

KEY ISSUE RECORD																																									
FROM: (DD/SA)	TO: NETC Key Custodian			DATE:																																					
Requested that _____ be issued key(s) to the following areas _____ (FIRST & LAST Name) <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr> <th style="width: 10%;">No of Key</th> <th style="width: 15%;">Serial No of Key</th> <th style="width: 10%;">Bldg No</th> <th style="width: 10%;">Floor No</th> <th style="width: 10%;">Room No</th> <th style="width: 45%;">Description of Area</th> </tr> </thead> <tbody> <tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr> </tbody> </table> SIGNATURE _____ (Identify building number, floor and room number, and description of area as applicable)						No of Key	Serial No of Key	Bldg No	Floor No	Room No	Description of Area																														
No of Key	Serial No of Key	Bldg No	Floor No	Room No	Description of Area																																				
Notes:																																									
FROM: (employees name)	TO: NETC Key Custodian			DATE:																																					
STATEMENT OF ACKNOWLEDGEMENT OF RECEIPT OF KEY I understand the keys issued to me provide access to the space listed above. Additionally, I have read and am familiar with the Key and Lock Control Program and understand that the following provisions apply: a. Duplication of keys, other than those approved by the Key Custodian, is not authorized. b. Keys must remain in my possession at all times and may not be loaned. c. Upon my transfer or reassignment, the keys must be returned to the Key Custodian. d. Loss of keys must be reported to the Key Custodian immediately. e. It is my responsibility to ensure that all spaces to which I have keys are locked at the end of the day. f. Keys are property of the U.S. Government. SIGNATURE _____																																									

KEY RETURNED TO NETC KEY CUSTODIAN

PRINT_____
SIGN_____
DATE