

ORDER

U.S. DEPARTMENT OF TRANSPORTATION
FEDERAL AVIATION ADMINISTRATION

AL 1600.39B

ALASKAN REGION

April 15, 1994

SUBJ: AGENCY LOCKING SYSTEM - ALASKAN REGION

1. **PURPOSE.** This order updates the responsibilities and establishes program guidelines for the Best Locks Program in the Alaskan Region.
2. **DISTRIBUTION.** This order is distributed to all supervisors in the regional office and to all field offices and facilities in the Alaskan Region.
3. **CANCELLATION.** Order AL 1600.39A, Agency Locking System - Alaskan Region, dated May 16, 1985, is canceled.
4. **REFERENCE.** Orders 4650.27B, Acquisition and Distribution of Devices for the FAA Standard Locking System and 1600.6C, Physical Security Management Program, establish the Best Lock as the standard lock throughout the agency and establish the basic policy and procedures, which are further defined and implemented by this order.
5. **BACKGROUND.** Retrofitting of locks for all regional facilities has been accomplished; however, locking systems will require upgrading as changes occur and as new facilities are constructed and leased spaces are obtained. This order will address the physical Best Lock Program administration, records, responsibilities, procurement, and reporting procedures.
6. **RESPONSIBILITIES.**
 - a. AAL-400 is responsible for the overall Alaskan Region Best Lock configuration for FAA facilities.
 - (1) AAL-466 is considered the Best Lock Program Manager and is responsible for coordinating the Regional Lock Program.
 - (a) The Field Maintenance Program Section shall cut keys and combine cores for organizations covered by Logistics. However, AAL-50 shall be responsible for the funding and procurement of all required hardware.
 - (b) Only seven-segment lock hardware/keys will be used in the Alaskan Region.
 - (2) The AF Sector Manager is the Sector Key Control Official. The Sector Key Control Official shall be responsible for the following.
 - (a) Appoint, in writing, a Key Control Program Manager and an alternate, with copies of that letter forwarded to the Best Lock Program Manager, AAL-466, and the Civil Aviation Security Division, AAL-700.
 - (b) Budget and fund all costs necessary to efficiently manage the sector's Best Lock Program to include the procurement, installation, and replacement of all locking hardware, and any required training.
 - (c) Administer the sector's locking system, which will include, but is not limited to:
 1. Maintain the sector's Key Control Records (manual or automated). Key Control Records will be maintained for two fiscal years after a key system is no longer in use, or two fiscal years after a file is closed for whatever reason.

Distribution:

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2. Conduct and maintain semiannual inventories of all cores and issued keys, to include the physical inspection of all locks and locking devices in use or on hand. Written reports stating the findings will be forwarded to the Best Lock Program Manager, AAL-466, by July 15 and January 15 following each semiannual period. If keys are overdue or personnel are no longer in the sector and no longer need to have a sector key, arrangement shall be made to have the key returned.

3. Report all lost or stolen keys to the Sector Key

Control Official and the Civil Aviation Security Division, AAL-700, with a list of the areas to which the key(s) provide access. Reporting will be in accordance with sector policies and procedures.

4. Insure that all keys are retrieved from personnel transferred, discharged, suspended, or retired.

5. The sector shall maintain a Best Lock Program key/core control records system (manual or automated) which meets, at a minimum, the requirements of Order 1600.6C, appendix 9. Worksheet data shall not be released outside of the sector and AAL-466 except on a need-to-know basis. The total number of keys and cores will be documented by key code.

b. AAL-50 is responsible for all regional office requirements and all other organizations not included as part of the sector locking plan, and shall be considered, for the purpose of this order, the same as the sector.

c. The Civil Aviation Security Division, AAL-700, may conduct inspections with or without notice, as directed or authorized by proper authority.

7. **FAA and CONTRACT EMPLOYEES.** These personnel shall be responsible for safeguarding any U.S. Government key(s) issued to them and for complying with this order. Any keys issued to other than sector personnel should only be used for the stated purpose. Such keys should not be used for access to other facilities with similar cores.

8. **KEY CONTROL.** The physical control of all keys and their distribution is the responsibility of the Airways Facilities Sector Manager. The designated types of keys are as follow:

a. Operating keys. The lowest level key that is used to operate door locks.

b. Spare keys. Those unassigned keys that are stored for use and available for issue as required. The spare keys must be stored securely in a safe or other locked container. All excess, worn, or surplus keys shall be destroyed and disposed of as scrap metal.

c. Grand-master, sub-master, and sub-sub-master keys. These keys open all sector controlled locks in their particular series. They are used only as a matter of convenience in carrying one key instead of numerous keys. They must be carefully controlled and all markings removed which identify them as master keys.

d. Control (core) keys. The keys used to remove the cores of locks and are not to be carried except on an as needed basis.

e. Special access areas. Keys to special access areas, such as Communications Security (COMSEC) areas, shall be restricted in number to only those required by persons assigned full-time duties within such a facility - as determined by the facility supervisor. There will be no spare keys to these facilities. Locks to special access areas shall be re-cored whenever a key is lost or in any way, unaccounted for.

9. **EXCEPTIONS.** The following are requirements for issuing keys or giving cipher lock combinations to non-FAA personnel.

a. Janitors. Janitor (custodial) access will be afforded in accordance with sector policies and procedures established by the Sector Key Control Official. Janitorial contractors' and their personnel's financial liability regarding facility security shall be specified as part of any contract documents.

b. Full time contractor employees (NISC, TSSC, etc.). These employees may be issued a general access front door key for facilities housing their office or work site. This key will be the lowest level numbered key for their assigned facility. A temporary key may be signed out when a contractor serves as Resident Engineer (RE) on a construction project. This key shall be returned upon project completion or when the RE departs. Keys shall not be transferred to other RE's except by the FAA issuing office.

c. Fire Department Access. A lock box (Knox Box) will be provided by the FAA when required or as specified by the local fire department to securely house keys to open appropriate facility doors in the event of fire or rescue. In locations where a cipher lock is provided at a perimeter fence gate or main entrance, the cipher lock combination will be placed in a lock box (Knox Box) if required.

10. KEY CONTROL RECORDS. The Sector Key Control Official will determine the official records and reporting system (manual or automated) used in his/her sector. Manual key control records shall be safeguarded by locking them away with the unassigned spare keys. Access to automated systems and their products likewise will be appropriately safeguarded.

a. Sector Key Control Records shall satisfy, at a minimum, the requirements of FAA Order 1600.6C, appendix 9.

b. For non-sector personnel, add the employee's primary office/work location and supervisor's telephone number. This will aid in locating overdue or misplaced keys.

c. The Sector Key Control Managers will collect the written reports from the facility managers and review for anomalies. Any missing or unaccounted for keys shall be reported as lost key(s).

11. ISSUANCE AND CONTROL OF BEST KEYS. Each FAA supervisor/manager who is assigned a serialized block of keys, and each FAA employee who is issued a FAA key is responsible for safeguarding these keys.

a. Keys will not be loaned or passed on to other FAA personnel without first documenting the action in accordance with sector key control policies and procedures.

b. Sector Key Control Officials may retain individual key issue authority at the Sector Key Control Program Manager level (i.e., at AAL-50), rather than delegating the authority to a lower level. However, the managers may be issued a block of serialized keys to be assigned to their subordinates, other FAA personnel (i.e., F&E, FMP) and authorized non-FAA personnel listed in paragraph 8, Exceptions. Key assignments shall be documented in accordance with the sector's key control policies and procedures.

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