

**15 APRIL 1999**



**Civil Engineering**

**KEY AND LOCK CONTROL FOR REAL  
PROPERTY FACILITIES**

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OPR: 375 CES/CE0H (TSgt Loeber)  
Supersedes SAFBI 32-101, 6 Feb 98.

Certified by: 375 CES/CE0 (Maj Kirschbaum)  
Pages: 3  
Distribution: F

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This instruction establishes procedures to be followed by Civil Engineer (CE) personnel and by base facility occupants, including housing occupants, to obtain duplicate keys and change locks on real property facilities. It applies to all assigned, attached, and tenant personnel.

**SUMMARY OF REVISIONS**

This revision changes the procedures governing the control and responsibility for the master key assigned to the facility manager or commander; ensures an individual who loses a master key is responsible for funding the re-keying of all locks affected.

**1. Responsibilities:**

- 1.1. Facility managers are responsible for all keys to buildings or structures for which they are assigned. Transfer of facilities from one manager to another must include a transfer of all applicable keys. The facility managers must account for all keys issued by using a locally produced key log or an AF Form 2432, **Key Issue Log**, which is updated semiannually.
- 1.2. Facility managers will ensure that all keys are returned at the time the key holder leaves the unit.
- 1.3. Keys will only be issued to facility managers or their alternates. Keys to vacant buildings are the responsibility of the Real Property Section, 375th Civil Engineer Squadron (CES).
- 1.4. The Security Forces Law Enforcement Desk keeps a list of area locksmiths who have access to the master keys for all of Military Family Housing, except for the mobile home units.
- 1.5. Keys issued by the Housing Office to family housing occupants will be turned into the Housing Office after the final clearance inspection of the quarters.
- 1.6. No locks will be moved around inside a facility or from one facility to another without the CE Locksmith's knowledge.

**2. Duplicate Keys.** No duplicate keys will be made without the approval of the Base CE or the Base Housing Office.

2.1. **Base Facilities.** Personnel requesting duplicate keys must submit an AF Form 332, **Base Civil Engineer Work Request**, signed by the facility manager, to the CE Customer Service Center (CSC). The customer service representative will initiate a computer-generated work order record and submit it to the base locksmith to have the keys made.

2.2. **Military Family Housing.** With the approval of the Base Housing Office, occupants will obtain duplicate BEST Locking System Keys from the CE Lock Shop. Housing will verify occupants and provide them a letter to be hand-carried to the CE CSC stating the number of duplicate keys required.

2.3. **Dormitories.** Submit requests for duplicate dormitory keys through the dormitory managers on an AF Form 332.

**3. Lock Changes.** As appropriate, no locks will be changed without CE or Base Housing Office approval. When a lock is changed, the old keys will be turned into the CSC.

3.1. **Base Facilities.** Facility managers or their alternates will submit an AF Form 332 requesting lock changes to the CSC. Keys to the new locks will be issued to the primary or alternate facility manager.

3.2. **Military Family Housing.** When locks are broken by intruders or keys stolen, the locks/keys, except BEST Locks, will be replaced by the Housing Maintenance Contractor. Broken or stolen keys must be reported to the 375 SFS at Ext. 256-2223. The BEST Locks/Keys will be replaced by 375 CES when the occupant completes the following actions:

3.2.1. Occupant may call the CSC for an emergency replacement. Then, occupant will fill out an AF Form 332. The requester will sign in the "Signature of Requester" Block.

3.2.2. Attach a copy of the Security Forces' blotter entry or report regarding the breaking of the lock or the theft of the keys.

Submit an AF Form 332 with attached report to the Base Housing Office (375 CES/CEH). Replacement keys are issued to the housing occupant.

3.3. If housing occupants are locked out of their quarters due to negligence and Security Forces do not have a key, housing occupants will be responsible for obtaining a locksmith at their own expense.

**4. Master Keys.** Only two master keys will be provided for each facility. If more than two master keys are required, a letter of justification signed by the unit commander, must accompany the AF Form 332 stating why additional master keys are required. The organizational commander and the facility manager will maintain the master keys. For multi-purpose facilities, the commander of the major user of the facility is responsible for disposition of the master keys. Submit request for master keys on an AF Form 332, signed by the organizational commander, to CSC. If there has been a change in facility managers or commanders, arrangements need to be made with the CE Lock Shop to transfer responsibility of "master" keys from one individual to the other. If a master key is lost, the individual that signed for the key will be responsible for funding the rekeying of all locks affected.

**5. Combination Locks.** The CE Lock Shop is responsible for combination locks on vault doors and SCIFS only. Combination locks on safes are classified as organizational property. These requests must be submitted to 375 SFS/SFA.

GEORGE R. AUTEN, JR., Lt Col, USAF  
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