

SECRET

“Classification Marking for Training Purposes Only”

# (U) FORT BRAVO

## (U) PHYSICAL SECURITY PLAN/ STANDARD OPERATING PROCEDURES



Classified By: Brian Phillips, Fort Bravo Security Manager  
Derived From: ULC SCG dtd 20XX1231  
Declassify On: 20XX1231

SECRET

“Classification Marking for Training Purposes Only”

Table of Contents

- 1. (U) Threat Statement: See Annex A ..... 3
- 2. (U) Purpose:..... 3
- 3. (U) General Security Characteristics:..... 3
- 4. (U) Base/Facility Security Characteristics:..... 3
- 5. (U) Base/Facility Security Control Measures:..... 7
- 6. (U) Security Measures/Countermeasures:..... 8
- (U) ANNEX A: Installation Threat Statement ..... 9
  - 1. (U) Purpose ..... 9
  - 2. (U) Threats..... 9
- (U) ANNEX B: Gate 1 ..... 10
- (U) ANNEX C: Administration Building (BLDG 1)..... 12
- (U) ANNEX D: AA&E ..... 14
- (U) ANNEX E: FORT BRAVO (BLDG 1) ..... 20
- (U) APPENDIX 1 – ARMS ROOM ACCESS ROSTER ..... 22
- (U) Waiver Request: AA&E..... 23
- (U) Waiver Approval: AA&E ..... 24
- (U) TEMPORARY DEVIATION REQUEST 1: NUCLEAR WEAPONS STORAGE AREA ..... 25
- (U) TEMPORARY DEVIATION APPROVAL 1: NUCLEAR WEAPONS STORAGE AREA..... 26
- (U) PERMANENT DEVIATION REQUEST 2: NUCLEAR WEAPONS STORAGE AREA..... 27
- (U) PERMANENT DEVIATION APPROVAL 2: NUCLEAR WEAPONS STORAGE AREA ..... 28

**SECRET**

**“Classification Marking for Training Purposes Only”**

**1. (U) Threat Statement: See Annex A**

**2. (U) Purpose:**

- a. Proper physical security protective measures, implemented, can have a significant deterrent effect on terrorists, criminals, and insider threats. Even if not completely effective in deterring an act, these measures can serve to limit and mitigate damage and save lives. Physical security measures or countermeasures implemented on Fort Bravo create the backbone of the installation’s efforts and serve as the first line of defense against threats and attacks. The Fort Bravo Physical Security Plan (PSP) is built based on mission assurance, critical assets, identified threats, vulnerability, and risk analyses. The PSP incorporates an integrated approach that employs security-in-depth (SID). These measures are complemented by asset-specific measures and Force Protection Condition (FPCON) measures tailored to Fort Bravo. This PSP outlines the layers of defense needed to protect Fort Bravo, Maryland facilities, and personnel from identified threats and attacks.

**3. (U) General Security Characteristics:**

- a. Fort Bravo is located 20 miles south of Baltimore and 45 miles northwest of Washington D.C. The base encompasses an area of approximately 4 acres. The base property is approximately 1.4 miles from the north to the south boundaries and 1.3 miles from the east to the west boundaries.
- b. The base perimeter is enclosed by a standard DoD chain link fence (6ft, 9 gauge steel wire, 2-inch diamond mesh) with “half-Y” outriggers. The perimeter shall display base warning signs at intervals not exceeding 100ft. The signs shall be legible, in good condition, and reference the governing regulation.
- c. The Fort Bravo Arms, Ammunition, & Explosives (AA&E) storage area is designated as a restricted area and located on the (northwest side/corner) of the installation, adjacent to the airstrip. The Nuclear Storage Area is designated as a restricted area and located on the (northeast side/corner) of the installation.

**4. (U) Base/Facility Security Characteristics:**

- a. Visitor’s Center: The visitor’s center is located adjacent to Gate# 1 and outside of the interior perimeter of the base. The facility is manned and open for customer service Monday-Friday, between the hours of 0800-1700. The facility is secured during non-business hours and on Federal Holidays and will prominently display Force Protection Condition (FPCON) signs for Fort Bravo.
- b. Base Entry/Access (Gate# 1): Gate# 1 is manned 24/7 with armed government/contractor security force/guard. The entry/access avenue of approach (Bravo Road) shall utilize appropriate barrier(s), active/passive, to maintain traffic control and mitigate vehicle threats. The entrance shall employ site security lighting to enhance and supplement physical security measures/countermeasures. Sufficient closed-circuit televisions (CCTVs) are present to view both entering and exiting directions on both sides of the

**SECRET**

**“Classification Marking for Training Purposes Only”**

**SECRET**

**“Classification Marking for Training Purposes Only”**

gate. The gate entrance will prominently display base warning signs, Force Protection Condition (FPCON) signs, and entry/access control restrictions. Refer to ANNEX B.

- c. Administrative Area: The Fort Bravo administration building is a controlled area manned by armed government/contractor security forces. It is open for customer service Monday-Friday between the hours of 0800-1700. Perimeter lighting is present and arranged in a manner that implements the site lighting technique, “continuous lighting.” All lights shall be operational and in good condition. Security-in-depth shall be employed using CCTV cameras, physical barriers such as decorative concrete planters, and various lighting techniques at a minimum. The security forces enforce visitor and escort entry access control and key control measures such as visitor check-in, or tracking visitors using a sign-in log (i.e., AF Form 1109). Refer to ANNEX C.
- d. General Office: The area contains three GSA-approved security containers for the storage of up to SECRET information. All security containers must:
  - Be secured by a lock that complies with FF-L-2740
  - Display a GSA-approved security container label
  - Track openings and closings using SF-702 (Security Container Check Sheet)
  - Be inspected at the end of each business day and recorded on the SF-701 (Activity Security Checklist)
  - Be secured at all times when not under the direct control of cleared personnel

Classified materials are protected according to their classification level. This is an open storage area. Badges must be prominently displayed at all times and visitors escorted in accordance with installation policy.

- e. Arms Room: Located in building 1 and authorized to store small quantities of Security Risk Category (SRC) III and IV arms. The arms room must either be under constant surveillance or protected by intrusion detection system (IDS) with 24 hour supervised security force response. Required security measures:
  - Continuous lighting, monitoring, and response as required and protected by a tamper-proof cover.
  - The armory door must:
    - Be secured by a high security padlock with hasp (i.e., Sargent & Greenleaf (S&G) model 951)
    - Display Restricted Area and IDS warning signs
    - Display a SRC sign affixed to the wall beside the door
    - Have an emergency egress mechanism
    - Remain in the same original manufactured condition without alterations
  - Acceptable doors include any of the following:

**SECRET**

**“Classification Marking for Training Purposes Only”**

## SECRET

### “Classification Marking for Training Purposes Only”

- GSA-approved Class 5 armory vault door
- Solid hardwood or laminated wood of at least 1 ¾-inch thickness with a 12-gauge steel plate on the outside face
- Standard 1 ¾-inch thick, hollow metal, industrial-type construction with a minimum 14-gauge skin plate, internally reinforced with continuous vertical steel stiffeners spaced 6 inches on center
- An access control roster available, completed with initials and dates and protected from public view.
- Keys to structures housing SRC III or IV materials are stored in a 12-gauge steel lockbox; keys to structures housing SRC I or II materials are stored in a GSA-approved Class 5 container.
- Arms racks must:
  - Be bolted to the floor or wall if under 500 pounds with weapons
  - Be secured using either heavy-duty hardened steel or welded straight-link galvanized steel 5/16-inch thick chain with authorized locks (i.e., Commercial Item Description (CID) A-A-1927 Padlock)
  - Have locking bars secured using authorized locking devices similar to CID A-A-1927 Padlock
  - Have locking bars that are attached with welded or opened hinges
- f. Vault: Located in building 1 and is **open storage** authorized to store classified materials up to the TOP SECRET classification level. The access control measures used at Fort Bravo include the security personnel escorting visitors and completing a sign-in log (i.e., AF Form 1109).
  - The vault door must:
    - Be secured by a lock that complies with FF-L-2740
    - Display a GSA-approved door label
    - Have an emergency egress mechanism
    - Remain in the same original manufactured condition (i.e., battleship gray color) without alterations
  - The vault must be constructed out of reinforced concrete on all sides, from true floor to true ceiling.
  - Track openings and closings using SF-702.
  - The vault is inspected at the end of each business day and recorded on the SF-701.
  - An authorized access list is available, up-to-date, and protected from public view.

## SECRET

### “Classification Marking for Training Purposes Only”

**SECRET**

**“Classification Marking for Training Purposes Only”**

- Sufficient supplemental protection measures are implemented according to the requirements for the level of classified material housed in the vault. The supplemental protection measures used at Fort Bravo include:
    - Guard personnel present during duty hours
    - An IDS with a 5-minute response when unoccupied
  - A Protected Distribution System (PDS) runs from the Communication Closet through an unclassified area (break room) to the vault area. Refer to the Committee on National Security Systems Instruction (CNSSI) Number 7003, Protected Distribution System (PDS) for additional information.
- g. Warehouse Area: Under construction.
- h. Petroleum, Oils, and Lubricants (POL) Area: The POL area is designated as a controlled area. The perimeter is secured with a standard DoD chain link fence with (6ft, 9 gauge steel wire, 2-inch diameter diamond mesh) full “Y” outriggers. The vehicle gate is secured using padlocks compliant with DoD Lock Program guidance; CID A-A-1927; and, if necessary, an equivalent chain of Type 1, Grade C, Class 4, NSN 4010-00-149-5583. The pedestrian turnstile utilizes a personal identification number (PIN) assigned by the POL Non-Commissioned Officer in Charge (NCOIC). Personal Owned Vehicles (POVs) are not authorized inside the POL compound.
- i. Airfield: The airfield, runway, and surroundings are designated as controlled areas. Vehicle and pedestrian gates to the area, except emergency response access points, are secured using padlocks compliant with DoD Lock Program guidance; CIDA-A-1927; and, if necessary, an equivalent chain of Type 1, Grade C, Class 4, NSN 4010-00-149-5583. POVs are not authorized in this area. Emergency response access points are closely monitored utilizing area CCTV.
- j. AA&E Area: This area is designated a Restricted Area and is secured with a perimeter standard DoD chain link fencing in accordance with (IAW) DoDM 5100.76 (6ft, 9 gauge steel wire, 2-inch diameter diamond mesh) with a “half-Y” outrigger. Welded crisscrossed bars will secure the entrance to any drainage pipe or other man-passable opening (opening exceeding 96 square inches or six inches in any dimension). An access control roster is available, up-to-date, and protected from public view.

The perimeter shall display Restricted Area signs in the center of all entry point gates (both sides), every corner (both sides) in the fencing, and at intervals not exceeding 100ft. Signs shall be legible and in good condition. The perimeter shall have an interior clear zone of 30ft and an exterior clear zone of 12ft. A waiver has been granted to allow the shallow gully and its surrounding railing within the clear zone along the right-hand side of the perimeter fence.

Perimeter controlled continuous lighting and redundant systems shall comply with DoDM 5100.76. All lights shall be operational and in good condition.

**SECRET**

**“Classification Marking for Training Purposes Only”**

**SECRET**

**“Classification Marking for Training Purposes Only”**

Bunkers shall be illuminated by continuous site lighting directly above the bunker door protected by a tamper-proof cover. Bunker doors are secured by a high security padlock with hasp (i.e., S&G model 951). Bunker doors must display an IDS Warning sign on the exterior of the door and a SRC sign affixed to the wall of the bunker beside the door. POVs are prohibited in the AA&E area. Refer to ANNEX D.

- k. Nuclear Storage Area: This area is designated a restricted area. It is secured with double, inner and outer, perimeter enhanced DoD chain link fencing. The fence is a minimum of 7 feet tall, 9 gauge steel wire with 2 inch diameter diamond mesh utilizing a 15 inch full “Y” outrigger. The inner and outer fences can be no less than 30 feet from the building or objects it protects. A clear zone of no less than 30 feet but no more than 150 feet shall be established between the inner and outer perimeter fence. Objects or vegetation that obstruct security force observations or facilitate concealment of intruders shall be removed. Fences shall be no more than 2 inches from the ground and anchored in such a way the fence cannot be lifted to create an opening of greater than 5 inches.

A waiver has been granted to allow the presence of the Site Security Control Center, which houses the response force and vehicles, within the interior clear zone of the area.

Perimeter Restricted Area signs with the notice “Use of Deadly Force Authorized” are posted in the center of all entry point gates (both sides), in every corner of the fencing (both sides), and at intervals not exceeding 100 feet. Signs shall be legible and in good condition.

Perimeter controlled continuous lighting with independent redundant systems are required. All lights shall be operational and in good condition. There shall be emergency back-up lighting elements with instant re-strike capability in place.

POVs are prohibited. Personnel entry/access is restricted to military/government/contractor Common Access Card (CAC) holders assigned to the nuclear storage area and identified in writing by the Installation Commander. An access control roster is available, up-to-date, and protected from public view. The “continual barrier concept” shall be employed at all entry points, and a final denial system shall be in place. A strict badge exchange process shall be in place for all personnel entering and exiting the nuclear storage area.

- l. Base Perimeter: This perimeter is protected by a legal boundary utilizing a standard DoD chain link fence with (7ft, 9 gauge steel wire, 2-inch diameter diamond mesh) half “Y” outriggers. The perimeter shall display base warning signs at intervals not exceeding 100 feet. The signs shall be legible, in good condition, and reference the governing regulation.

**5. (U) Base/Facility Security Control Measures:**

- a. Personnel: Base access is limited to valid military/government/contractor CAC holders and valid retired or family member identifications (IDs). All others must report to the Visitors Center for sponsorship, identification verification with an approved photo identification card, and visitor badge production.
- b. ID and Control:

**SECRET**

**“Classification Marking for Training Purposes Only”**

**SECRET**

**“Classification Marking for Training Purposes Only”**

- Nuclear Storage Area: This area is a Restricted Area and requires a valid military/government/contractor ID and written authorization by the Installation Commander.
- Base/Facility Entrance:
  - Security force/guards: Refer to ANNEX B
  - Visitor/escort badges: Refer to ANNEX B, C, and D
  - Key control: Refer to ANNEX D and E
- Vehicle control:
  - Military/Government: The vehicle operator must have a valid military/government/contractor CAC.
  - Civilian: POVs are authorized access to the installation. The vehicle operator must have a valid driver’s license and a CAC or the occupant/sponsor must have a CAC.

**6. (U) Security Measures/Countermeasures:**

- a. Protective Barriers: personnel and vehicle ingress and egress control; active delay and denial systems
- b. Security Lighting: continuous, standby, and emergency lighting
- c. Electronic Security Systems (ESS): IDS and CCTV
- d. Communications: two-way radios, telephone, Local Area Network (LAN), siren, Loud Voice
- e. Security force/guard: government/military/contractor security force/guard (armed/unarmed)
- f. Military Working Dogs (MWD)

**SECRET**

**“Classification Marking for Training Purposes Only”**



SECRET

“Classification Marking for Training Purposes Only”

**(U) ANNEX A: Installation Threat Statement**

**1. (U) Purpose**

The installation threat statement is to alert the Installation Commander, Antiterrorism Officer (ATO), Physical Security Manager, and Security Forces to the current climate. This is a living document and is updated as needed.

**2. (U) Threats**

- a. Terrorist: As of 1 October 20XX, the Defense Intelligence Agency (DIA) established the terrorist threat level in the U.S. as SIGNIFICANT. The Fedayeen United Followers Organization (FUFO) poses the greatest potential transnational threat to the U.S. alone and through its relationship with indigenous Islamic terrorist groups.  
  
As of 15 July 20XX, there is no available information indicating a terrorist threat against personnel or facilities at Fort Bravo; however the threat level is SIGNIFICANT.
- b. Criminal Threat: As of 10 July 20XX, the Federal Bureau of Investigation (FBI) assessed crime rates in the Fort Bravo area to be LOW. Street crime is common and usually involves petty theft, fraud, and simple assaults. Violent crime is sporadic. Current off-limit areas include “The Dugout Bar and Grill,” a local establishment accused of mistreating DoD personnel.
- c. Civil Disturbance: As of 10 July 20XX, the FBI assess the local civil disturbance threat to be LOW. There is no indication of planned demonstrations or civil disobedience. Demonstrations in the past have been small and have occurred in the general vicinity of the main gate (Gate# 1). The majority of local protest groups are political in nature. Their demonstrations are generally peaceful and not necessarily anti-U.S.

SECRET

“Classification Marking for Training Purposes Only”

**SECRET**

**“Classification Marking for Training Purposes Only”**

**(U) ANNEX B: Gate 1  
SECURITY FORCE SOP**

**1. (U) PURPOSE**

The purpose of this SOP is to establish procedures for armed security forces at Gate 1.

**2. (U) GENERAL**

This SOP will ensure efficient implementation of all policies set forth in this plan.

**3. (U) RESPONSIBILITIES**

Government or contractor security forces are appointed, at Gate 1, by the Security Force shift supervisor on a rotational basis to meet installation operational and contingency conditions. The security forces will ensure a safe and secure working environment.

The security forces are concerned with the following:

- a. Entry/access procedures are complied with by all personnel.
- b. Random anti-terrorism measures (RAM) are quickly and efficiently employed when directed.
- c. ESS, to include IDS, CCTV, active and passive barriers, emergency alarms, and other identified systems are operational.
- d. Crime and loss prevention policies are enforced.
- e. The use of deadly force is in compliance with applicable base policy and legal authority.

**4. (U) DUTIES**

Gate 1 security forces will conduct the following duties and others as assigned:

- a. Entry/Access Control
  - Check for valid military/government or contractor CAC holders and valid retired or family member IDs.
  - Ensure all visitors report to the Visitors Control Center (VCC) for sponsorship and ID verification with a photo. A temporary visitor badge will be issued.
  - Ensure all delivery vehicles and personnel are vetted and screened IAW with the access control SOP.
- b. Protective Measures
  - Ensure protective barriers (active/passive) are utilized to control traffic and mitigate hostile actions IAW FPCON and RAM established.
- c. ESS

**SECRET**

**“Classification Marking for Training Purposes Only”**

**SECRET**

**“Classification Marking for Training Purposes Only”**

- Emergency final denial barrier activating mechanism is armed.
  - CCTV systems are operational and unobstructed. CCTV must view and record all vehicles entering the base from the front and rear.
- d. Security lighting
- Continuous lighting is operational.
  - Emergency lighting is accessible, operational, and tested.
- e. Signage
- Installation Warning signs are in good condition and unobstructed.
  - FPCON signs are current and unobstructed.
  - Entry/access requirements are clearly visible.
- f. Ensure security forces are in proper uniform and issued equipment are in compliance with policy. They will present a professional appearance.
- g. Maintain control of the assigned post and all surrounding areas.

**SECRET**

**“Classification Marking for Training Purposes Only”**

**SECRET**

**“Classification Marking for Training Purposes Only”**

**(U) ANNEX C: Administration Building (BLDG 1)  
SECURITY FORCE SOP**

**1. (U) PURPOSE**

The purpose of this SOP is to establish procedures for armed security forces at BLDG 1.

**2. (U) GENERAL**

This SOP will ensure efficient implementation of all policies set forth in this plan.

**3. (U) RESPONSIBILITIES**

Government or contractor security forces are appointed, at BLDG 1, VCC by the Security Force shift supervisor on a rotational basis to meet installation operational and contingency conditions. The security forces will ensure a safe and secure working environment.

The security forces are concerned with the following:

- a. Entry/access procedures are complied with by all personnel.
- b. RAMs are quickly and efficiently employed when directed.
- c. ESS, to include IDS, CCTV, active and passive barriers, emergency alarms, and other identified systems are operational.
- d. Crime and loss prevention policies are enforced.
- e. The use of deadly force is in compliance with applicable base policy and legal authority.

**4. (U) DUTIES**

BLDG 1 security forces will conduct the following duties and others as assigned:

- a. Entry/Access Control
  - Check for valid military/government/contractor CAC holders and valid retired or family member IDs.
  - Ensure all visitors report to the Visitors Control Center (VCC) for sponsorship and ID verification with a photo. A temporary visitor badge will be issued. All visitors will require a sponsor and both will sign in and out of the facility.
- b. Protective Measures
  - Ensure protective barriers (active/passive) are utilized to control traffic and mitigate hostile actions IAW FPCON and RAM established.
- c. ESS
  - Emergency and duress alarms are armed.

**SECRET**

**“Classification Marking for Training Purposes Only”**

**SECRET**

**“Classification Marking for Training Purposes Only”**

- CCTV systems, including monitors, are operational and unobstructed. CCTV must view and record all personnel entering the facility from the front access point.
  - CCTVs are compliant with security lighting covering all entry/exit points and the exterior of the building.
- d. Security Lighting
- Continuous lighting is operational and covers all entry/exit points. The lighting shall provide overlapping cones of light surrounding the exterior of the building.
  - Emergency lighting is accessible, operational, and tested.
- e. Signage
- The Controlled Area sign is in good condition and unobstructed.
  - FPCON signs are current and unobstructed.
  - Entry/access requirements are clearly visible. They are placed at the main entry/exit point and foyer adjacent to the security desk.
- f. Ensure security forces are in proper uniform and issued equipment are in compliance with policy. They will present a professional appearance.
- g. Maintain control of the assigned post and all surrounding area.

**SECRET**

**“Classification Marking for Training Purposes Only”**

**SECRET**

**“Classification Marking for Training Purposes Only”**

**(U) ANNEX D: AA&E**

**AA&E SOP**

**1. (U) REFERENCES**

- a. DoDM 5100.76
- b. DoD 5200.08-R

**2. (U) PURPOSE**

The purpose of this SOP is to establish responsibilities and procedures for AA&E.

**3. (U) APPLICABILITY**

Provisions of this SOP apply to all personnel with assigned weapons.

**4. (U) RESPONSIBILITIES**

a. Commander/Supervisor of AA&E

- Responsible for notifying the facility manager that the combination to the arms vault needs to be changed:
  - Annually
  - Upon change of custodian
  - When compromised
  - First put into service
- Ensures all inventories of AA&E are conducted IAW DoDM 5100.76.
- Ensures monthly IDS tests are conducted, documented, and maintained for one year.
- Ensures arms vault construction statement is posted in the arms room.
- Ensures current access rosters (unaccompanied/unescorted) are posted inside the arms room.
- Immediately reports all loss of AA&E to the Security Force Commander.

b. Facility Manager

- Acts for the Commander in his/her absence.
- Ensures the arms room and other AA&E storage areas have RESTRICTED AREA and IDS signs IAW DoDM 5100.76.
- Ensures armed security force is posted if the IDS fails.
- Ensures IDS Personal Identification Numbers (PIN) are kept current by notifying the Security Force Central Security Control Center (CSCC) of updates.
- Ensures that only authorized Point of Contacts (POCs) have access to PINs.

**SECRET**

**“Classification Marking for Training Purposes Only”**

**SECRET**

**“Classification Marking for Training Purposes Only”**

c. Unit Commander/Supervisor

- Appoint a person to be responsible for receipt, storage, issue, turn-in, transportation, guarding, utilization, and accounting for all AA&E and sensitive items.
- Immediately reports the loss of AA&E to the Installation Commander and the Security Force CSCC.
- Ensures only personnel designated by the Commander/Officer in Charge (OIC) are allowed access to the arms room.
- Notifies the higher level Commander when inventories are conducted.

d. Arms NCOIC/Supervisor

- Ensures visual inventories are conducted and recorded IAW with installation policy when the arms room is accessed.
- Maintains an Entry Access/Authorization List (EAAL) that contains the full name and unit of the individual(s) who are authorized to receive and issue equipment. Military/government/contractor ID is compared to the EAAL prior to the issue of AA&E to ensure it is an authorized issue.
- Maintains a copy of current access rosters (e.g., AA&E, Key Control)
- Maintains inventory of sensitive items.

**5. (U) PROCEDURES**

a. Access

- The arms vault is a RESTRICTED AREA. Signage is visible at all times.
- The Commander will authorize limited routine unaccompanied access.
- The Commander will authorize limited routine unaccompanied access to the AA&E and SRC I and II storage facility.
- Authorized personnel are designated in writing. This designation will include full names and duty position. The following personnel have access: arms room key custodians, those with knowledge of the combination to the arms room keys, those with codes to activate or deactivate the IDS, and those with the arms vault combination. The Commander ensures all designated personnel are familiar with this SOP and applicable regulations and directives.
- Unaccompanied access and AA&E Key access rosters are separate documents, even if all personnel listed are identical.

**SECRET**

**“Classification Marking for Training Purposes Only”**

**SECRET**

**“Classification Marking for Training Purposes Only”**

b. Arms room Key and Lock Control Procedures

- AA&E keys are maintained separately from other administrative keys. IDS and day gate keys may be stored in the same container, but on a separate key ring. These keys are only accessible to authorized personnel.
- Maintains a copy of current access rosters (e.g., AA&E, Key Control)
- The Commander, in writing, will appoint a key and lock custodian and alternate.
- Keys are signed out using the Fort Bravo Key Control Register/Log form.
- When not in use, store the Fort Bravo Key Control Register/Log form in a secure locked container.
- Alternate keys are stored in a separate secure locked container within the facility. If a secure locked container is not available, store them at the next high headquarters.
- If keys are lost, misplaced, or stolen, notify the Commander and replace the cores or locks immediately.
- The use of master keys for AA&E is strictly prohibited.

c. Container/Combination Information

- Secure keys in containers of at least 12-gauge steel equipped with a GSA-approved three-position changeable combination lock or GSA-approved key-operated padlock.
- Containers weighing 500 pounds are fastened to the structure with bolts or chains equipped with secondary padlocks.
- The SF700, Security Container Information, is used to record the combinations of locks to vault doors and Class 5 security containers and store it IAW DoDM 5200.01 Volume 3.
- Combinations are changed to locks on vault doors and Class 5 security containers annually, upon change of custodian, armorer, and person having knowledge or when it is compromised.

d. Use of Arms Room Key Control Register

- Use the Fort Bravo Key Control Register/Log Form at the unit level for accountability.
- This form contains printed name and signature of the individual receiving the key, date/time of issuance, serial number of the key, signature of person issuing the key, date/time the key was returned, and the signature of the person receiving the returned key. This form can be used to record key/lock inventory.
- The key and lock custodian maintains a record of all keys and locks. This includes combinations and replacement and duplicated keys locally numbered or lettered. This register/log will show the current location and custody of each key and lock.

**SECRET**

**“Classification Marking for Training Purposes Only”**



**SECRET**

**“Classification Marking for Training Purposes Only”**

e. Key/Lock Inventory Procedures

- Conduct a key/lock inventory semi-annually and record the results on the Fort Bravo Key Control Register/Log Form.
- Maintain a record of the inventory in the key depository for one year.

f. Inventories

- Inventories and other administrative control procedures will ensure the weapon serial number sequence is the same in the property books, hand receipts, quarterly inventory document, and the arms rack. Ensure serial numbers for each weapon are accurately annotated on all documents to match property book records.
- A monthly physical count inventory is conducted by an Officer, NCO, or equivalent grade civilian and recorded on a Memorandum for Record (MFR). The MFR is retained for two years, four years if any discrepancies are noted. The same person will not conduct consecutive physical count inventories. The arms room attendant will not conduct monthly physical count inventories; however, the arms room attendant may assist the individual conducting the inventory.
- An inventory by serial number is conducted quarterly by an Officer, NCO, or equivalent grade civilian and recorded on the DoD supply system automated listing of sensitive items. Weapons or ammunition signed out or in support maintenance/depot are supported by documentation and annotated on an inventory record. The person conducting the inventory will sign the inventory. The completed inventory form is retained for two years, four years if any discrepancies are noted. The same individual will not conduct consecutive serial number inventories. The arms room attendant will not conduct serial number inventories; however, they may assist the individual conducting the serial number inventories.
- An inventory by visual count is conducted whenever the arms room keys change hands or when anyone accesses the arms room. This inventory is recorded on the hand receipt and is retained until the next serial number inventory is completed.

g. Storage

- Only authorized weapons racks and/or containers are used to store and secure weapons and ammunition. Locally fabricated racks and/or cabinets, if approved, must provide security equal to or greater than the requirement. They must prevent removal of weapons or ammunition by disassembly of the weapon or rack/container. The installation engineers will certify locally fabricated arms racks. A copy of certification is available in the arms room.
- All padlocks used in the arms room shall be compliant with DoD Lock Program guidance, CID A-A-1927.
- Arms racks are secured to the wall or another rack utilizing a 3/8” welded link chain. An example of an equivalent chain is Type 1, Grade C, Class 4, NSN 4010-00-149-5583.

**SECRET**

**“Classification Marking for Training Purposes Only”**

**SECRET**

**“Classification Marking for Training Purposes Only”**

- Arms racks, containers, and cabinets are locked at all times except when issuing, receiving, maintaining, or during inventory. Padlocks are locked to the hasp, container, or door when opened to prevent loss, theft, or substitution.
- If essential firing components are removed from weapons, they are tagged with the weapon serial numbers and are stored in a secured, unmarked container of an approved type inside the arms vault.

**6. (U) USE OF ARMED GUARDS FOR THE SECURITY OF SRC 1 AND II AA&E DURING IDS FAILURES**

a. IDS Failure

- Notification that the IDS is not operating, the Commander or his/her representative will provide an armed guard for the arms vault.
- During non-duty hours, all personnel with access to the vault (those who can issue weapons and ammunition) must report to the facility.
- The security forces are requested to stand-by until a guard can be placed on duty.
- The armed guard is provided written instructions detailing their duties and responsibilities, prepared in advance. The guard must maintain surveillance of the vault entrance and the most likely avenues of approach. A means of communication is provided.
- The Commander or their representative will ensure emergency lighting, both interior and exterior, is in place and working. All appropriate doors are locked. The guard is made aware of any authorized personnel in the facility during non-duty hours. All personnel are made aware of the presence of the guard.

b. Documentation for armed guards

- Documentation demonstrating that the armed guard has qualified for their weapon within the last 12 months. This documentation must include a Use of Force briefing.

c. IDS Testing

- IDS testing is conducted quarterly. All components are tested with the monitoring station (i.e., the alarm is activated to determine if sensors work and the station is receiving the signal). Prior coordination with the station is completed before activating the IDS.
- A test is conducted on the 3<sup>rd</sup> Wednesday of every month; notify the station prior to testing.
  - Identify yourself and provide facility account number.
  - Open the vault door and allow the alarm to activate (this tests the High Security Switch (HSS)).

**SECRET**

**“Classification Marking for Training Purposes Only”**

SECRET

“Classification Marking for Training Purposes Only”

- The audible alarm shall be heard on the exterior of the facility.
- Re-arm the system and secure the vault. Call the monitoring station and ensure all alarm loops are functioning. If yes, enter the test results on the Fort Bravo Alarm Log Form. If no, retest the system and notify the station of requested maintenance.

The point of contact for this SOP is SGT Lackey at (123) HOT CHOW.

SECRET

“Classification Marking for Training Purposes Only”

**SECRET**

**“Classification Marking for Training Purposes Only”**

**(U) ANNEX E: FORT BRAVO (BLDG 1)**

**ADMINISTRATIVE KEY CONTROL SOP**

**1. (U) PURPOSE**

The purpose of this SOP is to establish procedures for key control within the facility.

**2. (U) GENERAL**

This SOP establishes guidelines, procedures, policies, and measures to ensure efficient implementation of all policies set forth in this plan.

**3. (U) RESPONSIBILITIES**

A security force member assigned to the visitor desk will receive and issue keys to authorized individuals.

The key custodian ensures that alternate key custodians are designated to issue, receive, and account for keys in their absence. They must understand Fort Bravo key control procedures.

The key custodian’s duties and responsibilities are:

- Maintenance of key depository/overall supervision of key control program.
- Inventories, inspection/regulation of keys/locks.
- Custody of master/control keys.
- Conduct investigation of lost keys to include pecuniary reliability.
- Records maintenance.

**4. (U) Duties**

The key custodian/alternate will maintain a record of the following:

- a. Key by serial number or other identifiable marking.
  - Location of keys.
  - Total number of keys on hand/issued.
- b. Prepare/maintain key control log/registers and retain on file for one year
- c. Inventory all keys semi-annually; change any applicable combinations annually or more often if required
- d. Rotate and/or change lock combinations when persons having access is discharged, put under suspension, or reassigned
- e. Retain keys in a locked 20 or 26 steel gauge key control container when not in use

**SECRET**

**“Classification Marking for Training Purposes Only”**

SECRET

“Classification Marking for Training Purposes Only”

- f. Ensure all keys are turned in at the end of the day
- g. Maintain a key control register.

**5. (U) KEY CONTROL REGISTER**

Keys are signed out to authorize personnel as needed on a Fort Bravo Key Control/Register Log Form. The form will contain the identification number of the key, date/time issued, printed full name and signature of the recipient, and the printed full name and signature of the individual receiving the returned key. When not in use, the form is kept in a locked container with controlled access. When in use, the key control register/log is kept out of immediate sight of unauthorized individuals. All keys/locks in use by the facility are entered on the same register. Keys are numbered for identification. Key/Tab numbers will correspond with the key control register/log.

**6. (U) KEY ACCESS ROSTER**

A roster of all personnel with authorized access to facility keys is maintained at all times. The key access roster is developed, identifying individuals by full name, duty position, and keys that the individual has access to. A copy of the key access roster is maintained with the key control register/log.

**7. (U) KEY AND LOCK ACCOUNTABILITY**

Keys to locks in use are spot checked and inventoried periodically to determine if keys are actually in the possession of the individual designated. Personally retained keys will be inventoried at least once every quarter (on a show basis). When a key to a padlock is found to be missing, the lock shall be replaced immediately.

*Christopher R. Cartwright*  
CHRISTOPHER R. CARTWRIGHT  
Major, IN  
Commanding

SECRET

“Classification Marking for Training Purposes Only”

SECRET

“Classification Marking for Training Purposes Only”

(U) APPENDIX 1 – ARMS ROOM ACCESS ROSTER

DEPARTMENT OF DEFENSE  
HEADQUARTERS UTOPIA LOGISTICS CENTER (ULC)  
FORT BRAVO, MD 12345-0000

HQULC

10 May 20XX

MEMORANDUM FOR RECORD

SUBJECT: (U) Arms Room Access Roster

1. (U) The following individuals are authorized UNESCORTED ACCESS to the Arms Room located at 1234 Blue Mountain Avenue, BLDG 1, Fort Bravo, MD 12345-0000.

RANK	LAST NAME	FIRST NAME, MI	SIGNATURE
1LT	Vega	Hammer, A.	<i>Hammer Vega</i>
GG-15	Wild	Kat, K.	<i>Kat Wild</i>
MSG	Von Hula	Erika, P.	<i>Erika Von Hula</i>
PVT	Jennings	Daniel, (NMN)	<i>Daniel Jennings</i>

2. (U) Point of contact for this MFR is 1SG Duane Knott at DSN 123-4567 or Commercial 012-923-4567.

*DW Washington*

D. WITE WASHINGTON

CPT, MI

Commanding

SECRET

“Classification Marking for Training Purposes Only”

**SECRET**

**“Classification Marking for Training Purposes Only”**

**(U) Waiver Request: AA&E**

**DEPARTMENT OF DEFENSE  
HEADQUARTERS UTOPIA LOGISTICS CENTER (ULC)  
FORT BRAVO, MD 12345-0000**

HQULC

10 May 20XX

MEMORANDUM FOR Headquarters Department of the Army (HQDA-AA&E/Mr. Jackson Funf), 1400 Defense Pentagon, Washington, DC 20301-0000

(U) SUBJECT: Request for Waiver, AA&E, HQ Utopia Logistics Center

1. (U) Request a waiver from the requirement specified in DoDM 5100.76, Enclosure 6, Paragraph 3 (Perimeters, Openings, and Fencing (SRC 1 and II A&E)). The requirement is, “Clear zones shall be established to extend a minimum of 12 feet on the outside and 30 feet on the inside (or to the maximum extent within available land space if minimum requirements cannot be met).”
2. (U) Fort Bravo’s AA&E clear zones are not free of all obstacles. A drainage ditch passes underneath the fence and a railing is located on either side of the ditch within the clear zones.
3. (U) The drainage ditch system is scheduled to be renovated and placed underground in FY20XX. The railing will be removed at that time.
4. (U) The current compensatory measure, for the drainage ditch system and railing, is to perform an inspection on a weekly basis in the clear zones. This inspection will consist of looking for erosion of the clear zones above the drainage ditch and checking the railing.
5. (U) The point of contact for this MEMO is undersigned at (123) 456-7890.

*Christopher Cartwright*  
CHRISTOPHER R. CARTWRIGHT  
Major, IN  
Commanding

**SECRET**

**“Classification Marking for Training Purposes Only”**

SECRET

“Classification Marking for Training Purposes Only”

(U) Waiver Approval: AA&E

HEADQUARTERS  
DEPARTMENT OF THE ARMY  
PENTAGON, DC 20301-0000

HQDA-AA&E

17 May 20XX

MEMORANDUM FOR HQ Utopia Logistics Center (HQULC)/Major Christopher Cartwright), Fort Bravo, MD 12345-0000

(U) SUBJECT: Approval for Waiver, AA&E, HQ Utopia Logistics Center

1. (U) Reference your memo dated 10 May 20XX, SUBJECT: Request for Waiver, AA&E, HQ Utopia Logistics Center. The request is approved, effective 17 May 20XX.
2. (U) Once the drainage ditch is renovated and the railing is removed, notify HQDA via email at [hgda\\_aae\\_madeup@mail.mil](mailto:hgda_aae_madeup@mail.mil). The subject line will read, Remove Waiver, AA&E, HQ Utopia Center, dated 17 May 20XX.
3. (U) If an extension to the waiver is anticipated, submit another request. The request is submitted NLT 30 days prior to 17 May 20XX.
4. (U) The point of contact for this MEMO is Mr. Jackson Funf, HQDA-AA&E coordinator, at (123) 654-7890.

*Dena Smil*

DENA A. SMIT  
Colonel, MP  
HQDA, Chief, AA&E Branch

SECRET

“Classification Marking for Training Purposes Only”



**SECRET**

**“Classification Marking for Training Purposes Only”**

**(U) TEMPORARY DEVIATION REQUEST 1: NUCLEAR WEAPONS STORAGE  
AREA**

**DEPARTMENT OF DEFENSE  
HEADQUARTERS UTOPIA LOGISTICS CENTER (ULC)  
FORT BRAVO, MD 12345-0000**

HQULC

01 June 20XX

MEMORANDUM FOR Headquarters Department of the Army (HQDA-NW/Mr. LTG John Blast),  
1400 Defense Pentagon, Washington, DC 20301-0000

(S) SUBJECT: Request for Temporary Deviation, Nuclear Weapons Storage Area, HQ Utopia  
Logistics Center

1. (U) Request temporary deviation from the requirement specified in DoDM S-5210.41, Volume 2, dated 11 August 2016, Section 3 (General Nuclear Weapons Physical Security Requirements). The requirement is, “Clear zones shall be free of obstacles and topographical features.” The only exceptions are, “Perimeter light poles, fire hydrants, steam pipes, or other similar object, and entry control buildings that are within the clear zones and do not preclude assessment or facilitate unauthorized entry”. These exceptions do not violate the requirements of a clear zone.
2. (S) Fort Bravo Nuclear Weapons Storage Area clear zones are not free of obstacles. Within 10 feet of the inner zone fence are eight field distribution boxes (FDB). The FDB interfaces with the intrusion detection system (IDS). The IDS is acceptable and meets the requirements of DoDM S-5210.41. However, the FDBs are vulnerable to stand-off weapons and shall be protected from small arms fire. The identified vulnerabilities are classified at the SECRET level per the ULC Security Classification Guide, dated 31 December 20XX.
3. (S) The FDBs are scheduled for underground installation in FY20XX. The current compensatory measures for the FDBs are: an eight inch ballistic wall erected to reduce the vulnerability from small arms fire, earth is compacted around the ballistic wall to reduce the likelihood of perpetrator concealment vulnerability, and weekly checks of the eight FDCs in the clear zone for erosion. The identified vulnerabilities and countermeasures are classified at the SECRET level per the ULC Security Classification Guide, dated 31 December 20XX.
4. (U) The point of contact for this MEMO is undersigned at (123) 456-7890.

*Christopher Cartwright*  
CHRISTOPHER R. CARTWRIGHT  
Major, IN  
Commanding

Classified By: Brian Phillips, Fort Bravo Security Manager  
Derived From: ULC SCG dtd 20XX1231  
Declassify On: 20XX1231

**SECRET**

**“Classification Marking for Training Purposes Only”**

**SECRET**

**“Classification Marking for Training Purposes Only”**

**(U) TEMPORARY DEVIATION APPROVAL 1: NUCLEAR WEAPONS STORAGE  
AREA**

**HEADQUARTERS  
DEPARTMENT OF THE ARMY  
PENTAGON, DC 20301-0000**

HQDA-NW

07 June 20XX

MEMORANDUM FOR HQ Utopia Logistics Center (HQULC)/Major Christopher Cartwright), Fort Bravo, MD 12345-0000

(S) SUBJECT: Approval for Temporary Deviation, Nuclear Weapons Storage Area, HQ Utopia Logistics Center

1. (S) Reference your memo dated 01 June 20XX, SUBJECT: Request for Temporary Deviation, Nuclear Weapons Storage Area, HQ Utopia Logistics Center. The request is approved, effective 07 June 20XX.
2. (S) Once the field distribution boxes are installed underground, notify HQDA via email at [hqda\\_nw\\_madeup@mail.smail.mil](mailto:hqda_nw_madeup@mail.smail.mil). The subject line will read, Remove Temporary Deviation, Nuclear Weapons Storage Area, HQ Utopia Logistics Center, dated 01 June 20XX. Per ULC Security Classification Guide, dated 31 December 20XX, the location of a Nuclear Weapons Storage Area is classified at the SECRET level.
3. (U) The point of contact for this MEMO is undersigned at (123) 456-7890.

*John Blast*

John A. Blast  
LTG, MI  
HQDA, Chief, NW Branch

Classified By: John Blast, Chief, NW Branch  
Derived From: ULC SCG dtd 20XX1231  
Declassify On: 20XX1231

**SECRET**

**“Classification Marking for Training Purposes Only”**

**SECRET**

**“Classification Marking for Training Purposes Only”**

**(U) PERMANENT DEVIATION REQUEST 2: NUCLEAR WEAPONS STORAGE AREA**

**DEPARTMENT OF DEFENSE  
HEADQUARTERS UTOPIA LOGISTICS CENTER (ULC)  
FORT BRAVO, MD 12345-0000**

HQULC

04 July 20XX

MEMORANDUM FOR Headquarters Department of the Army (HQDA-NW/Mr. LTG John Blast),  
1400 Defense Pentagon, Washington, DC 20301-0000

(S) SUBJECT: Request for Permanent Deviation, Nuclear Weapons Storage Area, HQ Utopia  
Logistics Center

1. (U) Request permanent deviation from requirement specified in DoDM S-5210.41, Volume 2, dated 11 August 2016, Section 3 (General Nuclear Weapons Physical Security Requirements). The requirement is, “Clear zones shall be free of obstacles and topographical features.” The only exceptions are, “Perimeter light poles, fire hydrants, steam pipes, or other similar object, and entry control buildings that are within the clear zones and do not preclude assessment or facilitate unauthorized entry”. These exceptions do not violate the requirements of a clear zone.
2. (S) Fort Bravo Nuclear Weapons Storage Area clear zones are not free of obstacles. In sector six (S-6), security reaction force facility (RFF) encroaches upon the inner clear zone area. The RFF was constructed and strategically situated in order to forward deploy reaction forces within the Nuclear Weapons Storage Area. The identified vulnerabilities are classified at the SECRET level per ULC Security Classification Guide, dated 31 December 20XX.
3. (S) Compensatory measure, the RFF perimeter is under constant surveillance by Security Forces via forward looking infrared (FLIR) camera systems. The Security Forces’ monitoring station is within the RFF. Additionally, during inclement weather or reduced visibility, a sentry is posted in direct vicinity of the clear zone and the RFF perimeter. The identified vulnerabilities and countermeasures are classified at the SECRET level per ULC Security Classification Guide, dated 31 December 20XX.
4. (U) The point of contact for this MEMO is undersigned at (123) 456-7890.

*Christopher Cartwright*  
CHRISTOPHER R. CARTWRIGHT  
Major, IN  
Commanding

Classified By: Brian Phillips, Fort Bravo Security Manager  
Derived From: ULC SCG dtd 20XX1231  
Declassify On: 20XX1231

**SECRET**

**“Classification Marking for Training Purposes Only”**

**SECRET**

**“Classification Marking for Training Purposes Only”**

**(U) PERMANENT DEVIATION APPROVAL 2: NUCLEAR WEAPONS STORAGE  
AREA**

**HEADQUARTERS  
DEPARTMENT OF THE ARMY  
PENTAGON, DC 20301-0000**

HQDA-NW

11 July 20XX

MEMORANDUM FOR HQ Utopia Logistics Center (HQULC)/Major Christopher Cartwright), Fort Bravo, MD 12345-0000

(S) SUBJECT: Approval for Permanent Deviation, Nuclear Weapons Storage Area, HQ Utopia Logistics Center

1. (S) Reference your memo dated 04 July 20XX, SUBJECT: Request for Permanent Deviation, Nuclear Weapons Storage Area, HQ Utopia Logistics Center. The request is approved, effective 11 July 20XX.
2. (U) The point of contact for this MEMO is undersigned at (123) 456-7890.

*John Blast*

John A. Blast  
LTG, MI  
HQDA, Chief, NW Branch

Classified By: John Blast, Chief, NW Branch  
Derived From: ULC SCG dtd 20XX1231  
Declassify On: 20XX1231

**SECRET**

**“Classification Marking for Training Purposes Only”**