

DEPARTMENT OF THE ARMY
HEADQUARTERS, UNITED STATES ARMY MATERIEL COMMAND
5001 EISENHOWER AVENUE, ALEXANDRIA, VA 22333-0001

AMC MEMORANDUM
NO. 190-51

3 February 1999

Security

KEY AND LOCK PROCEDURES

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1. **Purpose.** This memorandum establishes policy and procedures for the control of keys and locks to designated restricted/controlled areas, high value storage areas, and specified areas within the Headquarters, U.S. Army Materiel Command (HQ AMC) Building.

2. **Applicability.** The requirements of this memorandum apply to all AMC and tenant military activities resident at 5001 Eisenhower Avenue, Alexandria, VA.

3. **Responsibilities.** a. The Command Provost Marshal's Office will--

(1) Exercise oversight of policies and procedures for the control of keys and locks for the AMC building.

(2) Provide storage and control of all cipher lock combinations.

(3) Receive and maintain copies of AMC Form 2816-R (Key and Special Lock Inventory and Register). A copy of AMC Form 2816-R is at appendix A.

*This memorandum supersedes AMC-M 190-51, 28 September 1992.

(4) Serve as approving authority for all cipher locks installed within the AMC building.

(5) Conduct periodic inspections of activity key and lock control systems to ensure compliance with this memorandum.

b. The Building Manager will--

(1) Receive, coordinate, and oversee the installation of locks and issue of keys to HQ AMC and tenant activities.

(2) Coordinate repair and replacement of locks and keys, as required, to HQ AMC and tenant activities.

(3) Forward all requests for cipher locks to the Command Provost Marshal for approval prior to installation.

(4) Coordinate safety aspects of the lock and key system with the Real Estate Management Division, AMCEN-R.

c. The Real Estate Management Division (AMCEN-R) will coordinate the safety of the lock and key system to ensure all safety requirements and the National Fire Protection Association 101 Life Safety Code are met.

d. Each DCS, will--

(1) Designate, in writing, a key and lock custodian and alternate to maintain accountability for keys and locks per this memorandum. A copy of the appointments memorandum will be forwarded to the Command Provost Marshal's Office.

(2) Designate, in writing, those offices and areas in their charge for which keys must be controlled per this memorandum.

(3) Establish and maintain a system to issue keys to subordinate personnel per this memorandum.

(4) Ensure keys are stored in an approved locked container or key box when not in use.

(5) Institute checks of key containers to ensure that all keys are accounted for at the end of each shift or workday.

(6) Ensure all keys are inventoried quarterly by serial number and key number. An inventory will also be conducted upon change of custodian or alternate. Inventory records will be retained for 1 year and then destroyed. AMC Form 2816-R will be utilized for this purpose. A copy of all inventories will be furnished to the Command Provost Marshal's Office.

(7) Ensure that all requests for locks/cipher locks or keys contain the following: room number, location of door (main entrance, third floor, interior door, etc.), type of lock (cylinder, cipher, or padlock, and keyed alike or keyed separate), number of keys required for each lock, complete justification, and point of contact.

e. Persons to whom keys and cipher combinations are issued will--

(1) Safeguard keys and cipher combinations to prevent their use or possession by any unauthorized individual.

(2) Comply with appropriate regulatory requirements, as applicable.

(3) Notify the DCS Lock and Key Custodian if a key is lost or misplaced or a cipher combination is compromised. Maintain a record of individual key numbers to facilitate the reporting of lost keys.

4. **Policies.** a. Access to the headquarters is controlled and strict package control procedures remain in effect. A random inspection program of both incoming and outgoing personnel and their property is maintained. As a result, there is no requirement to secure individual office areas. The decision to secure individual office areas rests with the appropriate DCS. However, when selected government property is found to be unaccounted, damaged, or destroyed, action must be taken by the responsible individual and/or hand receipt holder to obtain relief from direct responsibility by initiating an adjustment document, the DA Form 4697, Report of Survey, immediately. Specific instructions for completing the DA Form 4697 are found in AR 735-5, 31 Jan 98, Policies and Procedures for Property Accountability. Request assistance from the Property Management Office (AMCEN-R) when necessary.

b. The following keys will be controlled per the provisions of this memorandum:

(1) Keys which permit access to the interior of the building from its exterior to include keys to bay doors and the front lobby entrance.

(2) Keys to officially designated restricted, controlled, or limited areas.

(3) Keys to high value storage and warehouse areas designated by DCSEN.

(4) Keys to individual office areas as determined necessary by DCS.

c. Except for individually issued office keys, keys to these areas will not be removed from the building.

d. The installation of locks, other than those directed by the building manager, are prohibited.

e. When keys to officially designated restricted, controlled, or limited areas are lost or unaccounted for, the person to whom key(s) were assigned will immediately notify the lock and key custodian. A written report will be submitted through the DCS for office (i.e., DCS for LOG) of the lost key to the Command Provost Marshal's Office, not later than 24 hours after loss of key becomes known. The report will contain all pertinent information (key serial number, key blank number, location of door/area, date and time, possible areas in which the key was lost, and any other circumstances surrounding the event).

f. Cipher locks are access control devices and will not be used in lieu of approved keys and locks for physical security purposes. Cipher locks are access control tools used to limit unannounced or unescorted access to sensitive areas.

g. A copy of all cipher lock combinations will be recorded on Standard Form 700, Container Security Information, and provided to the Command Provost Marshal's Office.

(AMCPE-S)

FOR THE COMMANDER:

OFFICIAL:

NORMAN E. WILLIAMS
Major General, USA
Chief of Staff

LEROY TILLERY
Chief, Printing and Publications
Branch

DISTRIBUTION:

Initial Dist H (44) 1 ea HQ Acty/Staff Ofc
AMCPE-S (12)
AMCIO-S-SP Stockroom (15)

KEY AND SPECIAL LOCK INVENTORY AND REGISTER

(AMC-M 190-51)

STAFF ACTIVITY:

DATE:

KEYS

ROOM NUMBER(S):

ROOM NUMBER(S):

TOTAL ISSUED _____

TOTAL NUMBER OF KEYS ISSUED _____

NUMBER OF KEYS: _____

NUMBER OF KEYS ISSUED: _____

NUMBER OF KEYS: _____

NUMBER OF KEYS ISSUED: _____

SERIAL OR ID NUMBER	INITIALS OF INDIVIDUAL ISSUING KEY	KEY ISSUED TO	DATE / HOUR	KEY RETURNED TO	DATE / HOUR

SPECIAL LOCKS (COMBINATION, CYPHER, SIMPLEX OR PADLOCK)

ROOM NUMBER(S)	LOCK TYPE	INNER OR CONNECTING ROOM NUMBER(S)	LOCK TYPE

I HEREBY CERTIFY THAT AN INVENTORY OF THE ABOVE KEYS AND/OR LOCKS HAS BEEN CONDUCTED AND ALL HAVE BEEN ACCOUNTED FOR.

SIGNATURE