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OBTAINING NEW OR DUPLICATE KEYS

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This instruction implements Air Force Policy Directive (AFPD) 32-90, *Real Property Asset Management,* AFPD 32-10*, Installations and Facilities* and *AFI 32-1001, Operations Management*. It informs personnel of the process to obtain new or duplicate keys and applies to everyone requiring access to United States Air Force Academy (USAFA) facilities. Portions of this instruction are punitive and subjects violators to appropriate disciplinary action including the possibility of punishment under the Uniform Code of Military Justice (UCMJ). This publication applies to all Air Force, civilian, and contactor personnel who access USAFA facilities. This publication does not apply to Air Force Reserve Command (AFRC) units or the Air National Guard (ANG). Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using Air Force (AF) Form 847, *Recommendation for Change of Publication*. The authorities to waive requirements in this publication are identified with a Tier ("T-0, T-1, T-2, T-3") number following each compliance statement. See AFI 33-360, *Publications and Forms Management*, for a description of the authorities associated with the Tier numbers. Submit requests for waivers through the chain of command to the appropriate Tier waiver approval authority. The waiver authority for non-tiered requirements in this publication is 10 MSG/CC. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with (IAW) Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of IAW Air Force Records Information Management Systems (AFRIMS) Records Disposition Schedule (RDS).

SUMMARY OF CHANGES

This document is substantially revised and must be completely reviewed. Major changes include a revised key control process, clarification on requesting cipher locks, and recovery of cost and accountability for lost keys.

1. Keys Authorization Requests.

1.1. Approval. Send all new key requests to 10th Civil Engineer Squadron (10 CES) Customer Service on an AF Form 332, *Base Civil Engineer Work Request*, signed by the Facility Manager (FM). The AF Form 332 must include the room number(s), key reference number, quantity required and justification for the request.

1.1.1. Building master, exterior door key and rekey/recore requests must be signed by the facility's organizational commander, director, or equivalent. (T-3).

1.1.2. Mechanical room keys (to include boiler rooms, electrical rooms, fire sprinkler/valve rooms and other similar rooms) and Cadet Area tunnel keys are only issued to 10 CES personnel unless otherwise approved by 10 CES/CC, or designated representative. No combustible material, other than those necessary for the operation and maintenance of the equipment in that room, is permitted IAW National Fire Protection Association (NFPA) 1, 10.19.5. (T-2).

1.1.3. Communication room keys are only issued to 10 Communications Squadron (10 CS) personnel, unless otherwise approved by Communication Squadron Director (10 CS/CL), or designated representative. (T-2).

2. Key Control.

2.1. Organizational Commander/Director Responsibilities. The organizational commander or director is responsible for the care, custody, and protection of assigned real property and ensuring a key control system is in place to account for issuing and turning in keys. The FM, is assigned by the organizational commander or director, and is responsible for monitoring the key control system and for the security of all assigned keys. The organizational commander or director will ensure a full key inventory is completed and validated before departure of primary FM. (T-2).

2.2. Facility Manager Responsibilities. Newly appointed FM must physically account for and sign all USAFA Form 12, *Receipt For Keys*, before the departing FM out processes for reassignment, retirement, or permanent change of station. The new FM will not issue any keys, or complete any work requests, until responsibility for all keys has been assumed via signature. The FM must maintain strict control of <u>all</u> keys issued. The FM will issue keys to authorized unit individuals using AF Form 1297, *Temporary Issue Receipt.* FMs must ensure that personnel departing the USAF Academy turn in all keys before leaving/out processing. FM's will validate/reconcile the unit key inventory annually with 10 CES Customer Service. Grand master keys are inventoried semi-annually in May and November. (T-3).

2.3. 10 CES Responsibilities. Upon receipt of a new FM appointment memo, 10 CES will schedule FM training and brief new FMs on proper key issue and control procedures. 10 CES will train FMs on how to conduct key inventories in their assigned facilities. The FM must inventory all keys on their account; including issued keys and reserved (non-issued)

keys. The FM will ensure the USAFA Form 12, on file with 10 CES, matches their current record of keys. (T-3).

2.4. Key Inventory Discrepancies. If there are discrepancies between the AF Form 1297 and the actual inventory, the FM must resolve them within 5 work days. If deficiencies are not resolved, the responsible individual(s) or organization may be held liable for the cost of replacement keys and/or lock cores (see paragraph 3). (T-2).

2.5. Duplication of Government Keys. Duplication of US Government keys or of keys to high-security padlocks, is not authorized under any circumstances. (T-2).

2.6. Unauthorized Keys. Organizational commanders must use every resource to purge keys not stamped US GOVT - DO NOT DUPLICATE. Commanders or Directors will take appropriate disciplinary action toward subordinates in possession of such keys. The FM shall hand carry all unstamped, unauthorized, or obsolete keys to 10 CES Customer Service for disposition. (T-3).

3. Lost Keys. Individuals who have lost keys may be held financially liable for paying for the replacement of keys and any affected/associated lock cores subject to latest version of Report of Survey thresholds IAW AFMAN23-220 USAFASUP1. The organizational commander or director will initiate the Report of Survey (T-2).

3.1. To request replacement keys, the FM will send a written statement determining whether security was compromised signed by the Commander/Director. The statement will also indicate why this happened and what steps the organization has established to prevent further occurrences from happening in the future. A completed AF Form 332, annotating the responsible party's name(s) in Block 9, and justification shall be sent to 10 CES for a cost estimate for replacing affected keys and lock cores. Costs will be based upon current market pricing including labor, materials, and overhead charges. 10 CES will place the AF Form 332 on hold until a cash collection voucher is signed by the Finance Office or a completed DD Form 200, *Financial Liability Investigation of Property Loss*, is forwarded to 10 CES, at which time the replacement key will be created and issued. The FM and 10 CES will jointly revise the USAFA Form 12 for that facility if there is a change in inventory or key series. (T-3).

3.1.1. Controlled Area Keys: If a key is lost or misplaced which allows access to a controlled area, the facility or room will be re-keyed/core replaced as soon as possible. Procedures in paragraph 3.1 will still apply, but the controlled area will be re-keyed/core replaced without delay. (T-2).

4. Cipher and Other Specialized Locks. Cipher locks are "stand-alone" battery operated keypad controlled locks used to control access to semi-public areas. Cipher locks are the least secure lock as codes can be passed along to unauthorized personnel with little control. They are not computer controlled and require individual manual programming by authorized personnel.

4.1. IAW AFI 31-101, *Integrated Defense (FOUO),* the Air Force does not classify electromechanical locks, cipher locks, mechanical locks, or other electronic entry control systems that use a number or letter sequence combinations as protection devices.

4.2. The Air Force standard for controlled access is keyed locks. Unless specifically required by AFI 31-101, *Integrated Defense (FOUO),* purchase of cipher locks will be considered above the Air Force standard and shall be unit-funded. (T-2)

4.3. The following are the procedures and approval criteria for requesting cipher locks for USAFA facilities. 10 CES/CC, or designated representative, is the approving authority to grant exceptions to these criteria.

4.3.1. The FM will submit requests for cipher locks on an AF Form 332; signed by the organizational commander or director. (T-3).

4.3.2. Approval of the AF Form 332 will be on a case by case basis by the 10 CES Work Request Review Board (WRRB) chairperson. Approval is not automatic and must meet the intent of AFI 31-101. (T-3).

4.3.3. At no time shall a cipher lock replace a keyed lock for security or convenience. A cipher lock will not be used to alleviate the requirement of using key control processes on key inventory logs. (T-3).

4.4. All cipher lock systems, not required by AFI, shall be purchased by the requesting organization; after 10 CES approval. 10 CES will install, initially program, maintain, and repair unit-purchased cipher locks. Personal office spaces are not authorized cipher locks. (T-3).

4.5. All USAFA cipher locks will be Yale compatible to maintain consistency throughout the base and have a key override in case of emergency. (T-3).

4.6. The FM is responsible for managing, maintaining, and controlling unit cipher lock codes. The FM will be responsible for changing their cipher lock codes. The FM can request training on the setting of codes for the cipher lock from 10 CES Customer Service. (T-3).

4.7. All other requests for specialized locks (such as computer-controlled locks including CAC-enabled locks, biometric locks, proximity card locks, etc.), must be IAW AFMAN 31-113-0 USAFASUP, *Installation Perimeter Access Control* (FOUO). The requesting organization shall purchase, install, maintain, repair, and dispose of these specialized locks when no longer needed. (T-3).

ANTHONY R. BARRETT, Lt Col, USAF
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ATTACHMENT 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

AFI 31-101*, Integrated Defense (FOUO),* 8 October 2009

AFI 32-1001, *Operations Management*, 16 October 2014

AFI 33-360, *Publications and Forms Management*, 1 December 2015

AFMAN 23-220 USAFASUP, *Reports of Survey for Air Force Property,* 23 May 2006

AFMAN 31-113-0 USAFASUP, *Installation Perimeter Access Control (FOUO),* 10 Jun 2016

AFMAN 33-363, *Management of Records*, 1 March 2008

AFPD 32-90, *Real Property Asset Management,* 6 August 2007

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

NFPA 1, *Fire Code*, 2015

Prescribed Forms

USAFA Form 12, *Receipt for Keys*

Adopted Forms

AF Form 847, *Recommendation for Change of Publication*

AF Form 332, *Base Civil Engineer Work Request*

AF Form 1297, *Temporary Issue Receipt*

DD Form 200, *Financial Liability Investigation of Property Loss*

Abbreviations and Acronyms

AF—Air Force

AFI—Air Force Instruction

AFMAN—Air Force Manual

AFPD—Air Force Policy Directive

CES—Civil Engineer Squadron

CS—Communications Squadron

FM—Facility Manager

NFPA—National Fire Protection Association

RDS—Records Disposition Schedule

SFS—Security Forces Squadron

USAFA—United States Air Force Academy

WRRP—Work Request Review Panel