



DEPARTMENT OF THE ARMY  
UNITED STATES ARMY FORCE MANAGEMENT SCHOOL  
5500 21<sup>ST</sup> STREET, BUILDING 247, SUITE 1400  
FORT BELVOIR, VIRGINIA 22060-5923

DAMO-FMS

MEMORANDUM FOR Faculty and Staff of the Army Force Management School  
(AFMS)

SUBJECT: AFMS Policy Letter #17 – Student Access into the Secure Internet Protocol Router (SIPR) Classroom (Room 401)

1. References: Army Regulation 190-13, Physical Security, 27 June 2019.
2. Objective: Enable the AFMS to process students into SIPR Classroom effectively and efficiently.
3. Purpose: The purpose of this memorandum is to outline the detailed administrative and logistical procedures for student access into the SIPR Classroom.
4. Scope: This memorandum applies to all AFMS Faculty and Staff with unescorted access into the SIPR Classroom.
5. Responsibilities:
  - (1) AFMS Security Officer.
    - a. Sole personnel authorized within the premises of the school to check, determine, and notify of a person's security clearance to have access to the SIPR Classroom.
    - b. Overall responsibility to distribute an unaccompanied access roster of all cleared personnel to the SIPR Coordinator.
    - c. Delegates to SIPR Coordinator that the SIPR classroom is operated within regulation and properly secured at the end of the workday.
  - (2) AFMS SIPR Coordinator.
    - a. Overall responsibility for the daily operation of the SIPR Classroom facility.

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b. Acquires an unaccompanied access roster of cleared personnel.

6. Student Access Procedures:

a. SIPR Classroom is open and ready for classroom instruction.

b. Obtain the unaccompanied access roster.

c. Students line up in alphabetical order in accordance with the access roster.

d. Inform the students that no electronic devices, food/drink, or writing material is permitted in the SIPR Classroom. Any unauthorized material can be stored in the locker outside the SIPR Classroom.

e. Sign-in the students and annotate the time on the DA Form 1999 in the visitor book.

f. Attach the access roster to the visitor book.

g. Upon leaving, annotate the time exited of the SIPR Classroom for the class.

12. The point of contact for this action is Mr. Robert Lebron, at comm: (703) 805-2878, email: robert.lebron.civ@army.mil.

KENDRA A. GREEN  
Colonel, U.S. Army  
Commandant