

## NPARL Key Issuance and List-SOP

Comment [jacm1]: Formatted according to master notebook page size.

Keys are listed two ways in the master key book, first by hook numerical index and second in alphabetical index by sections.

Original keys are arranged in numerical order in hanging file folders in the key file drawer. Original keys are NOT to be given out unless absolutely necessary. (In some instances it may be the only key). Vehicle keys are first before building keys.

### ***Vehicles:***

Pool/Admin vehicle keys are kept separate in a gray file folder with a red tab (Admin Vehicles) in the key file drawer.

Government owned vehicles are for official use only, and to be operated by government employees 18 years or older while on government business. Operators of government owned vehicles must have a valid state, or District of Columbia driver's license, and the license will be in their possession at all times while operating a government owned vehicle. Please read SOP for government vehicles located at P:\Admin\SOPs\SOP\_Vehicles.pdf. See the administrative officer/property officer with questions.

### ***Issuing Keys:***

#### **Temporary:**

When issuing any key temporarily it must be logged at the back of the Key-Master II (green) book. The hook number, key number or training badge number is written in column 1; the responsible person receiving the key is listed in column 2; and the date it is signed out is written in column 3. The date the key is returned in logged in column 4.

Visitor and Contractor badges are logged in the Visitor Log Sheet (black 3-ring binder).

#### **Permanent:**

Permanent keys are issued with the authorization of the RL or the AO. The date and key number is written on the employee's property card and the employee and authorizing officer will sign. The card is kept in the green metal card file located in the key file drawer.

#### ***Current Record:***

Issuance of keys is recorded on an index card for each employee. A read only file is available at P:/Admin/Security/Key\_List.xls