



DEPARTMENT OF THE NAVY  
UNITED STATES NAVAL ACADEMY  
COMMANDANT OF MIDSHIPMEN  
ANNAPOLIS MARYLAND 21402-5100

COMDTMIDNINST 5530.2A  
23 JAN 2002

COMDTMIDN INSTRUCTION 5530.2A

From: Commandant of Midshipmen

Subj: BANCROFT HALL MIDSHIPMAN KEY CONTROL

Encl: (1) Key & Custody Inventory

1. Purpose. To establish procedures to distribute Bancroft Hall room keys to the Brigade of Midshipmen.

2. Background. In order to maintain personal security and protection of personal property, midshipmen will be issued keys to their individual rooms. Keys are government property, and enclosure (1) shall be used to perform periodic inventories and midshipmen key custody acknowledgement. Midshipmen are financially responsible for keys lost due to negligence.

3. Responsibilities

a. Bancroft Hall First Lieutenant.

(1) Responsible for distributing keys to each Company Senior Enlisted Advisor.

(2) Shall ensure that key inventories take place prior to graduation or upon turnover of spaces from one Senior Enlisted Advisor to another.

(3) Shall act as the central point of contact for the keying, re-keying, and repair of locks on designated spaces and control of the manufacture of duplicate or replacement keys.

b. Company Officer.

(1) Oversee key issue and custody program within the company.

(2) Maintain control of master keys for company spaces through the Company Commander and Company Command Duty Officer by instituting a Command Duty Officer key ring and Command Duty Officer custody log. Review the log on a periodic basis to ensure that a chain of custody is maintained. Three master keys will be issued per company for use by the Company Officer, Senior Enlisted Leader, and Duty Section. A master key will be maintained on deck at all times with the Company Command Duty Officer or Company Midshipmen Officer of the Deck.

c. Company Senior Enlisted Advisor.

(1) Receive and sign for Company keys from the Bancroft Hall First Lieutenant. Oversee the direct issue of keys to midshipmen and require midshipmen to sign for all issued keys.

(2) Provide training to the company on this instruction and the proper controls required for room keys.

(3) Inventory keys prior to graduation and upon turnover of spaces and provide results to the Bancroft Hall 1<sup>st</sup> Lt. via enclosure (1).

(4) Forward to the First Lieutenant payment for key loss due to negligence.

(5) Maintain a secure key box in his/her office to maintain custody of keys issued to the company but not currently in use.

d. Company Commander.

(1) Administer the key issue and custody program through the Company First Lieutenant.

(2) Maintain control of company master keys via a Command Duty Officer key ring. The key ring will be sighted and turned over from the Command Duty Officer to his/her relief. This sight inventory will be noted in a key inventory log that will be maintained by Company Command Duty Officer's.

e. Company First Lieutenant.

(1) Issue room keys to individual midshipmen with assistance of Company Senior Enlisted Leader. Have midshipmen acknowledge receipt of keys by signing enclosure (1).

(2) In the event of key loss by a midshipman, coordinate key replacement with the Company Senior Enlisted Advisor after investigation is complete and financial remuneration has been made.

g. Midshipmen.

(1) Responsible for maintaining custody of his/her issued room key.

(2) Sign enclosure (1) acknowledging receipt of key and responsibility for safeguarding.

(3) Turn in room key to company First Lieutenant at the end of academic year, summer training program (plebe detail, summer school, etc.) or when changing rooms. Ensure that key receipt form is signed acknowledging the turn in of old room key and issuance of new key.

(4) Report any loss of key to company First Lieutenant. Provide financial remuneration to the Bancroft Hall First Lieutenant through the company First Lieutenant and Senior Enlisted Advisor prior to receiving replacement key.

4. Procedures.

a. Midshipmen will be issued individual room keys in accordance with this instruction at reform and at the beginning of significant summer training blocks lasting longer than one week (plebe detail, summer school, NTT, etc.). Midshipmen will hold keys for the duration that they occupy a room in Bancroft Hall.

b. Procedures to return room keys will be incorporated into the checklist to check out of midshipmen rooms in accordance with the annual Commandant of Midshipmen 4050 Notice, Move Out Procedures for Midshipmen.

c. Prior to graduation or the end of a summer training block, the Company Senior Enlisted Leader will conduct a key inventory using enclosure (1) and submit the report to the Bancroft Hall First Lieutenant.

d. Midshipmen who lose keys will make financial remuneration to the Brigade First Lieutenant through the Company First Lieutenant and Company Senior Enlisted Advisor.

  
J. R. ALLEN

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C-1 (Electronically)

