

**DEPARTMENT OF THE ARMY  
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IMEU-VIC-MWC

1 March 2006

**STANDING OPERATING PROCEDURES (SOP)**

**SUBJECT:** Key Control Procedures For CYS Facilities

1. REFERENCE: AR 190-51 Security of Unclassified Army Property, 30 September 1993, Appendix D.
2. KEY CUSTODIANS: Are the only individuals who have access to the locked key box in CYS buildings numbers: 395, 398, 308, 108 (back entrance to CLEOS office), 373, the YS Sport Storage Shed (Quonset) and 304 Villaggio. Each program director will identify and keep record of the key custodians. This SOP will be posted by each CYS facility key container.
3. KEY CONTROL AND PROCEDURES:
  - a. The key custodian will number and maintain the order of the keys contained in the key box, which will remain locked at all times when not in use. A list of keys will be kept updated in the key container, numbered to correspond with the number of the hook on which each key is kept.
  - b. The key box contains keys for each lock in the facility that the staff must have access to operate the facility.
  - c. The release of each key is documented on the issue/turn-in of the Key Control Register and Inventory, DA Form 5513-R (enclosed) marked **PERMANENT** and located inside the key box cover. Each key issued shall be signed for on the key roster by both the key releaser and the staff member whom the key is issued to.
  - d. The key roster lists each key by number, signature of each individual receiving a key, date of issuance, initials of person issuing keys, date key is returned, and signature of the individual receiving the returned key. The key roster is also used to sign out keys to personnel/individuals who will use the facility during or after regular operating hours.
  - e. Cleaning personnel will be issued a copy of the facility main entrance key as required to complete their duties.

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f. The key control roster in the key container is retained until **all** issued keys listed on the page have been returned.

g. A Key Control Register and Inventory, DA Form 5513-R marked **TEMPORARY**, is also maintained inside the key container where it is recorded: the key number, the signature of the individual receiving the key, date of issue, name of the person issuing the key, date when the key was returned and signature of individual receiving the returned key.

**4. MARKING AND DUPLICATION OF KEYS:**

a. Each key for a lock must have identification. This is accomplished by marking the serial number that is on the key or by stamping or etching a number on each key.

b. A DPW Service Order may be used to get keys stamped and the key will be hand carried to the DPW Metal Shop.

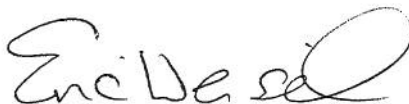
c. To have a key duplicated, type a memorandum to the DPW Metal Shop signed by the facility manager or the key control officer. Subject memorandum must indicate: the key number, the lock or building number, the reason for duplication and the quantity of duplicates. Copy of this memorandum will be kept in the key box as part of the inventory.

**5. INVENTORIES:**

a. The primary keys stored in the key container should be inventoried regularly on a **weekly** basis to ensure that any temporary keys that have been signed out on the temporary key roster have been returned.

b. Personally retained permanent keys shall be inventoried on a **quarterly** basis to ensure that no keys have been lost and are unaccounted for. Each quarterly inventory must be recorded by the custodian and kept on file. Record of inventory may be in the form of a statement, stating that all keys have been seen and are accounted for. If a key cannot be inventoried due to a key holder's absence, the key of that individual will be inventoried upon return.

c. Lost keys must be immediately reported to the facility director and the key custodian so that appropriate security measures can be taken.



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