

**White Sands Missile Range
Regulation 190-6**

Physical Security

**Key, Lock,
Combination,
and Seal Control
Program**

**Headquarters
White Sands Missile Range, NM
28 May 2009**

UNCLASSIFIED

DEPARTMENT OF THE ARMY
U.S. ARMY GARRISON WHITE SANDS
100 HEADQUARTERS AVENUE
WHITE SANDS MISSILE RANGE NEW MEXICO 88002

Physical Security

INSTALLATION KEY, LOCK, COMBINATION
AND SEAL CONTROLS

Table of Contents (Listed by paragraph and page number)

Chapter 1

Introduction

Purpose • 1-1, page 1

References • 1-2, page 1

Applicability • 1-3, page 1

Explanation of abbreviation of terms • 1-4, page 1

Responsibilities • 1-5, page 1

Chapter 2

Convention/Administrative Key and Lock Control

Policies • 2-1, page 3

Principles of the Key and Lock Control System • 2-2, page 4

Inventory/Accountability Documentation • 2-3, page 4

Key Custodian's Records • 2-4, page 5

Related Requirements • 2-5, page 5

Chapter 3

Installation Perimeter Gate Combination Lock Control

Installation Perimeter Gate Combination Lock Procedures • 3-1, page 6

Combination Custodian Records • 3-2, page 7

Safeguarding Installation Perimeter Gate Combinations • 3-3, page 7

Chapter 4

Arms, Ammunition and Explosives (AA&E) Key and Lock Control

AA&E Key and Lock Procedures • 4-1, page 8

Requirements for Category I AA&E • 4-2, page 9

Requirements for Category II, III, IV AA&E • 4-3, page 9

Responsibilities of Individuals • 4-4, page 9

Chapter 5

Controlled Medical Substances and Other Medically Sensitive Items (Including Precious Metals) (CMS)

CMS Key and Lock Procedures • 5-1, page 9

Medical Treatment and RDT&E Laboratory Facilities • 5-2, page 10

Chapter 6

Uses and Control of Protective Seals

Purpose of Seals • 6-1, page 10

Ordering and Storing Seals • 6-2, page 10

Accounting of Seals • 6-3, page 10

Application of Seals • 6-4, page 11

Checking Seals • 6-5, page 11

Disposition of Used Seals • 6-6, page 11

Appendixes

A. References, page 12

B. DA Form 5513, Key Control Register and Inventory, page 13

C. EWS Form 1008, Key and Padlock Inventory, page 15

Glossary

Chapter 1

Introduction

1-1. Purpose

This regulation assigns responsibilities and prescribes policies and requirements for key and lock control and Installation Perimeter Gate combinations on White Sands Missile Range (WSMR), New Mexico. This regulation differentiates between security keys/locks and administration keys/locks.

1-2. References

Required and related publications and prescribed and referenced forms are listed in appendix A. Any conflict between this WSMR Regulation and identified references will be decided in favor of compliance with the more stringent requirement

1-3. Applicability

This regulation is applicable to all persons, military and civilian, assigned to WSMR Test and Garrison organizational elements, tenant activities (if required by their Inter-Service Support Agreement (ISSA)), and contractors (if required by their contract).

1-4. Explanation of abbreviations and terms

Abbreviations and special terms used in this regulation are explained in the glossary.

1-5. Responsibilities

a. The Director, Emergency Services (DES) will:

(1) Implement the mandatory physical security procedures and regulatory requirements for the control of keys, locks, combinations and seals outlined in this regulation.

(2) Appoint, in writing, the DES Physical Security Branch Chief to oversee the issuance and control of Installation Perimeter Gate combinations and changes as required to remain in compliance with this regulation. NOTE: In this regulation, the terms perimeter gate and Installation Perimeter Gate are used interchangeably.

(3) Ensure this regulation is reviewed annually and updated as necessary.

b. The DES Physical Security Branch Chief will:

(1) Provide staff coordination of key and lock control procedures for the installation. The Physical Security Branch is available via e-mail at: WSMRphysicalsecurity@us.army.mil.

(2) Ensure that inspections are conducted of all security key and lock control systems on the installation and when requested for administrative key and lock control systems for compliance with this regulation and other applicable regulations and directives.

(3) Review investigative reports and recommend remedial action concerning the loss of keys, security locks or violations of this regulation and other key and lock procedures. Investigative reports will be generated when any gate lock is compromised, suspected that it was compromised or when any misuse of the gate lock combinations is detected. Any malicious intent concerning the combination or locks will be reported to the DES at 678-1234.

(4) Provide assistance and guidance to organizational Key and Lock, Combination, and Seal Custodians in the accomplishment of their duties and responsibilities. Note: The same individual may perform duties as the Key and Lock, Combination, and Seal Custodian but it is not required.

(5) Ensure that all Installation Perimeter Gates are checked for broken or malfunctioning locks and that the broken locks are replaced. The Physical Security Branch will maintain sufficient replacement locks on hand for this purpose. NOTE: Individual organizations are responsible for maintaining a sufficient number of replacement locks for their security needs.

(6) Ensure all perimeter gate lock combinations are changed annually and only the necessary gate combinations that are required by organizations are issued. Any compromised or misused gate combination shall be changed promptly, after it is discovered, or reported.

c. Directors, Commanders, Contractor Managers, and Office Chiefs will:

(1) Appoint in writing a designated representative and alternate to perform duties as the organizational key and lock custodian, combination custodian (as necessary), and seal custodian (as necessary).

d. Key and Lock, Combination, and Seal Custodians and Alternates will:

(1) Assume responsibility for day-to-day control of the security key and lock, combination, or seal control program.

(2) Ensure only authorized personnel will actually set the combination to containers. The locksmith will not set the combination on a container.

(3) Account for and control keys and locks, combinations, or seals within their area of responsibility and maintain related documentation. Ensure all records are readily available during physical security inspections.

(4) Prepare internal procedures for the accountability and control of keys and locks, combinations, or seals. These procedures will include accountability access rosters.

(5) Destroy keys which have become unserviceable or unidentifiable and annotate the record of destruction in the current key inventory.

(6) Assist subordinate elements in maintaining their key and lock program. Ensure all applicable personnel are trained on this regulation (safeguarding and control procedures).

(7) Ensure only authorized personnel having a need to access a specific building, room, area, or gate are issued keys or combinations to those areas. Issue only the necessary keys or combination(s) required by the user to perform their mission.

(8) Conduct periodic inspections, announced or unannounced, to monitor compliance with this regulation. Maintain a record of all inspections conducted, detailing discrepancies and corrective action taken.

(9) Ensure key and lock or seal inventories are conducted by key and lock or seal custodians are readily available during inspections.

(10) Immediately report all actual or suspected compromise of keys, locks, or combinations in writing to the DES Physical Security Branch.

e. The Director, DPW, will:

(1) Appoint in writing or contract for a custodian for all blank keys in the DPW (locksmith) inventory.

(2) Appoint in writing or contract for a person (locksmith) to duplicate keys or re-core locks for WSMR elements.

(a) The on staff or contracted locksmith is the sole agency at WSMR authorized to duplicate keys in compliance with regulatory requirements. The Locksmith will ensure all unserviceable keys are destroyed by mutilating them to the extent that duplication of the key and recognition of the number is impossible. Destruction of keys to an Exclusion Area will be witnessed by the custodian's supervisor.

(b) The request for service by the locksmith and funding for that service will be IAW DPW Policies and Procedures.

Chapter 2

Conventional/Administrative Key and Lock Control

2-1. Policies

a. A key control system will be established at all levels of organizations in possession of resources or material that have a security classification, sensitivity, or high dollar value.

b. WSMR Regulation 190-6 will be included by reference in all contracts, DD Form 254 (DoD Contract Security Classification Specification), administered by the Army Contracting Agency, White Sands Contracting Division.

c. The key and lock control may be inspected by a designated DES Physical Security Specialist. The inspection results will be maintained on file by the inspected organization until the next inspection.

d. Combination locks or card access keys for memory locks used in the key and lock system, will be safeguarded in a manner that will prevent loss or compromise.

e. Duplication of security interest keys (not including surety keys) will be approved by the organizational key and lock custodian and accomplished through official channels only. A written justification for the duplication will be maintained by the organizational key and lock custodian and provided to the DES, Physical Security Branch.

2-2. Principles of the Key and Lock Control System

a. Certain areas or facilities require more stringent or specialized controls.

(1) Additional requirements for Arms, Ammunition and Explosives (AA&E) facilities are identified in AR 190-11 and Chapter 4 of this regulation.

(2) Key and lock control and security considerations related to controlled medical substances and other medically sensitive items are identified in AR 190-51 and Chapter 6 of this regulation.

(3) Installation Perimeter Gate combination requirements for WSMR boundary gates are identified in Chapter 3 of this regulation.

b. DES Physical Security Specialists can be contacted for courtesy inspections and arrange for a review of specific key and lock control procedures and other areas of concern. DES is located in building 384.

2-3. Inventory/Accountability Documentation

a. All keys and locks will be recorded on a DA Form 5513-R (Key Control Register and Inventory). Keys and locks will be recorded by serial number or other identifying numbers. The DA Form 5513-R will also be used for key issue and turn-in, and joint/semiannual inventories. When received, if keys and locks do not have a serial number or other identifying number they will be inscribed with one prior to being put into use.

b. The EWS Form 1008, Key and Padlock Inventory may also be used to record the specific location of all keys and locks by slot number. See sample instructions for completing EWS Form 1008 at Appendix F.

c. If space on EWS Form 1008 is insufficient to record the number of keys in your inventory, continue on one or more EWS Forms 1008-1 (Appendix F).

d. Complete and sign in block 2b and /or 3b, EWS Form 1008 when a key control system is activated and key custodian assigned.

e. Initiate a new inventory sheet (DA Form 5513-R, Appendix E) when appointing a new key custodian. Complete a joint inventory and both outgoing and incoming custodians complete the inventories (Joint/Semiannual) section on page 2 of the DA Form 5513-R. After verification that the inventory matches the number and location indicated on EWS Form 1008, the new key custodian will complete blocks 4a, b, c, and d on the EWS Form 1008. Section 4 of the EWS Form 1008 will not be used for annual or semi-annual inventories, only for change of new custodian.

2-4. Key Custodian's Records

a. The Key Custodian must maintain information and records that accurately reflect all actions taken and accountability procedures applied for the related key control system. The following documentation is mandatory:

- (1) Appointment orders for Key Custodian and Alternate.
- (2) The DA Form 5513 (Key Control Register and Inventory) which is also used for key issue and turn in.
- (3) Key and Padlock Inventory (EWS Form 1008). Used solely for key location (destroy when superseded). (Not a required form, but may be utilized.)
- (4) Maintain a roster of personnel authorized to receive keys from the key depository.
- (5) Internal key and lock control procedures and other applicable regulations.
- (6) Reports of key losses and related investigations.
- (7) Copies of requests for key duplication and local replacement.
- (8) Other related information deemed necessary for an effective key and lock control program.

b. Ensure that this regulation and other applicable regulations, directions, and SOPs are reasonably accessible to the lowest level.

c. The inventory and accountability records are sensitive and must be safeguarded inside the key depository.

2-5. Related Requirements

a. Intrusion Detection System (IDS), ICIDS III or RF-IDS, key boxes will be maintained within the area protected by the IDS. IDS keys will remain in the switch keyways and under observation by authorized persons.

b. When a padlock is removed to enter a room or container, it will be locked to the hasp staple, or hand held secured to the door facing with a chain. This is to prevent theft, loss, or substitution of the lock.

c. Hasps and staples will be constructed of a heavy pattern steel and affixed to the building structure by welding or using smooth-headed bolts or unexposed heavy screws.

d. Administrative buildings, lockers, desks, etc. which do not have a security interest are considered only in general terms in this regulation. However, the keys to these areas must be controlled.

Chapter 3

Installation Perimeter Gate Combination Lock Control

3-1. Installation Perimeter Gate Combination Lock Procedures:

a. WSMR gate combinations will be maintained and updated by the DES Physical Security Branch and issued to appointed combination custodians and designated contractors through their Contracting Organization Representative (COR).

b. Individual Combination(s) will be issued to authorized personnel as needed for access to a specific gate(s).

c. Personnel who are issued a combination are responsible for safeguarding it and will not pass it on to anyone.

d. Gate combination will not be issued to visitors, short-term contractors or non-WSMR personnel (except as stated below). Any dispute or insistence from an individual will be reported to the DES at 678-1234 immediately.

e. Non WSMR DoD personnel may be issued a gate combination only at the discretion and approval of the Director, DES or the designated representative. The individual will be briefed and required to sign for the issued gate combination.

f. The organization's gate combination sign out records, procedures and briefing statements will be subject to review during physical security inspections.

g. Only in an emergency (medical or safety) will a short term contractor be given the combination to a locked gate. DES Physical Security will promptly replace the compromised lock and notify all effected organizations.

h. The individual opening the gate is responsible for ensuring that the gate is closed and locked prior to departing the area. In the event that there are multiple vehicles passing through the gate and those vehicles have a right to access, the person who opened the gate is still responsible for securing the gate.

- i. All WSMR gate combination shall be available to emergency personnel.

3-2. Combination Custodian Records

a. The Combination Custodian must maintain information and records that accurately reflect all actions taken and accountability procedures applied for the combination control system. The following documentation is mandatory:

- (1) Appointment orders for Combination Custodian and Alternate.
 - (2) An access roster of personnel authorized to receive lock combinations and which gate combinations each particular person has access to.
 - (3) Ensure that all combination records are readily available and accessible during inspections.
 - (4) Shall notify the DES Physical Security Branch immediately when a person with knowledge of a combination departs WSMR. All gate combinations shall be changed ASAP after an employee leaves.
 - (5) Internal combination procedures and other applicable regulations.
 - (6) Reports of combination compromises and related investigations.
 - (7) Other related information deemed necessary for an effective combination control program.
- b. Ensure that this regulation and other applicable regulations, directions, and SOPs are reasonably accessible to the lowest level.

3-3. Safeguarding Perimeter Gate Combinations

a. The following safeguarding procedures will apply to perimeter gate combinations:

- (1) Visitors and short-term contractors (***) will not be issued gate combinations without prior approval from the DES Physical Security Office.

***Short-term contractors: Contractors that repair/upgrade roads, demolish or renovate buildings, delivery companies and other temporary service contractors that will require access to the installation for less than one year.

- (2) Foreign Nationals will not be issued the combination to the gates under any circumstances.

(3) The gate combination list will be labeled FOR OFFICIAL USE ONLY (FOUO) and secured in a locked desk drawer of file cabinet at all times (when not in use). The list will not be left unattended on desktops or any other place where the list can be compromised. If the gate combination lock master list is compromised it shall be reported immediately to the DES Physical Security Branch.

(4) Gate combinations will not be passed over the radio, telephone, fax or by e-mail.

(5) Gate combinations will not be displayed on vehicle dashboards or on clipboards where they can be accessible to unauthorized personnel.

(6) Installation Perimeter gates shall be periodically inspected randomly and unannounced. Unauthorized locks shall be cut off and the gate shall be re-secured.

Chapter 4

Arms, Ammunition, and Explosives (AA&E) Key and Lock Control

4-1. AA&E Key and Lock Procedures: In addition to all conventional key and lock controls identified in this regulation the below policies and procedures will be adhered to when utilizing AA&E Keys and Locks.

a. Activities with AA&E responsibilities will establish a key and lock control system. The DA Form 5513-R (Key Control Register and Inventory) will be used for this purpose.

Note: As mission dictates, an alternate locally produced form that meets the requirements of the DA Form 5513-R may be used. Prior to use the organization must obtain written approval from the DES Physical Security Branch.

b. At no time will the primary and alternate key custodian be the same as the primary and alternate armorer or be on the unaccompanied access roster. The following process will be used to receive and issue keys and locks from the key custodian to personnel identified as armorer or on the unaccompanied access roster:

(1) The Key Custodian and alternate will be appointed in writing by commander and issued the appropriate AA&E keys and locks. This issuance will be recorded on a DA Form 2062 (HAND RECEIPT/ANNEX NUMBER).

(2) The Custodian will then appoint in writing on a Key Access Roster those personnel authorized access to AA&E keys. Ensure the DA Form 7281 (Command Oriented Arms, Ammunition, and Explosives (AA&E) Security Screening and Evaluation Record) is accurate and current.

(3) The Custodian will then secure secondary AA&E keys by placing them in a locked metal container and securing it with an approved locking device. The secondary/alternate keys will be stored at the next higher command in a secure location such as a multiple drawer security container.

(4) The Custodian will then sign over entire primary set of keys to an individual appointed on the Key Access Roster.

(5) Personnel listed on the Key Access Roster will then transfer key(s) from individual to individual in writing. This transfer may be in person or through the use of beginning of the day and end of the inventories. This is normally accomplished on a DA Form 5513 or like form.

(6) All other procedures identified in AR 190-11 para 3-8 will be used to ensure proper key and lock procedures are used.

4-2 Requirements for Category I AA&E:

a. Keys and locks to Category I facilities will be separated into two key control systems (A&B). Each system will have a list of personnel authorized to sign for the key(s). Under no circumstances will an individual have access to both key systems.

b. A separate sign out sheet (DA Form 5513-R) will be used for each key system. Keys will be signed in-out each time they are removed and returned to the designated key depository.

4-3. Requirements for Category II, III, IV AA&E

a. Keys and locks used to secure Category II, III, or IV AA&E can be stored in the same key depository.

4-4. Responsibilities of Individuals

a. Transfer custody of keys between duty armors only after both parties have conducted a visual count of AA&E items on hand. (Note: This policy does not apply to bulk storage.)

b. When not being used, keys must be secured in a locked depository that is bolted or chained to a permanent structure or in a secure depository weighing in excess of 500 pounds and in a secure location. Ensure that keys are not left unattended.

c. If keys are lost, misplaced, stolen, or otherwise unaccounted for, replace the affected locks immediately and conduct an inquiry as required. The AA&E area should remain under constant physical control of the custodian until such time as the lock(s) can be replaced.

Chapter 5

Controlled Medical Substances and Other Medically Sensitive Items (Including Precious Metals) (CMS)

5-1. CMS Key and Lock Procedures: In addition to all conventional key and lock controls identified in this regulation the below policies and procedures will be adhered to when utilizing CMS Keys and Locks.

a. Organization chiefs will establish procedures for the strict control of keys and locks, or combinations to facilities, vaults, and containers in which controlled medical substances and sensitive items are stored.

b. A current roster of all personnel authorized access to the keys will be maintained. Personnel must be familiar with applicable regulations, directives, including local procedures, for safeguarding and controlling keys and combinations to medical facilities/containers.

c. Standard Form 700 (Security Container Information) will be used to record combination and posted IAW instructions.

d. All combination and key control records will be protected and destroyed as "FOR OFFICIAL USE ONLY" information unless directed otherwise by directives.

Chapter 6

Uses and Control of Protective Seals

6-1. Purpose of Seals

a. The purpose of the seal is to show whether the integrity of a storage facility, vehicle, rail shipment, or container has been compromised. A plain seal is not a lock, although combination items referred to as "seal-locks" are available. The purpose of a seal, no matter how well constructed, is defeated if strict accountability and discipline are not maintained.

6-2. Ordering and Storing Seals

a. Seal specifications should include:

(1) Durability: Seals must be strong enough to prevent accidental breakage during normal use.

(2) Design: Seals must be sufficiently complex to make unauthorized manufacture of a replacement seal difficult.

(3) Tamperproof: Seals must readily provide visible evidence of tampering and be constructed in a way that makes simulated locking difficult once the seal has been broken.

(4) Unused seals: Seals not issued for actual use will always be secured in a locked, metal container with controlled access. Only seal custodians and alternates will have access. Recorded monthly inventories will be conducted to preclude undetected loss of seals.

6-3. Accounting for Seals

a. Seal custodians will maintain seal logbooks, preferably in bound hard cover as opposed to loose-leaf books.

(1) Issuing of seals to a using office, unit or activity custodian will reflect date of issue, name of recipient, and seal serial numbers.

(2) Issue of a seal for actual use by a custodian will reflect the seal number, date and time applied identification of items to which applied and location of item if other than main door(s), and the name of the person applying the seal. For outbound loaded trailers, tailraces, and container shipments, the appropriate trailer, railcar, or container number and load destination will be noted.

6-4. Application of Seals

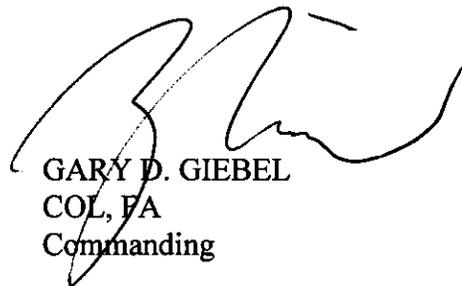
- a. Seal all doors and openings, not merely the main one.
- b. Run a seal strap only once through the hasp. Seals wrapped around the hasp several times become illegible.
- c. Listen for the click when inserting the point of the seal into the sheath.

6-5. Checking Seals

a. Organizations using seals are required to develop procedures for checking them. The procedures will include action to be taken to break a seal and action to be taken upon finding a broken seal.

6-6. Disposition of Used Seals

- a. All shipping documents will reflect seal number(s). All seals will be verified with seal log, shipping documents, or other appropriate documents before removal and disposal.
- b. Seals must be defaced sufficiently upon removal so that they cannot be used to simulate a good seal. They may be disposed of in normal trash.



GARY D. GIEBEL
COL, FA
Commanding

OFFICIAL:



GAYLYNN J. SMITH
Adjutant General

Appendix A
References

Section I
Required Publications

AR 190-11
Physical Security of Arms, Ammunition, and Explosives.

AR 190-13
The Army Physical Security Program.

AR 190-51
Security of Unclassified Army Property (Sensitive and Non-sensitive).

AR 40-61
Medical Logistics Policies and Procedures.

AR 380-5
Department of the Army Information Security Program

AR 710-2
Inventory Management Supply Policy Below the Wholesale Level

FM 3-19.30 (Chapter 8)
Physical Security.

Section II
Prescribed Forms

Unless otherwise indicated, DA and DD forms are available on the AKO Web site at www.us.army.mil; EWS Forms are available on the installations Y drive at Y:\IBM Workflow Local Forms

DA Form 5513
Key Control Register and Inventory (Prescribed in paras. 2-3, 2-4, 4-1 and 4-2)

EWS Form 1008
Key and Padlock Inventory (Prescribed in paras. 2-3, 2-4 and 4-1)

DA Form 2062
Hand Receipt/Annex Number (Prescribed in para. 4-1)

Appendix C
EWS Form 1008

FRONT PAGE

Date Prepared 16 April 07		KEY AND PADLOCK INVENTORY (WSMRR 190-6)				Page 1 of 2 pages	
1. Orgn, Section, or Office (Name and Office Symbol) Physical Security Div. (IMSW-WSM-PLS)				a. Full Name	b. Sample Signature		
		2. Key Custodian		John Jones	John Jones		
		3. Alternate Key Custodian		Alice Moore	<i>Alice Moore</i>		
4. STATEMENT OF KEY CUSTODIAN (or Alternate): "On the date indicated below, I conducted a 100% physical inventory of all keys and padlocks for which I am responsible, as required by WSMR Regulation 190-6, and this sheet accurately reflects the results of this inventory."							
a. Date of Inventory		b. Signature of Key Custodian or Alternate		c. Reason for Inventory (Semi-annual, new custodian, etc.)		d. Total No. of Padlocks	
22 April 07		John Jones		New Custodian		2	
5. Key Slot No.	6. Key Description (Make and No.)	7. Padlock Description (Make and No.)	8. Location of Lock or Padlock (Bldg, Room No. etc.)	9. No. of Keys			
				a. Total	b. In Key Depository	c. Issued (EWS Fm 1009)	d. In Reserve
1	Yale, SD-001		Bldg 380, Room 23	5	1	1	3
2	Falcon, SD-002		Bldg 380, Room 6	4	1	2	1
3	US Govt, SD-003		Bldg 380, Room 27	7	1	2	4
4	None, SD-004		Bldg 380, Center Door	11	1	7	3
5	Yale, SD-005		Bldg 380, SW Door	6	1	0	5
6	US Govt, SD-006		Bldg 380, NW Door	6	1	5	0
(If more space is needed, continue on EWS Form 1008-1)				*Optional use; see instructions.			

EWS Form 1008
1 Apr 88

Replaces EWS Form 1008, 29 Jul 83, which is obsoleted.

NOTE: For illustration purposes, form reduced from actual size of 8½" x 11"

Glossary Terms

ADMINISTRATIVE BUILDINGS/ACTIVITIES: Office buildings and other structures involved with administrative, unclassified, and non-sensitive functions not having a security interest.

INSTALLATION PERIMETER (UNATTENDED) GATES: Gates that have been established and controlled by a combination lock or other locking device along the WSMR perimeter fence(s).

KEY CUSTODIAN: Appointed by the Director, Commander or Office Chief, to be the custodian responsible for the key and lock control system, and coordinate the combined organization's Key and Lock Control Program. Key and Lock custodians/alternates must be familiar with their duties and responsibilities.

KEY DEPOSITORY: A lockable container, such as a safe or filing cabinet, or a key box secured with tumbler-type locking device and permanently affixed to a wall.

MAJOR ORGANIZATION: A military unit under the jurisdiction of the Commander, WSMR operational staff, or support element reporting directly to the Commander, WSMR highest organization element of a tenant or satellite activity; contractor or subcontractor occupying WSMR facilities.

SECURITY INTEREST: A building, structure, equipment, vehicle, etc. has a security interest if it is government owned or leased and meets one or more of the following criteria.

- a. Area is designated arms, ammunition, or explosives (AA&E) storage area as defined by AR 190-11.
- b. Areas designated as a Restricted Area (Controlled, Limited, or Exclusion) as defined by AR 190-13.
- c. Areas designated a mission essential vulnerable area (MEVA).
- d. Areas designated as High Risk Targets (HRT).

SECURITY KEYS AND LOCKS: Keys/Locks or combination lock used to protect resources with a security interest, or which is suitable for the purpose but is temporarily held in storage or reserve.