

SO# \_\_\_\_\_

Date: \_\_\_\_\_

MEMORANDUM THRU: Customer Activity Security Manager  
FOR: CED, 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 , 7<sup>th</sup> SUS BDE, FM, etc.)**

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

BOS CONTRACTOR

ATTN: Locksmith

Payment Req'd \_\_\_ \$ \_\_\_\_\_

Approved \_\_\_ Disapproved \_\_\_

\_\_\_\_\_  
**REAL PROPERTY OFFICE, CED (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 733<sup>rd</sup> CED, 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)**