COMDMIDNINST 5530.2D
FACILITIES
OCT 04 2021

COMMANDANT OF MIDSHIPMEN INSTRUCTION 5530.2D

From: Commandant of Midshipmen, U.S. Naval Academy

Subj: BANCROFT HALL KEY CONTROL PROGRAM

Ref: (a) NAVSUPACT ANNULLINST 5530.5A
     (b) COMDMIDNINST 5530.14

Encl: (1) Inventory Schedule
      (2) Sample DD1150

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

2. Cancellation. COMDMIDNINST 5530.2C.

3. Scope and Applicability. This instruction applies to all midshipmen at the U.S. Naval Academy (USNA) comprising the Brigade of Midshipmen, as well as USNA faculty and staff.

4. Background. Locks and keys belonging to Bancroft Hall shall be administered by Commandant Facilities. Keys are government property and the DD1150 shall be used for key custody acknowledgement. Midshipmen, Department Heads, contractors, as well as military and civilian staff shall be accountable for lost keys. Strict compliance with program requirements is mandatory to achieve and maintain an effective security posture.

5. Responsibilities

   a. The Commandant Facilities Director (CFD). Shall designate in writing a Bancroft Hall Key Control Officer (KCO), as required, per reference (a), and establish facility key control procedures to ensure key control requirements are met.

   b. The Commandant Facilities LCPO (CFL). Shall evaluate and audit Bancroft Hall’s lock and key program for procedural compliance during annual key inventories.

      (1) Assist with ensuring that keys are retrieved from all personnel no longer requiring access prior to transfer or separation.
(2) Assist with ensuring that personnel do not pass any keys from one person to another without first notifying the KCO.

c. The Bancroft Hall Key Control Officer. Shall administer a comprehensive lock and key control program in agreement with this instruction and reference (b).

(1) Act as the central point of contact for the keying, rekeying and repair of locks on designated spaces and controlling the manufacture of duplicate/replacement keys.

(2) Conduct an inventory of keys/control keys/control pegs according to the schedule found at the end of this instruction and submit results to the CFL.

(3) Assign Key Custodians as required, in writing.

d. Bancroft Hall Key Custodians. Designated personnel will be assigned duties as a key custodian. The purpose of this position is to manage/issue/inventory all types of keys within their area of responsibility. Key Custodians could be an Officer of the Watch, a Senior Enlisted Leaders (SEL), Base Operations Support Staff, Midshipmen Food Services Division Staff, First Lieutenant, etc. All assigned custodians shall:

(1) After being briefed by the KCO, they will sign a DD1150 acknowledging the receipt of government property in addition to signing the "Insta-Key" key receipt.

(2) Perform daily inventories of keys that are issued for short term use (contractor use, temporary access, etc.).

(3) Loss or damage to the issued key/s shall immediately be reported to the Key Control Officer via: CMDTFacilities-Group@usna.edu.

(4) Be familiar with the types of keys and how the "Medeco/Insta-Key" system works in regards to tracking, identification and "step-changes."

e. Company Officers. Shall be accountable for the key issue custody and inventory program within the company in the absence of the company SEL.

f. Company SEL. Shall oversee the direct issue of keys to midshipmen and require midshipmen to sign for all issued keys.

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

(2) Inventory keys 30 days prior to graduation or no later than 10 days after graduation.

(3) Inventory keys upon turnover of spaces and provide results to KCO via enclosure (1) within two days of turnover.
(4) Upon discovery of lost key(s) immediately notify the CFD. This makes it possible to assess whether a replacement can be issued or if the lock needs to be changed completely. Disciplinary action may be taken.

g. **Midshipmen.** Shall maintain accountability of key issued by SEL.

(1) Sign a DD1150 acknowledging the receipt of government property. Loss or damage to issued key/s shall immediately be reported to company SEL and may result in disciplinary action.

(2) Return key/s to SEL at the end of the academic year, summer training program or when changing rooms. Ensure that the DD1150 is signed acknowledging the return of the old room key and issuance of a new key/s.

h. **Military Staff; Civilian Staff; Department Heads; Contractors.** Department Heads are responsible for assigning a Key Custodian for their department as per above section 4.d.

6. **Personnel Turnover**

a. All issued master keys shall be turned into the KCO prior to permanent departure from USNA; incoming personnel will have their new keys issued to them by the KCO.

b. Department Heads and others. Commandant Facilities shall be notified when a new Key Custodian is designated in your respective department. No keys will be issued to this Department without an assigned Key Custodian.

7. **Record Management**

a. Records created as a result of this instruction, regardless of format or media, must be maintained and dispositioned for the standard subject identification codes (SSIC) 1000 through 13000 series per the records disposition schedules located on the Department of the Navy/Assistant for Administration (DON/AA), Directives and Records Management Division (DRMD) portal page at https://portal.seanav.navy.mil/orgs/DUSNM/DONAA/DRM/Records-and-Information-Management/Approved%20Record%20Schedules/Forms/AllItems.aspx.

b. For questions concerning the management of records related to this instruction or the records disposition schedules, please contact your local records manager or the DON/AA DRMD program office.

8. **Review and Effective Date.** Per OPNAVINST 5215.17A, the Commandant’s Facilities Director will review this instruction annually around the anniversary of its issuance date to ensure applicability, currency, and consistency with Federal, Department of Defense, Secretary of the Navy, and Navy policy and statutory authority using OPNAV 5215/40 Review of Instruction. This instruction will be in effect for 10 years, unless revised or cancelled in the interim, and will be reissued by the 10-year anniversary date if it is still required, unless it meets one of the exceptions in OPNAVINST 5215.17A, paragraph 9. Otherwise, if the instruction is
no longer required, it will be processed for cancellation as soon as the need for cancellation is known following the guidance in OPNAV Manual 5215.1 of May 2016.

J. P. MCDONOUGH III

Releasability and distribution: This instruction is cleared for public release and is available electronically via the USNA Commandant Web Page, https://www.usna.edu/Commandant/comdtinst.php
INVENTORY SCHEDULE

1. The Key Control Officer (KCO) is to ensure all keys are inventoried and accounted for in a timely manner. The following schedule is listed to assist with this task.

a. Brigade (includes Brigade Staff, Battalion Officers, Company Officers, and SELs)

   (1) Prior to turnover, military members undergoing a permanent change of station are to notify the KCO of their upcoming transfer and verify their key inventory with the KCO.

   (2) 1st Regiment Leading Chief Petty Officer will conduct a full inventory within the first 30 days of the Fall semester. Reports are to be sent to the KCO.

   (3) 2nd Regiment Leading Chief Petty Officer will conduct a full inventory within the first 30 days of the Spring semester. Reports are to be sent to the KCO.

b. Non-Brigade

   (1) Contractors – January

   (2) Commandant Staff – February

   (3) Midshipmen Food Services – March

   (4) Business Services Division – April

   (5) Medical/Dental – June

   (6) Luce Hall – July

   (7) Others (MIDPERS, Supply, etc) - August

Enclosure (1)
## REQUEST FOR ISSUE/TRANSFER/TURN-IN

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**Enclosure (2)**