
Transportation Safeguards Training Site

**KEY CONTROL
TSTS 13**



Fort Chaffee Arkansas

Review, Concurrence, and Approval


Lynn Pincumbe, Facility Manager
Office of Mission Operations


9/13/05
Date


Calvin Irvin, Director,
Training and Logistics Command,
Office of Mission Operations

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ACCESS CONTROL

1.0 PURPOSE

The purpose of this document is to establish procedures for access control (mechanical and electronic) within the Transportation Safeguards Training Site (TSTS), Ft. Chaffee, AR. This regulation governs the use and maintenance of the access control register, inventories and inspections by personnel appointed as being responsible for safeguarding keys, key cards, and locking devices to U.S. Government Property within TSTS, Ft. Chaffee, AR.

2.0 APPLICABILITY

This regulation is applicable to all federal, military, civilian and contractor personnel assigned or attached to TSTS, Ft. Chaffee, AR.

3.0 RESPONSIBILITIES

3.1 The Facility Security Representative will direct a service manager to appoint an Access Control Custodian and an Alternate Access Control Custodian(s) in writing. The appointed Custodians will be responsible for acquiring, receiving, issuing, and maintaining accountability for building key cards and mechanical keys for all areas under the control of or occupied by federal, military, civilian and contractor personnel assigned or attached to TSTS, Ft. Chaffee, AR.

3.1.1 The Access Control Custodian or designated appointee will be the single point of issue for all office mechanical key entries used to gain access to any TSTS building or area during non-duty hours.

3.1.2 For the purpose of controls and accountability, key cards will be maintained by the technical contract staff.

3.1.3 Temporary mechanical keys will not be issued to individuals without an Access Control Request Worksheet signed by the employee's immediate supervisor or section coordinator with a date indicating termination of temporary assignment.

3.1.4 The Fleet Coordinator will be responsible for maintaining accountability for the keys to the TSTS vehicle fleet. The Vehicle Operational Record will be used to control keys and credit cards for vehicles. The Fleet Coordinator will ensure that the operator signs the record at time of dispatch.

3.2 Management/Coordinator and Supervisors:

3.2.1 All federal, military, civilian and contractor management, coordinator and supervisory personnel assigned to TSTS are authorized

mechanical keys to buildings and/or areas under their control if swipe card access is not available.

- 3.2.2 Before key cards or mechanical keys are issued to an employee, the employee's immediate supervisor or section coordinator will email the key control manager and request the named employee be issued a key card or mechanical key. This information will be submitted with justification for issue to ensure the mechanical key is justified as a need and not a convenience.
 - 3.2.3 Consideration should be given for the issue of a "Loaner Key Card" or Mechanical Key" for short-term use instead of permanent issue. Temporary key cards (Loaner Cards) and mechanical keys buildings or areas under the control of TSTS will be returned the next duty day following a weekend or on an established return date.
 - 3.3.3 Establish procedures that will ensure key cards and mechanical keys are returned to the Access Control Custodian or alternate upon departure of an employee from employment or transfer.
- 3.3 The Facility Security Representative will be responsible for establishing physical access control for the Exercise Control Center (ECC) and Vault Type Room (VTR) storage facilities for classified materials. This physical access control authority includes the Intrusion Detection System (IDS) and (operational and maintenance) mechanical keys.
- 3.4 Access Control Custodians and Alternates.
- 3.4.1 Responsible for issuing and receiving mechanical keys.
 - 3.4.2 Maintenance of mechanical key depository/overall supervision of Access Control Program.
 - 3.4.3 Inventories, inspections, and maintaining record.
 - 3.4.4 Utilizing the BEST Lock Keystone Key Control Software System, maintain a record of mechanical locks by number.
 - 3.4.5 Utilizing the BEST Lock Keystone Key Control Software System, maintain a record of the location of mechanical locks and keys.
 - 3.4.6 Utilizing the BEST Lock Keystone Key Control Software System, maintain a record of the number of mechanical keys on hand/issued.
 - 3.4.7 Utilizing the BEST Lock Keystone Key Control Software System, maintain mechanical key control registers.

- 3.4.8 Inventory all mechanical keys annually.
- 3.4.9 Rotate and/or change combinations when persons having access to safes have departed, under suspension, or have been reassigned.
- 3.4.10 Retain mechanical keys in a locked container, equipped with a locking device and permanently affixed to a wall.
- 3.4.11 Utilizing the BEST Lock Keystone Key Control Software System, ensure that all mechanical keys have been turned in when issued temporarily.
- 3.4.12 Utilizing the BEST Lock Keystone Key Control Software System, maintain memorandum indicating who has been issued key depository.

4.0 KEY CONTROL REGISTER

Utilizing the BEST Lock Keystone Key Control Software System, mechanical keys will be signed out to authorized personnel as needed and approved by the Federal Approving Authority. The mechanical key control register will contain the identification number of the key, date issued, and the signature of the recipient. When not in use, a copy of the key control register will be kept in a locked container with access controlled. All mechanical locks/keys will be entered in the same register. Keys will be numbered for identification. Key/Tab numbers will correspond with key control register corresponding to the procedures set forth in the BEST Lock Keystone Key Control Software System.

5.0 KEY ACCESS ROSTER

A roster of all personnel authorized access to mechanical key depository will be maintained at all times. The mechanical key access roster is made out by name, duty position and keys that the individual has access to. A copy of the key access roster is maintained with the access control register.

6.0 KEY AND LOCK ACCOUNTABILITY

Keys to locks in use will be spot checked periodically to determine if keys are actually in the possession of the individual designated. Personally retained keys will be serial numbered inventoried annually (on a show basis). When a mechanical key to a lock is found to be missing, the lock will be replaced immediately and/or all necessary locks and mechanical keys within that grandmaster, master or sub-master system will be changed.

7.0 INDIVIDUAL'S RESPONSIBILITY.

- 7.1 All employees will be required to clear with the Access Control Custodian and their respective local Key Control Custodian prior to being released from Federal service or transferring to another office or organization.
- 7.2 Will not loan key card or mechanical office key to other personnel.
- 7.3 Will report the loss of mechanical key and/or key card immediately to Access Control Custodian.
- 7.4 Responsible for safe guarding key cards and mechanical keys for government facilities at all times.

8.0 LOST/STOLEN KEYS AND REQUEST FOR KEYS AND LOCKS:

- 8.1 Within TSTS, all requests for replacement of locks and/or lock services, other than emergency repairs, will be submitted in writing to the Federal Approving Official.
- 8.2 These requests should be in memorandum form signed by the Section Coordinator and/or area supervisor. Lost or stolen TSTS mechanical keys will be reported to the ECC as soon as possible but no later than two working days after the discovery of the loss. Employees can be held liable for the cost of replacement mechanical keys and locks, and may be held liable for any resulting loss of property, which is a direct result of negligence or misconduct.

9.0 GENERAL

- 9.1 The use of any mechanical master key system or multiple key system to gain access to a building or area by an employee other than the Access Control Custodian or his Alternate is prohibited. Employees may contact the Access Control Custodian for access to an area during emergency situations or inadvertent lockouts. Employees at TSTS will contact ECC or the Access Control Custodian or Alternate for access to an area during emergency situations or lockouts.
- 9.2 Federal, military, civilian and/or contractor personnel assigned to TSTS cannot access the TSTS buildings or areas after it is closed to the public (weekends and before 6:00 a.m. or after 6:00 p.m. weekdays) without a key card. Employees without key card entries who know in advance that they will need after-hour access should contact their section coordinators and/or their immediate supervisors. Section Coordinators and/or Supervisors need to coordinate with ECC for entry.

10.0 ADDITIONAL KEY AND LOCK CONTROLS FOR IDS AND KEY CONTAINERS:

- 10.1 Mechanical keys to locks securing containers and IDS (operational or maintenance) will be afforded physical protection equivalent to that provided by the mechanical key container.
- 10.2 Mechanical keys to containers and IDS will be maintained separately from other mechanical keys, and will be accessible only to those individuals whose official duties require access to them.
- 10.3 A current roster of these individuals will be kept within the ECC and will be protected from public view.
- 10.4 Mechanical keys to IDS may be secured together in the same mechanical key container. However, under no circumstances will mechanical keys and locks or alternate mechanical keys and locks be placed in any security container that contains or stores classified material.