

PHYSICAL SECURITY INSPECTION CHECKLIST
NJARNG SUPL 1 to NGR 190-11

UNIT _____ LOCATION _____ DATE _____

A. SECURITY (NGR 190-11) (AR/NGR 190-51)

	YES	NO	NA
1. Are fences well maintained and areas inside and outside the perimeter fence cleared of excess vegetation? (Para A-10, NGR 190-11)			
2. Have ladders, planks, garbage cans, crates, or other materials that could expedite entry from the exterior been removed or secured? (Para A-7, NGR 190-11)			
3. Is the exterior of the building including vehicles and aircraft parking areas adequately illuminated during the hours of darkness? (Para A-9, NGR 190-11)			
4. Are outside areas used for vehicle storage enclosed with security fencing and protected by security lighting? (Para 3-5 (5)a, AR 190-51)			
5. Are wheeled vehicles secured either by engaging the manufacturer installed door and ignition locking devices or by immobilizing the steering wheel with the prescribed chain and secondary padlock? (Para 3-5, AR/NGR 190-51)			
6. Are tracked/armored vehicles secured by locking all hatches and similar openings? (Para 3-5, AR/NGR 190-51)			
7. Are hatch covers and manifold access doors of POL tank trucks containing fuel locked? (Para 3-13, AR/NGR 190-51)			
8. Are outside front and rear facility entrances posted with signs for notification of a law enforcement agency, fire department or other agency in case of emergency? (Para 5-3f, NGR 190-11)			
9. Are signs announcing IDS displayed on exterior walls, near entrances that lead to arms storage vaults, for facilities employing intrusion detection systems? (Para 2-6d, NGR 190-11)			
10. Have procedures been established to assure that all doors and windows are locked at the close of each business day? (Para A-7b, NGR 190-11)			

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	YES	NO	NA
11. Has the area in which small arms and ammunition are stored been posted as a restricted area? (Para A-11, NGR 190-11) (NJDMAVA Form No. 119)			
12. Are arms rooms doors of approved type? (Table A-1, NGR 190-11)			
13. Are arms room doors equipped with integral 3 or 4 tumbler combination locks or equivalents? (Table A-1, NGR 190-11)			
14. Are arms rooms constructed IAW NGR 415-10 or equivalent of Appendix A, Tab A? (Table A-1, NGR 190-11)			
15. Is a Certificate of Construction filed inside the arms/ammunition storage facility? (Para 1-3b(3), NGR 190-11)			
16. Are cages constructed IAW Table A-1, NGR 190-11?			
17. Is triple barrier protection of small arms, weapons and ammunition provided IAW App A, para A-18, NGR 190-11?			
18. Are arms/ammunition being checked visually each workday/training assembly and a daily log initialed to verify accomplishment of this requirement? (Only required whenever entered if IDS is installed) (Para 2-9b(1), NGR 190-11) (NJDOD Form 190-7)			
19. Are names/duty positions of personnel designated for unaccompanied access to the arms/ammunition room posted inside the storage facility? (Para 5-1a(1), NGR 190-11)			
20. Are all arms racks or containers locked with secondary padlocks? (Para 2-3a, NGR 190-11)			
21. Are the arms racks fastened together in pairs or more or to the structure with bolts or chains equipped with secondary padlocks? (Para 2-3a, NGR 190-11)			
22. Are all racks and containers fabricated so as to prevent removal of the items stored therein when locked? (Para 2-3a, NGR 190-11)			

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	YES	NO	NA
23. Are weapons for which arms racks are not available secured in containers? (Para 2-3b, NGR 190-11)			
24. If lockers are being used as a substitute for racks, are they fastened or chained to the structure or other containers? (Para 2-3a, NGR 190-11)			
25. If the supply room is part of the triple barrier does it meet the requirements of Para A-18, NGR 190-11?			
26. Are tools and/or equipment (boltcutters, cutting torches, pioneer tools, drills, etc.) which could be used to breach the security measures, properly secured?			
27. Are parts removed and tagged from weapons IAW para 2-5a, NGR 190-11 and stored IAW the provisions of para 2-5b and c, NGR 190-11?			
28. Are intrusion detection systems installed and operable on weapons/ammunition storage areas? (Para 2-6b, NGR 190-11)			
29. Is the two man access rule security system implemented, when practicable, to control access to the arms room, ammunition room for persons not granted unaccompanied access? (Para 5-1b, NGR 190-11)			
30. Are lanyards and holsters on hand in the unit for all pistols and revolvers? (Para 2-4b, NGR 190-11)			
<u>B. ADMIN PROCEDURES AND RECORDS (NGR 190-11)</u>			
31. Has the commander or his designated representative coordinated semi-annually with local law enforcement agencies? (Para 1-3c(6), NGR 190-11)			
32. Is the facility checked periodically by a law enforcement agency, a security guard or by unit personnel? (Para 1-3c(6), NGR 190-11)			
33. Has a current list of responsible personnel to be notified in case of emergency been provided the local law enforcement agency? (Para 5-3f, NGR 190-11)			

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	YES	NO	NA
34. Have personnel authorized unaccompanied access to arms and ammunition storage facilities been granted a favorable NAC or ENTNAC, supplemented by a check with local law enforcement agencies updated every three years (both area of work and area of residence)? (Para 5-1a, NGR 190-11)			
35. Are individuals who are in possession of weapons or ammunition instructed and warned of their responsibilities and the inherent dangers involved in the loss of weapons and ammunition? (Para 1-3c(A), NGR 190-11)			
36. Is the Dual Driver Protection Service method implemented when the unit transports weapons or ammunition? (Appendix H, NGR 190-11)			
37. Has the combination to the vault, weapons parts containers and weapons/IDS containers been changed semi-annually, after possible compromise, or upon discharge, suspension or reassignment of a person having knowledge of the combination? (Para 5-2f, NGR 190-11)			
38. Are physical security inspections being conducted of all facilities storing arms, ammunition and explosives? (Para 2-9b(2)g, NGR 190-11) (NJDMAVA Form No. 190)			
39. Are individuals issued weapons receipts (card DA Form 3749) for assigned individual weapons and this information recorded? (Para 1-3c, NGR 190-11) (NJDMAVA Form 190-2)			
40. Are weapons receipts (cards) turned in to the arms room when individual weapons are drawn in addition to the signing for the weapon (Para 1-3c, NGR 190-11) (NJDMAVA Form No. 190-5)			
41. Does the unit conduct the monthly test of the IDS? (Para 2-6e, NGR 190-11) (NJDMAVA Form No. 103)			
42. Does the unit maintain a log indicating alarm activations by date, time and type of activation (actual, false, test)? (Para 2-6e, NGR 190-11) (NJDMAVA Form No. 103)			
43. Has the key and lock custodian (and alternate) been appointed in writing for control of arms/IDS keys? (Para 5-4a, NGR 190-11)			

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	YES	NO	NA
44. Are the keys to IDS, arms room, racks and containers maintained separately from other keys and accessible only to those individuals whose official duties require access to them? (Para 5-3a, NGR 190-11)			
45. Is there a current access roster of individuals authorized access to arms/IDS keys and is this roster kept with the keys, out of public view? (Para 5-3a, NGR 190-11)			
46. After duty hours, are the keys locked in an authorized container/depository and placed away from the storage area or with a local law enforcement agency? (Para 5-3b, NGR 190-11)			
47. Are keys attended or secured at all times? (Para 5-3a, NGR 190-11)			
48. Is the use of master keys relating to arms/ammunition storage prohibited? (Para 5-3c, NGR 190-11)			
49. Are locks replaced when keys are lost or stolen or when responsible personnel are exchanged? (Para 5-3d, NGR 190-11)			
50. Are the duplicate set of keys by serial numbers and combinations kept at the next higher headquarters or at another secure location such as a local law enforcement agency? (Para 5-3g; NJARNG Suppl 1 to NGR 190-11)			
<u>C. INVENTORIES/COUNTS (NGR 190-11)</u>			
51. Are inventories of arms/ammunition keys and locks conducted semi-annually? (Para 5-3d, NGR 190-11) (NJDMAVA Form No. 190-3)			
52. Are records maintained at the unit to reflect physical counts of weapons and ammunition each time custody of the arms room keys are transferred? Appendix K (NJDMAVA Form No. 190-4)			
53. Are records maintained for a physical count inventory conducted by the unit of all weapons and ammunition each Month? Appendix K, NGR 190-11 (NJDMAVA Form No. 190-1)			
54. Are records maintained for a quarterly serial number inventory conducted by the unit of all unit arms? Appendix K, NGR 190-11 (NJDMAVA Form No. 190-1)			

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	YES	NO	NA
55. Does the monthly inventory of ammunition include an inspection and count of created ammunition to ensure that bands and/or seals are intact?			
56. Does monthly inventory of ammunition in banded and/or sealed containers include lot number?			
57. During the monthly inventory is loose ammunition counted?			
<u>D. AMMUNITION SECURITY (NGR 190-11)</u>			
58. When weapons and ammunition are stored in an arms room, is ammunition stored in separate locked containers? (Para 3-3a, NGR 190-11)			
59. Are ammunition containers within arms rooms locked with secondary padlocks and fastened or chained to the structure or other container? (Para 3-3b, NGR 190-11)			
<u>E. ADDITIONAL SECURITY (AR/NGR 190-51) (NGR 190-11)</u>			
60. Have level I security measures been taken for the following items of Army property: (AR/NGR 190-51)			
a. Vehicles and carriage mounted/towed weapon systems and components (Para 3-5b)?			
b. Test measurement and diagnostic electronic/communications equipment and other high value precision items (Para 3-6b)?			
c. Hand tools, tool sets, kits and shop equipment (Para 3-7b)?			
d. Individual clothing and equipment (Para 3-8b)?			
e. Compasses, binoculars, flashlights, watches and other small easily pilferable items (Para 3-8d)?			
f. Subsistence items (Para 3-9b)?			
g. Office machines (3-11c)?			
h. Expendable (consumable supplies) (Para 3-11d)?			

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	YES	NO	NA
i. Repair parts (Para 3-12b)			
j. Petroleum, oils and lubricants (POL) products (Para 3-13b)			
k. POL credit cards (Para 3-13b(10))			
l. Audiovisual and photographic equipment (Para 3-16b)			
61. Has a key custodian (and alternate) been appointed to issue, receive and maintain accountability for keys to federal equipment and federal bulk storage facilities? (App D, NGR 190-51)			
62. Are keys issued with a signature on an authorized key control register? (App D, NGR 190-51 (NJDOD Form No. 190-8))			
63. Is the key control register secured in an access controlled locked container (separate from the key depository) when not in use? (App D, NGR 190-51)			
64. Is a key depository used that meets the minimum security standards? (App D, NGR 190-51)			
65. Does the arms room key depository meet required standards? (Para 5-3b, NGR 190-11)			
66. Are vehicle keys secured IAW App D, para 3e, NGR 190-51?			
67. Did the unit publish an SOP insuring that all drivers were aware that when vehicle logbooks were issued, they assumed responsibility for key to that respective vehicle? (App D, NGR 190-51)			
<u>F. MEDICAL SECURITY (AR40-61, AR/NGR 190-51, AR 190-50)</u>			
68. Are medical items stored with proper security measures? (Para 3-32, 3-50, 3-54b, AR 40-61; para 3-14b, AR/NGR 190-51; para 2-6 thru 2-9, AR 190-50)			
<u>G. MOTOR POOLS/POOL STORAGE AREAS (AR/NGR 190-51/AR703-1/AR710-2/FM 19-30)</u>			
69. Have local law enforcement agencies been requested in writing to check security of the motor pool areas during nonoperational hours? (Para 3-5, AR/NGR 190-51)			

	YES	NO	NA
70. Have there been physical security inspections conducted of motor pools and POL storage areas using FM 19-30/NGR 190-51 as a guide? (Para 2-10i, AR/NGR 710-2)			
71. Is there a fire plan posted inside the motor pool building and does it adequately cover the evacuation of personnel, vehicles and equipment during an emergency?			
72. Is the parts room adequately secured to preclude the loss of materials?			
73. Is access to the parts room controlled and limited to the essential number of personnel required to function adequately?			
74. Are all tools and equipment adequately secured and marked by the unit for identification?			
75. Is the issue and turn-in of tools adequately controlled by means of a sign-out ledger or chit system			
76. Are unit vehicles controlled by proper dispatch?			
77. Are parked vehicles adequately secured during non-duty hours?			
78. Are vehicle and pedestrian traffic controlled during non-duty hours?			
79. Are vehicles periodically searched to preclude the loss of equipment, parts and/or tools?			
80. Are vehicle log books and vehicle keys adequately secured?			
81. Are privately owned vehicles permitted in the motor pool?			
82. Are driver test forms to include answer sheets adequately protected?			

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COMMENTS

Inspector's Signature

Name/Rank/Title/Unit or Agency

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