

**Kearny High Educational Complex
Army Junior Reserve Officers' Training Corps
7651 Wellington Way
San Diego, CA 92111**

1 September 2012

Komet Battalion Physical Security SOP

Summary. This Standard Operating Procedure (SOP) Manual provides guidance for all AJROTC cadets at Kearny High Educational Complex. This SOP supplements information in Army Regulation (AR) 145-2 Cadet Command Regulation (CCR) 145-2 and CCR 145-8-3.

Applicability. This SOP applies to all AJROTC cadets at Kearny High Educational Complex. It covers the necessary procedures are all AJROTC leadership and cadet staff officers to be successful in their positions.

Word Use. **Will/Must** - Indicates mandatory actions, formats or requirements. **Should/Can** - Indicates recommended procedures. **May**- Indicates it is at the discretion of the individual to choose whatever method best fits the given situation.

Suggested improvements. Send comments and suggested improvements to the Cadet Battalion XO.

PHYSICAL SECURITY

This section establishes physical security procedures designed to preclude loss of Government equipment. It is the responsibility of all instructors and cadets to evaluate established procedures and report any condition observed which is prejudicial to good security.

1. Cadet S2 Responsibilities. The security of government equipment is the responsibility of all instructors and cadets, but is the primary duty of the Cadet S2. The SAI is directly responsible for established security procedures and the dissemination of guidelines outlining individual responsibilities. All breaches of security must be reported to the SAI or AI immediately. Any facts surrounding violation of physical security measures, particularly when equipment is missing, must be immediately ascertained. The Cadet S2 is appointed as the Cadet BN Physical Security Officer during their tenure.

2. Weapon and Sensitive Item Storage:

a. Demilitarized weapons (considered training aids) and Daisy facsimile drill rifles will be stored with a double lock system. The training aid will be secured in a locked storage container/weapon rack inside the Leadership Lab. Security of archery bows will be the same.

b. Sensitive items of government property will be secured in a locked containment area. Access to sensitive items is limited to instructors or specific cadets appointed on duty appointment orders and will be present anytime sensitive items are issued.

c. The following items are considered reportable sensitive items:

- (1) Cameras
- (2) Lensatic Compasses
- (3) Projection Equipment
- (4) Video Equipment
- (5) Sabers
- (6) Computers
- (7) Drill and facsimile drill rifles
- (8) Archery Bows

d. Drill rifles will not be issued without permission of the SAI/AI. Drill rifles will always be in the possession of the person to whom they are issued.

3. Key and Lock Control

a. The SAI is responsible for the proper use of all keys and locks used to secure government equipment. The SAI will also be responsible for accountability and the key control register.

b. The number of keys and personnel authorized access to secured areas will be kept to a minimum.

c. Keys to JROTC classrooms are maintained by the SAI/AI and school custodial staff. Custodial staff will at no time possess keys to the supply room, weapon storage area, or storage cabinets.

d. After school hours, keys will be located in a secure area or in the custody of the SAI/AI. At no time will the keys be left unattended or unsecured. During Winter, Spring, and Summer vacations, all keys will be maintained by the SAI/AI. The loss of a security lock or key will be reported immediately.

4. Weapon Issue Procedures

a. Every cadet requiring the use of drill rifles will be required to surrender their student ID card. After a cadet has been issued a rifle, the student ID card is placed in the slot containing the drill rifle and he/she is accountable for the drill rifle until it is returned.

b. To return a drill rifle, the SAI/AI or authorized cadet must verify that the drill rifle being returned is the same drill rifle that was issued to that cadet. When this is confirmed, the drill rifle is then returned to storage and the cadet is given their student ID card.

c. When all drill rifles have been returned, a visual count is taken to guarantee that all drill rifles are accounted for.

5. Inventories

a. The SAI/AI will visually inspect and account for all weapons at the end of each duty day.

b. A serial number inventory will be completed monthly and recorded on the required form. The inventory will be conducted by the SAI/AI, but never in consecutive months. Records of inventory will remain on file for two years then destroyed.

6. Sensitive items are identified by this SOP and will be inventoried monthly.

7. Security and Safeguards

a. All pilferable items must be returned to their storage area when not in use. Pilferable items will not be left unattended when not in their designated areas.

b. Access to the Supply Room is granted to the SAI, AI, and appointed personnel in writing.