



COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

NOTICE: This publication is available digitally on the AFDPO WWW site at:
<http://afpubs.hq.af.mil>.

OPR: 21 CES/CEOW (TSgt Stephen Cooper)
Supersedes 21SPWR 85-3, 23 Jun 93

Certified by: 21 CES/CC (Lt Col Larry Lawrence)
Pages: 2
Distribution: F

This supplement implements and extends the guidance of Air Force Instruction (AFI) 32-9002, *Acquisition of Real Property*, 22 November 1993. The AFI is published word-for-word without editorial review. 21 Space Wing (21SW) supplemental material is indicated in bold face. This supplement describes 21SW procedures for use in conjunction with the basic AFI. This supplement establishes the procedures for the manufacture and replacement of keys for buildings at Peterson AFB. The issue and manufacture of other keys (padlocks, equipment authorized inventory data (EAID) items, etc.) are not covered by this regulation. This instruction applies to all personnel assigned or attached to Peterson AFB. It also applies to AF Reserve and Air National Guard units.

SUMMARY OF REVISIONS

The revision updates unit designations and makes various administrative changes.

2.7. (Added) General. 21 CES/CEOW approves the manufacture of all keys to real property facilities.

2.8. (Added) Responsibilities.

2.8.1. (Added) The Base Civil Engineer has overall control of the manufacture and reproduction of all keys for facilities on Peterson AFB. When padlocks are required for facilities, they are considered to be organizational equipment and are not furnished by 21 CES.

2.8.2. (Added) Organization commanders have ultimate responsibility for controlling keys to real property facilities. The commander also has the responsibility to appoint an individual "building manager" to respond for after-duty access to facilities in case of emergency IAW AFI 31-209. When there is a question of liability, note the report of survey control number on the AF Form 332, **Base Civil Engineer Work Request**, before sending to 21 CES/CEOW. This ensures liability is determined without delaying replacement of keys or locks.

2.8.3. (Added) Real property building managers coordinate on all key requests, issue and control keys, and ensure all keys are turned in before personnel departure.

2.8.4. (Added) Individuals must safeguard government keys in their possession and not allow duplication of keys except by authorized personnel. Loss of keys may compromise a great number of locks, necessitating a massive cylinder change-out for which the responsible individual may be held liable.

2.8.5. (Added) 21 CES/CEOW verifies the building manager's signature on the AF Form 332 before initiating a job or work order to manufacture keys.

2.8.6. (Added) The Family Housing Management Officer approves all keys for military family housing units.

2.9. (Added) How to Replace or Request Additional Keys.

2.9.1. (Added) Prepare an AF Form 332 and have the real property building manager or alternate sign the form. Ensure justification for requesting the keys is included. Individuals are not authorized to have keys duplicated by any other source without specific approval of 21 CES/CEOW. Send the form to 21 CES/CEOW, stop 2370.

2.9.2. (Added) 21 CES notifies the requester when the keys are ready. The building manager or a designated alternate must pick up the keys.

FRANKLIN J. BLAISDELL, Brig Gen, USAF
Commander, 21st Space Wing