



DEPARTMENT OF THE ARMY  
HEADQUARTERS, 3D INFANTRY DIVISION AND FORT STEWART  
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FORT STEWART, GA 31314-5000

AUG 28 2023

AFZP-CG

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Commanding General (CG) Policy Letter #23: Unaccompanied Housing (Barracks) Card Key Control for Barracks Managers

1. References.

a. Army Regulation (AR) 190-13 (The Army Physical Security Program), 27 June 2019.

b. AR 190-51 (Security of Unclassified Army Resources (Sensitive and Non-sensitive)), 27 June 2019.

c. Army Barracks Management Program Handbook, 9 January 2018.

2. Scope. This policy is applicable to all organizations on Fort Stewart, Georgia (FSGA) and Hunter Army Airfield, Georgia (HAAF).

3. Purpose. This policy establishes procedures for the control, security, and accountability of the card keys utilized for barracks facilities.

4. Policy. Commanders will ensure the safety and security of Soldiers residing in FSGA and HAAF barracks. Those barracks secured with card reader locks will adhere to the following procedures:

a. Commanders will designate in writing an individual to serve as Garrison Unaccompanied Housing Representatives (GUHR) and Brigade/Battalion Barracks Managers (BBM). These Soldiers will have the additional duties of Barracks Key Control Custodians in the Brigade/Battalion Unaccompanied Housing Offices (BUHO). Commanders will complete a local records check using DA Form 7708, prior to appointment and assumption of duties. A copy of the completed DA Form 7708 will be secured in the BUHO. The designated Soldiers will attend the Installation Physical Security Key Control Class.

b. Brigade/Battalion Commanders will provide an authorization roster to the BUHO listing the S-2 personnel authorized to sign for the master and transient room card keys.

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c. The Division Operations Center (DOC) at FSGA will maintain a barracks master key and the HAAF BBM will have access to use the Lock Programmer-Interrogator (LPI) to open the barracks rooms with non-operational card key readers. The master key and LPI will be secured and controlled in accordance with AR 190-13, AR 190-51, and this policy letter.

d. The GUHR will ensure the BBM comply with AR 190-13, App D, AR 190-51, and Army Barracks Management Program Handbook Version 2 - Para 5, this Policy Letter, local policies and procedures. The GUHR will sign for the appropriate card key stock from the Directorate of Public Works (DPW), Housing Manager's Office using DA Form 2062.

e. The Brigade BBM will:

(1) Sign for the card keys from the GUHR using DA Form 2062. The GUHR will maintain a copy of the DA Form 2062 on file for one year.

(2) Provide secure storage in a key depository for card key stock using a GSA approved safe, filing cabinet or 26-gauge steel key depository affixed to the wall with tumbler-type locking device in accordance with AR 190-51, App D-4.

(3) Ensure the card keys are inventoried, issued to, and signed for using DA Form 5513, Key Control Register and Inventory. The form will list the location of the lock, total number of card keys for that lock, and the serial number of the card keys. All issued card keys will have a unique serial number inscribed in the key and will be signed back in on the same form.

(a) Recommended numbering system: First digits are the building number; next is the module number (depicted as MOD A= 1, MOD B = 2, MOD C = 3, etc.; next is the room number; lastly the side number (depicted as Side A= 1, Side B = 2), i.e., 22612152. 226 is the building number, 1 is MOD A, 215 is the room number, 2 is side B.

(b) Write the number on the card key with a permanent ink marker and place a piece of tape over it.

(4) Provide for strict accountability and control of all maintenance, housekeeping and master card keys by inscribing a unique serial number on the card keys, securing them in a GSA certified Class 5 safe and controlling them on DA Form 5513.

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(5) Ensure the Battalion BBM comply with all regulations and local policies.

f. The Battalion BBM will:

(1) Be located in the Brigade BUHO.

(2) In-process Soldiers assigned to their BN living in unaccompanied housing in their BN footprint. These Soldiers will report to the BUHO to sign for their barracks card key on DA Form 5513 from the appropriate BBM.

(3) Issue barracks master card keys to Company Commanders and First Sergeants only on an "as needed" basis using DA Form 5513. Barracks master card keys will not be stored in company areas. Issued cards will be programmed to expire 12 hours from the time of issue and signed back into the BBM prior to the close of business or to the on call BBM for proper storage.

(4) Ensure serial number inventories are initially conducted, inventoried thereafter every six months, signed/dated after each inventory by the individual who conducted the inventory and maintained for one year. DA Form 5513 will be used for the inventories.

(5) Provide assistance to the Soldiers during duty hours if their card is misplaced, stolen or does not operate correctly.

(a) In the event of lost, misplaced, or stolen keys, the locks will be reprogrammed immediately. An investigation will be conducted and documented in accordance with AR 190-51 & AR 735-5.

(b) In the event of a lockout, at no time will a barracks master card key be issued to a Soldier to gain access to their room. After verifying the Soldier and their room number on the housing roster, the BBM will sign for the barracks master card key on DA Form 5513 prior to leaving the office with it. The Soldier will be escorted by the BBM who will unlock the door, and upon return, sign the master card key back in.

(6) Maintain a roster of on-call BBM for after duty hour emergency situations.

(7) Issue the serial numbered barracks master and transient room card keys to BDE/BN/tenant unit S-2 Officers or NCOs on a weekly basis using DA Form 5513 after verifying their names are listed on the authorization roster. These card keys will be stored at the Staff Duty desk in an authorized key depository for lockouts and

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after duty- hours emergency usage. The BBM will also provide a housing roster of room assignments for the specific unit.


(a) The master card keys will be programmed to expire one week from the date they are issued to the S-2 Officer/NCO. It is recommended that the card key be programmed to expire at the beginning of each week. The S-2 Officer/NCO will turn in the master card key to the BBM/UHR who will interrogate the key to ensure no unusual activity is noted prior to re-programming or re-issuing another master card key. An updated housing roster and BBM on call roster will also be provided to the S-2 Officer/NCO.

(b) If the card key will not operate the locking mechanism, the SDO/SDNCO will send the Soldier to the BUHO. If after duty hours, the SDO/SDNCO will contact the on-call BBM for assistance. If the door cannot be opened, the BBM, if at Fort Stewart will notify the Platoon Sergeant, SFC or higher, who will go to the DOC, which maintains a master key, and sign the master key out on DA Form 5513. If at Hunter Army Airfield, the BBM will have access to use the LPI to open the door. The BBM will notify the Brigade/Battalion CSM or as a last resort, the Division CSM who are individuals authorized to call in a Demand Management Order (DMO) for the DPW locksmith to service the Soldier's room door.

(c) The service order section will not take the call after duty hours unless the CSM calls in the service order.

5. Expiration Date. This policy is effective immediately and will remain in effect until suspended, revoked, or superseded.

6. The point of contact for this policy memorandum is the Directorate of Emergency Services, Physical Security Division 912 767-4474.

  
CHRISTOPHER R. NORRIE  
Major General, USA  
Commanding

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Control for Barracks Managers

3d Division Artillery Brigade, 3d Infantry Division

3d Sustainment Brigade, 3d Infantry Division

3d Combat Aviation Brigade, 3d Infantry Division

All tenant units and organizations on Fort Stewart

All tenant units and organizations on Hunter Army Airfield