

Lock-outs & Lost Keys

DUTY HOURS:

- Report to ADL office
- You will exchange something of value (phone) for the spare key

AFTER HOURS:

- Contact your supervisor or an NCO to come to your dorm building
- Once they have arrived, THEY WILL contact your 1st Sergeant to receive a code to the key lockbox
- NCOs, SNCOs, and 1st Sgts are only allowed to open the lockbox

LOST KEYS:

- If you lost your room key(s) and you cannot find them, you need to report to our office
- We will issue you a lost key form
- You will then report to finance and be deducted \$75.00 from your pay for having to rekey your room

