



**US Army Corps
of Engineers®**

ENGINEERING AND CONSTRUCTION BULLETIN

No. 2005-1 Issuing Office: CECW-CE Issued: 18 Mar, 2005

Subject: Electronic Key Card Access

Applicability: Guidance

1. The Assistant Chief of Staff for Installation Management (ACSIM), in coordination with the Installation Management Agency (IMA) and the Director of Military Programs, issued an electronic key card access system policy memorandum on December 14, 2004. The policy memorandum is available at http://www.mantech-mec.com/fme_web/IDG/ekc.pdf and requires the use of electronic key card access systems on new construction projects and major building renovations on Army installations.
2. The Installation Design Standards will be updated to include the requirement for electronic locks and locking devices. The Installation Design Standards can be downloaded in either Word or PDF formats from <http://www.hqda.army.mil/acsimweb/homepage.shtml>
3. Beginning with FY07 projects, electronic key card access systems must be included in Unaccompanied Enlisted Personnel Housing, Transient Lodging, Officers Quarters, Operational Readiness Training Complexes, Battalion/Brigade Headquarters, Company Operations Facilities, Tactical Equipment Maintenance Facilities, and Administrative Building projects. Electronic key card access systems will be treated as real property and are subject to normal work classification regulations. Electronic key card access systems will be funded using the same funding source as the construction contract.
4. Technical implementing guidance will be developed by HQDA and fielded by Dec 2005. The intent of the policy memorandum is to utilize hotel room type card access systems on interior and exterior doors where keys are provided to successive tenants over the life of the building.. Once technical implementation guidance is developed and published, FY06 and Congressional add projects that are at less than 35% design will be evaluated on a case-by-case basis to determine if electronic key card access systems should be incorporated.
5. Every Army installation should develop a master plan for the Electronic Key Card Access system that requires installation buildings to use equipment from a single manufacturer for consistency, compatibility, and sustainability across installed Electronic Key Card Access equipment. Each installation will be responsible for obtaining the appropriate sole source justification for their installation in coordination with the IMA region, and provide that information to the USACE design district.

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6. In keeping with the Transient Lodging Standards, spaces for access by Directorate of Public Works personnel may retain key systems until a project for full conversion of all DPW access can be executed. If a new building is being built on an installation that already has electronic key card access equipment on existing buildings, the requirement for a single-type or compatible equipment for the whole installation serving both existing and new facilities should be implemented.

7. HQUSACE point of contact for this bulletin is Bob Fite, CECW-CE-H, 202-761-7761 or Frank Norcross, CECW-CE-D, 202-761-7500

A handwritten signature in black ink, appearing to read "D. Basham", written in a cursive style.

DONALD L. BASHAM, P.E.
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Directorate of Civil Works