



DEPARTMENT OF THE NAVY
OFFICE OF THE COMMANDANT OF MIDSHIPMEN
UNITED STATES NAVAL ACADEMY
101 BUCHANAN ROAD
ANNAPOLIS MARYLAND 21402-5107

COMDTMIDNINST 5530.2C
Facilities

DEC 16 2015

COMMANDANT OF MIDSHIPMEN INSTRUCTION 5530.2C

From: Commandant of Midshipmen

Subj: BANCROFT HALL MIDSHIPMEN AND STAFF KEY CONTROL

Ref: (a) COMDTMIDNNOTE 4050

Encl: (1) Key Inventory and Custody Card

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

2. Cancellation. COMDTMIDNINST 5530.2B.

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

4. Responsibilities

a. Bancroft Hall Facilities Staff

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

(2) Shall ensure that Brigade key inventories take place at the following times:

(a) 15 days prior to graduation or within 15 days after graduation.

(b) Upon turnover of spaces from outgoing Senior Enlisted Leader to incoming one.

(c) Spot inventory of at least 15 Companies will take place within 30 days of the beginning of the fall semester.

(d) Spot inventory of at least 15 Companies will take place within 30 days of the beginning of the spring semester.

(3) Submit inventory results to the Facilities Director.

(4) Shall inventory all non-Brigade keys as follows:

(a) Contractors - January

(b) Commandant Staff - February

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- (c) Midshipmen Food Services - March
- (d) Business Services Division - April
- (e) Medical/Dental - June
- (f) Luce Hall - July
- (g) Others (e.i. MIDPERS, Supply) - August

(5) 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. Brigade Master Chief

(1) Responsible for the control, issue, and turn-in of the three sets of master keys for all Companies. The keys will be issued to the Brigade Master Chief by the Bancroft Hall Key Custodian.

(2) Responsible for updating Bancroft Hall Key Custodian of all transfers of company key sets to ensure that the Bancroft Hall key accountability system is accurate and up to date.

c. Company Officer. Overall accountable for the key issue custody and inventory program within the company in the absence of Senior Enlisted Leader.

d. Company Senior Enlisted Leader

(1) Receive and sign for Company keys from the Brigade Master Chief when checking in and out of the command.

(2) Oversee the direct issue of keys to midshipmen and require midshipmen to sign for all issued keys.

(3) Maintain control of deck master keys for company spaces and review the log on a periodic basis to ensure that the chain of custody is maintained. Three deck master keys will be issued per company for use of 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.

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

(5) Inventory keys 15 days prior to graduation or no later than 15 after graduation.

(6) Inventory Keys upon turnover of spaces and provide results to the Bancroft Hall Facilities Staff via enclosure (1) within two days of turnover.

(7) Upon discovery of lost key/s immediately notify the Facilities Staff so locks may be changed if required and the chain of command can be properly notified. This information may be forwarded to the Deputy Commandant, AT/FP Officer, and base security as needed.

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(8) Maintain a secure key box in his/her office to maintain custody of keys issued to the company.

e. Midshipmen

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

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

(3) Turn in room key to Senior Enlisted Leader 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 lost key to company Senior Enlisted Leader immediately.

f. Staff, Department Heads, and Key Custodians

(1) Department Heads are responsible for assigning a Key Custodian for their department.

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

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

(4) Report any lost keys to Commandant's Facilities Office.

5. Turnover

a. Staff. The three master key sets will be turned into the Brigade Master Chief when personnel check out of the command.

b. Department Heads and Key Custodians

(1) You must notify the Facilities Office when a new key custodian is assigned to your department.

(2) Report any lost keys to Bancroft Hall Facilities Office.

6. Procedures

a. Midshipmen may 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, etc.). Midshipmen may 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 reference (a), 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), submit the report and return all keys to the Bancroft Hall Facilities Office.

d. All lost keys will be reported to the Bancroft Hall Facilities Duty Officer, AT/FP Officer, and the Deputy Commandant.

7. Review responsibility. The Bancroft Hall Facilities Officer is responsible for the annual review of this instruction.


S. E. LISZEWSKI

Distribution:
Non-Mids (Electronically)
Brigade (Electronically)

