



DEPARTMENT OF THE NAVY
CHIEF OF NAVAL AIR TRAINING
250 LEXINGTON BLVD SUITE 102
CORPUS CHRISTI TX 78419-5041

CNATRA STAFF INST 5530.2
N1
30 Sep 16

CNATRA STAFF INSTRUCTION 5530.2

Subj: INTERNAL KEY CONTROL PROGRAM

Encl: (1) Key Issue Record
(2) Departmental Key Issue Record

1. Purpose. To publish procedures for key and lock controls program within the Chief of Naval Air Training (CNATRA) and to establish a strict internal key control program.

2. Scope. This instruction applies to all personnel within CNATRA. Included within this program are all keys, locks, padlocks and locking devices used to protect or secure government facilities, assets and supplies within CNATRA. Not included are: keys, locks, and padlocks for convenience, privacy, administrative and/or personal use.

3. Key Custodians. The Administrative Officer (AO) will designate, in writing, a Primary and Alternate Departmental Key Custodian who are responsible to the Key Control Officer for all keys issued and controlled within the department for the building.

a. The AO will use enclosure (1) to assign all keys to the Departmental Key Custodians. The Departmental Key Custodian will sign enclosure (1) to acknowledge receipt of all keys, locks and padlocks. Requests for additional key or locks will be in writing, from the Departmental Key Custodian to the Admin Officer. Requests will include the key series, quantity and sequence numbers of keys required and location of door operated by requested keys (or location where door is to be installed or exchanged).

b. The Departmental Key Custodian will use enclosure (2) to issue keys to all department personnel requiring access to departmental spaces. Keys will only be issued to personnel based on a validated requirement.

4. Key Inventory. All keys will be inventoried at least every 6 months by the Departmental Key Custodian and annually by the Departmental Key Custodian and AO. All inventories will be recorded on enclosure (2). A memorandum will be distributed announcing the inventory date(s) and location for personnel issued a key. Key holders will report to the Departmental Key Custodian with their assigned key(s) on the date(s) and time at the location specified. During the inventory, key holders will sign for all keys they retain for the next quarter.

5. Accountability. A continuous chain of accountability is required at all times. At no time will a key holder lend out, share or give their assigned key(s) to any other person except the Key Custodian or the Security Officer (insuring a written record of receipt is completed).

a. Extended TAD or Leave. Key holders who will be TAD or on leave for an extended period exceeding ten days or during a scheduled inventory, will return their key(s) to the Departmental Key Custodian to be reissued when they return. If additional personnel need access to the spaces during this period, the Key Custodian will issue the appropriate key to the approved personnel.

b. Temporary Issue Keys. Keys required for maintenance workers, janitorial personnel or emergencies are maintained by the Duty Watch Desk in the Duty Office and may be issued when required by documenting the key(s) issue and return. This documentation may be recorded on the key control register (enclosure (1)) or a logbook entry to include the description of lock (reason); name, rate and signature of recipient; date/time of key return and initials or signature of personnel receiving the returned key. Keys for the stairwell doors can be checked out for the weekend(s)/after hours by contacting the Facilities Manager or the AO 24 hours prior.

D. M. EDGECOMB
Chief of Staff

Distribution:
CNATRA Website
CNATRA SharePoint

KEY ISSUE RECORD		
From:	To: _____ Department Key Custodian	Date:
Record that:		
NAME	GRADE	Employee/Military Number
Is issued _____ key(s) to the following area(s) in Hangar 42: (Identify building number, floor and room number, container, cage, or section, as applicable)		
STATEMENT OF ACKNOWLEDGEMENT OF RECEIPT OF KEY		
<p>I understand that keys issued to me provide access to the space listed above. Additionally, I have read and understand that the following provisions apply:</p> <p style="margin-left: 40px;">a. Duplication of keys is NOT approved unless express written consent from the KCO.</p> <p style="margin-left: 40px;">b. Keys must remain in my possession at all times and may NOT be loaned.</p> <p style="margin-left: 40px;">c. Upon my transfer or reassignment, the keys must be turned into the Department Key Custodian.</p> <p style="margin-left: 40px;">d. Loss of keys must be reported to the KCO immediately.</p> <p style="margin-left: 40px;">e. It is my responsibility to ensure that all spaces to which I have keys are locked at the end of the day.</p> <p style="margin-left: 40px;">f. Keys are the property of the U.S. Government.</p> <p style="margin-left: 40px;">g. A key code is not to be shared with anyone, every effort must be taken to prevent "shoulder surfing"</p>		
Key Custodian	Department Employee	
Print Name:	Print Name:	
Signature:	Signature:	
Date:	Date:	

DEPARTMENT KEY ISSUE RECORD		
From: Department Key Custodian		Date:
To:		
NAME	GRADE	Employee/Military Number
Is hereby issued _____ key(s) to the following area(s) in Hangar 42: (Identify building number, floor and room number, container, cage, or section, as applicable)		
STATEMENT OF ACKNOWLEDGEMENT OF RECEIPT OF KEY		
<p>I understand that keys issued to me provide access to the space listed above. Additionally, I have read and understand that the following provisions apply:</p> <p>a. Duplication of keys is NOT approved unless express written consent from the KCO.</p> <p>b. Keys must remain in my possession at all times and may NOT be loaned.</p> <p>c. Upon my transfer or reassignment, the keys must be turned into the Department Key Custodian.</p> <p>d. Loss of keys must be reported to the KCO immediately.</p> <p>e. It is my responsibility to ensure that all spaces to which I have keys are locked at the end of the day.</p> <p>f. Keys are the property of the U.S. Government.</p> <p>g. A key code is not to be shared with anyone, every effort must be taken to prevent "shoulder surfing"</p>		
<u>Dept Key Custodian</u>		<u>Employee</u>
Print Name:		Print Name:
Signature:		Signature:
Date:		Date: