

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

Change 1, Memorandum  
Number 190-1

13 November 1997

Military Police  
KEY AND LOCK CONTROL PROGRAM

1. The U.S. Army Medical Department Center and School Memorandum 190-1, is changed as follows:

- a. Remove old page B-1 and insert new page B-1
- b. Remove old page C-1 and insert new page C-1
- c. Remove old page H-1 and insert new page H-1

2. File this change page in front of the publication for reference purposes.

(MCCS-GSI)

FOR THE COMMANDER:

NANCY L. JONES  
CPT, MS  
Adjutant General

DISTRIBUTION:

A, PLUS:

5 - MCCS-GSI  
25 - MCCS-IAP

Appendix B  
Appointment Order

MCCS-GSI (190-51a)

1 August 1996

MEMORANDUM FOR MCCS-I

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

1. Effective 1 August 1996, SGT Costa, Dominic, 109-48-4970,  
(Date) (Name) (SSN)

Company A, Academy Battalion, Center Brigade, AMEDDC&S, is  
(Current unit or activity, as applicable)

appointed/assigned Key Custodian vice,  
CPT Smith  
(if applicable)

2. Authority: AR 190-51, App D

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

4. Period: Until officially released or relieved

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

FOR THE COMMANDER:

NANCY L. JONES  
CPT, MS  
Adjutant General

CF:

1 - KCS Key Control Book  
1 - KC AMEDDC&S  
1 - Personnel File

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

Appendix C  
Access Roster

MCCS-GSI (190-51a)

1 August 1996

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

SUBJECT: Access Roster

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

<u>NAME</u>	<u>RANK</u>	<u>DUTY POSITION</u>
Tom Smith	SSG	NCOIC
John Doe	CPT	OIC
Andy Taylor	SGT	Senior Clerk
Jane Smith	PFC	Clerk

JOHN L. BROWN  
CPT, MS  
Key Control Officer

Appendix H  
Request for Personal Retention of MEVA Keys

MCCS-GSI (190-51a)

1 August 1996

MEMORANDUM THRU MCCS-GSI (Physical Security Officer)

FOR 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 IMD Computer Room which has been identified as a MEVA IAW AR 190-13, The Army Physical Security Program.

<u>NAME</u>	<u>RANK</u>	<u>SSN</u>	<u>DUTY POSITION</u>
-------------	-------------	------------	----------------------

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

3. Point of contact for this request is SFC Martinez, Key Custodian, 221-8268.

JOHN W. SMITH  
CPT, MS  
C, Computer Room

PSO/KCO:	REC	APPR _____	REC	DISAPPR _____	DATE _____
CDR:		APPR _____		DISAPPR _____	DATE _____