

DEPARTMENT OF THE ARMY  
U.S. Army Corps of Engineers  
Washington, D.C. 20314-1000

CEPM-S

Regulation  
No. 190-1-13

5 May 1988

Military Police  
PROCEDURES FOR ISSUING PHYSICAL SECURITY INSPECTOR CREDENTIALS

1. Purpose. To prescribe procedures in the issue, control, accountability, and destruction of physical security inspector credentials.
2. Applicability. This regulation is applicable to all U.S. Army Corps of Engineers divisions, districts, separate FOAs and laboratories.
3. References.
  - a. AR 190-13, The Army Physical Security Program.
  - b. FM 19-30, Physical Security
4. Policy. The policy of this headquarters is to issue credentials only to individuals required to perform physical security inspections, and who meet the qualifications specified in AR 190-13 and this regulation. Physical security credentials will not be used for any other purpose than to identify accredited physical security inspectors during the conduct of physical security inspections or surveys.
5. Responsibilities.
  - a. HQUSACE Physical Security Officer.
    - (1) To manage the program in accordance with AR 190-13.
    - (2) Issue DA Form 4261 and DA Form 4261-1, Physical Security Inspector Identification Card, in accordance with para 3-4, AR 190-13, in bulk to USACE division chiefs of security.
    - (3) The receipt and issue of these identification cards will be controlled on a DA Form 455, Mail and Document Register.
  - b. Division Chief Security and Law Enforcement. Identify division and district personnel to be designated as physical security inspectors. Ensure all criteria are met by individuals in their division requiring credentials. Issue credentials in accordance with para 6.b. Forward names, credential serial number, date of issue and expiration date of credentials, as issued, to USACE (CEPM-S), and send a consolidated list with the same information of all division and district personnel

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in possession of credentials to USACE (CEPM-S) on a semi-annual basis (March and September).

#### 6. Physical Security Inspectors.

a. Civilians. Civilians who are appointed to inspector positions must meet the current OPM GS-080-XX physical security qualification standard for the particular grade assigned to the position. As a minimum, civilians will receive the same or comparable resident training courses specified for military inspectors and be cleared for access to SECRET national defense information before being issued physical security inspector credentials and before conducting physical security inspections and surveys.

b. Military physical security inspectors will complete one of the training requirements below. These inspectors must be awarded ASI H3 before being issued physical security inspector credentials.

(1) Successful completion of the physical security course (7H-31D/830-ASI H-3) producing ASI H3, conducted by the USAMPS or through a DoD-approved course of instruction.

(2) Successful completion of a formal course of instruction conducted by a MACOM authorized to award ASI H3 and that meets standards of the USAMPS course.

#### 7. Credentials.

##### a. General

(1) The only authorized credentials for physical security inspectors are DA Form 4261 and DA Form 4261-1 (Physical Security Inspector Identification Card). Reproduction of these credentials, or use of locally produced or procured physical security inspector credentials, is prohibited.

(2) Physical security inspector credentials are numbered serially with a letter and four-digit number. They will be completed with the name, rank, physical description, date of birth, social security number, 2" x 2" photograph (in uniform if military), and signature of the inspector to whom issued.

(3) After identifying data are entered, credentials will be signed by the inspector, properly authenticated by the Division Chief of Security and Law Enforcement and then laminated. Credentials that have not been laminated are not valid.

(4) Credentials will not be altered in any way. Division PM's will establish procedures for checking credentials and will collect and destroy those that have been altered, defaced, marred or are expired.

b. Issue

(1) Credentials will be issued in bulk from HQUSACE to chiefs of Security and Law Enforcement at division level.

(2) Credentials will be issued only to personnel serving as physical security inspectors who meet the qualification requirements of paragraph 3-2, AR 190-13.

(3) Credentials will be issued for a period not to exceed 48 months from the date of issue. The expiration date will be typed on the line provided on DA Form 4261-1.

c. Withdrawal

(1) Physical security inspector credentials will be withdrawn for cause according to paragraph 3-3b, AR 190-13.

(2) Credentials will be withdrawn when the inspector departs the activity on permanent change of station or expiration of term of service, is assigned to non-physical security inspector duties or the credentials expire.

(3) Credentials will be withdrawn temporarily when the inspector is being investigated for alleged criminal conduct, alleged misuse of credentials, or other inappropriate conduct that might result in permanent withdrawal for cause.

(4) Inspectors will turn in credentials to the issuing authority during all authorized absences (for example, leave, hospitalization, or temporary duty not associated with inspection duties).

d. Reporting Information: Issuing authorities will report the full name, rank, social security number, and credential number of each person to whom physical security inspector credentials are issued or from whom credentials are withdrawn. This information will be reported to Commander, HQUSACE, ATTN: CEPMS, Wash, DC 20314-1000 within 10 days of issue or withdrawal. Withdrawals reported will include a short explanation of the reason for withdrawal. (RCS exempt: AR 335-15, para 5-2b (4)).

e. Credentials Custodian: An appointed credentials custodian will be appointed at each division who will establish and maintain a control log, DA Form 455, to ensure accountability for the issue, withdrawal, and destruction of credentials. Custodians will inventory credentials every six months.

f. Safeguarding Blank/Withdrawn Credentials: Credential custodians will be responsible for securing and accounting for the credentials. Credentials will be stored in a container approved for storage of accountable forms. Credentials will not be stored in containers used for storage of classified documents.

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g. Accountability

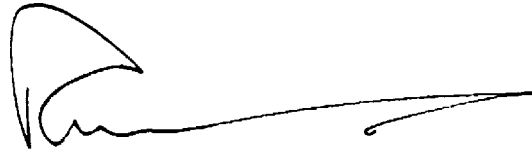
(1) Credentials will be transmitted through the U.S. Postal system, by either certified or registered mail, with a DA Form 410, Receipt for Accountable Form accompanying the credentials. The receiving office will complete the DA 410 and return it to the originating office.

(2) Inventory of bulk credentials at HQUSACE will be accomplished on an annual basis.

h. Lost or Stolen Credentials: Physical Security Inspector Credentials are government property and employees are charged with safeguarding them. Employees are required to report lost or stolen credentials to their division Chief of Security and Law Enforcement. This information will be forwarded to HQUSACE (ATTN: CEPM) as expeditiously as possible.

i. Destruction of Credentials: Division chiefs of security and law enforcement are responsible for the destruction of expired or withdrawn credentials. They will ensure that the credentials are properly destroyed and the destruction recorded on DA Form 3964, Classified Document Accountability Record.

FOR THE COMMANDER:



PAT M. STEVENS IV  
Colonel, Corps of Engineers  
Chief of Staff