



REPLY TO
ATTENTION OF

DEPARTMENT OF THE ARMY
UNITED STATES ARMY GARRISON SCHWEINFURT
Unit 25850, Box 10
APO AE 09033

IMEU-SWF-ZA

13 FEB 2010

MEMORANDUM FOR: SEE DISTRIBUTION

SUBJECT: Installation Policy Memorandum Number 3-25, Master Key Usage in Barracks

1. Reference:

- a. AR 420-1, Army Facilities Management, 12 Feb 08.
- b. AE Suppl 1 to AR 420-1, Army Facilities Management, 20 Nov 08.

2. Purpose: To establish community policy in regards to the issue and control of master keys for use within Unaccompanied Personnel Housing.

3. Scope: This policy applies to all units assigned to US Army Garrison Schweinfurt with Soldiers living in permanent party barracks. Master keys are not normally allowed by Army Regulations; however, a special waiver has been granted for Battalion level management of barracks master keys to ensure the safety and security of Soldiers and their property.

4. Policy: The Battalion S2 shall sign for barracks master keys from the Directorate of Public Works UPH Branch and maintain strict accountability using the following procedures:

- a. Master Keys will be maintained, secured, and accounted for daily or upon change of possession. Keys will be kept in a sealed envelope with the S2's signature, date and time affixed across the seal. A DA Form 5513-R Key Control Register for the master keys will be kept in the sealed envelope and will be completed whenever the envelope is opened.
- b. The master keys will only be signed out to Soldiers in the ranks of E-7 or above, regardless of their duty position. This responsibility is **not** authorized to be delegated any lower.
- c. The sealed envelope containing the Master Keys will be signed out to the Battalion SDO/SDNCO from the Battalion S2 during non-duty hours to have on-hand for emergency situations after hours using a DA form 2062 Hand Receipt. The envelope containing the Master keys will be safeguarded at all times by the SDO/SDNCO. This envelope will not be further transferred below the SDNCO level; however, the envelope will be signed over to the next SDO/SDNCO or back to the Battalion S2.
- d. The seal on the envelope will only be broken open by the SDO/SDNCO and the Master Keys used for the following circumstances:
 - (1) Commander's safety, health and welfare check of Soldiers after duty hours.
 - (2) Emergency situations to include catastrophic maintenance issues such as major water leaks when damage to property could occur.

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(3) An emergency situation when a Soldier is believed to be locked in their room and immediate access is required due to a potential life threatening situation.

(4) A Soldier is locked out of his room and the SDNCO makes positive identification that the room is in fact assigned to that Soldier.

e. Master Keys will **not** be used to provide access in a Soldier's absence for routine maintenance; deliveries; installation of cable television, internet, or telephone service; or to other Soldiers who may have been granted permission to enter the room.

f. Whenever the SDO/SDNCO breaks open the envelope to use a Master Key, the DA Form 5513-R will be signed by the SDO/SDNCO receiving the actual key with the date/time. The Staff Duty Journal will be completed stating the barracks room number opened, the Soldiers' name living in that room, and the reason access was provided. The Master keys will then be placed into the envelope and the envelope re-sealed. A joint inventory will be conducted with the next SDO/SDNCO or Battalion S2 receiving the Master Keys and the Key Register properly completed signing over the keys.

5. Monthly accountability inspections of the Master Keys will be conducted by a representative of the Housing Office to ensure compliance with this policy. Annual checks will be conducted by Directorate of Emergency Services Physical Security personnel. Discrepancies will be reported to the Chain of Command and appropriate disciplinary actions initiated. Lack of control of Master keys and misuse of Master keys is a punitive offense punishable by UCMJ action.

6. A copy of this policy will be maintained with the Unit's Staff Duty instructions as well as in the sealed envelope with the Master keys.

7. The proponent for this policy memorandum is the UPH Housing Manager at 354-6280 or CIV 09721-966280.



EVERETT S. P. SPAIN
LTC, EN
Commanding

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