



DEPARTMENT OF THE NAVY  
NAVAL MEDICAL RESEARCH CENTER DETACHMENT

LIMA, PERU  
UNIT NUMBER 3800  
APO AA 34041 - 3800

IN REPLY REFER TO

NMRCINST 5540.1A  
08 March 2004

NMRCD INSTRUCTION 5540.1A

From: Officer-in-Charge  
To: Distribution List

Subj: NMRCD KEY CONTROL AND SECURITY INSTRUCTION

- (1) Key Control Register and Inventory - Building 1
- (2) Key Control Register and Inventory - Building 2

1. Purpose. To provide for the control and security of keys within NMRCD and to ensure provisions for the maintenance of procedures for:

- a. Adequate fire and safety precautions throughout the detachment.
- b. Protection of government property  
Control of utilities usage
- d. Compliance with personnel and resource management goals directives from higher authority.

2. Policy. Keys shall be issued only to those persons whose official duties assign responsibility for management of the specific spaces and resources therein. Department Heads shall maintain immediate and continual security of all spaces within their area of responsibility, which require locking during or after normal work hours.

Master Key Locker.

a. A master key locker shall be maintained under the custody of the key custodian. This master key locker shall be used to retain duplicate keys for all locks and spaces within this detachment except as follows:

(1) Keys to privately owned locks used solely for personal purposes such as personal effects lockers, etc.

(2) Access to Drug Safes/Lockers.

b. Keys will be mastered and kept in the key locker for permanent issue. In the event of compromise or loss of any of these keys the locks shall be changed immediately and new keys issued. In case of an emergency contact the Administrative Officer and Key Custodian for assistance.

NMRCINST 5540.1A  
08 March 2004

c. An appropriate record shall be maintained by the Key Custodian for the purpose of recording the number of keys available to each space and the acquisition, issue, or turn-in of keys. Enclosure (1) shall be used to document issues and turn-ins. When a key is checked out of the Master Key Locker for any reason, an entry will be recorded in the Key Log that will identify the date and time the key is removed, the space which the key opens, the name of the person receiving the key(s), and the date and time of return of the key(s) issued.

4. Watch Keys. Keys will be set aside in order to be utilized to open all labs needed by the Duty Watch Officer. These keys will be issued Friday afternoon to the new Duty Watch Officer and passed forward to the next Duty Watch Officer assuming Duty Watch.

5. Main Entrances Keys. The key to the main entrances will not be issued. In the event that NMRC loses its security guards, permanent keys will be issued only to military personnel. Any exceptions to this policy must be approved by the Officer-in-Charge.

6. Department Head Keys. The Department Head shall be responsible for the custody of the keys to their area of responsibility. The Department Head will not designate nor authorize subordinates within their department to have keys duplicated. However, maximum use of keys from the Master Key Locker is strongly encouraged in order to ensure security control of duplicate keys at all times. If additional keys are needed, the Department Heads shall submit a written request to the Key Custodian requesting additional keys be issued to employees in their department.

7. Loss of Keys. The first individual having knowledge of the loss shall report the loss of a key immediately to the Department Head, and the Key Custodian. The Key Custodian shall make a written report of the key loss to the Administrative Officer, which shall state all known facts which may be of value in recovering the key and/or fixing responsibility for its loss. The Department Head will be responsible for determining the need for changing the lock after the loss of a key.

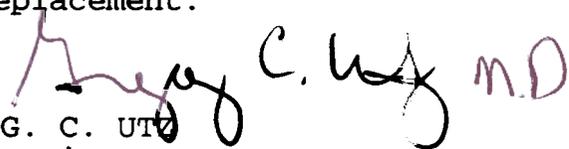
#### 8. Duplicate or Replacement Keys

a. Duplicate or replacement keys will not be issued except on the written request of the Department Head concerned. The written request to the Key Custodian for issuing duplicate or replacement key(s) will contain a justification for the need for the key(s) to be issued. When replacement keys are required, the request must include a statement that the loss of the old key has been properly reported in accordance with paragraph 7 above.

NMRCINST 5540.1A

08 March 2004

b. The duplication of keys and/or replacement of locks within NMRC are prohibited. The Administrative Officer is responsible for key and lock replacement.

  
G. C. Utz  
Acting



