



DEPARTMENT OF THE ARMY
HEADQUARTERS, 10TH MOUNTAIN DIVISION (LIGHT INFANTRY) AND FORT DRUM
FORT DRUM, NEW YORK 13602-5000

AFDR-CG

12 July 2021

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Installation Policy Memorandum 21-17, Sub Master, Key & Key Card Usage in Single Soldier Housing (SSH) Barracks

1. Reference: Army Regulation 420-1, Army Facilities Management, 24 August 2012.
2. Supersession: This enclosure supersedes and replaces Installation Policy Memorandum 19-17, Sub Master Key Card Usage in Single Soldier Housing (SSH) Barracks, 3 June 2020.
3. Purpose: To establish guidelines for proper handling of SSH sub-master keys.
4. Concept: Sub-master key cards are only for brigade and battalion-level management of barracks and to access SSH rooms for specific and approved reasons.
5. Applicability: This policy applies to all units assigned to Fort Drum with Soldiers living in permanent party barracks under the Army Barracks Management Program (ABMP).
6. General:
 - a. Key card accountability:
 - 1) Sub-master key cards will be signed for by the brigade & battalion S-2.
 - 2) Sub-master key cards will be secured in a locked container (key box) located at the staff duty desk. In the event that use of sub-master key cards is required, they may be removed from the locked container, then immediately placed back into the locked container after use.
 - 3) Sub-master key cards will be inventoried by the outgoing Staff Duty Officer (SDO) and transferred to the incoming SDO on a DA Form 5513. The sub-master key cards are NOT to be transferred below the Staff Duty Noncommissioned Officer (SDNCO). A joint inventory of all key cards will be conducted the next business day after a weekend with the outgoing SDO/SDNCO and the battalion/brigade S-2. Worn, damaged, non-working cards will be turned into the SSH branch by the BDE or BN S2 for replacement.
 - 4) SSH branch personnel will conduct monthly inventories of sub-master key cards to ensure accountability.

AFDR-CG

SUBJECT: Installation Policy Memorandum 21-17, Sub Master Key Usage in Single Soldier Housing (SSH) Barracks

5) Annual audits will be conducted by the Directorate of Emergency Services, Physical Security personnel.

6) All discrepancies in accountability will be reported to the chain of command and Single Soldier Housing Office. Violation of this policy by Soldiers is punitive and may result in disciplinary action under the Uniform Code of Military Justice. Commanders will determine whether disciplinary action is appropriate. Additionally, Soldiers may be subject to adverse administrative action for violation of this policy.

7) In the event a sub master key or key card becomes lost or stolen the BDE/BN S2 must be notified along with CCIR to the MOC. The MOC will contact the SSH Staff to begin mitigation procedures.

b. Approved uses of sub-master keycards:

1) Commander's safety checks, health and welfare inspections of Soldiers barracks rooms, routine maintenance or contracted maintenance.

2) Emergency situations, including but not limited to catastrophic maintenance issues (e.g. water leak resulting in property damage) and potential life-threatening circumstances (Soldier is locked in room threatening suicide or harm to self).

3) A Soldier is locked out of his/her room and the SDNCO has made positive identification that the Soldier is assigned to the specific room. The battalion barracks NCO will provide an occupancy roster, in accordance with the positive identification procedure, on a weekly basis.

c. When sub-master key cards have been used:

1) The SDNCO will enter into the Staff Duty Journal the rooms he/she accessed, which includes the number of the barracks room opened, the name of the Soldier(s) living in the room, and the reason for obtaining access.

2) The SDNCO with one Soldier will escort the SM that is locked out to his/her room.

3) Key cards will immediately be returned to the key box at the staff duty desk after use and be properly secured.

AFDR-CG

SUBJECT: Installation Policy Memorandum 21-17, Sub Master Key Usage in Single Soldier Housing (SSH) Barracks

4) The brigade barracks teams will maintain a daily journal that includes the number of the barracks room(s) opened, the name of the Soldier(s) living in that room, and the reason for obtaining access.

d. Unapproved uses of sub-master key cards (non-exhaustive):

1) Cannot be used for deliveries, installation of cable television, internet or telephone service, or to other Soldiers, when the occupant of the barracks room is not present.

2) Cannot be used to place Soldiers in vacant rooms or to open rooms that are not signed for by the unit.

3) Exception: The brigade barracks management team **is** authorized to provide access for maintenance inspections and furniture repair or replacement.

7. The point of contact for this policy is the Chief of Single Soldier Housing, Public Works at (315) 772-6004.



MILFORD H. BEAGLE, JR.
Major General, USA
Commanding

DISTRIBUTION: A