



REPLY TO
ATTENTION OF

DEPARTMENT OF THE ARMY
US ARMY INSTALLATION MANAGEMENT COMMAND
HEADQUARTERS, UNITED STATES ARMY GARRISON, FORT DRUM
10000 10TH MOUNTAIN DIVISION DRIVE
FORT DRUM, NEW YORK 13602-5046

DEC 09 2010

IMNE-DRM-GC

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Garrison Policy Memorandum #10-13, Sub-Master Key Usage in Barracks

1. Reference. Army Regulation 420-1, Army Facilities Management, 12 Feb 08.
2. This policy applies to all units assigned to Fort Drum, NY, with Soldiers living in permanent party barracks on Fort Drum, NY. Sub-master keys are not normally allowed by Army Regulations; however, a special waiver has been granted for brigade-level management of barracks sub-master keys to ensure the safety and security of Soldiers and their property.
3. The brigade S4 or commander's designated representative shall sign for barracks sub-master keys for their respective buildings from the Public Works Single Soldier Housing (SSH) branch and maintain strict accountability using the following procedures:
 - a. All sub-master keys will remain secured in a **locked** and **sealed** container (separate key box) until needed for the reasons found below. Once the need is met, the sub-master keys will be immediately placed back into the container and it will be locked and **re-sealed**. Sub-master keys will at least be accounted for daily or upon change of possession. A joint inventory of all keys will be conducted the next business day after a weekend with the outgoing SDO/SDNCO and the brigade S-4 or the commander's designated representative. The sub-master keys will not be further transferred below the brigade SDNCO level. The sub-master keys will remain on the individual key ring(s) provided.
 - b. The sub-master keys will only be used for the following circumstances:
 - (1) Commander's safety, health, and welfare check of Soldiers.
 - (2) Emergency situations to include catastrophic maintenance issues such as major water leaks when damage to property could occur.
 - (3) An emergency situation when a Soldier is believed to be locked in their room and immediate access is required due to a potential life threatening situation.
 - (4) A Soldier is locked out of his/her room and the SDNCO makes a positive identification that the room is, in fact, assigned to that Soldier.

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c. Sub-master keys will **not** be used to provide access in a Soldier's absence for routine maintenance, deliveries, installation of cable television, Internet or telephone service, or to other Soldiers who may have been granted permission to enter the room. Sub-master keys will not be used to place Soldiers in vacant rooms or to open rooms that are not signed for by the unit.

d. The Staff Duty Journal will include the barracks room number opened, the name of the Soldier(s) living in that room, and the reason access was provided. Again, the sub-master keys will be returned to the key box and secured properly immediately after use.

4. Monthly accountability inspections of the sub-master keys will be conducted by SSH branch personnel to ensure compliance with this policy. Annual checks will be conducted by Directorate of Emergency Services, Physical Security personnel. Discrepancies will be reported to the chain of command and appropriate disciplinary actions initiated. Lack of control of sub-master keys and misuse of sub-master keys is a punitive offense punishable by Uniform Code of Military Justice action.

5. A copy of this policy will be maintained with the brigade staff duty instructions.

6. Point of contact is the Chief, SSH, at 772-6004.



NOEL T. NICOLLE
Colonel, FA
Garrison Commander

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