



REPLY TO
ATTENTION OF:

DEPARTMENT OF THE ARMY
JOINT BASE MYER-HENDERSON HALL
204 LEE AVENUE
FORT MYER, VIRGINIA 22211-1199

IMMH-ES

8 Jan 15

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Joint Base Myer-Henderson Hall (JBM-HH) Policy Memorandum ES-8,
Commander's Key Control Program

1. REFERENCES.

- a. AR 190-51, Security of Unclassified Army Property (Sensitive and Nonsensitive), 30 Sep 93
- b. AR 735-5, Policies and Procedures for Property Accountability, 10 May 13
- c. MCO 5530.14A, Marine Corps Physical Security Program Manual, 5 Jun 09

2. PURPOSE. The Joint Base Myer-Henderson Hall (JBM-HH) community has numerous organizations that are deficient in maintaining an adequate key control program for the protection of personnel, government and private property. It is the intent of this policy letter to assist all commands and directorates in establishing a viable key control program.

3. APPLICABILITY. This policy letter applies to all JBM-HH agencies, partners, military personnel, and civilian employees.

4. POLICY. All joint base organizations will establish and maintain a key control program.

5. PROCEDURES.

- a. Create a key control program IAW AR 190-51, Appendix D, and/or MCO 5530.14A, Sec 3005.
- b. Each organization's primary key custodian should be available during normal duty hours to issue and receive keys. In the event the primary key custodian is unavailable (i.e. TDY, leave, etc.), the alternate key custodian will assume the duties of the primary key custodian.

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c. Each organization should have a key control SOP. Buildings that house multiple organizations may create a group key control SOP that should be reviewed and approved by the commanders or their designated representatives.

d. No locks will be changed/re-keyed without coordinating with organization's key control officer or primary key custodian. Once coordination has been made, the key control officer or primary key custodian will coordinate with the building coordinator who will submit a service order or work order, as required, to the Directorate of Public Works. At no time will a "key user" have a key made by borrowing a key from another "key user."

e. When a person loses a key through negligence or willful misconduct, he or she will be assessed liability for the lost key. When the loss of a key through negligence or willful misconduct is the proximate cause of replacing a locking device or door by rendering the locking device or door unsuitable for its intended purpose, the user will be held financially liable for the replacement cost of the locking device and/or the door. Replacement cost includes both the cost of the parts and the cost of the labor to install. (AR 735-5, para 14-23)

f. For emergency access, key control officers or primary key custodians will ensure that all copies of emergency keys are provided to and signed for by the JBM-HH Fire Department to be placed in the Supra-Knox box for that facility. When a new lock has been installed, the responsible key control officer or custodian will ensure that all keys to the old door are collected and that a copy of the new key is issued to and signed for by the Fire Department.

6. PROPONENT. POC for this policy is the Joint Base Myer-Henderson Hall Provost Marshal Office, 703-696-3197.


MICHAEL D. HENDERSON
COL, AR
Commanding

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