

**ORDER**

U.S. DEPARTMENT OF TRANSPORTATION  
FEDERAL AVIATION ADMINISTRATION

GL AF 6030.1

GREAT LAKES REGION

9/3/93

**SUBJ: ACCESS TO FAA FACILITIES BY NON-FAA PERSONNEL**

1. **PURPOSE.** This order defines the policy and procedures for allowing access to unattended operating FAA facilities by non-FAA personnel.
2. **DISTRIBUTION.** This order is distributed to section level and above in the Airway Facilities Division, all Airway Facilities Field Offices, and the Civil Aviation Security Division in the Great Lakes Region.
3. **CANCELLATION.** Order GL 6030.24A, Access to FAA Facilities by non-FAA Personnel, dated September 25, 1984, is canceled.
4. **BACKGROUND.** With many FAA facilities having watch coverage reduced to less than 24 hours, questions have risen concerning access by non-FAA personnel, i.e., telephone and power company personnel, during periods of unattended operation. Restoration delays have resulted at FAA facilities when local telephone/power company technicians have had to wait for an FAA technician to drive long distances and unlock the facility. This issue was presented to the Investigations and Security Division, ACS-300, and they have approved access with some conditions.
5. **SCOPE.** The content of this order applies to unattended operating FAA facilities. It DOES NOT preclude granting permission to non-FAA personnel who are doing construction, installation, or modernization work on facilities. Access requirements by contractors performing such work for the FAA will be specified in their applicable contract.
6. **POLICY.**
  - a. Access to remote FAA facilities by telephone and power companies shall be limited. Personnel from the telephone and power companies can be permitted to have unescorted access to the area within an FAA facility which contains their equipment (not FAA equipment rooms) for restoration activities or normal maintenance actions. The telephone/power equipment area shall have a separate entrance where practical and be screened off from operational FAA equipment.
  - b. A Best Lock Corporation (Best) lock shall be installed in the entrance to the screened off utility company area in accordance with the following:
    - (1) With single external door access to a facility at sectors having a 24-hour maintenance control center (MCC), a cipher lock or a lock box may be installed. If a cipher lock is used the combination shall be controlled by the MCC and given out only when facility restoration or maintenance is required. This

Distribution: A-X(CS)-2;A-X(AF)-4;A-FAF-0(STD)

Initiated By: AGL-424

combination shall be changed after notification by the utility company of a change in personnel or during the normal semiannual visit by FAA personnel. If a lock box is used the lock box shall be located near the entrance to the facility. The facility Best lock key shall be secured to a cable inside of the lock box. Only authorized personnel shall be provided a key or the combination to the lock box in compliance with the requirements of paragraph 7.b. The internal door giving access to the FAA equipment area shall be Best locked.

(2) With single external door access to a facility at sectors not having a 24-hour MCC, a cipher lock or lock box may be installed. If a cipher lock is used the utility company designee (paragraph 7.b.) shall be provided the combination to this door whenever it is changed. This combination shall be changed after notification by the utility company of a change in personnel or during the normal semiannual visit by FAA personnel. If a lock box is used the lock box shall be located near the entrance to the facility. The facility Best lock key shall be secured to a cable inside of the lock box. Only authorized personnel shall be provided a key or the combination to the lock box with the requirements of paragraph 7.b. applying. The internal door giving access to the FAA equipment area shall be Best locked.

(3) With two external door accesses to a facility a telephone/power company lock shall be installed for access to the utility company area. Access to the FAA equipment area shall be Best locked. There may be an internal Best locked door installed in the screen barrier or a key to the utility company door, kept on site, providing FAA personnel access to the utility company area.

(4) Any other rare or unusual cases shall be addressed on a case by case basis with AGL-400 and AGL-700.

c. To facilitate prompt facility restoration, FAA equipment and personnel may be used to transport non-FAA personnel to FAA sites when, due to unusual circumstances, they are unable to reach the site with their own transportation.

## 7. RESPONSIBILITIES.

a. The sector manager is responsible for:

(1) Identifying those FAA facilities which have experienced restoration delays caused when telephone/power equipment company technicians were unable to enter a locked facility.

(2) Screening off the telephone/power equipment area within a facility that meets the criteria of paragraph 7.a.(1). This screening shall meet the following minimum requirements:

(a) A screen barrier shall be installed between FAA equipment and telephone/power equipment.

(b) The barrier supports can be constructed of 2" x 4" studs extended fully from floor to ceiling. Supports, other than wooden 2" x 4", are authorized provided they provide equal or better strength.

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(c) Number 11 gauge wire mesh shall be attached to the studs and extended fully from floor to ceiling.

(d) A separate entrance shall be constructed which allows access to the screened off area but does not allow access to operating FAA equipment. This access shall be constructed in accordance with DOT Order 1600.26, Paragraph 4-2, Department of Transportation Physical Security Manual.

(3) Ensuring the cipher lock codes, if applicable, are changed when paragraph 6.b.(1) or paragraph 7.b.(5) applies. The MCC shall be notified of code changes as soon as practical.

b. The telephone/power company must designate an individual who is responsible for the following:

(1) Agreeing, in writing, to issue keys, cipher codes, or lock box combination/keys to maintenance personnel based solely on operational need when telephone/power company keys and locks are required or when cipher locks or lock boxes are used.

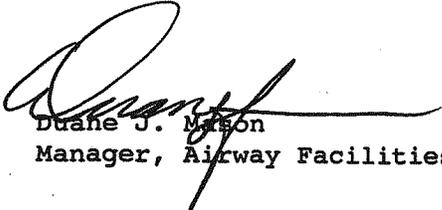
(2) Maintaining current key records and/or logs.

(3) Providing the sector manager or representative a current list of maintenance personnel requiring access to a facility.

(4) Notifying the sector manager or representative each time maintenance personnel have to gain access to a facility.

(5) Notifying the sector manager or representative, immediately, when keys are lost/missing.

(6) Notifying the sector manager or representative, immediately, of any changes in personnel having a cipher lock combination.

  
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