

**DEPARTMENT OF MILITARY AFFAIRS
REQUEST FOR ELECTRONIC ACCESS KEY (EAK) & FACILITY ACCESS**

SECTION A - REQUESTER completes this section (for EAK creation and or programming)

1. Type of EAK if replacement, see WING Regulation 190-51, Chapter 4
2. Last Name 3. First Name 4. MI
5. Military Grade 6. Armory City
7. Military Unit 8. Status

SECTION B - UNIT FACILITY MANAGER / COMMANDER / DIRECTOR completes this section

1. Last Name 2. First Name 3. MI
4. Military Unit 5. Duty Position
6. Office Telephone 7. Access Requested at
8. Access Level Requested *Times Approximate and Vary by Location*
9. FM/CDR/Director Signature Date

SECTION C - EAK MAKER completes this section (to create EAK)

1. Type of EAK 2. EAK Number Issued
3. Previous EAK 4. Was Individual Responsible for lost/stolen/damaged EAK?
5. Replacement Fee Required? 6. Replacement Fee Collected? 7. Amount
7. EAK Maker Name
8. EAK Maker Signature

SECTION D - BUILDING KEY CONTROL CUSTODIAN completes this section (to program EAK)

1. EAK Number 2. Date Programmed
3. Access Programmed for 4. Access Level Granted
5. Key Custodian Name
6. Key Custodian Signature

SECTION E - REQUESTER completes this section (when EAK is issued)

I have received the EAK listed above. I understand that this EAK is a key and thus will protect it from loss, theft, or compromise. I will immediately report the loss or theft of this EAK to my supervisor. A replacement fee may be imposed for loss, theft or damage that occurs to this EAK. I will maintain possession of this EAK until separated from the Wisconsin Department of Military Affairs.

1. Requester Signature 2. Date

The completed form should be returned to the Key Control Custodian where the access was programmed. If no access was programmed, return the form to the Key Custodian where the individual is assigned. This form will be maintained until the individual returns the EAK.