

DR 190-1-2

DEPARTMENT OF THE ARMY
ST. LOUIS DISTRICT, CORPS OF ENGINEERS
1222 SPRUCE STREET
ST. LOUIS, MISSOURI 63103-2833

CELMS-DS

Regulation
No. 190-1-2

30 April 1993

Military Police
ST. LOUIS DISTRICT
Card Key Management Program

1. PURPOSE. This regulation establishes responsibilities, policies, and procedures for the management of card keys issued to the St. Louis District by the General Services Administration (GSA) to activate card readers both inside and outside the Robert A. Young (RAY) Building.

2. REFERENCES.

a. Army Regulation (AR) 190-51, Security of Army Property at Unit and Installation Level, 30 April 1986.

b. DR 190-1-1, St. Louis District Consolidated Physical Security Plan, Appendix 1-F-4, 1 April 1991.

3. POLICY.

a. Card keys may be issued to all personnel assigned to the District Headquarters as the primary duty station at the discretion of the employing Division or Office Chief.

b. Division and Office Chiefs may retain extra card keys for temporary use while the District's supply of cards remains available. The District Security Office may require Divisions or Offices holding unassigned cards to surrender them when there is a need to issue cards to personnel in other Divisions or Offices. This will eliminate the expense of buying additional cards when extras are available.

c. Generally, card keys assigned to personnel reassigned from one Division or Office to another Division or Office will stay with the losing Division or Office unless that element is not expecting to need the card key in the reasonable future.

d. Division and Office Chiefs may assign card keys to contractor personnel who bear the same responsibilities of District personnel assigned a card key.

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e. The District Security Office is authorized to modify the Status Levels for card key operation. Assignment of Status Levels will provide the most direct access to work areas and one alternate entrance when possible.

4. RESPONSIBILITIES.

a. The District Security Office (CELMS-DS) is responsible for the following:

- (1) Request card keys from GSA;
- (2) Notify GSA of lost, stolen, and unaccounted for card keys;
- (3) Notify GSA to change Status Levels (groups of doors and gates), and to change or add Status Levels for which card keys will operate;
- (4) Notify GSA to change identities for card keys;
- (5) Initiate annual card key inventories to be conducted by Division and Office card key custodians.
- (6) Be the primary point of collecting card keys from personnel out-processing through the Security Office unless there is a valid reason for permitting the card holder to retain the card for a longer period. Card keys collected by the Security Office may be returned to the original element or retained for reissue to another District element.

b. Division and Office Chiefs have the following responsibilities:

- (1) Assign one person as the card key custodian and one as the alternate card key custodian to be Points of Contact (POC) between the CELMS-DS and the personnel being assigned card keys; and
- (2) Assure that the Division or Office card key custodian conducts an annual inventory of card keys in accordance with (IAW) the applicable procedures provided in paragraph 6 of this regulation. In situations where more than one Division or Office share a Status Level, the Chiefs of the Divisions or Offices may choose to annually rotate the inventory procedure option described in paragraph 6.d.(2)(a) of this regulation; and

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(3) Notify CELMS-DS during work stoppages in accordance with IAW reference 2.b. above.

c. Supervisory personnel below the Division and Office Chief level are responsible to assist with the card key collection processes. Special effort will be made by these supervisors when subordinate personnel leave the District permanently for any reason.

d. Personnel appointed as card key custodians by Division and Office Chiefs will:

(1) Be the primary POC for card key control between CELMS-DS and personnel being issued card keys;

(2) Issue card keys to personnel as needed;

(3) Annually conduct a 100 percent "show basis" inventory of card keys for which responsible IAW the appropriate procedures provided in paragraph 6 of this regulation;

(4) Notify CELMS-DS of lost, stolen, and unaccounted for card keys; and

(5) Notify CELMS-DS of malfunctioning card keys and card key readers.

e. Alternate card key custodians have the same responsibilities as the card key custodians in the absence of the card key custodian.

f. Individual card key holders are responsible for the following:

(1) Sign for assigned card key(s) on the receipt document used by the card key custodian;

(2) Be accountable for assigned card key(s) from the date and time of issue by the card key custodian to the date and time returned to the appropriate card key custodian or the District Security Office;

(3) Surrender the assigned card key to the appropriate card key custodian or District Security Office prior to leaving the District on a permanent basis through reassignment, transfer, resignation, retirement, or any other reason;

(4) Notify the appropriate card key custodian upon discovering that a card key is missing;

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(5) Notify the card key custodian when changes or additions in status levels are needed;

(6) Notify the card key custodian when card keys are malfunctioning on assigned status levels;

(7) Present the assigned card key to the card key custodian during annual inventories and sign the inventory list indicating possession continues.

g. The Logistics Management Office, Transportation and Maintenance Branch (CELMS-LM-T) is responsible for the following:

(1) Appointing a card key custodian responsible for card key assignment to the District's fleet of motor vehicles, to include those assigned to the District Headquarters Motor Pool, and to those assigned to Divisions and field facilities;

(2) Be the single Point of Contact (POC) for card key control with CELMS-DS for card keys issued to the District fleet of motor vehicles;

(3) Annually conduct a 100 percent "show basis" inventory of card keys assigned to the District Headquarters based motor pool.

(4) Annually conduct a 100 percent inventory of card keys assigned to District vehicles under the control of Divisions and field facilities.

(5) Notify CELMS-DS of lost, stolen, and unaccounted for card keys;

(6) Notify CELMS-DS of malfunctioning card keys; and

(7) Notify GSA of any malfunction of the card key reader for the RAY Building parking lot.

h. Card key custodians for motor vehicles assigned to Divisions and District field facilities are responsible for the following:

(1) Sign for assigned card key(s) on the receipt document used by the CELMS-LM-T;

(2) Be accountable for assigned card key(s) from the date and time of issue to the date and time delivered to the CELMS-LM-T;

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(3) Notify the CELMS-LM-T upon discovering a card key is missing;

(4) Notify the CELMS-LM-T when card keys are malfunctioning on the RAY Building parking lot gate;

(5) Sign and date annual card key inventory lists provided by CELMS-LM-T.

5. CARD KEY PROCUREMENT, DISTRIBUTION, ASSIGNMENT, AND REASSIGNMENT PROCEDURES.

a. Card key custodians will be the POC for personnel in the Divisions and Offices served by that key custodian, and as such, will request from CELMS-DS, assignment of card keys either to specifically named personnel, or as extra keys for a Division or Office.

(1) The first source of card keys will be from unassigned extra cards available from the requesting card key custodian's Status Level.

(2) The next source of card keys will be from card keys stocked by CELMS-DS.

(3) When no card keys are available from either the same Status Level or from CELMS-DS stock, CELMS-DS will identify all unassigned card keys in the other Status Levels. Beginning with the Division or Office having the majority of unassigned card keys, CELMS-DS will request those Divisions and Offices to supply the needed number of card keys from that card key custodian or from multiple card key custodians. CELMS-DS will obtain them from these elements on an equitable basis until all extra card keys available to the District have been put into service.

(4) CELMS-DS will order card keys from GSA in quantities reasonably expected to meet future requirements of approximately six months only when the surplus inventory of card keys available in the District has been exhausted.

b. CELMS-DS will request assignment and reassignment of card keys following the procedures of GSA to assign the card key to an individual on the Status Level of the card key custodian.

c. Requests or notifications to CELMS-DS, may be by memorandum, E-Mail, or telephone call to 331-8065.

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d. Card key custodians will notify CELMS-DS of changes in permanent assignment from one individual to another.

e. CELMS-DS will make the requested changes on the latest inventory list provided by GSA along with the date of change. CELMS-DS will then follow the current procedures as directed by the GSA.

6. CARD KEY ACCOUNTABILITY PROCEDURES FOR DISTRICT HEADQUARTERS.

a. CELMS-DS will sign as receiving all card keys from GSA on the receipt form provided by GSA and will retain a copy for District records.

b. CELMS-DS will prepare lists by Status Level of card keys by numbers with assigned names on a receipt to be signed by the card key custodians.

c. Card key custodians will utilize the initial receipt provided by CELMS-DS to have personnel acknowledge receipt of assigned card keys. Receipt acknowledgement will be by signature and date. The card key custodian will retain this receipt until the first inventory is conducted on which the card key is recorded.

d. Inventories of card keys will be conducted annually starting about each January in one of the following procedures:

(1) This procedure is applicable only to those divisions or offices which exclusively occupy that list. Such Divisions and Offices must use this procedure. CELMS-DS will distribute photocopies of the card key lists furnished by GSA. The card key custodian will then conduct the inventory IAW the procedures described in paragraphs 6.e., f., g., and h.

(2) The optional procedures described below are applicable only to Divisions or Offices sharing Status Levels. Beginning with the card key custodian of the most populous division or office identified on the lists, CELMS-DS will distribute photocopies of the card key lists furnished by GSA. The custodian of that division or office, in concurrence with the instructions of that division or office chief, will implement one of the following inventory procedure options.

(a) Conduct the inventory of all cards for all personnel listed IAW the procedures described in paragraphs 6.e., f., g., and that portion of h. pertaining to card keys discovered unaccountable during the inventory. or,

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(b) Conduct the inventory of all cards within two weeks only for all personnel assigned to that division or office IAW the procedures described in paragraphs 6.e., f., and h. At the end of the second week after receiving the inventory, it will be returned to CELMS-DS for redistribution to another District element on the list.

(c) Although not mandated, it is recommended that the largest element sharing a Status Level provide the annual inventory service to District elements having less than four personnel on the inventory list.

e. Card key custodians, or the alternate card key custodian, within one week of being provided the inventory, will notify each card key holder to bring the assigned card key to the custodian.

f. Card key holders will respond in person within one week after being notified with the assigned card key and will sign and date the inventory adjacent to the correct corresponding information. In those instances when personnel are not available to personally sign the inventory, the supervisor has the option of assuring himself that the subordinate does possess the listed card and signing the inventory for that subordinate. This option should be applied to the infrequent instances when personnel are not in the RAY Building during the inventory period.

g. Card key custodians will furnish the originally signed inventory list to CELMS-DS within four weeks after receiving it. Lists that are returned to CELMS-DS without signatures for each assigned card, and without explanations for missing signatures, will cause CELMS-DS to notify GSA to deactivate all access for those cards.

h. Card key custodians will request CELMS-DS to deactivate access for all lost, stolen, and unaccounted for card keys at the earliest notification to them of these occurrences, or during the inventory procedure, whichever comes first. Requests to CELMS-DS may be made by memorandum, E-Mail, or telephone call to 331-8065.

i. Card key custodians will notify the Division or Office Chief of all subordinate personnel assigned a card key who have not presented the card key and signed the annual inventory roster within three weeks after the inventory was supplied to the individual responsible for conducting the inventory. At the end of the inventory period when the inventory lists are returned to CELMS-DS, that Office will notify GSA to deactivate all access for card keys not accounted for in the annual inventory.

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j. Personnel holding deactivated cards may have access restored by showing the card key and signing the inventory at the District Security Office. CELMS-DS will notify the respective card key custodian of completed inventory actions and access restoration.

7. CARD KEY ACCOUNTABILITY PROCEDURES FOR VEHICLES. CELMS-LM-T will utilize the GSA prepared inventory of cards assigned to the District vehicle fleet provided by CELMS-DS.

a. For vehicles assigned to the District Headquarters motor pool, the card key custodian will initial the GSA inventory list for each card included in this category, then sign and date the list one time at the end of the list.

b. For vehicles assigned to Divisions and Field Facilities, the card key custodian will supply the responsible custodians with the appropriate portions of the GSA inventory and have the custodian sign and date for each card on the list for which the card is available.

c. Field office card key custodians may sign the inventory pages after implementing any alternative method of verifying card key accountability if:

(1) One or more vehicles are not and will not be available during the inventory period; and

(2) Reliance on accountability is based on the confirmed observation of the operator of the vehicle(s).

d. Card key inventory lists for vehicles that are returned to CELMS-DS without signatures for each assigned card, and without explanations for missing signatures, is sufficient justification for CELMS-DS to notify GSA to deactivate all access for those cards.

8. PROCEDURES FOR LOST, STOLEN, AND UNACCOUNTED FOR CARD KEYS.

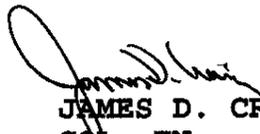
a. The individual responsible for a card key which may be lost, stolen, or otherwise not accounted for, will immediately notify the card key custodian from whom the card was received. The notification should be by the most expeditious method possible.

b. Upon being notified that a card key on the card key custodian's roster is unaccounted for, the card key custodian will notify CELMS-DS by the most expeditious method available.

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c. Upon being notified by a card key custodian that a card key is lost, stolen, or unaccounted for, CELMS-DS will make the appropriate indications on the GSA inventory list with the date of notification. CELMS-DS will then follow the current notification procedure established by GSA.

d. CELMS-DS will notify GSA, using GSA's current established procedures, to deactivate any card key from all access if accountability is uncertain for any reason.



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DISTRIBUTION:

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