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**Civil Engineering**

**ISSUE, TURN-IN, AND MANAGEMENT OF  
KEYS TO REAL PROPERTY FACILITIES**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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This instruction sets forth responsibilities and rules for issue, turn-in, and management of keys to real property facilities (buildings and installed property) under the jurisdiction of Headquarters 374th Airlift Wing (374 AW). It applies to 374 AW, attached and associated units, and to any organizations newly assigned to Yokota Air Base (YAB).

**SUMMARY OF REVISIONS**

Converts a regulation into an instruction. Updates the entire text. A bar ( | ) indicates revision from the previous edition.

**1. Responsibilities:**

- 1.1. The 374th Civil Engineer Squadron, Real Property Element (374 CES/CERR) will ensure keys are provided for real property facilities needed for official use.
- 1.2. The 374th Civil Engineer Squadron, Housing Flight (374 CES/CEH) will manage and control all military family housing (MFH) keys issued to the occupants.
- 1.3. Building managers (BM) and MFH occupants will manage and control keys to their buildings or MFH units.
- 1.4. The 374th Civil Engineer Squadron, Zone Maintenance (374 CES/CEOF-2) will keep one set of keys to all MFH entrances and one set of keys to mechanical and utility rooms of all base buildings.

**2. Issue of Keys:**

- 2.1. Non-MFH Facilities. When BM first signs a receipt for a new facility, 374 CES/CERR will account for and issue all keys to the facility except those to be held by 374 CES/CEOF-2 (per paragraph 1.4.). When a change of BM occurs, all keys will be accounted for and reissued to the new BM.

2.2. MFH Units. 374 CES/CEH will give keys to the occupant, who will in turn acknowledge initial receipt of them on AF Form 227, **Quarters Condition Inspection Report**.

### 3. Turn-In of Keys:

3.1. Non-MFH Facilities. When terminating the use of a facility, BM will turn in all keys to 374 CES/CERR.

3.2. MFH Units. When vacating MFH unit, the occupant will turn in all of the keys for the unit to 374 CES/CEH inspector at the time of final clearance. Inspectors will ensure the right keys are returned. Lost keys must be replaced or paid for before termination of occupancy.

### 4. Replacement and Additional Keys:

4.1. Requests for these keys will be accepted as long as they are not for personal convenience or to take the place of those lost through negligence. BM will submit their need for keys on AF Form 332, **Base Civil Engineer Work Request**, to 374 CES/CEOF-2. Requesters will ensure they have complete justification on the form and furnish a sample key. 374 CES/CEOF-2 will verify the identity of the requester.

4.2. Locks may be replaced or rekeyed at government expense only when it has been proven keys were not lost or stolen due to negligence. Otherwise, the person concerned must reimburse the government.

5. **Keys to New, Modified, and Altered Facilities.** 374 CES/CERR will ensure these keys are given to either the applicable BM or 374 CES/CEH, and one is given to 374 CES/CEOF-2 (per paragraph 1.4.).

### 6. Keys to Vacant and Unused Facilities:

6.1. Non-MFH Facilities. 374 CES/CERR will retain these keys until facilities are placed in use.

6.2. MFH Units. 374 CES/CEH will have sole control of these keys and will issue them to the sponsor of MFH unit assigned. Keys will be transferred to 374 CES/CERR when units are to be deactivated, disposed of, or released to the Government of Japan.

7. **Repair of Door Locks.** BM may request this service by calling 374 CES/CEOF-2 at 225-5782 when door locks affect physical security of their facility. When a door lock does not affect physical security of the facility, BM will submit the AF Form 332 with proper justification to 374 CES/CEOF-2.

### 8. Temporary Issue of Duplicate Keys to MFH Units:

8.1. To gain entry to MFH units during duty hours when keys are lost or misplaced, personnel should call 374 CES/CEOF-2 at 225-5782 and either the locksmith may come or a duplicate key may be loaned from 374 CES/CEOF-2 in Building 938. During nonduty hours, 1615 to 0730, and on week-ends and holidays, personnel should call the Fire Department at 225-9200. The Fire Department will generate a work order, notify the standby locksmith of the work order, and record the time of notification. 374 CES/CEOF-2 will then call the requester and ask him or her to come to the Locksmith Shop in Building 934 or wait at his or her quarters to meet with a locksmith, whichever is more convenient. The following rules apply to key loan service:

8.1.1. The borrower (sponsor, spouse, or other responsible adult member of the family) will show his or her identification card so the civil engineer (CE) worker can check it against the current housing assignment roster and ensure he or she is an occupant of the quarters.

8.1.2. The borrower will fill out AF Form 1297, **Temporary Issue Receipt**, on receipt of a duplicate key.

8.1.3. The borrower will return the key within 1 hour from the time of issue. If this is not done, 374 CES/CEOF-2 will call the Security Police (SP) for a possible building security compromise.

8.1.4. During nonduty hours, key loan is a service given as a convenience to CE customers. This may be done on a reimbursable work order and a nominal fee may be charged based on manpower expended.

8.1.5. The key will not be loaned when the family has or is thought to have a domestic disturbance, child neglect (child locked out of home), and the like. When these or like suspicious circumstances exist, 374 CES/CEOF-2 may ask SP to escort either the CE worker or the requester to the requester's quarters.

8.2. In an emergency when a key is needed to gain immediate access to MFH unit, the requester may call SP at 225-7200. SP will call CE Service Call at 225-9200 with a request that a CE worker respond with a key to the quarters to be met by SP and requester for opening of the quarters.

**9. Temporary Issue of Duplicate Keys to Unaccompanied Personnel Housing.** Occupants of enlisted dormitories must see their BM or first sergeant to borrow a duplicate key. Occupants of senior enlisted and officer quarters follow the procedures in paragraph **8**.

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Commander