KEY CONTROL REQUEST & SECURITY AGREEMENT

NNSY5530/24(Rev03-11)

NAME (Last, First, MI)	CHECK NO	SHOP/CODE

KEY REQUEST INFORMATION AND JUSTIFICATION

KEY REQUEST: KEY NUMBER _____

LOCATION: BUILDING _____ FLOOR _____ ROOM/AREA _____

REASON: ☐ INITIAL KEY REQUEST ☐ ADDITIONAL KEY REQUIRED ☐ DAMAGED KEY

☐ LOST KEY REPLACEMENT ☐ OTHER (Specify) _____

AUTHORIZATION: DEPARTMENT/OFFICE HEAD SIGNATURE _____

APPROVAL: KEY CONTROL OFFICER SIGNATURE _____

KEY ISSUE AND RECEIPT ACKNOWLEDGEMENT

I ACKNOWLEDGE RECEIPT OF THE DESCRIBED KEY AND AGREE TO MAINTAIN IT UNDER MY PERSONAL CONTROL (CARRIED WITH OTHER PERSONAL KEYS AND NOT MAINTAINED IN DESKS ETC.) AT ALL TIMES DURING MY EMPLOYMENT BY THE **ABOVE DESIGNATED SHOP/CODE.** I FURTHER AGREE NOT TO DUPLICATE THIS KEY, OR HAVE IT DUPLICATED, AND TO RETURN THE KEY TO THE NORFOLK NAVAL SHIPYARD (NNSY) CUSTODIAN UPON TRANSFER OR TERMINATION OF EMPLOYMENT. IN THE EVENT OF LOSS OR THEFT OF THIS KEY, I AGREE TO IMMEDIATELY NOTIFY MY SUPERVISOR OR THE RESPONSIBLE SECURITY REPRESENTATIVE.

ISSUED BY SIGNATURE	RECEIVED BY SIGNATURE	DATE RECEIVED

KEY RETURN & RECEIPT ACKNOWLEDGEMENT

ISSUED BY SIGNATURE	RECEIVED BY SIGNATURE	DATE RECEIVED