

1 May 1994

Military Police
KEY CONTROL

Applicability. This regulation applies to all activities, including tenants, located on or assigned to Fort Monroe

Supplementation. Further supplementation of this regulation is prohibited without prior approval from Commander, Fort Monroe, ATTN: ATZG-PM, Fort Monroe, VA 23651-6000.

Suggested improvements. The proponent of this regulation is the Directorate of the Provost Marshal & Support Operations (DPM&SO). Send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) through channels to Commander, Fort Monroe, ATTN: ATZG-PM, Fort Monroe, VA 23651-6000. Suggested improvements may also be submitted using DA Form 1045 (Army Ideas for Excellence Program (AIEP) Proposal).

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1. Purpose. This regulation establishes policies and procedures and assigns responsibilities for the control, issue, and accountability of sensitive and nonsensitive keys for Fort Monroe facilities.

2. References.

a. AR 25-400-2 [The Modern Army Recordkeeping System (MARKS)].

b. AR 190-11 with FORSCOM/TRADOC Supplement 1 (Physical Security of Arms, Ammunition, and Explosives).

*This regulation supersedes FM Reg 190-4, 4 December 1985.

FM Reg 190-4

c. AR 190-51 [Security of Unclassified Army Property (Sensitive and Nonsensitive)].

d. DOD 5100-76-M (Physical Security of Sensitive Conventional Arms, Ammunition, and Explosives).

3. Explanation of Abbreviations. Abbreviations used in this regulation are explained in the glossary.

4. Responsibilities.

a. The Physical Security Officer, DPM&SO is designated as the Installation Key and Lock Control Officer and exercises supervision over the Installation Key Control Program. Periodic inspections of each activity's key control procedures will be conducted by the Installation Key and Lock Control Officer.

b. Each unit/activity commander or director will prepare an appointment memorandum designating a primary and an alternate key control custodian for each facility within his or her area of responsibility. A standard format for the appointment memorandum will be developed by the Physical Security Officer and distributed to each unit/activity and directorate. Appointments will be updated upon change of key custodian.

c. Key control custodians will control, issue, and account for all keys within their area of responsibility in accordance with (IAW) paragraph 2, above.

5. General.

a. The Fire Prevention and Protection Division, Safety Office, will maintain keys to all installation facilities for entry under emergency conditions.

b. Emergency conditions are defined as fire, flood, bomb threat, hostage situations, medical, or any other event in which entry becomes necessary beyond normal circumstances. The DPM&SO Military Police Desk will be notified immediately in the event of an emergency situation.

c. Submit all requests for replacement or duplication of keys, locks, or other security devices through the DPM&SO Physical Security Officer to DIS. Include a complete description of the work required along with the justification.

6. Arms, ammunition, and explosives (AA&E) facility keys.

a. Keys to AA&E storage buildings, rooms, racks, containers, and intrusion detection systems (IDS) may be secured together in the same key container. Keys will be stored in a container of at least 20-gauge steel or material of equivalent strength. However, keys required for maintenance and repair of IDS, including keys to control box and monitor cabinet, will be stored separately from operational IDS keys.

b. Only individuals listed on an unaccompanied access roster may receive AA&E keys. These individuals will sign for the keys on DA Form 5513-R (Key Control Register) upon completion of a proper change of custody inventory. Completed key control registers will be maintained under MARKS file number 1v.

c. Key control custodians will conduct a 100 percent inventory of AA&E keys at least semiannually. Inventories will be maintained under MARKS file number 1v for 1 year. If Class 5 or Class 6 security containers are used for the storage of AA&E, the combination will be changed annually or upon change of custodian, armorer, person(s), having knowledge of the combination, or when the combination has been subject to possible compromise. Record and store the combination IAW AR 190-11. In the event of lost, misplaced, or stolen keys, an investigation will be conducted immediately and locks and cores to locks will be replaced accordingly.

d. Key control custodians for AA&E keys will be appointed IAW AR 190-11.

e. Master (common) key lock sets will not be used.

7. Administrative keys (accountability and storage).

a. Keys to locks in use which protect daily use property of an office, unit, or activity; e.g., desks, wall lockers, interior office entrances, filing/supply cabinets, will be checked for turn-in at the end of each duty day. Keys may be issued to personnel for permanent retention (except AA&E) if daily turn-in hampers operational efficiency. Keys that are signed out on a permanent basis will be controlled on DA Form 5513-R and inventoried on a "show basis" no less than monthly by the key custodian.

b. A 100 percent key inventory, by serial number, will be conducted no less than semiannually. The results will be retained on file until the next inventory is conducted. Instructions for the use of DA Form 5513-R are contained in AR 190-51, Appendix D. When not in use, the key control register will be secured and access controlled. All spare keys not signed out on a permanent basis will be secured in a locked container; e.g., safe, or filing cabinet, or a key depository made of at least 26-gauge steel, permanently affixed to a wall.

FM Reg 190-4

c. Report missing keys immediately to the unit/activity commander or director and the Installation Key and Lock Control Officer.

d. Key custodians will conduct an investigation for the missing key(s) and determine if statement of charge procedures are warranted. If it is determined that the loss is through negligence, the unit/activity commander or director will review the circumstances and determine method of payment based on cost of replacement.

8. **Exceptions to policy.** Only the installation commander can grant exceptions to this regulation. Submit requests through the Physical Security Officer, DPM&SO to the commander, with a complete description of the exception(s) and supporting justification.

Glossary

AA&E	arms, ammunition, and explosives
AR	Army regulation
DIS	Directorate of Installation Support
DPM&SO	Directorate of the Provost Marshal & Support Operations
FORSCOM	U.S. Army Forces Command
IDS	intrusion detection system
MACOM	major Army command
MARKS	The Modern Army Recordkeeping System
TRADOC	U.S. Army Training and Doctrine Command

FOR THE COMMANDER:


JANICE C. KELLIHER
Administration Officer

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