DEPARTMENT OF THE NAVY
TRAINING SQUADRON NINE
101 FULLER ROAD SUITE 221
MERIDIAN, MS 39309-5404

TRARONNINEINST 5530.1E
N126
30 Apr 15

TRARON NINE INSTRUCTION 5530.1E

From: Commanding Officer, Training Squadron NINE

Subj: LOCK AND KEY CONTROL PROCEDURES

Ref: (a) COMTRAWINGONEINST 5530.2 (Series)

1. Purpose. To publish lock and key control procedures for Training Squadron NINE as required by reference (a).

2. Cancellation. TRARONNINEINST 5530.1D

3. Discussion. Reference (a) promulgates the Commander Training Air Wing ONE (CTW-1/ TW-1) Physical Security and Loss Prevention Program. In supplementing this overall Physical Security Program, Training Squadron NINE (VT-9) established a lock and key control program with individual responsibilities as outlined below.

4. Applicability. These procedures apply to all keys, locks, padlocks, and locking devices used to protect or service working spaces, restricted areas, critical assets, classified materials and sensitive materials or supplies of VT-9. Control of all keys, locks, padlocks, and locking devices used to protect or secure squadron assets will be maintained by VT-9's Lock and Key Control Custodian as designated by the Commanding Officer (CO).

5. Responsibilities.

a. Lock and Key Control Custodian shall:

(1) Be designated in writing, as a collateral duty of the First Lieutenant.

(2) Conduct an inventory of all issued keys at least semi-annually and report any discrepancies to CTW-1 Key Control Officer and Squadron Security Manager immediately.

(3) Perform all duties as delineated in reference (a).

(4) Appoint key sub-custodians, if required. Sub-custodians must be designated in writing by the CO.

6. Duty Section Key Procedures. Control of duty section keys shall be the responsibility of the Squadron Duty Officer (SDO), or the CTW-1 Integrity Watch Officer (IWO) when flight operations are not being conducted. Upon duty turnover the SDO shall turn over the duty section keys to the next assigned SDO or IWO, as applicable. Under no circumstances will the duty section keys leave the Wing or Squadron spaces.

7. Non-Duty Section Key Procedures. First Lieutenant Division will be responsible for all non-duty section key custody and control within VT-9.

8. Custodian Key Replacement Procedures. All lost or missing keys shall be reported to the Key Control Officer and Squadron Security Manager within 24 hours. Key Control Officer will coordinate with Public Works for replacement locks and keys.

C. J. DEMCHAK

Distribution:
TRARONNINEINST 5216.1 (Series)
List I