

**MEDDAC/DENTAC Regulation 190-1**

**Military Police**

# **Key and Lock Control**

**Headquarters  
U.S. Army Medical Department Activity  
Fort George G. Meade  
2480 Llewellyn Avenue  
Fort George G. Meade, MD 20755-5800  
25 June 2003**

**Unclassified**

# ***SUMMARY of CHANGE***

MEDDAC REG 190-1  
Key and Lock Control

Specifically, this revision—

- o Has been published in a new format that includes a cover and this “Summary of Change” page.
- o Reformats the title page. The Contents section now includes the page numbers that the various chapters and paragraphs begin on.
- o Changes the proponent from Chief, Logistics Division to Chief, Plans, Training, Mobilization and Security Division (PTM&S) (page i).
- o Makes the Chief, PTM&S responsible for performing actions that the Chief, Logistics Division was formerly responsible for (para 1-4b).

Department of the Army  
Headquarters  
United States Army Medical Department Activity  
2480 Llewellyn Avenue  
Fort George G. Meade, Maryland 20755-5800  
25 June 2003

\* MEDDAC/DENTAC  
Regulation 190-1

## Military Police

### Key and Lock Control

---

FOR THE COMMANDER:

PATRICK J. SAUER  
*LTC, MS*  
*Deputy Commander for*  
*Administration*

PATRICE E. GREENE  
*COL, DE*  
*Commanding*

Official:



JOHN SCHNEIDER  
*Adjutant*

---

**History.** This is the first revision of

this publication. It was originally published on 24 March 1999.

**Summary.** This regulation establishes policies and procedures to maintain an effective key and lock control system for the protection of Government and personal property.

**Applicability.** This regulation applies to Headquarters, U.S. Army Medical Department Activity, Fort George G. Meade (MEDDAC) (that is, Kimbrough Ambulatory Care Center (KACC)), and Dental Clinic Number 3 (DC#3), U.S. Army Dental Activity, Fort George G. Meade (DENTAC).

**Proponent.** The proponent of this regulation is the Chief, Plans,

Training, Mobilization and Security Division (PTM&S).

**Supplementation.** Supplementation of this regulation is not permitted.

**Suggested improvements.** Users of this publication are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) directly to Commander, U.S. Army Medical Department Activity, ATTN: MCXR-PTMS, 2480 Llewellyn Avenue, Fort George G. Meade, MD 20755-5800.

**Distribution.** Distribution of this publication is by electronic medium only.

---

**Contents** (Listed by paragraph and page number)

#### Chapter 1

**Introduction**, *page 1*

Purpose • 1-1, *page 1*

References • 1-2, *page 1*

Explanation of abbreviations and terms • 1-3, *page 1*

Responsibilities • 1-4, *page 1*

---

\* This publication supersedes MEDDAC/DCC Reg 190-1, dated 24 March 1999.

## **Chapter 2**

### **Guidance for Control of Keys and Locks, *page 2***

Security of keys to interior and exterior exits • 2-1, *page 2*

Approval of activity-specific key control procedures not covered by this regulation • 2-2, *page 3*

Conflicts between HSC Reg 190-1 and this regulation concerning postal security • 2-3, *page 3*

Keys that will not be kept on the same key ring as administrative keys • 2-4, *page 3*

Key boxes • 2-5, *page 3*

Padlocks • 2-6, *page 3*

Preparation, use and maintenance of DA Form 5513-R • 2-7, *page 4*

Lost, stolen and missing keys • 2-8, *page 5*

Duplication of keys • 2-9, *page 5*

## **Chapter 3**

### **Orientation and Training, and Clearance Procedure for Personnel with Personally Retained Keys, *page 6***

Orientation • 3-1, *page 6*

Maintaining continuing key control awareness • 3-2, *page 6*

Semiannual refresher training • 3-3, *page 6*

Clearance procedure for personnel with personally retained keys • 3-4, *page 6*

## **Appendixes**

**A.** References, *page 7*

**B.** Duty Appointment memorandum for a Unit Key Control Officer or Assistant Unit Key Control Officer, *page 8*

**C.** Duty Appointment Memorandum for an Activity Key Custodian or Assistant Key Custodian (KACC), *page 9*

**D.** Duty Appointment Memorandum for an Activity Key Custodian or Assistant Key Custodian (Dental Clinic No. 3), *page 10*

**E.** Key Access Roster, *page 11*

## **Glossary**

## **Chapter 1 Introduction**

### **1-1. Purpose**

This regulation establishes responsibilities, policies, and procedures to maintain an effective key and lock control system, henceforth referred to as key control, for the protection of Government and personal property.

### **1-2. References**

Required and related publications are listed in appendix A. Referenced forms are also listed in appendix A.

### **1-3. Explanation of abbreviations**

Abbreviations used in this regulation are explained in the glossary.

### **1-4. Responsibilities**

a. *The Commander, DENTAC.* The Commander, DENTAC, or another individual to whom he has delegated this responsibility, will sign all duty appointment memorandums for DC#3 personnel who are designated as key custodian (KC) or alternate KC (AKC).

b. *The Chief, PTM&S.* The Chief PTM&S will designate a KACC Key Control Officer (KCO) and an Assistant KCO (AKCO) from his or her division, will prepare the duty appointment memorandums for these individuals, in accordance with (IAW) appendix B, and forward the memorandums to the Medical Company commander for signature.

c. *The Medical Company commander.* The Medical Company commander will—  
(1) Sign all duty appointment memorandums for all KACC personnel who are designated by their chiefs to be KCO, AKCO, KC or AKC. The commander will ensure that the necessary distribution of the duty appointment memorandums are made.

(2) Include “Activity Key Custodian” in Section C - Unit/Battalion Clearances, on DA Form 137-1-R, Unit Clearance Record.

d. *Chiefs of MEDDAC activities that handle keys.* Chiefs of activities that handle keys will designate a KC and an AKC by preparing a duty appointment memorandum IAW appendix C, and forwarding it to the Medical Company commander for signature. When a KC or AKC is due to depart the organization, the chief will designate another individual to replace the KC/AKC. During the prolonged absence of a KC or AKC, the chief should designate an additional AKC, whose appointment should be terminated upon the return of the absented KC/AKC. (The term “activity” is explained in the glossary.)

e. *The OIC, DC#3.* The OIC DC#3 will designate a KC and AKC by preparing a duty appointment memorandum IAW appendix D, and forwarding it to the Commander, DENTAC for signature. When the KC or AKC is due to depart the organization, the OIC will designate another individual to replace the KC/AKC. During the prolonged absence of the KC or AKC, the OIC should designate an additional AKC, whose appointment should be terminated upon the return of the absented KC/AKC.

f. *The KCO.* The KCO will—  
(1) Ensure the proper custody, handling, procurement, and accountability of all keys and padlocks to include secondary and reserve keys and locks.

(2) Ensure that sufficient KCs and AKCs are appointed to effectively control all assigned keys. All appointment memorandums for KCs and AKCs will be formatted IAW appendix C (MEDDAC) or appendix D (DENTAC). The Medical Company commander will sign all appointment memorandums for KACC personnel and the Commander DENTAC, or his designated representative, will sign those for DC#3 personnel.

(3) Conduct announced and unannounced key control inspections, and report violations as follows:

- (a) Key and lock violations to the Deputy Commander for Administration.
- (b) Security violations to the Chief, Plans, Training, Mobilization and Training

Division.

(4) Maintain a bolt cutter in a secure and controlled location to facilitate rapid removal of locks in case of an emergency.

g. *The AKCO.* The AKCO will assist the KCO in the daily administration of KCO responsibilities.

h. *The KC.* The KC will—

(1) Maintain an inventory of all keys belonging to the activity IAW paragraph 2-4 below.

(2) Perform quarterly inspections of all personally retained keys on a “show basis” with a memorandum reflecting the inspection. Retain the original copy of the memorandum and send a copy to the KCO.

(3) Perform a 100% physical inspection of keys by serial number semiannually or upon change of KC. The Master copy of DA Form 5513-R, Key Control Register and Inventory (see paragraph 2-7 below), will reflect the inspection and a memorandum will be sent to the KCO.

(4) Maintain a loose-leaf notebook containing the following items, in the order listed:

- (a) This regulation.
- (b) MEDDAC Reg 190-2.
- (c) Duty appointment memorandums for the KC and AKC(s).
- (d) An access roster for the key box.
- (e) Monthly “Show-me” inspections.
- (f) Exception to policy for key retention.
- (g) Key control inventory.

(5) Coordinate the procurement of keys and locks with the KCO for keys or locks that have become unserviceable, lost, or stolen.

(6) Periodically inspect keys and locks to ensure adequate serviceability.

i. *The AKC.* The AKC will assist the KC in the performance of his or her key control responsibilities.

## **Chapter 2**

### **Guidance for Control of Keys and Locks**

#### **2-1. Security of keys to interior and exterior exits**

At no time will keys to interior and exterior entrances of the KACC’s or DC#3’s facilities be left unsecured or unattended.

## **2-2. Approval of activity-specific key control procedures not covered by this regulation**

Since each unit or activity will have conditions and requirements peculiar to its operation, key control systems may vary. Each activity will coordinate with the KCO before new key control procedures are implemented. If an exception to the regulation is warranted due to required additional protection, a written exception to policy will be issued by the KCO.

## **2-3. Conflicts between HSC Reg 190-1 and this regulation concerning postal security**

If a conflict arises between this regulation and HSC Reg 190-1 concerning postal security, the guidance in HSC Reg 190-1 will be followed.

## **2-4. Keys that will not be kept on the same key ring as administrative keys**

Keys to the following areas will not be kept on the same key ring as administrative keys:

- a. Keys to controlled medical substance storage areas.
- b. Keys to an intrusion detection system.
- c. Keys affording access to funds or negotiable items.
- d. Keys affording access to radioactive materials storage areas.

## **2-5. Key boxes**

a. A key box made of at least 26 gauge steel, equipped with a tumbler-type locking device and permanently affixed to a wall or structure, will be maintained for each activity that controls its own keys. A locked desk or filing cabinet may be used as a temporary key depository while an official key box is being procured.

(1) The key box will be located in a room where it can be kept under constant surveillance or in a room that can be locked when unattended.

(2) All keys (primary, reserve and duplicate keys) will be maintained in the key box.

(3) The key box will be kept locked except to issue or return a key, conduct inventories or perform inspections. Under no circumstances will the key box key be left inserted in the key box lock after the key box has been secured. The key to the key box will be controlled the same as other keys; when not in use it will be stored in a locked container or signed out on a personally retained basis on DA Form 5513-R.

b. An access roster will be prepared IAW the example at appendix E, and will be posted to the outside of the key box. This roster will list the names of all personnel who are authorized access to the key box for the purpose of issuing and receiving keys (the activity's KC and AKC(s)). A copy of the roster will be furnished to the KCO.

## **2-6. Padlocks**

The use of padlocks within KACC and DC#3 is discouraged; however, if an activity determines that it must use them, the following guidelines will apply:

a. Padlocks will be used to secure all high value, pilferable U.S. Government property. They will not be used to secure personal property.

b. All padlocks must be requested through the KCO. The recommended padlock is low security, National Stock Number 5340-01-46-4611 (without chain). The shackle of this padlock is made of hardened steel.

c. Any padlock or key that does not have a serial number will be given one, which will be inscribed on the lock or key. Do not use a building number or room number as a serial number.

- d. All padlocks will be inventoried at the same time that keys are inventoried.
- e. When padlocks are opened to allow access, they must be locked on the hasp to prevent loss or compromise.
- f. Unused padlocks and padlock keys must be secured in a locked container with controlled access.
- g. When a padlock key is determined missing, the lock will be changed immediately. An explanation of what happened to the old lock and key, along with the serial number of the replacement lock and key, will be annotated in a memorandum addressed to the KCO. The KC will maintain a copy of this memorandum in his or her files.

## **2-7. Preparation, use and maintenance of DA Form 5513-R**

a. Preparation of DA Form 5513-R. DA Form 5513-R is an electronic form; therefore, except for certain information that should be entered in pencil, as stated in paragraph 2-7d(1)(a) below, the KC or AKC should complete the form electronically. The form is completed as follows:

- (1) Unit/Activity block: Enter your activity's name.
- (2) Key Control Number(s) section, blocks 1-40: Beginning with block 1, enter the serial number or other identifying number assigned to the key and the location to which it corresponds. If the key numbers assigned to your keys correspond to the block numbers they are listed within on DA Form 5513-R, just enter the location to which the key corresponds.
- (3) After steps (1) and (2) are completed, print three copies of the form.
- (4) On each copy of the form, in the upper right margin, print one of the following labels in ink: "Master," "Temporary Issue (TI)," and "Personal Retention (PR)."

- d. Use of the Master, TI and PR copies of DA Form 5513-R.
  - (1) The DA Form 5513-R "Master" copy.
    - (a) After each entry in blocks 1-40, in pencil, write in the number of keys in the system for each key number. For example, six copies of the key listed in block 1 exist, enter the number "6" in pencil.
    - (b) Make a copy of the Master copy and forward it to the KCO.
    - (c) Post the original of the Master copy inside the key box for ready reference.
  - (2) The DA Form 5513-R TI copy.
    - (a) Temporary issue is considered 24 hours or less.
    - (b) The TI copy will be maintained in the key box or in another secure location, such as a locked filing cabinet or desk.
    - (c) When a key is signed out for temporary issue (see paragraph (a)), the corresponding tag number from the Master copy, an ink entry will be made in the "Key Issue and Turn In" section on the TI copy. The key's tag number, which is the same as the Key Control Number (for example: 1 through 40) on the Master copy, will be written in the first column (Key Number). Completion of the remaining five columns is self-explanatory.
  - (3) The DA Form 5513-R PR copy.
    - (a) Keys may be issued for personal retention if daily turn-in clearly jeopardizes mission readiness or seriously impedes operational efficiency. A separate register clearly marked "Personal Retention" will be used to sign these keys in and out. This form will be secured and completed as specified above in paragraph (2).
    - (b) Upon turn-in of personally retained keys, which may be due to reassignment of the individual with the organization, the individual leaving the organization for any reason, or someone

else taking over the duty, the PR copy of DA Form 5513-R will be updated accordingly. When combination locks are used, combinations will be changed upon departure or internal reassignment of any person having knowledge of the combinations. Safe and padlock combinations will be annotated on SF Form 700, Security Container Information, which will be sent to the KCO to be secured.

## **2-8. Lost, stolen and missing keys**

a. Upon discovery of a lost, stolen, or missing key, the KC will report the circumstances in writing to the KCO. If negligence is determined, the Medical Company commander will initiate a DD Form 1131, Cash Collection Voucher, and submit it to the Finance and Accounting Office.

b. In case of lost or replaced keys or locks, the KC will—

(1) Submit a memorandum or e-mail message to the KCO, with the following statement: “Key (serial number) lost (or replaced) on (date).”

(2) Prepare a new set of DA Forms 5513-R (the Master, TI, and PR copies) IAW paragraph 2-7 above, then conduct and document a 100% physical inventory of the keys.

(3) Begin using the new TI and PR copies of DA Form 5513-R to issue keys and discontinue using the old TI and PR for this purpose. However, keys that are still signed out on the old TI and PR forms will be signed back in on these forms when the keys are returned.

(4) Maintain the old set of DA Form 5513-R on file as follows:

(a) The “Master” copy: Destroy this copy of the old DA Form 5513-R after the 100% physical inventory conducted IAW paragraph b(2) above is completed.

(b) The TI copy: Maintain this copy of the old DA Form 5513-R on file for 90 days after the last entry, then destroy it.

(c) The PR copy: Maintain this copy of the old DA Form 5513-R on file for 90 days after the last entry, then destroy it.

## **2-9. Duplication of keys**

a. A duplicate key may be requisitioned for the following reasons:

(1) To replace a damaged, lost, stolen or missing key.

(2) To provide a key to someone when there are not sufficient keys currently available for this purpose.

b. The KC will send a memorandum or e-mail message to the KCO to request duplication of the key and explaining why the duplication is necessary.

c. The KCO will determine whether the KC’s request is valid and take action as follows:

(1) If the request is to replace a lost, stolen or missing key, the KCO will ascertain whether the KC has complied with paragraphs 2-8a through b1 above. If the KC—

(a) Has complied with paragraphs 2-8a through b1 above, the KCO will contact the KACC facility engineers regarding the need for the duplicate key, then contact the KC and inform him or her to coordinate with the engineers for drop-off of a key to be copied and pickup of the new key(s).

(b) Has not complied with paragraphs 2-8a through b1 above, the KCO will direct him or her to do so. After compliance has been met, the KCO will follow through as stated in paragraph (a) above.

(2) If the request is for an additional key to be made to be issued to a staff member for personal retention, the KC will send a memorandum of justification to the KCO. After receiving the

memorandum, the KCO will contact the KACC facility engineers regarding the need for the duplicate key, then contact the KC and inform him or her to coordinate with the engineers for drop-off of a key to be copied and pickup of the new key.

### **Chapter 3**

## **Orientation and Training, and Clearance Procedure for Personnel with Personally Retained Keys**

### **3-1. Orientation**

The KC and AKC will ensure that all personnel within their activity receives a key control orientation, which will include a familiarization with this regulation and activity-specific guidance.

### **3-2. Maintaining continuing key control awareness**

Key control awareness will be maintained through the use of briefings and staff meetings. Special emphasis will be placed on specific vulnerabilities (security of controlled areas).

### **3-3. Semiannual refresher training**

Formal key control classes will be given at least semiannually by activity KCs. A record of the training will be maintained in training files by each section and the key control officer. These classes will be evaluated periodically by PTM&S.

### **3-4. Clearance procedure for personnel with personally retained keys**

a. The KC custodians will send a memorandum to the KCO whenever a military or civilian staff member who is signed for personally retained keys departs the organization for any reason, or is reassigned within the organization outside of the KC's area of responsibility, certifying that the staff member in question has turned in his/her personally retained keys.

b. All soldiers who are clearing the installation will be required to obtain the initials of their activity KC or AKC on DA Form 137-1-R, signifying that they are no longer signed for and do not have any personally retained keys.

## **Appendix A References**

### **Section I**

#### **Required publications**

##### **AR 190-51**

Security of Unclassified Army Property  
(Sensitive and Nonsensitive)

##### **HSC Reg 190-1**

U.S. Army Health Services Command Key and  
Lock Control and Physical Security Standards

##### **MEDDAC/DENTAC Reg 190-2**

Physical Security Plan

### **Section II**

#### **Related publications**

A related publication is merely a source of  
additional information. The user does not have  
to read it in order to understand this publication.

##### **AR 190-13**

The Army Physical Security Program

##### **FM 19-30**

Physical Security

##### **HSC Supplement 1 to AR 190-13**

The Army Physical Security Program

### **Section III**

#### **Referenced Forms**

##### **DA Form 137-1-R**

Unit Clearance Record

##### **DA Form 5513-R**

Key Control Register and Inventory

##### **DD Form 1131**

Cash Collection Voucher

##### **SF 700**

Security Container Information

**Appendix B**

**Duty Appointment Memorandum for a Unit Key Control Officer or Assistant Unit Key Control Officer**

MEDDAC LETTERHEAD

(OFFICE SYMBOL)

(Date)

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Duty Appointment

1. Effective (date), (full name), (grade), U.S. Army Medical Department Activity, Fort George G. Meade, MD 20755-5800, is assigned the following additional duty:

(Key Control Officer) (Assistant Key Control Officer)

2. Authority: AR 190-51, HSC Reg 190-1, and MEDDAC Reg 190-1.

3. Purpose: To perform duties in accordance with regulations, policies and procedures.

4. Special Instructions: This duty appointment supersedes all previous appointments for this duty and is for a period of two years or until relieved.

FOR THE COMMANDER:

SIGNATURE BLOCK OF CURRENT  
MEDICAL COMPANY COMMANDER  
Commander, Medical Company

DISTRIBUTION:  
Indiv Conc (1)  
Mil Pers Div (1)  
Chief, PTM&S (1)  
File (1)

**Appendix C**  
**Duty Appointment Memorandum for an Activity Key Custodian or Assistant Key Custodian (MEDDAC)**

MEDDAC LETTERHEAD

(OFFICE SYMBOL)

(Date)

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Duty Appointment

1. Effective (date), (full name), (grade), (activity name), U.S. Army Medical Department Activity, Fort George G. Meade, MD 20755-5800, is assigned the following additional duty:

(Key Custodian) (Assistant Key Custodian)

2. Authority: AR 190-51, HSC Reg 190-1, and MEDDAC Reg 190-1.

3. Purpose: To perform duties in accordance with regulations, policies and procedures.

4. Special Instructions: This duty appointment supersedes all previous appointments for this duty and is for a period of two years or until relieved.

FOR THE COMMANDER:

SIGNATURE BLOCK OF CURRENT  
MEDICAL COMPANY COMMANDER  
Commander, Medical Company

DISTRIBUTION:

Indiv Conc (1)

Mil Pers Div (1)

MEDDAC Key Control Officer (1)

Indiv's Activity (1)

File (1)

**Appendix D**  
**Duty Appointment Memorandum for an Activity Key Custodian or Assistant Key Custodian (Dental Clinic No. 3)**

DENTAC LETTERHEAD

(OFFICE SYMBOL)

(Date)

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Duty Appointment

1. Effective (date), (full name), (grade), Dental Clinic No. 3, Fort Meade Dental Clinic Command, Fort George G. Meade, MD 20755-5700, is assigned the following additional duty:

(Key Custodian) (Assistant Key Custodian)

2. Authority: AR 190-51, HSC Reg 190-1, and MEDDAC Reg 190-1.

3. Purpose: To perform duties in accordance with regulations, policies and procedures.

4. Special Instructions: This duty appointment supersedes all previous appointments for this duty and is for a period of two years or until relieved.

SIGNATURE BLOCK OF CURRENT  
DENTAC COMMANDER  
Commander

DISTRIBUTION:

Indiv Conc (1)

DENTAC Key Control Officer (1)

MEDDAC Key Control Officer (1)

OIC, Dental Clinic No. 3 (1)

File (1)

**Appendix E  
Key Access Roster**

MEDDAC/DENTAC LETTERHEAD

(OFFICE SYMBOL)

(Date)

MEMORANDUM FOR Key Control Officer, PTM&S, USAMEDDAC

SUBJECT: Key Access Roster

1. The following individuals are authorized access to the (name of activity) key box, which is located in building (number), room (number).

<u>RANK/GRADE</u>	<u>NAME</u>	<u>TITLE</u>
-------------------	-------------	--------------

Example entries:

SSG	Albert W. Hotel	NCOIC
GS4	Joseph J. Delta	Clerk

2. This roster supersedes any previous rosters.

SIGNATURE BLOCK OF  
KEY CUSTODIAN

## Glossary

### Section I

#### Abbreviations

**AKC**

alternate key custodian

**AKCO**

alternate key control officer

**DENTAC**

Fort Meade Dental Clinic Command

**DC#3**

Dental Clinic Number 3, DENTAC

**FN**

file number

**HCS**

U.S. Army Health Services Command (Former designation of MEDCOM.)

**IAW**

in accordance with

**KACC**

Kimbrough Ambulatory Care Center

**KC**

key custodian

**KCO**

key control officer

**MEDCOM**

U.S. Army Medical Command

**MEDDAC**

U.S. Army Medical Department Activity, Fort George G. Meade

**PR**

personal retention

**PTM&S**

Plans, Training, Mobilization and Security Division

**TI**

temporary issue

**Section II****Terms****activity**

Within this regulation, the term “activity” means any organizational element that controls its

own keys. Within this definition, a collection of associated organization elements whose keys are all controlled by one of those elements would be considered collectively as an activity. Thus, for example, although the offices of the MEDDAC commander, Deputy Commander for Administration (DCA), and Senior Medical NCO are separate elements, the DCA’s KC acts as KC for all three; therefore, they are collectively one activity for the purposes of this regulation.