



**23 APRIL 2001**

**Civil Engineering**

**LOCKOUT PROCEDURES**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

---

**NOTICE:** This publication is available digitally on the AFDPO WWW site at:  
<http://www.e-publishing.af.mil>

---

OPR: 11 CES/CEO (Mr. Gary Kremer)

Certified by: 11 CES/CC  
(Colonel Randall J. Thady)

Supersedes BAFBR 85-1, 28 Sep 92

Pages: 5  
Distribution: F

---

This instruction implements AFI 32-1001, Operations Management, and establishes policies and procedures for lockout/lock failure incidents in base facilities and Military Family Housing (MFH) units on Bolling Air Force Base (BAFB). It applies to all Facility Managers located on BAFB.

**1. General:**

- 1.1. Facility managers/alternates and squadron commanders will resolve lockout incidents occurring in base facilities under their control. However, the 11th Civil Engineer Squadron (CES) will respond to lockouts for unusual or emergency situations.
- 1.2. During normal duty hours, MFH residents should contact the MFH office (11 CES/CEH) in Bldg 16 in order to pick up and sign out a temporary issue key to their quarters. During non-duty hours, 11th Security Forces Squadron (SFS) personnel will respond to lockouts in MFH units.
- 1.3. CES will respond to all lock failures. During non-duty hours, the service call technician, based on information from the customer, will determine the priority of the incident.
- 1.4. A flow chart for lockout/lock failure incidents is illustrated in [Attachment 2](#).

**2. Responsibilities:**

2.1. Commanders will:

- 2.1.1. For single use facilities: Designate, in writing, an officer, senior noncom-missioned officer, or civilian of equal rank as primary and alternate building manager for each facility assigned to the organization.
- 2.1.2. For multipurpose or multi-organization facilities: The senior official for the organization using the majority of space is responsible for establishing procedures governing the security of the

facility. Any other organization using a portion of a multipurpose facility will be allowed to appoint an alternate facility manager for its areas of responsibility.

2.1.3. Appoint primary and alternate facility managers for all facilities owned by the organization and forward appointment letters to 11 CES/CEOP. A new facility manager/alternate shall be appointed no later than 30 days prior to the departure of the incumbent.

2.2. Facility manager/alternate will:

2.2.1. Submit or coordinate on all work requests for keys and lock repair. CES will not accept work requests without proper coordination through the facility manager/alternate.

2.2.2. Act as the primary point for access for their facilities.

2.2.3. Notify CES of any change of address or telephone number within 7 days of the effective date of the change.

2.2.4. Respond to all lockouts in their facilities.

2.3. Facility users will:

2.3.1. Arrange access to a facility with the facility manager/alternate.

2.3.2. Contact the facility manager/alternate when a lockout occurs.

2.3.3. Notify the facility manager/alternate when a lock failure occurs.

2.4. CE personnel will:

2.4.1. Provide 11 SFS Law Enforcement (LE) unit a facility manager roster on an as-needed basis.

2.4.2. Respond to all emergency lockouts.

2.4.3. Respond to all lock failures. During non-duty hours we will respond as the situation warrants.

2.4.4. Provide all keys to all base facilities and MFH units on Bolling AFB. However, work requests for keys must be coordinated through the facility manager/alternate.

2.4.5. Contact the facility manager/alternate, or their squadron commander if they cannot be contacted. During non-duty hours, notify the SFS LE unit of the MFH lockout and instruct the MFH occupant to contact the LE desk, phone 767-5000, Bldg. 21.

2.4.6. Provide a master key for MFH units to the SFS LE desk.

2.4.7. MFH Management Office will provide an updated MFH occupancy list to the SFS monthly and a list of non-dependent personnel authorized to reside in MFH units.

2.5. SFS Personnel will:

2.5.1. Store and secure master key to MFH units and track use and location of the master key at all times.

2.5.2. Notify CES of the reported lockout during duty hours.

2.5.3. Notify CES of all reported lock failures.

2.5.4. When notified of the lockout in MFH during non-duty hours, the LE desk sergeant will:

2.5.4.1. Verify the requester is authorized access to the MFH unit.

2.5.4.2. Dispatch an LE patrolman with the master key to the quarters, logging use of the key in the Security Forces blotter.

2.5.4.2.1. Open the door to the MFH unit while the occupant is present.

2.5.4.2.2. Return the master key to the SFS secured location verified by the desk sergeant.

JAMES P. HUNT, Colonel, USAF  
Commander

**Attachment 1****GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****Terms***

**Facility Manager/alternate**—Individuals, appointed by their commander, responsible for the physical security of a building. Duties and responsibilities are outlined in AFPAM 32-1004V3, Attachment 3, Facility Manager's Handbook.

**Lockout**—An incident where a user is unable to gain entry to a facility or room, usually caused by misplacement or loss of keys to the lock. The lock is not damaged.

**Lock Failure**—An incident where the user is unable to gain entry to a facility or room because the lock is damaged or the key is broken inside the core.

**Duty Hours**—Normal duty hours for Civil Engineers are 0715-1600 hours, Monday through Friday.

**Non-Duty Hours**—Non-Duty Hours are 1600-0715 hours, Monday through Friday and 0001-2400 Saturday, Sunday and Federal Holidays.

**Emergency**—Situation that warrants immediate access to a facility due to a life-threatening condition or to minimize damage to the facility (i.e., fire, burst pipes, etc.).

Attachment 2

LOCKOUT AND LOCK FAILURE

