DEPARTMENT OF THE ARMY
U.S. Army Medical Department Center and School
2250 Stanley Road
Fort Sam Houston, Texas 78234-6100

MEMORANDUM
Number 190-1

31 March 1994

Military Police
KEY AND LOCK CONTROL PROGRAM

1. PURPOSE:

a. To provide policies, procedures, and responsibilities for key and lock control within the AMEDDC&S.

b. To ensure positive control of keys and affix responsibility for the custody of stored Arms, Ammunition, and Explosives (AA&E), controlled medical substances, and other sensitive items.

2. REFERENCES:

a. AR 190-11, Physical Security of Arms, Ammunition, and Explosives, Security UPDATE.

b. AR 190-13, The Army Physical Security Program, Security UPDATE.

c. AR 190-51, Security of Unclassified Army Property Security UPDATE.

d. AR 735-5, Accounting for Lost, Damaged, or Destroyed Property, Supply UPDATE.

e. FM 19-30, Physical Security

f. HSC Reg 190-1

3. EXPLANATION OF TERMS:

a. Key and Lock Control Program. A system of checks and balances designed to ensure accountability of keys and locks.

b. Physical Security Officer. The individual appointed IAW AR 190-13 to exercise staff supervision over the installation/ activity physical security program.

c. Key Control Officer. The individual appointed to exercise overall key and lock control/supervision within a specified area of the AMEDDC&S.

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*Supersedes AHS Memo 190-1, 11 Jan 88

d. Key Custodian. The primary individual appointed to exercise key and lock control at each level of the organization where an accountability requirement exists.

e. Alternate Key Custodian. The individual appointed to carry out all key control responsibilities in the absence of the Key Control Custodian.

f. Key Repository. A lockable container, such as a safe or filing cabinet, or key box equipped with a tumbler-type locking device and permanently affixed to a wall, used to secure keys.

4. APPLICABILITY: This Policy Memorandum applies to the AMEDDC&S.

5. RESPONSIBILITIES:

a. Physical Security Officer.

(1) Provide staff supervision over the implementation of this Memorandum.

Update Memorandum 190-1 annually.

Conduct staff assistance visits

b. Key Control Officer

Update Key and Lock Control SOP annually.

(2) Provide guidance to Key Custodians within their area of responsibility.

(3) Maintain key/lock records

Issue keys and locks to the Key Custodian

Investigate lost/stolen keys.

c. Key Custodian/Alternate Key Custodian

Establish/maintain a Key and Lock Control Program.

(2) Prepare Key Custodian/Alternate Key Custodian appointment orders.

Prepare a Key Control Sector access roster.

Maintain key/lock records.

Conduct monthly/semiannual key inventories.

(6) Investigate lost/stolen keys.

(7) Maintain a "key control" binder

6. GENERAL:

a. The Physical Security Officer has overall responsibility for the AMEDDC&S.

b. Key Control Officers will be appointed for the activities/areas listed in Appendix A.

c. Each directorate or division chief/unit commander will appoint a key custodian and an alternate key custodian responsible for key control in their area.

d. To the maximum extent possible, personnel in the grade of E-5/GS-4 and above will be appointed as Key Custodian or Alternate Key Custodian.

POLICIES AND PROCEDURES:

a. Appointment Orders.

(1) Key Control Officers, Key Custodians and Alternate Key Custodians will be appointed in writing. Orders will be prepared by each Key Control Sector IAW Appendix B.

(2) Appointment orders will be displayed at TAB B of the Key Control Book (see para 8 below) and destroyed when superseded.

b. Access Roster

(1) Access rosters will be prepared by each Key Custodian identifying individuals who are authorized to issue, receive or account for keys IAW Appendix C. The roster will be signed by the Key Custodian or NCOIC.

(2) Access rosters will be displayed at TAB C of the Key Control Book and on the outside of the key box. Destroy the access roster when superseded.

c. Master Key/Lock Inventory List.

(1) A Master Key Inventory List will be maintained by each Key Custodian identifying all; Key Control Sector keys/locks, key/lock serial numbers, location of locks, the number of keys maintained for each lock, and the location of the keys. The Master Key Inventory List may be maintained on a word processor or in a format similar to the sample list in Appendix D.

(2) The Master Key Inventory List will be updated on a continual basis and displayed at TAB D of the Key Control Book. Following each semiannual inventory, a copy will be provided to the Key Control Officer IAW the inventory procedures in para 7 (K). The Master Key Inventory List will include all DA Forms 5513-R.

d. Key Control Register (DA Form 5513-R)

(1) Registers will be copied front and back on a single sheet of paper so that inventories (page two) will clearly reflect the key control identification on page one.

(a) The form may be completed in ink or typed. All blocks requiring a signature will also contain a printed/typed name.

(b) When not in use, current registers will be stored in the key box or with the Controlled Substance Inventory (DA Form 3949-1).

(c) Key Control Registers will be retained 90 days from the date of last entry.

(2) Separate Key Control Registers will be maintained for the following: key boxes, personally retained keys, and each key ring. Completed registers will be displayed at TABs E, F, G in the Key Control Book. (Appendix E-G)

e. Key Repository.

(1) Key repositories will be located in a room that is locked during nonduty hours or under constant surveillance. Repositories will be kept locked except for issue, receipt, and inventory of keys.

(2) When not in use, keys will be stored in the key repository.

(3) For day-to-day operations a key box will be used by each Key Custodian. Only primary keys will be stored in this box. Backup keys will be stored in a separate key repository or with the Key Control Officer.

f. Master Key Systems. Master key systems (one key accesses more than one locking device) are not authorized for locks securing arms, ammunition, and explosives, J-SIIDS, medically controlled substances, and other sensitive items.

g. Personally Retained Keys.

(1) Keys may be issued for personal retention if daily turn-in procedures clearly jeopardizes mission readiness or seriously impedes operational efficiencies.

(2) Keys to mission essential/vulnerable areas (MEVAs) will be issued to authorized persons on an as needed basis and issue for personal retention strictly limited. Requests for personal retention of MEVA keys will be routed thru the Physical Security Officer/Key Control Officer for approval. See Appendix H for format. The approval will be displayed at TAB F of the Key Control Book.

h Key Rings

(1) Key rings will be soldered to prevent removal of individual keys. Each ring will have an identification number/ tag assigned/attached to it.

(2) Keys to controlled medical substances, J-SIIDS, or affording access to funds/negotiable items will not be kept on the same key ring with administrative keys.

(3) A DA Form 5513-R will be used for each key ring. The keys will be listed by serial number and reconciled at the end of each shift by serial numbers and by the total number of keys on the ring. The Key Control Register, for rings transferred between shifts, will be kept with the Controlled Substances Inventory (DA Form 3949-1) until completed and then displayed at TAB G in the Key Control Book. (Appendix G)

Padlocks.

(1) Padlocks will be locked to the staple or hasp when the area or container is open to preclude theft, loss, or substitution of the lock.

(2) When a key to a padlock is determined to be missing the padlock will be replaced immediately.

(3) When not in use, padlocks will be secured in a locked container along with their keys. Access to the container will be controlled.

j. Serial Numbers. Keys that do not have a serial number will be given one. Punch sets are available from the Key Control Officer.

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k. Inventory Procedures

(1) Key Box Registers will be reconciled upon change of shift or close of business, missing/unaccounted for keys located and returned to the key box. Also, see procedures on lost/stolen keys.

(2) Personally retained keys will be inventoried on a "show basis" monthly. Page two of DA Form 5513-R for personally retained keys will be annotated each time an inventory is conducted. (Appendix I)

(3) All keys will be inventoried semiannually using the MKIL. Page two of all Key Control Registers will be annotated accordingly. It is recommended that the inventory be conducted during the months of April and October. (Appendix I & J)

(4) Each Key Custodian will prepare a memorandum stating the results of the inventory. The memorandum will be routed thru each section/unit chain of command to the Key Control Officer. An updated copy of the Key Control Sector and Master Key Inventory List will be attached. (Appendix K)

(5) The inventory memorandum will be displayed at TAB H of the Key Control Book and retained IAW file number 1v, AR 25-400-2, i.e., destroy after one year.

8. KEY CONTROL BOOK.

a. Each Key Custodian will maintain a Key Control Book containing the following information, as applicable:

TAB A - AMEDDC&S Memo - 190-1.

(2) TAB B - Key Custodian/Alternating Key Custodian Appointment Orders.

TAB C - Access Roster(s).

TAB D - Master Key/Lock Inventory List.

TAB E - "Key Box" Key Control Registers

(6) TAB F - "Personally Retained Keys" Key Control Register.

Approval for Personal Retention of MEVA keys.

(10) TAB J - SAV Findings

b. Access to the Key Control Book should be limited to the Key Custodian and Alternate Key Custodian. Recommend that the Key Control Book be stored in a separate office, desk, or filing cabinet.

9. LOST/STOLEN KEYS.

a. Locks will be replaced immediately when a key is lost or stolen from an office/facility identified as a MEVA.

b. The Key Custodian will investigate lost/stolen keys and provide the KCO with a memorandum stating the circumstances resulting in the loss/theft.

c. The Key Control Officer will determine the gravity of the situation and recommend appropriate action. Final report will be forwarded to the PSO.

d. Key Duplications. Work order requests for key duplication will be routed through the Key Control Officer. A memorandum will accompany the work order stating which key needs duplicating, copies needed, and providing justification.

e. In/Out Processing

(1) All Key Control Officers will in/out process thru the PSO. Before a Key Control Officer out processes, a new Key Control Officer will be appointed and will be briefed by the PSO.

(2) All Key Custodian will in/out process thru the Key Control Officer. All other personnel will out process thru the Key Custodian of their section. Before a Key Custodian out processes, a new Key Custodian will be appointed in writing and will see the Key Control Officer to be issued the keys for his sector.

f. Arms, Ammunitions, and Explosives and J-SIIDS.

(1) Keys to AA&E storage buildings, rooms, racks, containers, and J-SIIDS will be stored separately from other keys, and accessible only to those individuals whose official duties require access to them.

(2) Arms, Ammunition, and Explosives and J-SIIDS keys will not be removed from the installation except to provide for protected storage elsewhere.

g. Controlled Medical Substances and Other Sensitive Items

(1) Key Custodians are responsible for ensuring that personnel who have access to or possession of keys/combinations to locks securing controlled substances or sensitive items storage areas have been screened IAW para 4-3, AR 190-51.

(2) A current roster of individuals authorized access to keys which open controlled drugs or other medically sensitive items will be maintained by each Key Custodian.

(3) Extra keys to storage areas for controlled substances/sensitive items will be stored in a safe at a location other than in the storage area.

Keys to storage areas will not exceed ten in number.

h. Staff Assistance Visits (SAVs) conducted by Physical Security Officer/Key Control Officer. The SAVs will be conducted annually using the checklist at Appendix L.

i. Combinations Locks.

(1) Combinations to safe locks securing containers for classified information will be changed at least once during each 12-month period and at such other times as deemed appropriate, and at the earliest practical time following:

(a Loss or possible compromise of the combination or key

(b) Discharge, suspension, or reassignment of any person having knowledge of the combination.

(c) Receipt of a container with a built-in combination lock.

(2) Once a combination has been changed, the Key Custodian will forward the SF 700 to Key Control Officer for retention.

j. The following appendices are included to assist you with your key control program:

Appendix A - Key Control Areas/Activities

Appendix B - Appointment Orders

Appendix C - Access Roster.

Appendix D - Master Key Lock Inventory List

Appendix E - Key Box Register

(6 Appendix F - Personally Retained Keys.

(7) Appendix G - Key Ring Register.

Appendix H - MEVA Key Request

Appendix I - Monthly Inventory.

(10) Appendix J - Semiannual Inventory

(11 Appendix K - Inventory Memorandum

(12 Appendix L - Key and Lock Control Checklist

Appendix A
Key Control Areas/Activities

1. Key Control Officers are required at the following Areas/Activities:

   a. Center Brigade.

   b. Medical Field Service School.

   c. Directorate of Logistics.

   d. AMEDDC&S.

2. Requirements for Key Custodians will be determined by the Key Control Officer wherever conditions warrant.

Appendix B
Appointment Order

HSHA-F (190-51a) 5 October

MEMORANDUM FOR HSMC-OPS

SUBJECT: Duty Appointment/Assignment (Military or Civilian Personnel)

1. Effective 2 Nov 93 (Date), SGT Costa, Dominick (Name) 109-48-4970 (SSN),

Co A, Acad Bn, AHS (Current Unit/Activity, as applicable), is appointed/assigned Key Custodian,

_____ vice CPT Smith (if applicable)

2. Authority: AR 190-51, App D

3. Purpose: To issue, receive, and maintain accountability office, unit activity keys.

4. Period: From 2 Nov 93 until officially released or relieved of assignment or appointment.

5. Special Instructions: Become familiar with AMEDDC&S Memo 190-1, Key and Lock Control Program.

PAUL D. ANDERSON
CPT, MS
Adjutant General

CF:
1-KCS Key Control Book
1-KC AMEDDC&S
1-Personnel Office

AMEDDC&S Form Letter 261-E, 1 Jun 89 (Previous editions are obsolete)

Appendix C
Access Roster

5 Oct 93

HSMC-OPS 190-51a

MEMORANDUM FOR Key Control Sector (KCS) 23, Chemical Branch

SUBJECT: Access Roster

The following individuals are authorized to issue, receive, and account for keys within KCS 23:

NAME	RANK	DUTY POSITION
TOM SMITH	SSG	NCOIC
JOHN DOE	CPT	OIC
ANDY TAYLOR	SGT	DECON NCO
JANE SMITH	PFC	CLERK
JANE DOE	PVT	CLERK

JOE SMITH
CPT, CM
Chemical Officer

Appendix D
Master Key Lock Inventory LIst

KCS 23, Chemical Branch, MASTER KEY/LOCK INVENTORY LIST Page 1 of 1 Pages

LOG #	ACCESS	SERIAL	TOTAL # KEYS	KEYS PERSONALLY RETAINED (NAME)	# IN KEY BOX	# IN SAFE	REMARKS
	Room 3111	111	3		1		2-KCO Storage
2	Room 3222	222	3		1		2-KCO Storage
3	Room 4001	3312	3	1 - SSG Simth	1		1-KCO Storage
4	Room 4444	6789	3	1 - CPT Doe		1	1-SGT Taylor
5	Narcotics Locker	9223	2			1	Charge Nurse 1 - Ring
6	Treatment Room	7898	1				Charge Nurse 1 - Ring

Date prepared/updated 29 Oct 93

Appendix E
Key Box Register

KEY CONTROL REGISTER AND INVENTORY
(For use of this form see AR 190-11; the proponent agency is ODCSPER)

UNIT	DATE(S)
KEY BOX, KCS 23, CHEMICAL BRANCH	10 Jun 91 -

KEY CONTROL NUMBER(S)
(Insert serial number or other identifying number on Key)

1. 111	11.	21.	31.
2. 222	12.	22.	32.
3. 333	13.	23.	33.
4. 444	14.	24.	34.
5. 555	15.	25.	35.
6. 666	16.	26.	36.
7. 777	17.	27.	37.
8. 888	18.	28.	38.
9. 999	19.	29.	39.
10.	20.	30.	40.

KEY ISSUE AND TURN IN

KEY NUMBER	ISSUED (Date/Time)	ISSUED BY (Signature)	ISSUED TO (Signature)	TURNED IN (Date/Time)	RECEIVED BY (Signature)
	910610/0800	T. Smith TOM SMITH	J. Smith JANE SMITH	910610/0830	T. Smith TOM SMITH
3	910610/0930	A. Taylor ANDY TAYLOR	JOHN DOE Doe	910610/0940	A. Taylor ANDY TAYLOR
6	910610/1300	A. Taylor ANDY TAYLOR	JULIE DEERING Deering	910610/1330	T. Smith TOM SMITH
7	910610/1345	T. Smith TOM SMITH	T. Smith TOM SMITH	910610/1400	T. Smith TOM SMITH
2	910610/1400	T. Smith TOM SMITH	JOHN DOE Doe	910610/1630	T. Smith TOM SMITH

DA FORM 5513-R, Mar 86

Appendix F
Personally Retained Keys

KEY CONTROL REGISTER AND INVENTORY
(For use of this form see AR 190-11; the proponent agency is OOCSPER)

UNIT	DATE(S)
PERSONALLY RETAINED KEYS, KCS 23, CHEMICAL BRANCH	10 JUN 91 -

KEY CONTROL NUMBER(S)
(Insert serial number or other identifying number on Key)

1. 1234	11.	21.	31.
2. 5678	12.	22.	32.
3. 2345	13.	23.	33.
4. 6789	14.	24.	34.
5. 1135	15.	25.	35.
6. 3392	16.	26.	36.
7. 9968	17.	27.	37.
8.	18.	28.	38.
9.	19.	29.	39.
10.	20.	30.	40.

KEY ISSUE AND TURN IN

KEY NUMBER	ISSUED (Date/Time)	ISSUED BY (Signature)	ISSUED TO (Signature)	TURNED IN (Date/Time)	RECEIVED BY (Signature)
	910610/0730	T. Smith TOM SMITH	T. Smith TOM SMITH		
	910610/0730	T. Smith TOM SMITH	T. Smith TOM SMITH		
3	910610/0730	T. Smith TOM SMITH	T. Smith TOM SMITH		
4	910610/0730	T. Smith TOM SMITH	J. Doe JOHN DOE		
5	910610/0730	T. Smith TOM SMITH	J. Doe JOHN DOE		
4	910610/0730	T. Smith TOM SMITH	A. Taylor ANDY TAYLOR		
5	910610/0730	T. Smith TOM SMITH	A. Taylor ANDY TAYLOR		
6	910610/0730	T. Smith TOM SMITH	J. Deering JULIE DEERING		
7	910610/0730	T. Smith TOM SMITH	J. Deering JULIE DEERING		
1	910610/0730	T. Smith TOM SMITH	J. Smith JANE SMITH		
2	910610/0730	T. Smith TOM SMITH	J. Smith JANE SMITH		
3	910610/0730	T. Smith TOM SMITH	J. Smith JANE SMITH		

DA FORM 5513-R, Mar 86

Appendix G
Key Ring Register

KEY CONTROL REGISTER AND INVENTORY
(For use of this form see AR 190-11; the proponent agency is ODCSPER)

UNIT	DATE(S)
CHARGE NURSE KEY RING, KCS 23, CHEMICAL BRANCH	10 JUN 91 -

KEY CONTROL NUMBER(S)
(Insert serial number or other identifying number on Key)

1. 9223	11.	21.	31.
2. 8811	12.	22.	32.
3. 7898	13.	23.	33.
4. KT3033	14.	24.	34.
5. 352639	15.	25.	35.
6. MF011	16.	26.	36.
7. MF001	17.	27.	37.
8.	18.	28.	38.
9.	19.	29.	39.
10.	20.	30.	40.

KEY ISSUE AND TURN IN

KEY NUMBER	ISSUED (Date/Time)	ISSUED BY (Signature)	ISSUED TO (Signature)	TURNED IN (Date/Time)	RECEIVED BY (Signature)
	910610/0700	TOM SMITH T. Smith	JOHN DOE J. Doe	910610/1500	ANDY TAYLOR A. Taylor
	910610/1500	ANDY TAYLOR A. Taylor	ANDY TAYLOR A. Taylor	910610/2300	JULIE DEERING J. Deering
	910610/2300	JULIE DEERING J. Deering	JULIE DEERING J. Deering	910611/0700	JOHN DOE J. Doe
	910611/0700	JOHN DOE J. Doe	JOHN DOE J. Doe	910611/1500	ANDY TAYLOR A. Taylor
	910611/1500	ANDY TAYLOR A. Taylor	ANDY TAYLOR A. Taylor	910611/2300	JULIE DEERING J. Deering
	910611/2300	JULIE DEERING J. Deering	JULIE DEERING J. Deering		

DA FORM 5513-R, Mar 86

Appendix H
Request for Personal Retention of MEVA Keys

AEMWB-PO (190-51a) 8 Oct 93

MEMORANDUM THRU

PHYSICAL SECURITY OFFICER, AMEDDC&S

FOR THE COMMANDER

SUBJECT: Request for Personal Retention of Mission Essential Vulnerable (MEVA) Keys

1. Request approval for the following individuals to personally retain keys to the (Pharmacy, Drug Vault, Arms Room, Computer Room, Motor Pool, Treasurer's Office), which has been identified as a MEVA IAW AR 190-13, The Army Physical Security Program.

NAME	RANK	SSN	DUTY POSITION

2. (Justification as to why daily turn-in jeopardizes mission performance or seriously impedes operational efficiency.)

3. Point of contact for this request is SSG Smith, Key Custodian, 350-3670.

JOHN D. DOE
CPT, CM
C, Chemical Branch

PSO/KCO: REC APPR_____ REC DISAPPR_____ DATE_____

CDR: APPR_____ DISAPPR_____ DATE_____

Appendix I
Monthly Inventory

KEY ISSUE AND TURN IN (CONTINUED)

KEY NUMBER	ISSUED (Date/Time)	ISSUED BY (Signature)	ISSUED TO (Signature)	TURNED IN (Date/Time)	RECEIVED (Signature)

INVENTORIES (MONTHLY/SEMIANNUAL)

DATE	SIGNATURE	DATE	SIGNATURE
1 Jul 91	Tom Smith Tom Smith		
1 Aug 91	Tom Smith Tom Smith		
1 Sep 91	Tom Smith Tom Smith		
1 Oct 91	Tom Smith (monthly & semiannual) Tom Smith		
1 Nov 91	Tom Smith Tom Smith		
1 Dec 91	Tom Smith Tom Smith		
3 Jan 92	Tom Smith Tom Smith		
1 Feb 92	Tom Smith Tom Smith		
1 Mar 92	Tom Smith Tom Smith		
1 Apr 92	Tom Smith (monthly & semiannual) Tom Smith		

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Appendix J
Semiannual Inventory

KEY ISSUE AND TURN IN (CONTINUED)

KEY NUMBER	ISSUED- (Date/Time)-	ISSUED BY (Signature)	ISSUED TO (Signature)	TURNED IN (Date/Time)	

INVENTORIES (MONTHLY/SEMIANNUAL)

DATE	SIGNATURE	DATE	SIGNATURE
1 Oct 91	TOM SMITH Tom Smith		
1 Apr 92	TOM SMITH Tom Smith		
1 Oct 92	TOM SMITH Tom Smith		
1 Apr 93	TOM SMITH Tom Smith		
1 Oct 93	TOM SMITH Tom Smith		

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Appendix K
Inventory Memorandum

HSMC-OPS (190-51a) 5 October 93

MEMORANDUM FOR Key Control Officer

SUBJECT: Semiannual Key Inventory

1. On 9 April 1993 a semiannual inventory was conducted in KCS 23, Chemical Branch. All keys were accounted for.

2. An updated Master Key/Lock Inventory List is enclosed

3. Point of contact for this memorandum is the undersigned at 350-3676/3901.

Encl

TOM L. SMITH
SSG, USA

CF:
KCS 23 Key Control Binder

Appendix L
Key and Lock Control Checklist

	YES	NO	NA	COMMENTS
1. Is there a Key Control Binder? 2. Is access to the Key Control Binder limited?				
3. Is the AHS Policy Memo 190-1 dated 15 Apr 93 on hand? 4. Is it in the Key Control Binder?				
5. Does the KC have appointment orders? 6. Are the orders in the Key Control Binder? 7. Has a copy been furnished to the KCO? 8. Do the AKCs have appointment orders? 9. Are the orders in the Key Control Binder? 10. Has a copy been furnished to the KCO?				
11. Is there an access roster? 12. Is the roster in the key box and in the Key Control Binder? 13. Has a copy been furnished to the KCO? 14. Is the roster current?				
15. Is there an MKIL with forms DA 5513-R and a memorandum? 16. Is the MKIL in the key box? 17. Is the Semiannual MKIL in the Key Control Binder?				
18. Does the MKIL contain the following information: key/lock serial numbers, location of locks, number of keys for each lock, and the location of the keys?				

KEY CONTROL SAV CHECKLIST

	YES	NO	NA	COMMENTS
19. Is the MKIL accurate?				
20. Is the MKIL updated as changes occur?				
21. Has a key box for daily use been established?				
22. Is there a DA 5513-R for the key box?				
23. Is the current DA 5513-R kept in the key box?				
24. Is a completed DA 5513-R on file in the Key Control Binder?				
25. Is the DA 5513-R being completed properly?				
26. Does the "inventories" section reflect semiannual inventory dates?				
27. Are the KC and AKCs the only individuals issuing and receiving keys?				
28. Is there a DA 5513-R for personally retained key?				
29. Is the current DA 5513-R in the Key Control Binder?				
30. Are the completed forms DA 5513-R on file in the Key Control Binder?				
31. Is the DA 5513-R being completed properly?				
32. Are monthly inventories being conducted?				
33. Does the DA 5513-R "inventories" section reflect monthly and semiannual dates?				
34. Has the AMEDDC&S approved personal retention of MEVA keys?				
35. Is the approval on hand?				
36. Is there a DA 5513-R for each separate key ring?				

KEY CONTROL SAV CHECKLIST

	YES	NO	NA	COMMENTS
37. Is the current DA 5513-R collocated with the Controlled Substance Book or in the key box?				
38. Are the completed forms DA 5513-R kept in the key binder?				
39. Is the DA 5513-R being completed properly?				
40. Does the DA 5513-R "inventories" section reflect semiannual inventory dates?				
41. Are key rings soldered?				
42. Are key rings containing keys for J-SIIDS, controlled medical substances, and medically sensitive items separate from keys for administrative keys?				
43. Are semiannual inventories being conducted?				
44. Is there documentation on hand to verify inventories? ( )				
45. Is the inventory documentation in the Key Control Binder?				
46. Have semiannual key inventory memorandums and updated MKILs been sent to the KCO?				
47. Are PSI findings on hand?				
48. Have deficiencies noted by the PSI been corrected?				
49. Are SAV findings on hand?				
50. Have deficiencies noted during SAVs been corrected?				
51. Are extra keys to storage areas of controlled medical substances and other medically sensitive items stored in a location other than in the storage area or with the KCO?				
52. Do keys to storage areas of controlled medical substances and other medically sensitive items exceed ten in number?				
53. Does each KCO have an updated hand receipt?				

KEY CONTROL SAV CHECKLIST

(HSMC-OPS)

FOR THE COMMANDER:

OFFICIAL:

CHARLES E. DYER, II
Colonel, MS
Secretary of the General Staff

for Albert Randez
PAUL D. ANDERSON
CPT, MS
Adjutant General

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