

Regulation  
No. 190-1-1

30 July 1999

Military Police  
KEY CONTROL

1. PURPOSE. To establish procedures for key and lock control within the Little Rock District, U.S. Army Corps of Engineers. This regulation governs the use and maintenance of a key control register, inventories and inspections by personnel appointed as being responsible for safeguarding keys, keycards, and locking devices to U.S. Government Property within Little Rock District.

2. APPLICABILITY. This regulation is applicable to all military, civilian and contractor personnel assigned or attached to the Little Rock District.

3. REFERENCE.

a. AR 190-51, Security of Unclassified Army Property (Sensitive and Nonsensitive), 30 September 1993.

b. AR 190-13, The Army Physical Security Program, 30 September 1993.

4. RESPONSIBILITIES.

a. The Chief, Logistics Management Office (LMO) will appoint a Key Control Custodian and Alternate Key Control Custodian(s) (Appendix A) to be responsible for acquiring, receiving, issuing, and maintaining accountability for building keycards and office keys for those areas of the Federal Office Building (FOB) occupied by the Little Rock District Corps of Engineers.

(1) LMO will be the single point of issue for all office keys and card entries used to access the north entrance to the FOB during non-duty hours.

(2) For the purpose of controls and accountability, keycards will be maintained IAW Appendix D, AR 190-51.

(3) Temporary card entries will not be issued to individuals without a Request for Facilities Service form signed the employee's Division/Office Chief.

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**This regulation supersedes SWLR 380-1-2, dated 9 Nov 1995**

SWLR 190-1-1  
30 July 1999

(4) LMO will be responsible for maintaining accountability for the keys to the District Office vehicle fleet and the District Motor Pool. The Administrative Vehicle Operational Record will be used to control keys and credit cards for vehicles. Dispatchers will ensure that operator sign record at time of dispatch.

b. Division/Office Chiefs:

(1) All Division/Office Chiefs and personnel assigned to the Emergency Management Office are authorized FOB keycards due to the nature of their duties.

(2) Before keycards are issued to an employee, the Division/Office Chief will identify and submit a request through Security and Law Enforcement Office to Chief, Logistic Management Office requesting the named employee be issued a FOB keycard. This information will be submitted on a Request for Facilities Services form with justification for issue of the FOB keycard, ensuring that the keycard is justified as a need, not a convenience.

(3) Consideration should be given for the issue of a "Loaner Card" for short-term use instead of permanent issue of a FOB keycard. Temporary keycards (Loaner Cards) for the FOB will be returned the next duty day following a weekend or established return date.

(4) Establish procedures that will ensure keycards and office keys are returned to the Key Control Officer or alternate upon departure of an employee from employment or transfer.

c. McClellan-Kerr Storage Facility. The Chief, LMO will be responsible for establishing physical key control IAW Appendix D, AR 190-51 and this regulation for the McClellan-Kerr Storage Facility, including Intrusion Detection System (IDS) (operational and maintenance) keys.

d. Operation Managers.

(1) Each separate operating office within the Little Rock District will appoint a Key Control Custodian (Appendix A) who will be responsible to issue and receive keys and to maintain accountability for all keys. This will include vehicles, vehicle credit cards, marine vessels, IDS systems, and any other locks

and keys that are used to provide security for government property.

(2) Operation Managers may appoint as many Alternate Key Control Custodians necessary. They will ensure that the Primary Key Control Custodian and alternates clearly understand key control procedures IAW Appendix D, AR 190-51.

(3) Managers will determine, on a case-by-case basis, what key(s) their employees should have. For optimum security, issuance of keys should be kept to the minimum possible without impeding daily business or emergency response. Managers should assess the need for permanent issue of office keys based on the frequency or duration of an employee's access to the office/building before or after normal duty hours or weekends.

e. Key Custodians and Alternates.

- (1) Responsible for issuing and receiving keys.
- (2) Maintenance of key depository/overall supervision of key control program.
- (3) Inventories, inspections, and maintaining record.
- (4) Maintain a record of locks by number.
- (5) Maintain a record of the location of locks and keys.
- (6) Maintained a record of the number of keys on hand/issued.
- (7) Prepare/maintain key control registers IAW AR 190-51, Appendix D.
- (8) Inventory all keys semi-annually; change combinations as required.
- (9) Rotate locks/change combinations when persons having access have departed, under suspension, or have been reassigned.
- (10) Retain keys in a locked container made of at least 26-gauge steel, equipped with a tumble-type-locking device and permanently affixed to a wall.
- (11) Make sure all keys have been turned in when issued temporarily.

SWLR 190-1-1  
30 July 1999

(12) Maintain a key control register for personnel provided with keys to key depository.

5. Key Control Register: Keys will be signed out to authorize personnel as needed on a key control register. DA Form 5513-R (Appendix B) will be utilized for this purpose. The key control register will contain the identification number of the key, date, and hour issued, signature of the recipient, and the signature of the individual receiving the returned key. When not in use, the key control register will be kept in a locked container with access controlled. All locks/keys will be entered in the same register. Keys will be numbered for identification. Key/Tab numbers will correspond with key control register.

6. Key Access Roster: A roster of all personnel authorized access to key depository will be maintained at all times. The key access roster is made out by name, duty position and keys that the individual has access to. A copy of the key access roster is maintained with the key control register.

7. Key and Lock Accountability: Keys to locks in use will be spot checked periodically to determine if keys are actually in the possession of the individual designated. Personally retained keys will be serial numbered inventoried semiannually (on a show basis). When a key to a lock is found to be missing, the lock will be replaced immediately.

8. INDIVIDUAL'S RESPONSIBILITY.

a. All employees will be required to clear with their respective Key Control Custodian prior to being released from Federal service or transferring to another office or organization.

b. Will not loan keycard or office key to other personnel.

c. Will report the loss of key/keycard immediately to key custodian.

d. Responsible for safe guarding keycards and keys for government facilities at all times.

9. LOST/STOLEN KEYS AND REQUEST FOR KEYS AND LOCKS:

a. Within the District Office, all requests for replacement of locks and/or lock services, other than emergency repairs, will be submitted in writing to the Logistics Key Control Custodian.

These requests should be in memorandum form signed by the division/office chief. A charge number should be provided with duplicate keys to government facilities or property. Lost or stolen FOB Keycards and keys will be reported to LMO as soon as possible but no later than two working days after the discovery of the loss. Employees can be held liable for the cost of replacement keys and locks, and may be held liable for any resulting loss of property, which is a direct result of negligence or misconduct.

b. Operation Managers of separate operating offices will develop procedures for requests for key/lock service for their respective offices.

10. GENERAL.

a. The use of any master key system or multiple key system is prohibited. Employees may contact the Logistics Key Control Custodian for access to an area during emergency situations or inadvertent lockouts. Employees at Project/Resident Offices will contact the Key Custodian or Alternate for access to an area during emergency situations or lockouts.

b. Operation Managers will be responsible for implementing local key control measures IAW Appendix D, AR 190-51 and this regulation for separate operating offices.

c. District employees cannot access the Federal Building after it is closed to the public (weekends and before 6:00 a.m. or after 6:00 p.m. weekdays) without a keycard. Employees without card entries, who know in advance that they will need after-hour access, should contact their supervisors. Supervisors need to coordinate with their division/office chief in obtaining keycard for entry.

11. ADDITIONAL KEY AND LOCK CONTROLS FOR IDS AND KEY CONTAINERS:

a. Keys to locks securing containers and IDS (operational or maintenance) will be afforded physical protection equivalent to that provided by the key container.

b. Keys to containers and IDS will be maintained separately from other keys, and will be accessible only to those individuals whose official duties require access to them.

c. A current roster of these individuals will be kept within the office/agency and will be protected from public view.

d. Keys to IDS may be secured together in the same key

SWLR 190-1-1  
30 July 1999

container. However, under no circumstances will keys and locks or alternate keys and locks be placed in any security container that contains or stores classified material.

5 Encls

1. App A, Appointment

Memorandum

2. App B, DA Form 5513-R

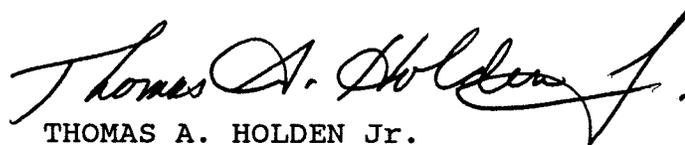
3. App C Key/Lock Inventory Record

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Colonel, Corps of Engineers  
Commanding

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SWLR 190-1-1  
30 Jul 99

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- 3** Encls  
1. App A, Appointment Memorandum  
2. App B, DA Form 5513-R  
3. App C, Key/Lock Inventory Record

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APPENDIX A

CESWL-XX-XX (190-51a)

DATE

MEMORANDUM FOR See Distribution

SUBJECT: Key Control Custodian

1. The following individuals are appointed Key Control Custodian/Alternate Key Control Custodians:

NAME	GRADE	STATUS
Doe, John P.	GS-11	Primary Key Custodian
Smith, Bob	GS-09	Alternate Key Custodian
Anderson, Raymond	GS-05	Alternate Key Custodian

2. Authority: AR 190-51, Appendix D-2

3. Purpose: To ensure that proper controls are maintained relating to key and lock control.

4. Period: Indefinite or until officially relieved or reassigned.

5. Special Instructions: You are to familiarize yourself with AR 190-51, Appendix D and Little Rock District, U.S. Army Corps of Engineers Lock and Key Control SOP.

JAMES BROWN  
Project Manager

DISTRIBUTION:

- 1 - Each Individual
- 1 - Lock and Key Control files
- 1 - File



APPENDIX C

Office Symbol (190-51a)

MEMORANDUM FOR (Project Manager/Park Manger)

SUBJECT: Key/Lock Inventory Record

1. This is to certify that in accordance with AR 190-51, Appendix D, a semi-annual Key/Lock Inventory was conducted by the undersigned this date.
2. Inventory of keys issued was conducted by having the person issued the key show the key for accountability. The serial numbers and totals on the Key Control Register(s) (attach pages of DA Form 5513R) have been reviewed and compared to the keys and locks actually on hand. The results of this inventory are the following:
  - a. Total number of keys \_\_\_\_\_ Total keys \_\_\_\_\_
  - b. Number of keys permanently issued \_\_\_\_\_
  - c. Number of keys \_\_\_\_\_ and locks \_\_\_\_\_ on reserve (not used).
  - d. Number of keys not accounted for \_\_\_\_\_
3. All lost keys have been investigated and locks replaced.

KEY CONTROL CUSTODIAN

DISTRIBUTION:

- 1 - Project Manager
- 1 - Key Control File