

# Air Force Slot/Amusement Program Slot Machine Key and Lock Request

Submitted By: \_\_\_\_\_

Date: \_\_\_\_\_

*Slot machine and slot machine stand keys and locks are controlled items and are only replaced on a "one for one" basis. HQ AFSVA/SVPCA is responsible for providing slot machine keys and locks to bases. The RMFC is responsible for initiating and completing all key requests and is the only person that can order slot machine keys and/or locks. The Slot Machine Program Administrator is responsible for initiating and completing all lock requests, then must submit to RMFC for final coordination and ordering. The RMFC will forward all key and lock requests to HQ AFSVA/SVPCA for coordination and processing. Locks should be ordered to support slot machine movements, slot machine transfers between activities and bases, and for locks that have become damaged through normal use. All locks removed from machines and stands during replacement, or when machines are taken off-line, must be returned to HQ AFSVA/SVPCA within 3 calendar days from date of removal. Slot machines will not be placed into an operational status in any activity until the correct locks have been installed. Incomplete requests will not be processed and will be returned to the requesting base for completion.*

Reason for Request \_\_\_\_\_

Base Requesting Machine Locks/Keys \_\_\_\_\_

Name of Individual Requesting Locks/Keys \_\_\_\_\_

Lock/Key Code	Quantity	Using Activity	Machine Type	Lock Position
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

*All identified personnel must sign for coordination. Request will not be accepted or processed without complete coordination.*

\_\_\_\_\_  
Business Flight Chief Signature  
\_\_\_\_\_  
Typed Name

\_\_\_\_\_  
Resource Management Flight Chief Signature  
\_\_\_\_\_  
Typed Name

\_\_\_\_\_  
Slot Machine Program Administrator Signature  
\_\_\_\_\_  
Typed Name

\_\_\_\_\_  
SVPCA Operations Coordinator Signature  
\_\_\_\_\_  
Typed Name

\_\_\_\_\_  
SVPCA Financial Coordinator Signature  
\_\_\_\_\_  
Typed Name

Approved/Disapproved By:

\_\_\_\_\_ HQ AFSVA/SVPCA \_\_\_\_\_ Date \_\_\_\_\_

Control # \_\_\_\_\_ Call # \_\_\_\_\_ Ship Date \_\_\_\_\_

**Download any U.S. FedForm (free, fillable, savable in Adobe Reader)!  
Start with the "Flash Demo" at the top of the following page:  
[www.usa-federal-forms.com](http://www.usa-federal-forms.com)**

**Convert any fillable PDF form to savable (locally, in Adobe Reader):  
[www.savePDF.com](http://www.savePDF.com)**

**Convert any document (in any format) to PDF fillable and savable:  
[www.FillinDocs.com](http://www.FillinDocs.com)**

**All (10's of 1,000's) U.S. Federal Forms already fillable, savable:  
[www.usa-federal-forms.com](http://www.usa-federal-forms.com)**

---

### **About the ITAOP/savePDF Method**

The traditional Field-by-Field creation process is extremely ineffective and slow.

The only realistic option to create high-quality forms is the Insert-Text-Anywhere-on-Page (ITAOP) method.

The field creation process is about 10,000 times faster than the traditional method; the list of ITAOP features is not even available for the traditional method.

ITAOP savePDF method proved to be very simple and completely reliable for millions of users all over the world (incl. individuals, companies, organizations, government employees).