

Effective 29 February 2000

Military Police

Key and Lock Control Procedures

For the Commander:

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History. This UPDATE printing publishes a revised memorandum which is effective 29 February 2000.

Summary. This memorandum establishes policy and procedures which comply with the requirements of AR 190-51, appendix D.

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Chapter 1

General

1-1. Purpose

This memorandum establishes policies and procedures and assigns responsibilities. These procedures comply with the requirements of AR 190-51, appendix D.

1-2. References

Applicability. This memorandum is applicable to all personnel within Headquarters, United States Army Recruiting Command and Headquarters, United States Army Recruiting Support Brigade.

Proponent and exception authority. The proponent of this memorandum is the Commander, United States Army Recruiting Support Brigade. The proponent has the authority to approve exceptions to this memorandum that are consistent with controlling law and regulation. Proponent may delegate the approval authority, in writing, to the executive officer within the proponent agency in the grade of lieutenant colonel.

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For required and related publications and blank forms see appendix A.

1-3. Explanation of abbreviations and terms
Abbreviations and special terms used in this memorandum are explained in the glossary.

1-4. Responsibilities

a. The United States Army Recruiting Support Brigade (RS Bde), Security Division. The security officer is responsible for establishing a practical, economical, and effective means to safeguard keys and locks used to secure Government property within all areas of Headquarters, United States Army Recruiting Command (HQ USAREC) and Headquarters, United States Army Recruiting Support Brigade. This includes establishing local physical security policies and procedures; initiating and supervising measures or instructions necessary to ensure continued protection of Government property; and routine monitoring and oversight of implementation of procedures.

b. Directors, special staff supervisors, and/or division chiefs. Each activity supervisor (director, special staff supervisor, or division chief) shall appoint, in writing, a key custodian and alternate(s) in the grade of sergeant or GS-5 or above to maintain accountability for keys and/or locks, and to request replacement, additional, or new keys and locks, receive or issue keys from Headquarters Company, Supply and Services. A copy of the appointment and all changes will be forwarded to Headquarters Company, Supply and Services.

(1) Prepare and provide, to the key control custodian, a written access roster designating those personnel authorized to issue and/or receive keys for daily issue or personnel retention in the ab-

memorandum contains management control provisions in accordance with AR 11-2 but does not identify key management controls that must be evaluated.

Suggested improvements. The proponent agency of this regulation is the Commander of the United States Army Recruiting Support Brigade. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank forms) directly to Cdr, RS Bde (RCRS-SEC), Fort Knox, KY 40121-2726.

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sence of the key control custodian or alternate.

(2) Implement procedures within the activity to account for and safeguard all keys and locks, both on-hand and those previously obtained, used to operate door locks, locksets, and padlocks that secure or protect Government property and equipment.

(3) Ensure all required key inventories are conducted, properly recorded, and retained on file for at least 1 year.

(4) Request additional and replacement keys, locks, locksets, and padlocks in writing to Headquarters Company, Supply and Services.

(5) Maintain at least one primary key for each key lock and padlock used to protect or secure Government property.

(6) Immediately report all incidents of lost, stolen, or misplaced keys or locks to Headquarters Company, Supply and Services, to determine method of replacement.

(7) Make initial determination and assessment of liability for replacement of keys or locks that become lost or misplaced. Provide recommendation, in writing, to Headquarters Company, Supply and Services.

c. Headquarters Company. In addition to requirements established in b above, Headquarters Company, Supply and Services, shall:

(1) Request and receive keys and locks, or locksets from the Fort Knox Directorate of Public Works and obtain padlocks from supply channels as required.

(2) Upon receipt of keys, locks, or locksets from the Directorate of Public Works for use in activities other than the Headquarters Company, such keys will be secured in an approved container(s) as described in AR 190-51, paragraph D-4, until required for use.

(3) Permanently etch, scribe, or stamp serial

*This memorandum supersedes USAREC Memorandum 190-1, 25 May 1995.

numbers on all keys and padlocks that are received and used without such permanent markings. The use of embossing tape or similar methods to affix numbers is not authorized. Locksets (door or container locking mechanisms) do not require serial numbers to be affixed.

(4) Ensure completed requests for initial issue or additional issue of keys to door locks and locksets are transferred by hand receipt, DA Form 3161 (Request for Issue or Turn-In), to the activity key control custodian or alternate(s).

(5) Headquarters Company, Supply and Services, shall maintain a minimum of one primary and one duplicate key for each internal door (including separate offices, utility rooms, cleaning supply rooms, store rooms, common use areas, etc.) and all exterior doors of headquarters building(s). Other than emergency services activities, Supply and Services, the staff duty officer (SDO) and/or the staff duty noncommissioned officer (SDNCO) (if authorized by the Headquarters Company), and the RS Bde, Security Division are the only activities authorized to maintain master key(s).

(6) Control and account for all keys issued to SDO and/or SDNCO personnel. Ensure each oncoming SDO and/or SDNCO inventories and acknowledges receipt of keys required for duties as SDO and/or SDNCO and that written procedures are provided and implemented to ensure only properly identified and authorized individuals may receipt for keys from the SDO and/or SDNCO.

(7) Render final determination and assessment of liability for replacement of lost keys or locks for personally retained keys that become lost or misplaced. Initiate appropriate action for obtaining replacement cost of key(s) and locking device(s) from responsible individual in accordance with AR 710-2.

(8) Coordinate, for approval, all requests for procurement of low, medium, or high security locking devices, associated hardware, or equipment with the RS Bde, Security Division.

d. Primary key custodian.

(1) Maintain accountability and conduct inventories of keys and/or locks for their respective organization and request replacement, additional, or new keys and locks from Headquarters Company, Supply and Services.

(2) Implement procedures to account for and safeguard all keys and locks, both on-hand and those previously obtained, used to operate door locks, locksets, and padlocks which secure or protect Government property and equipment within the activity.

(3) Ensure individual(s) is designated in writing as alternate custodian to issue, receive, and account for keys in the absence of the primary custodian and that key control procedures are clearly understood.

(4) Ensure all keys and padlocks have serial numbers affixed as described in b(3) above.

(5) Maintain a current and complete written inventory of all keys by serial number and location utilizing USAREC Form 1191 (Master Key Inventory) to ensure continuous accountability for

keys of locks used to secure Government property.

(6) Ensure that keys issued for personal retention and daily use are signed in and/or out using separate USAREC Forms 1192 (Key Sign-In and Sign-Out Record).

(7) Ensure keys are properly secured in a key depository or safe or cabinet to which access is controlled. Only the director, supervisor, key custodian(s) or those authorized to issue or receive keys will have access to the key depository.

(8) Ensure semiannual serial number inventories of all keys are conducted, recorded, and retained on file for 1 year using USAREC Form 1193 (Key Inventory Log (Monthly and Semiannually)).

(9) Conduct monthly "show basis" inventories of all keys signed out to individuals for personal retention. Results of the "show basis" inventory will be recorded on USAREC Form 1193.

(10) Ensure that keys issued to individuals, both for daily use and personal retention, are keys that were initially issued and not an unauthorized duplicate.

(11) Ensure a visual count of all primary keys secured in the key depository is conducted at the start of each duty day and prior to any key being issued.

(12) Maintain accountability and inventory control of duplicate keys.

(13) Control and safeguard all key control records to prevent tampering. Records are to be secured in similar fashion as to that required for keys and locks.

(14) When additional keys are required, only the director, supervisor, and key custodians are authorized to request additional keys from Headquarters Company, Supply and Services.

(15) Upon receipt of additional keys from Headquarters Company, Supply and Services, all keys and/or locks shall be incorporated into key control system.

(16) Ensure that all locks are re-cored or replaced when the key becomes lost or unaccounted for.

(17) Ensure that individuals issued keys understand their individual liability, responsibilities, and safeguarding procedures when issued keys.

(18) Maintain at least one primary key for each lock or padlock being used to protect or secure Government property.

(19) Report incidents of loss, misplacement, or damage of keys with written assessment of liability, if any, to Headquarters Company, Supply and Services.

e. Individuals assigned or attached to directorates, divisions, and branches.

(1) Sign for, and personally safeguard, all keys and locks issued to them for personal retention. Individuals losing keys or locks may be subject to costs required to replace the key(s) and locking devices.

(2) Immediately report the loss of any key(s) or lock(s) to the key custodian(s).

(3) Do not relinquish custody of key(s) or locks(s) personally issued to you to any other

individual.

(4) Turn-in to the key custodian or alternate(s) all keys issued to you prior to your departure from the assigned activity.

(5) Do not duplicate issued keys. Request necessary duplicates from key control custodian.

(6) Ensure keys issued for personal retention or daily use are properly secured when not in use. Do not place keys so as to permit access to other individuals.

(7) Have personally issued keys available to key custodian for all required inventories.

Chapter 2

Key and Lock Control Procedures

2-1. General

All activity keys and locks will be stringently controlled and accounted for at all times. Control measures for sensitive items and medical or classified items as described in other regulations have precedence. In the absence of guidelines elsewhere, the minimum standard measures described herein are to be applied in every case. Specific procedures include:

a. Keys will be issued and turned in using USAREC Form 1192. Only authorized individuals may issue and/or sign for keys for personal retention. Keys must remain in the personal possession of the individual who signed for the keys. Issued keys must be protected so as to prevent loss or unauthorized use.

b. Keys signed out for daily use will be returned to the key custodian prior to the end of each duty or immediately after use.

c. Only those keys required by activity personnel to gain access to individual work areas and buildings will be signed out for personal retention.

d. Specific keys used to secure Government property that is accessible only to authorized individuals will remain locked in the activity key depository and properly signed out as needed to authorized personnel.

e. Combinations to padlocks and safe locks will be strictly controlled and protected to prevent loss or compromise. Specific procedures are as follows:

(1) Combinations will be recorded on SF 700 (Security Container Information). The information copy of the form will be posted inside the container (safe, file cabinet, etc.) out of direct view whenever the container is open. Additional procedures for protection of combinations for containers or safes storing classified information will be followed and are contained in AR 380-5.

(2) Combinations will be changed annually, when compromise of the combination has occurred, or whenever an individual with access to the container is no longer assigned to the activity.

(3) A record copy of the SF 700 will be sealed in an envelope in such a manner as to allow easy detection of any attempt to open the envelope. The sealed envelope containing combinations to padlocks will be secured with the key control custodian or at the next higher activity.

f. Master keys are not authorized except as described in paragraph 1-4c(5).

g. Individually owned locks will not be used to secure or protect Government property.

h. Individually owned locks and keys used to protect or secure personal property is excluded from key control procedures.

2-2. Administrative controls

a. A key and lock custodian and alternate(s) in the grade of sergeant or above or GS-5 or above, will be appointed in writing. Custodians and alternates shall be responsible for the proper accounting and security of all keys for the activity. Individuals appointed as key custodians or alternates and those authorized to issue or receipt for keys shall have access to all keys and associated secured areas within the activity. Therefore, the reliability and trustworthiness of appointed and authorized individuals must be considered.

b. In those cases where keys must be available at any time, authorized charge of quarters (CQ) or SDO or SDNCO may be designated to secure, issue, and/or receive keys. In these cases, a means of positive identification of personnel and restrictions to individual work areas must be imposed and enforced in duty instructions. Under no circumstances will personnel who have been relieved of duty or who are subject or pending disciplinary action be assigned duties with unaccompanied access to activity or unit keys and property. To the greatest extent possible, CQ personnel should not be given unaccompanied access to the activity or Government property keys. Their sole function should be to provide surveillance of the area and monitor access to the locked containers, offices, and buildings in which property and keys are stored. Should a master key be made available for emergency use, the key must be placed in a sealed envelope in such a fashion as to easily detect tampering or unauthorized use.

c. Where multiple functions exist within an activity whereby a single point of accountability and issue and receipt for keys is neither feasible nor practical, multiple custodians or alternates may be assigned to separate activities such as divisions, branches, and separate staff offices. In these instances, each separate activity shall have separate custodians and alternates, individuals authorized to issue and receive keys, key depository, and accountability functions.

d. The number of personnel authorized to possess (personally retained keys) and use keys will be limited to those persons who have an absolute need, as determined by the supervisor responsible for the activity. Persons designated to have access to a key system, or separate keys therein, will be identified in writing. Access memorandums will show the name, duty position, and key number and area authorized. The access memorandum form should be kept by the custodian and alternate and the individual(s) authorized to issue keys as a ready reference.

e. Keys for locks protecting Government property such as warehouses, store rooms, or con-

trolled areas, except for the facility entrance doors, will not be issued for personal retention or removal from the activity. Keys for offices, buildings, and individual rooms in troop billets may be issued for personal retention. Keys for maintenance buildings, supply buildings and rooms, and property storage areas may be secured in an approved depository after duty hours in the custody of an established SDO or SDNCO. Keys will be secured separately from all other items.

f. All keys when not in use will be secured on the person of the individual to whom assigned or be secured in a lockable container such as a safe, filing cabinet, or key depository made of at least 26-gauge steel that is equipped with an approved 5-pin tumbler locking device or combination lock or padlock. Keys shall not be left in the key-way of the locking device, or in any fashion so as to permit easy access from unauthorized use. Key depositories or containers that are easily removed will be securely affixed to the structure. The key depository will be located in a room where it is kept under surveillance around-the-clock or in a room that can be securely locked during nonduty hours.

g. Portable key containers will be secured, when not in use, in locked steel cabinets or other approved containers. Other methods for securing portable key containers must be approved in writing by the RS Bde, Security Division. Requests for approval should be made on a standard memorandum which describes the container, the procedures in use, and the reasons for exception.

2-3. Accountability procedures

a. Inventories.

(1) Master inventory. All keys to locking devices used to secure or protect Government property will be strictly accounted for at all times. A complete written inventory of all keys by serial number and location will be maintained on USAREC Form 1191. Entries on USAREC Form 1191 will be made in ink. White out is not authorized for use on any key control record to correct errors. Errors will be lined out and initialed and the next line used. The form will be retained by the key custodian until major changes occur, and a new one is made out, at which time the old form may be destroyed. See chapter 3 for an example of this form and instructions for its use.

(2) Daily inventory. A daily 100 percent visual count of all primary keys (those operational keys secured in the daily use key box or depository) will be conducted by the custodian or alternate or individual authorized to receive or issue keys at the start of each duty day. Compare the closing visual count that was annotated on USAREC Form 1193 with the last entry for the previous day. Discrepancies between the closing and opening inventory counts will be investigated and resolved before issuing any keys. In those cases where CQ and SDO or SDNCO are securing and issuing keys on a 24-hour or after duty basis, inventories will be conducted by those person-

nel whenever a change of custody occurs between them. These inventories will be recorded on the Daily Staff Duty Journal.

(3) Monthly inventory. A monthly visual inventory count of all keys in the system will be conducted by the key custodian or alternate. The count will be recorded on USAREC Form 1193. The completed form will be kept in unit files for 1 year. See chapter 3 for an example of this form and instructions for its use.

(4) Semiannual inventory. On a semiannual basis, a 100 percent serial number inventory of all keys in the system will be conducted by the custodian or alternate. Personally retained keys will be provided to the key custodian during each semiannual inventory for accountability and inspection. In cases where keys are maintained by the CQ and SDO or SDNCO, a single line of USAREC Form 1193 may be used to record the inventory. USAREC Form 1193 will be kept in unit files for 1 year after completion, at which time it may be destroyed.

b. Key and lock issue.

(1) Keys may be signed out only to those individuals authorized access or who have an absolute need as determined by the director or supervisor of each activity. Only the director, supervisor, the primary and alternate(s) key custodian, or those designated in writing may issue or receive keys.

(2) Keys issued to individuals for daily use and for personal retention will be recorded on USAREC Form 1192; one for daily use, one for personal retention. This form will be maintained on file for 90 days after completion, then destroyed. Forms for personal retention shall be maintained by the custodian. Forms for daily use shall be maintained by the individual(s) authorized to receive or issue keys. USAREC Form 1192 may be secured in the key box or depository.

c. Duplicate keys. Duplicate keys are those additional copies of keys that may be issued as personal retained keys or special use keys and will be secured in a separate container and sealed envelope or lockable metal file cabinet in the activity. Duplicate keys may be secured with other items in the same container provided the keys are in a separate box, envelope, or similar container and sealed with the quantity listed on the outside. Duplicate keys may be inventoried by each separate container provided there is no evidence of tampering with the seal. These keys (containers) will be inventoried monthly and semi-annually, and results annotated on USAREC Form 1193.

d. Key control records. All key control forms, other than USAREC Form 1192 used for daily issue, will be secured with the custodian. Access of these documents must be controlled and secured in the same manner as keys in order to guard against tampering. All entries on key control forms will be made in ink. White out is not authorized for use when errors are made. Instead, errors will be lined out and initialed and the next line used.

2-4. Lock and combination controls

a. Combinations to padlocks and safe locks that do not contain classified information will be controlled and protected to prevent loss or compromise.

b. Combinations will be recorded on SF 700. The information copy of the form will be posted inside the container or vault, out of direct view whenever the container is open. The form may be destroyed upon change of the combination.

c. The record copy of the combination will be sealed in the envelope provided.

d. The envelope will be sealed in such a manner that allows easy detection of any attempt to open the envelope.

(1) The sealed envelope will be secured as a duplicate key in accordance with paragraph 2-3c.

(2) In case of loss, theft, or compromise of a lock or combination, the lock and/or combination will be changed. In addition, changes of combinations will occur annually or upon relief or rotation of a person possessing the combination.

Chapter 3

Explanation of Forms

3-1. General

There are three key control forms, one of which is used for two separate functions. The term "key" and "lock" are used synonymously for accountability purposes. The term "lock" refers to all locking devices, including padlocks and locksets. There are two categories of keys, these are:

a. Primary keys. A primary key is that key, which shall be located in key depositories or containers, that is subject to issue only for daily use. There shall always be at least one primary key. This key shall never be issued for personal retention.

b. Duplicate keys. Additional keys for locking devices that are maintained as backups or extras of which may be used for issue to individuals for personal retention. These keys are stored in a separate container as described in paragraphs 2-2d(5) and 2-3c. Adequate duplicate keys shall be maintained to prevent issue of the primary key for personal retention and, to have on hand a key to have additional duplicates made when needed.

c. Master key(s). A single key that opens more than one locking device. Only Headquarters Company, Supply and Services, and RS Bde, Security Division, and/or the SDO are authorized use of such keys.

3-2. USAREC Form 1191

USAREC Form 1191 (fig 3-1) is used to account for all keys, associated locks, and padlocks being used to protect or secure Government property. These keys and locks range from individual office door locks, desk locks, computer drives, file cabinets, storage cabinets and containers, padlocks, door locks, vehicle doors, (trunk and ignition); chained equipment, storage and utility rooms, display cases, etc. Individual

padlocks and associated keys that are not in use (i.e., those being stored for subsequent issue, are not to be included until issued for use). All keys and locks issued for use shall be included on this form. This form shall be maintained until replaced by a new, revised, or updated form. The date the key inventory form was initiated is shown in the upper left corner. This inventory form is the reference for use with other key sign-in and sign-out records and accountability records.

a. Instructions for this form are described below:

(1) Item 1, Date. Date form was initiated.

(2) Item 2, Office Symbol. Self-explanatory.

(3) Item 3, Ring/Hook Number. The key ring number or the hook number in which a key or a key ring is placed in the key container. When multiple keys are required for access to a specific area, keys may be accounted for by issuing an entire set by ring number which represents the total number of keys on the ring. Keys affixed to key rings are seldom issued for personal retention and are normally issued daily as need dictates. Key rings shall be limited and used only where the need exists. For example, access is required to a locked container that is located in a locked storage area whereby access can be gained only by two locked doors. In this case, arranging these four keys on a single key ring will facilitate issue, turn-in, and accountability measures. When a ring number is assigned, the keys are accounted for by the ring number, not each individual key. However, each serial number and the location of each lock must be entered on the form.

(4) Item 4, Key Serial No. The serial number of each individual key. The serial number may be all numbers or a combination of letters and numbers.

(5) Item 5, Location of Lock. The location of the lock(s) which the key ring or individual key fits (i.e., bldg. 110, room 07; front door bldg. 6585; desk, room 210; cabinet, room 340; etc.).

(6) Item 6, Primary Keys (No. in Box). The key, located in key depositories and containers, that is subject to issue for daily use. There shall always be at least one primary key. It is recommended that the primary key for the key container be located in a separate container accessible only to authorized personnel. This should be noted on the master inventory form. Primary keys must never be issued for personal retention.

(7) Item 7, No. of Duplicate Keys. Additional keys for locking devices that are maintained as backups or extras or those that may be used for issue to individuals for personal retention.

(8) Item 8, Total Keys. The total number of keys, including multiples for key rings, of primary and duplicate (issued and unissued).

(9) Item 9, Total (Primary). Total number of primary keys.

(10) Item 10, Total (Duplicate). Total number of duplicate keys.

(11) Item 11, Total (All Keys). Total of all keys, primary and duplicate for this form.

(12) Totals (12, 13, 14). If more than one form

is used, the total for each column will be considered the subtotal. The last form used shall indicate the total of all forms directly under columns 9, 10, and 11.

b. Explanation. A completed USAREC Form 1191 (fig 3-1) shows a listing of keys used by RCAB-SS. This activity has a total of 54 keys. Sixteen primary keys available for daily use and 38 duplicate keys which may be issued for personal retention and/or stored separately. The ring/hook number for each is assigned for each key as they are kept in the container. Note that number 10 is a "key ring" as indicated by the three separate line entries for each key on the ring. Each key on the inventory has a serial number which consists of all numbers or letters and numbers. The location of the lock is shown by building number, room number, and/or device. If all in-use keys are located in the same building, listing the building number is not required. Key number 11 is the hook number for the key box which is located in a different location in a sealed container. This was done in the event the key may be required for access by an authorized user. (Keeping the key box key(s) in the same box serves little purpose if it cannot be accessed when no one is available with a key or in the event of loss.) Refer to paragraphs 3-3 and 3-4 for daily and personal retention issue correlations as it pertains to duplicate keys as listed on this form.

c. If new keys are assigned, simply add the new keys to the master inventory. Annotating the date added will assist in describing changes on the monthly and semiannual key inventory log.

d. If keys are removed from the inventory, line through the entry and briefly describe the events (date and circumstances of removal) and disposition of the key.

3-3. USAREC Form 1192 (daily use)

This is a duplicate use form. One use is to record the daily issue of primary keys which are located in the key container (see fig 3-2) and the other is for accountability and acknowledged receipt of personally retained keys from the duplicate keys which are stored separately.

a. Daily use. The application shows all transactions of keys issued to individuals on a daily basis. Keys are issued and received by those persons authorized access to the key container to those individuals authorized access to a secured area. When used as a daily use form, the yes block is marked. This form is closed at the end of each duty day by lining through the next available space after the last entry and annotating the closing date, time, and initials of individual closing the log. This process is indicated on figure 3-2. All daily issued keys must be returned prior to the end of the duty unless circumstances require key(s) to be retained during a 24-hour period. Should a key(s) be required for longer than a 24-hour period, due to operation necessity and/or when authorized, personally retained key(s) must be issued. The daily issue log cannot be closed until all keys have been returned or reconciled and a visual inventory of the key

depository accounts for all keys. The conduct of a visual inventory is implied by the "closed" annotation. This form is retained by the key control custodian or alternate for a period of 30 days after completion, then destroyed. Explanation of each item of entry is as follows:

(1) Item 1, Daily Issue. Check "yes" if used for daily issue.

(2) Item 2, Ring/Hook Number. Same as for USAREC Form 1191.

(3) Item 3, Date Issued. Enter the date the key was issued to the individual. Entering the time of issue is optional.

(4) Item 4, Issued By (Initials). The initials of the person authorized access to the key box and to issue or receipt for keys. The key custodian and alternate have authority solely by their appointment to this duty.

(5) Item 5, Printed Name/Signature. Printed name and signature of person receiving key(s).

(6) Item 6, Date Turned In. Enter date key(s) is returned. Dates may differ from date issued if key(s) was issued for an operational function past normal duty hours but less than 24 hours. Entering time of return is optional.

(7) Item 7, Received By (Initials). The initials of the person authorized access to the key box and to issue or receipt for keys. The key custodian or alternate have authority solely by their appointment to this duty.

(8) Closing entry. Example of a proper entry for closing the log at each normal duty day is shown on figure 3-2.

b. Explanation. The first key issue item from 09/09/2000 was ring/hook number 10. Note that number 10 was entered in column (2). When referring to the master inventory form, key 10 is a "key ring" with different keys. These three keys were issued by the ring number as a set by an individual with access to the key box and authorized to issue and/or receive keys. The individual using the keys was John Smith, who signed for the keys. The keys were returned on the same day and acknowledged by JRW. This process is accomplished for issue of key 4 and 2 for the same date; however, the individual with initials "IR" issued and acknowledged return of the keys. No keys were issued on 09/10/2000.

3-4. USAREC Form 1192 (retained keys)

This is a duplicate use form. One use is to record the daily issue of primary keys which are located in the key container. This procedure was described in paragraph 3-3. The other purpose is to maintain accountability and acknowledge receipt of personal retained keys from separately stored duplicate keys. Of no less significance is the method of issuing keys which will serve as a time saver and management tool when conducting required inventories. Several methods (name, ring/hook number, or location) may be utilized for this function, depending upon ease of operation, number of keys, number of individuals authorized personally retained keys, etc. Issue accountability for each of these methods is conducted according to items (2) through (7) paragraph 3-3.

a. Name issue (see fig 3-3). Use of this method is recommended when individuals may be issued numerous keys for personal retention. Each individual has a separate form. All issue and turn-in functions are the same as for daily use and the name of the individual is placed in item (1). When conducting inventories and during issue and turn-in procedures, it is quicker and easier to find and account for all keys assigned to the individual than to locate numerous separate sheets for each key and then locate the individual name.

b. Ring/hook number (see fig 3-4). Use of this method is recommended when individuals are issued only one, or there is a small number of keys in the inventory. Each key has a separate form. All issue and turn-in functions are the same as for daily use. The number of the ring/hook or the location is placed in item (1). When conducting inventories and during issue and turn-in procedures, it is quicker and easier to find and account for the single key assigned to the individual by locating that form for that particular key.

3-5. USAREC Form 1193

This form serves one purpose; to record the results of either a monthly or semiannual key and lock inventory (see fig 3-5). Only the appointed key custodian or alternate is authorized to conduct key and lock inventories and certify the results. This form is retained for 1 year after completion (last entry is made).

a. A monthly inventory is one in which a visual or show count is conducted for all keys listed on the master inventory; keys in the key container, those duplicates stored separately, and those issued for personal retention.

b. A semiannual inventory is the verification of serial numbers for all keys listed on the master inventory; keys in the key container, those duplicates stored separately, and those issued for personal retention.

c. Recording results. The process for certifying the completion of a monthly and/or semiannual inventory is as follows:

(1) Item 1, Date. Enter the date the inventory was completed.

(2) Item 2, Inventory Type. Place an X or check the appropriate box for the type inventory conducted.

(3) Item 3, No. of Primary Keys. List the total number of keys accounted for. If a discrepancy exists as compared to the master inventory, a memorandum or statement of fact must be attached to the inventory form that provides explanation of the cause, effect, and corrective actions taken.

(4) Item 4, No. of Duplicate Keys. List the total number of keys accounted for. If a discrepancy exists as compared to the master inventory, a memorandum or statement of fact must be attached to the inventory form that provides explanation of the cause, effect, and corrective actions taken.

(5) Item 5, Total. The total number of keys accounted for, including all primary and duplicate keys. If a discrepancy exists as compared

to the master inventory, a memorandum or statement of fact must be attached to the inventory form that provides explanation of the cause, effect, and corrective actions taken.

(6) Item 6, Signature of Person Conducting Inventory. The signature of the appointed key custodian or alternate conducting the inventory.

3-6. Safeguarding of key accountability forms

The original USAREC Form 1191 and USAREC Form 1193 shall be secured with the key control custodian or alternate. A copy of USAREC Form 1191 may be provided to authorized individuals to facilitate daily and personal retention issue and turn-in of keys. Recommend all key control forms be placed in a three-ring binder, and each be protected by a document protector to protect against wear and loss.

MASTER KEY INVENTORY

(For use of this form see USAREC Memo 190-1 and USAREC Reg 380-4)

(1) Date: 1 Mar 2000		(2) Office Symbol: RCAB-SS			
(3) RING/HOOK NUMBER	(4) KEY SERIAL NO.	(5) LOCATION OF LOCK	(6) PRIMARY KEYS <i>(No. in Box)</i>	(7) NO. OF DUPLICATE KEYS	(8) TOTAL KEYS
1	R0612	Bldg 110/Rm 3	1	6	7
2	081361	Bldg 110/Rm 5	1	3	4
3	01123	Bldg 110/Rm 7	1	3	4
4	061124	Bldg 110/Rm 9	1	3	4
5	0113	Desk Rm 9	1	2	3
6	0114	Desk Rm 7	1	2	3
7	0115	Desk Rm 5	1	2	3
8	0116	Desk Rm 3	1	1	2
9	16314	Storage Cabinet Rm 3	1	1	2
10 (a)	A1636	Bldg 110/Rm 11	1	2	3
(b)	A17999	Storage Cabinet Rm 11	1	2	3
(c)	C61	Locked Box in Storage Cab Rm 11	1	2	4
11	R1682	Key Box Rm 3	1*	3	4
12	8991	Computer Drive Rm 3	1	1	2
13	4611	Diskette Box Rm 3	1	1	2
14	3221	File Cabinet Rm 3	1	3	4
* Key located in director's office key box in sealed envelope.					
TOTAL			(9) 16	(10) 38	(11) 54
TOTALS (if more than 1 page issued)			(12)	(13)	(14)

USAREC Form 1191, 1 Feb 2000 (This form supersedes HQ USAREC Form 1871-1-R which may be used until exhausted)

Figure 3-1. Sample of a completed USAREC Form 1191

KEY SIGN-IN AND SIGN-OUT RECORD

(For use of this form see USAREC Memo 190-1 and USAREC Reg 380-4)

(1) Daily Issue: Yes No Name: _____

(2) RING/HOOK NUMBER	(3) DATE ISSUED	(4) ISSUED BY <i>(Initials)</i>	(5) PRINTED NAME/SIGNATURE	(6) DATE TURNED IN	(7) RECEIVED BY <i>(Initials)</i>
6	01/03/1999	IR	JOHN SMITH <i>John Smith</i>	06/04/2000	IR
1	06/06/1999				
8	06/06/1999		 JOHN SMITH JOHN SMITH JOHN SMITH JOHN SMITH JOHN SMITH 		
9	06/06/1999				
12	06/06/1999				
13	06/06/1999				
14	06/06/1999				
11	08/07/2000	JRW	JOHN SMITH <i>John Smith</i>		

USAREC Form 1192, 1 Feb 2000 (This form supersedes HQ USAREC Form 1872-2-R which may be used until exhausted)

Figure 3-3. Sample of a completed USAREC Form 1192 (retained keys -- name issue)

Appendix A
References

Section I
Related Publications

AR 190-51

Security of Unclassified Army Property (Sensitive and Nonsensitive).

AR 380-5

Department of the Army Information Security Program.

AR 710-2

Inventory Management Supply Policy Below the Wholesale Level.

Section II
Required Forms

USAREC Form 1191

Master Key Inventory.

USAREC Form 1192

Key Sign-In and Sign-Out Record.

USAREC Form 1193

Key Inventory Log (Monthly and Semiannually).

Section III
Related Forms

DA Form 3161

Request for Issue or Turn-In.

SF 700

Security Container Information.

Glossary

Section I Abbreviations

CQ

charge of quarters

HQ USAREC

Headquarters, United States Army Recruiting Command

RS Bde

United States Army Recruiting Support Brigade

SDNCO

staff duty noncommissioned officer

SDO

staff duty officer

Section II

Terms

asset

Any resource requiring protection.

chains

Chain used to secure containers will be heavy-duty, hardened steel, welded, or straight-link steel. The steel will be galvanized of at least 5/16-inch thickness or of equal resistance required to force, cut, or break an approved low security padlock. Example of such chains are Type 1, Grade C, Class 4, NSN 4010-00-149-5583; NSN 4010-00-149-5575; or NSN 4040-00-171-4427.

continuous surveillance

Constant unobstructed observance of items or an area to prevent unauthorized access. Continuous surveillance may be maintained by dedicated guards, other on-duty personnel, intrusion detection systems, and those enhanced by closed-circuit television.

crime prevention

The anticipation, recognition, and appraisal of crime risk and limitation of some action to reduce it. Crime prevention is a direct crime control method that applies to before-the-fact efforts to reduce criminal opportunity, protect potential human victims, and prevent property loss.

key and lock control system

A system of identifying both locks and their locations and personnel in possession of keys and/or combinations.

locked container

A container or room of substantial construction secured with an approved locking device.

locking devices

Padlocks, military specifications--

- High Security Padlock, Military Specification MIL-P-43607. Shrouded shackle with clevis and chain, NSN 5340-01-217-5068 or NSN 5340-00-

188-1560. Horizontal sliding bolt with clevis and chain, NSN 5340-00-799-8248.

- Medium Security Padlock, Military Specification MIL-P-43951. Open shackle with clevis and chain, NSN 4340-00-799-8016.

- Low Security Padlock. Commercial item description A-A-1927. Hardened steel shackle and case without chain, NSN 5340-00-158-3807; NSN 5340-00-158-3805 (without chain).

Physical Security Program

The inter-relationship of various components that complement each other to produce a comprehensive approach to security matters. These components include a continuing assessment of that activity's physical security posture.

pilferable asset

Any asset which can be stolen.

portable

Capable of being carried in the hand or on the person. As a general rule, a single item weighing less than 100 pounds is considered portable.

risk

The degree or likelihood of loss of an asset.

sensitive item

Material requiring a high degree of protection to prevent unauthorized acquisition.