

**5 SEPTEMBER 2003**

*Civil Engineer*

**KEY CONTROL, KEYING POLICIES,  
AND LOCKS**



**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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This instruction establishes policies and procedures for control and duplication of keys and replacement locks. It applies to all Air Force real property, units, and personnel assigned to MacDill Air Force Base (AFB). This instruction requires the collection and maintenance of information protected by the Privacy Act of 1974. The authority to collect and maintain the records prescribed in this instruction is found in 10 U.S.C. 8013 and 10 U.S.C. Chapter 55, Privacy Act Statements, and AFI 33-332, *Air Force Privacy Act Program*.

**SUMMARY OF REVISIONS**

This revision further defines responsibility for lock systems and multi-organization facilities; provides additional detail for requesting enhanced lock systems such as cipher lock systems, cardkey, and other new technology; updates estimated costs for replacement locks; updates office symbols and offices of responsibility; and updates forms for facility manager assignment and requests for keys. **A bar ( | ) indicates new or revised material since last revision.**

**1. Responsibility.** Commanders, building managers, and housing occupants are responsible for ensuring individual and master keys are controlled according to this instruction.

**2. Terms Explained.**

- 2.1. Base facilities: Facilities consisting of administrative offices, work shops, hangars, and miscellaneous structures that could have locks.
- 2.2. AF Form 332, **Base Civil Engineer Work Request**: Used to request work through 6th Civil Engineer Squadron (6 CES).
- 2.3. Dormitories: Facilities that house enlisted permanent party personnel.
- 2.4. Billeting: Visiting Officer Quarters, Visiting Airman Quarters, and Temporary Living Quarters.

2.5. Housing: Military Family Housing (MFH) units on MacDill AFB to include MFH storage cubicles and garages.

### 3. General.

3.1. MacDill AFB uses a grand master key system supplied by Best Manufacturing. There are five patterns to be used with this system. Separate patterns are designated for MFH, United States Central Command (USCENTCOM), United States Special Operations Command (USSOCOM), 6th Medical Group (6 MDG), and Base Facilities.

3.2. Lock and Key Responsibility: 6 CES is responsible for the overall management of all door locks and keys on MacDill AFB base facilities. The MFH, USCENTCOM, USSOCOM, and 6 MDG will manage their own system and make their own keys in accordance with the Pattern 2 of the Best Lock System. Billeting (cardkey systems) will be managed and maintained by the 6th Services Squadron (6 SVS).

3.3. Special Use Systems:

3.3.1. Cipher locks will be permitted as a convenience item and approved on a case-by-case basis by the Base Civil Engineer (BCE). Cipher locks will be allowed when it is necessary to isolate large visitor waiting areas from administrative areas that require separation due to sensitive material or mobility processing activities. Cipher locks on exterior doors must include a timeout tamper function that delays the code entry after an incorrect code. All approved cipher lock systems will be purchased by the requesting organization and maintained/repared by 6 CES locksmith. Code changes will be performed by the using organization.

3.3.2. Electrically operated door openers will be authorized in facilities such as command posts, fire alarm control rooms, or where an attendant is not authorized to leave their control station within a locked room.

3.3.3. Requests for XO-7 or XO-8 lock systems must be submitted on an AF Form 332 and approved prior to installation on any facility. These lock systems will be installed, managed, and maintained by the using organization.

3.3.4. Automatic opening doors are authorized for public use facilities where deemed appropriate by the BCE. These doors will be maintained and repaired by 6 CES through a service contract. Security turnstile doors will be installed, managed, and maintained by the using organization.

3.3.5. Cardkey, optical, or other high security systems will be installed, managed, and maintained by the using organization.

### 4. Base Facility Procedures.

4.1. General Concept: Each facility will have a separate master lock system with a master key to fit all locks in that facility, except mechanical rooms. When a facility is z-keyed, the Key Control Controller (6 CES/CEPC) will issue to the primary building manager one master key and the number of individual keys requested and justified for that facility. Signature for the keys will be on the format at [Attachment 2](#).

4.2. Duplication of Keys: 6 CES/CEPC will provide additional keys if the request is submitted on an AF Form 332 (format at [Attachment 3](#)) and signed by the facility manager. Requests for additional master keys must have the organizational commander's signature in Blocks 11-13. This AF Form 332

will be delivered to 6 CES/CEPC (Customer Service) for review and approval/accomplishment. If the request is approved, a Direct Scheduled Work Order will be issued to the locksmith for execution. The locksmith will fabricate the keys and give them to the Key Control Controller. The Key Control Controller will issue the keys to the primary facility manager. The primary building manager will be required to sign for the keys (**Attachment 2**). Master keys for custodial contractor will be issued directly to the Custodial Contract Specialist for issue to the base custodial contractor.

4.3. Lock replacement: Arrangements for lock replacement will be made using an AF Form 332 submitted to 6 CES/CEPC. When the replacement is required because of obvious abuse, vandalism, or burglary, the request must be signed by the organizational commander with a copy of the statement of charges or a police report attached. If replacement is required due to inadequate key control by the building manager or members of the organization, the organization will be responsible for the actual expenses required to duplicate keys or replace lock cores.

4.4. Emergency Access: One grand master key will be issued to the Fire Protection Flight (6 CES/CEF) and kept in the alarm room. In emergencies, either 6 CES or 6th Security Forces Squadron (6 SFS) personnel may sign out this key. The key will be returned as soon as possible, but will not be returned beyond 4 hours without calling the alarm room with an explanation. A Department of Defense (DoD) picture identification card or Company identification badge (for DoD contractors) will be required to sign out this key.

## 5. Housing Procedures.

5.1. Key duplication: MFH occupants are issued four door keys and two cubicle or garage keys upon initial occupancy. Arrangements for additional or replacement MFH keys will be done at the 6 CES Housing Office at occupant's expense at the cost listed in paragraph **5.3**. Payment will be made at the 6 CES Housing Office by cashier's check or money order payable to the "Accounting and Finance Officer."

5.2. Lock replacement: Arrangement for lock replacement can be made by calling the 6 CES Housing Office. When lock replacement is required because of vandalism or burglary, a copy of the police report will be provided to the occupant. When the replacement is required because of obvious abuse, the Housing Officer will be notified by the housing maintenance contractor. In cases of abuse, replacement will not be made until the government is reimbursed at the rates shown in paragraph **5.3**. Payment will be made at the Housing Office by cashier's check or money order payable to the "Accounting and Finance Officer." After payment has been made, the Housing Officer will authorize the housing maintenance contractor to replace the locks.

5.3. Reimbursement rates (estimated and subject to change):

- 5.3.1. Duplicate key: \$2.50 each.
- 5.3.2. Replace entry locks: \$124.00 each.
- 5.3.3. Replace dead bolt lock: \$64.00 each.
- 5.3.4. Change out lock core: \$12.00 each.

5.4. Housing clearance: Upon clearance of housing unit, the occupant is required to return to the Housing Officer all keys that were issued. The Housing Officer will initiate reimbursement procedures at the rates indicated in paragraph **5.3**. above for keys not returned.

## 6. Dormitory Procedures.

6.1. Concept: Dormitories will have a master lock system incorporating the interchangeable removable core system. When a dormitory is re-keyed, the dormitory manager will be given one master key and two keys per room.

6.2. Key duplication: Duplication of individual room keys will require an AF Form 332 signed by the dormitory manager. The form will be delivered to 6 CES/CEPC for approval/accomplishment. If a key is lost for a shared dormitory room, the lock core will be replaced and the individual losing the key will be charged the cost in paragraph 6.3.4. below. Payment for lost keys will be made to the dormitory manager by cashier's check or money order payable to the "Accounting and Finance Officer."

6.3. Cost (estimated and subject to change):

6.3.1. Replace lock: \$155.00 plus labor.

6.3.2. Install door repair kit: \$30.00.

6.3.3. Duplicate keys: \$2.50.

6.3.4. Replace one core: \$12.00 plus labor.

6.3.5. Replace master key and all locks in one dormitory: \$1,300 material plus labor.

6.3.6. Replace one door including lock and painting: \$550.

## 7. Key Control.

7.1. Building manager responsibility: Primary building managers are responsible to account for and the security of all keys that service their area. Commanders must establish security procedures to ensure no duplication of keys without the building manager's knowledge and 6 CES approval. Building managers are not responsible for keys to controlling areas that organizations use for safeguarding specialized equipment, sensitive documents, personal tool kits, etc. Building managers are responsible for collecting all keys from personnel on permanent change of station, discharge, or termination of employment. Building managers should establish their own internal key control system. Keys issued to personnel going on extended leave or on temporary duty assignment for over 30 days should be held by the building manager for safekeeping. Upon vacating a building or any assigned space, the building manager must return all keys to 6 CES/CEPR. Also, see MACDI 32-101, *Designation of Individuals to be Responsible for Real Property Buildings and Facilities*.

7.2. Multi-organizational facilities: Facility keys should remain under one master key system. In facilities where more than one master key system is used, each area will have its own facility "Key Issue" document. Each area will be managed by the designated person responsible for their master key system and signed for prior to issuing new keys.

7.3. Building managers terminated: When primary building managers out-process or are changed, the outgoing building manager is required to out-process/transfer accountability of keys through 6 CES/CEPC. The outgoing building manager will bring a Facility Manager Assignment Letter (**Attachment 4**) signed by their organizational commander appointing the new facility manager and, accompanied by his/her replacement, report to 6 CES/CEPC to have key accountability transferred at that time.

7.4. Dormitory managers terminated: When primary dormitory managers out-process or are changed, the outgoing dormitory manager is required to out-process/transfer accountability of keys through 6

CES/CEPC. The outgoing dormitory manager will bring a Facility Manager Assignment Letter signed by their organizational commander appointing the new facility manager and coordinated through the 6 CES/CEH Dormitory Manager. The primary dormitory manager accompanied by his/her replacement, report to 6 CES CEPC to have key accountability transferred at that time.

**8. Authority to Duplicate Keys.** No agency or organization other than 6 CES, USCENTCOM, USSOCOM, 6 MDG, NOAA, or MFH contractors on MacDill AFB has the authority to duplicate keys.

DAVID M. SNYDER, Colonel, USAF  
Commander

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

AFI 33-332, *Air Force Privacy Act Program*

MACDI 32-101, *Designation of Individuals to be Responsible for Real Property Buildings and Facilities*

Attachment 2

ACCEPTANCE OF FACILITY KEYS

**ACCEPTANCE OF FACILITY KEYS**



**MACDILL AFB, FLORIDA**

FACILITY NUMBER:	ORGANIZATION ASSIGNED:	BUILDING USED FOR:
PRIMARY BUILDING MANAGER: (PRINT)	RANK/GRADE:	DUTY PHONE:
NUMBER OF MASTER KEYS:	NUMBER OF EXIT DOOR KEYS:	NUMBER OF INTERNAL KEYS:

  

CORE MARK	SECTION	QUANTITY

*I accept responsibility for keys as listed above.*

*I acknowledge that by signing for these keys:*

- I am responsible for the accounting and security of all keys issued.
- Upon vacating a building or any assigned space within a building, I will return all associated keys to 6 CES Real Property (6 CES/CEPR).
- When relieved of my responsibility as primary building manager or when out processing from MacDill AFB, I will bring a memo signed by my organizational commander relieving me and assigning a replacement as the primary building manager to 6 CES/CEPC. I must bring the new primary building manager with me to sign for the keys for me to be relieved of my responsibility.
- If replacement keys are required due to my inadequate key control, it will be my responsibility for all expenses required to duplicate keys or lock cores.

*I acknowledge receipt of MACDI 32-108, Key Control, Keying Policies, and locks, and will follow the instructions therein.*

BUILDING MANAGER'S SIGNATURE	DATE	REAL ESTATE OFFICER SIGNATURE

**BUILDING MANAGER NEEDS TO CHECK WITH SSGT FRASIER x3435 ABOUT CUSTODIAL SERVICES HAVING A KEY.**

Attachment 3

SAMPLE AF FORM 332

BASE CIVIL ENGINEER WORK REQUEST <i>(See Reverse for Instructions)</i>				Form Approved OMB No. 0704-0188	
<small>Public reporting burden for this collection of information is estimated to average .3 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden to the Department of Defense, Washington Headquarters Services, Directorate for Information Operations and Reports, 1215 Jefferson Davis Highway, Suite 1204, Arlington, VA 22202-4302, and to the Office of Management and Budget, Paperwork Reduction Project 0704-0188, Washington DC 20503. Please DO NOT RETURN your form to either of these addresses. Send your completed form to HQ AFESC/DEMG.</small>					
<b>SECTION I - TO BE COMPLETED BY REQUESTER</b>					
1. FROM <i>(Organization)</i>  YOUR ORGANIZATION		2. OFFICE SYMBOL  OFF SYM	3. DATE OF REQUEST	4. WORK REQUEST NO. <i>(For BCE Use)</i>	
5. NAME AND PHONE NO. OF REQUESTER FACILITY MANAGER NAME AND DUTY PHONE			6. REQUIRED COMPLETION DATE	7. BUILDING, FACILITY OR STREET ADDRESS WHERE WORK IS TO BE ACCOMPLISHED  FACILITY FOR KEYS	
8. DESCRIPTION OF WORK TO BE ACCOMPLISHED <i>(Include Sketch or Plan, when appropriate)</i> Include the key code number, number of keys, door locations (room numbers), for lock replacement. Include facility diagram if necessary.					
9. BRIEF JUSTIFICATION FOR WORK TO BE ACCOMPLISHED <i>(Not required for maintenance and repair)</i> Justification may include loss, increase in number of employees, or additional persons being given access to area or facility.					
10. DONATED RESOURCES Include copies of checks from members who are paying for damage/lost keys.					
FUNDS	LABOR	MATERIAL	CONTRACT BY REQUESTER	NONE	
11. NAME OF REQUESTER Facility Manager for other than Master Keys Commander for Master Keys		12. GRADE OF REQUESTER	13. SIGNATURE OF REQUESTER <i>(See Reverse of Form)</i>		
14. COORDINATION					
<b>SECTION II - FOR BASE CIVIL ENGINEER USE</b>					
15. WORK ORDER <i>(Place an "X" in the appropriate box.)</i>					
IN-SERVICE	SELF-HELP	CONTRACT	SABER		
16. DIRECT SCHEDULED WORK <i>(Place an "X" in the appropriate box.)</i>					
EMERGENCY	URGENT	ROUTINE	SELF-HELP	M/C	
17. SELF-HELP <i>(Place an "X" in the appropriate box.)</i>					
BRIEFING REQUIRED		ADEQUATE COORDINATION		INSPECTION REQUIRED	
<b>SECTION III - COMPLETE ONLY IF WORK IS TO BE ACCOMPLISHED BY WORK ORDER</b>					
18. WORK CLASS	19. PRIORITY	20. ESTIMATED HOURS	21. ESTIMATED FUNDED COST	22. ESTIMATED TOTAL COST	
23. THERE IS NO NEED FOR AN ENVIRONMENTAL ASSESSMENT (AFR 19-2)		24. A WRITTEN ASSESSMENT IS BEING/HAS BEEN PROCESSED	25. APPROVED	26. DISAPPROVED	
27. REMARKS					
<b>SECTION IV - APPROVING AUTHORITY</b>					
28. NAME AND GRADE <i>(Please Type or Print)</i>			29. SIGNATURE		30. DATE

Attachment 4

APPOINTMENT OF BUILDING MANAGER



DEPARTMENT OF THE AIR FORCE  
 6TH AIR MOBILITY WING (AMC)  
 MACDILL AIR FORCE BASE, FLORIDA

MEMORANDUM FOR 6 CES/CEPC

FROM: \_\_\_\_\_

SUBJECT: Building Manager Update

	PRIMARY BLDG MANAGER	ALTERNATE BLDG MANAGER
NAME		
RANK		
OFFICE SYMBOL		
E-MAIL ADDRESS		
HOME PHONE		
DUTY PHONE		
FACILITY NUMBER		
DATE TRAINED		
PREVIOUS FACILITY MANAGER		

Remarks: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
 \_\_\_\_\_

\* Building manager appointed only by your organizational commander or equivalent.

Personal information contained on this form (document) is to be protected by the Privacy Act of 1974 and AFI 33-332.