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Civil Engineering

REAL PROPERTY KEY CONTROL



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This instruction implements AFPD 32-90, *Real Property Management*. It establishes procedures and responsibilities of the Westover ARB key control program. It applies to all personnel who are issued keys on this installation.

SUMMARY OF REVISIONS

This revision aligns the instruction with AFPD 32-90. A (l) indicates revision from the previous edition.

1. Responsibilities:

1.1. The Real Property Officer acts as the primary key controller and is responsible for all keys on this installation. This duty is further delegated to the shop locksmith or Industrial Engineer in the Real Property Officer's absence. The Real Property Officer:

1.1.1. Ensures keys are issued to personnel where a need is demonstrated.

1.1.2. Controls the overall key control system.

1.2. Building Managers and responsible officer (unit commander or chief of staff agency):

1.2.1. Coordinate the need for authorized keys in specific areas of the building.

1.2.2. Conduct an annual key audit during the January/February time frame and submit a written summary to the Real Property Officer no later than 1 March of each year.

2. Procedures. The building manager or responsible officer is contacted after normal duty hours, if an emergency situation occurs. The Real Property Officer is contacted through the Security Police if the building manager or responsible officer cannot be located.

3. Requesting Keys:

3.1. All requests for keys are made on 439 AW Form 3, **Key Order**, by the building manager or designated alternate. The request includes a justification for keys along with names of personnel to sign for the keys.

3.2. The completed request is forwarded to the Real Property Officer for approval or disapproval for the authorization of keys. The building manager or alternate is notified when keys are available for issue.

3.3. Building Managers receiving keys acknowledge that they have read and understand the policy outlined in this instruction.

4. Key Responsibilities:

4.1. All keys are identified by record.

4.2. All keys issued on a permanent basis are kept in the possession of the person to whom the key(s) were issued.

4.3. Keys are not loaned or left out in the open.

4.4. Unannounced key audits are made periodically by the responsible officer, building manager or Real Property Officer, separately or together.

4.5. Persons losing a key three times during a 12 month period are no longer authorized a key.

4.6. Keys are returned to the Real Property Officer upon re-designation, termination, reassignment, etc. This includes all division transfers or reassignments.

4.7. All out processing civilian personnel process through the Real Property Officer. Real Property Officer or designated representative signs the out processing checklist as receipt of key(s) turned in.

4.8. Reserve personnel processing out on Unit Training Assemblies (UTA) turn in keys to the appropriate building manager. The building manager ensures that the key(s) is returned to the Real Property Officer.

5. Procedures for In House Civil Engineering Key Requests:

5.1. Building managers and responsible officers are responsible for ensuring Civil Engineering work force and contractors have access to required areas having work performed during normal duty hours.

5.2. Keys required for contractors are requested in advance and signed for by the inspector or engineer responsible. Keys are returned at the end of each workday. Contractors are advised of their responsibility and cost of lost keys.

5.3. If the building manager or responsible officer cannot be reached to access a building, keys are provided by the Real Property Officer. The Real Property Officer notifies the building manager or responsible officer of any persons having temporary access to a building and a justification.

5.4. The emergency key control cabinet is for extreme emergency situations or after duty hour emergencies and is not to be used for convenience.

6. Lost/Stolen Keys:

- 6.1. Any person losing keys notifies their immediate supervisor and building manager immediately to ensure against compromise of the system. The building manager notifies Real Property by telephone or in person and submits a lost key report.
- 6.2. Upon receiving notice of a compromised area due to lost or stolen keys, the Real Property Office:
 - 6.2.1. Has all affected cores replaced.
 - 6.2.2. Reissues keys to affected area.
 - 6.2.3. Notifies the unit or section involved of the cost for re-keying an area.
- 6.3. The Real Property Officer prepares a letter to Financial Management requesting costs be taken out of unit funds.

7. Forms Prescribed. AW Form 3.

JAMES P. CZEKANSKI, Col, USAFR
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