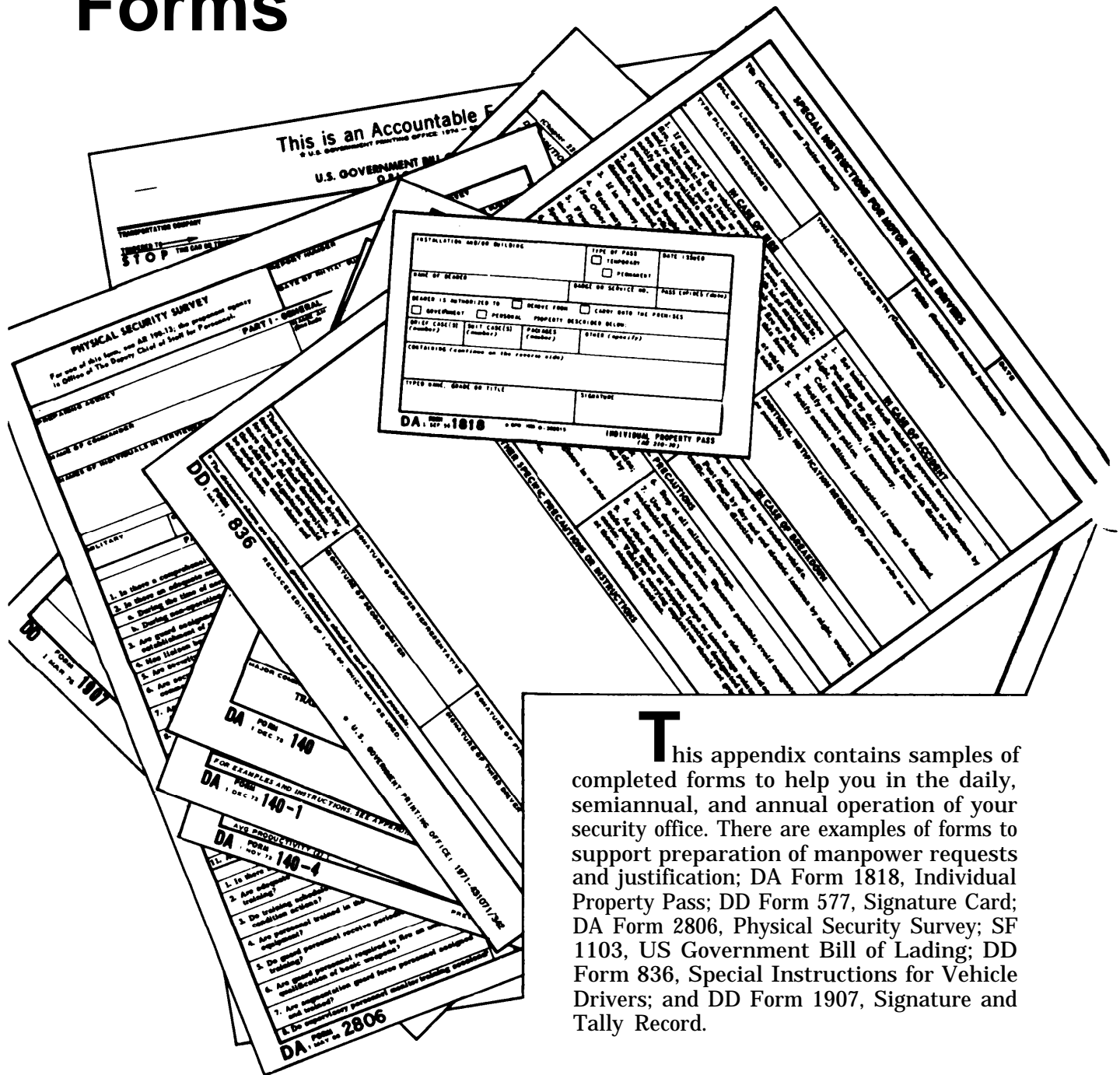


Appendix T

Forms



This appendix contains samples of completed forms to help you in the daily, semiannual, and annual operation of your security office. There are examples of forms to support preparation of manpower requests and justification; DA Form 1818, Individual Property Pass; DD Form 577, Signature Card; DA Form 2806, Physical Security Survey; SF 1103, US Government Bill of Lading; DD Form 836, Special Instructions for Vehicle Drivers; and DD Form 1907, Signature and Tally Record.

DD Form 577, Signature Card, is best used in the physical security environment in support of DA Form 1818. Each activity or installation commander should require that signature cards be prepared on persons authorized to allow property to be removed from the activity or installation.

Each card should be prepared in triplicate. The first is for the person authorizing release of the property. A second copy is filed at the local security office. The third copy goes to the security guard at the gate or control point, for immediate reference.

Name of person authorized
To sign (DA Forms 1818
In this case)

Expiration date
May be typed here
If needed

Organization
Of person
Authorized
To sign

Specify
Authorization

Person
Authorizing
Above blocks

(Actual
Size)

NAME (Type or print) MOORE, Larry		GRADE MAJ	DATE 20Jun78
OFFICIAL ADDRESS 111th Ord Co, Ft Ranger, TX 76000			
SIGNATURE <i>Larry Moore</i>			
TYPE OF DOCUMENT OR PURPOSE FOR WHICH AUTHORIZED Sign DA Forms 1818 for Area J			
I CERTIFY THAT THE ABOVE IS THE SIGNATURE OF THE AUTHORIZED INDIVIDUAL			
NAME AND GRADE OF COMMANDING OFFICER (Type or print) Robert G. Robertson, COL			
SIGNATURE OF COMMANDING OFFICER <i>Robert G. Robertson</i>			

DD FORM 577 1 APR 45 REPLACES 1 SEP 51 EDITION WHICH WILL BE USED UNTIL EXHAUSTED. SIGNATURE CARD

Figure T-1—Sample signature card.

Sample DA Form 1818

Specific area Covered

Mark Applicable Block

Person Who will Use pass

Contents Of all Items

Mark Specific Blocks

Actual Count and Description

Authorizing person

(Actual Size)

INSTALLATION AND/OR BUILDING Fort Ranger, Texas Bldg. C-19		TYPE OF PASS <input checked="" type="checkbox"/> TEMPORARY <input type="checkbox"/> PERMANENT	DATE ISSUED 15 Jul 78
NAME OF BEARER SP4 Bob Brown		BADGE OR SERVICE NO. 215	PASS EXPIRES (date) 18 Jul 78
BEARER IS AUTHORIZED TO <input checked="" type="checkbox"/> REMOVE FROM <input type="checkbox"/> CARRY ONTO THE PREMISES <input checked="" type="checkbox"/> GOVERNMENT <input type="checkbox"/> PERSONAL PROPERTY DESCRIBED BELOW:			
BRIEF CASE(S) (number)	SUIT CASE(S) (number)	PACKAGES (number)	OTHER (specify) 1-4x4x4' wooden box
CONTAINING (continue on the reverse side) Damaged M16 rifle parts			
TYPED NAME, GRADE OR TITLE James TYLER, 1LT		SIGNATURE <i>James Tyler</i>	
DA FORM 1 SEP 56 1818		INDIVIDUAL PROPERTY PASS (AR 210-10)	

Figure T-2—Sample individual property pass.

One essential element of an installation's overall physical security program is DA Form 1818, individual Property Pass. It acts as a check and balance for authorized removal of property from an activity or installation.

A property pass may be temporary or permanent with a valid use of 24 hours to 90 days, depending on local policy. For best accountability and control of the forms and inspection of installation property, you should control the forms from one location, preferably the physical security office.

SPECIAL INSTRUCTIONS FOR MOTOR VEHICLE DRIVERS		DATE 31 Oct 79
TO: (Carrier's Name and Trailer Number) Deans Transportation Co Trlr No: 173		FROM: (Installation Issuing Instructions) Transportation Officer Ft McClellan, AL 36205
BILL OF LADING NUMBER M-1234567	THIS TRUCK IS LOADED WITH (Commodity description) Explosives, rockets, ammunition with explosive projectile, rockets, HE, 60MM AT (Unserviceable) Class A	
TYPE PLACARDS REQUIRED Class A		
IN CASE OF FIRE		IN CASE OF ACCIDENT
1. If any part of the vehicle outside of actual contents catches fire, take vehicle to a clear or uninhabited area, if practicable, and/or attempt to put fire out immediately with hand extinguishers or other available means. If practicable, ask someone to notify the fire department. Call to the attention of fire or police personnel at the scene of the fire the information on this form. 2. Fires may be fought until the flames reach the cargo, at which time firemen and other personnel should be withdrawn to a safe distance, as noted in 5 and 6 below. 3. If in convoy, other trucks proceed to safe distance. 4. Water may be used on this cargo <input type="checkbox"/> Yes <input type="checkbox"/> No (See Other Specific Precautions or Instructions below) 5. Firemen should not approach closer than 1200 feet* from the fire when the fire has reached the cargo. (See Other Specific Precautions or Instructions below) 6. Public should not approach closer than 2000 feet* from fire. 7. As soon as practical, notify the nearest military installation.		1. Set brake and block vehicle to prevent movement. 2. Post flags by day, and red electric lanterns or reflectors by night, warning traffic approaching from each direction. 3. Call for ambulance, if necessary. 4. Notify nearest police. 5. Notify nearest military installation if cargo is damaged.
		ADDITIONAL NOTIFICATION REQUIRED (By phone or wire as soon as possible) T.O. FtMcClellan,AL AC 205 238-3433/3321 T.O. Big Job Army Ammunition Plant, New Harmony, IN AC 214 838-2515
		IN CASE OF BREAKDOWN
		1. Do not attempt to tow loaded vehicle. 2. Post flags by day and red electric lanterns by night, warning traffic from each direction.
GENERAL PRECAUTIONS		
1. While operating over public roads, keep at least 300 feet from trucks loaded with explosives or other dangerous articles; a greater minimum distance must be maintained if required by state or municipal regulations. 2. Protect the public from the hazards of the cargo. 3. Do not allow smoking or use of matches or lighters in or near the vehicle. 4. Obey all state and local traffic regulations. 5. Do not exceed posted speed limits.		6. Stop at all railroad crossings. 7. Use designated routes. Whenever possible, avoid congested residential or business areas. 8. Do not permit unauthorized persons to ride on vehicles. 9. At other than carrier rest stops or interchange points, select safe parking space at stopping locations designated by the carrier. Vehicles carrying explosives should not group together at these stopping locations.
OTHER SPECIFIC PRECAUTIONS OR INSTRUCTIONS		
PRINCIPALLY A MISSILE (FRAGMENT) HAZARD. MAINTAIN THE MINIMUM DISTANCES AS LISTED ABOVE: SPECIAL PRECAUTIONS -- "PREPARE TO FIGHT INCIPIENT FIRES STARTED BY THE EXPLOSION."		
These instructions must be transferred to each subsequent driver for turn-in at final destination. If more than 3 drivers are involved, the additional signatures should be made on an extra sheet and attached hereto.		SIGNATURE OF SHIPPER REPRESENTATIVE <i>Lawrence Moore</i> LAWRENCE MOORE, MAJ, TC, TO: TA FOR
SIGNATURE OF SECOND DRIVER		SIGNATURE OF FIRST DRIVER <i>G. D. Howard</i>
SIGNATURE OF THIRD DRIVER		
* The distances shown are minimum; greater distances should be used whenever possible.		
DD FORM 836 1 MAY 71 REPLACES EDITION OF 1 JUN 66, WHICH MAY BE USED.		
* U.S. GOVERNMENT PRINTING OFFICE: 1971-431071/342		

Figure 7-3—Sample driver instruction sheet.

To help insure that items are delivered as safely as possible, special instructions for motor vehicle drivers is essential. This is accomplished through use of DD Form 836, Special Instructions for Motor Vehicle Drivers.

The form prescribes actions required of vehicle drivers in case of fire or accident. These include notification requirements,

precautions, and actions to initiate during breakdown. All drivers should be briefed on requirements involving motor vehicle shipments and given a completed DD Form 836. The form must be kept in each driver's possession. It is essential that this form be linked to the shipment through use of the bill of lading number.

[illegible]

Figure T-4—Signature and tally record sample.

DD Form 1907, Signature and Tally Record, must be completed by the shipper and agency or person accepting custody of classified or protected material. The record must be initiated when transportation protective service is used during transit.

Each Signature and Tally Record must be linked to its corresponding bill of lading through use of the transportation control number. AR 55-355 establishes policy for the form.

[illegible]

Figure T-5—GBL sample with critical areas circled.

Standard Form 1103, US Government Bill of Lading, is an extremely critical document in accountability of goods and property shipped by Government and commercial agencies.

The document may be manipulated to cover theft of items. Security force members must know how to review and check a bill of lading to detect such tampering. Critical areas for members to be aware of are circled on the sample form that follows.

One idea to speed effectiveness of new sample return that follows.

each document by gate personnel has been proven in the field. This security manager had a large (6-foot by 8-foot) wooden poster painted to hang on the gate house outer wall. The poster could be read by guards as they checked trucks into the facility. It had all critical areas circled in red. No losses were experienced through bill of lading manipulation after implementation of this aid. (His circled areas correspond to those on the sample SF 1103 that follows. You may not need all of these or you may need to add others.)

PHYSICAL SECURITY SURVEY INSPECTION <small>For use of this form, see AR 190.13; the proponent agency is Office of The Deputy Chief of Staff for Personnel.</small>		REPORT NUMBER 15-76	DATE OF SURVEY 5-7 Feb 76
DATE OF INITIAL SURVEY		DATE OF PREVIOUS SURVEY	
ANNUAL - UNANNOUNCED			
PART I - GENERAL			
PREPARING AGENCY Office of the Provost Marshal Ft Custer, OK 39999		NAME AND LOCATION OF INSTALLATION OR FACILITY SURVEYED (Include ZIP Code) Ammunition Storage Point Big Horn Rd, Ft Custer, OK 39999	
NAME OF COMMANDER Peter Reno, MAJ		NAME OF SECURITY OFFICER Alan Colt, LLT	
NAMES OF INDIVIDUALS INTERVIEWED Peter Reno, MAJ, Officer in Charge Alan R. Colt, LLT, Security Officer Red R. Buckle, MSG, NCOIC (See attached sheets)		VALUES OF SURVEY PERSONNEL (Grade, Title and Organization) Horace S. Bull, SFC, Physical Security Inspector, Office of the Provost Marshal (See attached sheets)	
STRENGTHS		INSTALLATION ACREAGE	
MILITARY 5	CIVILIAN 4	NUMBER OF BUILDINGS 14	
SECURITY FORCE 7			
PART II - GUARDS		PART IV - PREVENTION OF UNAUTHORIZED ENTRY	
YES NO		YES NO	
1. Is there a comprehensive physical security plan?		1. Is there an adequate perimeter barrier?	
2. Is there an adequate number of guards assigned -		2. Is perimeter barrier properly posted?	
a. During the time of normal operation?		3. Are all openings in the perimeter barrier guarded or secured?	
b. During non-operational hours?		4. Is protective lighting used?	
3. Are guard assignments rotated to prevent establishment of routines?		5. If there is no protective lighting is it needed?	
4. Has liaison been established with civil authorities?		6. Is vehicle search authority established?	
5. Are security supervisory personnel school trained?		7. Is there a positive system for the identification of employees?	
6. Are security personnel delegated authority commensurate to their duties?		8. Is there a positive package control system in effect?	
7. Are adequate records maintained on reported and/or investigated incidents?		9. Are visitors and non-employees escorted?	
8. Are all security personnel equipped with all authorized equipment?		10. Is a visitor register maintained?	
a. Are security forces armed?		11. Does the system establish procedures for identifying, admitting and control of visitors, contract personnel, vendors, etc.?	
b. Has authority for use of weapons been included in guard orders?		12. Is there an effective system for the control of vehicles, railroad cars and other convey access and their contents into, or out of the installation area?	
c. Are security forces knowledgeable on the use of weapons and understand the limits of their jurisdiction?		13. Is there an installation traffic control plan?	
9. Could sentry dog teams be properly utilized?		14. Has a satisfactory parking control system been established?	
10. Are security personnel required to meet reasonable physical, mental and loyalty standards?		15. Is vehicle registration required?	
11. Are guard orders posted, current and understood?			
PART III - TRAINING		PART V - COMMUNICATIONS	
1. Is there a current training program in effect?		1. Is there more than one type of intercommunication equipment in use?	
2. Are adequate records maintained on individual training?		2. Is adequate equipment available for spreading emergency alarms?	
3. Do training schedules include emergency condition actions?		3. Has the communication center been provided with special security safeguards?	
4. Are personnel trained in the use of emergency equipment?		4. Are security guards familiar with communication equipment in use?	
5. Do guard personnel receive periodic refresher training?		5. Is emergency power available for communication equipment?	
6. Are guard personnel required to fire an annual qualification of basic weapons?		6. Is there a separate communication system for security personnel?	
7. Are augmentation guard force personnel assigned and trained?		7. Is there a need for a separate guard communication system?	
8. Do supervisory personnel monitor training sessions?			

DA FORM 2806
1 MAY 66

Figure T-6—Example of completed inspection report (front of DA 2806).

PART VI - CRITICAL, VULNERABLE OR RESTRICTED AREA CONTROL		YES	NO
1. Is there a separate physical security plan for this area?		X	
2. Is there a barrier around this area?		X	
3. Are there clear zones on both sides of the perimeter fence?		X	
4. Is protective lighting installed?		X	
5. Are anti-intrusion devices installed?		X	
6. Is there a need for anti-intrusion devices?		X	
7. Is there a system for personnel movement control?		X	
PART VII - EMERGENCY PLANNING			
1. Is there a mutual defense plan in existence with other military organizations stationed in the vicinity?		NA	
2. Are first aid and medical facilities available?		X	
3. Do emergency plans provide for personnel evacuation?		X	
4. Are personnel instructed to immediately report suspicious acts that may have to do with espionage or sabotage?		X	
5. Are security personnel trained for emergency operations?		X	
6. Do security personnel have additional duties of fire prevention?		X	
7. Is there a damage control plan in effect?		X	
PART VIII - MATERIAL AND EQUIPMENT STORAGE			
1. Are all storage and other secured buildings provided with adequate locking devices?		REMARK	
2. Are adequate protective measures afforded to open storage?		NA	
3. Is material in open storage properly stacked, placed within, away from, and parallel to perimeter barriers, in order to provide an unobstructed view by patrol personnel?		NA	
4. Are critical items such as weapons and ammunition stored in accordance with existing Army regulations?		REMARK	
5. Does the installation have a responsibility for shipment of classified material?		NA	
6. Are provisions made in the physical security plan for guards to be used to escort or guard classified material?		NA	
REMARKS AND COMMENTS			
(See attached sheet)			
RECOMMENDATIONS			
(See attached sheet)			
OVERALL EVALUATION OF PHYSICAL SECURITY			
<input type="checkbox"/> EXCELLENT <input type="checkbox"/> GOOD <input checked="" type="checkbox"/> POOR Satisfactory			
TYPED NAME, GRADE AND ORGANIZATION OF SURVEY OFFICER		SIGNATURE	
Horace S. Bull, SFC, Office of the Provost Marshal, Ft Custer, OK		Horace S. Bull	

Figure T-6 Continued—Inspection report (back of DA 2806).

The results of physical security surveys and inspections must be documented. DA

Form 2806, Physical Security Survey, is used for this purpose.

Form 2806 is divided into eight areas of concern in physical security inspections/surveys. The most involved portion of the form is usually the Remarks and Comments and

Recommendations blocks on the reverse side. These two blocks often require attached sheets to fully reflect results. These portions are critical to the security manager or

Report No. 15-76

ANNUAL - UNANNOUNCED PHYSICAL SECURITY INSPECTION
AMMUNITION STORAGE POINT
FT CUSTER, OK 39999

Names of Individuals Interviewed:

Howard P. Platt, GS-5
Night Operations Supervisor

John N. Kelly, E4
Security Force Member

Names of Inspection Personnel:

William A. Cody, SSG, Physical Security Inspector,
Office of the Provost Marshal

MISSION: To receive, store and issue small arms ammunition in bulk lots
for use in training and contingency missions for units located at Ft Custer,
OK 39999.

Description of the Area:

The ammunition storage point is located on Big Horn Road and is the only
ammunition storage area on the post. It covers twenty-four acres and has
fourteen separate buildings. These buildings include twelve earth covered
conventional ammunition storage igloos and two wooden administrative buildings.
The storage area is surrounded by a thickly wooded area. The perimeter fence is
a seven-foot, chain link with top guard. The perimeter has adequate protective
lighting. (Include any information that would assist in preparation for future
inspections.)

Recurring Deficiencies:

None

Remarks and Comments:

1. (Part II, Question 9) Security dog teams could be effectively employed in
the ammunition storage area. As a result of a staff study directed by the
Director of Industrial Operations, security dogs with handlers are on requisition
and kennel facilities are under construction. (Key to items on Form 2806.)

Recommendation: None

Figure T-6 Continued—Inspection report (attached sheets).

installation commander, because the information here could be helpful in obtaining additional equipment and devices to properly

accomplish the physical security mission. The information also may be helpful in budget and manpower requests (chapter 2).

2. (Part IV, Question 2) Many of the restricted area signs posting the
perimeter have been removed or have fallen down. (Key to items on Form 2806.)

Recommendation: Missing signs should be replaced and many existing signs
should be reinforced or repaired to provide the proper restricted area
posting (para 3-9a, AR 190-11). (Specific regulatory guidance should
accompany each recommendation to correct a deficiency.)

3. (Part V, Question 3) The guard force communication center is the post
interior guard house. This guard house is manned around the clock with a
minimum of one armed guard/radio operator. Access to the building is obtained
through a single entrance controlled by an electrically operated lock. No
other special safeguards are provided or deemed necessary.

Recommendation: None

4. (Part V, Questions 6 and 7) The entire interior guard force is on the
same radio as the permanent ammunition storage point security guards. The
net is separate from the military police net, but may be monitored by the
military police desk sergeant. Due to this monitoring capability and the
limited amount of traffic on the net, the current radio communications system
is adequate. A single party land line to the guard house is also provided
through several call boxes located throughout the ammunition storage point.

Recommendation: None

5. (Part VIII, Question 1) A master key is in existence for both gates
and four of the igloo entrances. All employees have a copy of the master
key to the gates.

Recommendation: All master key locks should be replaced with locks requiring
separate keys. No master keys should be allowed in the system (para 3-7f,
AR 190-11).

6. (Part VIII, Question 4) An inventory procedure has not been established
for accountability of ammunition stored at the ammunition storage point.

Recommendation: That an inventory procedure be established to insure
accurate accountability (para 3-3c, AR 190-11).

Supplemental Remarks and Comments:

The security at the ASP has improved significantly over the past year. The
commander and security officer are to be commended for the upgrading to the
present security posture.

Figure T-6 Continued—Inspection report (attached sheets).

Manpower survey reports describe work performed by various security force members. A yardstick (chapter 2, section V) can help to establish workload and performance data to justify existing or additional manpower needed to perform the security mission.

Completed forms should reflect at least the actual manhours expended, strength, and annual and sick leave factors. With the data indicated in the examples here and with reference to the DA Pam 140-series, your response to justification requirements should be much easier.

DATE OF REPORT 13 Sep 1979	DATA AS OF 31 Jul 1979	STATION AND ADDRESS (Include ZIP Code) Fort Madison, Iowa 52001	NSA DESIGNATION SA WZXAA 00	REPORTS CONTROL SYMBOL CSFOR-76
<div>SECURITY OFFICE ACTIVITY</div> <div><h1>MANPOWER SURVEY REPORT</h1><p>For use of this form, see AR 570-4; the proponent agency is the Office of the Assistant Chief of Staff for Force Development.</p><p>COMPOSITION OF THE REPORT DA Form 140 - GENERAL FORM (serve as cover sheet) DA Form 140-1 - REMARKS DA Form 140-2 - SCHEDULE A - MANPOWER INVENTORY DA Form 140-3 - SCHEDULE T - IDENTIFICATION OF OTHER MANPOWER DA Form 140-4 - SCHEDULE X - MANPOWER AND WORKLOAD DATA DA Form 140-5 - SCHEDULE A - MANPOWER INVENTORY (Continuation Sheet)</p><p>NOTE: This report is prescribed by AR 570-4, Manpower and Equipment Control - Manpower Management. Examples and detailed instructions for the preparation of this report are contained in DA Pamphlet 570-4, Manpower Procedures Handbook.</p></div> <div><div>MAJOR COMMAND TRADOC</div><div>TYPED NAME AND GRADE OF SURVEY TEAM CHIEF DONALD Q. HEY, LTC, GS</div><div>SIGNATURE OF SURVEY TEAM CHIEF /s/ Donald Q. Hey</div></div> <div>DA FORM 140 1 DEC 73</div> <div>PREVIOUS EDITIONS OF THIS FORM ARE OBSOLETE.</div> <div>GENERAL FORM</div>				

Figure T-7—Sample manpower survey report (cover, p. 1 of 35).

MANPOWER SURVEY REPORT - REMARKS For use of this form, see AR 570-4; the proponent agency is Office of the Assistant Chief of Staff for Force Development.		1. SHEET NO.	2. LINE NO.	REPORTS CONTROL SYMBOL CSFOR-76
3. CHECK APPLICABLE BLOCK: <input type="checkbox"/> SURVEY TEAM GENERAL REMARKS (complete item 4, only, and file after Commander's General Remarks.)				
<input checked="" type="checkbox"/> COMMANDER GENERAL REMARKS (complete item 4, only, and file after Cover Sheet, DA Form 140.)				
<input type="checkbox"/> SURVEY TEAM SPECIFIC REMARKS (If this block is checked, complete items 1, 2, and 4 and file with Schedule X.)				
4. REMARKS: If more space is required, continue on plain paper 10 1/2" x 8".				
<p>1. Date of last manpower utilization survey: 18 January - 26 February 1978.</p> <p>2. The general mission of the garrison is to maintain and operate the Fort Madison Military Reservation (FMWR) and administer, supply and service all units and activities located on this installation. Current mission statement is attached.</p> <p>3. a. FMWR experiences an unusually large turnover of personnel because of its training mission. This turnover has a definite impact on workloads in the Adjutant General, Finance and Accounting, and installation housekeeping areas. Additional personnel in Finance and Accounting (pay and travel), Headquarters Commandant (temporary and permanent housing), and Special Services (recreational activities) are required because students make up a large percentage of the population.</p> <p>b. The widely dispersed physical layout of FMWR covering 125,000 acres affects workloads in transportation (i.e., bus service for students), maintenance (especially aircraft maintenance which is accomplished in several widely dispersed areas), and fire protection.</p> <p>4. a. Four hundred units of on-post housing are scheduled for completion between August 1980 and 1981. Additional workloads will materialize in areas of Engineer, Headquarters Commandant, Finance and Accounting (billing and collecting), Communication-electronics.</p> <p>b. Auxiliary Field No. 4 is scheduled for completion 1 November 1981. In addition to staffing for this airfield, manpower increases will be required in the Aircraft Maintenance, Communications-electronics, and Engineer areas.</p> <p>5. Manpower changes resulting from anticipated changes in workload are specifically indicated on the Schedules X for the activities concerned.</p> <p>6. Improved manpower utilization would be possible if:</p> <p>a. Higher headquarters reviewed required reports to insure staggered due dates, thereby permitting leveling off of reporting workload.</p> <p>b. The commanders were provided greater flexibility in organizing the garrison.</p>				

FOR EXAMPLES AND INSTRUCTIONS, SEE APPENDIX B, DA PAMPHLET 570-4.

FORM 1 DEC 73 **DA 140-1**

PREVIOUS EDITIONS OF THIS FORM ARE OBSOLETE.

U.S. GPO: 1974-840-843/8623

Figure T-7 Continued—General remarks by the commander (p. 2 of 35).

MANPOWER SURVEY REPORT - REMARKS <small>For use of this form, see AR 570-4; the proponent agency is DCSPER.</small>		1. SHEET NO.	2. LINE NO.	REPORTS CONTROL SYMBOL CSFOR-76
<p>3. CHECK APPLICABLE BLOCK. <input checked="" type="checkbox"/> SURVEY TEAM GENERAL REMARKS (complete item 4, only, and file after Commander's General Remarks.)</p> <p>COMMANDER GENERAL REMARKS (complete item 4, only, and file after Coversheet, DA Form 140.)</p> <p>SURVEY TEAM SPECIFIC REMARKS (If this block is checked, complete items 1, 2, and 4 and file with Schedule X.)</p>				
<p>4. REMARKS: If more space is required, continue on plain paper 10 1/2" x 8 1/2".</p> <p>1. The current manpower survey was conducted during the period 1-13 Sep 79, by a team of seven members.</p> <p>2. During the period of the survey, the population of the post was approximately 20,000; however, based upon general average population during the past year and current projections, the survey team recognized 26,000 as the military population workload basis for staffing. Other missions include operation of a US Army hospital (500 beds); operation of a regional engineer field maintenance shop; and support of numerous TRADOC activities located in the general vicinity of FMFR.</p> <p>3. The overall factors affecting manpower requirements referred to by the commanding officer were taken into consideration by the survey team in the team's specific recommendations shown on Schedules X. In some cases special tolerances were recommended, particularly in the case of dispersal factors.</p> <p>4. The remarks of the commander concerning anticipated changes in workload were considered by the survey team during survey of the respective activities concerned. Recommendations concerning manpower requirement adjustments are contained in survey team remarks on the separate Schedules X. It is pointed out that the full effect of new construction upon workloads of installation activities probably will not be felt until approximately mid-summer of 1980. Manpower requirements for future workload increases must be determined at the time they actually develop.</p> <p>5. The installation commander's remarks concerning the possibility of increased manpower utilization if staggered due dates of reports were established, is concurred in by the survey team. A review of required reports indicates that 75% of the 165 recurring reports submitted by FMFR have due dates during the first 10 days of each month. This creates an almost intolerable administrative burden which should be solved by higher headquarters.</p>				

FOR EXAMPLES AND INSTRUCTIONS, SEE APPENDIX B, DA PAMPHLET 570-4

DA FORM 140-1
1 DEC 73

PREVIOUS EDITIONS OF THIS FORM ARE OBSOLETE.

☆ U.S. GPO: 1975-560-842/8429

Figure T-7Continued—Survey team's general remarks (p. 3 of 35).

MANPOWER SURVEY REPORT - SCHEDULE X - MANPOWER AND WORKLOAD DATA										REPORTS CONTROL SYMBOL CSFOR-76	
MAJOR STAFF ELEMENT		DIVISION		BRANCH		SECTION OR UNIT		SHEET NO.		LINE NO.	
Dir for Admin		Security		Ofc of Chief				8		4	
DESCRIPTION OF WORK PERFORMED Provides advice and assistance to the Commander, staff, and subordinate commanders relative to physical and personnel security on the post, tenant units as assigned, and off-post activities. Plans, directs, and executes the Federal Personnel Security Program and the Intelligence Program to provide for the security of classified defense information, material, and post resources. Directs and administers the physical security program and Provost Marshal functions of the installation. Directs security police personnel											
SECTION A - SUMMARY OF MANPOWER											
YARDSTICK CODE		a. 570-566-34.1		OFF		TOTAL MAN-POWER SUB TO ALLOC		OTHER MANPOWER		TOTALS	
b. 12.2											
WORK UNIT		1. ALLOCATION		2. ACTUAL STRENGTH		3. RECM BY CO		4. RECM BY SURVEY TEAM		5. TOTAL ALLOWANCE COMPUTATION	
a. Str of Sec Div		1		1		1		1		9	
b. Total Post Str		1		1		1		1		13	
		1		1		1		1		4	
SECTION B - PERFORMANCE DATA											
YEAR AND MONTH		TOTAL MAN-POWER HOURS WORKED		HRS OP MO		EQUV MAN-POWER MONTHS (c + d)		NO. OF WORK UNITS		W/L PER PERSON (f + g)	
19 78		a		b		c		d		e	
SEP		9		1304		160		8.2		88	
OCT		8		1229		168		7.3		88	
NOV		8		1147		160		7.2		88	
DEC		8		1134		168		6.8		89	
JAN		8		1422		176		8.1		100	
FEB		8		1239		152		8.2		98	
MAR		9		1518		168		9.0		99	
APR		9		1487		176		8.4		99	
MAY		10		1519		168		9.0		95	
JUN		12		1915		168		11.4		95	
JUL		14		2273		176		12.9		96	
AUG		14		2024		168		12.0		93	
1. WORKLOAD USED AS BASIS OF APPRAISAL											
2. AVERAGE PRODUCTIVITY											
3. MANPOWER ALLOWANCE											
SURVEY WORKLOAD (1) () =											
AVG PRODUCTIVITY (2) () =											
ANS CODE:		9		11							
TOTAL											
JOB TITLE											
YOA PARA:										017	

DA FORM 140-4

PREVIOUS EDITIONS OF THIS FORM ARE OBSOLETE.

Figure T-7 Continued—Schedule X, manpower, and workload data No. 1 (p. 4 of 35).

COMMA NOER		SECTION D - SPECIFIC REMARKS	
COMMANDER'S RECOMMENDED STAFFING			
DIME'S CATEGORY	COVERABLE	COVERED	
I			
II			
III	13		11
IV			

a. CHIEF OF SECURITY (Military - MAJOR) - The Chief of Security assigned FMAR has been assigned multiple duties which include, but are not limited to the following:

Provost Marshal - responsible for overall supervision and management of law enforcement, traffic control, crime prevention program, and all investigations.

Security Manager - Supervises the proper implementation of DOD Regulation 5200.1-R, DOD Information Security Program, AR 380-5, DA Information Security Programs; provides guidance and supervises the security awareness program.

Intelligence Officer - Supervises the personnel security program, screens all personnel investigation reports, authorizes access to classified defense information for the Commander, and is the Files Procurement Officer for all personnel security investigative files. The population of FMAR includes 4466 civilians and 66 military personnel.

Post Game Warden - Supervises the implementation of post and state regulations pertaining to fishing and hunting of wildlife within the confines of FMAR.

Chief, Security Division - Responsible for the overall supervision and management of all activities within the Security Division. This includes the issuance of decals for vehicle control, access badges for personnel control and visitor control to FMAR.

The Security Division is composed of 99 civilians. The FMAR comprises 15,214 acres and Smokey River Storage Depot comprises 3,009 acres. Within the confines of this installation there are thousands of small arms weapons and ammunition. Also, the chemical munitions mission requires rigid security controls and continuous planning for safeguarding this mission.

b. SECURITY OFFICER, GS-11. The Security Officer is responsible for the planning, organizing, coordinating and directing of the security program at this installation. Maintains continuity of program with the change of military Chief of Security. Directs through subordinate supervisors a guard force of 89 personnel. Conducts investigations of violations of physical security and/or of a criminal nature. During the past year the workload for this position has been extremely heavy due to constant change in physical security standards for safeguarding thousands of small arms weapons and ammunition. This post also has a chemical munition mission. Physical Security standards and requirements for the security of chemical munitions are more rigid than for

Figure T-7 Continued—(p. 5 of 35).

other munitions or weapons. The Security Officer is responsible for planning and organizing the security force for safeguarding property assigned this post. Has during the past year, revised security police orders, physical security plans and instructions for securing this post and property. The crime prevention program and plans have been reviewed and published and this involved many hours for research and planning. The supervision of three guard branches and one administrative section involved many hours and many problems. The continuous problems in safeguarding this installation and its property have also been time-consuming and have been a full-time job. The Security Officer serves as Deputy Provost Marshal, Alternate Security Manager, Alternate Intelligence Officer, Alternate Reservation Game Warden, Deputy Chief of Security, and as such, is responsible for the performance of duties during the absence of the Chief of Security. This position is considered essential to the accomplishment of the post mission and is fully justified.

The Security Officer provides technical assistance to Kaine Army Depot on all security related matters.

c. CIVILIAN INVESTIGATOR, GS-9. This position is essential to the accomplishment of the security mission and is a full-time job and justified. The majority of cases assigned the investigator are of a confidential nature and cannot be disclosed to the general public. All cases must be investigated promptly and they must be thorough and complete. Evidence collected must be factual and all cases must be brought to an intelligent conclusion. Many of the cases assigned the investigator involved missing weapons and ammunition. The investigation of this type case is time-consuming and is no easy task. The investigator has spent many hours on the phone and many more in the field checking clues, information, shipping documents, etc., to locate or account for missing weapons or ammunition and crimes of violence. Many hours are also required to prepare written reports of the shortages. Also considerable time is consumed in reporting missing weapons and ammunition and criminal cases to the FBI and CID personnel. In addition to the cases involving small arms weapons and ammunition, the investigator has investigated many incidents involving the loss or theft of missing sensitive and pilferable items such as expensive hand tools, air wrenches, drills, sanders, etc. These incidents have been a continuous problem and time-consuming in determining what happened to them.

During the period the following actions were accomplished:

Investigations of cases pertaining to crimes of violence	
crimes against property and complaints requiring	
investigation by investigator	46
Cases involving small arms, small arms ammo and	
buildings containing larger conventional ammo	35
Cases involving the loss or theft of sensitive	
and pilferable items and attempted theft of	
same	41

DESCRIPTION OF WORK PERFORMED CONTINUED

engaged in protective activities to prevent pilferage, sabotage, and damage. Provides security guards and roving patrols for manning gates and guard posts, safeguarding classified material in transit, and patrolling warehouses and dependents' housing areas. Maintains liaison with Federal, state, and municipal law enforcement agencies.

COMMANDER

SECTION D - SPECIFIC REMARKS

Physical security inspections, crime prevention
surveys ----- 888
SIRs ----- 7
Assistance to off-post agencies ----- 55

The requirement to conduct physical security inspections at this facility is not being fulfilled in a satisfactory manner based on the present workload requirement. There are 86 physical security inspections, including follow-ups, required at this installation annually, in addition to over 1000 igloos which must be inspected for physical security standards annually. Presently, the investigator is assigned to conduct these inspections and surveys in conjunction with the Crime Prevention Program as an added duty. The requirement to provide technical supervision at Kaine Army Depot in the area of physical security is also an additional duty assigned the investigator. Two additional personnel are needed to provide additional expertise to insure all standards and inspections required are met.

At present, an Investigator Student Trainee, GS-4, is being utilized to assist the investigator in the performance of these additional duties, but much valuable time is consumed in training this type help due to the fact that they only work 3 months at a time. Many of the duties cannot be performed by the trainee because of the nature of the incident and the knowledge required to effectively complete actions required.

The investigator trainee assisted the investigator in the following actions:

687 physical security inspections performed on igloos
23 investigations of complaints, larcenies, etc.

d. PERSONNEL SECURITY CLERK (STENO), GS-5 - This position is essential to the Security Division Personnel Security Program and is a full-time job. Some of the duties and responsibilities accomplished by the personnel security clerk during the past year are as follows:

During the period, the Personnel Security Clerk assisted the Security Manager/Intelligence Officer in performing the following actions:

Dossier reviews	19	Security clearances verified by telephone on	1260
Initial clearances	213	Travel Orders	
Clearances restored	65	Security clearances verified by telephone on	800
Request for investigations	40	teletypes going off post	
Clearances downgraded	10	Security clearances verified by telephone on	225
Debriefings	101	visitors to this post	
Actions on sensitive positions	833	Security clearances verified by telephone and	125
Number of security inspections	38	written communications on post personnel	

SECTION D - SPECIFIC REMARKS	
COMMA NOER	
NACI suitability investigations	501
Clearances terminated	148
Acceptance of clearances issued by other posts	21
	110
	325
<p>Because of the multiple duties of the Chief of Security, it is necessary for the Personnel Security Clerk to do much of the "leg work" for the chief in carrying out the Personnel Security Program such as administering security tests for all personnel assigned to sensitive positions; preparing Security Awareness Orientation briefing material for all post personnel; screening Official Personnel Folders for compliance with personnel security investigations; security violations, spot intelligence reports, maintaining current status of each post employee's security status; preparing local supplements to DA and DOD regulations pertaining to Personnel Security/Intelligence, etc. In addition must give personnel security technical support to (Tenant Activities) FMRR Dispensary, USACC Detachment, Defense Property Disposal Office and (Detachment) Kaine Army Depot. Performs stenographic duties as required.</p>	
<p>e. CLERK TYPIST, GS-3 AND CLERK GENERAL, GS-3 - These positions are assigned to Badge and Vehicle Identification to handle the badging of personnel and registration or privately-owned vehicles on a 40-hour per week basis, which requires services of two full-time employees. A Clerk General (Trainee) GS-1 is occupying the GS-3 Clerk General position. At times two additional employees are borrowed from within the division to process the volume of personnel. This causes much backlog in the offices from which these two personnel are borrowed.</p>	
<p>During the period the following actions were processed:</p>	
Badges issued	2816
Badges repaired	612
Lost badges issued	198
Fingerprints	1925
Fishing licenses	308
Special passes	339
Separations	626
Parking permits	258
ID cards	166
Badges destroyed	472
Parking tickets	404
Laminations (other than badges)	978
Pet registrations	16
Weapons registrations	64
Radio permits	21
Match permits	74
Decals issued to military	148
Decals issued to civilians & contractors	2962
Decal terminations, military	80
Decal terminations, civ & contr	1864

COMMANDER

SECTION D - SPECIFIC REMARKS

Many hours are required daily, weekly and monthly answering the telephone, locating personnel, searching files and giving information. The 4466 civilian employees, 92 attached personnel, 66 military and their dependents assigned this post, plus the approximately 9000 civilian vehicles registered requires many hours weekly to maintain the files and records and is more than the Clerk Typist and Clerk General (Trainee) can handle and additional help frequently from other security personnel is required.

f. CLERK GENERAL (TYPING), GS-4 - This position is essential to the Security Division Physical Security Program and Security Division Administration and is a full-time job. Assists the Chief Security Division and Deputy Chief Security Division in all phases of the Physical Security Program such as preparation of Physical Security Plans, Guard Orders, Crime Prevention Plans, and Guard Handbook. Prepares local regulations and supplements regarding Motor Vehicle Traffic Supervision and Entry and Exit Controls. This involves reading appropriate ARs and AMCRs to assure that controls are in accordance with these regulations. Serves as the Training Officer for all security personnel on forms and administration within the division. Maintains driver record files on all post employees who have had violations. Maintains case files on all installation employees who have in the past been involved in fights, security violations, crimes against property, and crimes of violence, etc. Assists the investigator in the investigation of incidents as listed above. Staffs all Serious Incident Reports and Minor Incident Reports for submission to Department of the Army and US Army Materiel Command, etc., for this installation. Serves as the Reports Control Officer for the Security Division. Confers with key personnel to determine staffing requirements and personnel assignments to insure that manpower is properly and efficiently utilized at all times. Prepares overtime justifications as required. Serves as Organization Supply Officer and as such maintains all records for division equipment and property. Is responsible for the handling and controlling of all Security Division property valued at approximately \$75,000. Performs the physical inventory of all property annually and periodically as required. Prepares supply transaction documents including requisitions, issues, turn-ins and any other actions affecting equipment. Helps in the preparation of justifications for capital and non-capital equipment.

Provides technical assistance to Shift Commanders, Shift Lieutenants, and all security personnel in the preparation of reports of investigations of incidents and accidents. As required, searches female personnel and women's restrooms for evidence in connection with official investigations or theft of Government property.

Actively participates in the development of plans and procedures consistent with appropriate security regulations and requirements to provide an adequate security program relative to all phases of Security Division activities. Makes work assignments to employees of lower grade engaged in clerical and typing duties, gives general instructions on procedures to be followed, resolves problems, spot checks routine work and reviews other work for accuracy, and as such, has supervisory responsibility over these operations, reporting directly to the Deputy Chief of Security.

SECTION D - SPECIFIC REMARKS

COMMANDER

Maintains control list for installation personnel authorized entrance into the Chemical Limited/Controlled Area. Reviews files assuring that all requirements and qualifications are met and maintained IAW FMAR regulations, ARs, and other directives. Requests toxic physicals, CHEs, and/or toxic training for all individuals as per category requirements. Submits requests for additions through proper channels to Security Officer or Commander as appropriate, for final approval. Coordinates with Surety Officer on changes in requirements.

Analyzes data, reviews requirements for budget and personnel and prepares divisional budget (within the division five separate budgets are prepared because of separate operational code costs) for submission to director. Selects historical data from division files and records and submits to the directorate for preparation of annual historical summary.

Because of the varied duties and responsibilities of the position, it is difficult to prepare a numerical report for actions completed at a given time. Some of the actions that are capable of being recorded as such are as follows:

For period Jul 77 through Jul 78:

Armed forces traffic tickets	75	Weapons authorizations	550
Accident investigations	31	Assistance rendered to local law enforcement personnel	90
Traffic violation warnings	50	Reviews of records for toxic suitability:	
Notifications to individuals that driving privileges were in jeopardy	10	Training records screened	300
SIRs	7	Medical records screened	300
MIRs	2	Telephone complaints	600
MPRs	216	Budgets prepared:	
Information MPRs	995	Initial	5
Blotters	365	Supplements	20
Off-post submissions	240	Awards prepared	30
Personnel actions	80	File checks	500
		File checks for CSC	105

g. CLERK GENERAL (TYPING), GS-3 - This position is assigned the Administrative Section and is essential to the operations of the Security Division and is a full-time job.

Performs typing duties, receives telephone calls, receives incoming mail and opens for review of supervisors. Maintains adequate supply of office supplies and blank forms for use by personnel of division. Initiates work rosters and training schedules. Prepares quarterly uniform vouchers for pay allowance for all guards on appropriate dates. Maintains office files in accordance to subject matter, chronological and numerical

COMMA NDER

SECTION D. SPECIFIC REMARKS

sequence. Maintains current reference material such as ARs, TMs, FMs, AMCR, and other directives. Serves as Alternate Reports Control Officer and Files Management Clerk with responsibility for sorting and preparing records for periodic shipment to RHA according to distribution schedules provided in regulations.

Prepares time and attendance reports. Assists the Clerk General (Typing), GS-4, in preparation of reports, filing, preparation of investigation reports, etc.

Because of the variety of duties associated with this position, it is difficult to include all duties as such. The time required to type reports and maintain files in the Security Division is enormous and requires two full-time employees.

Performs duties of Clerk General (Typing), GS-4, during absence of incumbent.

Recommend approval of 13 spaces.

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Figure T-7 Continued—(p. 12 of 35).

COMMANDER		SECTION D - SPECIFIC REMARKS	
Summary of actual manhours, leave computation and recap of authorized and recommended spaces by AMS codes follows:			
ACTUAL MANHOURS (Survey Period)		LEAVE FACTOR	
Borrowed		1. Actual Strength, Aug 77 (civ + mil)	= 11 (pers) A
Loaned		2. Sick leave, 62 X A	= 682 (hrs) B
Overtime	425	3. Annual Leave	
Annual Lv	1337	CAT 8 (incl mil)	208 X 6 = 1248 (hrs)
Sick Lv	243	CAT 6	160 X 3 = 480 (hrs)
Other Lv	306	CAT 4	104 X 2 = 208 (hrs)
Civ TDY		SUM OF 3	= 1936 (hrs) C
Mil Lv	192	4. Nonproductive leave time B + C	= 2618 (hrs) D
		5. Available time, 2008 X A	= 22088 (hrs) E
		6. Productive time, E - D	= 19470 (hrs) F
		7. Leave factor, D + F + 1.00	= 1.13 G
		8. % leave rate = D + E X 100	= 12 %
AMS RECAP:		RECOMD BY COMD	
AMS CODE	FTP	TPT	OFF
36AHG	2	2	4
36AHN	6	7	8
		1	1
			9

MANPOWER SURVEY REPORT - REMARKS For use of this form, see AR 570-4; the proponent agency is Office of the Assistant Chief of Staff for Force Development.		1. SHEET NO. 8	2. LINE NO. 4-9	REPORTS CONTROL SYMBOL CSFOR-76
3. CHECK APPLICABLE BLOCK: <input type="checkbox"/> SURVEY TEAM GENERAL REMARKS (complete item 4, only, and file after Commander's General Remarks.) <input type="checkbox"/> COMMANDER GENERAL REMARKS (complete item 4, only, and file after Coversheet, DA Form 140.) <input type="checkbox"/> SURVEY TEAM SPECIFIC REMARKS (If this block is checked, complete items 1, 2, and 4 and file with Schedule X.)				
4. REMARKS: (If more space is required, continue on plain paper 10 1/2" x 8")				
<p>a. The Survey Team recommends 1 military and 3 civilian spaces for a total of 4 positions for this activity</p> <p>b. Recommendation is based on governing survey rationale presented in Survey Team General Remarks.</p> <p>c. Other considerations included:</p> <p>(1) Letter AMCSS, 27 March 1974, subject, "Reorganization of AMC Security Offices".</p> <p>(2) Change 1, DA Pam 570-566, Sept 1976, Table 566-34.1, 34.2, 34.3.</p> <p>(3) AR 190-13, The Army Physical Security Program, 1 October 1976.</p> <p>d. The Survey Team recommends reorganization of the Security Division to comply with AMC standard security staff organization consisting of one Security Office in the Directorate for Administration composed of three subordinate elements - Provost Marshal, intelligence and security guards.</p> <p>e. The Survey Team recommends one civilian space to perform overall administrative management and budget planning functions for the Security Office.</p> <p>f. The Survey Team recognizes one chief for overall management and control and one clerk-typist for clerical support.</p> <p>g. The Survey Team recommends one civilian space for position of Deputy Security Officer. This space is recognized to provide essential stability and continuity of overall security operations and also provide dual responsibility as chief of Intelligence and Investigation Branch.</p> <p>h. The recommended realignment of the Security Office will enable the Security Officer to evaluate workload and assign priorities to each function performed. The Security Officer will be in a position to delegate security programs organizationally and obtain better resource control than that experienced through vertical management.</p>				
FOR EXAMPLES AND INSTRUCTIONS, SEE APPENDIX B, DA PAMPHLET 570-4.				

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Figure T-7 Continued—Remarks (p. 14 of 35).

MANPOWER SURVEY REPORT - SCHEDULE X - MANPOWER AND WORKLOAD DATA									
For use of this form, see AR 570-4; the proponent agency is the Office of the Assistant Chief of Staff for Force Development.									
MAJOR STAFF ELEMENT		DIVISION	BRANCH	SECTION OR UNIT		SHEET NO.	LINE NO.		
Dir for Admin		Security	Security No. 1,2, & 3	SUMMARY		8	4-8		
DESCRIPTION OF WORK PERFORMED									
Develops, implements, and enforces traffic regulations and maintains security of the installation.									
SECTION A - SUMMARY OF MANPOWER									
YARDSTICK CODE		TOTAL MANPOWER SUBMITTED TO ALLOC							
570-566-34.3		TOTALS							
WORK UNIT		OFF		ENL		US CIV		NON-US CIV	
Posts & Patrols		a		c		d		e	
1. ALLOCATION		(91)		(91)		(91)		(91)	
2. ACTUAL STRENGTH		(82)		(82)		(82)		(82)	
3. RECM BY CO		(96)		(96)		(96)		(96)	
4. RECM BY SURVEY TEAM		(94)		(94)		(94)		(94)	
SECTION C - MANPOWER									
YARDSTICK ALLOWANCE COMPUTATION		ALLOC STR		RANK OR GRADE		ACTUAL STR		RANK OR GRADE	
JOB TITLE		a		b		c		d	
SECTION B - PERFORMANCE DATA									
MANPOWER		WORKLOAD							
YEAR AND MONTH		TOTAL MAN-OP WORKED		HRS OP MO		EQUIV MAN-MONTHS IN (c + d)		NO. OF WORK UNITS PER PERSON (f + g)	
19 76		b		c		d		e	
77		85		13082		160		81.8	
SEP		84		13614		168		81.0	
OCT		85		13378		160		83.6	
NOV		84		13682		168		81.4	
DEC		90		16230		176		92.2	
JAN		95		14959		152		98.4	
FEB		94		15699		168		93.5	
MAR		88		15530		176		88.2	
APR		90		15443		168		91.9	
MAY		85		13552		168		80.7	
JUN		86		14483		176		82.3	
JUL		82		13295		168		79.1	
AUG		1. WORKLOAD USED AS BASIS OF APPRAISAL							
2. AVERAGE PRODUCTIVITY									
3. MANPOWER ALLOWANCE									
SURVEY WORKLOAD (1)									
AVG PRODUCTIVITY (2)									
YDA PARA:									

PREVIOUS EDITIONS OF THIS FORM ARE OBSOLETE.

Figure T-7 Continued—Workload data No. 2 (p. 15 of 35).

COMMANDER		SECTION D - SPECIFIC REMARKS	
COMMANDER'S RECOMMENDED STAFFING			
DIME'S CATEGORY	COVERABLE	COVERED	
I			
II	SEE INDIVIDUAL SCHEDULES X		
III			
IV			
<p>Within the three Security Branches, there are 6 supervisors who are not included in the manning for the posts and patrols listed below:</p>			
POST			NO. PERS REQUIRED
Radio Room, 24-hour post, 7 days per week (permanent operators assigned)			6.0
Brown Gate, 1530-0710 hrs, Mon-Fri, 24 hours Sat, Sun, and Holidays			3.2
Coosa Avenue Gate, 24-hour post, 7 days per week			4.8
Eulaton Gate, 24-hour post, 7 days per week			4.8
Visitors Check Point, 8-hour post, 5 days per week (2-man post)			2.2
Post 12, entrance to Chemical Area, 8-hour post, 5 days per week (2-man post)			2.2
Total			23.2
PATROLS			
Car 11 - 24-hour patrol, 7 days per week			4.8
Car 12 - 24-hour patrol, 7 days per week			4.8
Car 13 - 24-hour patrol, 7 days per week			4.8
Car 13A - 24-hour patrol, 7 days per week			4.8
Car 14 - 24-hour patrol, 7 days per week			4.8
Car 15 - 24-hour patrol, 7 days per week			4.8
Car 16 - 24-hour patrol, 7 days per week			4.8
Car 16A - 24-hour patrol, 7 days per week			4.8
Car 17 - 24-hour patrol, 7 days per week			4.8
Car 17A - 24-hour patrol, 7 days per week			4.8
Car 18 (Security Alert Team) - 24-hour patrol, 7 days per week (2-man patrol)			9.6
Car 19 - 24-hour patrol, 7 days per week			9.6
Total			67.2
Six supervisors			
Total			6.0
Grand Total			96.4

Figure T-7 Continued—(p. 16 of 35).

SECTION D - SPECIFIC REMARKS

COMMANDER

GUARD SUPERVISOR, GS-8 and GS-7 - There are currently six supervisors authorized the guard force - two supervisors per each 8-hour shift. The ratio of supervisory personnel to security personnel is determined by the individual characteristics of each installation. There must be as a minimum, a sufficient supervision to enable the inspection of each post and patrol twice per shift plus sufficient reserve to provide for sick and annual leave. Supervisory personnel cannot be determined by staffing guides for post manning. The ratio of police supervisory personnel at this depot is considerably less than the minimum essential requirements. The stationary post and motor patrols providing security control and coverage for the FMMR's 15,214 acres and the CRSA's 3,009 acres are from 1 to 5 miles apart and the CRSA is 13 miles from FMMR. The minimum inspection of each post and patrol twice each shift can be accomplished when both supervisors are present, but cannot be made at other times. The two supervisors are on duty together only three days per week at the most. The supervision of a guard force composed of from 28 to 30 men is a full-time job and involves many duties and responsibilities. The training of security personnel are among these essential responsibilities. Security Standards require all security personnel to complete a basic training course of in-service and advanced training in order to assure continued proficiency and development. Supervisors are responsible for conducting the training. The installation's chemical mission also requires constant training for security personnel. Many hours are spent each week on the job and in the field training security personnel in handling incidents and safeguarding chemical munitions. This training is mandatory and with any less than two supervisors per shift, this could not be accomplished and security personnel would not be qualified or capable of performing the chemical munitions security mission. Supervisors are also responsible for accident investigation which occur daily, also complaints and report writing and many other duties during their tour of duty. Supervisors, two per shift, are essential to the accomplishment of the security mission and are fully utilized and justified.

Radio Room is the Desk Control for FMMR security police. He has control over the dispatching and receiving of complaints and vehicle response to accidents/incidents. He maintains continual contact with all mobile patrols and keeps the shift supervisor informed of any incidents of an unusual nature. He provides for the initial notification of personnel to staff the Emergency Control Center in the event of an emergency.

Brown Gate is the main entrance to FMMR during non-regular duty hours. All incoming and outgoing traffic is processed in accordance with post regulations, visitor control and cargo carrying vehicle procedures. The purpose is to meet, greet and maintain full control of all authorized pedestrian and vehicular traffic to prevent unauthorized entry and to detect individuals intent upon entry for the purpose of sabotage, espionage, or other illegal acts.

Coosa Avenue Gate is the main entrance to the Ammunition Limited Area. This post is responsible for controlling authorized entry and exit for a properly designated limited area, to enforce all vehicular and pedestrian safety and security regulations, to preclude access by unauthorized persons and those individuals intent upon entry for sabotage, espionage or other illegal acts.

SECTION D - SPECIFIC REMARKS

Eulaton Gate is the only access to the installation on the eastern boundary and is responsible for meeting, greeting, and maintaining full control of all vehicular and pedestrian traffic to preclude unauthorized access by persons intent upon sabotage, espionage or other illegal acts. It is also used to process employees into and out of the post. Eulaton Gate is located at the east entrance to the installation and only a short distance (approx. 2 blocks) from the large industrial center, maintenance rebuild shops, small arms weapons rebuild shops, small arms weapons storage and classified storage buildings. The East Area covers 650 acres and this is patrolled. The security personnel on duty at the Eulaton Gate on a full-time basis, provides security in depth and is certainly a justifiable deterrent for the protection of the thousands of small arms weapons stored in this area. Persons off duty are continuously being called in to work to make emergency repairs to expensive machinery and during electrical power interruptions which are on a daily basis, many times two or more during non-work hours. This entrance is the most direct route to the scene of these machines and emergencies and costly valuable time would be wasted for repair crews to enter and leave through the Brown Gate located approx. 5 miles from the East Area. This would increase the cost to the government and would be considerably more than the cost involved in operating this post 24 hours, 7 days per week. This gate entrance is also the most direct entrance point for military alert forces and EOD teams from Ft Ochs, assigned the responsibility of reporting to this installation in the event of chemical munitions incidents. Because of high priority given security of tanks, other armored vehicles and small arms and ammunition, patrols could not be called to man this gate during emergency situations as a lack of total security would exist. Several shifts have been added in this area and employees are working around the clock. Also, contractor personnel use this entrance, and because of the large number of contracts recently, this gate is used more than ever. The additional cost to these personnel by having them travel additional miles to another entrance to their work sites, is unreasonable.

Visitor's Check Point - is the main entrance to the post for all vehicular and pedestrian traffic during normal operational hours. Outgoing traffic is searched and inspected to determine that only authorized property is being removed from the post. Two men are required to operate this post on an 8-hour, 5-day per week basis.

Post 12 - is the entrance to the Chemical Area and is responsible for controlling pedestrian and vehicle access to the area; for assuring that entry is authorized by competent authority and that all regulations and orders pertaining to safety and security are met prior to entry even when authorized. Two-man rule for this area is mandatory, IAW regulations.

Cars 11, 13, and 13A are responsible for the patrolling of the installation controlled areas, including all structures, warehouses, and operating facilities within these areas that are designated limited areas requiring periodic checks and inspections. These mobile radio patrols are also responsible for preventing loss and the surreptitious entry to government buildings for the detection of forced entry to government property, enforcement of traffic regulations, law and order for the protection of individuals working and/or living on the

SECTION D - SPECIFIC REMARKS

COMMANDER

installation. Provides money escorts. Car 13A has been added due to the high priority given security to tanks and other armored type vehicles located in the East Area of the installation, by the Special Study Group. This patrol further provides security to small arms weapon storage area.

Cars 12, 14, 15, 17 and 17A are mobile patrols responsible for patrolling within the Ammunition Limited Area. They have responsibility for preventing loss and surreptitious entry to government buildings and property, enforcement of traffic regulations, law and order for the protection of individuals working. For using special skills and training in providing for the protection, inspection, and in the event of emergencies, special actions with regards to the storage of all types of ammunition, explosives, and related materials. Additionally, assists in chemical related accident/incidents. Car 17A was added in order to provide additional security to G-block, Lance Missile complex and perimeter security to the North and Northwest section of the installation.

Cars 16 and 16A are assigned responsibility for the Smokey River Storage Annex. Car 16A was added on a 24-hour per day, 7-day-per-week basis to provide additional security at Coosa because CRSA is an ammunition limited area consisting of 136 storage igloos and over 3,000 acres. This area is in an isolated area and is located 13 miles from the FMMR.

Car 18 is designated as the Security Alert Team and is responsible for responding to an incident chemically-related anywhere on the post within 10 minutes, properly equipped and capable of responding regardless of the situation. They have been given an area of patrol which is designed to augment a patrol currently responsible for the area, therefore allowing them to respond without vacating an area of responsibility, and requires two men.

Car 19 is the patrol assigned responsibility for patrolling the confines of the Chemical Limited Area. They have total responsibility for providing security, enforcing traffic laws and orders, and regulations. Because of the sensitivity of the area patrolled and regulatory requirements, this patrol is a two-man patrol.

The increase in patrols was initiated as part of the recommendations proposed by the DA Special Study Group to upgrade the security posture. The report of this Special Study Group can be reviewed in the Classified Document Custodian's Office.

Many spaces will be required in addition to the spaces requested herein, as soon as the revised ARs 190-3 and 190-11 are placed into effect, due to more stringent and strict security controls.

Recommend approval of 96 spaces.

U.S. GPO: 1973-840-841/8843

Figure T-7 Continued—(p. 19 of 35).

MANPOWER SURVEY REPORT - REMARKS <small>For use of this form, see AR 570-4; the proponent agency is DCSPER.</small>		1. SHEET NO. 8	2. LINE NO. 4-8-4	REPORTS CONTROL SYMBOL CSFOR-76																																													
<p>3. CHECK APPLICABLE BLOCK: <input type="checkbox"/> SURVEY TEAM GENERAL REMARKS (complete item 4, only, and file after Commander's General Remarks.) <input type="checkbox"/> COMMANDER GENERAL REMARKS (complete item 4, only, and file after Cover Sheet, DA Form 140.) <input type="checkbox"/> SURVEY TEAM SPECIFIC REMARKS (If this block is checked, complete items 1, 2, and 4 and file with Schedule X.)</p> <p>4. REMARKS: (If more space is required, continue on plain paper 10 1/2" x 8 1/2".)</p> <p>a. The Survey Team recommends 94 civilian spaces for this activity.</p> <p>b. Recommendation is based on governing survey rationale presented in Survey Team General Remarks.</p> <p>c. Other considerations included:</p> <p>(1) On-site review of workload projections and priorities.</p> <p>(2) Past utilization 95.6 or 96 manyears.</p> <p>(3) Sick leave usage of 6812 hours is considered excessive and above DA norm. High rate of sick leave was primarily due to two employees on prolonged sick leave awaiting processing of papers for retirement.</p> <p>(4) Overtime usage of 19,949 hours was excessive. Excessive turnover of personnel resulted in continuous personnel turbulence which is reflected in usage of excessive overtime.</p> <p>(5) Recommended space for this branch was recognized on a consolidated basis.</p> <p>d. Recommended staffing is based on an examination of each post and patrol recommended by the Commander, regulatory requirements for special security, safety considerations, DA 570-566-34.3 and past utilization.</p> <p>e. Following is a list of posts and patrols recognized by the Survey Team:</p> <table border="1"><thead><tr><th>Post/Patrols</th><th>Days Per Week</th><th>Hours</th><th>Guards</th><th>Manpower Allowance</th></tr></thead><tbody><tr><td>Radio Room</td><td>7</td><td>24</td><td>1</td><td>4.8</td></tr><tr><td>Brown Gate (M-F)</td><td>5</td><td>16</td><td>1</td><td></td></tr><tr><td>Brown Gate (S-S)</td><td>2</td><td>24</td><td>1</td><td></td></tr><tr><td>Brown Gate (Holidays)</td><td>(9)</td><td>8</td><td>1</td><td>3.7</td></tr><tr><td>Coosa Avenue Gate</td><td>5</td><td>13</td><td>1</td><td>2.2</td></tr><tr><td>Eulaton Gate</td><td>7</td><td>24</td><td>1</td><td>4.8</td></tr><tr><td>Visitors Check Point</td><td>5</td><td>8</td><td>2</td><td>2.3</td></tr><tr><td>Post 12 (Chem Area)</td><td>5</td><td>8</td><td>2</td><td>2.3</td></tr></tbody></table>					Post/Patrols	Days Per Week	Hours	Guards	Manpower Allowance	Radio Room	7	24	1	4.8	Brown Gate (M-F)	5	16	1		Brown Gate (S-S)	2	24	1		Brown Gate (Holidays)	(9)	8	1	3.7	Coosa Avenue Gate	5	13	1	2.2	Eulaton Gate	7	24	1	4.8	Visitors Check Point	5	8	2	2.3	Post 12 (Chem Area)	5	8	2	2.3
Post/Patrols	Days Per Week	Hours	Guards	Manpower Allowance																																													
Radio Room	7	24	1	4.8																																													
Brown Gate (M-F)	5	16	1																																														
Brown Gate (S-S)	2	24	1																																														
Brown Gate (Holidays)	(9)	8	1	3.7																																													
Coosa Avenue Gate	5	13	1	2.2																																													
Eulaton Gate	7	24	1	4.8																																													
Visitors Check Point	5	8	2	2.3																																													
Post 12 (Chem Area)	5	8	2	2.3																																													
<p>FOR EXAMPLES AND INSTRUCTIONS, SEE APPENDIX B, DA PAMPHLET 570-4.</p> <p>DA FORM 140-1 1 DEC 73</p> <p>PREVIOUS EDITIONS OF THIS FORM ARE OBSOLETE.</p> <p>U.S. GPO: 1975-500-542/5420</p>																																																	

Figure T-7 Continued—(p. 20 of 35).

MANPOWER SURVEY REPORT - REMARKS For use of this form, see AR 570-4; the proponent agency is DCSPER.				1. SHEET NO. 8	2. LINE NO. 4-B-5	REPORTS CONTROL SYMBOL CSPOR-76
3. CHECK APPLICABLE BLOCK: <input type="checkbox"/> SURVEY TEAM GENERAL REMARKS (complete item 4, only, and file after Commander's General Remarks.) <input type="checkbox"/> COMMANDER GENERAL REMARKS (complete item 4, only, and file after Cover Sheet, DA Form 140.) <input checked="" type="checkbox"/> SURVEY TEAM SPECIFIC REMARKS (If this block is checked, complete items 1, 2, and 4 and file with Schedule X.)						
4. REMARKS: If more space is required, continue on plain paper 10 1/2" x 8 1/2".						
Post/Patrols	Days Per Week	Hours	Guards	Manpower Allowance		
Patrol 11	7	24	1	4.8		
Patrol 12	7	24	1	4.8		
Patrol 13	7	24	1	4.8		
Patrol 13A	7	24	1	4.8		
Patrol 14	7	24	1	4.8		
Patrol 15	7	24	1	4.8		
Patrol 16	7	24	1	4.8		
Patrol 16A	7	24	1	4.8		
Patrol 17	7	24	1	4.8		
Patrol 17A	7	24	1	4.8		
Sat 18	7	24	2	9.6		
Chemical Area Patrol 19	7	24	2	9.6		
TOTAL				87.7		
Six Supervisors				6.0		
				93.7		
f. Brown Gate is open when Visitors Check Point Gate is closed, i.e., Mondays-Fridays 1530 hours to 0710 hours; 24 hours, Saturdays, Sundays, and Holidays.						
g. Coosa Avenue Gate is being operated 13 hours a day, five days a week.						
h. Ten additional spaces for increased patrol were allocated this activity as a result of recommendations to the Commander by the DA Special Study Group, June, 1977. The report of this special study group is classified and on file in the Classified Document Custodian's Office.						

Figure T-7 Continued—(p. 21 of 35).

MANPOWER SURVEY REPORT - SCHEDULE X - MANPOWER AND WORKLOAD DATA										REPORTS CONTROL SYMBOL CSFOR-76	
MAJOR STAFF ELEMENT Dir for Admin				DIVISION Security		BRANCH Security Br No. 1		SECTION OR UNIT		SHEET NO. 8	LINE NO. 5
DESCRIPTION OF WORK PERFORMED Develops, implements, and enforces traffic regulations and maintains security of the installation.											
YARDSTICK CODE 570-566-34.3											
SECTION A - SUMMARY OF MANPOWER											
WORK UNIT		OFF		WO		ENL		US CIV		TOTAL MANPOWER	
		a		b		c		d		e	
		1. ALLOCATION		2. ACTUAL STRENGTH		3. RECM BY CO		4. RECM BY SURVEY TEAM		TOTALS	
		a		b		c		d		e	
		1. ALLOCATION		2. ACTUAL STRENGTH		3. RECM BY CO		4. RECM BY SURVEY TEAM		TOTALS	
		a		b		c		d		e	
SECTION B - PERFORMANCE DATA											
YEAR AND MONTH		TOTAL MAN- HOURS WORKED		HRS OP IN MO		EQUIV MAN- MONTHS (c + d)		NO. OF WORK UNITS		W/L PER PERSON (f + g)	
19 77		a		b		c		d		e	
SEP		29 4411		160 27.6							
OCT		29 4916		168 29.2							
NOV		28 4532		160 28.3							
DEC		27 4529		168 27.0							
JAN		30 5583		176 31.7							
FEB		32 5185		152 34.1							
MAR		32 5418		168 32.3							
APR		30 5383		176 30.6							
MAY		30 5187		168 30.9							
JUN		29 4603		168 27.4							
JUL		31 5196		176 29.5							
AUG		28 4502		168 26.8							
1. WORKLOAD USED AS BASIS OF APPRAISAL											
2. AVERAGE PRODUCTIVITY											
3. MANPOWER ALLOWANCE											
SURVEY WORKLOAD (2) () =											
AVG PRODUCTIVITY (3) () =											
DA FORM 1 NOV 78 140-4											
PREVIOUS EDITIONS OF THIS FORM ARE OBSOLETE.											
AMS CODE: 36AHG											
YDA PARA: 017A											
TOTAL		31		28							

Figure T-7 Continued—Workload data No. 3 (p. 22 of 35).

COMMANDER		SECTION D - SPECIFIC REMARKS	
COMMANDER'S RECOMMENDED STAFFING			
DIME'S CATEGORY	COVERABLE	COVERED	
I			
II			
III	32		
IV		28	

Figure T-7 Continued—(p. 23 of 35).

COMMA NDER		SECTION D - SPECIFIC REMARKS			
Summary of actual manhours, leave computation and recap of authorized and recommended spaces by AMS codes follows:					
ACTUAL MANHOURS (Survey Period)		LEAVE FACTOR			
Borrowed		1. Actual Strength, Aug 77 (civ + mil)	=	28	(pers) A
Loaned		2. Sick leave, 62 X A	=	1736	(hrs) B
Overtime	6145	3. Annual Leave			
Ann Lv	4894	CAT 8 (incl mil)	208 X 17 =	3536	(hrs)
Sick Lv	746	CAT 6	106 X 11 =	1760	(hrs)
Other Lv	384	CAT 4	104 X =		(hrs)
Civ TDY		SUM OF 3	=	5296	(hrs) C
Mil Lv		4. Nonproductive leave time B + C	=	7032	(hrs) D
		5. Available time, 2008 X A	=	56224	(hrs) E
		6. Productive time, E - D	=	49192	(hrs) F
		7. Leave factor, D + F + 1.00	=	1.14	G
		8. % leave rate = D + E X 100	=	13	%
AMS RECAP:		RECOMD BY COMD			
AMS CODE	FTP	TPT	ALLOC STR	OFF	TOT
			ENL	ENL	

Figure T-7 Continued—(p. 24 of 35).

MANPOWER SURVEY REPORT - SCHEDULE X - MANPOWER AND WORKLOAD DATA										REPORTS CONTROL SYMBOL CSFOR-76	
For use of this form, see AR 570-4; the proponent agency is the Office of the Assistant Chief of Staff for Force Development.											
MAJOR STAFF ELEMENT		DIVISION		BRANCH		SECTION OR UNIT		SHEET NO.		LINE NO.	
Dir for Admin		Security		Security Br No. 2				8		6	
DESCRIPTION OF WORK PERFORMED											
Develops, implements, and enforces traffic regulations and maintains security of installation.											
YARDSTICK CODE											
570-566-34.3											
SECTION A - SUMMARY OF MANPOWER											
WORK UNIT		OFF	WO	ENL	US CIV	NON-US CIV	OTHER MANPOWER		TOTAL POWER SUBJ TO ALLOC	TOTALS	
							US	NON-US			
1. ALLOCATION					30				30	30	
2. ACTUAL STRENGTH					27				27	27	
3. RECM BY CO					32				32	32	
4. RECM BY SURVEY TEAM					31				31	31	
YARDSTICK ALLOWANCE COMPUTATION											
SECTION B - PERFORMANCE DATA											
YEAR AND MONTH	AVG STR	TOTAL MAN-HOURS WORKED	HRS OP	EQUIV MAN-MONTHS (c + d)	NO. OF WORK UNITS	W/L PER PERSON (1 + e)	MANPOWER				JOB TITLE
							ALLOC STR	RANK OR GRADE	ACTUAL STR	RANK OR GRADE	
SEP 28	4181	160	26.1				1	GS-08	1		Guard Supy
OCT 27	4333	168	25.8				1	GS-07	1		Guard Supy
NOV 28	4324	160	27.0				12	GS-05	11		Guard
DEC 28	4411	168	26.2				13	GS-04	14		Guard
JAN 31	5490	176	31.2				(27)		(27)		
FEB 32	4987	152	32.8								
MAR 32	5368	168	32.0								
APR 29	5305	176	30.1								
MAY 31	5372	168	32.0								
JUN 29	4619	168	27.5								
JUL 28	4606	176	26.2								
AUG 27	4578	168	27.2								
1. WORKLOAD USED AS BASIS OF APPRAISAL							30		27		TOTAL
2. AVERAGE PRODUCTIVITY											
3. MANPOWER ALLOWANCE											
SURVEY WORKLOAD (1) () = 1.11											
AVG PRODUCTIVITY (2) ()											
YDA PARA: 017B											

DA FORM 1 NOV 73 140-4

PREVIOUS EDITIONS OF THIS FORM ARE OBSOLETE.

Figure T-7 Continued—Workload data No. 4 (p. 25 of 35).

COMMANDER		SECTION D - SPECIFIC REMARKS	
COMMANDER'S RECOMMENDED STAFFING			
DIME'S CATEGORY	COVERABLE	COVERED	
I			
II			
III	32	27	
IV			

U.S. GPO: 1973-549-541/8843

Figure T-7 Continued—(p. 26 of 35).

COMMANDER		SECTION D - SPECIFIC REMARKS										
Summary of actual manhours, leave computation and recap of authorized and recommended spaces by AMS codes follows:												
ACTUAL MANHOURS (Survey Period)		LEAVE FACTOR										
Borrowed		1. Actual Strength, Aug 77 (civ + mil)	=	27	(pers)	A						
Loaned		2. Sick leave, 62 X A	=	1674	(hrs)	B						
Overtime	6349	3. Annual Leave										
Ann Lv	4831	CAT 8 (incl mil)	208 X 17 =	3536	(hrs)							
Sick Lv	2346	CAT 6	160 X 9 =	1440	(hrs)							
Other Lv	137	CAT 4	104 X 1 =	104	(hrs)							
Civ TDY		SUM OF 3	=	5080	(hrs)	C						
Mil Lv		4. Nonproductive leave time B + C	=	6754	(hrs)	D						
		5. Available time, 2008 X A	=	54216	(hrs)	E						
		6. Productive time, E - D	=	47462	(hrs)	F						
		7. Leave factor, D + F + 1.00	=	1.14		G						
		8. % leave rate = D + E X 100	=	12	%							
AMS RECAP:												
AMS CODE	FTP	TPT	ALLOC STR	OFF	ENL	TOT	FTP	TPT	RECOMD BY COMD	OFF	ENL	TOT

Figure T-7 Continued—(p. 27 of 35).

SECTION D - SPECIFIC REMARKS	
COMMANDER'S RECOMMENDED STAFFING	
DIME'S CATEGORY	COVERABLE COVERED
I	
II	
III	32
IV	27

Figure T-7 Continued—(p. 29 of 35).

COMMANDER

SECTION D - SPECIFIC REMARKS

Summary of actual manhours, leave computation and recap of authorized and recommended spaces by AMS codes follows:

ACTUAL MANHOURS

(Survey Period)

LEAVE FACTOR

Borrowed		1. Actual Strength, Aug 77 (civ + mil)	=	27	(pers)	A
Loaned		2. Sick leave, 62 X A	=	1674	(hrs)	B
Overtime	6025	3. Annual Leave				
Ann Lv	4339	CAT 8 (incl mil)	208 X 16 =	3328	(hrs)	
Sick Lv	2224	CAT 6	160 X 11 =	1760	(hrs)	
Other Lv	816	CAT 4	104 X =		(hrs)	
Civ TDY		SUM OF 3	=	5088	(hrs)	C
Mil Lv		4. Nonproductive leave time B + C	=	6762	(hrs)	D
		5. Available time, 2008 X A	=	54216	(hrs)	E
		6. Productive time, E - D	=	47454	(hrs)	F
		7. Leave factor, D + F + 1.00	=	1.14		G
		8. % leave rate = D + E X 100	=	12	%	

AMS RECAP:

AMS CODE	FTP	TPT	ALLOC STR OFF	ENL	TOT	FTP	TPT	RECOMD BY COMD OFF	ENL	TOT
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Figure T-7 Continued—(p. 30 of 35).

Figure T-7 Continued—Workload data No. 6 (p. 31 of 35).

SECTION D - SPECIFIC REMARKS	
COMMANDER'S RECOMMENDED STAFFING	
<u>COMMA NDER</u>	
<u>DIME'S CATEGORY</u>	<u>COVERABLE</u> <u>COVERED</u>
I	
II	
III	
IV	

U.S. GPO: 1975-560-661/8943

Figure T-7 Continued—(p. 32 of 35).

DESCRIPTION OF WORK PERFORMED.		SHEET NO.	LINE NO.
identification system including fabrication and issue of personnel identification badges, and maintain privately owned vehicle registration system. Plans, installs and maintains the installation key and lock system and maintains master key set. Sets and adjusts security containers. Provides visitor control and arranges for escort for visitors. Registers privately owned firearms and pets of personnel residing on the installation.		8	8-1

Figure T-7 Continued—Continuation sheet (p. 33 of 35).

MANPOWER SURVEY REPORT - REMARKS <small>For use of this form, see AR 570-4, the proponent agency is DCSPER.</small>		1. SHEET NO. 8	2. LINE NO. 8-2	REPORTS CONTROL SYMBOL CSFOR-76
3. CHECK APPLICABLE BLOCK: <input type="checkbox"/> SURVEY TEAM GENERAL REMARKS (complete item 4, only, and file after Commander's General Remarks.) <input type="checkbox"/> COMMANDER GENERAL REMARKS (complete item 4, only, and file after Cover Sheet, DA Form 140.) <input checked="" type="checkbox"/> SURVEY TEAM SPECIFIC REMARKS (If this block is checked, complete items 1, 2, and 4 and file with Schedule X.)				
4. REMARKS: <i>If more space is required, continue on plain paper 10 1/2" x 8 1/2".</i>				
<p>a. The survey team recommends 7 civilian spaces for this activity.</p> <p>b. Recommendation is based on governing survey rationale presented in Survey Team General Remarks.</p> <p>c. Other considerations included:</p> <p>(1) The survey team recommends establishment of an Intelligence and Investigations Branch in the Security Office and realignment of functions previously performed in the Office of the Chief.</p> <p>(2) The survey team recommends the following minimum essential staffing to perform the missions and functions of the Intelligence and Investigation activity.</p> <p>(3) Workload projections and priorities recognized by the survey team are as follows:</p> <p>(a) Conducts investigations concerning incidents perpetrated by post employees which occur on post premises, at assigned off-post premises, or at dependents' housing areas. Implements crime prevention program. Recovers lost or stolen military or civilian property. Maintains continuing surveillance for purposes of uncovering acts of fraud, malfeasance and misfeasance. Locates areas susceptible to pilferage. 1.5 Manyear</p> <p>(b) Lock and Key Control: Performs the security key and lock system and 17 subsystems required to supplement other security measures utilized in controlling access to security areas to include control, issue and rotation of keys/locks. (Approximately 1564 Locks/Keys). .5 Manyear</p> <p>(c) Conducts pre-employment character investigations and maintains personnel identification system including:</p> <p>Annual private-owned vehicle inspection. (AR 190-5-1, 12 Nov 76) Privately-owned vehicle registration. Fabrication and issue of personnel identification badges. Special passes. Provides visitor control. Arranges for escort for visitors. Registers privately-owned firearms and pets of personnel residing on installation. 3 Manyears</p>				
<small>FOR EXAMPLES AND INSTRUCTIONS, SEE APPENDIX B, DA PAMPHLET 570-4.</small>				
DA FORM 140-1 <small>1 DEC 75</small>				
<small>U.S. GPO: 1975-900-842/8429</small>				

Figure T-7 Continued—Remarks (p. 34 of 35).

MANPOWER SURVEY REPORT - REMARKS For use of this form, see AR 570-4; the proponent agency is DCSPER.		1. SHEET NO. 8	2. LINE NO. 8-3	REPORTS CONTROL SYMBOL CSFOR-76
3. CHECK APPLICABLE BLOCK. <input type="checkbox"/> SURVEY TEAM GENERAL REMARKS (complete item 4, only, and file after Commander's General Remarks.) <input type="checkbox"/> COMMANDER GENERAL REMARKS (complete item 4, only, and file after Coversheet, DA Form 140.) <input checked="" type="checkbox"/> SURVEY TEAM SPECIFIC REMARKS (If this block is checked, complete items 1, 2, and 4 and file with Schedule X.)				
4. REMARKS: If more space is required, continue on plain paper 10 1/2" x 8 1/2". <p>(d) The survey team recognizes the space for investigative student trainee as part of the post massive training program. This space is considered nonproductive as the student reports for duty during the summer months and during Christmas holidays and semester breaks. The survey team also recognizes the requirement for clerk typist for clerical and typing functions.</p> <p>d. The Security Officer (Sheet 8, Line 4) will serve in a dual capacity, i.e., Chief of the Intelligence and Investigations Branch.</p>				
FOR EXAMPLES AND INSTRUCTIONS, SEE APPENDIX B, DA PAMPHLET 570-4. PREVIOUS EDITIONS OF THIS FORM ARE OBSOLETE.				
DA FORM 140-1 1 DEC 73				

* U.S. GPO: 1975-580-542/5429

Figure T-7 Continued—(p. 35 of 35).