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**Civil Engineering**

**CONTROL OF KEYS**

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(Lt Col Randall Ivall)

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This instruction implements Air Force Policy Directive 32-10, *Installations and Facilities*. This instruction prescribes policies for the control of keys for all buildings and associated rooms or areas assigned to the 59th Medical Wing (MDW). It includes the procedures for requesting and returning keys, and reporting lost or stolen keys. It also includes procedures for requesting key or lock maintenance and combination changes. It applies to all personnel authorized a key to any 59 MDW area. This instruction does not apply to the Air National Guard or Air Force Reserve. Refer recommended changes and questions about this publication to the Office of Primary Responsibility using the AF Form 847, *Recommendation for Change of Publication*. The authority to waive requirements is the publication approval authority. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with (IAW) Air Force Manual 33-363, *Management of Records*, and disposed of IAW Air Force Records Information Management System Records Disposition Schedule.

**SUMMARY OF CHANGES**

This document has been substantially revised and must be completely reviewed. Major changes include deleted references to Wilford Hall Medical Center; added building 3352; and deleted buildings 3246 and 3750.

**1. Types of Keys.**

1.1. Grand Master Key (GMK)-Series Keys. Staff members issued GMK-series keys have access to all interior and exterior doors of buildings 3352, 3425, 3550, 3746, 3748, 3750 (Robotic Pharmacy), 4368, 4369, 4370, 4429, 4430, 4550, 4552, 4600, 4604, 4883 and 4957.

The following individuals are authorized GMK-series keys by the 59th Medical Wing Administrator:

- 1.1.1. Commander (59 MDW/CC).
- 1.1.2. Vice Commander (59 MDW/CV).
- 1.1.3. Chief Medical Officer (59 MDW/CMO).
- 1.1.4. Administrator (59 MDW/SGA).
- 1.1.5. Chief, Medical Staff (59 MDW/SGH).
- 1.1.6. Director, Facilities Management (59 MLRS/SGSKF).
- 1.1.7. Deputy Director, Facilities Management (59 MLRS/SGSKF).
- 1.1.8. Chief, Operations Flight (802 CES/CEW).
- 1.1.9. Deputy Chief, Operations Flight (802 CES/CEW).
- 1.1.10. Facilities Management Personnel, designated by Director/Deputy.
- 1.1.11. Wilford Hall Ambulatory Surgical Center (WHASC) Locksmith (802 CES/CEW).

1.2. Grand Master (GM)-Series Keys. Staff members issued GM-series keys have access to all interior doors of occupied buildings. Requests for GM-series keys must be submitted in writing, with sufficient justification and approved through the appropriate squadron commander, to the Facilities Management Flight (59 MLRS/SGSKF). The Director, Facilities Management has final approval authority.

1.3. Sub-Master (M-Series) Keys. Staff members issued M-series keys have access to a series of locks within a specific area of building 4550. M-series keys will be limited to the group commander, deputy group commander, flight commander, superintendent, noncommissioned officer-in-charge (NCOIC) or shift leader of a particular unit and all Zone Masters. Other personnel requesting M-series keys must provide detailed justification in their letter of request. Each request must be approved through the appropriate group prior to submission to 59 MLRS/SGSKF. The Director, Facilities Management, or Deputy Director, Facilities Management, has final approval authority.

1.4. Office Keys. Staff members issued office keys have access only to the offices for which the key is assigned.

## **2. Key Authorization Requests.**

2.1. An appointment letter must be on file in the Keys and Badges Office, room BE25, for all individuals authorized to sign key request letters for GMK and GM-Series Keys. This letter must include name, office symbol and duty title of the individual(s) authorized to sign key request letters. Additionally, this letter must be signed by any one of the following: squadron commander, group commander or wing administrator.

2.2. Requests for keys issued to other than 59 MDW personnel must be approved by the Director, Facilities Management, or Deputy Director, Facilities Management.

2.3. The Zone Master or NCOIC of each clinical area is responsible for keys placed on a controlled key ring and will establish explicit, written safeguard procedures. All personnel assigned to the area will acknowledge understanding of key safeguard procedures.

### **3. Key Control and Issue.**

3.1. The 59 MLRS/SGSKF will issue all WHASC keys. Individuals requiring keys will submit request letter through their flight commander, to 59 MLRS/SGSKF. Several individuals may be listed on the same letter.

3.2. Once a key is issued to an individual, as annotated on the key issued receipt, the key will not be transferred to another individual under any circumstances.

3.3. Individuals who depart permanent change of station (PCS), retire, separate, terminate employment, or transfer to a different section must clear their account at key control.

3.4. Individuals who lose their key will submit a lost key letter to 59 MLRS/SGSKF within five workdays and will be required to pay a replacement cost. A letter for reimbursement of lost keys will be issued with payment instructions. Individuals liable for replacement cost will be required to show proof of reimbursement prior to issuance of new keys. Replacement cost will be deducted from the individual's pay if not accomplished prior to PCS, separation, or retirement.

### **4. Requests for Maintenance.**

4.1. Requests for emergency repairs for vaulted safes and floor/wall mounted safes will be made to 802 CES/CEW service call desk at 292-7377 during normal duty hours or to 59 MDW Energy Monitoring Control System (EMCS) after normal duty hours at 292-5058.

4.2. To repair broken door locks, call the 802 CES/CEW service call desk at 292-7377 during normal duty hours and EMCS at 292-5058 after normal duty hours. After normal duty hours, repairs will be limited to securing a facility from illegal entry, securing controlled areas and safeguarding expensive equipment and/or supplies. All other lock issues will be deferred to the next duty day.

4.3. Requests to change lock cores in doors will be submitted to 59 MLRS/SGSKF using the Defense Medical Logistics Standard Support (DMLSS) customer support module with detailed justification.

4.4. Broken or bent keys will be turned in to 59 MLRS/SGSKF for replacement.

4.5. Desks and file cabinets are supply items and requests for replacement keys must be submitted to the Facilities Management Interior Designer.

**5. Combination Changes.** Submit requests for annual and semiannual combination changes to 59 MLRS/SGSKF using DMLSS customer support module. Changes will be performed within 30 days of request.

**6. Key Inventory.** Key inventories will be accomplished annually by the Keys and Badges Office. Results of the annual key inventory will be presented to the Facilities Environment Committee and will summarize major problems and corrective actions taken or proposed.

**7. Specialized Locks and Keys.** Requests for new, nonstandard or specialized physical security locking/key mechanisms (cipher, combination, or magnetic locks) at 59 MDW facilities will be carefully evaluated by Facilities Management. The Director, Facilities Management has final requirement approval authority.

GLENN A. YAP, Colonel, USAF, MSC  
Administrator

**Attachment 1**

**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION**

***References***

AFPD 32-10, *Installations and Facilities*, 4 March 2010

AFI 41-201, *Managing Clinical Engineering Programs*, 25 March 2003

AFPAM 32-1004, Volume 3, *Working in the Operations Flight Facility Maintenance*, 1 September 1998

59 MDWI 31-101, *Medical Facility Physical Security Program*, 19 November 2008

***Adopted Form***

AF Form 847, *Recommendation for Change of Publication*

***Abbreviations and Acronyms***

**DMLSS**—Defense Medical Logistics Standard Support

**EMCS**—Energy Monitoring Control System

**GM**—Grand Master

**GMK**—Grand Master Key

**IAW**—In Accordance With

**MDW**—Medical Wing

**NCOIC**—Noncommissioned Officer In-Charge

**PCS**—Permanent Change of Station

**WHASC**—Wilford Hall Ambulatory Surgical Center