

**11 MARCH 2002**



**Real Property Management**

**KEY CONTROL**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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This instruction implements AFD 32-90, *Real Property Management*. It establishes and implements an effective key control policy for this installation.

**SUMMARY OF REVISIONS**

Revision of paragraph **1.1**, **2.3**, **2.5.4**, **2.5.6**, **3.1**. A bar (|) indicates revisions from the previous edition.

**1. General.** Key Control shall be the responsibility of all personnel, the Building Managers, and the responsible Division Chief/Unit Commanders through Base Civil Engineering key control personnel. The Base Commander established policy on key control.

| 1.1. The Base Realty Specialist is the primary key controller and is responsible for all keys. When the Base Realty Specialist is off duty, the GSI Locksmith or Chief, Resources become responsible for key control. If there is an emergency need for access to a building after duty hours, the building manager or division chief must be contacted first. After failure to reach these individuals and emergency access still exists, contact Security Police.

1.2. The Civil Engineering Real Property Section with Base Commander approval will authorize the issuance of keys to base personnel and enforce an effective key control system.

1.3. Building Managers will coordinate with appropriate division Chiefs and/or Unit Commanders in their building to determine who will be authorized keys for specified areas.

1.4. Access is given ONLY to areas where need can be demonstrated. All requests for keys must be made in writing. See sample request letter in **Attachment 1**. The request must include a justification for access into each area for which a key is requested. Such justification could include but not be limited to the following: work necessities (electricians, engineers, housekeeping, etc), assigned office, assigned shop, areas of responsibility (Division chief – access to entire division).

1.5. Key audits will be made annually during the months of January and February through division chiefs and building managers. A written reply will be submitted to the Realty Specialist (CERR) through the building manager not later than 1 March of each year.

## 2. Procedures for Requesting Keys

2.1. All requests for keys must be made through the building manager. Requests will be submitted in letter format using the attached sample as a guide. The request for keys will include proper justification for need of keys along with the names of personnel to sign for the keys. The realty specialist has the authority to disapprove requests.

2.2. Only the building manager or their alternate has the authority to authorize and sign the key request letter for the issuance of keys. Building managers must obtain the signature of the division chief/unit commander.

2.3. The completed request form is forwarded to the Realty Specialist (CERR) for obtaining the requested keys. Only the Realty Specialist or Chief, Resources can authorize cutting keys. The building manager will be notified when keys are available for issuance. (Approximately five working days should be allowed- DELETE). Keys should be picked up within five working days of notification from CERR, unless special arrangements are made.

2.4. Every person (NO EXCEPTIONS) receiving a key must sign for the key through Civil Engineering Real Property, acknowledging they have read and understand the policies outlined in this regulation.

2.5. Every key is personally identified by RECORDS. All keys issued on a "permanent" basis will be retained in the possession of that individual at all times.

2.5.1. Practices, such as leaving keys on desks, loaning keys to other personnel, etc. will be discontinued.

2.5.2. Keys issued are the property of the U.S. Government. If a key is tampered with or duplicated, disciplinary action will be taken.

2.5.3. A nonrefundable charge of \$5.00 will be made to any person losing their key. Payment will be made to the Base Finance office. A nonrefundable charge of \$25.00 per additional lost keys will be made thereafter. Keys will be reissued to the responsible person when a receipt is presented indicating payment has been made.

2.5.4. Unannounced key audits may be made periodically in addition to the annual audit required in paragraph 1.5. above. Division chiefs, unit commanders, building managers, and the realty specialist together or separately may conduct these audits.

2.5.5. Persons losing a key three times during a 12 month period will no longer be authorized a key.

2.5.6. Keys will be returned to the real property office upon resignation, termination, reassignment, etc. This includes all division transfers, and reassignments. Real Property will be listed on the Base Civilian and the Military Personnel clearing checklist, which requires the signature of the Realty Specialist, GSI Locksmith or Chief, Resources. Reserve personnel out-processing during a Unit Training Assembly (UTA) must turn in keys to appropriate building manager. The building manager must turn in the keys to Real Property to clear the records.

### 3. Procedures for In House Civil Engineering Key Requests

3.1. Building managers and division chiefs are responsible for ensuring civil engineering work force and all contractors have access to areas that are required to have work performed during normal duty hours. If the building manager or division chief cannot be reached to access a building, keys will be provided at GSI service call desk, Bldg 342.

3.2. Keys required for contractors will be requested in advance and signed for by the inspector or engineer responsible. Keys will be returned by the end of each workday. Contractors will be advised of their responsibility and costs of lost keys.

3.3. The emergency key control cabinet required to be maintained by Real Property is for extreme emergency situations and is not to be used just for convenience.

### 4. Lost/Stolen Keys

4.1. Any person losing keys must notify their immediate supervisor and building manager immediately to ensure against compromise of the system. The building manager will notify real property by telephone or in person and follow up by submitting a Lost Key Report.

4.2. Upon receiving notice of a compromised area due to lost or stolen keys, the real property office will:

4.2.1. Have all affected cores replaced, if deemed necessary.

4.2.2. Re-issue keys to affected area, if applicable.

4.2.3. Notify individual that an initial nonrefundable cost of \$5.00 or second offense nonrefundable cost of \$25.00 is required prior to reissue of keys.

4.2.4. Notify division/unit involved that the cost for re-keying an area due to lost/stolen keys or duplicated keys is their responsibility. A letter to FMF requesting costs will be taken out of the division's funds will be initiated.

F. BAXTER LANE, Colonel, USAFR  
Commander

**Attachment 1**

**SAMPLE: KEY REQUEST LETTER**

**DEPARTMENT OF THE AIR FORCE**  
Air Force Reserve Command

Date \_\_\_\_\_

MEMORANDUM FOR CERR

FROM: Division Chief/Bldg Manager

SUBJECT: Request Issuance of Building Key(s) IAW 911 AWI 32-9001

1. Request for \_\_\_\_\_key(s) for Building #\_\_\_\_\_, Room \_\_\_\_\_ be issued to\_\_\_\_\_.

2. Justification for access:\_\_\_\_\_. (Justification could include but not be limited to: work necessities (electricians, engineers, housekeeping, etc), assigned office, areas of responsibility (Division Chief access to entire division).

3. Advise me when keys are available at extension \_\_\_\_\_. (Allow at least three to five days for completion). Keys must be picked up within five days of notification, unless special arrangements are made.

\_\_\_\_\_  
Division Chief

\_\_\_\_\_  
Building Manager