

**BY ORDER OF THE COMMANDER
YOKOTA AIR BASE**

**YOKOTA AIR BASE INSTRUCTION
32-9003**



13 SEPTEMBER 2023

Civil Engineering

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

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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(Col Ryan J. Vetter)

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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 Department of the Air Force Policy Directive (DAFPD) 32-90, *Real Property Management*. It applies to 374 AW, attached and associated units, and to any organizations newly assigned to Yokota Air Base (AB). Ensure all records created as a result of processes prescribed in this publication are maintained in accordance with (IAW) Air Force Instruction (AFI) 33-322, *Records Management and Information Governance Program*, 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 DAF Form 847, *Recommendation for Change of Publication*; route DAF 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: Renumbered publication number from 374 AWI 32-9003 to Yokota ABI 32-9003. Updated office symbols and office names; updates to paragraphs **4.1, 7, and 9**.

1. Responsibilities:

- 1.1. 374th Civil Engineer Squadron Real Property Office (374 CES/CEIAP) will ensure keys are provided to requesting organizations for real property facilities needed for official use.
- 1.2. 374 CES Housing Office (374 CES/CEIH) will manage and control all Military Family Housing (MFH) keys issued to occupants.
- 1.3. Facility Managers (FM) and MFH occupants will manage and control keys to their buildings or MFH units.
- 1.4. 374 CES Heavy Repair (374 CES/CEOH) will keep one set of keys for all MFH entrances and one set of keys for mechanical and utility rooms of all base buildings.
- 1.5. FM will ensure master key is available to requesting organizations. 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 new facility, 374 CES/CEIAP 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. 374 CES/CEIH will give keys to the occupant, who will in turn acknowledge initial receipt on the Air Force Family Housing-Check In/Check out Record Form.

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/CEIAP.
- 3.2. MFH Units. When vacating MFH unit, the occupant will turn in all keys for the unit to the 374 CES/CEIH inspector at the time of final clearance. Inspectors will ensure the correct 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 keys will be accepted as long as they are not requested for personal convenience or to take the place of those lost through negligence. FM will submit service requests via NexGen IT TRIRIGA (NGIT) for additional key or key replacement to 374 CES Customer Service (374 CES/CEOER). Requesters will ensure they have complete justification on NGIT and furnish a sample key. 374 CES/CEOER will verify the identity of the requester.
- 4.2. Locks may be replaced or rekeyed at government expense only when proven that the 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/CEIAP will ensure keys are given to the applicable FM or 374 CES/CEIH, and a copy is given to 374 CES/CEOH (per [paragraph 1.4.](#)).

6. Keys to Vacant and Unused Facilities:

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

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

7. Repair of Door Locks. FM may request repair by calling 374 ES/CEOER at 225-5282 when door locks affect physical security of their facility. When a door lock does not affect physical security of the facility, FMs will submit the service request via TRIRIGA with proper justification to 374 CES/CEOER.

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 374 CES/CEIH at 225-7114 for a replacement. If it is deemed that negligence occurred, the occupant may be charged for 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, and request Security Forces meet the occupant and locksmith at the quarters for verification of occupancy.

9. Temporary Issue of Duplicate Keys to Unaccompanied Personnel Housing. If a dormitory resident loses their key or the key is malfunctioning, they will contact an Airmen Dorm Leader (ADL) during normal duty hours. Members are required to utilize the kiosk in dorm 125 to receive a temporary key after duty hours and on weekends or holidays. If the occupant resides in Tower 2085 or 2091, they will contact their First Sergeant or SNCO equivalent to go to Tokyo Business Services (TBS) tower maintenance contractor office, located at tower 4300, to have a new key made. TBS is open twenty-four hours a day, seven days a week (24/7).

ANDREW L. RODDAN, Colonel, USAF
Commander, 374th Airlift Wing

Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

DAFPD 32-90, *Real Property Management*, 20 April 2021

AFI 33-322, *Records Management and Information Governance Program*, 28 July 2021

Adopted Form

AF Form 332, *Base Civil Engineer Work Request*

AF Form 847, *Recommendation for Change of Publication*

Abbreviations and Acronyms

AB—Air Base

ADL—Airmen Dorm Leader

AFRIMS—Air Force Records Information Management System

IAW—In Accordance With

OPR—Office of Primary Responsibility

RDS—Records Disposition Schedule

TBS—Tokyo Business Services