

SO# _____

Date: _____

MEMORANDUM THRU: Customer Activity Security Manager
FOR: CES, Real Property Office
SUBJECT: REQUEST FOR KEY SERVICES

SECTION I: (To be completed by the Unit Key Control Officer)

Organization : _____ Point of Contact (POC): _____

POC Telephone: _____ POC Email: _____

1. Request: 1) ___ Key Duplication and/or 2) ___ Lock Cores/Combinations Changed (**Circle Required Action**)

<u>BLDG #</u>	<u>ROOM #</u>	<u>CORE #</u>	<u># KEYS NEEDED</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

2. This request is justified for the following reason(s):

UNIT KEY CONTROL OFFICER (Signature)

SECTION II: (To be completed by Activity Security Mgr)

Concur ___ Nonconcur ___

ACTIVITY SECURITY MGR (i.e., S2, TRADOC , 7th SUS BDE, FM, etc.)

SECTION III: (To be completed by Real Property Office, CES)

BOS CONTRACTOR

ATTN: Locksmith

Payment Req'd ___ \$ _____

Approved ___ Disapproved ___

REAL PROPERTY OFFICE, CES (Signature & Date)

SECTION IV: (DO NOT complete this section until job completed)

I acknowledge receipt of and responsibility IAW Air Force Instruction 23-111 for the keys described above, and will return them when the space is vacated. I acknowledge that if the keys are lost, stolen, misplaced, damaged, need duplicating, etc..., through negligence beyond that of the 733rd CES, that it is my organizations responsibility to cover all costs associated with re-coring a lock or replacing/duplicating the keys, including re-keying the entire building, if necessary.

UNIT KEY CONTROL OFFICER (Signature)

UNIT KEY CONTROL OFFICER (Print Name)