSWER: _____

REFERENCE: _____

11. When a driver is providing security escort, what type of vehicle may be driven?

ANSWER: _____

REFERENCE: _____

12. What must be done before a driver can receive a shipment?

ANSWER: _____

REFERENCE: _____

13. What is the minimum height of a fence at an explosive storage area?

ANSWER: _____

REFERENCE: _____

14. What regulation authorizes commanders to store small quantities of ammunition in the unit arms storage room?

ANSWER: _____

REFERENCE: _____

**Determine Compliance with Storage and
Transportation Security Requirements**

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15. What type rule is used when opening a storage facility containing Category I missiles and rockets?

ANSWER: _____

REFERENCE: _____

16. Where can large weapons, such as a mortar tube, be stored when the arms room has inadequate storage space?

ANSWER: _____

REFERENCE: _____

17. Who may issue keys to personnel on the access roster?

ANSWER: _____

REFERENCE: _____

18. What must be done if a driver transporting SECRET material has an on-road emergency?

ANSWER: _____

REFERENCE: _____

**Determine Compliance with Storage and
Transportation Security Requirements**

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19. What must be provided for carriers who have shipments that are delivered after duty hours?

ANSWER: _____

REFERENCE: _____

20. What type of material must a security cage wall be constructed of?

ANSWER: _____

REFERENCE: _____

21. When transporting munitions on public highways, can unclassified and SECRET material be shipped together?

ANSWER: _____

REFERENCE: _____

22. What form is used to maintain keys at a munitions area?

ANSWER: _____

REFERENCE: _____

23. How often must secured gates and perimeter areas be checked or patrolled?

ANSWER: _____

REFERENCE: _____

24. What type of munitions are considered Category I?

ANSWER: _____

REFERENCE: _____

25. What form is used to report missing munitions and explosives?

ANSWER: _____

REFERENCE: _____

PRACTICAL EXERCISE SOLUTIONS

1. Answer: At least once during each shift.
Reference: AR 190-11, Paragraph 5-7.
2. Answer: Eye level.
Reference: AR 190-11, Paragraph 4-1b.
3. Answer: To inspect for evidence of forced entry, tampering with seals, or securing devices.
Reference: AR 55-355, Paragraph 34-2h(2).
4. Answer: The commander MTMC.
Reference: AR 55-355, Paragraph 34-4a.
5. Answer: DD Form 1387-2 (Special Handling Data/Certification).
Reference: AR 55-355, Paragraph 34-12.
6. Answer: Request MTMC for a safe haven or refuge.
Reference: AR 55-355, Paragraph 34-27.
7. Answer: Semiannually.
Reference: AR 190-11, Paragraph 3-8e.
8. Answer: Secured in a container with at least 20 gauge steel or equivalent strength and equipped with a secondary padlock.
Reference: AR 190-11, Paragraph 3-8b(2).
9. Answer: Annually or upon change of custodian.
Reference: AR 190-11, Paragraph 3-8g.
10. Answer: Two.
Reference: AR 55-355, Paragraph 34-18.
11. Answer: Unmarked, inconspicuous automobile, van, freight vehicle, such as tractor, tractor-trailer, or straight bed truck.
Reference: AR 55-355, Paragraph 34-32d.
12. Answer: Ensure the driver has security identification.
Reference: AR 55-355, Paragraph 34-4d(7).

13. Answer: Six feet.
Reference: AR 190-11, Paragraph 5-3d.
14. Answer: AR 190-11.
Reference: AR 190-11, Paragraph 5-8c(1)(a).
15. Answer: Two-person rule.
Reference: AR 190-11, Paragraph 5-9c.
16. Answer: Stored in a locked, totally enclosed armored vehicle.
Reference: AR 190-11, Paragraph 4-1a(2).
17. Answer: Only the commander and key custodian.
Reference: AR 190-11, Paragraph 3-8c.
18. Answer: Must not park at authorized carrier terminal and maintain integrity of all applicable TPs.
Reference: AR 55-355, Paragraph 34-28a.
19. Answer: Temporary holding area.
Reference: AR 55-355, Paragraph 34-31a.
20. Answer: Structural steel angle and expended steel grating.
Reference: AR 55-355, Paragraph 34-2, Table 34-1.
21. Answer: Yes.
Reference: AR 55-355, Paragraph 34-3c.
22. Answer: DA Form 5513-R (Key Control Register).
Reference: AR 55-355, Paragraph 3-8b.
23. Answer: At least once each 4 hours.
Reference: AR 190-11, Paragraph D-6b.
24. Answer: Ready to fire configuration (Hamlet, Redeye, Stinger, Dragon, LAW, and Viper).
Reference: AR 190-11, Paragraph B-2.
25. Answer: DA Form 3056.
Reference: AR 190-11, Paragraph 8-2a(b).

SUPPLEMENTAL
READING
55B40C18

(c) Procurement of these transportation services may also be subject to special arrangements or agreements, including tender agreements as to reduced rates and limited liability.

(2) Review and evaluate existing agreements at least annually to determine whether benefits to the Government could be obtained through renegotiation.

(3) Request assistance through the applicable shipper service headquarters to the Commander, MTMC, ATTN: MT-INF, 5611 Columbia Pike, Falls Church, VA 22041-5050 when differences with carriers cannot be satisfactorily resolved. A request for assistance will include the following:

(a) Engineer maps of the activity with interchange points and points where cars are loaded or unloaded clearly indicated.

(b) Average number of line-haul cars handled each day.

(c) Statement whether intraplant operating conditions satisfy carrier requirements.

(d) Average daily intraplant switching in terms of the number of cars moved from one location to another.

(e) Cost of present Government switching operations at the activity, including all costs of crews, fuel, and maintenance.

(f) Reference to the applicable tariff and tariff item number, note(s) and rule(s).

(g) Complete record of actions taken and results accomplished by the TO in negotiating with carrier.

(h) Statement indicating the basis for the determination that a switching agreement is beneficial to the Government.

(i) All other pertinent information.

(4) Forward new or revised agreements, prior to execution, through the applicable shipper service headquarters to the Commander, MTMC, ATTN: MT-INF, 5611 Columbia Pike, Falls Church, VA 22041-5050 for review and approval.

d. *Construction, maintenance, or repair of facilities.* Nothing in this regulation will be construed to conflict with the assigned responsibilities of the Chief of Engineers, Department of the Army, or corresponding officer of the other shipper services, pertaining to construction, maintenance, or repair of facilities.

3-10. Rail carrier service restrictions

Prior to initiating action to disqualify or restrict rail service connections between a DOD activity and the serving carrier's owned or leased right of way, activity commanders will, through the applicable shipper service headquarters, advise the Commander, MTMC, ATTN: MT-INF, 5611 Columbia Pike, Falls Church, VA 22041-5050 of the contemplated action when transportation or traffic management implications are involved. The Commander, MTMC, will—

a. Evaluate impact of the proposed action and its effect upon economical and efficient performance of traffic management functions.

b. Furnish results of the evaluation to the activity commander through the applicable shipper service headquarters.

3-11. Activity change of status or mission

Shipper service authorities responsible for site selection, activation, expansion, reduction, deactivation, or any change in the mission of a DOD-owned or sponsored activity or industrial facility that will result in significant change in the origin, destination, or volume of movement of material or personnel to be moved, will request advance information on applicable transportation rates, costs, and other traffic management data from the Commander, MTMC, ATTN: MT-INF, 5611 Columbia Pike, Falls Church, VA 22041-5050. This will ensure due consideration of these factors in the final decision. The Commander, MTMC, will be requested to furnish such assistance during the planning stage and, additionally, will be notified sufficiently in advance of final decision to enable negotiations with commercial carriers for proper rates and fares, and other required traffic management services.

3-12. Statutory responsibilities

Administrative procedures will not be effected nor actions taken that result in an assumption of statutory responsibilities vested in transportation regulatory or supervisory agencies.

Chapter 4 Appointment of Transportation Officers and Agents

4-1. Transportation officers

a. Activity commanders will appoint a military member or civilian employee as Transportation Officer (TO) at each activity where it is necessary to get transportation service from commercial carriers. This appointment will comply with established shipper service procedures. The appointed TO will be a member of the activity commander's technical staff.

b. Commercial traffic management functions performed by TOs for CONUS movements are under the technical supervision of the Commander, MTMC. This supervision may be exercised through the MTMC area commanders.

4-2. Transportation agents

a. Upon request of an appointed TO, activity commanders may appoint one or more military members or civilian employees as transportation agents to assist the TO. The TO is responsible for the actions of assigned transportation agents. Transportation agents are not required to be bonded.

b. When performing assigned duties under the terms of an appointment, a transportation agent will sign documents in the following manner:

(1) When transportation documents, or annotations on them, are required to be signed by the transportation agent in the name of the TO or issuing officer, and the name and title of the TO or issuing officer are shown on the document, the signature of the transportation agent will be followed by "T.A. for T.O."

(2) When the name and title of the TO or issuing officer is not shown on the transportation document, the signature of the transportation agent will be followed by a legend similar to the following: "T.A. for John Doe, Captain, TC, T.O."

(3) When the transportation agent is authorized to sign transportation documents in his or her name during the performance of assigned duties, only the signature, name, and title need appear on the document.

4-3. Acting transportation officers

Activity commanders may appoint military members and civilian employees as acting TOs to perform limited transportation duties.

Chapter 5 Duties of Transportation Officer

5-1. Additional duties

In addition to duties specifically assigned by this regulation, TOs will also perform the following traffic management duties:

a. Maintain familiarity with commercial carrier schedules, tenders, services, facilities, rates, fares, charges, and traffic agreements and ensure that only tenders which contain a HQMTMC-stamped distribution number are used to route DOD traffic; and report any inadequacies through channels to the Commander, MTMC.

b. Maintain liaison with all commercial carriers serving the activity and make necessary local arrangements with carriers for the movement of material and persons.

c. Furnish to the serving MTMC area command, at the earliest practical date, information concerning major changes in status or mission, either contemplated or actual, which will affect the movement of traffic to or from the activity. Major changes include such actions as expansion, deactivation, or other significant mission changes. Advance knowledge of this type of information will materially assist the MTMC area command in determining whether negotiations with commercial carriers should be initiated and will enable MTMC to provide more effective traffic management support. See appendix B for a list of actions required when there is a major change in an activity's status or mission.

d. Initiate requests for staff assistance visits to be made by MTMC elements when traffic management problems pertaining to procurement or the movement of material or personnel warrant person-to-person contact.

e. Promptly report, according to appropriate shipper service directives, any carrier

actions which arouse a suspicion of fraud or criminal conduct. General reporting procedures are described in Federal Acquisition Regulation (FAR), subpart 9.4. Specific reporting procedures are described in FAR supplements issued by the shipper services. An information copy of the report will be furnished to the Commander, MTMC, ATTN: MT-JA, 5611 Columbia Pike, Falls Church, VA 22041-5050.

f. Ensure custody and centralized control over all—

(1) Outbound shipments from the time shipment is released to the TO for arrangement of transportation until shipment is accepted by the carrier.

(2) Inbound shipments from the time delivered by the carrier until receipted for by the consignee or the "Marked For" addressee, as appropriate.

g. Provide technical advice to ensure that packing, crating, marking, stowage, dimensional clearance, and weight limitation of shipments conform with carrier requirements.

h. Provide technical supervision over the loading, unloading, and cleaning of carrier equipment and promptly release equipment to avoid demurrage and detention charges.

i. Maintain familiarity and ensure compliance with laws, regulations, and ordinances, imposed by the states in which located, pertaining to vehicle size and weight limitations and the movement of cargoes which subject public highways to unusual hazards.

j. Arrange for routing and ticketing of passengers traveling via commercial transportation (scheduled, charter, and contract).

k. Furnish travel information and obtain passenger accommodations for persons traveling on official business via commercial transportation.

l. Furnish travel information and, when required, assist military personnel in obtaining passenger accommodations for travel by all transportation modes while on authorized leave, liberty, furlough, or pass.

5-2. MTMC area command assistance
TOs may request technical advice and support from the serving MTMC area command if assistance is needed in performing traffic management duties.

Chapter 6 Maintenance of Publications

6-1. General

The procurement and maintenance of tariffs, tenders, and related publications are restricted to the minimum number required to effectively perform commercial traffic activities. Tariff files will not be established or maintained by DOD activities unless there is a valid recurring requirement that cannot be adequately met through use of facilities of the serving MTMC area command or local carrier representatives. Publications

required in connection with disbursing activities are exempt from the provisions of this chapter.

6-2. Authorized functions

Tariffs, tenders, and related publications may be maintained to enable—

a. Proper routing of persons and material.

b. Proper commodity descriptions.

c. Proper packing and marking of shipments.

d. Carrier equipment to be loaded in conformance with safety and tariff or tender requirements.

e. Shipment planning to obtain maximum use of carrier equipment.

f. Proper loading and billing of mixed carload and truckload shipments.

g. Billing of shipments requiring special service (such as refrigerator service), so that complete instructions are provided in conformance with tariff or tender requirements.

h. Proper shipment diversion or reconsignment.

i. Full use of available carrier services. For examples: application of transit privileges, performance by carrier of pickup or delivery service for which a separate tariff charge applies, and special terminal services, such as lighterage.

6-3. Tariff and tender files

The Commander, MTMC, exercises general control over policies dealing with establishment and maintenance of tariff and tender files, maintains the master tariff and tender file for DOD, and assumes responsibility for the technical supervision over its maintenance.

6-4. Receipt and distribution of tenders

a. *Receipt.* HQMTMC receives all voluntary and negotiated rate tenders and stamps each with a unique distribution number.

b. *Distribution.* HQMTMC distributes stamped tenders to—

(1) MTMC area commands.

(2) Navy Material Transportation Office, Norfolk, VA.

(3) General Services Administration, Transportation Audits Division, Washington, DC.

(4) Submitting carrier when tender applies on shipments weighing less than 10,000 pounds (less than 1,000 pounds for air carrier tenders).

(a) Carriers are required to reproduce the stamped tenders and make further distribution to all shipping activities and Defense Contract Administration Services Regional Officers within the geographical application of the tender.

(b) TOs are authorized to use only tenders which contain the HQMTMC-stamped distribution number.

6-5. Requirements for publications

a. In accordance with guidelines described in paragraph 6-2, TOs will maintain

those tariffs, tenders, and related publications which are considered essential to the efficient performance of their mission. Assistance in determining essential tariffs, tenders, and related publications will be provided by the serving MTMC area command upon request. As a further aid in this determination, the tariffs and related publications listed in table 6-1 (including supplements and reissues) should be considered by TOs when selecting tariffs and publications essential to the effective performance of their assigned traffic management functions. TOs will not maintain nonessential tariffs or publications. For example, when the assigned traffic management functions are related solely to passenger transportation, then tariffs or other publications concerned only with the movement of freight will not be maintained.

b. Essential tariffs and related publications will be procured in accordance with shipper service procedures.

c. When tariffs and related publications have been ordered on a continuing basis but are no longer required, the distribution source or publishing agent will be so advised. Unneeded publications will be removed from the file and disposed of in accordance with local records disposition instructions.

Table 6-1
List of essential transportation publications

Publication: AAR Circular No. 42-G, General Rules Covering Loading of Carload Shipments of Commodities in Closed Cars
Source: Association of American Railroads, 50 F Street, NW, Washington, DC 20001

Publication: AAR Pamphlet No. 14, Rules Regulating the Safe Loading of Freight in Closed Cars and Protection of Equipment
Source: Association of American Railroads, 50 F Street, NW, Washington, DC 20001

Publication: Air Freight Directory
Source: Air Cargo, Inc., 1819 Bay Ridge Avenue, Annapolis, MD 21403

Publication: Bullinger's Postal and Shippers' Guide
Source: Bullinger's Guides, Inc., 63 Woodland Avenue, Westwood, NJ 07675

Publication: Bureau of Explosives Tariff No. BOE-6000-D
Source: Thomas A. Phemister, Agent Association of American Railroads, Bureau of Explosives, 50 F Street, NW, Washington, DC 20001

Publication: Car Demurrage Rules and Charges, Tariff No. 6004-N
Source: H. J. Positano, Agent, 1250 Broadway, New York, NY 10001

Publication: Code of Federal Regulations (CFR), Title 49, Parts 100 through 1399
Source: Superintendent of Documents, US Government Printing Office, Washington, DC 20402

Publication: Continental Directory NMF 102-D Standard Point Location Codes (SPLC)

to the Commander, MTMC, ATTN: MT-INN, 5611 Columbia Pike, Falls Church, VA 22041-5050.

(2) All requests for additional service will indicate the name of the carrier(s) and reasons the additional service is needed.

32-66. Payment and control of shipments

Authority has been granted by GSA for payment of transportation charges in cash from imprest funds, provided this procedure is acceptable to the carrier. Imprest fund disbursements are subject to limitations in individual shipper service regulations. Payment in cash is at the option of the shipper service. Payment may be made at origin or destination and in advance of completion of the service upon presentation by the origin carrier or forwarder of the ticket, receipt, bill of lading, or equivalent document covering the service involved subject to later recovery by deduction or otherwise of any payment made for any service not received as ordered by the United States. The commercial document will be clearly annotated as to the point at which payment will be made. Shipments not received in good order at destination will be reported in accordance with AR 55-38/NAVSUPINST 4610.33/AFR 75-18/MCO P4600.19/DLAR 4500.15. Procedures for payment of charges and control of shipments will be as designated by the shipper service, subject to the following minimum requirements prescribed by GSA:

a. There will be adequate procedures and controls to prevent or detect duplicate payment for these shipment, properly account for the expenditure made, and require notice from the consignee when a discrepancy in shipment occurs. In observing these requirements, shipper services may prescribe the use of adequate and effective statistical sampling procedures in connection with the examination and approval of disbursement vouchers for amounts of less than \$300. Statistical sampling procedures adopted by the shipper services must conform to the principles, standards, and related requirements contained in GSA regulations.

b. Carriers handling these shipments will be advised to submit their bills on commercial forms ordinarily used by the carrier rather than on Standard Form 1113 (Public Voucher for Transportation Charges). An exception to this policy is that for Navy funded shipments carrier will be advised to prepare and submit a SF 1113, along with their commercial bills, to the Navy Material Transportation Office, Code 021.2, Bldg Z-133-5, Naval Station, Norfolk, VA 23511-6691, for payment.

c. For payment from other than imprest funds, Standard Form 1034 (Public Voucher for Purchases and Services Other Than Personal) will be used in processing commercial transportation bills. The vouchers used will not be classified as transportation vouchers for submission to GSA after payment, but will be retained in administrative files for subsequent audit.

d. Any supplemental claims arising after the original bills for commercial-type shipments have been paid should be settled directly with the carriers. However, claims involving a doubtful question of law or fact or as to the amount properly due may be forwarded to the General Services Administration, GSA Building, Audits Division, ATTN: BWAB, 18th and F Streets, NW, Washington, DC 20405 for direct settlement with the carrier involved. The complete record should be furnished, together with a citation to the appropriation or fund chargeable, if the claim is allowed. Additional procedures governing claims reporting by Air Force activities are published in AFR 182-2, chapter 17.

Chapter 33

Explosives and Other Hazardous Material

Section I

General

33-1. Scope

a. This chapter establishes policies, procedures and responsibilities applicable to the CONUS movement of explosives and other hazardous material by all modes of commercial transportation.

b. When military vehicles are used to transport explosives and other hazardous material over the public highways, the safety laws, rules, and regulations applicable to commercial carriers will be complied with.

c. Individual shipper service regulations contain special provisions applicable to the rail transportation of explosives and other hazardous material with troops on a train.

33-2 Regulatory requirements

a. Shippers of explosives and other hazardous materials will conform to applicable statutory and regulatory requirements.

b. Shipments of explosives and other hazardous material will not knowingly be tendered for transportation in a manner, form, or under conditions which would result in violation of a regulatory requirement described in (1) through (5) below:

(1) *Surface carriers.* Governing Department of Transportation (DOT) regulations are binding upon all shippers and all common, contract, and private surface carriers who transport explosives or other hazardous material in interstate or foreign commerce.

(2) *Air carriers.* Air carriers are governed by regulations of the Federal Aviation Administration, International Air Transport Association, and International Civil Aviation Organization.

(3) *Water carriers.* Domestic water carriers are governed by regulations of the DOT, and International Maritime Organization.

(4) *Intrastate movements.* Intrastate movements are governed by State regulations. Additional requirements may be imposed by municipalities for local areas of jurisdiction.

(5) *Water terminal facilities.* Additional specific precautions may be required by local, city, county, or State regulatory bodies in connection with the use of water terminal facilities.

33-3. DOD requirements

Any actual or proposed DOD requirement governing the movement of explosives or other hazardous material which are more restrictive than or exceed requirements of regulatory bodies, except as published herein regarding safety in the handling of explosives and other hazardous material, will be forwarded to the Commander, MTMC, ATTN: MT-SS, 5611 Columbia Pike, Falls Church, VA 22041-5050, for review and approval prior to implementation.

33-4. Hazardous material

Hazardous material is a substance or material which has been determined by the Secretary of Transportation to be capable of posing an unreasonable risk to health, safety, and property when transported in commerce. This includes, but is not limited to the following:

a. Explosives: Class A, B, and C, and blasting agents.

b. Flammable, combustible, and pyrophoric liquids.

c. Flammable solids, oxidizers, and organic peroxides.

d. Corrosive materials.

e. Compressed gases.

f. Poisons: Class A and B, irritating agents, and etiologic agents.

g. Radioactive materials: White I label, Yellow II and III label materials.

h. Other regulated materials (ORM): ORM-A, B, C, and D.

33-5. Hazard classification

DOD persons engaged in hazard classification in accordance with TB700-2/NAVORDINST 8020.3/Air Force Technical Order 11-1-47/DLAR 8220.1, are authorized direct contact with the DOT, Office of Hazardous Material Regulation, Technical Division, Sciences Branch, Washington, DC 20590, and other agencies on all relevant technical matters.

33-6. Responsibilities

a. All personnel participating in the shipment of explosives and other hazardous material must comply with rules and regulations of regulatory bodies governing safe transportation. All matters pertaining to the establishment, amendment, or clarification of such rules and regulations will be referred to the Commander, MTMC, ATTN: MT-SS, 5611 Columbia Pike, Falls Church, VA 22041-5050, for coordination, determination, or further handling with regulatory bodies and commercial carriers.

b. The shipper services will clearly define the TO's responsibilities at all activities which ship and receive explosives and other hazardous material.

c. TOs will—

(1) Comply with regulations and instructions governing the safe transportation of explosives and other hazardous material.

(2) Inspect all rail cars and motor vehicle equipment prior to use for transporting explosives and other hazardous material.

(3) Ensure vehicle drivers—

(a) Receive emergency response instructions before explosives and certain other hazardous material shipments are dispatched (para 33-20).

(b) Are instructed in the requirements for promptly reporting accidents, incidents or delays en route (para 33-22).

(4) Ensure the net explosive weight is annotated on the bill of lading for all ammunition shipments as prescribed by figure 32-1, item 21e(6).

(5) Maintain records for shipments of Class A or B explosives and poisons and radioactive Yellow III label materials.

(6) Trace hazardous material shipments when not received 24 hours after estimated time of arrival.

(7) Report overage, shortage, damage, and other transportation-type discrepancies on SF 361 (Transportation Discrepancy Report) in accordance with AR 55-38/NAV-SUPINST 4610.33/AFR-18/MCO P4610.19/DLAR 4500.15.

(8) Report packaging, marking and other shipping-type discrepancies on SF 364 (Report of Discrepancy) in accordance with AR 735-11-2/NAVMATINST 4355.73/AFR 400-54/MCO 4430.3/DLAR 4140.55.

33-7. Training

a. *Requirement.* All personnel involved with the preparation and shipment of hazardous materials by commercial carriers or by military vehicles must be trained as follows:

(1) *Certification.* To be qualified to certify hazardous material for shipment, personnel must—

(a) Be designated in writing by their supervisor or Commanding Officer.

(b) Successfully complete formal training in the applicable provisions of Title 49, Code of Federal Regulations (49 CFR).

(c) Be retrained every two years.

(2) *Prepare and handle.* Personnel who prepare or handle hazardous material, other than as specified in (1) and (2) above, must be trained in the applicable provisions of 49 CFR. This can be accomplished by—

(a) Formal training.

(b) On the job training.

(c) Other acceptable training methods.

b. *Retraining.* Personnel trained under requirements of a above must receive refresher training every two years in order to continue to certify shipments, or otherwise prepare and handle hazardous materials for shipment.

c. *Training records.* All training completed under requirements of a and b above must be recorded in individual and organization training records.

d. *Courses.* DOD 5010.16-C contains information on DOD courses available to satisfy the training requirements specified in a above. Other acceptable courses are available from the DOT and other governmental agencies, commercial firms, and shipper service sponsored training sources.

33-8. Medical Examiners Certificate

Commercial drivers transporting explosives or other hazardous material over public highways must possess a Medical Examiner Certificate issued within the previous 24 months.

33-9. Exemption from inspection

Under provisions of the DOT Exemption 868 (app K), the shipper services are exempt from specific 49 CFR provisions which require inspection by rail or motor carriers prior to tendering cars or vehicles loaded with certain Class A and B explosives subject to security considerations for shipment in rail or motor service. See section V for additional information on exemptions.

33-10. Publications

TOs responsible for transportation of explosives and other hazardous material must obtain and use the AAR publications specified in paragraph 29-13a-c and the publications governing transportation of hazardous materials by motor and air listed in paragraph 29-13d which are applicable to local activity operations.

33-11. Labels and placards

a. Proper labeling and marking of packages and placarding of vehicles is the shipper's responsibility. No transport vehicle loaded with explosives or other hazardous material will be released without proper marking and labeling of packages therein and proper placarding of the vehicle as required by the appropriate regulatory or supervisory authority.

b. Labels must not be applied to packages containing material which is not subject to 49 CFR, Parts 100-199.

c. When DOT exempts a package(s) from labeling (sec V), the GBL must be annotated as prescribed by figure 32-1, item 21e(5), and a copy of the exemption must be attached.

d. TOs may obtain labels and placards from the General Services Administration (GSA) through normal publications supply channels. If not available from GSA, labels and placards may be procured from commercial sources.

33-12. Routing

Domestic Route Orders and Export Traffic Releases for commercial transportation of explosives or other hazardous material will be obtained in accordance with chapters 17 and 18, respectively.

33-13. Carrier assistance

a. *Type of service.*

(1) To promote safety, expedite transportation and ensure delivery of shipments of explosives and other hazardous material, the shipper services may extend any technical assistance and aid considered necessary in connection with moving, salvage, demolition, neutralization, or other disposition of Government-owned shipments being transported or stored by carriers.

(2) Shipper service regulations prescribe policies, responsibilities, and procedures for the disposal of explosive ordnance material and commercial shipments of explosive-contaminated scrap metals.

b. *Carrier responsibility.* The carrier must be informed in writing that—

(1) Assistance given in accordance with a above will be for the carrier's account and that the carrier may be held responsible for all expenses incurred by the Government, including salaries and wages paid by the Government.

(2) DOD personnel act and perform as a carrier agent.

(a) DOD personnel assigned to assist a carrier will retain their status as employees of the US Government and, as such, will be entitled to the benefits as provided by law.

(b) The Government will not recognize or submit to any action for property damage in connection with such assistance furnished, when actual labor supervision or other services are performed at the carrier's request.

c. *Arrangements.*

(1) Except under emergency conditions when delay might contribute to further hardships or possible disaster, when DOD personnel are called upon to give assistance to a carrier, the TO will prepare a self-addressed letter in the form of a Request for US Government Service and include the points in b above for signature by the carrier's representative. The letter will clearly state that—

(a) The carrier acknowledges responsibility for performance of the services requested from the US Government.

(b) Performance of services by DOD personnel will not relieve the carrier of tort liability.

(2) When assistance is given under emergency conditions and there is no time for advance preparation of the letter prescribed in (1) above, it will be prepared and signed after the service is performed.

d. *Payment.*

(1) Collection of money for services rendered under these provisions will be in accordance with the proper finance office procedures and shipper service regulations.

(2) Checks will be made payable to "Treasurer of the United States," and submitted to the appropriate shipper service billing office.

e. *Services furnished without charge.* Carriers will not be billed or held responsible for any service performed by DOD personnel that was not requested by the carriers,

such as dispatching of representatives to observe transfer of loadings or to suggest corrective measures in connection with seal breakage, shifting of loads or bracings, accidents, or other adjustments.

f. Assistance during transportation emergencies.

(1) Commanders of military activities having appropriate facilities will grant safe haven (para 34-2m) to military and military-sponsored shipments of Class A and B explosives, at the request of MTMC, when such material is en route and is prevented from proceeding to destination by circumstances beyond the carrier's control. Safe haven may also be granted for other governmental agency sponsored shipments en route when requested.

(2) The appropriate MTMC area command will coordinate requests from carrier representatives or dispatchers for safe haven during emergencies.

(a) Availability of activities which can afford safe haven will be determined by the MTMC area commands.

(b) Authorization for safe haven will be obtained by MTMC from the commander of the selected activity before providing the carrier representative with the safe haven location and point of contact.

(3) Each carrier whose vehicle is granted safe haven must be apprised by the appropriate MTMC area command by telegram that—

(a) Granting of safe haven does not relieve the carrier of liability under the contract of carriage.

(b) The U.S. Government does not assume responsibility for the shipment or carrier's equipment, so long as terms and conditions of providing safe haven are not inconsistent with those of the carrier's contract of carriage.

(c) It will be within the prerogative of the activity commander to permit carrier personnel to remain with the vehicle for constant surveillance purposes or to decline safe haven.

(d) The safe haven accorded is strictly temporary in nature and the vehicle must be removed from the military installation as soon as the activity commander or appropriate civil authority determines that the shipment is no longer endangered by local conditions.

(4) Vehicles accorded safe haven will be parked inside an appropriate security area, preferably fenced. When required, activity security will be extended to provide protection.

(5) Compatibility restrictions and quantity-distance requirements of DOD 6055.9-STD, as implemented by shipper service regulations, will be observed.

(6) Shipping documents will be examined to prevent entry of an unauthorized shipment into the activity.

(7) The consignor and consignee must be notified by the carrier of shipment delay.

(8) At the discretion of an activity commander, the provisions of paragraph 29-15

may be applied to shipments granted safe haven.

(9) Costs of providing safe haven will be processed for reimbursement in accordance with *d* above.

33-14. Notification of accidents or incidents

a. Damage resulting from explosion or fire.

(1) In every case of damage to explosives or other hazardous material by explosion or fire while in the possession of a commercial carrier, the Commander, MTMC, the commander of a military activity; or other DOD authority will, upon receiving notice of such damage, immediately notify the ammunition management element of the shipper service that sponsored the shipment. Points of contact for the shipper service ammunition management element and HQMTMC, as coordinator, are listed in table 33-1. The sponsoring shipper service can usually be identified by the transportation fund citation shown on a GBL.

(2) When shipper service regulations require preparation of a report on damage to explosives or other hazardous material, a copy of the report will be furnished to the Commander, MTMC, ATTN: MT-SS, 5611 Columbia Pike, Falls Church, VA 22041-5050, and the shipper service ammunition management element(s) listed in table 33-1.

b. Accidents or incidents not resulting in explosion or fire. The Commander, MTMC; the commander of a military activity; or other DOD authority first receiving a report of an accident or incident not resulting in explosion or fire, will notify the appropriate shipper service ammunition management element(s) and HQMTMC.

c. Reporting.

Table 33-1
Shipper service ammunition management element and HQMTMC emergency points of contact

Message address: CDRMTMC FALLS CHURCH VA//MT-SS//
Telephone:
Commercial: Duty hours (202) 756-1951/2, After duty hours (202) 756-1125
AUTOVON: Duty hours 289-1951/2, After duty hours 289-1125

Message address: CDRAMCCOM ROCK ISLAND IL//AMSMC-TM//
Telephone:
Commercial: Duty Hours (309) 782-6426, After duty hours (309) 782-6001 (Duty Officer)
AUTOVON: Duty hours 793-6426, After duty hours 793-1110

Message address: CDRNAV SEA WASH DC//SEA-06T1//
Telephone:
Commercial: Duty Hours (202) 692-7754, After duty hours (202) 692-7527, (Duty Officer)
AUTOVON: Duty hours 222-7754, After duty hours, 222-7527

Message address: CDR OGDEN AIRLOG CEN HILL AFB UT//DSTMM//

Telephone:

Commercial: Duty Hours (801) 777-5771/5595, After duty hours (801) 777-7029
AUTOVON: Duty hours 458-5595, After duty hours 458-2556

Message address: CDR SA-ALC KELLY AFB
Telephone:
Commercial: Duty hours (512) 925-6937, After duty hours (512) 925-6906
AUTOVON: Duty hours 945-6937, After duty hours 945-6906

Message address: CMC WASH DC//LMG//LFT// (See note)
Telephone:
Commercial: Duty hours (202) 695-0697, 695-4638, After duty hours (202) 695-2645 (Staff Duty Officer)
AUTOVON: Duty hours 225-0697, 225-4638, After duty hours 225-2645

Message address: DIRDLA CAMERON STA VA//DLA-OT//
Telephone:
Commercial: Duty hours (202) 274-6754, After duty hours (202) 274-6000
AUTOVON: Duty hours 284-6754, After duty hours 284-6000

Note: In addition to notifying CMC for Marine Corps shipments, also notify CDRNAVSEA as indicated above.

(1) The shipper service sponsoring the ammunition shipment will accomplish followup action and furnish complete data to the other shipper ammunition management element(s) and HQMTMC.

(2) A report of investigation by another shipper service management element, of an accident or incident involving a commercial carrier that did not occur on a military activity or contractor facility, will be furnished directly to the responsible shipper service ammunition management element for distribution and appropriate action.

Section II
Motor Vehicle Transportation

33-15. Use

Shipments of Class A or B ammunition, explosives or poisons and radioactive Yellow II and III label materials will only be tendered to—

a. Motor carriers who are on the HQMTMC list of motor carriers approved to transport Class A and B ammunition for the DOD and who comply with Department of Transportation (DOT) and other transportation safety regulations.

b. Local drayage carriers which have filed certificates with local TOs, stating that they will comply with DOT safety regulations and all other applicable state and local laws and regulations.

33-16. Substitute rail service

Use of substitute rail service (trailer-on-flat-car) by motor carriers is prohibited for shipments of Class A and B explosives that do not meet rail service loading requirements. GBLs covering shipments of this nature will be annotated as prescribed by figure 32-1, item 15f.

33-17. Leased equipment**a. Carrier equipment and employees.**

(1) Trip-leased commercial vehicles will not be used to transport Class A or B ammunition, explosives or poisons, or radioactive Yellow III label materials.

(2) Vehicles used must be owned or leased under a valid agreement (b below) by the company transporting the shipment.

(3) Vehicle drivers must be full-time employees or under the direct control and responsibility of the company transporting the shipment.

(4) The provisions of (1) through (3) above do not preclude interchange of equipment in furtherance of a through movement of traffic at a point or points which such carriers are authorized to service.

b. Contract of lease.

(1) The contract of lease must—

(a) Be in writing.

(b) Be signed by all parties thereto.

(c) Provide for the exclusive possession, control and use of the equipment.

(d) Provide for complete assumption of liability by the lessee.

(e) Not contain a provision authorizing cancellation by either party on less than 30-day notice.

(2) Leased equipment may not be further leased or subject to any other carrier for the duration of the lease.

(3) The shipper will ensure that a copy of the appropriate contract of lease is carried in all leased vehicles and is available for inspection.

33-18. Inspection of vehicles**a. Before loading.**

(1) All motor vehicles used or to be used to transport Class A or B ammunition, explosives or poisons, or radioactive Yellow III materials over public highways will be inspected by shipping activities for compliance with 49 CFR and DOD safety regulations. DD Form 626 (Motor Vehicle Inspection), will be used for this purpose. See paragraph 33-19 for instructions on using DD Form 626.

(2) Only vehicles without deficiencies will be accepted for loading. Vehicles with known deficiencies will not be rejected if they can be corrected before loading.

b. Before unloading.

(1) All motor vehicles delivering shipments of Class A or B ammunition, explosives or poisons, or radioactive Yellow III label materials will be inspected before unloading. DD Form 626 will be used for this purpose.

(2) Any deficiencies will be corrected at the time of inspection if practicable and considered necessary for safe delivery to the unloading point. If correction of a deficiency is necessary, but is impracticable, proper action will be taken to ensure safe delivery of the shipment.

(3) Deficiencies must be corrected by the carrier before vehicles are permitted to enter sensitive or restricted areas.

33-19. DD Form 626

a. Use. DD Form 626 must be used by shipping and receiving activities to conduct inspections of motor carrier equipment used or to be used to transport shipments of Class A or B ammunition, explosives or poisons, or radioactive Yellow III materials.

(1) **Shipping activity.** The shipping activity must prepare DD Form 626 before a motor vehicle is used for transportation of material described in *a* above.

(a) The form specifies items to be checked on empty equipment prior to loading.

(b) All spaces must be filled in. Additional pages may be used if necessary.

(c) Shipments will not be tendered if any DD Form 626 requirement checked as unsatisfactory is not corrected.

(2) **Receiving activity.** The receiving activity must prepare DD Form 626 before a motor vehicle containing a shipment of material described in *a* above is accepted for delivery. The form specifies items to be checked on incoming loaded equipment.

b. Corrected deficiencies. Deficiencies which are discovered during inspection and are corrected before loading or unloading of the vehicle will be entered in the "Remarks" column opposite the proper item.

c. Distribution.

(1) The original will be retained by the inspecting activity.

(2) For truckload shipments, one copy will be given to the vehicle driver at origin for delivery to the consignee.

(3) When a commercial vehicle is found deficient and is rejected for loading or unloading, or the driver of the vehicle is found to be unsatisfactory, one copy will be sent to each of the following:

(a) Nearest DOT field office.

(b) Carrier home office.

(c) MTMC area command in whose geographical area of responsibility the shipping activity is located.

(d) The Commander, MTMC, ATTN: MT-SS, 5611 Columbia Pike, Falls Church, VA 22041-5050.

(4) When deficiencies are discovered during the inspection of commercial vehicles but are corrected before loading or unloading, a copy will be sent only to the offices specified in (b) and (c) above.

(5) Photographs which indicate deficiencies should be attached, if available, when making distribution.

33-20. DD Form 836

a. Use. DD Form 836 (Special Instructions for Motor Vehicle Drivers) will be used by TOs to provide emergency response instructions to drivers of all commercial and military vehicles transporting explosives or certain other hazardous material. Emergency response instructions inform a driver on how to protect one's self, the lading, the vehicle, and other life and property from such hazards as fire, accident, or vehicle breakdown.

b. Specific instructions. The TO will supplement instructions contained in DD Form

836 with specific instructions contained in appendix L applicable to the commodity being shipped. When an item is not listed in appendix L, specific instructions will be obtained from the Material Safety Data Sheet (or other technical data) developed by the shipper service element responsible for development of the item.

c. Instructions for shipping explosives. For all shipments of explosives, Items 5 and 6 in the "In Case of Fire" block of DD Form 836 will be completed as follows:

(1) For Class A or B shipments, enter "2500 feet" in both items.

(2) For Class C shipments, enter "1500 feet" in both items.

d. Driver. The origin driver will be instructed to transfer DD Form 836 to each successive driver for delivery to the consignee.

33-21. Seals

See paragraph 29-14 for instructions on sealing of motor vehicles.

33-22. Accidents, incidents or delays

When shipping Class A or B ammunition, explosives or poisons, or radioactive Yellow III label materials, TOs will furnish vehicle drivers with written instructions on a bill of lading to notify the consignor and consignee, by the fastest available means, when a shipment is—

a. Involved in an accident or incident.

b. Delayed en route for a period of 12 hours or more.

33-23. Reporting safety violations

a. Serious safety violations are those which might or do receive national or local publicity or are of such a nature or magnitude as to reflect unfavorably on a carrier's capability to safely transport DOD hazardous material shipments.

b. The shipper services will advise the Commander, MTMC, ATTN: MT-SS, 5611 Columbia Pike, Falls Church, VA 22041-5050, of all serious safety violations by motor carriers transporting Class A or B ammunition, explosives or poisons, on or off a military activity, when such violations become known.

33-24. Transfer or interchange

a. Restriction. Except under unusual circumstances as provided in *b* below, military activities will not be used by commercial motor carriers as transfer or interchange points in the normal routing of explosives and other hazardous material. This restriction applies to the use of military activities—

(1) As intermediate points for the transfer of loads of explosives and other hazardous material.

(2) For the change or interchange of transportation equipment carrying explosives or other hazardous material.

b. Unusual circumstances. Military activities may be used by commercial motor carriers for load transfer or equipment interchange, at the discretion of the activity

commander, when essential to national defense, or required during emergencies affecting the security and safety of life or property.

(1) When an activity commander believes that permission should be granted for carrier use of the activity under circumstances in *b* above, request for approval will be made to the Commander, MTMC, ATTN: MT-SS, 5611 Columbia Pike, Falls Church, VA 22041-5050, before granting permission to the carrier. Requests will furnish complete details justifying use of the installation for load transfer or interchange. HQMTMC will coordinate the proposed action with all interested activities or agencies before furnishing approval.

(2) In an emergency, when there is not enough time to obtain prior approval from the Commander, MTMC, the activity commander may permit motor carrier use of the activity for load transfer or interchange. In these instances, complete justification will be furnished to the Commander, MTMC, ATTN: MT-SS, 5611 Columbia Pike, Falls Church, VA 22041-5050.

33-25. Delivery after hours

a. Shipments of explosives and other hazardous material should be delivered during normal working hours; however, when a shipment arrives at a destination after normal working hours for any reason, and cannot be unloaded immediately, activities having safe haven/refuge capability will provide carriers with a temporary holding area.

b. Holding areas will be subject to shipper service regulations for handling and safeguarding explosives and other hazardous material. Normal activity fire and security protection will be provided.

c. The driver or authorized carrier representative will be advised that responsibility for the shipment remains with the carrier until formal delivery has been made.

Section III Rail Freight Transportation

33-26. General

Shipments of ammunition, explosives and other hazardous materials will be tendered for rail shipment in accordance with Department of Transportation (DOT) regulations and individual shipper service instructions.

33-27. Car Inspection.

a. Preloading. Each railcar used to transport explosives must be inspected prior to loading to ensure compliance with 49 CFR 174.104.

b. Loaded.

(1) All loads must be properly blocked and braced or shored in accordance with Bureau of Explosives Pamphlets 6 and 6A, appropriate Military Standards, or other shipper service loading drawings.

(2) Mixture of explosives. Shipment must not contain any combination of explosives

or hazardous material prohibited by DOT regulations from being loaded, transported, or stored together.

(3) Marking. All items must be in good condition and marked in accordance with DOT and other applicable regulations.

(4) Placards must be properly placed in accordance with DOT regulations.

33-28. Car Certificate

A carrier-provided three-part Car Certificate will be used in connection with inspection of railcars used for shipping Class A explosives in accordance with 49 CFR 174.104.

33-29. Seals

Railcars used for shipment of explosives and other hazardous material must be properly sealed and the GBL annotated as prescribed by figure 32-1, Item 29. When Class A, B, or C explosives are shipped, the railcar must be—

a. Sealed with a shipper service-approved seal.

b. In addition to *a* above, sealed with a wire twist or other locking device as required by the sponsoring shipper service.

Section IV Commercial Air Transportation

33-30. Scope

This section is applicable to the transportation of explosives and other hazardous material prohibited in commercial air service under the provisions of 49 CFR, Parts 100 through 199, and tariffs of individual air carriers. All hazardous material shipments moving in air taxi service are subject to the provisions of this section.

33-31. Special authority

a. When emergency situations exist and other modes of transportation will not adequately meet movement requirements, commercial air carriers may be used for transporting explosives and other hazardous material only when special authority is granted by the Administrator, Federal Aviation Administration (FAA), upon request of the Commander, MTMC.

b. When required by specific terms and conditions of a FAA special authority and/or Department of Transportation exemption, arrangements will be made for transportation of shipments between military airfields and or civilian airfields within the terms of the special authority or exemption.

33-32. Routing

Request for routing of shipments under conditions prescribed in paragraph 33-31 will include information required by paragraph 17-18. In addition, the shipping activity must specify that justification for commercial airlift has been verified and will be supported by the appropriate official designated in *a* through *d* below.

a. Army—Director of Transportation, Deputy Chief of Staff for Logistics.

b. Navy—Deputy Commander, Transportation, Naval Supply Systems Command.

c. Air Force—Director of Transportation, Headquarters, Air Force Logistics Command or Chief of Transportation, Headquarters, Air Force Systems Command.

d. Marine Corps—Head, Transportation Branch, Code LFT, Headquarters, USMC.

33-33. Justification

Justification for commercial airlift of restricted articles will be certified in writing by the headquarters of the shipper service concerned (para 33-32), direct to the Commander, MTMC, ATTN: MT-INF, 5611 Columbia Pike, Falls Church, VA 22041-5050. Certification will include the following information:

a. An emergency situation exists and air carriage is essential to national defense.

b. Requirement is not based upon an economic advantage or convenience to the Government or the air carrier.

c. Other modes of transportation are not adequate to meet the requirement (including LOGAIR and QUICKTRANS airlift).

33-34. Tariff and tender requirements

Shipments of explosives and other hazardous material in commercial air-service are governed by regulatory requirements (packing, marking, labeling, certification, and so forth.) prescribed in applicable tariffs and tenders.

Section V Exemptions

33-35. General

To provide a practical solution for problems encountered when shipping explosives and other hazardous material, Department of Transportation (DOT) issues exemptions from specific portions of DOT regulations under certain conditions. A commonly used exemption (DOT-E 868) granted to DOD is contained in appendix K.

33-36. Requests

a. The Commander, MTMC, is the authorized representative of the shipper services in arranging for new or modified exemptions or waivers of any of the provisions of Federal, State, municipal, or other regulations governing the transportation of explosives and other hazardous material by commercial carrier.

b. In emergencies, the shipper services are authorized to make direct contact with the DOT to obtain exemptions. The Commander, MTMC, ATTN: MT-SS, 5611 Columbia Pike, Falls Church, VA 22041-5050, must be promptly informed of each emergency action.

c. Except in instances specified in *b* above, requests from all elements of the shipper services for exemptions will be forwarded through appropriate command channels to HQMTMC.

d. Exemption requests must be submitted to HQMTMC in triplicate at least 90 days before the requested effective date and must contain the following information:

- (1) Regulatory provisions involved.
- (2) Justification for the exemption including—
 - (a) Reason(s) why the regulations are not appropriate.
 - (b) Reason(s) why the public or DOD interest would be served by the proposal.
 - (c) Basis upon which the proposal would provide an adequate and reasonable degree of safety.
- (3) A detailed description of the proposal, including, when appropriate—
 - (a) Drawings.
 - (b) Plans.
 - (c) Calculations.
 - (d) Procedures.
 - (e) Test results.
 - (f) Previous approvals or exemptions.
 - (g) List of container specifications.
 - (h) Description of the modifications.
 - (i) Any other supporting information.
- (4) Commodity identification including—
 - (a) Chemical name.
 - (b) Common name.
 - (c) Hazard classification.
 - (d) Form.
 - (e) Quantity.
 - (f) Properties.
- (5) Characteristics of the material covered by the proposal, including composition and percentage (specified by volume or weight) of each chemical, if a solution or mixture.
- (6) Any relevant shipping or accident experience with the container proposed.
- (7) Proposed mode of transportation, and any special transportation controls needed.
- (8) Statement or recommendation regarding any changes to the regulations which would be desirable to prevent the need for a future exemption.

33-37. Bill of lading attachment

When shipping specified items under a DOT exemption, a copy of the exemption must be attached to each bill of lading.

33-38. Renewal

a. When it is apparent that a shipment for which an exemption has been issued will not be completed before an exemption expires, a request for extension will be submitted through appropriate command channels to the Commander, MTMC, ATTN: MT-SS, 5611 Columbia Pike, Falls Church, VA, 22041-5050, at least 90 days prior to the exemption date. Requests should include the contemplated shipment completion date(s).

b. Upon receipt of a renewal request, the Commander, MTMC, will take appropriate action to obtain a new expiration date and will advise the requester accordingly.

33-39. Exemption usage report

49 CFR 107.105, requires submission of shipment history data on each application

for renewal of a DOT exemption. Accordingly, each shipper service will submit an exemption usage report (RCS MTMC-158) annually to the Commander, MTMC, ATTN: MT-SS, 5611 Columbia Pike, Falls Church, VA 22041-5050, on 30 July for the previous 1 July-30 June period. The report will contain the following data on each exemption:

- a. DOT exemption number.
- b. Number of shipments made.
- c. Facts pertaining to any accident or incident involving a shipment made using the exemption.

Chapter 34 Movement of SECRET, CONFIDENTIAL, and Sensitive Material

Section I General

34-1. Scope

a. This chapter establishes policies, procedures and responsibilities applicable to the CONUS movement of SECRET, CONFIDENTIAL or sensitive shipments which are—

- (1) DOD-funded.
- (2) Made under the DOD Foreign Military Sales program.
- (3) Made by a contractor or subcontractor.

b. This chapter is also applicable to SECRET, CONFIDENTIAL or sensitive shipments funded by other Government agencies participating in the DOD Industrial Security Program.

c. The transportation protective services (TPSs) prescribed in this chapter are minimum requirements applicable to the movement of SECRET or CONFIDENTIAL material as prescribed in DOD 5200.1-R, and sensitive material as prescribed in DOD 5100.76-M, including demilitarized and retrograde cargo. TPSs—

- (1) Prescribe procedures for insuring adequate en route protection of SECRET, CONFIDENTIAL or sensitive material and for minimizing freight loss and damage caused by negligence or unauthorized or illegal acts.
- (2) Establish procedures to maintain shipment accountability.
- (3) Provide a means for corrective or compliance action, when required.

34-2. Definitions

For purposes of this chapter, the following definitions apply:

- a. *Candidate material.* A collective reference to special nuclear material and nuclear weapons.
- b. *Classified material.* Items that require protection in the interest of national defense.
- c. *Cleared carrier.* A commercial carrier who has met the following criteria for handling SECRET shipments:

(1) Can provide the Protective Security Service (PSS) requirement established by a TO.

(2) Has authorization by law or regulation to provide the required transportation service.

(3) Has a SECRET facility clearance issued by the Defense Investigative Service (DIS).

(4) Has furnished HQMTMC with an applicable tariff, tender, agreement or contract that provides for PSS.

d. *Closed vehicle or equipment.* A conveyance that is fully enclosed with permanent sides and top, and with doors that can be locked and sealed.

e. *Dromedary.* A container that can be mounted behind the power unit of a truck or carried on a flatbed trailer and which can be used to transport less-truckload shipments of SECRET, CONFIDENTIAL or sensitive material.

f. *Emergency.* Any situation which would prevent a shipment of SECRET, CONFIDENTIAL or sensitive material from safely reaching its destination, such as undue delay caused by accidents, equipment failure, civil disturbance, labor strikes or natural disasters.

g. *Escorts or couriers.* U.S. Government military members or civilian employees, or DOD contractor employees responsible for continuous surveillance and control over movements of classified material. Individuals designated as escorts or couriers must possess a DOD-issued security clearance at least equal to the level of classification of the material being transported.

h. *Greater Security (GS).* A seal tracing and inspection service for rail movement of unclassified sensitive cargo. GS consists of—

(1) Military Traffic Expediting Service (MTX). Para 39-9b(1) contains an explanation of MTX.

(2) Inspection of railcars at major terminals by railroad personnel for evidence of forced entry or tampering with seals or securing devices. The following information is contained in a rail carrier's inspection report:

- (a) Name of carrier reporting.
- (b) Time of inspection.
- (c) Actual arrival time at terminal.
- (d) Actual departure time from terminal.

i. *Qualified carrier representative.* A person employed by a carrier or terminal involved in the handling of DOD shipments under a TPS and who is—

(1) Designated by carrier or terminal management to attend a transportation conveyance.

(2) Aware of the sensitivity of DOD material moving under transportation protective service(s). (Note: Carrier employees or representatives will not be informed of a shipment's level of classification.)

(3) Knowledgeable of the safety, security and emergency procedures that must be followed.

(4) Authorized to move a transportation conveyance and has the means and ability to do so.

(5) When providing PSS, cleared under the Defense Industrial Security Program to handle SECRET shipments and has carrier-issued identification.

j. Refuge location. A DOD activity that meets statutory requirements for storing SECRET, CONFIDENTIAL or sensitive material (excluding Class A and B explosives) and that can provide security for such shipments in emergencies.

k. Report of Shipment (REPSHIP). An advance notification of shipment provided by a shipper to the consignee to be received not later than 24 hours prior to shipment arrival. See paragraph 32-27 for additional information on REPSHIPS.

l. Safe haven (DOD). A DOD activity that meets the quantity and distance requirements of DOD 6055.9-STD for storing Class A and B explosives and that can provide security for such shipments in emergencies.

m. Safe haven (non-DOD). A state or locally approved area for parking vehicles containing Class A or B explosives in accordance with Title 49, Code of Federal Regulations (49 CFR).

n. Security cage. A structure fabricated of steel grating that can be used for temporary storage of SECRET, CONFIDENTIAL or sensitive material within low security structures, including carrier terminals. Table 34-1 contains standards and alternatives for construction of a security cage.

o. Sensitive material. Arms, ammunition and explosives (AA&E) which are a definite threat to public safety and can be used by a militant, revolutionary, criminal or other element for civil disturbance, domestic unrest or criminal action.

p. Transportation protective service (TPS). A commercial carrier service performed according to DOD standards that provides in-transit physical security for shipments of SECRET, CONFIDENTIAL or sensitive material.

Table 34-1
Security cage standards (See note)

General
Security cages will be fabricated from commercial steel grating panels. Walls, doors, floors and ceiling must provide protection equivalent to the steel grating to preclude forced entry. Doors must have DOD-approved padlocks (equivalent to American 200 series) and hasp systems and connecting hardware must be welded or otherwise secured to deter unauthorized entry.

Walls
Constructed of structural steel angle and expanded steel grating. Building walls also may be used which provide equivalent security to form side(s). (Examples: Double-course reinforced or filled concrete block.)

Floors
Made of asphalt or reinforced concrete or wood if reinforced with steel floor plating.

Ceiling
Same material as wall or floor. Minimum height—8 feet. Frame—metal.
Hinges—welded hinge pins. Locks—DOD-approved (equivalent to American 200 series) security locks and hasps.

Connecting Devices
Welded, peened or otherwise installed so as to deter unauthorized entry.

Windows/Openings
Expanded steel grating, anchored in metal frame, secured in same manner as door.

Alternative
As an alternative to a security cage, a CONEX, dromedary, or similar heavy container which is sealed and locked with a DOD-approved (equivalent to American 200 series) lock may be used in buildings which are locked, or guarded or alarmed. In lieu of locking the containers, they may be placed with doors against each other or against a substantive building wall. (See WALLS above).

Note: Terminal buildings containing security cages will be locked or guarded, or alarmed.

34-3. Policies

a. Commercial transportation. The policy in paragraph 3-1 will be observed in selecting the means of transportation for the movement of SECRET, CONFIDENTIAL or sensitive material.

b. U.S. Postal Service. Registered Mail, Return Receipt Requested, is an acceptable alternative to commercial transportation and overpack requirements for sensitive Category II, III and IV handguns, shoulder-fired weapons, and machine guns. The U.S. Postal Manual restricts shipments to a packaged weight of 70 pounds or less and 100 inches in length and girth combined. DOD 5200.1-R contains guidance for postal service movement of SECRET or CONFIDENTIAL material.

c. Combining unclassified and SECRET or CONFIDENTIAL material. Shipments of unclassified material may be combined with SECRET or CONFIDENTIAL material if the required TPS for the SECRET or CONFIDENTIAL shipment is applied to the entire combined shipment.

d. Tractor and trailer service. Trailers containing SECRET, CONFIDENTIAL or sensitive material must always be connected to tractors during shipment except when stopped at a—

- (1) DOD activity for loading or unloading.
- (2) Carrier terminal for servicing.
- (3) Carrier-designated point where the driver or qualified carrier representative maintains continuous surveillance over the shipment while disconnected.
- (4) State or local safe haven location which meets terminal security standards.
- (5) DOD safe haven or refuge location, in emergencies.

34-4. Responsibilities

a. The Commander, MTMC will—

- (1) Develop, administer and maintain transportation security procedures for the

movement of CONFIDENTIAL and sensitive material.

(2) Ensure that commercial carriers comply with DOD transportation security procedures for the movement of CONFIDENTIAL and sensitive material.

(3) Ensure that complete inquiries are conducted on all transportation security incidents and accidents involving CONFIDENTIAL and sensitive shipments. Reports of such inquiries will be furnished to appropriate MTMC area command, shipper service headquarters, major commands and TOs.

(4) Negotiate with commercial carriers to establish TPSs which meet shipper service requirements, and ensure publication in appropriate tariffs, tenders, agreements or contracts.

(5) Initiate action with the appropriate DIS office to determine qualification of a carrier(s) to move SECRET material.

(6) Maintain a master list of all cleared carriers and carrier terminals and furnish copies to the MTMC area commands.

(7) Provide the shipper services with carrier cost-service analyses and recommendations on use of available TPSs.

(8) Report any adverse information to DIS on a cleared carrier or contractor whose practices may indicate the security clearance granted is not consistent with the national interest.

(9) Serve as the DOD focal point for security and performance monitoring and oversight relative to classified or sensitive shipments in transit in the custody of carriers.

b. The MTMC area commanders will—

(1) Route all SECRET shipments and advise the shipper that either the routing selected—

(a) Contains cleared carriers, or—

(b) Does not contain carriers cleared under the DOD Industrial Security Program and, therefore, the shipper must provide escort or courier service.

(2) Route all export shipments of CONFIDENTIAL and sensitive material (para 18-9) and certain domestic shipments (in weight categories specified in paragraph 17-13) by the most economical method that will provide the required service and security protection. Also, provide TOs assistance in routing lesser quantities of domestic shipments, when requested.

(3) Ensure that Domestic Route Orders and Export Traffic Releases prescribe all required TPSs, cite applicable Routing Instructions Notes (app. D) and itemize rates and charges for both the line-haul transportation and applicable TPS(s).

(4) Provide transportation security advice and assistance to TOs and carriers, and investigate transportation security incidents and accidents within assigned geographical areas of responsibility.

c. The shipper services will—

(1) Ensure that shipping activities comply with DOD transportation security procedures for the movement of SECRET, CONFIDENTIAL and sensitive material.

(2) Designate SECRET, CONFIDENTIAL and sensitive material and furnish lists of such designations to TOs and MTMC area commands. This includes material to be shipped for the account of another shipper service or agency.

(3) Determine the need for increased security protection beyond the established minimum standards.

(4) Determine the appropriate security risk category and applicable transportation security requirements for safeguarding sensitive, conventional AA&E.

(5) When required, describe in contractual documents the security requirements for moving newly procured SECRET, CONFIDENTIAL or sensitive material.

(6) Provide HQMTMC with requirements for—

(a) Additional cleared carriers.

(b) Security measures which exceed those described in this chapter.

d. The origin TO will—

(1) Ensure shipments of TOP SECRET material are routed by the Armed Forces Courier Service in accordance with AR 66-5/OPNAVINST 5130.2/AFR 183-2.

(2) Request routing instructions from the appropriate MTMC area command for all domestic, export and import SECRET shipments.

(3) When routing assistance is needed or routing by the TO is not authorized under paragraphs 17-12 or 18-9, request MTMC routing instructions for shipments of CONFIDENTIAL or sensitive material.

(4) Ship sensitive shipments under the appropriate security measures prescribed in table 34-2.

(5) Release SECRET shipments to cleared carriers that can provide PSS as indicated in MTMC routing instructions. When a cleared carrier is not available, shipments of SECRET material may be made by another authorized carrier that is not cleared, provided the shipment is in the custody of escorts or couriers cleared for SECRET. Table 34-3 contains minimum security standards for shipping SECRET material.

(6) Release CONFIDENTIAL shipments only to carriers that can provide DOD Constant Surveillance Service (DOD CSS). Table 34-3 contains minimum security standards for shipping CONFIDENTIAL material.

(7) Ensure that shipments are not tendered to a carrier that is prohibited from handling shipments during a disqualification period imposed as a result of MTMC Carrier Performance Program action (see chap 42).

(8) Before releasing a shipment that requires Protective Security Service (PSS), ensure the driver(s) has security identification as specified by DOD 5220.22-M and DOD 5220.22-C. When validity of a driver's identification is in doubt, confirm the driver's security clearance by calling the DIS, (614) 238-2265 or AUTOVON 850-2265.

(9) Ensure motor carrier vehicle is equipped with an operational citizen band

radio capable of being used to obtain law enforcement and safety assistance in emergencies. (See para 34-28.)

(10) For air movement of SECRET, CONFIDENTIAL or sensitive material, regardless of weight, instruct the carrier to place the shipment within the aircraft to preclude access by passengers and crew while in flight.

(11) Securely package SECRET, CONFIDENTIAL or sensitive material in accordance with appropriate packaging regulations.

(12) Mark and label SECRET, CONFIDENTIAL or sensitive material in accordance with Military Standard 129. See paragraph 34-12 for restrictions on package marking.

(13) Trace SECRET, CONFIDENTIAL or sensitive material shipments when notified by consignee that shipment has not been received within 48 hours after estimated time of arrival.

(14) Before releasing CONFIDENTIAL or sensitive shipments (except those requiring PSS), ensure the driver(s) has a valid vehicle operators license plus a medical examiner's certificate, employee record card or similar documents, one of which must contain the driver's photograph. From documents provided, the TO must be able to verify a driver's affiliation with the carrier named on the bill of lading.

e. The destination TO will—

(1) Upon receipt of a REPSHIP, make appropriate arrangements to accept custody and control of the shipment.

(2) Notify the origin TO and appropriate MTMC area command Safety and Security Office HOTLINE (Eastern Area: (800)524-0331; in New Jersey (800)624-1361; Western Area: (800)331-1822; in California (800)348-4639) when SECRET, CONFIDENTIAL or sensitive material is not received within 48 hours of the estimated time of arrival, and when the delivering carrier cannot give a reasonable explanation for a delay.

f. The Director, DIS, will develop, administer and update, as appropriate, security procedures for the transportation of SECRET material by commercial carriers. Table 34-4 lists DIS points of contact.

g. The Regional Directors of Industrial Security, DIS, within their geographical areas of responsibility as shown in table 34-5, will—

(1) Coordinate with HQMTMC on all matters pertaining to granting, denying, suspending, revoking, or terminating a SECRET facility security clearance and DOD Transportation Security Agreement for a commercial carrier.

(2) Ensure that commercial carriers and DOD contractors comply with requirements of the DOD Industrial Security Program for transportation of SECRET material.

(3) Ensure that complete inquiries are conducted into all transportation security

incidents and accidents involving SECRET shipments. Reports of such inquiries will be made to the appropriate shipper service headquarters office with an information copy sent to the Commander, MTMC, ATTN: MT-SS, 5611 Columbia Pike, Falls Church, VA, 22041-5050. Summary reports of security inspections which reveal recurring transportation security deficiencies will also be provided to HQMTMC.

(4) Refer transportation security violations involving CONFIDENTIAL material to the Commander, MTMC, ATTN: MT-SS, 5611 Columbia Pike, Falls Church, VA, 22041-5050, for appropriate action.

34-5. Carrier selection

a. **SECRET material.** Use of commercial transportation is authorized only when the size, bulk, weight, and nature of the shipment, or escort considerations make the use of other approved methods impractical.

b. **Motor service.**

(1) All motor carrier shipments of SECRET and sensitive Category I and II material will be routed via a single carrier that can provide direct, door-to-door service, to preclude unnecessary en route handling and transfers.

(2) If direct, single carrier service is not available, motor movement involving interchange service may be used for shipments of CONFIDENTIAL and sensitive Category III and IV material.

(3) The motor segment of intermodal shipments (such as, motor-air taxi-motor), requires the same degree of TPS as that required for direct motor movement.

34-6. Department of Energy-funded shipments

a. This chapter does not apply to Department of Energy (DOE)-funded shipments. DOE-funded shipments can be identified by the DOE Appropriation Fund Code which begins with 89X0220 followed by the applicable Cost Center Code.

b. DOE-funded shipments will be made according to DOE-Defense Nuclear Agency Technical Publication 45-51/Army Technical Manual 39-45-51/Navy Special Weapons Ordnance Publication 45-51/Air Force Technical Order 11N-45-51. DOD shippers of DOE material will select the most economical method of transportation which conforms to applicable safety and security regulations. Any other method of shipment requires prior approval from the DOE Transportation Safeguards Division, Albuquerque Operations Office, Albuquerque, NM, commercial (505)844-7269 or AUTOVON 244-7269.

Table 34-2
Minimum security standards for sensitive shipments

AIR

CATEGORY I (See note 1)

1. PSS.

- AGS with SEVS during ground transport; AGS while aircraft on ground. On military installations, this requirement may be assumed by DOD personnel in accordance with local command policy.
- Single line-haul required.

CATEGORY II (See note 2)

- DOD CSS.
- AGS during ground transport and while aircraft on ground. On military installations this requirement may be assumed by DOD personnel in accordance with local command policy.
- Banded or locked and sealed, if practicable. However, for commercial air freight banded or locked and sealed required.
- Seals applied by shipper. (See note 5)

CATEGORY III (See note 3)

- DOD CSS.
- Shipper escort to carrier and immediate pickup at destination.
- Banded or locked and sealed if practicable. However for commercial air freight banded or locked and sealed required.
- Seals applied by shipper. (See note 5)

CATEGORY IV (See note 4)

- DOD CSS.
- Shipper escort to carrier and immediate pickup at destination.
- Banded or locked and sealed, if practicable. However, for commercial air freight banded or locked and sealed required.
- Seals applied by shipper. (See note 5)

MOTOR**CATEGORY I (See note 1)**

- TL:
- PSS, AGS and SEVS.
 - Exclusive use of vehicle.
 - Locked and sealed by shipper. (See note 7)
 - Single line-haul required.
 - Trip lease not authorized.

LTL: (See note 6)

- PSS, AGS and SEVS.
- Exclusive use of vehicle.
- CONEX, dromedary or similar container authorized.
- Locked and sealed by shipper. (See note 7)
- Single line-haul required.
- Trip lease not authorized.

CATEGORY II (See note 1)

- TL:
- AGS.
 - Exclusive use of vehicle.
 - Locked and sealed by shipper. (See note 7)
 - Single line-haul required.
 - Trip lease not authorized.

LTL: (See note 6)

- AGS.
- CONEX, dromedary, or similar container authorized.
- Cargo packaged to a weight of at least 200 lbs. and banded (sealed if practicable) or container locked and sealed by shipper. (See notes 7 and 8)
- Single line-haul required.
- Trip lease not authorized.

CATEGORY III (See note 3)

- TL:
- DDPS.
 - Locked and sealed by shipper. (See note 7)
 - Trip lease not authorized.

- Single line-haul preferred.

LTL: (See note 6)

- DDPS.
- CONEX, dromedary, or similar container authorized.
- Cargo packaged to a weight of at least 200 lbs. and banded (sealed if practicable) or container locked and sealed by shipper. (See notes 7 and 8)
- Trip lease not authorized.
- Single line-haul preferred.

CATEGORY IV (See note 4)**TL:**

- DDPS.
- Locked and sealed by shipper. (See note 7)
- Trip lease not authorized.
- Single line-haul preferred.

LTL: (See note 6)

- DDPS.
- CONEX, dromedary, or similar container authorized.
- Cargo packaged to a weight of at least 200 lbs. and banded (sealed if practicable) or container locked and sealed by shipper. (See notes 7 and 8)
- Trip lease not authorized.
- Single line-haul preferred.

RAIL**CATEGORY I (See note 1)**

- AGS.
- GS. (See note 9)
- Locked and sealed by shipper. (See note 10)
- Immediate notification consignee of delivery.
- Use appropriate Category I motor security for any associated motor movement.
- Single line-haul required.

CATEGORY II (See note 2)

- RSS. (See note 9)
- Locked and sealed by shipper. (See note 10)
- Immediate notification to consignee of delivery.
- Use appropriate Category II motor security for any associated motor movement.
- Load divider doors used when available.

CATEGORY III (See note 3)

- RSS. (See note 9)
- Locked and sealed by shipper. (See note 10)
- Immediate notification to consignee of delivery.
- Use appropriate Category III motor security for associated motor movement.
- Load divider doors used when available.

CATEGORY IV (See note 4)

- RSS and GS. (See note 9)
- Locked and sealed by shipper. (See note 10)
- Use appropriate Category IV motor security for any associated motor movement.
- Immediate notification to consignee of delivery.

TOFC/COFC**CATEGORY I (See note 1)**
TOFC/COFC not authorized.**CATEGORY II (See note 2)**
TOFC/COFC not authorized.**CATEGORY III (See note 3)**

In rail phase, same as for rail Category III; in motor phase, same as for motor Category III.

CATEGORY IV (See note 4)

In rail phase, same as for rail Category IV; in motor phase, same as for motor Category IV.

WATER**CATEGORY I (See note 1)**

- Written receipt from ship's officer at POE and written release to carrier at POE.
- Pier service only.
- AGS to POE and from POD.

CATEGORY II (See note 2)

- Written receipt from ship's officer at POE and written release to carrier at POD.
- Pier service only.

CATEGORY III (See note 3)

- Written receipt from ship's officer at POE and written release to carrier at POD.
- Pier service only.

CATEGORY IV (See note 4)

- Written receipt from ship's officer at POE and written release to carrier at POD.
- Pier service only.

Notes:

- Category I sensitive commodity examples:

MISSILES AND ROCKETS

Non-nuclear missiles and rockets in a ready to fire configuration (e.g., Hamlet, Redeye, Stinger, Dragon, LAW, Viper). Also where launcher tube and explosive rounds for missiles are jointly transported though not ready to fire.

AMMUNITION AND EXPLOSIVES

Complete explosive rounds for Category I missiles and rockets.

- Category II sensitive commodity examples:

ARMS

Light automatic weapons up to and including .50 caliber.

AMMUNITION AND EXPLOSIVES

Grenades, high explosives, white and phosphorous. Mines, antitank, antipersonnel (unpacked weight of 50 lbs or less each).

Explosives used in demolition operation, (e.g., C-4, military dynamite, TNT, etc.).

- Category III sensitive commodity examples:

ARMS

Launch tube and gripstock for Stinger missile. Launch tube, sight assembly and gripstock for Hamlet and Redeye missiles. Tracker for Dragon missiles. Mortar tubes excluding the 4.2 Grenade launchers. Rocket and missile launchers, unpacked weight of 100 lbs or less. Flame throwers. Launcher and/or missile guidance set and/or optical sight for TOW missile.

AMMUNITION & EXPLOSIVES

Ammunition, .50 caliber and larger, with explosive filled projectile (unpacked weight of 100 lbs or less each).

Grenades, incendiary and grenade fuzes, blasting caps, detonating cord, supplementary charges, and bulk explosives.

- Category IV sensitive commodity examples:

ARMS

Shoulder fired weapons, other than grenade launchers, not fully automatic. Handguns.

AMMUNITION & EXPLOSIVES

Ammunition with nonexplosives projectile (unpacked weight of 100 lbs or less each).

- Fuzes, except for grenade fuzes.
- Grenades, illumination, smoke and practice, CS/CN (tear producing).
- Incendiary destroyers.
- Riot control agents, 100 lb. package or less.
- Ammunition for categories II, III, and IV weapons which are not otherwise categorized.
- 5. Air carriers providing pickup and delivery service by motor vehicle must comply with all applicable security requirements for the risk category during the motor phase. These protective services must be specified in appropriate Uniform Tenders of Service or circulars.
- 6. Consider sending arms by registered mail, if practicable.
- 7. Paragraph 34-10 applies.
- 8. MILSTD 129 applies.
- 9. In the case of RSS, TSS and MTX, the shipper must report railcar initials and numbers (for example DODX 40000), to the appropriate MTMC area command.
- 10. Includes use of upper rail lock.

Table 34-3
Minimum security standards for SECRET or CONFIDENTIAL shipments (See note 1)

- MOTOR**
- SECRET**
- TL:
1. PSS.
 2. Closed and locked with exclusive use of vehicle.
 3. Single line-haul required.
 4. Trip lease not authorized.
 5. Sealed by shipper. (See note 3)
- LTL:
1. PSS.
 2. CONEX, dromedary or similar container authorized with exclusive use of container.
 3. Cargo packaged to a weight of at least 200 lbs. and banded (sealed if practicable) or container locked and sealed by shipper. (See note 3)
 4. Packaged so as to not reveal classified nature of shipment.
- CONFIDENTIAL**
- TL:
1. DOD CSS.
 2. Closed and locked vehicle.
 3. Single line-haul preferred.
 4. Trip lease not authorized.
 5. Sealed by shipper. (See note 3)
- LTL:
1. DOD CSS.
 2. CONEX, dromedary or similar container authorized.
 3. Cargo packaged to a weight of at least 200 lbs. and banded (sealed if practicable) or container locked and sealed by shipper. (See note 3)
 4. Packaged so as to not reveal classified nature of shipment.

AIR

- SECRET**
1. PSS. (See note 2)
 2. Material in secure compartment or in a shipper-sealed locked, safe-like container. (See note 4)
 3. Shipper escort to carrier and immediate pickup at destination.
 4. Packaged so as to not reveal classified nature of shipment.

CONFIDENTIAL

1. DOD CSS. (See note 2)
2. Container seals applied by shipper.
3. Containers banded or locked and sealed if practicable. However for commercial air freight, banded or locked and shipper sealed.
4. Shipper escort to carrier and immediate pickup at destination.
5. Packaged so as to not to reveal classified nature of shipment.

Notes:

1. Classified material is not normally transported by rail or water. In event such movement is required, PSS applies for SECRET shipments and DOD CSS or equivalent must be provided for CONFIDENTIAL shipments.
2. Air carrier providing pick-up and delivery service by motor vehicle must comply with all applicable security requirements during the motor phase of transport.
3. Paragraph 34-10 applies.

4. Specific criteria for construction of classified material air containers are contained in DOD 5200.1-R (Information Security Program Regulation), chapter VIII.

Table 34-4
DIS points of contact

Address: Director, Defense Industrial Security Clearance Office, P. O. Box 2499, Columbus, OH 43216
Commercial (note 1): (614) 236-2133 (Duty Hrs), 236-2058 (After Hrs)
AUTOVON Prefix: 850

Address: Director, Defense Industrial Security Institute, c/o Defense General Supply Center, Richmond, VA 23297
Commercial (note 1): (804) 275-4891
AUTOVON Prefix: 695

Table 34-5
DIS Regional Security Offices and geographical areas of responsibility

Region and Address: Capital, 2461 Eisenhower Ave., Alexandria, VA 22331
Commercial (note 1): (202) 324-9616
AUTOVON prefix: 221
Commercial (note 2): (202) 325-9634, 9635

Region and Address: Mid-Atlantic, Cherry Hill Office, 1040 Kings Highway North, Cherry Hill, NJ 08034
Commercial (note 1): (215) 952-4030, 4035
AUTOVON prefix: 444
Commercial (note 2): (215) 952-4031

Region and Address: Mid-Western, Federal Office Bldg., 1240 East 9th Street, Cleveland, OH 44199
Commercial (note 1): (216) N/A
AUTOVON prefix: N/A
Commercial (note 2): N/A

Region and Address: New England, Barnes Building, 495 Summer Street, Boston, MA 02210
Commercial (note 1): (617) 451-4927, 3052
AUTOVON prefix: 955
Commercial (note 2): (617) 451-4914

Region and Address: Northwestern, Presidio of San Francisco, CA 94129
Commercial (note 1): (415) 561-3251
AUTOVON prefix: 586
Commercial (note 2): (415) 561-3235, 3236

Region and Address: Pacific, 3605 Long Beach Blvd., Suite 405, Los Angeles, CA 90045
Commercial (note 1): (213) 643-0203, 0026
AUTOVON prefix: 833
Commercial (note 2): (213) 643-1082

Region and Address: Southeastern, 805 Walker Street, Marietta, GA 30060
Commercial (note 1): (404) 429-6340
AUTOVON prefix: 697
Commercial (note 2): (404) 492-6330

Region and Address: Southwestern, 1136 Washington Avenue, St. Louis, MO 6310
Commercial (note 1): (314) 263-6581, 6582, 6583
AUTOVON prefix: 693
Commercial (note 2): (314) 263-6580

Capital Region (\$1510)

The Capital Region includes the state of Virginia, Washington, D.C., and the following Maryland counties: Harford, Baltimore, Howard; Anne Arundel, Montgomery, Prince Georges, Calvert, Saint Marys, and Charles.

Mid-Atlantic Region (\$1410)

The Mid-Atlantic Region includes the states of: Pennsylvania, Delaware, West Virginia, New Jersey, and Maryland (less the counties of Harford, Baltimore, Howard, Anne Arundel, Montgomery, Prince Georges, Calvert, Saint Marys, and Charles) and the following New York counties:

Bronx	Orange	Rockland
Kings	(Manhattan)	Suffolk
(Brooklyn)	Putnam	Westchester
Nassau	Queens	
New York	Richmond	
(Manhattan)		

Mid-Western Region (\$3210)

The Mid-Western Region includes the states of: Ohio, Kentucky, Indiana, Michigan, Iowa, Minnesota, Nebraska, North Dakota, South Dakota, and Wisconsin; and the following Illinois counties:

Adams	Hancock	Mercer
Boone	Henderson	Morgan
Brown	Henry	Moultrie
Bureau	Iroquois	Ogle
Carroll	Jasper	Piatt
Cass	JoDavies	Pike
Champaign	Kane	Putnam
Christian	Kankakee	Rock Island
Clark	Kendall	Sangamon
Coles	Knox	Schuyler
Cook	Lake	Scott
Crawford	LaSalle	Shelby
Cumberland	Lee	Stark
Dekalb	Livingston	Tazewell
Dewitt	Logan	Vermillion
Douglas	Macon	Warren
Du Page	Marshall	Whiteside
Edgar	Mason	Will
Effingham	McDonough	Winnebago
Ford	McHenry	Woodford
Fulton	McLean	
Grundy	Menard	

New England Region (S1110)

The New England Region includes the states of: Maine, New Hampshire, Vermont, Massachusetts, Rhode Island, and Connecticut; and the following New York counties:

Albany	Genessee	Rensselaer
Allegany	Green	Saint
Broome	Hamilton	Lawrence
Catarangus	Herkimer	Saratoga
Cayuga	Jefferson	Schenectady
Chautauqua	Lewis	Schoharie
Chemung	Livingston	Schuyler
Chenango	Madison	Seneca
Clinton	Monroe	Steuben
Columbia	Montgomery	Sullivan
Cortland	Niagara	Tioga
Delaware	Oneida	Tompkins
Dutchess	Onondago	Ulster
Erie	Ontario	Warren
Essex	Orleans	Washington
Franklin	Oswego	Wayne
Fulton	Otsego	Wyoming
		Yates

Northwestern Region (S5210)

The Northwestern Region includes the states of: Alaska, Idaho, Montana, Nevada, Oregon, Utah, Washington, and Wyoming; and the following California counties:

Alameda	Madera	San Mateo
Alpine	Marin	Santa Clara
Amador	Mariposa	Santa Cruz
Butte	Mendocino	Shasta
Calaveras	Merced	Sierra
Colusa	Modoc	Siskiyou
Contra Nostra	Mono	Solano
Del Norte	Monterey	Sonoma
El Dorado	Napa	Stanislaus
Fresno	Nevada	Sutter
Glen	Placer	Tehama
Humboldt	Plumas	Trinity
Inyo	Sacramento	Tulare
Kings	San Benito	Tuolumne
Lake	San	Yolo
Lassen	Francisco	
	San Joaquin	

Pacific Region (S5310)

The Pacific Region includes the state of Hawaii, U. S. possessions and trust territories in the Pacific area, and the following California counties:

Imperial	San Bernardino
Kern	San Diego
Los Angeles	San Luis Obispo
Orange	Santa Barbara
Riverside	Ventura

Southeastern Region (S1410)

The Southeastern Region includes the states of: Alabama, Arkansas, Florida, Georgia, Louisiana, Mississippi, North Carolina, South Carolina, and Tennessee. It also includes Puerto Rico and U. S. possessions in the Atlantic and Caribbean areas

Southwestern Region (S4210)

The Southwestern Region includes the states of: Arizona, New Mexico, Oklahoma, Texas, Colorado, Kansas, Missouri; and the following Illinois counties:

Alexander	Jackson	Pope
Bond	Jefferson	Pulaski
Calhoun	Jersey	Randolph
Clay	Johnson	Richland
Clinto	Lawrence	St. Clair
Edwards	Macoupin	Saline
Fayette	Madison	Union
Franklin	Marion	Wabash
Gallatin	Massac	Washington
Greene	Monroe	Wayne
Hamilton	Montgomery	White
Hardin	Perry	Williamson

Notes:
 1. Use only to verify facility clearance or ascertain contractor capability to safeguard shipments.
 2. Use for all other matters except those specified in Note 1.

**Section II
Shipment Preparation**

34-7. Risk category determination
 Risk categories for sensitive material will be determined as follows:

a. For Army-sponsored shipments, in accordance with AR 190-11. Non-Army activities shipping for the Army who have a need can obtain a copy of AR 190-11 from the Commander, U.S. Army AG Publications Center, 2800 Eastern Blvd., Baltimore, MD 21220-2896. If a problem arises, contact HQMTMC, ATTN: MT-INF, 5611 Columbia Pike, Falls Church, VA 22041-5050, commercial (202)756-1596 or AUTOVON 289-1596.

b. For Navy sponsored shipments, in accordance with NAVSEA OP 2165 (volume 2, table 9-6). If a problem arises, contact Naval Sea Systems Command, Code SEA-06H4, Washington, DC 20362, commercial (202)692-7754 or AUTOVON 222-7754.

c. For Air Force, Defense Logistics Agency or Marine Corps sponsored shipments, consult DOD 5100.76-M, appropriate service management data list, or table 34-2.

34-8. Transportation protective service (TPS) determination

a. Sensitive material must be shipped in accordance with the minimum security standards prescribed in table 34-2. Unclassified Class A and B explosives shipments (via all modes of transportation), except those specifically exempted in writing by a shipper service, will use minimum security standards specified for categories III and IV.

b. SECRET or CONFIDENTIAL material must be shipped in accordance with the minimum security standards prescribed in table 34-3.

34-9. Small shipments

a. Except for air or postal service shipments or when overpacked as described in b below, shipments weighing less than 200 pounds must be placed in locked containers, such as a CONEX, dromedary or similar equipment.

b. Shipments weighing less than 200 pounds may be overpacked to exceed 200 pounds and shipped in less-truckload (LTL) service when type of service required by a above is not available or lower total transportation costs will result.

34-10. Sealing of motor conveyances

a. Application. Shippers will apply seals on motor shipments of SECRET, CONFIDENTIAL or sensitive material when use is prescribed in figures 34-2 or 34-3. (Note: Seal application by shipper does not constitute a request for exclusive use of vehicle. See paragraph 34-11 when exclusive use of vehicle is required.)

b. Removal and replacement.

(1) Carriers may remove shipper seals and replace them with equivalent seals in an emergency or upon prior approval from the consignor. (Exception: Prior approval of consignor is not required for seal removal and replacement on CONFIDENTIAL LTL shipments.)

(2) When seals are replaced in an emergency, carrier must notify the consignor as soon as possible.

(3) When a seal is replaced by a carrier for any reason, the carrier must enter the following information on the GBL:

- (a) Replacement seal number.
- (b) Type of replacement seal.
- (c) Date and time replacement seal applied.
- (d) Reason for replacement.

34-11. Seal locks

When exclusive use of a vehicle is required, or when exclusive use of a closed and locked compartment on carrier equipment is used for movement of SECRET, CONFIDENTIAL or sensitive material, a serially numbered cable seal lock (NSN 5340-00-084-1570), or other type of specialized seal that provides equal or better security on carload or truckload shipments, must be applied. A serially numbered, ball-type seal with a peened bolt and nut (NSN 5340-00-081-3381), or a number 5 American wire gauge steel wire twist (NSN 9505-00-244-7550), may be substituted. See figure 32-1, Item 21, Instruction d(1)(h), for a required GBL annotation.

34-12. Package markings

Exterior containers will not be marked to indicate the security classification or TPS required. However, when a shipment is made by military airlift, DD Form 1387-2 (Special Handling Data/Certification) must show the TPS required to comply with DOD 4500.32-R (MILSTAMP).

34-13. Request for routing

In addition to information required by paragraph 17-14, TOs must also provide the following information to the serving MTMC area command when requesting routing instructions for SECRET, CONFIDENTIAL or sensitive shipments:

- a. Identity of the material (that is, SECRET, CONFIDENTIAL, or sensitive, including risk category, as appropriate).
- b. TPS required.

34-14. GBL annotations

In addition to the general GBL-preparation requirements, see figure 32-1, item 21d(1), for GBL entries required for shipments of SECRET, CONFIDENTIAL or sensitive material.

34-15. Report of Shipment

Shippers of SECRET, CONFIDENTIAL or sensitive material will forward a Report of Shipment (REPSHIP) to the consignee TO. The REPSHIP must contain information specified in paragraph 32-27 and be forwarded by a means which will ensure receipt by the consignee TO at least 24 hours prior to arrival of the shipment. TOs will not transmit a bill of lading copy to meet this requirement. A telephone REPSHIP will be confirmed by message within 24 hours.

a. *Export shipments.* For export shipments moving in the Defense Transportation System, paragraph 4-15 and figure 4-1 of DOD 4500.32-R (MILSTAMP), volume 1, apply.

b. *Contractor shipments.* A contractor shipping SECRET or CONFIDENTIAL material must furnish a REPSHIP in accordance with paragraph 17c(5)(d) or 17d(3)(d) of DOD 5220.22-M.

34-16. Organic, unit and mobility deployment

a. TOs will apply protection which is equivalent to that required for movement by commercial, for-hire carriers when SECRET, CONFIDENTIAL or sensitive material is moved during organic, unit or mobility deployment.

b. When commercial carriers are used to transport sensitive AA&E to an aerial port of embarkation using aircraft 463L pallets, the following will apply:

(1) Weapons and ammunition of the same caliber will not be shipped on the same pallet unless only one vehicle is used or the shipment consists of only one pallet.

(2) Sensitive Category II weapon shipments will move under Dual Driver Protective Service (DDPS). When sensitive Category II weapons and Category IV ammunition of the same caliber are shipped on the same pallet or on the same vehicle, the entire shipment must be under DDPS.

(3) Pallets will be covered with tarps and secured to flatbed equipment with chains.

**Section III
Procedures and Standards for
Transportation Protective Services****34-17. General**

When a SECRET, CONFIDENTIAL or sensitive shipment is required to move under a transportation protective service (TPS), the carrier used must perform the appropriate TPS according to procedures and standards specified in this section.

34-18. Armed Guard Surveillance (AGS)

AGS requires two drivers, at least one of whom is armed, to maintain constant surveillance of a shipment. A driver is "armed" when he or she has a shotgun and a minimum of five rounds of appropriate ammunition readily available for immediate use. A carrier furnishing AGS must—

a. Maintain a DD Form 1907 (Signature and Tally Record).

b. In terminal areas, provide for an armed guard who is specifically dedicated to the shipment or secure the shipment in an adequately lighted area that is surrounded by a chain link fence, minimum height 6-feet, and continuously patrolled by an armed employee of the carrier or terminal who checks the shipment at least once every 30 minutes.

34-19. Protective Security Service (PSS)

PSS is used for SECRET shipments and must be provided by a cleared carrier qualified by MTMC to transport SECRET shipments. Cleared and qualified carriers furnishing PSS must—

a. Provide continuous attendance and surveillance of the shipment by qualified carrier representatives.

b. Maintain a DD Form 1907.

c. Use drivers who are cleared under the DOD Industrial Security Program.

d. If time or distance does not permit delivery during the same day of pickup, comply with the following procedures:

(1) If the shipment remains in the transportation conveyance, at least one qualified carrier representative will maintain continuous attendance and surveillance of the shipment to prevent access by unauthorized persons. An exception to this policy is that for air shipments, continuous observation is not required while the aircraft is in flight provided the shipment is in a compartment that is inaccessible to unauthorized persons or is in a secure, sealed, safe-like container.

(2) When a shipment is unloaded from a conveyance at a storage site, it must be under the constant attendance and surveillance of a qualified carrier representative or it must be placed in storage in a closed area, vault, or strongroom approved by the Defense Investigative Service. Construction standards for closed areas, vaults and strongrooms are contained in DOD 5220.22-M.

34-20. Dual Driver Protective Service (DDPS)

DDPS requires continuous attendance and surveillance of a shipment by qualified dual drivers. Carrier drivers providing DDPS must—

a. Maintain a DD Form 1907.

b. Meet the requirements specified in paragraph 34-2i.

c. For brief stops en route, ensure at least one of the drivers remains in the cab of the vehicle, or remains within 10 feet of the vehicle provided the vehicle is within full, unobstructed view.

d. When circumstances require more lengthy stops en route, ensure that the vehicle is parked only at a carrier terminal, a state or local approved safe haven under 49 CFR, or during emergencies, in a DOD safe haven or refuge location. When a vehicle is parked in a carrier terminal or at a state or local safe haven, a qualified carrier or terminal representative must keep the shipment in view and stay within 10 feet of the vehicle or shipment at all times, or the shipment must be secured in a fenced and lighted area under the general observation of a qualified carrier or terminal representative at all times. As an alternative the material may be placed in a security cage as described in paragraph 34-2n.

34-21. DOD Constant Surveillance Service (DOD CSS)

DOD CSS requires constant surveillance of a shipment at all times by a qualified carrier representative.

a. For motor shipments, carriers providing DOD CSS must—

(1) Maintain a DD Form 1907.

(2) For brief stops en route, ensure that a qualified carrier (or terminal) representative remains with the vehicle, (awake and not in a sleeper berth) or remains within 100 feet of the vehicle with the vehicle in full, unobstructed view.

(3) When circumstances require more lengthy stops en route, ensure that the vehicle is parked only at a carrier terminal, a state or local approved safe haven under 49 CFR, or during emergencies, in a DOD safe haven or refuge location. When a vehicle is parked in a carrier terminal or at a state or local safe haven, a qualified carrier (or terminal) representative must keep the shipment in full view and stay within 100 feet of the vehicle or shipment at all times, or shipment must be secured in a fenced and lighted area under the general observation of a qualified carrier (or terminal) representative at all times. As an alternative, the material may be placed in a security cage as described in paragraph 34-2n.

(4) When motor transport service is also provided in connection with air, rail, or water shipments, DOD CSS procedures will apply for the motor segment of the move.

b. For air shipments, carriers providing DOD CSS must—

(1) Maintain a DD Form 1907 or Form AC-10 (Signature Service Record), as appropriate. The record will be maintained to

the point where material is loaded on board an aircraft and signed for by a carrier representative. Record maintenance will resume when shipment is unloaded and reloaded at intermediate points or at final destination.

(2) For parked aircraft with SECRET, CONFIDENTIAL or sensitive material on board, ensure that continuous surveillance is provided at all times. Continuous surveillance means a qualified carrier (or terminal) representative must keep the aircraft in full view and stay within 100 feet of the aircraft at all times. As an alternative, the aircraft may be moved to a guarded and/or alarmed, locked facility which is under the general observation of a qualified carrier (or terminal) representative at all times.

(3) When material is awaiting loading or in transshipment prior to loading on board an aircraft, it must be under continuous surveillance of a qualified carrier (or terminal) representative within 100 feet at all times. As an alternative, the material may be stored in a security cage as described in paragraph 34-2n. (Note: Air cargo carriers may provide full "Airline Signature Service" under provisions of ATA Resolution 210.65 to meet all the requirements of DOD CSS.)

34-22. Motor Surveillance Service (MSS)

MSS is a special optional TPS for motor movement of critical military technology items. Carrier drivers providing MSS must notify the consignor of vehicle location and security status at times specified by the origin TO.

34-23. Rail Surveillance Service (RSS)

Carriers providing RSS must—

- a. Perform Greater Security (GS) as defined in paragraph 34-2h.
- b. Inspect the railcar(s) containing the shipment within one hour after each stop.
- c. Reinspect railcar(s) at least once each hour during each stop.

34-24. Tank Surveillance Service (TSS)

TSS is provided during rail movement of M1 Abrams Tanks. Carriers providing TSS must—

- a. Inspect the shipment within one hour after each stop to ensure the external soundness of each tank.
- b. Reinspect tanks at least once each hour during each stop.
- c. Provide shipment passage reports at least every 24 hours to the consignee TO.
- d. Immediately notify consignee upon delivery of shipment.
- e. Not leave shipment unattended on sidings that are not lighted and not under general observation of carrier employees.

34-25. Signature and Tally Record (STR)

Signature and tally record maintenance is an integral part of AGS, PSS, DDPS, and DOD CSS and is designed to provide continuous accountability and custody of a

shipment from point of pickup to delivery to the consignee. (Note: Although STR is not a transportation protective service as defined in para 34-2p, it may be requested by TOs to maintain accountability of shipments that are not required to move under a TPS, such as shipments of highly pilferable or unusually valuable articles.) Carriers involved in maintaining a STR must—

- a. Ensure that each person responsible for proper handling of the shipment signs the record at the time they assume responsibility for a shipment and at specified stages of shipment transit including temporary storage at a carrier terminal.

(1) The initial signature on the STR should be that of the carrier's agent who signed the GBL or CBL.

(2) When used with DDPS, both drivers are required to sign when they assume responsibility for the shipment.

- b. Be able to trace a shipment in less than 24 hours.

c. Use the forms prescribed in (1) and (2) below, as appropriate. For—

(1) Motor shipments, use DD Form 1907.

(2) Commercial air freight shipments, use airline industry internal Form AC-10 which will be provided by the origin air carrier.

(a) The pickup driver will prepare an original and two copies of Form AC-10 to cover the motor segment from consignor to origin air terminal and furnish a signed copy to the consignor.

(b) A separate Form AC-10 will be initiated to cover the shipment through each terminal handling point at origin, interline point(s) and destination. These forms will be kept by each air carrier involved in the move to maintain an audit trail and provide a means for tracing the shipment within 24 hours.

(c) The air freight delivery driver will initiate an original and two copies of the Form AC-10 to cover the motor segment at destination and furnish a signed copy to the consignee.

(3) Air taxi shipments. DD Form 1907 will be used and must accompany each shipment from origin to destination.

d. Distribution of DD Form 1907. Shippers will prepare four copies of DD Form 1907 and distribute as follows:

- (1) For single line shipments.
 - (a) Original to carrier to accompany shipment to final destination.

(b) A copy to carrier to accompany shipment for delivery to consignee. (Note: The consignee is not required to return a copy of DD Form 1907 to the shipper.)

- (c) A copy for retention by carrier.
- (d) A copy for retention by shipper.

(2) For interline shipments.

(a) Original to origin carrier to accompany shipment to final destination.

(b) A copy to origin carrier to accompany shipment for delivery to consignee. (Note: The consignee is not required to return a copy of DD Form 1907 to the shipper.)

(c) A copy to origin carrier to accompany shipment for retention by destination carrier.

(d) A copy for retention by shipper.

e. On receipt of SECRET, CONFIDENTIAL or sensitive material, TOs should compare DD Form 1907 or Form AC-10 with the routing furnished in the REPSHIP and report any discrepancy noted according to provisions of paragraph 34-29.

f. After receipt of shipment and completion of DD Form 1907 or Form AC-10, the TO will furnish the delivery carrier with the original form to attach to the original GBL and SF Form 1113 for forwarding to the appropriate shipper service finance office for payment.

Section IV

Emergency Procedures

34-26. MTMC Safety and Security HOTLINE

a. TOs or carriers may call an MTMC area command Safety and Security HOTLINE on a 24-hour basis to obtain any type of DOD safety or security advice and assistance. The HOTLINE numbers are:

(1) Eastern Area: (800)524-0331; in New Jersey (800)624-1361.

(2) Western Area: (800)331-1822; in California (800)348-4639.

b. The HOTLINE should be used to—

- (1) Report information concerning any cleared carrier whose practices may now indicate the security clearance granted is not consistent with the national interest.
- (2) Obtain safe haven or refuge information.
- (3) Report accidents or incidents.
- (4) Request investigation assistance.
- (5) Request guidance on securing SECRET, CONFIDENTIAL or sensitive shipments.
- (6) Report any adverse information concerning movement of SECRET, CONFIDENTIAL or sensitive material.

34-27. Safe haven and refuge

During carrier strikes, periods of major civil disorder or natural disaster emergencies, a carrier (driver or qualified employee) may request immediate safe haven or refuge by using the appropriate MTMC area command Safety and Security 800 HOTLINE (para 34-26). See paragraph 33-13 for additional information on safe haven and refuge.

34-28. On-road emergencies

a. When an on-road emergency occurs and a vehicle containing SECRET, CONFIDENTIAL or sensitive material cannot be parked at an authorized carrier terminal, the driver or qualified carrier representative must maintain the integrity of all applicable TPSs.

b. In event of accident, threat to the vehicle or driver or other incident which jeopardizes the security of a SECRET, CONFIDENTIAL or sensitive shipment, the driver or qualified carrier representative will—

(1) Solicit the aid of local, state or federal law enforcement officials to secure the shipment.

(2) Immediately notify the consignor or consignee by the fastest means available, or if neither can be reached, using the appropriate MTMC area command Safety and Security 800 HOTLINE.

(3) Notify local fire and safety officials if necessary to maintain safety of the shipment. See chapter 33 for information on transportation of explosives and other hazardous materials.

34-29. Shipment delay or mishap

a. When notified of shipment delay or mishap en route, TOs must immediately confirm that the consignor and consignee and appropriate MTMC area command Safety and Security Officer have been advised of the incident or accident and circumstances which caused the delay or mishap.

b. Upon discovery of a discrepancy in a classified or protected shipment, TOs will—

(1) Notify the local security office or provost marshal if any security breach or compromise is suspected.

(2) In accordance with AR 55-38/NAV-SUPINST 4610.33/AFR 75-18/MCO P4610.19/DLAR 4500.15 and paragraph 41-9, issue a message within 24 hours after discovering a discrepancy.

34-30. Carrier assistance

To ensure protection, safety and expeditious transportation and delivery of shipments of SECRET, CONFIDENTIAL or sensitive material, the shipper services will extend carriers any technical assistance and aid considered necessary. See paragraph 33-13 for information on arranging assistance, payment from carriers for services rendered, and services which may be furnished without charge.

34-31. Delivery after hours

a. SECRET, CONFIDENTIAL or sensitive shipments will be delivered during normal working hours; however, when a shipment arrives at destination after normal working hours for any reason, and cannot be unloaded immediately, activities having safe haven/refuge capability will provide carriers with a temporary holding area.

b. Holding area security will be equal to intransit security requested on the GBL. For example, if Dual Driver Protective Service (DDPS) was requested, the shipment must be attended at all times by a qualified carrier (or terminal) representative stationed within 10 feet of the vehicle, or secured in a fenced and lighted area under the general observation of a qualified carrier representative at all times.

c. If explosives are included in a shipment, they must be safeguarded according to provisions of chapter 33.

d. The driver or authorized carrier representative will be advised that responsibility

for the shipment will remain with the carrier until formal delivery of the shipment has been made.

34-32. Security Escort Vehicle Service (SEVS)

SEVS requires two unarmed drivers in an escort trail vehicle to maintain constant surveillance over a freight vehicle. This will enable rapid response to emergency situations to obtain law enforcement or other emergency assistance.

a. Escort vehicles will be furnished by a carrier.

b. Escort vehicles will contain a mobile communications unit capable of being used to contact local agencies to obtain emergency assistance and maintain local two-way communications.

c. Escort vehicle drivers must meet the same identification and security clearance requirements as for freight vehicle drivers (paragraph 34-4d (8) and (14)).

d. Escort vehicle may be an unmarked, inconspicuous automobile or van, or a freight vehicle, such as, a tractor, tractor-trailer or straight bed truck.

e. If a carrier elects to use a freight vehicle (any type) as an escort vehicle, the origin TO will ensure that the vehicle plus any dromedary containers are empty, sealed and locked. Upon arrival, the destination TO will verify seals are intact to determine if unauthorized stops were made en route to load or unload freight. If an unauthorized stop was made, the destination TO will submit a report in compliance with para 42-9b(2). In event of emergency, the escort vehicle may be used to move the freight (or the trailer containing the freight) to a DOD safe haven or other location when directed by law enforcement or emergency officials, a DOD transportation officer or MTMC official.

Chapter 35

Shipment of Animals

35-1. Scope

The provisions of this chapter apply only to animals shipped in freight service under a GBL. For shipments of Government-owned dogs with attendants in passenger service, see paragraph 50-6.

35-2. Carrier responsibility

a. *Transportation services.* Carriers are required to perform transportation services under provisions of a bill of lading or uniform livestock contract. The following are services prescribed by Federal and State laws on the keeping of animals in cars that must be performed by carriers: feeding, resting, watering, sanitation, securing health certificates from shippers, and the cleaning and disinfecting of cars which contained animals under quarantine.

b. *Twenty-eight hour law.* Rail, motor, and water carriers are prohibited by law

from keeping livestock in the same car, vehicle, boat or vessel for a period longer than 28 hours without unloading the livestock into properly equipped pens for resting, watering, and feeding, for a period of at least five hours, unless prevented by storm or other accidental or unavoidable cause. However, upon consent request from the owner or person in custody of the shipment, the period during which livestock may be kept in cars may be extended to 36 hours.

c. *Additional rail services.* When ordinary livestock is shipped entirely by rail in carloads (CLs) and is destined to or received at public stockyards, carriers are required to perform at no extra charge all necessary services in connection with—

(1) Delivering inbound shipments into suitable pens at public stockyards.

(2) Receiving and loading outbound shipments.

(3) Unloading and reloading en route; except when the unloading and reloading is at the request of the shipper, consignee, or owner, or when it is necessary to comply with quarantine regulations.

35-3. Carrier charges

Carrier services in connection with handling ordinary livestock, and other than ordinary livestock as defined in the uniform livestock contract, are subject to applicable tariff or tender charges.

35-4. Shipper responsibility

a. *Shipment conformance.* All shipments will conform with the rules and regulations of carrier classifications, tariffs and tenders.

b. *Health requirements.* Inspections, health certificates, reports of mallein and any other tests required by shipper service regulations will be obtained by the shipper. Test reports and the health certificate will be submitted to the TO of the shipping activity with the customary shipping orders or instructions. When required, the TO will surrender the health certificate to the carrier's agent.

c. *Authority for carrier services.* When customary supplies or services are furnished by a carrier, the shipper or attendant en route will execute a proper form, certificate, or letter of authority for such services. One copy of the document will be attached to the original GBL or mailed to the consignee, and one copy will be surrendered to the carrier. The charges, if not paid locally, may be billed against the shipment by the carrier as "advance charges only."

d. *Handling and loading.* The handling and loading of animals will be supervised by the shipper in accordance with shipper service regulations and local procedures.

e. *Transshipment to a foreign country.* When animals are to be reshipped to a foreign country, the terminal officer at transshipment point will be contacted before shipment to determine terminal requirements, quarantine regulations, and other arrangements. All required export papers will be furnished by the shipper.

enough security based on an assessment of the threat and vulnerability of the items concerned. Such security measures can include use of fences, lighting, locks and key control, security patrols, and any other measures deemed suitable by the commander responsible for the security of the items involved.

1-14. Transportation security

Responsibilities pertaining to transportation security standards and procedures are discussed in paragraph 7-2 for: the Commander, Military Traffic Management Command (MTMC), (para 7-2a and b), overseas theater commanders (para 7-2a), the Military Airlift Command (MAC) (para 7-2c), and the Military Sealift Command (MSC) (para 7-2d).

Chapter 2 Policy

2-1. General

a. Systems should incorporate technology and equipment available within the Federal Government and the private sector to provide cost effective protection, automated accountability, and inventory control. Physical security equipment management policy is established in AR 190-13, chapter 4. Security criteria will be included in initial plans for research and development, as well as all new or modified construction projects.

b. To minimize the cost of physical security and inventory control, and to reduce theft vulnerability, the quantities of AA&E and the number of storage facilities for AA&E should be reduced. Storage should be consolidated to the maximum extent consistent with operational, safety, and training requirements.

(1) AA&E should be removed from designated storage areas as briefly as possible. The quantity to be removed should be as small as possible to support specific missions or projects. Storage areas should be as small as possible consistent with safety standards, security, and mission requirements.

(2) Further reduction of costs for protection and inventory control can be effected by grouping the consolidation of AA&E into smaller storage areas by assigned risk category, and providing the degree of physical security protection needed for that category. Priority attention will be given to demilitarization or disposal of obsolete and unserviceable AA&E to avoid unnecessary storage, security, and inventory-related costs.

(3) The provisions of this regulation are intended to provide adequate storage security for AA&E at most DA activities. There may be a few unusual activities, such as large depots or remote storage areas without existing electrical service, where not all criteria in this regulation can be directly applied in a cost effective manner. At these unusual or unique facilities, local conditions must be carefully evaluated, and the security system must be tailored to the local conditions, based on practicability and cost, rather than specific security requirements prescribed herein. In these instances, waivers or exceptions should conform to the requirements provided in paragraph 2-4.

2-2. Construction of facilities

a. The provisions of this regulation are mandatory for new construction of permanent land-based installations for storage of sensitive AA&E. Modification to existing facilities will be accomplished in accordance with the criteria set forth in this regulation.

b. The tearing down and rebuilding of facilities will not be undertaken unless the concerned MACOM has determined that existing security measures cannot be supplemented to provide the required degree of protection. When nonstandard structures or facilities provide equivalent or better protection, modifications will not be undertaken. Exceptions to this policy will be granted under paragraph 2-4.

c. Upgrading of existing storage structures must be consistent with approved plans for future development and new construction

plans. The type, planned use, modification costs, and remaining economic life of storage structures must be considered. Additionally, in determining upgrade requirements, ammunition and explosives will be consolidated by risk category to the maximum extent consistent with operational, safety, and training requirements. Compensatory security measures will be established for AA&E storage structures that do not meet minimum construction standards. Definitive drawings and specifications for new construction, upgrade, or modification of AA&E storage structures will be coordinated with the engineer office, safety office, and LEA, PMO, or security police office to ensure safety and physical security requirements are met.

d. Qualified engineer personnel will verify the structure composition of AA&E storage facilities (e.g., walls, ceilings, roofs, floors, and doors). Statements will be prepared on DA Form 4604-R (Security Construction Statement). Statements will indicate the highest construction category met for storage of AA&E, e.g., Category I, II, III, or IV AA&E items and date of applicable regulation. (See para 2-4 for procedures when structural deficiencies exist.) The DA Form 4604-R will be posted in each AA&E storage facility. The DA Form 4604-R will be locally reproduced on 8½ x 11-inch paper. A copy for reproduction purposes is located at the back of this publication. A blanket statement on DA Form 4604-R may be issued at an installation for all facilities, such as ammunition magazines, constructed according to the same specifications. Under these circumstances a copy of the DA Form 4604-R need not be posted in each individual storage structure, but must specifically identify the facilities by number and location, and be readily available for inspection. Security construction statements will be reviewed during physical security surveys and inspections. The statements normally will be revalidated by engineer personnel every 5 years.

e. Physical security personnel will monitor construction of new facilities and renovation of existing facilities. Engineer personnel will coordinate new construction and renovation projects with the local provost marshal or security officer. In addition to meeting construction standards, storage of AA&E will meet physical security criteria, such as Intrusion Detection System (IDS), locks and hasps, lighting, and security patrols, as necessary, for the particular category of AA&E involved.

2-3. Priority lists

The MACOMs will establish a priority list for meeting the security requirements. Requirements will be listed in priority sequence by category for planning, programming, and budgeting purposes. Priority of installation of IDS is as follows:

- a. Facilities storing Category I items, when protection is inadequate. Those having the largest quantity will receive initial attention.
- b. Facilities storing Category II items.
- c. Facilities storing Category III items.
- d. Facilities storing Category IV items.
- e. Deviations from these priorities will be permitted only when MACOMs have determined that a local threat dictates these deviations.

2-4. Waivers and exceptions

Commanders are authorized 10 percent deviation from the physical security construction standards established by this regulation for existing facilities. Otherwise waivers and exceptions to the physical security requirements of this regulation must be granted by the DC-SOPS or his or her delegated authority in accordance with the procedures established by HQDA (DAMO-ODL) under the following provisions:

- a. Waiver and exceptions will be considered individually; blanket waivers and exceptions will not be authorized. Requests for waivers or exceptions applying to commercial carrier's transportation minimum security standards (chap 7), together with compensatory measures taken, will be forwarded through the Commander, Military Traffic Management Command, ATTN: MT-SS, 5611 Columbia Pike, Falls Church, VA 22041, to HQDA (DAMO-ODL-S), 400 ARMY PENTAGON, WASH DC 20310-0400.

b. Waivers normally may be granted for a period of 1 year and may be extended only after a review of the circumstances necessitating the extension. Waivers will not exceed 2 years when resource considerations clearly indicate a continued waiver requirement beyond the normal 1 year waiver period. Justification for such waivers will be required. Each extension will state first extension, second extension, and so forth.

c. Exceptions will be granted only when correction of a deficiency is not feasible or when the security afforded is equivalent to or better than that afforded under the standard criteria.

d. Requests for waivers and exceptions will contain compensatory measures in effect or recommended. Approvals for waivers and exceptions will specify required compensatory measures. Equivalent protection exceptions do not require compensatory measures.

e. Deficiencies that will be corrected within 60 days will not require a waiver or exception; however, compensatory measures will be taken during the interval.

f. Authority to grant waivers and exceptions constituting standards below those prescribed in this regulation must be approved by the DCSOPS or his or her designated authority. U.S. Army Reserve Command requests for waivers and exceptions will be submitted through command channels through the Commander, U.S. Forces Command, Fort McPherson, Georgia 30330-6000, to HQDA (DAMO-ODL-S), 400 ARMY PENTAGON, WASH DC 20310-0400.

g. Requests for physical security waivers or exceptions will be coordinated between the LEA, PMO, or security office of the installation or activity. When structural deficiencies exist, requests also will be coordinated with the supporting engineer.

h. A request for a physical security waiver or an exception will include—

(1) A statement of the problems or deficiencies that constitute standards below those cited in this regulation.

(2) Compensatory measures in effect at AA&E storage facilities to make up for noncompliance with required standards of protection.

(3) Reasons the unit, facility, or installation cannot comply with the requirements of this regulation.

(4) The commander's statement of corrective action taken or planned to correct the deficiencies for which the waiver or exception is required.

(5) Each successive command's recommendation.

i. The unit and the approving headquarters will retain on file the approved waiver or exception, including the documents listed in c above.

j. Exceptions will be regarded as generally permanent; however, they will be reviewed at least once every 2 years to determine if they need to be continued. The review will be conducted by the authority who approved the exception.

k. Exceptions previously granted under the criteria of the previous AR 190-11 remain valid under the provisions of this regulation. Such exceptions need not be resubmitted for approval. However, such exceptions will be reviewed as indicated in paragraph j above.

2-5. Security of AA&E during training, and aboard ships

Specific criteria and standards for protection of AA&E during training and in shipboard armories or otherwise on board ships will be developed by the MACOM concerned, based on the security philosophy in this regulation. AA&E deployed in the field for training or operational purposes will be secured at all times. The deploying commander will establish and enforce procedures for securing deployed AA&E based on an assessment of the threat, objectives, location, and duration of the deployment. The following guidelines apply:

- a. AA&E will be under continuous positive control.
- b. AA&E will not be left unattended or unsecured.
- c. Persons charged with custody of AA&E will have the capability to sound the alarm if a forceful theft is attempted.
- d. A response force will be available to protect the AA&E.

e. A system of supervisory checks will be established to ensure all personnel comply with security procedures. Supervisory checks of the AA&E holding area will be made to ensure the AA&E being guarded have not been tampered with.

f. Control of ammunition and explosives during field training or range firing will be monitored closely by all officers, noncommissioned officers (NCOs), or civilian equivalents. Upon completion of training, the area(s) will be policed and unused ammunition and explosives collected for turn-in. Personnel will be checked closely to ensure unused ammunition and explosives are not retained. Close supervision by officers, NCOs, or civilian equivalents can eliminate most security problems in the training area.

g. Selection of personnel to perform guard duties at AA&E holding areas will be closely monitored by commanders to ensure only responsible individuals are assigned duty.

2-6. Inspections and audits

Security measures including theft or loss reporting and inventory and accountability procedures for AA&E will be examined during inspections and audits. The status of existing waivers and exceptions will be examined for compliance and continuing necessity.

a. Physical security surveys/inspections will be conducted per AR 190-13, paragraphs 2-7 and 2-8, on facilities in which AA&E governed by this regulation are stored. Additionally, conduct physical security surveys/inspections as follows:

(1) For new AA&E storage facilities, before and immediately after occupancy.

(2) On significant change in facility structure.

(3) After a forced entry or attempted forced entry with or without theft.

(4) When units have received an unsatisfactory rating on their physical security survey/inspection, reinspection will be within 6 months. A copy of an unsatisfactory physical security survey or inspection concerning RC and ROTC units will be furnished the installation commander providing logistical report. The followup report will include written comments to show what elements have received copies.

b. Physical security inspections of AA&E deployed in the field for training and operations will be conducted to ensure these items are properly protected.

c. Results of physical security inspections and surveys will be briefed to the commander responsible for the security of the facility or area inspected.

d. Inventory, accountability, issue and turn-in procedures will be included in physical security inspections/surveys to ensure the procedures support the physical security program. AR 710-2, chapter 2, applies to supply operations below the wholesale level. AR 740-26, chapter 2, establishes physical inventory controls at the wholesale level. Chapter 4, this regulation, applies regarding accountability requirements for contractor owned and commercial arms and ammunition.

e. When custody of arms storage facilities is transferred between authorized persons, they will conduct a physical count of the weapons and ammunition stored therein, per requirements in AR 710-2, paragraphs 2-12 and 2-53; and DA Pam 710-2-1, paragraph 9-11. The inventory and change of custody will be conducted and recorded per AR 710-2, paragraphs 2-12 and 2-53; and DA Pam 710-2-1, paragraph 9-11.

2-7. Prohibition

Reserve Officers Training Corps (ROTC/JROTC) units, gun clubs, and activities under the responsibility of the Director of Civilian Marksmanship are not authorized to possess or store Category I or Category II AA&E. ROTC units may use Category II AA&E during authorized training with active DA Components. National Guard and reserve units will not be permitted to store Category I AA&E. However, these units may be given temporary custody of Category I AA&E for training on military installations in accordance with specific security instructions provided by the commander of the installation. ROTC units, gun clubs, and activities

under the auspices of the Civilian Marksmanship Program are not authorized to store Category I and II AA&E. Active Army installations and RC facilities may provide support to ROTC units when requested.

2-8. Requisition

HQDA (DALO-SMP-S) will establish procedures for item managers to ensure necessary requisition verification of AA&E items. Commanders will include instructions to ensure AA&E requisitions are authorized by designated personnel and released only to properly identified authorized personnel. The procedures will include positive steps for rejecting excess and unauthorized requisitions. (See AR 710-2, para 2-52, for policy on requisitioning.)

2-9. Investigations

A thorough investigation will be made of lost, stolen, or missing AA&E to determine the circumstances surrounding the loss or theft and to fix responsibility as necessary. Inventory and accountability losses will be investigated thoroughly. Before any loss can be attributed to any inventory or accountability discrepancy, it must be determined through investigation that the loss was not the result of theft or misappropriation, per AR 735-5, chapter 13, as appropriate.

a. Guidance on actions to be taken. Active Army and RC commanders, or their designated representatives, having direct responsibility for AA&E lost, stolen or missing or the receiving unit or agency will—

(1) Notify the supporting LEA, PM, or security office as soon as the incident is discovered. The notice will be as complete as possible but will not be delayed because of incomplete data. USAR will notify the PMO or LEA responsible for the geographical area. In CONUS, this notice will include the proper FBI field office having area jurisdiction. Civil authorities in overseas areas will be notified according to local policy.

(2) When sensitive AA&E are reported lost, a preliminary investigation will be conducted by the USACIDC to determine criminality before beginning any administrative action (see para 1-4).

(3) Start administrative action per AR 735-5, chapter 13, if the USACIDC investigation determines a crime was not committed. The report of survey or an equal procedure will not be used as a disciplinary or punitive measure. The use of this administrative procedure will not prevent recourse to disciplinary measures when proper. Therefore, the survey will not be used instead of a criminal investigation when one is warranted.

(4) Determine accountability for recovered property per AR 735-5, paragraphs 14-16 and 14-17. A person may be held responsible and be required to pay for a loss. If so, he or she will not be allowed to claim title or obtain ownership of the item if it is recovered.

(5) Consider relative investigative findings in violation of this or other applicable regulations. Take proper punitive action if events warrant.

(6) Request, through channels, that an AR 15-6 investigation be initiated for AA&E in appendix E. This may be used instead of a Report of Survey per AR 735-5, paragraph 13-2.

b. Property overages. Property overages will be handled in the same way as stated in *a* above.

c. The investigation. Facts must be presented by the requesting person. The installation, depot, or community commander may then direct that an investigation be initiated. The officer appointed to conduct the investigation will follow procedures per AR 15-6, chapters 3, 4, and 5, and this regulation.

d. In-transit losses. Consignees of AA&E shipments will report in-transit losses to the supporting LEA, PMO, or security office.

e. Inventory adjustments. Inventory losses or overages may be determined as administrative, computer, or other type accountability errors and not actual losses. This determination will be made only after investigative action has established the cause of the discrepancy. (In no case may a weapon, ammunition, or explosive loss or overage be attributed to inventory error unless the responsible agency, unit, or activity conducts an investigation that, beyond a

doubt, excludes the possibility of theft or loss.) When such a decision has been made, DA Form 3056 (Report of Missing/Recovered Firearms, Ammunition and Explosives) will be submitted (fig 2-1). The form will explain—

(1) The rationale for such a decision.

(2) The type of inventory adjustment action taken.

(3) The name, grade, and duty position of the approval authority.

f. Transportation losses. Transportation officers, or their designated representatives, will inform the supporting LEA, PMO, or security office when claims or other data reflect the loss of AA&E from shipment or storage. This report will include household goods and losses of privately-owned weapons.

g. Competitive marksmanship weapons. Members of the Civilian Marksmanship Program will report the loss of AA&E to the local police or Federal Bureau of Investigation (FBI), and the director of the program.

h. Criminal investigation reports. The CG, USACIDC will provide HQDA (DAMO-ODL-S), upon request, copies of completed criminal investigation reports. The reports will describe the loss or theft of AA&E. Reports prepared by the FBI will be included as attachments or as received.

2-10. Training

a. Commanders responsible for AA&E will establish a training program for those personnel responsible for the accountability of these items. The training program will be designed to—

(1) Provide training in inventory and accountability procedures as outlined in applicable 700-series Army regulations.

(2) Fit the requirements of different groups of personnel responsible for accountability.

(3) Indoctrinate personnel in the principles, criteria, and procedures for accountability and inventory, including disciplinary actions against individuals responsible for violating security requirements as prescribed in this regulation.

b. Commanders will initiate an aggressive training program to ensure all unit personnel are aware of their responsibilities for the security and accountability of AA&E. A training program will also be established to ensure requirements of AR 190-56, chapter 4, are kept and to ensure continued proficiency of the guard force. As a minimum, this training will include—

(1) Care and use of weapons, to include qualification firing with assigned weapons within the past 12 months.

(2) Legal authority, responsibility, and jurisdiction of guards on duty, to include apprehension, search and seizure, and use of force.

(3) Physical fitness training.

(4) Guard orders, to include communications and duress procedures.

(5) Duties in the event of emergencies, such as alerts, fire, explosion, civil disturbance, intrusion, attempted seizure, or terrorist incident.

(6) Current criminal threat to AA&E.

(7) Crime prevention.

(8) Common forms of sabotage and espionage, to include current threat situation.

(9) Location of hazardous and vulnerable equipment and material, to include high security risk AA&E requiring special attention or more frequent security checks.

(10) Location of fire protection equipment, decontamination stations, electrical switches, and first aid facilities.

(11) Operation and monitoring of intrusion detection system.

(12) Additional training subjects are listed in AR 190-13, paragraph 2-5.

c. Commanders will take continuing action through annual update refresher briefings to ensure that all personnel are aware of their responsibilities for the control and safeguarding of AA&E.

2-11. Personnel

a. Commanders will be selective in assigning personnel to duties involving control of AA&E. Only personnel who are mature, stable, and have shown a willingness and capability to perform assigned

ensure the system meets all minimum acceptable standards. The statement of verification will be maintained in the using unit or organization files. DA Form 4604-R may be used to record the verification.

(8) Maintenance of IDS will be provided by personnel qualified in installation and repair of IDS. Such maintenance will be performed consistent with operational requirements to ensure continuous operation and reliability of each system in use.

3-7. Security forces

A security or guard patrol or unit personnel will periodically check facilities and areas used to store sensitive or critical items or equipment as prescribed herein and as dictated by a threat and vulnerability analysis. Checks will be conducted on an irregular basis during nonduty hours to avoid establishment of a pattern. Security checks will be made to ensure unauthorized personnel are not in the area and the structures are intact and have not been broken into. During periods of increased vigilance because of a threat situation, security patrols will physically inspect doors and locks on all storage structures in their area of responsibility. Selection of personnel to perform guard duties will be closely monitored by commanders to ensure only properly trained and reliable individuals are assigned duty. Supervisory checks will be conducted to ensure guard duties are being performed properly.

a. Security patrols may be conducted by military personnel; civilian security personnel, including contract personnel; U.S. Marshal Service; or State, local, or campus police.

b. DA-controlled security forces will be provided with adequate means of communication.

c. Security forces personnel (e.g., guards, security patrols, security reaction forces) may be armed with appropriate weapons and ammunition at the discretion of the commander concerned. If such personnel are armed, provisions of AR 190-14, chapters 2 and 4 apply.

d. Guard procedures will be reviewed at least annually and revised if necessary to provide greater application of security measures, and will place special emphasis on guard post locations and guard orientation concerning duties to be performed.

e. Inspections and guard checks will be increased during nights, weekends, and holidays to provide for deterrence of violations and early detection of loss. These checks will be recorded and will consist of an inspection of the building or facility including all doors and windows. Records of these checks will be maintained in an active file for a minimum of 90 days, and then destroyed.

f. Law enforcement patrol plans will be coordinated and integrated with the guard plan or other security plans and programs to the maximum extent possible. When facilities are located in civilian communities, liaison will be established with local civil police agencies to ensure that periodic surveillance is conducted and that a coordination plan for security exits.

3-8. Key and lock controls

a. Only approved locks and locking devices (including hasps and chains) will be used. See the consolidated glossary for a list of DA-approved locks and hasps. All questions regarding the identity of approved commercial equivalent locks and locking devices (including hasps and chains) meeting Military Specifications will be addressed to the Naval Civil Engineering Laboratory (NCEL), Port Hueneme, CA. Personnel can obtain the most current version of the specifications by contacting the NCEL at DSN 360-5927 or (805) 982-5927. Keys will be signed out to authorized personnel, as needed, on a key control register. The DA Form 5513-R (Key Control Register and Inventory) is approved for use to meet the requirements of this regulation. DA Form 5513-R will be locally or electronically reproduced on 8½- x 11-inch paper. The electronically generated form must contain all data elements and follow exact format of the existing printed form. The form number of the electronically generated form will be shown as DA Form 5513-R-E and the date will be the same as the date of the current edition of the printed form. A copy for reproduction purposes is located at the back of this

handbook. When not in use, the key control register will be kept in a locked container that does not contain or store classified material and to which access is controlled. Keys and combinations to locks for AA&E storage facilities, arms racks, IDS (operational or maintenance), or key containers will not be removed from the installation except to provide for protected storage elsewhere. Keys to locks securing key containers will be afforded physical protection equivalent to that provided by the key container itself. Keys to AA&E storage buildings, rooms, racks, containers, and IDS will be maintained separately from other keys, and accessible only to those individuals whose official duties require access to them. A current roster of these individuals will be kept within the unit, agency, or organization. The roster will be protected from public view. The roster will be signed by the designated official and contain the names of those individuals authorized to receive keys from the key custodian. (See c below). At no time will keys be in the custody of a person not listed on the roster. A key control register will be maintained at the unit level to ensure continuous accountability for keys, ensure positive control of keys, and establish responsibility for the custody of stored AA&E. Key control registers will contain printed name and signature of the individual receiving the key, date and hour of issuance, serial number or other identifying information of the key, printed name and signature of the person issuing the key, date and hour key was returned, and the printed name and signature of the individual receiving the returned key. Completed key control registers will be retained in files for a minimum of 90 days and then disposed of per established MACOM procedures.

b. Keys to AA&E storage buildings, rooms, racks, containers, and IDS may be secured together in the same key container. However, keys required for maintenance and repair of IDS, including keys to the control unit door and monitor cabinet, will be kept separate from other operational IDS keys and access permitted only to authorized maintenance personnel. Under no circumstances will IDS or AA&E keys or locks, or alternate keys or locks be placed in any security container that contains or stores classified material.

(1) When arms and ammunition are stored in the same areas, keys to those storage areas may be maintained together, but separately from other keys that do not pertain to AA&E storage. The number of keys will be held to the minimum essential. Keys may not be left unattended or unsecured at any time.

(2) When not attended or being used keys will be stored in containers of at least 20-gauge steel or material of equivalent strength, and equipped with GSA-approved low (secondary) security padlocks or GSA-approved built-in 3-position changeable combination locks, or in Class 5 or Class 6 GSA-approved, 3 position, changeable combination container that do not contain or store classified material. Combinations will be recorded on SF 700 (Security Container Information), sealed in the envelope provided, and stored in a container per AR 380-5, chapter 5. Keys and combinations to locks will be accounted for at all times. Key containers weighing less than 500 pounds will be fastened to the structure with bolts or chains equipped with secondary padlocks to preclude easy removal.

(3) In the event of lost, misplaced, or stolen keys, an investigation will be conducted immediately. The affected locks or cores to locks will be replaced immediately. Replacement or reserve locks, cores, and keys will be secured to preclude access by unauthorized individuals. The use of a master key system or multiple key system is prohibited.

c. A key and lock custodian, where duties include assuring proper handling of keys and locks, will be appointed in writing. Only the commander and the key custodian (or alternate, if appointed) will issue and receive keys to and from individuals on the key access roster (a above). Personnel listed on the roster may transfer custody, in writing, among themselves. The key and lock custodian's duties will also include procurement and receipt of keys and locks, and investigation of lost or stolen keys. The key and lock custodian will maintain a record to identify each key and lock and combinations to locks used by the activity, including replacement or reserve keys and locks. The record will show the current location and

custody of each key and lock. The key and lock custodian(s) will ensure that individuals who are designated to issue, receive, and account for keys in their absence, clearly understand local key control procedures. The key and lock custodian will maintain a key control register at all times to ensure continuous accountability for keys of locks used to secure AA&E.

d. Padlocks will be locked to the staple or hasp when the area of container is open to preclude theft, loss, or substitution of the lock.

e. Padlocks and their keys will be inventoried by serial number semiannually. Padlocks and keys which do not have a serial number will be given one. This number will be inscribed on the lock or key as appropriate. The inventory records will be retained in unit files for a minimum of 1 year and then disposed of per established MACOM procedures. A key and lock inventory will contain a record of keys, locks, key serial numbers, lock serial numbers, location, and the number of keys maintained for each lock. This record will be secured in the key depository.

f. When individuals are charged with the responsibility for safeguarding or otherwise having keys immediately available, they will sign for a sealed container of keys. A sealed container is a locked and sealed key container, or a sealed envelope (SF 700 per AR 380-5, paragraph 5-104) containing the key or combination to the key container. When the sealed container of keys is transferred from one individual to another, the unbroken seal is evidence that the keys have not been disturbed. The seal need not be broken for inventory of keys. However, evidence of tampering with a sealed container will require an inventory of the keys and such other action as may be required by the commander concerned. If the keys are not placed in a sealed container, an inventory of keys will be made by serial number or other identifying information of the key (e.g., stamped number on key). The inventory and change of custody will be recorded on the DA Form 5513-R. See paragraph 2-12, for requirements to determine reliability of personnel authorized to issue and control keys to arms and category I and II ammunition and explosives storage facilities.

g. Combinations to locks on vault doors or GSA approved Class 5 or Class 6 security containers will be 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. Combinations will also be changed when a container is first put into service. The combination will be recorded using SF 700, sealed in the envelope provided, and stored in a container meeting storage requirements per AR 380-5, chapter 5. No other written record of the combination will be kept. Controls will be established to ensure that the envelopes containing combinations to locks or containers are not made available to unauthorized personnel.

h. Replacement of lock cylinders and broken keys for high security locks may be requested through normal supply channels. Requests will be coordinated through the key control custodian. MACOMs are designated as approval authorities for any deviation in key procurement procedures.

Chapter 4 Protection of Arms

4-1. General

This chapter prescribes the criteria and standards for the protection of arms in custody of DA Components, COE drawing DEF 141-90-04 depicts arms storage room construction meeting the criteria and standards prescribed by this regulation. Arms, including firearms in rod and gun club facilities, will be stored in an arms room, modular vault, or an arms storage building per the requirements of this chapter.

a. When storage in an arms storage room, modular vault, or building will impede training or operational requirements, arms may be stored or installed on the naval craft, vehicle, or aircraft to which assigned or in other configurations per this regulation and as specified by HQDA. Specific guidance issued by HQDA

(DAMO-ODL) will be furnished the Deputy Under Secretary of Defense for Policy (DUSDP) within 90 days. Weapons stored or installed in tanks, vehicles, or aircraft will be protected as part of the overall system in which they are stored or installed.

(1) Commanders will establish appropriate security measures to ensure weapons stored or installed in tanks, vehicles, or aircraft are protected at all times, particularly when tanks, vehicles, or aircraft are unmanned. The following guidance applies:

(a) When not in use, tanks, vehicles, or aircraft containing weapons will be parked inside a secure motor pool or an aircraft park area. Level III security III security measures in AR 190-51, paragraphs 3-3 and 3-5, apply.

(b) When operational readiness permits, weapons mounted on tanks, vehicles, or aircraft that are accessible and easily removable will be dismounted and secured inside the locked tank, vehicle, or aircraft, or other secure location. Weapons that are dismounted and secured inside the locked tank, vehicle, or aircraft and weapons that remain installed on board, will be made inoperative by removal of barrels or other essential firing components. Such components will be secured in a locked metal container inside the tank, vehicle, or aircraft, or other secure location. The container will be secured to the tank, vehicle, aircraft, or other secure structure with bolts or chains equipped with secondary padlocks. Spare barrels may be stored inside a locked, totally enclosed armored combat vehicle when the other essential firing components are secured in an arms storage room and the vehicle is parked inside a motor park which provides continuous surveillance by guards and Level III security measures per AR 190-51, paragraph 3-3 and 3-5.

(c) Weapon systems that are impractical to dismount, due to operational readiness or damage to the weapon system will be made inoperable by the removal of essential component or components. Such components will be secured as in (b) above. Electrical power may be considered an essential component on the 20MM and 30MM weapon systems.

(d) When electrical power is the only essential component removed from the weapons systems, ammunition for those weapons systems will not be stored on board the tank, vehicle, or aircraft. Level II security measures per AR 190-51, paragraph 3-3 and 3-5 apply.

(2) Large weapons (e.g., crew served weapons and mortar tubes) that cannot be secured in arms rooms, or other arms storage facilities, because of inadequate storage space, may be stored in a locked, totally enclosed armored vehicle. In such cases, security requirements in (1) above apply.

(3) Large weapons that cannot be secured in arms rooms, as stated above, may also be secured in other secure locations, such as a room made secure by compensatory measures. In such cases, protection and surveillance by guard or other personnel will be provided according to the risk category of the weapons involved. Such weapons will be rendered inoperable according to the requirements prescribed in (b) above.

(4) During maintenance support operations, weapon components may be stored in a storage facility meeting security requirements according to the risk category of the items involved.

(5) MACOM commanders may authorize storage of small quantities of Category IV arms in a GSA approved Class 5 security containers not storing classified documents or materials without IDS, security lighting, and security patrol requirements. MACOMs will decide the number to be stored on the basis of mission and operational requirements in conjunction with an assessment of vulnerability and threat conditions. Provisions of above apply only to small units (e.g., USACIDC detachment) that must store a small quantity of prescribed weapons for operational requirements.

b. Individuals issued, or in possession of arms, are responsible for security of this property while it is entrusted to their care.

(1) Each weapon issued for training, operations, or any other reasons will be carried on the person of the individual to whom issued at all times or it will be properly safeguarded and secured. Except during emergencies, weapons will not be entrusted to the custody of any other person except those responsible for the security of operational weapons. These persons will comply with issue and turn-in

procedures. Local procedures will be established to secure and account for the weapons of personnel medically evacuated during training.

(2) During field exercises and training, pistols and revolvers issued to persons will be secured to the person by either a locally made lanyard or military issued field lanyards (NSN 8465-00-965-1705).

(3) Pistols or revolvers that lack a device to affix the lanyard will be secured by running the lanyard through the pistol/revolver trigger guard during field and training exercises when drawing the pistol/revolver is not contemplated. If drawing the pistol/revolver is contemplated, such pistols/revolvers are exempt from the lanyard requirements.

(4) Pistols and revolvers issued for operational purposes need not be secured by a lanyard except where specified in other regulations.

(5) Local commanders will prescribe specific accountability and security measures to prevent the loss of other weapons assigned to persons.

(6) USACIDC may authorize individuals to retain their assigned weapons in their private quarters if the necessity is dictated by operational requirements. In such instances, USACIDC will establish accountability safeguards and security measures.

4-2. Storage and supplemental controls

a. Storage in facilities located on a military installation.

(1) New facilities built for storage of Category II arms will meet the facility criteria in appendix G.

(2) An existing facility in which Category II, III, and IV arms are stored together will meet the criteria for facilities storing Category II arms in appendix G unless the MACOM commander determines it to have equivalent or better security.

(3) Category II arms stored in arms storage buildings or rooms that do not meet or exceed the criteria for Category II arms may be stored in GSA approved Class 5 security containers not containing classified documents or materials, or in a safe-type steel file cabinet not containing classified documents or materials, having a 3-position, dial-type, combination lock providing forced entry protection as approved by GSA (Federal Specification AA-F-363B, as amended) or in approved modular vaults not containing classified documents or materials with GSA approved Class 5 vault doors. Modular vaults meeting Federal Specification AA-V-2737 may be used to meet this requirement. Vaults, containers and safes will be under 24 hour surveillance or protected by an approved IDS and the facility will be checked by security patrol at least once each 8 hours.

(4) Category III and Category IV arms will be stored in facilities meeting or exceeding the criteria in appendix G.

(5) Categories III and IV arms that are stored in facilities that do not meet or exceed the criteria for Categories III and IV arms may be stored in a GSA approved Class 5 security container, not containing classified material or documents, or a safe-type steel file cabinet not containing classified material or providing forced entry protection as approved by GSA (Federal Specification AA-F-363B, as amended). Containers weighing less than 500 pounds will be secured to the structure.

(6) Category IV arms that are stored in unmanned facilities not equipped with an IDS will be checked by a security or guard patrol at irregular intervals not to exceed 24 hours.

b. Storage in facilities located outside a military installation.

(1) New facilities built for storage of Category II arms will meet the facility criteria in paragraph G-1.

(2) An existing facility in which Category II arms are stored will meet or exceed the facility criteria in paragraph G-3.

(3) Category II arms that are stored in facilities that do not meet or exceed the criteria in paragraph G-3, may be stored in GSA approved Class 5 security containers not containing classified documents or materials, or in a safe-type steel file cabinet not containing classified documents or materials having a 3-position, dial-type, combination lock providing forced entry protection as approved by GSA (Federal Specification AA-F-363B, as amended) or in approved GSA modular vaults not storing or containing classified documents or materials with GSA approved Class 5 vault doors. Vaults, containers and safes will be under 24 hour surveillance or

protected by an IDS and the facility will be checked by security patrol at least once each 8 hours.

(4) An existing facility in which Category III or Category IV arms are stored will meet or exceed the facility criteria per paragraphs G-2 or G-3.

(5) Category IV arms that are stored in unmanned facilities not equipped with an IDS will be checked by a security or guard patrol at irregular intervals not to exceed 24 hours.

c. Arms racks and storage containers.

(1) When not in use, arms will be stored in banded crates, metal containers, approved standard issue racks or locally fabricated arms racks, and secured in approved weapons storage facilities. Standard issue approved metal wall lockers or metal cabinets may be used. Crates or containers will be banded, locked, or sealed in a way that will prevent weapon removal without leaving visible signs of tampering. Screws or bolts used in assembling containers, lockers, or cabinets will be made secure to prevent disassembly.

(2) All arms racks or containers will be locked with approved secondary padlocks. In facilities that are not manned 24 hours a day, rifle racks and containers weighing less than 500 pounds will be fastened to the structure (or fastened together in groups totaling more than 500 pounds) with bolts or with chains equipped with secondary padlocks. Bolts used to secure racks will be spot welded, brazed, or peened to prevent easy removal. Chains used to secure racks (and containers) will be heavy duty hardened steel, welded, straight links steel, galvanized of at least 5/16-inch thickness, or of equivalent resistance to force required to cut or break a secondary padlock.

(3) Hinged locking bars for racks will have the hinge pins welded or otherwise secured to prevent easy removal. Locally fabricated racks will provide, at a minimum, security equivalent to standard issue racks. All racks will be so constructed as to prevent the removal of a weapon by disassembly. Locally fabricated arms racks will provide protection from forced entry equip to the M12 rack (M-16 rifle rack). Technical data package (TDP) sketches and assembly instructions for local fabrication of arms racks may be requested from CDR, U.S. Army Armament, Munitions and Chemical Command, ATTN: AMSMC-MAG-SS, Rock Island, IL 61299-6000. The local engineer will certify that locally fabricated arms racks are constructed according to TDP specifications and drawings. The engineer certification will serve as security verification for adequacy of such racks. The certification will be maintained on file in the location where such racks are used.

(4) When weapons are in transit, stored in depots or warehouses or held for contingencies, the weapons crates or containers need not be fastened to the structure. However, such crates or containers will be banded or locked and sealed in a way that will prevent weapon removal without leaving visible signs of tampering. The facilities and buildings in which these weapons are stored will meet the structure and other security requirements of this regulation. Arms being unpacked or packed for shipping, or in assembly-line configuration in a maintenance repair or rebuild facility, do not require storage in racks or containers. However, the facilities in which they are stored will meet the structure and other security requirements of this regulation.

d. Security lighting.

(1) Interior and exterior lighting will be provided for all arms storage buildings, buildings in which arms storage rooms are located, and arms storage rooms. The lighting will be sufficient to allow guards (or individuals responsible for maintaining surveillance) to see illegal acts such as forced entry, or the unauthorized removal of arms during hours of reduced visibility.

(2) Areas appropriate for lighting include entrances to buildings, corridors, and arms rooms. When an arms room is located inside a building, lighting will also be provided over the entrance door of the arms room.

(3) Security lighting will also be provided for motor pools, hangars, and outdoor parking areas for vehicles or aircraft that have weapons installed or stored on board.

(4) Switches for exterior lights will be installed so that they are not accessible to unauthorized individuals.

(5) Exterior lights will be covered with wire mesh screen, or equipped with vandal resistant lenses, that will prevent the lights from being broken by thrown objects.

e. Doors, locks, and locking devices.

(1) Except for GSA approved Class 5 steel vault doors with built-in, three position, changeable combination locks, doors used for access to arms storage rooms or structures will be locked with an approved high security locking device or high security padlock and hasp providing comparable protection to the locks. An approved high security shrouded hasp will be used to secure Category I and II AA&E storage facilities to enhance their security. Doors used for access to arms storage rooms will be locked with approved locks and hasps. On existing storage facilities equipped with double-door protection, high security padlocks and hasps will be used on the most secure door. Secondary padlocks will be used to secure the other door of the double-door concept. Other doors that cannot be secured from the inside with locking bars or dead bolts will be secured on the inside with approved secondary padlocks, e.g., issue window or portals. When high security hasps are installed, locking bars and T-pins should be left in place to aid in opening and closing doors and prevent any future misalignment of the hasps. Panic hardware, when required, will be installed to prevent opening the door by tampering from the outside. Panic hardware will meet safety, fire, and building codes and be approved by the Underwriters Laboratory or host country requirements as applicable.

(2) Key and lock controls will be established per paragraph 3–8.

(3) Facilities in which vehicles or aircraft are stored with sensitive items aboard will be secured by approved secondary padlocks. Aircraft will be secured with manufacturer-installed or approved modification work order door-locking devices when not in use. All hatches and other openings to track vehicles which cannot be secured from the inside will be secured from the outside with approved secondary padlocks.

f. Supplemental controls.

(1) *IDS for arms storage facilities.* GSA-approved Class 5 security containers and GSA approved security modular vaults storing Category II arms will be provided with an approved IDS. In the event of IDS failure, armed guards will be posted 24 hours each day to:

(a) Maintain constant, unobstructed observance of the storage structures.

(b) Prevent any unauthorized access to the storage structures.

(c) Make known any unauthorized access to the protected facilities.

(2) *Security patrols.*

(a) During nonduty hours, facilities storing arms located on a military installation will be checked by a security patrol periodically as dictated by any threat and by the vulnerability of the facility. Checks will be conducted on an irregular basis at an interval not to exceed 8 hours.

(b) Facilities storing arms outside a military installation will be checked by a security patrol on an irregular basis at an interval not to exceed 24 hours.

(3) *Rendering weapons inoperable.* If the facility is not located on a military installation, weapon will be rendered inoperable by the method shown in table 4–1 under any of the conditions below:

(a) A facility does not meet structural criteria.

(b) A threat is received.

(c) An IDS is inoperative for a period of 24 hours or longer.

(d) During periods of annual field training, if arms are left in the facility.

(e) Decision of the commander having direct security responsibility for the facility.

(4) *Storing removed items.* The item(s) removed for the purpose of rendering a weapon inoperable will be tagged with the weapons serial number to ensure return to the same weapon and secured in a separate building. Etching of weapon's serial number on the removed parts is prohibited. The removed items will be stored in a locked container in a secure area away from the arms storage facility. If a secure area is not available for separate storage of these

items, the container will be stored in the arms storage facility and secured to the structure with an approved lock and chain or equal methods when the container weighs less than 500 pounds.

Table 4–1
Methods for rendering Small Arms Inoperable

Weapon: Carbine, Caliber .30 M1
Method: Remove bolt assembly

Weapon: Gun, Auto 25mm M242
Method: Remove bolt and track assembly

Weapon: Launcher, grenade 40mm M79
Method: Remove barrel assembly

Weapon: Launcher, grenade 40mm M203
Method: Remove barrel assembly

Weapon: MG, Caliber .50 M2 series
Method: Remove bolt assembly

Weapon: MG, 7.62mm M60 series
Method: Remove breech block

Weapon: MG, 7.62mm M73 series
Method: Remove breech block

Weapon: MG, Caliber .50 M85
Method: Remove bolt assembly

Weapon: MG, 7.62mm M219
Method: Remove Breech block

Weapon: MG, 7.62mm M240 series
Method: Remove bolt and operating rod assembly

Weapon: MG, 5.56mm 249
Method: Remove bolt and slide assembly

Weapon: MG, 40mm MK19 Mod 3
Method: Remove bolt assembly

Weapon: Pistol, semi-auto, Caliber .45 M1911A1
Method: Remove firing pin and spring. Leave stop installed to prevent damage of firing pin hold

Weapon: Pistol, semi-auto, Caliber .22
Method: Remove bolt or slide assembly

Weapon: Pistol, semi-auto, 9mm M9
Method: Remove firing pin assembly, recoil spring, and the spring guide from the spring assembly

Weapon: Rifle, Caliber .22—all types
Method: Remove bolt assembly

Weapon: Rifle, Caliber .30 M1 series
Method: Remove bolt assembly

Weapon: Rifle, 7.62mm M14 series
Method: Remove bolt assembly

Weapon: Rifle, 5.56mm, M16 series
Method: Remove firing pin

Weapon: Rifle, Caliber .30 M1918
Method: Remove firing pin series

Weapon: Shotgun, 12 gauge, riot type
Method: Remove barrel assembly

Weapon: Sub MG, Caliber .45 M1 series
Method: Remove bolt assembly

Table 4-1
Methods for rendering Small Arms inoperable—Continued

Weapon: Sub MG, Caliber .45 M3 series
Method: Remove bolt assembly

Weapon: Sub MG, 5.56mm M231
Method: Remove firing pin

Weapon: Recoilless rifle, 90mm M67
Method: Remove breech block

Weapon: Revolver, Colt
Method: Remove cylinder and crane assembly

Weapon: Revolver, Ruger
Method: Remove strut assembly

Weapon: Revolver, Smith and Wesson
Method: Remove cylinder and yoke assembly

g. *RC weapons.* The Army policy of close cooperation between Active Army and RC activities is an essential element in eliminating the theft or loss of AA&E. At times, RC activities may need to use local Active Army facilities for the temporary storage of AA&E as the result of emergency situations; for example, during vehicle breakdown when transporting weapons, when an increased threat situation is forecast or present, and during rifle matches. Active Army facilities are authorized and encouraged to assist in temporarily securing RC items. However, the receiving unit will ensure the accountability (number and type items, including serial numbers) of those items accepted for storage. The above policy also applies between Reserve components as well as the temporary storage of Active Army stocks at Reserve storage facilities.

4-3. Storage of classified weapon trainers

Because of security classification, nuclear weapon trainers or other classified weapon trainers may be stored in separate locked containers, or wire cages, in arms storage facilities when alternate facilities are not available per AR 380-5, chapter 5. Commanders will prescribe supplementary measures and controls to prevent unauthorized access and ensure the items are accounted for at all times.

4-4. Consolidated arms rooms

Arms belonging to more than one unit or organization may be stored in the same arms room or arms storage facility. Arms will be identified by unit. One commander will be designated as having responsibility for the overall security of the consolidated storage facility. Access controls will be established to ensure protection of each unit's arms. Procedures will also be established to fix responsibility for issue, receipt, and physical accountability for arms, including ammunition, and all other sensitive items, stored in the consolidated storage facility, per AR 710-2, paragraph 2-12; and DA Pam 710-2-1, paragraph 9-11. Where feasible, unit arms will be separated by secondary padlocks. If this is done, each unit will maintain sensitive items. Units with small quantities of arms may use locked metal containers instead of separation by partitions. In all cases, one designated commander will continue to have responsibility for the overall security of the consolidated storage facility, including access to that facility. COE drawing DEF 33-33-18 depicts a consolidated arms storage building meeting this criteria. COE drawing STD 40-21-01 depicts expanded metal mesh security cage. Units will provide the commander responsible for the overall security of the consolidated storage facility. Procedures for such consolidated arrangements will be established in SOP of the consolidated storage facility, or in the SOP of the higher headquarters.

4-5. Privately-owned weapons and ammunition

a. Commanders will ensure privately-owned arms and ammunition (including authorized war trophies) are protected on their installations and facilities. Based upon local requirements and availability of resources, Commanders may establish and maintain a

system for the registration of privately owned arms on their installations. Commanders will—

(1) Secure arms and ammunition in the installation armory or unit arms rooms in approved locked containers separate from the military AA&E. Storage requirements in this regulation apply. Installation commanders may authorize storage of these items in other locations on military installations, provided they are properly secured.

(2) Account for and inventory arms and ammunition.

(a) A DA Form 3749 (Weapons Receipt) will be issued for each privately-owned weapon secured in the arms rooms.

(b) Privately-owned weapons will be inventoried in conjunction with, and at the frequency of the inventory of Government weapons.

(c) Commanders will establish limits on the quantity and type of privately owned ammunition stored in the arms room, based upon availability of space and safety considerations.

(3) Post applicable local regulations and State and local law information on ownership, registration, and possession of weapons and ammunition on unit bulletin boards.

(4) Conduct inspections per AR 190-13, paragraph 2-8, and this regulation to ensure proper storage and control.

(5) Process unauthorized AA&E per AR 190-22, paragraph 3-4.

(6) Prohibit retention and storage of incendiary devices and explosives.

(7) Brief all newly assigned persons on this regulation and subordinate command guidance. All personnel will be made aware of changes.

b. Personnel keeping or storing privately owned arms and ammunition (including authorized war trophies) on military installation will—

(1) Comply with local regulations and local and State laws on ownership, possession, registration, off-post transport, and use.

(2) Store both arms and ammunition in the unit arms room or other locations authorized by the installation commander.

(3) Follow local security and safety regulations. Safeguard the unit issued DA Form 3749 for turn-in to the unit armorer when the weapon is withdrawn from the arms room.

(4) Withdraw privately-owned weapons and ammunition from the unit arms rooms only upon approval of the unit commander or the commander's authorized representative.

(5) Ship or store arms and ammunition as personal property, if authorized, per AR 55-355, paragraph 50-12. When loss occurs, notify the local provost marshal or security officer immediately.

(6) Comply with the National Firearms Act of 1968 when receiving or bringing arms into the United States. Automatic arms must be turned over to the Bureau of Alcohol, Tobacco and Firearms (BATF), or brought under Army control.

4-6. Weapons and ammunition for marksmanship matches and other special purposes

a. Weapons and ammunition for marksmanship matches and other purposes will be protected at all times.

b. When not in use, marksmanship weapons used in matches or ceremonies away from a military installation will be stored in authorized active, USAR, or ROTC arms rooms. Weapons and ammunition may be stored in a civilian police station under police control. If these facilities are not available, weapons and ammunition will be stored in locked containers or rooms attended at all times by at least one team member or designated person.

c. The storage of automatic weapons in other than an authorized arms room is prohibited.

d. Exceptions to b above for marksmanship weapons are authorized USAR and ROTC marksmanship personnel when firing as persons (away from their teams). Exception criteria are as follows:

(1) Authority to grant exceptions is delegated to MACOM commanders and heads of Army staff agencies commanding field operating agencies and activities. This authority may not be further delegated.

(2) Eligibility is limited to persons who are active members representing an ROTC region, a major USAR command, or higher-level

team. Eligibility is limited only for a specified period of marksmanship participation. Weapons will be returned to the proper authorized arms rooms for storage upon completing the marksmanship match.

(3) Exceptions will be held to a minimum. Each written request for exception will include a statement that other secure facilities are not available. Each request will outline compensatory measures to be applied. If weapons are to be stored in private homes, the weapons will be secured in a locked, metal container. The container will not be prominently displayed. It will be secured to a firm structure in the home.

(4) Arms used during matches or practice away from the facility and not secured as in (3) above will be stored under *b* above.

4-7. Commercial weapons and ammunition

a. Commercial arms and ammunition in stock or maintained by nonappropriated fund activities and installation-approved private organization activities will be protected according to security and accountability procedures equal to those prescribed in this regulation for military arms and ammunition. Commanders will prescribe specific inventory accountability procedures to ensure protection of these items against theft or loss.

b. Commands will discontinue the sale or possession of weapons and ammunition by nonappropriated fund activities failing to comply with this regulation.

(1) During nonduty hours, commercial arms and ammunition will be stored in facilities meeting the requirements of this chapter. The storage area will be protected by a certified, approved IDS.

(2) When displayed, arms and ammunition will be under the surveillance of sales personnel. Arms and ammunition will be secured in such a way as to prevent loss or theft as follows:

(a) Ammunition equal to one day's estimated sales may be displayed in a locked showcase or security case or fixture. If possible, empty boxes will be displayed in the showcases and sales will be made from reserve stock.

(b) Gun and ammunition fixtures will be locked except when merchandise is presented to the customer for inspection.

4-8. Contract guard weapons and ammunition

a. Protection of contract guard weapons and ammunition not U.S. Government property is the responsibility of the contractor. If granted permission by the installation commander to store on military reservations, these items will be provided the same degree of protection against loss or theft as Army weapons and ammunition will be stored in arms storage facilities meeting the requirements of this regulation. In addition these weapons and ammunition will be accounted for at all times. These weapons and ammunition are not authorized to be stored in AA&E storage facilities containing Government weapons and ammunition.

b. Commanders will prescribe the specific accountability procedures for contract guard weapons and ammunition.

4-9. General officer weapons and ammunition

Small arms and ammunition issued to general officers are exempt from all provisions of this regulation except loss and investigations requirements. The items will be stored in a manner deemed appropriate by the general officer.

4-10. U.S. Military Academy weapons

U.S. Military Academy (USMA) weapons issued to each cadet are granted an exception to the storage security requirement in this chapter. The Superintendent, USMA, will set up proper security for cadet weapons to ensure weapons are safeguarded at all times.

4-11. Demilitarized weapons

Demilitarized weapons, although not classified as sensitive, will be secured as commanders may direct.

4-12. Foreign weapons and ammunition

a. Arms and ammunition of foreign origin in custody of the Army for intelligence, research, development, test, evaluation, or other purposes, will be controlled and safeguarded in the same way as that prescribed for U.S. military weapons and ammunition.

b. Provisions of AR 700-99, chapter 2, apply to captured enemy weapons and ammunition.

4-13. Museums Arms and Ammunition

a. General.

(1) Arms, 19th century or older and not requiring metallic cartridges are classified as museum artifacts and are excluded from the physical security requirements for storage of arms. Security requirements for these artifacts will be determined per AR 190-51, appendix B.

(2) All operable and inoperable arms not on display will be secured according to this regulation.

(3) Live ammunition will not be used for museum displays. Display ammunition, arming pins, caps, or other detonating devices will be rendered temporarily inoperable.

b. Transportation. Museum weapons in transit will be protected according to this regulation.

c. Arms storage facilities. The provisions of this regulation apply for the storage of museums arms and ammunition.

d. Arms on display.

(1) Ready-to-fire weapons containing self-primed metallic cartridges will be modified to make them temporarily inoperable. Removal of firing pins, internal mechanisms, or parts will satisfy this requirement; however, parts must be secured against pilferage. Modifications will not detract from the display value of the item. Under no conditions will any weapon be permanently altered by welding or cutting without written approval of the Chief of Military History.

(2) Weapons on display in exhibit or display cases will be secured to prevent their easy removal. Security measures will be as inconspicuous as possible so as not to detract from the aesthetic appearance of the display.

(3) Classified component parts will be removed before any non-nuclear missiles, rockets, or other AA&E are displayed.

e. Accountability. All museum weapons are subject to the following requirements:

(1) A current inventory by serial number will be maintained.

(2) All weapons, with or without serial numbers will be marked with a catalog number. Numbers should be easy to find, legible, and placed on the weapon in a position where they do not interfere with the display or study value of the weapon.

(3) Commanders should consider photographing unique museum items as an identification aid in case of theft. Color photographs often preserve a more complete and accurate record than black and white photographs. Negatives should be kept separate from the original photographs.

(4) A serial or catalog number list of weapons stored in banded or sealed containers will be fastened to the outside of each container. The contents will be authenticated with the signature of the curator or other responsible person. Banded containers will be examined quarterly for tampering and their contents inventoried annually. When seals are used, they will be controlled as stated in AR 190-51, appendix E.

(5) All museum weapons will be visibly inventoried, except weapons stored in banded containers as follows:

(a) Museum personnel will inventory weapons by physical count weekly, and serial or catalog number quarterly.

(b) A disinterested officer will conduct a semiannual inventory of all weapons except those stored in banded containers. The results of this inventory will be kept for 1 year.

(6) Inventory records will be kept on DA Form 2609 (Historical Property Catalog) according to AR 870-20, chapter 4. Inventory files will be maintained for at least 1 year.

f. Small Arms Serialization Program. All weapons with serial numbers will be registered with the DOD Central Registry according to AR 710-3, paragraph 4-11. A manual recording system

should be used for those weapons that the Small Arms Serialization Program will not accept because they are foreign, have nonnumeric serial numbers, and so forth.

g. Missing or recovered museum weapons. Procedures for reporting missing or recovered weapons are contained in this regulation.

4-14. Arms parts

Major parts for arms, such as barrels and major subassemblies, will be afforded at least the same protection as Category IV arms. The frame or receiver of an arm constitutes a weapon and such parts, therefore, must be stored according to the correct category; for example, the receiver of a .30 caliber machine gun will be stored as a Category II weapon.

4-15. Restricted area posting

Areas where arms are stored will be designated and posted as restricted areas according to AR 190-13, paragraph 6-4. Posting will be visible at eye level when possible. It will include fire control measures, when required. In the areas where a predominant minority language is spoken and clear justification exists, local commanders may specify multilingual posting. In overseas commands where posting is authorized, areas will be posted in English and the host country language. International sign decals are contained in Military Specification MIL-M-43994A.

4-16. IDS signs

Arms storage facilities having IDS will have signs prominently displayed announcing the presence of IDS (see app F). They will be affixed at eye level, when possible, on the exterior of each interior wall that contains an entrance to the arms storage room, vault, or building. They will be affixed on exterior walls only when the exterior wall contains an entrance to the arms storage facility.

4-17. Fences

Arms storage buildings, bulk storage areas, and outside areas where vehicles and aircraft are routinely parked with weapons aboard may be surrounded with fencing when determined necessary by the commander concerned. Such determination will be made based on an assessment of local threats, vulnerabilities, and cost effectiveness. Fencing construction criteria is prescribed in paragraph 5-3.

4-18. Security of tools and high-value items

a. Tools such as hammers, bolt cutters, chisels, crowbars, hacksaws, cutting torches, and similar items which could be used to assist in gaining unauthorized access to an arms storage facility must not be readily accessible to intruders. Tools of this type should be removed from the vicinity of the arms storage facility or room. When an arms storage facility is the only security location available, such tools will be stored in a locked container within the facility. When the access door to an arms storage room is located within the unit supply room, tools will not be stored in the supply room.

b. When other secure storage facilities are reasonably available high-value items will not be stored in arms storage facilities. Such items include field glasses, compasses, watches, and highly valuable items subject to pilferage. In the absence of secure facilities, commanders may authorize (in writing) those sensitive items to be stored in arms storage facilities. Commanders are cautioned, however that each additional item of value stored in a weapons storage area increases the target potential to criminals.

4-19. Access control

a. Routine or unaccompanied access by enlisted and civilian personnel to arms storage facilities will be limited to the least practical number of responsible persons designated by the unit commander. The names and duty positions of these persons will be posted inside the arms room. These persons will be authorized unaccompanied access to the arms storage facilities only after they have satisfactorily undergone a command-developed background check that has been verified by a review of personnel records. (See para 2-12.) Unit officer personnel, with the unit commander's approval, should be

permitted routine unaccompanied access. However, those officers authorized unaccompanied access will be designated in writing by the commander. The list will be posted as above.

b. In addition to the requirements in (a) above, a two-person rule may be established for access to arms storage facilities. At the option of the commander concerned, two authorized persons may be required to be present during any operation which affords access to these facilities. If the two-person rule is used, commanders should establish appropriate lock and key control procedures to preclude defeat of the two-person rule concept.

4-20. Security of Class 5 storage containers

a. Class 5 security containers authorized for use instead of arms rooms must be adequately protected. The following factors must be considered for each container:

(1) Its vulnerability when left unattended for extended periods of time.

(2) Vulnerability of the location where the container is placed.

(3) Accessibility and ease of removal of the container.

(4) The position where the container will be least vulnerable to unauthorized access by heavy lifting equipment (e.g., forklifts, dollies).

(5) The position from which unauthorized persons would find it extremely difficult to remove the container.

b. Positive overall security of the arms stored in the container will be achieved. Commanders will ensure that structure protection provided by the storage container is adequately increased by the physical security measures specified in this regulation.

4-21. Arming of unit arms rooms armorers

Depending on the local threat, environment, and location of unit arms rooms, (or other arms storage facilities), commanders concerned will determine the need to arm unit armorers (or other on duty personnel) during the performance of their duties to prevent the possible armed robbery or forcible theft of weapons and ammunition. If such personnel are armed, provisions of AR 190-14, paragraphs 2-2, 4-1, and 4-4, apply.

Chapter 5 Protection of Nonnuclear Missiles, Rockets, Ammunition and Explosives

5-1. General

Nonnuclear missiles, rockets, ammunition, and explosives listed in appendix B will be protected in accordance with this chapter. Individuals issued or in possession of missiles, rockets, ammunition, or explosives are responsible for security of such property while it is charged or entrusted to their care. All unused ammunition and explosives will be turned in to the proper authority per AR 710-2, paragraph 2-52. Ammunition and explosives deployed in the field for training or operational purposes will be protected at all times as prescribed in paragraph 2-5. Missiles, rockets, ammunition, and explosive items installed in vehicles and aircraft are considered in use and will be protected as part of the overall system in which they are installed. Other criteria in this chapter does not apply to such missiles, rockets, ammunition, and explosive items. Commanders will ensure that necessary security measures are taken to protect ammunition and explosives stored in vehicles and aircraft as prescribed in paragraphs 5-3 and 5-4. (See app H for AA&E physical security standards at contractor facilities.)

5-2. Bulk storage areas

a. Category I and Category II.

(1) *Bulk storage.* Bulk storage areas are considered to be depot activities, prestock points, and ammunition supply points at which bulk quantities of missiles, rockets, ammunition, and explosives are stored. Storage is usually in original containers. Storage structures acceptable for storage of Category I and II ammunition and explosives are those earth-covered magazines and igloos listed AR

385–64, paragraphs 1 through 12 and appendix A. Commanders may permit storage of missiles, rockets, ammunition, or explosives in other types of structures if comparable security is provided and if all other requirements of AR 385–64, paragraphs 1 through 12 and appendix A, are met. (See chap 2 for requirements on new construction, upgrade, or modification of storage structures.)

(2) *Supplemental controls.*

(a) *IDS.* Category I and II storage facilities and structures will be protected by IDS. IDS will consist of two types of sensors with different methods of activation. Additional levels of protection are encouraged where constant surveillance posts are used to protect bulk Category I and II AA&E. In the event of IDS failure, armed guards will be posted 24 hours each day to maintain constant, unobstructed observance of the storage structures, prevent any unauthorized access to the storage structures, and make known any unauthorized access to the protected facilities. MACOMs will program installation of IDS for Category I and II storage facilities and structures at the earliest possible time. See AR 190–13, chapter 4 for additional guidelines pertaining to IDS.

(b) *Security patrols.* Storage facilities and structures will be checked by a security patrol periodically as dictated by any threat and by the vulnerability of the facility. Checks will be conducted on an irregular basis during nonduty hours. When the facility (structure) is protected by an IDS, the intervals between checks will not exceed 24 hours. Upon IDS failure, armed guards will be posted 24 hours each day. In addition, the intervals between checks for facilities (structures) storing Category I items will not exceed 1 hour. The intervals between checks will not exceed 2 hours for facilities (structures) storing Category II items.

b. *Category III.*

(1) *Minimum standards.* Ammunition and explosives listed under Category III will be stored in structures that meet the criteria in appendix G.

(2) *Supplemental controls.* Unalarmed structures will be checked by a security patrol at irregular intervals not to exceed 24 hours. Patrol checks are required for IDS protected facilities and will not exceed 48 hours. New IDS will not be programmed for Category III storage facilities (structures) unless it is determined necessary based on an assessment of the local threats, vulnerabilities, and cost effectiveness.

c. *Category IV.*

(1) Ammunition and explosives listed under Category IV will be stored in structures that meet the facility standards found in appendix G.

(2) Unalarmed structures will be checked by a security patrol at irregular intervals not to exceed 48 hours. Patrol checks are required for IDS protected facilities and will not exceed 48 hours. New IDS will not be programmed for Category IV storage facilities (structures), unless determined necessary based on an assessment of the local threats, vulnerabilities, and cost effectiveness.

(3) Inert and expended launcher tubes, inert mines, and inert rocket launchers training devices, and practice rockets are vulnerable to pilferage, misuse, or possible conversion to live ammunition. Such items will be clearly marked per AR 385–65, paragraph 4, to prevent accidental turn-in, or turn-in as live fire residue. Those items that can be converted to operable weapons will be accounted for and secured as Category IV live ammunition and explosives.

5-3. Fences

a. Categories I and II missile, rocket, ammunition, and explosive storage areas will be surrounded with security fencing constructed and configured as set forth below. New chain link fencing will not be programmed for Category III and IV storage facilities unless it is determined necessary based on an assessment of local threats, vulnerabilities, and cost effectiveness. COE drawing STD 40–16–08 depicts chain link fence construction standards.

b. Fence fabric will be of chain link (galvanized, aluminized, or plastic coated woven steel) 2-inch square mesh 9-gauge diameter wire, including coating. In Europe, fencing may be North Atlantic Treaty Organization (NATO) Standard Designed Fencing

(2.5–3mm gauge, 76mm grid opening, 2 meter height, and 3.76 meter post separation).

c. Posts, bracings, and other structural members will be located on the inside of the fence fabric. Galvanized steel or aluminum ties equal in gauge to fencing will be used to secure the fence fabric to posts and other structural members.

d. The minimum height of the fence fabric will be 6 feet without an outrigger (COE drawing STD 40–16–08, Type FE–5).

e. The bottom of the fence fabric will extend to within 2 inches of firm ground. Surfaces will be stabilized in areas where loose sand, shifting soils, or surface waters may cause erosion and thereby assist an intruder in penetrating the area. Where surface stabilization is not possible, or is impracticable, concrete curbs, sills, or other similar type anchoring devices, extending below ground level will be provided.

f. Modifications to chain link fencing will not be made to conform to the requirements of this paragraph if the existing fencing provides an equivalent or greater penetration resistance, as determined by the commander concerned.

g. The barrier will have a minimum number of vehicular and pedestrian gates, consistent with the operational requirements. These gates will be structurally comparable, provide penetration resistance equivalent to the adjacent fence, and be designed so that the traffic through them will be under the positive control of the security force. Unless manned 24 hours a day, gates will be provided with an approved lock. Hinge pins and hardware will be welded or otherwise modified to prevent easy removal.

h. Drainage structures and water passages penetrating the barrier be barred to provide penetration resistance equivalent to the fence itself. Openings to the drainage structures having a cross-sectional area greater than 96 square inches, and a smallest dimension greater than 6 inches will be protected by securely fastened welded bar grills. As an alternative, drainage structures may be constructed of multiple pipes, each pipe having a diameter of 10 inches or less, joined to each other and to the drainage culvert. Multiple pipes of this diameter may also be placed and secured in the “in-flow” end of the drainage culvert to prevent intrusion into the area.

i. Building walls may be incorporated into the barrier system if they provide penetration resistance equivalent to the perimeter barrier and are subject to observation.

j. If practicable, clear zones will extend 12 feet on the outside and 30 feet on the inside of the perimeter fence. Clear zones for Categories I and II AA&E will be free of all obstacles, topographical features, and vegetation exceeding 8 inches in height which reduce the effectiveness of the physical barrier, impede observation, or provide cover and concealment of an intruder. Clear zones for Categories III and IV AA&E will be free of obstacles, topographical features, and vegetation which reduce the effectiveness of the physical barrier.

(1) Vegetation or topographical features which must be retained in clear zones for erosion control, passive defense, or for legal reasons will be trimmed or pruned to eliminate concealment and checked by security patrols at irregular intervals.

(2) Perimeter light poles, fire hydrants, steam pipes, or other similar objects; barricades for explosives safety purposes; and entry control buildings within the clear zone that represent no aid to circumvent the perimeter barrier or do not provide concealment to an intruder do not violate the requirements of clear zones.

k. Fencing needs will be evaluated and determined for each installation on a case-by-case basis. The installation of new security fencing around an outer perimeter may not be cost effective. The following will be considered:

(1) If the storage area perimeter has adequate security fencing, fencing of inner zones may not be required.

(2) If the storage area outer perimeter has barbed wire fencing or no fencing, security fencing of inner zone storage areas may be more practical and cost effective.

(3) If the storage area outer perimeter is partially fenced, it may be more cost effective to complete the loop rather than to install fencing around inner zone storage areas.

(4) If natural barriers, such as mountains, cliffs, rivers, seas, or other difficult-to-traverse terrain, form portions of the perimeter

and provide equivalent or more security than fencing, security fencing of inner zone storage areas may not be required.

5-4. Security lighting

a. Security lighting will be provided for Category I and II storage facilities. New security lighting systems will not be programmed for Category III and IV facilities unless determined necessary based on an assessment of the local threats and vulnerabilities. Security lighting requirements will conform to ammunition and safety requirements per AR 385-64, paragraphs 1 through 12 and appendix A. However, existing security lighting for Category III and IV storage facilities will not be removed solely to comply with this paragraph. Security lighting will—

(1) Be provided for exterior doors of all Category I and II items storage rooms and magazines.

(2) Have switches for exterior lights installed so that they are not accessible to unauthorized individuals.

(3) Have all exterior lights covered with wire mesh screen that will prevent their being broken by thrown objects. Vandal resistant lenses may be used instead of wire mesh screen.

(4) Be provided for motor pools, hangars, and outdoor parking areas for vehicles and aircraft that have Category I and II ammunition and explosives stored on board, and for such items located in open storage areas.

(5) Be provided along storage site perimeter barriers determined necessary by the Commander. Commanders will determine perimeter lighting needs depending on the threat, perimeter extremities, and surveillance capabilities.

b. Field manual (FM) 19-30, chapter 6, will be used as a guide in deciding lighting descriptions, layouts, lighting patterns, and minimum protective lighting intensities and requirements. COE drawing STD 40-04-08 depicts a typical design for a conventional ammunition storage area security lighting system.

c. Emergency lighting and standby power are not required, but will be considered when the threat and vulnerability warrant.

5-5. Guard protection and surveillance

Protection and surveillance by guards or other personnel together with other physical security measures will be established for facilities or temporary open storage areas as set forth in this regulation and otherwise as needed to ensure protection at the facilities. At a minimum, entrance and exit points into magazine and holding areas where vehicles, railcars or aircraft with missiles, rockets, ammunition or explosives aboard are parked, will be controlled by guards or other personnel. When duty personnel are not present or IDS or closed circuit television are not used, enough security patrols will be provided to allow physical inspection of each aircraft, railcar, or vehicle at a frequency determined by the commander concerned, based on the category of AA&E, the threat, and the location.

5-6. Locks and keys

a. *Locks.* A class 5 steel vault door with a built-in, 3-position, dial-type, changeable combination lock or a key operated high security padlock and hasp will be used on doors to structures housing classified material per AR 380-5, chapter 5. Otherwise, each ammunition magazine or room constructed in accordance with chapter 4 will be secured with an approved high security padlock and high security hasp. Storage facility hasps and locking hardware will provide comparable protection to that afforded by the locks approved or other high security locking hardware. See the consolidated glossary, for list of approved DA locks and hasps. Facilities in which aircraft or vehicles are stored with ammunition aboard will be secured with an approved security padlock. See paragraph 3-8, for further guidance.

b. *Key and lock control.* Key and lock control will be established in accordance with paragraph 3-8. Use of master key system or multiple key system is prohibited.

5-7. Communications

Reliable and efficient primary and backup means of external and internal communications, at least one of which is radio, will be established at magazine areas to permit notification of emergency conditions. The communication system will be easily accessible to guard and security personnel on their posts and will be tested daily by supervisory security personnel. The backup system will be of a mode other than that of the primary communication system. Both primary and backup guard (security) communications will be tested at least once during each shift.

5-8. Protection of missiles, rockets, ammunition, and explosives at unit level

a. Unit level stocks are those stored in basic load quantities (quantities stored in tactical configuration for readiness and emergency purposes) or which are on hand for operational and training purposes.

b. A typical facility for storage of operational quantities of ammunition would be a building used to store ammunition on a rifle range or a military police or guard (security) arms room. Such facilities will comply with the requirements for unit arms rooms, paragraph 4-2 or paragraph 5-2, for bulk ammunition storage magazines.

c. The following are minimum requirements for safeguarding and maintaining unit level stocks:

(1) Depending upon tactical and contingency considerations, unit level stocks will be stored in ammunition storage rooms or magazines that are equivalent to the structural standards prescribed in paragraph 5-2.

(a) Commanders may authorize in writing the storage of small quantities of ammunition in unit arms storage rooms. The authorization will be posted in the arms room. Storage will be consistent with operational requirements. Ammunition authorized for storage in unit arms storage rooms will be stored in containers. Ammunition will be secured in banded crates, or in approved metal containers, or cabinets that are approved standard issue, commercial, or approved locally fabricated. Approved standard issue metal wall lockers may be used. Security containers (GSA approved class 5) not storing or containing classified documents or material may also be used. Crates will be banded or sealed, in a way that will prevent ammunition removal without leaving visible signs of tampering. Ammunition stored in metal containers, or cabinets, will be secured with secondary padlocks. Screws and bolts used in assembling containers, lockers, or cabinets, will be made secure to prevent disassembly. Containers weighing less than 500 pounds will be fastened to the structure (or fastened together in groups totaling more than 500 pounds) with bolts or chains equipped with secondary padlocks.

(b) Commanders will establish security procedures for issue of basic load ammunition that will enable the unit to achieve its combat or contingency missions. When tactical, operational, or readiness conditions permit, basic load ammunition will be stored in ammunition storage rooms or magazines that are equivalent to the structural standards prescribed for the risk category of the items.

(2) When operational and training requirements preclude storage of unit level stocks or explosives in ammunition storage magazines, these stocks may be stored in or on combat vehicles, aircraft, ships, or trailers, or in other configurations required by the operational environment. When stored in this manner, unit level stock storage areas will comply with criteria specified by the MACOM.

(3) Ammunition and explosives may be stored aboard vehicles or aircraft provided the vehicle or aircraft is located inside a motor pool or park or aircraft park area. When stored in this configuration, supplemental security measures in AR 190-51, paragraphs 3-3 and 3-5, apply.

(4) Vehicles or aircraft with missiles and rockets in a ready-to-fire configuration will be provided 24 hour armed guard surveillance.

(5) Ammunition and explosives in open storage (such as vehicle holding area, ammunition supply point, and aircraft cargo area) are

especially vulnerable to theft or sabotage. Commanders will prescribe necessary security measures to protect items located in open storage. Ammunition and explosives in temporary open storage will be secured under the following procedures:

- (a) Perimeter barrier, either temporary or permanent.
- (b) Guard surveillance (post guards or on duty personnel).
- (c) Security lighting during hours of darkness or reduced visibility.
- (d) Inventory, accountability, and control.
- (e) Posted restricted limited area.
- (f) Access control (see para 5-9).
- (g) Communication systems.

(6) When more than one unit uses the same area, stocks will be separated and identified by unit. One unit will be designated as responsible for the security of the entire area, including access control.

(7) When the threat or other conditions dictate, responsible commanders will decide the advisability of separate storage of battery coolant units (BCU) from the REDEYE weapon. Threat conditions, operational requirements for BCU, and other mission criteria are factors that will determine container location.

5-9. Entry control

a. Vehicular and personnel gates will be secured and strict key control accountability will be observed. A pass, badge, or access roster plus a registration system, will be used to admit properly identified authorized personnel to storage areas.

(1) Vehicle and personnel gates will be secured except when it is necessary to allow authorized entry into or exit from, the area.

(2) Keys and locks to gates will be controlled and accounted for per paragraph 3-8.

(3) Entry and exit procedures will include checks of personnel and vehicles for unauthorized material.

(4) Persons requiring frequent recurring entrance to the area will either be listed on an entry control roster prepared by the responsible storage commander or issued a photographic security badge which clearly establishes the authority to enter. The roster will contain as a minimum, the name, grade, and unit or organization of each authorized person.

(5) Privately-owned vehicles and leased vehicles will not be permitted inside storage facilities and areas except those authorized for use by Government officials and DOD contract personnel. Such vehicles entering secure areas will be tagged with a pass card and recorded.

(6) Upon exiting, all vehicles will be thoroughly inspected to ensure that only authorized material is being removed.

(7) Vehicles leased by Government agencies are considered to be Government vehicles for the contracted period. Rental vehicles obtained by Government employees for official use during periods of temporary duty will be allowed entry when the employee's official duties require such entry.

b. Personnel, including guards or host country guards, whose duties require unescorted access to storage facilities containing classified missiles and rockets, or other classified items, will have a security clearance commensurate with the classification of the items involved.

c. A two-person rule will be established for access to storage facilities containing Category I missiles and rockets. Two authorized persons will be required to be present during any operation which affords access to these facilities. Commanders will establish appropriate lock and key control procedures to preclude defeat of the two-person rule concept.

5-10. Restricted areas

Areas in which sensitive missiles, rockets, explosive, or ammunition are stored will be designated and posted as restricted areas per AR 190-13, chapter 6.

5-11. IDS signs

Signs clearly announcing the presence of an IDS will be displayed on ammunition storage rooms, magazines, or perimeter barriers using such a system. Signs will be affixed at eye level, when possible. They will be affixed on the exterior walls containing an entrance to the ammunition or explosives storage room, vault, building, or magazine or, in the case of alarmed barrier fences, on the outside of the fence at about 100-meter intervals. Signs will be placed at a location where they will not hinder observation or fields of fire. Signs will not be placed where they may be used by intruders to gain entry. Alarm signs will not create nuisance alarms. Otherwise, the signs will be posted outside the perimeter fence. IDS signs meeting the specifications of appendix F will be used.

5-12. Storage of classified items

Classified AA&E storage facilities will comply with standards set forth in paragraph 4-2 or AR 380-5, appendix H. Classified missiles and rockets, or other classified items, will be segregated from unclassified items stored in the same storage facility. Strict access and accountability control procedures will be established by the commander. See paragraph 5-9 for two-person rule requirement for access to Category I missiles and rockets. Personnel whose duties require access to above storage facilities will have a security clearance commensurate with the classification of the items involved. Classified AA&E material manuals and documents should normally be stored separately from the ordnance items per AR 380-5, paragraph 5-102.

5-13. Additional security measures for igloos and magazines

King Tut blocks may be used to enhance the overall security of ammunition and explosives stored in unalarmed igloos and magazines (see IDS requirements in this chapter) in plants, depots, and ammunition supply points, at the option of the commander.

Chapter 6

Accountability, Disposition, Disposal, and Demilitarization

6-1. Nonnuclear missiles and rockets (Category I)

a. Each Commander having custody of nonnuclear missiles and rockets establish and maintain records which will provide for continuous accountability. This will include those issued for training by requiring the return of unexpended missiles and expended residue. When possible, such records will be maintained by serial number. Incoming shipments will be inventoried promptly after receipt to ensure that all items have been received. All contracts for the procurement of nonnuclear missiles and rockets will provide for individual serialization.

b. In addition to the inventory requirements in AR 740-26, chapter 2, and AR 710-2, paragraphs 2-12, 2-53, and 3-43, the following apply:

(1) Unit level. A 100 percent physical count will be taken monthly. A 100 percent physical inventory by serial number will be taken quarterly.

(2) Depot, post, or base level. A 100 percent inventory will be taken semiannually.

6-2. Arms

a. *Arms Serial Number Registration and Reporting.*

(1) *DOD Central Registry.* A DOD Central Registry will be maintained to record, by serial number, the ownership account of all arms. AR 710-3, chapter 4, establishes policies and prescribes responsibilities and procedures for serial number registration and reporting of arms belonging to Army units, organizations, activities, and installations which maintain property books and stock record

accounts. MACOMs will emphasize the necessity for strict compliance with the prescribed reporting requirements. Questions concerning registry operations will be referred to the DOD Central Registry at: Commander, U.S. Army Armament, Munitions and Chemical Command, ATTN: AMSMC-MMD-LW, Rock Island, Illinois 61299-6000. DSN 793-4678/4977/6519 or commercial (309) 782-4678/4977/6519.

(2) *Delineation of responsibilities.*

(a) The Department of the Army is the assigned agency responsible for operating and maintaining the DOD Central Registry. This registry maintains control over serial numbers of arms and a file of those arms that have been lost, stolen, demilitarized, or shipped outside the DOD. The DOD Central Registry will be updated by tapes, forwarded to it monthly from the MACOM registries which contain in serial sequence the most recent list of serial numbers of arms for which the MACOM maintains accountability. The tape will also include a history file of arms reported lost, stolen, demilitarized, or shipped outside the control of the DOD.

(b) Each MACOM is responsible for maintaining a mechanized registry for serial numbers of arms in their inventory. The registry will be updated based on transaction reporting, i.e., receipts, issues, and turn ins.

(c) When the DOD Central Registry receives an inquiry concerning a lost, stolen, or recovered weapon that is listed with the registry as DOD property, or as missing from a DOD activity, the Central Registry will inform the affected MACOM registry. Commanders will establish procedures to ensure that such losses, thefts, or recoveries are, or have been, appropriately investigated per paragraph 2-9, and reported as outlined in chapter 8 of this regulation. Commanders will also ensure that MACOM AA&E recovered by police or investigative agencies are returned to MACOM control for disposition upon completion of investigative and prosecutive action.

(3) *Exclusions.* Privately-owned arms and arms purchased with nonappropriated funds are exempt from being reported to the DOD Central Registry. However, each post, camp, or station having nonappropriated fund arms will establish procedures to identify such weapons by type and serial number.

(4) *Registration and reporting procedures.*

(a) The arms serial number registration and reporting procedures will ensure control over all arms serial numbers in the following situations: from the manufacturers to depot; in storage; in transit to requisitioners; in post, camp, or station custody; in the hands of users during turn-ins; in renovation; and during disposal or demilitarization.

(b) The DOD Central Registry will maintain records of: serial number adjustments; shipments to flag rank officers; foreign military sales (FMS) and grant aid; activities outside the control of the Department of Defense; and transfers between DOD components. Incoming shipments will be inventoried promptly after receipt to ensure that all items have been received and entered into the DOD Central Registry or the MACOM registry, as appropriate.

(c) National or DOD Component-assigned stock numbers will be used by the MACOMs for the initial load and all later transactions to the DOD Central Registry.

(d) All arms, regardless of origin, that are accounted for in unclassified property records, will be reported. Automatic weapons will be reported on a priority basis.

(e) Arms with national stock numbers (NSN) or serial numbers, with missing, obliterated, mutilated, or illegible serial numbers, when discovered, will be reported to the DOD Central Registry by the MACOM registry, by message or letter for assignment of NSN and management control number serial number. Request must contain:

1. NSN or "None" if unknown.
2. Serial number or "None" if unknown.
3. Description, to include make, model, caliber, and any or other nomenclature data.

(f) When the DOD Central Registry identifies duplicate serial numbers by weapon type in the MACOMs, instructions will be provided by the U.S. Army Armament Munitions and Chemical Command (AMSMC-MMD-LW) for the modification of the serial numbers. Movement and shipment of weapons will not occur prior to correction of serial numbers.

(g) To ensure the DOD Central Registry is properly maintained, the following is required for small arms shipments: two weapon serial number (WSN) control cards for each weapon in shipment will be attached to the supply documentation; when operational procedures restrict compliance with the two WSN control card requirement, a listing of WSNs will be attached to the supply documentation; and incoming shipments will be opened by a designated receiver and the receipt of each item verified by check of the serial number. However, incoming shipments from new procurement received at depots that are preservation packaged need not be individually checked if the contract provides for a 100 percent serial certification by the contractor which is checked by government contract representatives based upon acceptable sampling techniques. In this latter case, the receiving activity randomly will sample to verify the accuracy of serial numbers in each shipment from new procurement.

(h) The DOD Component registries will reconcile inter-Service transfers of weapons on a transaction-by-transaction basis. Follow-up procedures will be established to ensure that the loop is closed on inter-Service transfers.

b. *Physical inventory control.*

(1) All items included in the definition of the term "arms" will be subjected to physical inventory control per AR 740-26, chapter 4. All provisions requiring a high degree of protection and inventory control specified for sensitive items, apply.

(2) Policy and procedures for physical inventory control are per AR 740-26, chapter 4.

(a) The nature and sensitivity of arms control dictates strict adherence to the provisions of AR 740-26, chapter 4, with respect to physical inventories, research of potential inventory adjustments, reversal of inventory adjustments, retention of accountable documentation, quality control, and inventory effectiveness reporting.

(b) The special provisions for controlled inventory items are important to the control of arms. In addition to AR 740-26, the following minimum requirements will be met—

1. *Unit level.* A 100 percent physical count will be taken monthly and an inventory by serial number will be taken quarterly, except for boxed and banded arms. In this latter case, the count and inventory will consist of a 100 percent count as reflected by the number of items listed on the boxes. Any evidence of tampering will be cause for that box to be opened and 100 percent count to be taken of the weapons in the box. The inventory records will be maintained for a minimum of 2 years for inventories that do not reflect discrepancies. Records of inventories that reflect discrepancies will be maintained for a minimum of 4 years.

2. *Depot, post or base level.* Those arms not already entered into the DOD Central Registry will be completely inventoried in conjunction with the serialization reporting program. Therefore, the inventory will be taken once each FY at depot and semiannually at post or base level. These inventories will consist of a 100 percent count as reflected by the number of items listed on the boxes. A complete count will be made of the contents of every box that is opened or damaged. The inventory records will be maintained as required in 1 above.

6-3. Ammunition and explosives

a. All items included in the definition of the terms "Ammunition" and "Explosives" will be subject to physical inventory control procedures per AR 740-26, chapter 4, and AR 710-2, paragraphs 2-12, 2-53 and 3-43. All provisions of AR 740-26, chapter 4, and AR 710-2, chapter 2, requiring a high degree of protection and inventory control specified for sensitive items, apply. Upon receipt a check will be made to verify that all items shipped have been received.

b. Detailed policy and procedures for physical and inventory control of ammunition and explosives are per AR 740-26, chapter 4, and AR 710-2, chapter 2. The nature and sensitivity of ammunition control dictates strict adherence to all provisions with respect to the following:

- (1) Physical inventories.
- (2) Research of potential inventory adjustments.
- (3) Reversal of inventory adjustments.
- (4) Retention of accountable documentation.
- (5) Quality control.
- (6) Inventory effectiveness reporting. The special provisions for controlled inventory items are important in the control of ammunition and explosives.

6-4. Inventory losses

Accounting and inventory losses of AA&E will be processed per AR 735-5, chapter 13, as applicable.

6-5. Inventory effectiveness review

Inventory effectiveness reviews will be conducted by the MACOM concerned on an unannounced basis.

6-6. Disposal and demilitarization

AA&E undergoing demilitarization must be transported and stored in accordance with this regulation until demilitarization is completed. AA&E being disposed of without demilitarization (FMS, transfer to law enforcement agencies, and the like) will be transported and stored in accordance with this regulation until accountability is transferred. The following applies:

a. *Arms.* A report (transaction) by serial number will be made to the DOD Central Registry upon the demilitarization of each arm that has been previously entered into the DOD central registry.

(1) A report (transaction) will be furnished to the DOD Central Registry in the case of each arm disposed of other than by demilitarization.

(2) A demilitarization certificate will be completed by a technically qualified U.S. Government representative before residue from the demilitarization process is released from U.S. control.

b. *Ammunition.* Defense Reutilization Marketing Offices (DRMO) are not permitted to receive live ammunition items. DRMO may receive inert ammunition components.

(1) In the United States, ammunition will be demilitarized by a DOD Component activity having such a capability.

(2) Overseas, where U.S. forces do not have the capability to demilitarize ammunition items, demilitarization may be performed by approved contractors who are licensed or controlled by the government of the country in which the contractor operates.

(3) The Military Departments are responsible for the economical and effective demilitarization of ammunition under their accountability. A certificate will be executed by a technically qualified U.S. Government representative for all items demilitarized. (DOD 4160.21-M-1, chapter 2)

c. *Explosives.* In addition to the requirements above, sales of surplus explosives in the United States are limited to individuals and companies holding a valid user's or dealer's license issued by the Bureau of Alcohol, Tobacco and Firearms, U.S. Department of the Treasury. Overseas sales are limited to companies controlled or licensed by the respective government. Purchasers of explosives must provide a Certificate Regarding End Use of Explosive Materials. (DOD 4160.21-M, chapter 2) Each MACOM will establish procedures to ensure that accountability of items shipped to DRMOs are retained until documents from the DRMO and the transaction records are reconciled.

6-7. Disposal of abandoned and confiscated privately-owned firearms

The Anniston Army Depot, ATTN: SDSAN-DSP-PPC, Anniston, Alabama 36201, is the continental United States (CONUS) disposal facility for shipping abandoned and confiscated privately-owned firearms. The following procedures apply:

a. Prior to shipment, register firearms in the DOD Central Registry per TM 38-214.

b. Use DD Form 1348-1 (DOD Single Line Item Release/Receipt Document) to accomplish supply turn-in transactions with Anniston Army Depot.

c. Ship firearms via registered mail, return receipt requested.

d. Prior to shipment, clear firearms from provost marshal registry files.

Chapter 7 Transportation

7-1. General

This chapter prescribes transportation security standards and procedures to be used in safeguarding categorized AA&E as described in appendix B and for safeguarding uncategorized Class A and B ammunition and explosives. AA&E which are classified will be stored and transported in accordance with this regulation and per AR 380-5, chapters 5 and 8; where specific individual requirements differ between these two documents, the more stringent requirement will be followed.

a. MACOMs will establish security criteria for the intra-installation and unit training movement of AA&E consistent with the philosophy in this chapter.

b. Explosive ordnance disposal teams responding to off-station accidents or incidents will transport necessary explosive ingredients in accordance with requirements established by the MACOM concerned, based on the philosophy contained in this chapter.

c. Commanders will ensure that DOD-procured AA&E items transported from contractor facilities to DOD facilities are shipped in accordance with this chapter. Provisions of AR 55-355, chapter 33, apply concerning shipments of DOD-procured AA&E from contractor facilities to DOD facilities.

7-2. Responsibilities relating to transportation

a. Within their respective areas of responsibilities, overseas theater commanders, and the Commander, MTMC, are responsible for:

(1) Ensuring that the transportation protective measures used for AA&E items are established in applicable tariffs, government tenders, agreements or contracts.

(2) Negotiating with commercial carriers for establishment of transportation protective measures to meet shipper requirements.

(3) Determining the adequacy of the services provided by commercial carriers for movement of AA&E items.

(4) Routing when requested by shipper.

b. In addition, the Commander, MTMC, will—

(1) Develop, administer, and maintain joint transportation security procedures for the commercial movement of AA&E.

(2) Serve as the DOD focal point for security and performance monitoring and oversight relative to the security of AA&E in transit in the custody of commercial carriers.

c. The Military Airlift Command (MAC) is responsible for ensuring the adequacy of the services provided for movement of AA&E items by military airlift, worldwide, and by commercial airlift procured by MAC.

d. The Military Sealift Command (MSC) is responsible for ensuring the adequacy of the services provided by military and commercial ocean carriage for movement of AA&E items.

e. This chapter does not relieve accountable officers of their responsibility to safeguard and account for property.

7-3. Standards

The following transportation security policy and standards for AA&E by category, as set forth in appendix B, are required to adequately protect such items during shipment. Follow minimum security provisions for commercial transportation of AA&E per AR

55-355, chapter 33. On the basis of threat determination and evaluation of the movement itself, AA&E may be given additional protection, but not less than that required by the category assigned to the item.

a. Use of commercial transportation services outside of the CONUS will adhere as closely as practicable to requirements per AR 55-355, chapter 33.

b. Overseas MACOMs will prescribe necessary commercial transportation security requirements and coordinate such requirements with host nation authorities. When such services cannot be obtained, compensatory measures will be taken to achieve equivalent security standards. Additionally, compensatory measures will be taken when waivers or exceptions are used.

c. The following factors also will be considered:

(1) Every effort will be made to consolidate shipment into truckload (TL) or carload (CL) quantities. Less than truckload (LTL) shipments are considered more vulnerable to theft.

(2) Small arms repair technicians may travel to support facilities to effect on-site repairs instead of shipping of small arms for repair.

(3) When practical, arms and ammunition of the same caliber will not be shipped in the same container or conveyance.

(4) Where available, export and import shipments will be processed through military managed and operated air and ocean terminals.

(5) Shipments of arms and ammunition scheduled for demilitarization and retrograde shipments will receive the same protection as other shipments of AA&E.

(6) Missile rounds will be shipped separately from launch control equipment, when feasible.

(7) Security provided for AA&E at commercial and military terminals will conform to the standards set forth in appendixes C and D. The standards will be provided to the commercial carriers by MTMC. Follow minimum provisions for commercial transportation of AA&E contained in AR 55-355, chapter 33.

(8) When possible, strap cutters should not be attached to palletized unit loads of ammunition prior to arriving at ammunition storage areas. The strap cutters should be shipped separately from the palletized ammunition.

(9) Shipments must be checked immediately upon receipt to ensure that the seals are intact and for any signs of damage or tampering. If there are any such signs, there must be an immediate inventory to verify quantities received and to determine the extent of any damage or tampering on all Category I and II AA&E, and classified AA&E shipments. If the seals are intact, quantity verification must take place no later than the next working day. The requirement to check seals and verify quantities received includes shipments of all categories of sensitive or classified AA&E and uncategorized Class A and B ammunition and explosives.

(10) For rail shipments of Category I and II items, the carrier must advise the consignee immediately upon arrival of the shipment at the yard serving the consignee and/or immediately upon arrival at the consignee's activity.

(11) Uncategorized Class A and B ammunition and explosives shipped by all modes will be afforded the same protection as Categories III and IV, unless otherwise directed in writing by the military department service headquarters.

(12) Enhanced transportation security measures for use during terrorist threat conditions are set forth in appendix I.

(13) Provisions of AR 190-14, paragraph 3-3, apply to transportation of individual weapons aboard commercial aircraft.

(14) When weapons are required to accompany a unit movement by commercial transportation, the commander or person in charge of the unit movement will contact the provost marshal and transportation office concerned for technical advice and instructions relative to such shipments.

(15) Crew served weapons will not be left mounted or stowed inside vehicles during unit movement by commercial transportation. Such weapons will be shipped according to paragraph 7-19. When this requirement cannot be met due to unit contingency or operational readiness requirements, waivers may be requested (see para

2-4). Adequate compensatory security measures will be established. MACOMs concerned will coordinate such waiver requests with MTMC.

7-4. Special considerations for Category I items

a. In addition to minimum security standards prescribed in paragraph 7-19, shipments of Category I material by all modes shall provide a continuous audit trail from shipper to consignee with advance certification of serial numbers of individual items or certified items. Two-man certification is required; that is, each container must be checked by two responsible agents of the shipper, and sealed and locked in their presence before delivery to the carrier. This rule applies at transshipment points and terminals whenever the original shipment loses its original identity; for example, when two or more shipments are consolidated into another container for further movement or if repacking is required.

b. When moved by unit or organization transportation, Category I material will be placed in the custody of a commissioned officer, warrant officer, noncommissioned officer (E-5 and above or DOD civilian grade GS-5 or above). Shipments or movements will be under armed guard surveillance.

c. Overseas commands may use local national personnel for armed guard surveillance when status of forces agreement prohibit arming of U.S. personnel.

7-5. Physical security standards for sensitive AA&E

Shipments (as defined in chapter 1) by motor vehicle, railcar, ship, and aircraft are outlined in paragraph 7-19. Follow minimum security provisions for transportation of AA&E per AR 55-355, chapter 34.

7-6. Special considerations for water shipments

a. Security of shipments must be an integral part of prestowage planning. Considerations include:

(1) Segregation of cargo.

(2) Cargo in locked and sealed containers.

(3) SEAVAN and MILVANS stowed so doors are not accessible to stevedores or ship's crew.

(4) Break bulk cargo stowed in following order or priority; lockers, refrigerator boxes or deep tanks that can be locked and sealed; bins that can be boxed solidly with plywood or other appropriate materials and stowed in the upper tween decks of the hatches immediately fore and aft of the ship's house.

b. Specific locations of classified and protected sensitive shipments, with any special considerations, will be indicated on the final stow plan and given to the responsible ship's officer.

c. Vessel movements of U.S.-owned AA&E to and from overseas locations and intra-theater movements are normally limited to MSC controlled vessels; or when the above are not available, U.S. flag vessels or MSC approved local national chartered vessels.

7-7. Consideration for air movements

See paragraph 7-19.

7-8. Special consideration for small quantity shipments

Small quantity shipments for the purposes of these provisions shall be shipments of 200 pounds or less, or in the case of small arms, 15 or less individual weapons per shipment.

a. *Registered mail.* Arms and missile components (excluding ammunition and explosives) may be sent by registered mail (return receipt requested) when the size and weight meet U.S. Postal Service requirements.

b. *DOD Constant Surveillance Service (CSS).* Small amounts of unclassified Category IV AA&E and uncategorized Class A and B ammunition and explosives may be transported using only DOD CSS when loaded in an authorized container and size, weight, and safety factors otherwise meet commercial carrier requirements.

II AA&E will be provided armed guard surveillance when transported off the installation.

d. Category III and IV AA&E will be under the continuous positive control of designated, responsible personnel.

e. Movement security criteria does not apply to AA&E issued to individual soldiers or units performing mission requirements. See chapter 2 for physical security requirements of AA&E deployed in the field for training or operational purposes.

7-16. Provost marshal and security office support

The local or supporting provost marshal and security office will provide assistance to installation transportation officers in matters relating to physical security requirements for transportation and storage of AA&E.

7-17. Control of protective security seals

Protective security seals used to show the integrity of ammunition and explosives shipments (commercial and organizational) will be accounted for and secured at all times to prevent theft and unauthorized use. Additional pertinent considerations are contained in paragraph 7-3.

7-18. Transportation of marksmanship weapons and ammunition

Marksmanship weapons and ammunition may be transported to, from, and between ranges, matches, and authorized storage locations in POVs in a secure manner as possible, consistent with the design of the vehicle. Such items must be protected from view, and must not be left unattended during halts. Storage during overnight halts or matches must be in accordance with paragraphs 4-16 and 5-8.

7-19. Security standards for AA&E shipments

a. Category I.

(1) Motor — TL:

(a) Satellite Motor Surveillance Service (SM) and Dual Driver Protective Service with National Agency Check (DN/WAC).

(b) Exclusive use of vehicle ¹.

(c) Locked and sealed by shipper ².

(d) Single-line haul required.

(e) Trip lease not authorized.

(f) When two or more vehicles are in convoy, drivers must be in sight of other vehicles at all times. Convoy will only require a single escort vehicle.

(2) Motor — LTL:

(a) SM and DN ³.

(b) CONEX, dromedary, or similar container authorized.

(c) Locked and sealed by shipper ².

(d) Single-line haul required.

(e) Exclusive use of vehicle or authorized container.

(3) Rail.

(a) AGS ⁴.

(b) MTX ⁴.

(c) Locked and sealed by shipper ^{2/5}.

(d) Immediate notification to consignee of delivery.

(e) Use appropriate Category I motor security for associated motor movement.

(f) Use load divider doors when available.

(4) COFC.

(a) In rail phase, same as Category I rail, in motor phase, same as Category I motor.

(b) Use only approved shipping containers and place on railcar door-to-door to prevent unauthorized access; e.g., MILVAN, SEAVAN.

(5) Air.

(a) SM and DDPS (w/NAC) during ground transport.

(b) Shipments by Air Freight, Air Taxi, LOGAIR, QUICK-TRANS, or MAC.

(c) DOD CSS while aircraft on ground at commercial airports.

(d) For air freight, banded or locked and sealed required. For all other methods, banded or locked and sealed required.

(e) Seals applied by shipper.

(6) Water.

(a) SM and DDPS to POE and from POD.

(b) Pier service only.

(c) Written receipt from ship's officer at POE and written release to carrier at POD.

b. Category II.

(1) Motor — TL:

(a) SM and DN (W/ANAC) ³.

(b) Exclusive use of vehicle ¹.

(c) Locked and sealed by shipper ².

(d) Single line-haul required.

(e) Trip lease not authorized.

(2) Motor — LTL ^{6/7}.

(a) SM and DD (W/NAC) ³.

(b) CONEX, dromedary, or similar container authorized.

(c) Cargo packed to a weight of at least 200 lbs. and banded (sealed if practicable) or container locked and sealed by shipper ^{2/8}.

(d) Single line-haul required.

(e) Trip lease not authorized.

(3) Rail.

(a) RSS ⁴.

(b) MTX ⁴.

(c) Locked and sealed by shipper ^{2/5}.

(d) Immediate notification to consignee of delivery.

(e) Use appropriate Category III or IV motor security for any associated motor movement.

(f) Use load divider when available.

(4) COFC.

(a) In rail phase, same as Category III or IV; in motor phase, same as Category III or IV motor.

(b) Use only approved shipping containers and place on railcar door-to-door to prevent unauthorized access; e.g., MILVAN, SEAVAN.

(5) Air.

(a) DOD CSS.

(b) Shipments by Air Freight, Air Taxi, LOGAIR, QUICK-TRANS, or MAC.

(c) Shipper escort to carrier and immediate pickup at destination.

(d) For air freight, banded or locked and sealed required. For all other methods, banded or locked and sealed if practicable.

(e) Seals applied by shipper ⁹.

(6) Water.

(a) Pier Service only.

¹ When vehicle is loaded to full visible capacity, do not request exclusive use of vehicle.

² Shipper seal may be removed and replaced by carrier seal (DTMR, chapter 34).

³ Refer to AR 55-355, chapter 34, for additional mandatory transportation requirements.

⁴ When AGS and RSS apply, shipper must report railcar initials and numbers (for example, DODX 40000) to the appropriate MTMC area command to obtain MTX service.

⁵ Includes use of upper rail lock.

⁶ When practicable, consider sending 15 or fewer Category II, III, and IV small arms and missile components by registered mail (Return Receipt Requested).

⁷ Shipments of Category IV AA&E and uncategory classes of A and B ammunition and explosives with gross weight of less than 200 pounds may be sent by commercial carriers offering DOD CSS without overpacking.

⁸ MILSTD 129 applies.

⁹ Air carriers providing pickup and delivery service by motor vehicle must comply with all applicable motor security requirements for the risk category during the motor phase. These protective services must be specified in appropriate Uniform Tenders of Service.

(b) Written receipt from ship's officer at POE and written release to carrier at POD.

c. *Categories III, IV and Uncategorized Classes A and B Ammunition and Explosives.*

(1) *Motor — TL:*

(a) SM and DD (W/NAC)³.

(b) Locked and sealed by shipper².

(c) Trip lease not authorized.

(d) Single line-haul preferred.

(2) *Motor — LTL^{6/7}:*

(a) SM and DD (W/NAC)³.

(b) CONEX, dromedary, or similar container authorized.

(c) Cargo packaged to a weight of at least 200 lbs. and banded (sealed if practicable) or container locked and sealed by shipper^{2/8}.

(d) Trip lease not authorized.

(e) Single line-haul preferred.

(3) *Rail:*

(a) RSS⁴.

(b) MTX⁴.

(c) Locked and sealed by shipper^{2/5}.

(d) Immediate notification to consignee of delivery.

(e) Use appropriate category III or IV motor security for any associated motor movement.

(f) Use load divider doors when available.

(4) *Rail:*

(a) In rail phase, same as for rail category III and IV; in motor phase, same as motor category III and IV.

(b) Use only approved shipping containers and place on railcar door-to-door to prevent unauthorized access; e.g., MILVAN, SEAVAN.

(5) *Air:*

(a) DOD CSS.

(b) Shipments by Air Freight, Air Taxi, LOGAIR, QUICK-TRANS, or MAC.

(c) Shipper escort to carrier and immediate pickup at destination.

(d) For air freight, banded or locked and sealed required. For all other methods, banded or locked and sealed if practicable.

(e) Seals applied by shipper⁹.

(6) *Water:*

(a) Pier service only.

(b) Written receipt from ship's officer at POE and written release to carrier at POD.

Chapter 8 Reports, Investigative Aids, and Disposition of Records

8-1. General

The provisions of this chapter do not preclude the submission of other reports, such as the requirements in AR 55-38/NAV-SUPINST 4610.33B/AFR 75-18; MCOP 4610.19C/DLAR 4500.15, chapters 2 and 3. The provisions of this chapter do not apply to privately-owned weapons.

8-2. Incident reports to components

a. Each MACOM will establish procedures to ensure receipt of a report of arms, ammunition, and explosives stolen, lost, unaccounted for, or recovered, including gains or losses due to inventory adjustments. Notification will be furnished in a manner commensurate with the seriousness or nature of the incident. The loss, theft, recovery, or inventory adjustment of the following will be reported:

(1) Missiles, rockets, and arms as set forth in appendix B.

(2) One-thousand rounds or more of ammunition smaller than 40mm and 1,000 rounds or more of 40mm automatic weapon ammunition.

(3) Individual rounds of 40mm and larger nonautomatic weapon ammunition.

(4) Individual mortar, grenade, and missile rounds.

(5) Individual land mines, demolition charges, and blocks of bulk explosives.

(6) Other items with 10 or more pounds of net explosive weight.

(7) Any Category I or Category II item not otherwise included above.

(8) Commanders will—

(a) Submit a serious incident report (SIR) if required by AR 190-40, paragraph 4-9.

(b) Within 72 hours provide a report on DA Form 3056 (Report of Missing/Recovered Firearms, Ammunition, and Explosives) (RCS Just-1010) on incidents meeting criteria in a above. Inventory and in-transit losses or discrepancies of AA&E, not due to theft, recovered within 12 days, need not be reported on DA Form 3056.

(c) Initiate a report of recovery on DA Form 3056 for AA&E items held as evidence by any local, State, or Federal law enforcement agency in the area. Notify the commander having lost the items.

(d) Promptly submit appropriate report to the NCIC and DOD Central Registry (see para 8-3).

(e) Ensure the dollar value of the loss or recovery is included in section H, DA Form 2819 (Law Enforcement and Discipline Report) per AR 190-45, paragraph 6-3.

(f) Conduct investigations per AR 15-6, chapters 3 through 5, as specified in paragraph 2-9 when losses equal or exceed the amounts shown in appendix E. AR 15-6 investigations may be conducted for lesser amounts.

(g) Reports will include incidents involving arms and ammunition meeting criteria in a above, in the custody of a nonappropriated fund activity (such as an exchange, rod and gun club, or recreational marksmanship activity).

b. The Director, Security Plans and Programs, Office of the DUSDP (ODUSDP), will be provided advice by telephone from the HQDA of all significant incidents of theft, loss, or unaccounted for AA&E as soon as possible but not later than 72 hours after occurrence or discovery. Loss or theft of the following A&E will be considered significant (see AR 190-40, para 4-9, for further guidance).

(1) One or more missile or rocket rounds.

(2) One or more machine guns.

(3) Five or more automatic or semiautomatic weapons.

(4) Five or more manually operated weapons.

(5) Ammunition.

(a) .50 caliber and smaller — 5,000 rounds or more, except 20,000 rounds or more of .38 caliber ammunition.

(b) Larger than .50 caliber — five rounds or more of nonautomatic weapon ammunition.

(c) Larger than .50 caliber — 1,000 rounds or more of automatic weapon ammunition.

(d) Five or more fragmentation, concussion, or high explosive grenades.

(6) One or more mines (antipersonnel and antitank).

(7) Demolition charges, blocks of explosives, and other explosives — 100 pounds or more net weight.

c. Also reportable are:

(1) Armed robberies or attempted armed robberies.

(2) Forced entries or attempted forced entries in which there is physical evidence of the attempt.

(3) Any evidence of terrorist involvement.

(4) Incidents that cause significant news coverage, or appear to have the potential to cause such coverage.

(5) Any evidence of trafficking, such as bartering for narcotics or taking AA&E across international borders, regardless of the quantity of AA&E involved.

d. Procedures for reporting significant loss, theft, and recovery of AA&E and for reporting of actual or attempted break-ins of AA&E storage facilities are per AR 190-40, paragraph 4-9. Commanders will ensure timely submission of SIR. Significant initial and follow-up data must be provided to answer questions who, what, where, when, how, and why concerning the incident. Provide information on physical security measures taken to prevent recurrence of similar incident. Additionally, if any loss or recovery involved inventory or

DOD 5200.2-R

Department of Defense Personnel Security Program

DOD 5220.22-M

Industrial Security Manual for Safeguarding Classified Information

DOD 5220.22-R

Industrial Security Regulation

DOD 6055.9-STD

DOD Ammunition and Explosives Safety Standards

DOD 7200.10-M

Department of Defense Accounting and Reporting of Government Property Lost, Damaged, or Destroyed

DOD Directive 3224.3

Physical Security Equipment: Assignment of Responsibility for Research, Engineering, Procurement, Installation, and Maintenance

DOD Directive 5100.76

Physical Security Review Board

DOD Directive 5210.65

Chemical Agent Security Program

DOD Instruction 4150.35

Physical Inventory Control for DOD Supply System Materiel

DOD Instruction 5200.30

Physical Security of Sensitive Conventional Arms, Ammunition, and Explosives at Contractor Facilities

FM 19-30

Physical Security

JCS Pub. 1

Department of Defense Dictionary of Military and Associated Terms

MIL-HDBK-1031/1

Military Handbook, Design Guidelines for Physical Security of Fixed Land-Based Facilities

Title 18, United States Code, 842(J) (27 CFR 55, subpart k, sections 207 and 208)

Title 49, United States Code, Sections 1801-1805 (49 CFR 177)

TM 9-1300-206

Ammunition and Explosives Standards

TM 38-214

DOD Small Arms Serialization Program (DODSASP): Functional Users Procedures

Section III**Prescribed Forms**

Authority is given for the exact duplication of any DA or DD Forms prescribed in this regulation that are generated by the automated Military Police Management Information System in place of the official printed version of the form.

Forms that have been designated, "Approved for electronic generation (EG)," must replicate exactly the content (wording), format (layout), and sequence (arrangement) of the official printed form. The form number of the electronically generated form will be

shown as "-R-E" and the date will be the same as the date of the current edition of the printed form.

DA Form 3056

Reporting of Missing/Recovered Firearms, Ammunition, and Explosives (Prescribed in paras 2-10, 7-2, and 7-3. Approved for EG.)

DA Form 4604-R

Security Construction Statement (Prescribed in para 2-2. Approved for EG.)

DA Form 4930-R

Alarm/Intrusion Detection Record (Prescribed in para 3-6. Approved for EG.)

DA Form 7281-R

Command Oriented Arms, Ammunition, and Explosives (AA&E) security Screening and Evaluation Record (Prescribed in para 2-11. Approved for EG.)

DA Form 5513-R

Key Control Register and Inventory. (Prescribed in para 3-8.)

Section IV**Referenced Forms****DA Form 2028**

Recommended Changes to Publications and Blank Forms

DA Form 2609

Historical Property Catalog

DA Form 2819

Law Enforcement and Discipline Report

DA Form 3749

Equipment Receipt

DD Form 1348-1

DOD Single Line Item Release/Receipt Document

SF 700

Security Container Information

Appendix B**Sensitive Arms, Ammunition, and Explosives (AA&E) Security Risk Categorization****B-1. Application**

The requirements of this regulation apply only to rounds of 40mm and larger, conventional, guided missile and rocket ammunition weighing 100 pounds or less per round, and 1,000 or more rounds of ammunition smaller than 40mm. Blank ammunition, .22 caliber rimfire ammunition, and inert training ammunition are excluded from the requirements of this regulation. Further, artillery, tank, mortar ammunition, 90mm and larger are excluded from the requirements of this regulation.

a. On the basis of their relative utility, attractiveness, and availability to criminal elements, all AA&E will be categorized according to the risks involved. As a general rule, only arms, missiles, rockets, explosive rounds, mines, and projectiles that have an unpacked unit weight of 100 pounds or less will be categorized as sensitive for purposes of this regulation. Any single container that contains a sufficient amount of spare parts that, when assembled, will perform the basic function of the end item will be categorized the same as the end item.

b. The categories of missiles, rockets, and arms will be as stated in paragraph B-2. Nonnuclear missiles and rockets similar to those listed under Category I will automatically be included in that category as they come into the inventory.

c. Identifications, codings, corollary plans, and actions for physical security accountability and transportation pertaining to sensitive conventional arms, rockets, missiles, ammunition, and explosives will be uniform throughout the DOD. These items will be integrated into standard catalog data by all services and will be included in applicable documents that address physical security, accountability, storage, transportation, and other related functional activities. The JOCG through tri-service coordination, will use the Decision Logic Formulas (tables B-1 to B-6), and will determine the appropriate categories for ammunition and explosives items. Those responsible for the physical security of facilities storing AA&E will look up the assigned categories in the Army Master Data File (AMDF). Examples of sensitive ammunition and explosive items are shown in paragraph B-2.

d. To ensure a uniform approach to sensitive item identification and coding, AMC will incorporate the criteria into their respective cataloging policies and procedures. The criteria will also become a part of the federal cataloging system. Sensitive AA&E items are identified by the controlled item codes per AR 708-1, chapter 7. These codes indicate the controls required for storing and transporting each category of AA&E and are listed in the AMDF. The AMDF is the official source of current security risk codification of all sensitive AA&E items. Codes assigned to specific AA&E items are shown in the monthly AMDF near the center of the microfiche under the column "(CIIC)." The AMDF microfiche for AA&E, and Catalog Data Activity (CDA) Pamphlet 18-1, Code Reference Guide, are available upon request from Chief, U.S. Army Materiel Command, Catalog Data Activity, ATTN: AMXCA-DL, New Cumberland Army Depot, New Cumberland, PA 17070-5010. The basic responsibility for the assignment and correction of the codes rests with the designated data proponent. Per AR 708-1, chapter 5, U.S. Army Armament, Munitions, and Chemical Command is primarily responsible for materiel management for weapons and ammunition; U.S. Army Missile Command is primarily responsible for materiel management of large rockets and guided missiles per AR 708-1, chapter 5. Further information or assistance regarding security risk codification may be obtained by contacting the AMC Logistics Assistance Offices which are located at selected installations Army-wide.

e. AMC will revise, as appropriate, ammunition and explosives codings by means of routine catalog data changes. The exception to applying the methodology in c above shall be when tri-Service agreement is reached on a case-by-case basis to place an item in a higher or lower security risk category than that indicated by the total numerical value.

B-2. Representative risk categories

a. Category I (missiles and rockets).

(1) Nonnuclear manportable missiles and rockets "in a ready to fire" configuration; for example, Hamlet, Redeye, Stinger, Dragon, light antitank weapon (LAW) and Viper. The AT-4 antitank weapon is also included.

(2) This category also applies where the launcher tube and the explosive rounds are jointly stored or transported.

b. Arms.

(1) *Category II.* Light automatic weapons, including .50 caliber, M16A2 rifle, Squad Automatic Weapon (SAW), and 40mm MK 19 machine gun.

(2) Category III.

(a) Launch tube and gripstock for Stinger missile.

(b) Launch tube, sight assembly, and gripstock for Hamlet and Redeye missiles.

(c) Tracker for Dragon missiles.

(d) Mortar tubes up to and including 81mm.

(e) Grenade launchers.

(f) Rocket and missile launchers, unpacked weight of 100 pounds or less.

(g) Flame throwers.

(h) The launcher or missile guidance set or the optical sight for the ground mounted TOW.

(3) Category IV.

(a) Shoulder-fired weapons, other than manportable missiles, rockets, and grenade launchers, not fully automatic.

(b) Handguns.

(c) Recoilless rifles, including 90mm.

c. Ammunition and explosives.

(1) *Category I.* Explosive complete rounds for Category I missiles and rockets (See a(1) above).

(2) Category II.

(a) Hand or rifle grenades, high explosive, and white phosphorus.

(b) Mines, antitank, or antipersonnel (unpacked weight of 50 pounds or less each).

(c) Explosives used in demolition operations; for example, C-4, military dynamite, and TNT.

(d) Critical binary munitions components containing "DF" and "QL" when stored separately from each other and from the binary chemical munition bodies in which they are intended to be employed (See AR 50-6-1, chap 5 and app D, Chemical Agency Security Program, for security requirements of other chemical agents).

(3) Category III.

(a) Ammunition, .50 caliber and larger, with explosive filled projectile (unpacked weight of 100 pounds or less each).

(b) Grenades, incendiary, and fuzes for high explosive grenades.

(c) Blasting caps.

(d) Supplementary charges (uninstalled, or installed in projectiles in a manner allowing easy removal without special tools or equipment).

(e) Bulk explosives.

(f) Detonating cord.

(4) Category IV.

(a) Ammunition with nonexplosive projectile (unpacked weight of 100 pounds or less each).

(b) Fuzes, except for (3)(b), above.

(c) Grenades, illumination, smoke, and CS/CN (tear producing).

(d) Incendiary destroyers.

(e) Riot control agents, 100 pound package or less.

(f) Ammunition for weapons in (3), above, not otherwise categorized.

Table B-1
Decision Logic Formulas (DLFs)

Factor: 1

Utility: High

Casualty/Damage Effect: High

Adaptability: Without modification

Portability: Easily carried or concealed by one person.

Factor: 2

Utility: Moderate

Casualty/Damage Effect: Moderate

Adaptability: Slight modification

Portability: Can be carried by one person for short distances.

Factor: 3

Utility: Low

Casualty/Damage Effect: Low

Adaptability: Major modification

Portability: Requires at least two persons to carry.

Factor: 4

Utility: Impractical

Casualty/Damage Effect: None

Adaptability: Impractical

Portability: Requires materials handling equipment (MHE) to move.

Table C-1
Physical Security Standard for Commercial Terminals—Continued

Construction standards for closed areas, vaults, and strongrooms are contained in DOD 5220.22-M, appendixes IV and V.

If the carrier service on the GBL is: Dual Driver Protective Service (DDPS)

Equivalent terminal standards are: Stop must be at a carrier terminal, a State or local safe haven under 49 CFR or, during emergencies, at a DOD safe haven or refuge location. The vehicle or shipment must be under constant surveillance by a qualified carrier or terminal representative who must keep the shipment in unobstructed view at all times and stay within 10 feet of the vehicle or the shipment must be secured in a fenced and lighted area under the general observation of a qualified carrier or terminal representative at all times. As an alternative, the shipment may be placed in a security cage.

If the carrier service on the GBL is: DOD Constant Surveillance Service (CSS)

Equivalent terminal standards are: Stop must be at a carrier terminal, a State or local safe haven under 49 CFR or, during emergencies, at a DOD safe haven or refuge location. The vehicle or shipment must be under constant surveillance by a qualified carrier or terminal representative who must keep the shipment in view at all times and stay within 100 feet of the vehicle or the shipment must be secured in a fenced and lighted area under the general observation of a qualified carrier or terminal representative at all times. As an alternative, the shipment may be placed in a security cage.

If the carrier service on the GBL is: Rail Surveillance Service (RSS)

Equivalent terminal standards are: Within rail yards, RSS applies. Within other terminals, shipment shall be secured in a fenced and lighted area under the general observation of a qualified carrier or terminal representative at all times.

If the carrier service on the GBL is: Signature and Tally Record

Equivalent terminal standards are: Each person responsible for proper handling of a shipment during any terminal stop must sign the signature and tally record at the time they assume responsibility for a shipment. The shipment must always be in the custody of the last person signing the signature and tally record.

If the carrier service on the GBL is: Security Cage Requirements

Equivalent terminal standards are: Shall be in accordance with requirements identified in DOD 5220.22-M, appendixes IV and V.

Appendix D

Physical Security Standards for Military Terminals (Extracted from 5100.76-M)

D-1. Introduction

This appendix prescribes standards for protection of sensitive conventional AA&E military transportation terminals. It also applies to sensitive classified AA&E that meet requirements of DOD 5200.1-R, as implemented by AR 380-5. When a terminal has a separate, long-term storage mission, storage criteria of chapters 4 and 5 of this regulation apply to the long-term storage areas of the terminal. Criteria for commercially operated, in-transit transportation terminals are found in appendix B.

D-2. Security priorities

The provisions of this appendix are based on the following priorities for cargo and area security protection. Responsible MACOMs will ensure that security resources are allocated to meet the highest priority requirements first. The priorities, in descending order, are:

- a. Category I cargo protection.
- b. Pier and waterfront security.
- c. Category II cargo protection.
- d. Gates and perimeter security.
- e. Category III and IV cargo protection.
- f. Support activity security.

D-3. Risk category identification

Terminals will establish procedures to ensure prompt identification of the risk categories of arriving cargo in order to provide security protection required by this regulation. When cargo cannot be immediately identified upon arrival, it will be secured as Category I pending identification.

D-4. Temporary storage

a. Category I and II cargo.

(1) *Fencing.* Category I and II cargo will be stored only in fenced and lighted areas dedicated to cargo storage. Fencing requirements in DOD 5100.76-M, chapter 5, section C, apply.

(2) *Supplemental controls.*

(a) Category I temporary storage areas or individual conveyances will be equipped with IDS or provided constant surveillance. Pending installation of IDS, the intervals between checks may not exceed 1 hour. When IDS is used, patrol intervals may not exceed 8 hours.

(b) Category II temporary storage areas or individual conveyances will be equipped with IDS or checked by a guard patrol at irregular intervals not to exceed 1 hour while in storage. When IDS is used, patrol intervals may not exceed 16 hours.

b. Category III and IV munitions cargo.

(1) *Fencing.* Category III and IV cargo will be enclosed within barbed wire fencing where terminal perimeter fencing is not in place or does not meet the criteria of this regulation. New security lighting systems may not be programmed for Category III and IV storage areas unless determined necessary based on an assessment of the local threats and vulnerabilities.

(2) *Supplemental controls.* IDS may not be programmed for Category III or IV storage areas unless determined necessary based on an assessment of the local threats and vulnerabilities. Cargo that is protected by IDS will be checked by a guard patrol at irregular intervals not to exceed 48 hours. Unalarmed cargo will be checked at least once each 24 hours.

(3) *Placement of cargo.* Placement of cargo other than Category I and II in fenced or lighted areas will be in priority order based on the risk category of cargo.

D-5. Cargo movement

a. Category I and II.

(1) Each Category I conveyance or integrated grouping of five or fewer conveyances moved within the terminal will be under continuous surveillance of at least one terminal employee or selected contractor employee under contract to the terminal to handle cargo. Where the terminal area is physically separated from a long-term storage area, movement between these areas will be under continuous armed guard surveillance, with two drivers for each conveyance.

(2) Each Category II conveyance or integrated grouping of five or fewer conveyances moved within the terminal will be under continuous surveillance of at least one terminal employee or selected contractor employee under contract to the terminal to handle cargo. Where the terminal area is physically separated from a long-term storage area, movement between these areas will be under continuous employee surveillance, with two drivers for each conveyance.

b. Category III and IV cargo.

(1) Category III and IV cargo will be moved within the terminal under the general surveillance of the terminal or contractor employees moving the cargo. There is no distance requirement for general surveillance. However, procedures for movement will ensure cargo is either within sight of employees or is provided the required guard patrol checks for storage areas.

(2) Where the terminal area is physically separated from a long-term storage area, movement between these areas will be under continuous surveillance of at least one terminal employee or selected contractor employee for each conveyance.

D-6. Terminal area security

a. *Waterfront and Ships at Berth.* Piers and adjacent waterfront areas without cargo or ships will be patrolled at least hourly by an

armed guard. When ships are at berth, piers will be patrolled by armed guard at irregular intervals not to exceed 30 minutes. IDS may be used at the terminal commander's discretion. When IDS is used, the patrol frequency may extend to 4 hours for piers or waterfront without ships or cargo. When cargo is present, armed guards, IDS surveillance, or patrol checks will be as prescribed for the highest category of cargo or at intervals not to exceed 30 minutes whichever is more stringent. Waterborne patrols will be used to augment land based patrols where feasible.

b. Terminal Gates and Perimeter Areas. Terminal gates require continuous armed guard protection or surveillance while in use. Secured gates and perimeter areas require IDS protection or patrol checks at least once each 4 hours. When IDS is used, patrol intervals may extend to 24 hours.

D-7. Seals and twists

Terminals will install an approved seal on all AA&E conveyances on which the original shipper seal is removed. Additionally, all conveyances will have a No. 5 steel wire twist installed on door openings if the seal does not provide equivalent protection. Seal and twist checks for evidence of breakage or tampering will be made a part of regular patrol or surveillance procedures and of pier loading procedures. Category I and II seals will be verified by number once each shift.

D-8. Guard protection and surveillance

The requirements in chapter 5, section E, this regulation apply.

D-9. Terminal entry controls

a. Terminals will be closed areas with strict vehicle and pedestrian entry controls. All pedestrians or vehicles will be subject to search, and a visitor control system will be established. When feasible, entry to the AA&E storage and processing areas will be separately controlled from the terminal administrative areas. Privately-owned vehicles may not be allowed into AA&E storage and processing areas of the terminal without the Terminal Commander's permission. Hunting, if allowed, will be rigidly controlled and minimized.

b. Piers, waterfront, and AA&E storage and processing areas will be designated and posted as restricted areas.

Appendix E Losses/Overages List for AR 15-6 Investigations

General

Appendix B describes in detail items that must be secured according to this regulation. When losses equal or exceed the amounts shown below, commanders will conduct investigations under AR 15-6, chapters 3 through 5, and as specified in chapter 2 of this regulation. AR 15-6 investigations may be conducted for lesser amounts.

a. Missiles and rockets. All nonnuclear missile systems in a ready-to-fire configuration or when the launcher tube and explosive rounds are jointly stored or transported.

b. Arms. One or more of the following:

- (1) Machineguns and automatic weapons up to and including .50 caliber.
- (2) Launch tube and gripstock for Stinger missile.
- (3) Launch tube, sight assembly, and gripstock for Hamlet and REDEYE missiles.
- (4) Tracker for Dragon Missiles.
- (5) Mortar tubes.
- (6) Grenade launchers.
- (7) Rocket and missile launchers, unpacked weight of 100 pounds or less.
- (8) Flame thrower.
- (9) Launcher and/or missile guidance set and/or the optical sight for the TOW.
- (10) Shoulder-fired weapons, other than grenade launchers, not fully automatic.
- (11) Handguns.
- (12) Recoilless rifles up to and including 90mm.

(13) Major parts (e.g., barrels, frames, receivers, major subassemblies).

(14) Subcaliber training aids capable of firing a projectile by means of a powder charge.

(15) Other individually operated weapons that are:

(a) Portable and can be fired without special mounts or firing devices.

(b) Have potential use in civil disturbances.

(c) Vulnerable to theft.

c. Ammunition and explosives.

(1) One or more of the following:

(a) Explosive complete rounds or warheads for Category I missiles and rockets.

(b) Hand or rifle grenades (fragmentation, high explosive, concussion, white phosphorus, or incendiary).

(c) Mortar rounds up to and including 81mm.

(d) Mines, antitank, or antipersonnel.

(e) High-explosive complete rounds or war-heads for missiles and rockets other than Category I (unpacked weight of 50 pounds or less each).

(f) Safety and arming device.

(g) Incendiary destroyer.

(h) 40mm grenades for grenade launcher.

(i) Demolition kits.

(2) Ten pounds or more of explosives used in demolition operations (e.g., C-4; military dynamite, TNT, etc.).

(3) 100 or more blasting caps, detonators, destruction or firing devices, primers, squibs, and ignitors.

(4) 100 or more fuzes.

(5) 100 or more supplementary charges.

(6) 100 or more explosive bolts, explosive cartridges, and related devices.

(7) 50 pounds or more bulk explosives.

(8) 1000 feet or more detonating cord and safety fuse.

(9) Two or more riot control agents, 100-pound package or less.

(10) Two or more rounds of ammunition of 40mm and larger nonautomatic weapon.

(11) One or more artillery, naval, tank, and mortar ammunition, 75mm and larger.

(12) Ammunition for weapons in paragraph *b* above, not otherwise categorized.

(13) One box or more (normally 16 or more) grenades, illumination, smoke, and CS/CN (tear producing).

(14) End items of conventional and guided missile ammunition (except artillery rounds, bombs, and torpedoes) that:

(a) Have an individual item (for example, unit of issue) container or package weight of 60 pounds or less.

(b) Have potential use in civil disturbances.

(c) Are vulnerable to theft.

Appendix F Specification for Intrusion Detection System Signs

F-1. A sample intrusion detection system sign that may be used is shown below in figure F-1. The sign is flat with shape, size, and legend as shown. The sign face should consist of reflectorized sheeting bonded to an aluminum backing.

F-2. Sign backing is flat, degreased, etched, and unpainted aluminum alloy, type 6061T6, not less than 1/16-inch thick. For interior posting, plastic or wood could be used.

F-3. In non-English speaking overseas areas, a sign in the language of the host country, should be mounted alongside the English language sign. In U.S. states and possessions where a major minority language is spoken, similar signs may be posted as a safety precaution.

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