

**11D PAM 1-201  
COMMAND INSPECTION CHECKLIST**

FUNCTIONAL AREA: Security	CHAPTER: 7 SECTION: A	DATE OF REVISION: 1 MAY 03
PROPONENT/PHONE NO: 11D PMO 350-7130	PROGRAM/ACTIVITY/TOPIC (PAT) Physical Security and Key Control	UNIT INSPECTED/DATE:

ITEM	GO	NO-GO
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<p>1. Is there a physical security officer who supervises the physical security program? (AR 190-13, para 1-25)</p> <p>2. Is the physical security officer appointed in writing? (AR 190-51, para 1-4e4)</p> <p>3. Does the physical security office have access to the following references: AR 190-11 AR 190-13 AR 190-14 AR 190-16 AR 190-51 AR 525-13 AR 710-2 DA Pamphlet 710-2-1 DA Pamphlet 190-51 FM 3-19.30 FM 22-6 UR 190-13 UR 190-6 UR 525-13 UR Pamphlet 190-1 11D Regulation 525-4</p> <p>4. Are inspections being conducted every 18months for AA&amp;E related MEVAs and every 24 months for all other MEVAs? (AR 190-13, para 2-11)</p> <p>5. Are reports of actions to be taken to correct deficiencies attached to the current inspections? (AR 190-13, para 2-12)</p> <p>6. Are end of day security checks being conducted and annotated using a SF 701(Activity Security Checklist). (AR 190-51, para 1-4e2)</p> <p><b><u>UNIT KEY &amp; LOCK CONTROL CHECKLIST</u></b></p> <p>1. Are primary and alternate key and lock custodians appointed in writing to ensure the proper custody and handling of all keys and locks? (AR 190-51, paras 1-4e(6), D-2a)</p>		
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ITEM	GO	NO GO
<p>2. Does the key and lock custodian maintain a control register (DA Form 5513-R) to ensure continuous accountability for keys of locks used to secure Government property? (AR 190-51, para 1-4e(6), D-2c,D-3)</p> <p>3. Are keys providing access to Government property that are not in use or not attended stored in a container (not containing classified material) or depository made of at least 26 gauge steel, equipped with a tumbler type locking device, and permanently affixed to a well or equivalent barrier? (AR 190-51, paras 1-4e(6), D-4a)</p> <p>4. Is there an access roster maintained in the key depository listing those authorized to issue and receive keys? (AR 190-51, paras 1-4(6), D-3)</p> <p>5. Is the key to the depository secured when not in use?</p> <p>6. Are master key systems or multi key systems used? NOTE: This is prohibited except where noted in AR 190-51. (AR 190-51, paras 1-4e(6), D-5)</p> <p>7. Have padlocks and keys that did not have a serial number been given one? (AR 190-51, paras 1-4e(6), D-6e)</p> <p>8. Are inventories of keys and locks conducted twice a year, and are the results documented and retained until the next inventory is conducted? NOTE: The inventories can be documented on DA Form 5513-R. (AR 190-51, paras 1-4e(6), D-6b)</p> <p>9. In the event of lost, misplaced, or stolen keys, was an inquiry initiated immediately? NOTE: Replacement or reserve locks, cores, and keys will be secured immediately to preclude access controlled to the container. (AR 190-51, paras 1-4e(6),D-3, D-6c)</p> <p>10. Are padlocks and keys not in use secured in a locked container that does not contain classified material, and is access controlled to the container? (AR 190-51, paras 1-4e(6), D-5c)</p> <p>11. Are keys for arms rooms and basic load storage areas kept separate from other keys? (AR 190-11, para 3-8a)</p> <p>12. Is there a key and lock inventory, which contains keys, locks, key serial numbers, lock serial numbers, location of locks, and number of keys for each lock? (AR 190-51, App D-6d)</p> <p>13. Is the key and lock inventory secured in the key depository? (AR 190-51, App D-6d(6))</p>		

**RATING STANDARDS:**

- Commendable - At least 90% GO rate on all inspected items
- Satisfactory - At least 70% GO rate on all inspected items
- Needs Improvement – Lack of physical security officer in writing, or key and lock control program and/or 69% or below GO rate on all inspected items.

Inspector's comments mandatory for all "NO GO" items. (Attach additional sheets if necessary.)

\*\*Areas that are not in the Commander's immediate control will not be considered for the units overall rating, but will be annotated as an inspector's observation for the command inspection.

**NOTES:**

VERIFICATION

X \_\_\_\_\_  
Unit POC's Signature, Name Rank, Date

X \_\_\_\_\_  
Inspector's Signature, Name Rank, Date