



DEPARTMENT OF THE ARMY
UNITED STATES ARMY GARRISON ITALY
UNIT 31401, BOX 42
APO AE 09630

AMIM-ITP-H

MEMORANDUM FOR RECORD

SUBJECT: USAG Italy UPH Key Management Control Policy

1. REFERENCES:

- a. Army Regulation 420-1, Army Facilities Management
- b. Department of the Army Pamphlet 420-1-1, Housing Management
- c. HQDA EXORD 068-18, Army Barracks Management Program (ABMP)
- d. Army Barracks Management Program Handbook
- e. AR 190-51, Security of Unclassified Army Property
- f. AR 190-13, The Army Physical Security Program

2. PURPOSE: To establish the SOP governing key control, issuance of keys, and responsibilities associated with the unit barracks key control plan.

3. DUTIES and RESPONSIBILITIES:

- a. Commanders.

(1) Responsible for controlling access to government facilities. Further, Commanders at all levels must follow key control procedures outlined in AR 190-51, Appendix D, to ensure the safety and security of stored government equipment and Service Members residing within any USAG Italy UPH facilities.

(2) The responsible Commander must appoint in writing, a key control officer to monitor the unit, or organization, key control program. The Commander will also appoint primary and alternate key custodians and provide a copy of the Duty Appointment Memorandum to the Unaccompanied Housing Manager and to the Army Barracks Management Program (ABMP) key control officers within 24 hours of appointment.

(3) Ensure that electronic barracks keys and master keys are stored within a safe or lockable container made of steel and secured with an approved locking device meeting military or Federal specifications. The container will be permanently affixed to a wall, located within a room under 24-hour surveillance, or locked when unoccupied.

(4) Ensure when/if a master key is lost or missing, the Commander conducts an inquiry with the results annotated/recorded in memorandum format (signed by the Commander) to include procedures to be followed to correct the deficiency and then maintained on file at the unit.

(5) Manage key control and ensure that any barracks keys and the electronic master key are accounted for and inventoried as required.

b. Brigade/Battalion level ABMP key control officers.

(1) Unit Commanders appoint them, and their place of duty is either the ABMP office on Del Din or Caserma Ederle. ABMP key control officers are responsible for issuing electronic keys to Del Din and Caserma Ederle barracks quarters.

(2) Manage the key card programmer machine and issue keys only after a Service Member's residence within a specific barracks building has been verified and confirmed with their unit-assigned barracks managers and in eMH (for those Service Members who are already assigned to a room).

(3) Ensure that room where the electronic key card programmer machine and spare electronic key cards are located is secured when unoccupied or after duty hours.

(4) If an electronic key card has become demagnetized, expired, or stopped working, the SM will return the old non-functional electronic key card to reset or exchange it.

(5) Update the Soldier's eMH account record with the number of keys issued and keep a written record of all signed-out electronic key cards on a sign-in roster filled out by the Service Member before receiving an electronic key card.

(6) Ensure that any room key card is programmed not to exceed 36 months from the date of initial issuance for safety and security purposes. Write the room number on the back of the key with permanent/indelible ink.

(7) Will clear Service Member only after receiving an eMH check out form or eMH Termination letter from the SM or SM's barracks manager. Will adjust the number of keys issued under the Soldier's eMH account record, after being returned the electronic room key. Will keep and file all DA Form 2062s, Lost Document Reports, and Barracks Clearing documents for a minimum of 12 months from the documented date. Additionally, a record will be kept and updated with points of contact for unit-assigned barracks managers.

(8) Issue electronic master keys only to the unit's Company Commanders, Command Sergeants Major, or First Sergeants. Keep a separate roster of all issued master keys and provide it to Housing semiannually or upon request of the Unaccompanied Housing Manager. The loss of a master key requires reporting to the Provost Marshall's office, and a copy of the report will be required before the re-issuing of a new master key.

(9) Ensure that master keys are named with the Unit information/position of the owner (for example, "B 100, A Co, 173, CDR") and programmed to not exceed 6 months from the date of initial issuance for safety and security purposes. The master key is to be stored in the safe and annotated when used.

(10) One Master Key, per building, will be issued to the unit that occupies the greatest number of bedspaces in that building.

c. Unit ABMP representatives:

(1) Are assigned, in writing by the Commander, as either a primary or an alternate key custodian for their specific facility/unit and secure and control keys.

(2) Make certain that personnel designated to issue, receive, and account for keys in their absence, clearly understand local key control security requirements.

(3) Maintain a key control register (DA Form 5513) to ensure continuous accountability for keys. The key control register will be kept in a locked container when not in use.

(4) Ensure that a listing to include the primary and alternate ABMPs responsible for responding to on-call emergencies and lockouts is provided to the SDO/SDNCO, to the ABMP offices on Ederle and Del Din and to Housing.

4. Lockouts Management:

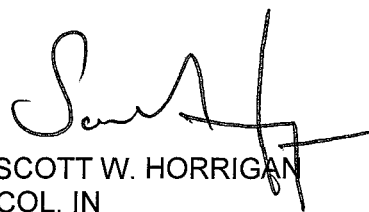
(1) During duty hours, Service Members will first contact their unit barracks manager to gain access into their room. If the barracks manager is unavailable, SM will contact their unit SDO/SDNCO. After-hours lockouts, SM will contact their unit SDO/SDNCO. DPW will only assist with mechanical lock issues when contacted by a barracks manager or by the units' SDO/SDNCO.

(2) SDO/SDNCO will contact the primary or alternate on-call Unit Representative for emergencies and lockouts. At no time will the SDO/SDNCO utilize the master key to access rooms without the appointment of key custodian or written authorization from the Service Members' CoC.

5. Point of contact for this action is Mrs. Erica M. Storti, Unaccompanied Manager Housing Division, DPW at DSN 314-646-2740 or erica.m.storti.in@army.mil.

3 Encls

1. Duty Appointment Memo
2. Key Control Register and Inventory
3. Processes Flowcharts


SCOTT W. HARRIGAN
COL, IN
Commanding

Duty Appointment Memorandum (Sample)

IMSE-STW-PWH

DATE

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Duty Appointment

1. Effective DATE, Full Name is assigned the following duty:

KEY CONTROL CUSTODIAN

2. Effective Date, Full Name, is assigned the following duty:

ALTERNATE KEY CONTROL CUSTODIAN

3. Authority: AR 190-51

4. Purpose: To carry out duties as outlined in the above reference

5. Period: Until officially relieved or released from appointment or assignment

6. Special Instructions: N/A

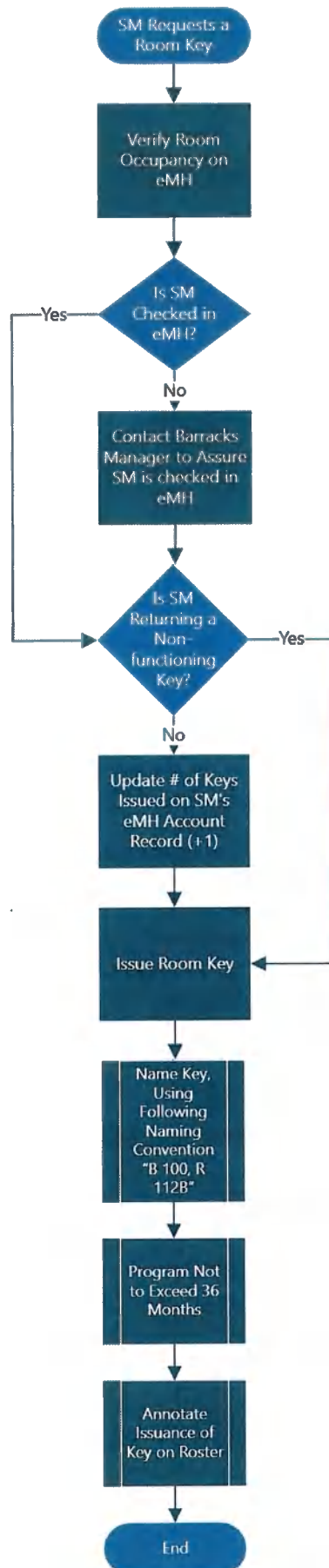
7. Point of Contact for this memorandum is the undersigned

Signature Block

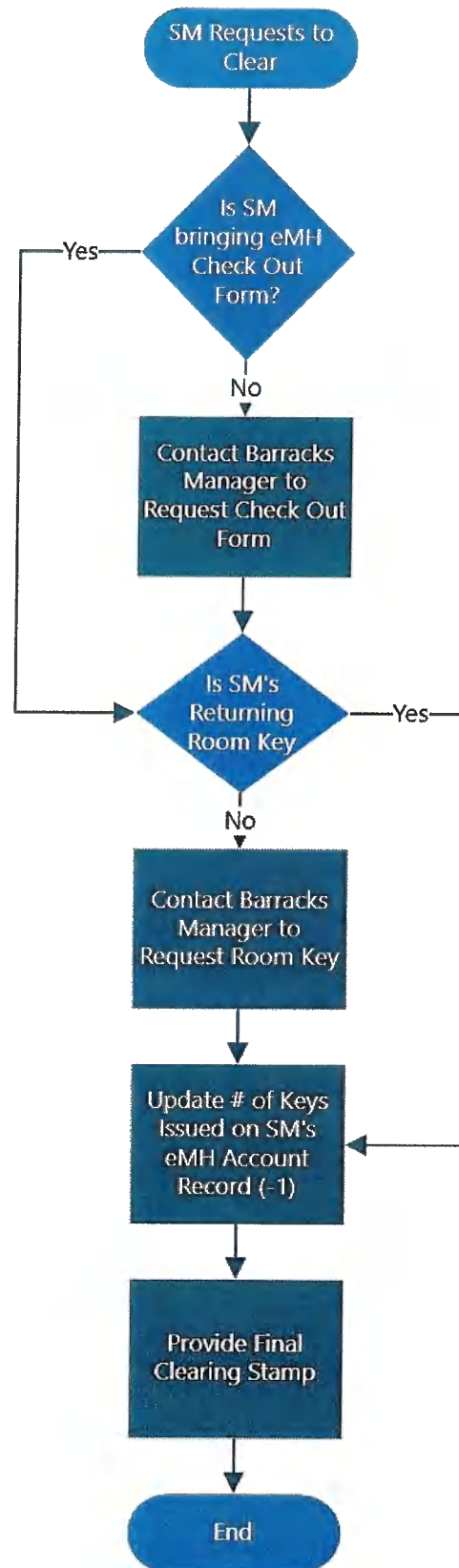
KEY CONTROL REGISTER AND INVENTORY
For use of this form see AR 190-11; the proponent agency is PMG.

UNIT/ACTIVITY		PERIOD COVERED	
		FROM:	TO:
<p align="center">KEY CONTROL NUMBER(S) (Insert serial number or other identifying number from the key)</p>			
1.	27.	53.	79.
2.	28.	54.	80.
3.	29.	55.	81.
4.	30.	56.	82.
5.	31.	57.	83.
6.	32.	58.	84.
7.	33.	59.	85.
8.	34.	60.	86.
9.	35.	61.	87.
10.	36.	62.	88.
11.	37.	63.	89.
12.	38.	64.	90.
13.	39.	65.	91.
14.	40.	66.	92.
15.	41.	67.	93.
16.	42.	68.	94.
17.	43.	69.	95.
18.	44.	70.	96.
19.	45.	71.	97.
20.	46.	72.	98.
21.	47.	73.	99.
22.	48.	74.	100.
23.	49.	75.	101.
24.	50.	76.	102.
25.	51.	77.	103.
26.	52.	78.	104.

How to Issue a Room Key



How to Clear a Service Member



How to Issue a Master Key

