



**DEPARTMENT OF THE ARMY  
U.S. ARMY INSTALLATION MANAGEMENT COMMAND  
HEADQUARTERS, UNITED STATES ARMY GARRISON  
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1 July 2020

**MEMORANDUM FOR SEE DISTRIBUTION**

**SUBJECT: POLICY 20-52, Key Control for Installation Perimeter Gates**

**1. References:**

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

b. AR 190-11, Physical Security of Arms, Ammunition, and Explosives.

2. The purpose of this policy memorandum is to establish key control of perimeter access control points and ensure 100 percent accountability of keys and locks in accordance with AR 190-51.

3. The Directorate of Emergency Services (DES) is the issuing agency for keys to the perimeter gates. This office will be the approving agency for determining who has and needs access through a number of perimeter gates. Keys will be issued on a need to have basis. The DES requires all activities to submit a written request with justification for access to a specified gate(s) and number of keys. If the request is approved, notification will be made to the requester and the required documentation will be executed for keys. There will be a semi-annual requirement to conduct and inventory keys by the key custodian.

4. Directorates will adhere to the specific guidelines for the accountability and security of keys issued, which may be found in Appendix D, AR 190-51. If a key is lost or stolen, the Directorate will immediately notify the key custodian.

5. At no time will an activity, facility, or unit, affix a combination lock or padlock to any perimeter gate without coordination and consent of the key custodian.

6. This memorandum supersedes USAG, POLICY 30, Key Control for Installation Perimeter Gates.

7. The proponent for this policy is the U.S. Army Garrison, Directorate of Emergency Services.

  
**JARROD MORELAND**  
Colonel, MI  
Commanding

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