

**BY ORDER OF THE COMMANDER
374TH AIRLIFT WING**

**374TH AIRLIFT WING INSTRUCTIONS
32-9003**



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Civil Engineering**

**ISSUE, TURN-IN AND MANAGEMENT OF
KEYS TO REAL PROPERTY FACILITIES**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction sets forth responsibilities and rules for issue, turn-in and management of keys to real property facilities (buildings and installed property) under the jurisdiction of Headquarters 374th Airlift Wing (374 AW). This instruction implements Air Force Policy Directive (AFPD) 32-90, *Real Property Asset Management*. It applies to 374 AW, attached and associated units and to any organizations newly assigned to Yokota Air Base (AB). Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with (IAW) AFMAN 33-363, *Management of Records*, and disposed of IAW the Air Force Records Disposition Schedule (RDS) located at <https://www.my.af.mil/gcss-af61a/afrims/afrims/>. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the AF Form 847, *Recommendation for Change of Publication*; route AF Form 847 from the field through the appropriate functional's chain of command.

SUMMARY OF CHANGES

This document has been substantially revised and must be completely reviewed. Major changes include: Updated office symbols and office names; Updated responsibilities; paragraphs 8.1.1 – 8.1.5. (Deleted); paragraph 8.2. (Deleted).

1. Responsibilities:

1.1. The 374th Civil Engineer Squadron Real Property Element (374 CES/CEAOR) will ensure keys are provided for real property facilities needed for official use.

1.2. The 374 CES Housing Office (374 CES/CEAC) will manage and control all military family housing (MFH) keys issued to the occupants.

1.3. Facility managers (FM) and MFH occupants will manage and control keys to their buildings or MFH units.

1.4. The 374 CES Heavy Repair (374 CES/CEOH) will keep one set of keys to all MFH entrances and one set of keys to mechanical and utility rooms of all base buildings.

1.5. FM will ensure master key is available. For Knox box system, advise Fire Protection Flight if locks are changed.

2. Issue of Keys:

2.1. Non-MFH Facilities. When FM first signs a receipt for a new facility, 374 CES/CEAOR will account for and issue all keys to the facility except those to be held by 374 CES/CEOH (per paragraph 1.4.). When a change of FM occurs, all keys will be accounted for and reissued to the new FM.

2.2. MFH Units. The Housing Office will give keys to the occupant, who will in turn acknowledge initial receipt on the AF Form 227, *Quarters Condition Inspection Report*.

3. Turning In Keys:

3.1. Non-MFH Facilities. When terminating the use of a facility, FM will turn in all keys to 374 CES/CEAOR.

3.2. MFH Units. When vacating MFH unit, the occupant will turn in all of the keys for the unit to the Housing inspector at the time of final clearance. Inspectors will ensure the right keys are returned. Lost keys must be replaced or paid for before termination of occupancy.

4. Replacement and Additional Keys:

4.1. Requests for replacement or additional key's will be accepted as long as they are not for personal convenience or to take the place of those lost through negligence. FM will submit their need for keys on AF Form 332, *Base Civil Engineer Work Request*, to 374 CES Customer Service (374 CES/CEOSC). Requesters will ensure they have complete justification on the Form and furnish a sample key. 374 CES Customer Service will verify the identity of the requester.

4.2. Locks may be replaced or rekeyed at government expense only when it has been proven keys were not lost or stolen due to negligence. Otherwise, the person concerned must reimburse the government.

5. Keys to New, Modified and Altered Facilities. 374 CES/CEAOR will ensure these keys are given to either the applicable FM or the Housing Office, and one is given to 374 CES/CEOH (per paragraph 1.4.).

6. Keys to Vacant and Unused Facilities:

6.1. Non-MFH Facilities. 374 CES/CEAOR will retain these keys until facilities are placed in use.

6.2. MFH Units. The Housing Office will have sole control of these keys and will issue them to the sponsor of MFH unit assigned. Keys will be transferred to 374 CES/CEAOR when units are to be deactivated, disposed of, or released to the Government of Japan.

7. Repair of Door Locks. FM may request this service by calling 374 CES Customer Service (374 CES/CEOSC) at 225-5282 when door locks affect physical security of their facility. When a door lock does not affect physical security of the facility, FM will submit the AF Form 332 with proper justification to 374 CES Customer Service.

8. Replacement of Keys to MFH Units: To gain entry to MFH units during duty hours when keys are lost or misplaced, personnel should contact the Housing Office at 225-7114 for a replacement. If it is deemed that negligence has occurred, the occupant may be charged for the key replacement. During non-duty hours from 1630 to 0730, and on weekends and holidays, occupants residing in the Tower and Garden units will contact the CE Emergency Service Call Desk at 225-5790/5791. The Service Call controller will generate a work order, notify the standby locksmith of the work order, and notify Security Forces to meet the occupant and locksmith at the quarters for verification of occupancy. Again, if it is deemed that negligence has occurred, the occupant may be charged for the key replacement.

9. Temporary Issue of Duplicate Keys to Unaccompanied Personnel Housing. All dorm residents must first notify the dorm manager during duty hours to gain access to quarters when keys are lost /misplaced. After duty hours they should contact the bay chief and/or Unit First Sergeant for access to quarters. If unsuccessful, they should contact the CE Emergency Service Call desk at 225-5790. Members will be charged to have the lock shop respond to open a door.

10. Adopted Forms:

AF Form 227, *Quarters Condition Inspection Report*

AF Form 332, *Base Civil Engineer Work Request*

AF Form 847, *Recommendation for Change of Publication*

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