

# EOTA – *Business Process*



*Document Title:*

**EOTA Key Control Process**

*Document Number:*

**MGTP-006 Rev. 11\_0119**

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*Parent Document:*

**MGTP-003 Control of Customer Property**

*Notify of Changes:*

**EOTA Employees**

*Referenced Document(s):*

**MGTF-012 Key Check-Out Form**

***Revision History:***

<b>Rev.</b>	<b>Description of Change</b>
<b>10_0823</b>	<b>Initial Release</b>
<b>11_0119</b>	<b>Modified process to include steps to take if an employee does not return a key.</b>

## **I. Purpose**

To establish a process for control of all EOTA keys.

## **II. Scope**

This process applies to all EOTA employees in receipt of EOTA keys. All keys are considered Customer Supplied Property (CSP).

## **III. Responsibility**

**Program Manager (PM1)/Designee** – Responsible for the review/approval and processing of EOTA property/assets inventory.

**Property Custodian (PC)/Designee** – Responsible for ensuring required keys are issued and properly accounted.

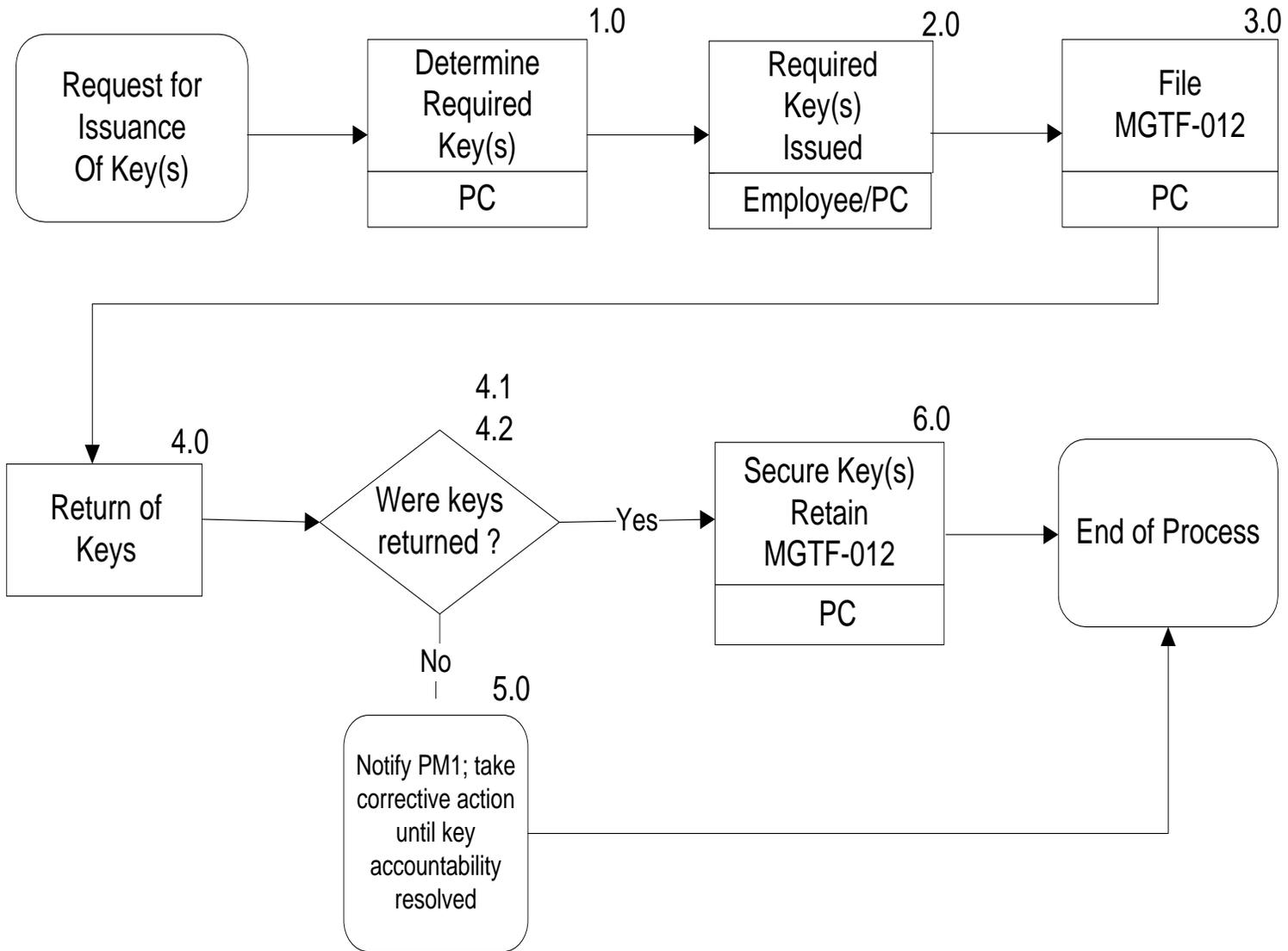
NOTE: The PC designee is listed only where they are authorized to act on behalf of the PC.

**Employee** – In conjunction with the Property Custodian (PC), ensure that upon receipt, all assigned keys are properly safeguarded and accounted.

## **IV. Definitions**

**Customer Supplied Property (CSP)** – property assets used to carry out EOTA support activities.

## V. Process





## **Request for Issuance of Key(s).**

- 1.0 Determine Required Key(s)** – PC will determine which specific key(s) are required by an EOTA employee. Each EOTA employee should be issued an EOTA Suite key and desk/cabinet key at a minimum.
- 2.0 Required Key(s) Issued**  
The employee will be issued the required key(s) and acknowledge the receipt by signing MGTF-012, Key Check-Out Form after reading the Terms and Conditions listed on the form. The PC will also sign the form acknowledging issuance of keys.
- 3.0 File MGTF-012**  
The PC or designee will file the signed MGTF-012, Key Check-Out Form in Room 18 until all keys issued have been returned.
- 4.0 Key Return**  
Upon return of all issued keys, the PC or designee will enter the date the key(s) were returned and initial the appropriate entry indicating the key was returned.
  - 4.1** If keys are returned, proceed to step 6.0.
  - 4.2** If keys are not returned, proceed to step 5.0
- 5.0 Notify Program Manager**  
The PC or designee will notify the PM and take appropriate action as directed until key accountability is resolved.
- 6.0 Secure Key(s) and Retain MGTF-012**  
The PC or designee will place returned key(s) into the key lockbox (located in Rm. 6 of EOTA suite) and file MGTF-012, Key Check-Out Form in Room 18 for EOTA records.

## **End of Process**