

ORDER

**U.S. DEPARTMENT OF TRANSPORTATION
FEDERAL AVIATION ADMINISTRATION
WESTERN-PACIFIC REGION**

WP 1600.28

3/24/92

SUBJ: BEST LOCK CORE AND KEY PROGRAM

1. PURPOSE. This Order provides additional guidance to Order 1600.6C. It also establishes program guidelines and responsibilities for the administration of the Western-Pacific Region's Best Lock Program.

2. DISTRIBUTION. This Order is distributed to all branches/staffs and above in the Regional Office with standard distribution to all field offices and facilities in the Western-Pacific Region.

3. BACKGROUND. There are several orders and directives that address facility security and safeguard requirements throughout the FAA. This Order will address the physical Best Lock Program administration, records, responsibilities, procurement, and reporting procedures. This Order supplements Order DOT 1600.6.

4. RESPONSIBILITIES.

a. The Manager, Airway Facilities Division, AWP-400, is responsible for the overall Western-Pacific Region Best Lock configuration for FAA facilities.

b. The Lock Program Manager, AWP-464.5, is responsible for coordinating the Regional Lock Program, approving deviations from approved sector code sheets, arranging for key cutting and core recombination training, reporting loss/stolen keys to AWP-710 and other duties as required by this program.

c. The AF Sector Manager or his/her representative is the Sector Key Control Official. In the Regional Office each Division Manager or his/her representative is the Division Key Control Officer.

d. Costs for the procurement of all locking hardware, cores and keys shall be charged to the Sector or facility requiring such hardware.

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Initiated By: AWP-460

e. A Key Control Official and an alternate shall be appointed in writing for each FAA organization/unit with a copy of that letter forwarded to AWP 464.5. They shall maintain the Key Control Cards (Figure 3), conduct annual inventories of all issued keys, maintain an inventory record of all keys, report lost/stolen keys to AWP-464.5 and insure all violations of this Order are promptly reported to AWP-464.5 and AWP-712 by phone and in writing within 24 hours of knowledge of violation.

f. FAA and contract employees shall be responsible for safeguarding any U.S. Government key issued to them and complying with this order.

5. PROCUREMENT. Procurement of all Best Lock equipment and supplies shall be accomplished on a Blanket Purchase Agreement (BPA) established by AWP-464. The Sector Lock Program Manager shall provide a list of authorized BPA account users and dollar limitations to AWP-464 no later than August 1 for BPAs issued October 1.

6. REGIONAL STANDARDS FOR LOCKING EQUIPMENT. In order to standardize and simplify the agency locking program within the Western-Pacific Region, as well as eliminate substandard equipment and their indiscriminate procurement, it is necessary to establish guidelines to be applied when ordering locking hardware. Itemized below are regional standards which shall apply. Standards adopted subsequent to publication of this order shall be appropriately disseminated to field facilities. At periodic intervals, this order shall be revised to reflect the additional standards adopted.

a. The Western-Pacific Region standard padlock is Best Lock 4B series, seven tumbler, solid brass case with FAA logo.

b. The standard mortise lockset for use on external doors is Best Lock 34H series for seven tumbler core.

c. The standard tubular deadlock is Best Lock 6T series for use with seven tumbler core.

d. All mortise cylinders which protrude must be protected with the Best IE series slip ring. Thin metal collars that will permit easy gripping by a wrench for forced removal of the cylinder are not to be used. The internal cylinder retaining set screw shall be installed.

e. External doors at unmanned facilities that do not have a deadbolt shall have installed a Best Lock 8T7 type deadbolt or a 34H7B mortise lock set as appropriate.

f. Cipher Lock Standards are contained in Order 1600.8C, Appendix 6, para. 3b(1)(b), Footnote 1. This Order shall be enforced.

g. Possession of uncut key blanks is prohibited and shall be given to the Regional Best Lock Program Manager.

h. All doors that use a cylindrical lock and that lead to areas as defined in paragraph 5-2 of Order 1600.6B or other internal areas which must be secured shall be equipped with the Best Lock 8K7D cylindrical lock set (storeroom type).

i. RECOMMENDATIONS

(1) AF equipment room doors shall lock on closure and must be keyed open.

(2) Cipher locks should be used at manned facilities to reduce key control.

(3) Cipher locks should be equipped with a disable circuit or time clock to prevent random attempts for access when facility is unoccupied; i.e., to prevent gaining access by trial and error attempts.

(4) All electric latch locks will be equipped with a manual key operator for emergency access. Key operation shall lock automatically on closure.

(5) Keys shall be sequentially serialized and cores shall be identified by series.

7. KEY CONTROL. The physical control of all keys and their distribution is the responsibility of the Airway Facilities Sector Manager. The following are the designated types of keys:

a. Operating keys - The lowest level keys that are used to operate door locks.

b. Spare keys - Those unassigned keys that are stored for use and available for issue as required; e.g., loss of a key, new employees or in an emergency. The spare keys must be stored securely in a safe or other locked container.

c. Master key - This key opens all Sector controlled locks in its series; e.g., one letter series.

d. Sub-Master keys - Those which open a series of locks. 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. They are of the two and three letter series.

e. Construction keys - These keys operate locks installed on the doors during the construction phase at a facility. These cores shall be removed as soon as possible after construction and acceptance of the facility by FAA. These cores should be returned to Best Lock for credit on future core requirements.

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

g. Sector Managers may order all except master and control keys directly from the vendor. The master and control keys shall be requested through the Regional Best Lock Program Manager, AWP-464.5.

h. Master Keys are limited to three per sector, unless otherwise justified. Only the Sector Manager, Assistant Sector Manager, and the Sector Best Lock Program Manager shall have ready access to the Master Key.

i. Sector Control (Core) key shall be limited to three per, unless otherwise justified. The control key shall be kept in an approved security storage safe and signed out and returned promptly.

j. Personnel are encouraged to carry the lowest level key required. All keys must be signed for on a Key Control Card, WP Form 1600-64.

k. All lost/stolen keys shall be reported immediately to the employees' supervisor, facility Key Control Official/Alternate. The Key Control Official/Alternate shall report this loss to the Lock Program Manager, AWP-464.5, and Internal Security, AWP-710, within twenty-four (24) hours. The involved employee and supervisor shall prepare and submit a Lost Key Report (See Figure 2) to AWP-464.5 with a copy to the facility Control Official within five (5) working days. All recombining expenses may be charged to the facility.

l. Inventory of spare keys and cores must be maintained in a proper secure manner. All excess, worn or surplus keys shall be destroyed and disposed of as scrap metal.

m. The Sector shall maintain current key code assignment sheets showing the status of their internal security lock system, i.e. in use and lost keys. The worksheet shall contain as a minimum:

- (1) Total number of keys in your system.
- (2) Total number of keys in each key code.
- (3) Number of keys by code issued with location and custodian name.
- (4) Number of spare keys by code in control of the Best Lock Program Manager.
- (5) Number of installed cores by code and location.
- (6) A record of all lost keys.

n. The Sector Key Code Assignment Sheets shall be updated annually and a copy forwarded to the Regional Best Lock Program Manager, AWP-464.5. The worksheet data shall not be released outside of the Sector and AWP-464.5 except on a need to know basis.

o. Region Office Building Manager is responsible for keys/cores in the Region Office. The Manager of Logistics, AWP-50 or his/her representative is responsible for all Region Office requirements and shall be considered, for the purpose of this order, the same as the sector.

8. EXCEPTIONS to issuing keys or giving cipher lock combinations to non-FAA personnel.

a. A TELCO room core and key will be established for access to TELCO maintenance rooms. This key shall not open any other cores at that facility. A TELCO key may be issued to a permanently assigned TELCO representative. If a TELCO representative is not permanently assigned at the facility, a lock box will be provided by FAA to securely house a key to open the facility entrance or TELCO room door. This lock box may be keyed with a series of the telephone company's choice.

b. Janitor Keys. A regularly assigned janitor may be issued the lowest access numbered key for the facility front door/general use areas if janitorial services are to be performed after hours when the facility is not occupied by FAA personnel. When janitorial services are to be performed during normal working hours the janitor shall gain entrance to the facility the same a visitor. A key ring with keys for the facility interior doors will be available for the janitor to sign out from the FAA manager/supervisor to use when cleaning. This key ring shall be returned to the facility manager/supervisor each time the janitor departs the facility (day or night). The janitorial contractor should be made aware of their financial responsibility as a part of the contract document.

c. Full time contractor employees (SEIC, TSSC, etc.) 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. The assignment shall be made on WP Form 1600-64. 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 this RE departs. Keys shall not be transferred to other RE's except by the FAA issuing official.

d. Fire Department Access. A lock box (Knox Box) will be provided by FAA 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 door, the Cipher lock combination will be placed in a lock box (Knox Box) if required.

9. KEY CONTROL CARDS. The WP Form 1600-64 (See Figure 3) is the official record of key assignments for employees, authorized non-FAA personnel and supervisors/managers.

a. The key control card available from Best Lock shall not be used. Key Control Card, WP Form 1600-64, shall be safeguarded by locking them away with the unassigned spare keys.

b. When filling out the WP 1600-64, Key Control Card, for non-sector personnel, add employee POD location and supervisor's telephone number. This will aid in locating overdue or misplaced keys.

c. The Sector Key Control Representative will collect the written annual reports from the facility manager and review for anomalies. Any missing or unaccounted for keys shall be reported as a lost key.

10. ISSUANCE AND CONTROL OF BEST KEYS. Each FAA Supervisor/Manager assigned a block of keys (serialized) and each FAA employee issued an FAA key is responsible for safeguarding these keys. Keys shall not be loaned or passed on to other FAA personnel without filling out the appropriate key control card, WP 1600-64.

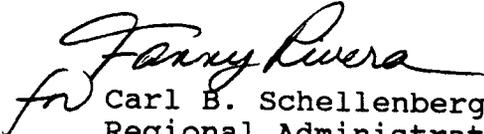
a. Managers are issued a block of serialized keys to be assigned to their subordinates, other FAA personnel (i.e., RO, F&E, FMP) and authorized non-FAA personnel listed in para. 8, EXCEPTIONS. The key assignment shall be made on Key Control Card, WP 1600-64 and retained by the issuing AF office.

b. The manager will use the same Key Control Card, WP 1600-64, to issue keys to their employees and authorized personnel.

c. Annual key assignment review. Managers will conduct an annual review by serial number of their assigned and unassigned keys. A written report will be forwarded to the Best Lock Program Manager stating the findings. If keys are overdue or personnel are no longer in the sector and no longer have a need for a sector key, you should arrange to have the key returned to you.

11. KEY CONTROL OFFICIAL. Sectors may have one or two Program Managers. One person may have total program responsibility or the responsibility may be split, one for key control and one for hardware installation and core replacements.

12. APPROVED LOCKING SYSTEM. The Western-Pacific Region shall use only Best Lock hardware, keys and accessories as per FAA Order 4650.27B, dated 3/24/88.


for Carl B. Schellenberg
Regional Administrator

APPENDIX 1. BEST LOCK CORE AND KEY PROGRAM

1. BUILDING PROTECTION. All inner doors within a facility need not be locked, however, those that require locking devices shall utilize an agency approved system which is described in paragraph 6-2 of Order 1600.6B and FAA Order 4650.27B. It is essential that doors leading to critical and other specified areas be positively secured under varying conditions, as indicated below.

2. ARTCC, CERAP, Large TRACON Facility (MCF) Door Locking Requirements.

a. All inner doors leading to critical areas as defined in paragraph 5-2 of Order 1600.6B, including utility chases, supply rooms, and other areas designated by the Sector Manager or Air Traffic Manager shall be locked at all times except when occupied. Restricted Areas (computer rooms, control rooms, telephone utility rooms, emergency generator rooms, electronic equipment rooms, etc.) shall be posted with Restricted Area sign and shall be locked at all times.

b. All outer doors shall be locked at all times. The front door leading into the vestibule may remain unlocked during normal duty hours except during FAA Readiness Level CHARLIE, more advanced alerting levels, and during contingency operations, whereupon it shall be locked. The door leading from the vestibule to the lobby is to be locked at all times except during normal duty hours Monday through Friday, provided the receptionist is present.

c. Doors equipped with cipher locks shall have the combination changed every 6 months or more often as determined by the Sector Manager or whenever compromise of the combination is suspected. The combination of these locks shall be restricted to only those personnel requiring access through doors so equipped, except as noted under exceptions. The Key Control Official/alternate shall maintain a separate log for each cipher lock to show who changed the combination, date changed and the new combination. These logs shall be secured in a lockable filing cabinet or key lock box that is under their exclusive control.

3. ATCT, TOWB, TRACON, AND ATBM, DOOR LOCKING REQUIREMENTS

a. All inner doors leading to critical areas as defined in paragraph 5-2 of Order 1600.6B, including TELCO rooms, TRACON rooms, electronic equipment rooms, utility chases, supply rooms, and other areas designated by the facility managers, shall be locked at all times except when occupied.

b. The tower cab door or that door just beneath the tower cab shall be locked at all times.

c. Entrance doors to the tower shall be equipped with a security type key lock. The main entrance door shall be equipped with an intercom to the tower cab console and an electronic door striker to be released by signal from a selector switch located in the cab. The key operation shall override the electronic operation. The door lock hardware shall be continuously locked. The intercom and electric release system for the main entrance door may be expanded to other areas as desired. Other entrance doors shall be kept locked at all times. Doors designated as entrance doors may be left unlocked provided the entrance area is under direct observation and control of personnel in an administrative area. Otherwise the electric release mechanism and key lock shall be employed.

d. Doors equipped with cipher locks shall have the combination changed every six months or more often as determined by the Sector Manager or when persons transfer from the area, terminal, or no longer require access to the combination as per Order 1600.2C, para. 192. The combination of these locks shall be restricted to FAA personnel requiring access through doors so equipped, except as noted under EXCEPTIONS, in para. 8.

e. Electronic cipher locks for entrances to these facilities are authorized only upon specific approval of AWP-710 in accordance with paragraphs 6-2d. & e. of Order 1600.6B.

4. SECTOR OFFICES, SECTOR FIELD OFFICES AND FACILITIES, DOOR LOCKING REQUIREMENTS. Sector Field Offices and Facilities (including unmanned facilities) shall be configured to the agency locking system, FAA Order 4650.27B. This includes padlocks for fuel tank filler caps, exterior transformer-enclosures, site entrance gate, antenna enclosures, etc. All entrance and exit doors and interior doors to critical areas shall be locked when unoccupied. At unmanned facilities, all entrance, exit and interior doors to critical areas shall be locked when unoccupied. Electrical door releases, cipher systems, etc., may be authorized for manned areas and field offices under unusual circumstances and upon approval of AWP-710.

5. AGENCY LOCKING SYSTEM, KEY CUTTING AND CORE RECOMBINATING. Key cutting and core recombining shall not be accomplished by field facilities personnel. Deviations from approved sector code sheets for combinatng or recombining of cores shall be coordinated with and approved by the Regional Best Lock Program Manager, AWP-464.5.

6. TRAINING. Best Lock factory training is available and is recommended for each Sector Best Lock Program Manager. Key management and core recombining training shall be made available to region personnel as approved by each Sector Manager.

7. LOCK MODIFICATION UPDATING AND REPLACEMENT. Lock sets of inferior quality or with operating faults shall not be modified or updated with Best Lock hardware. Such mechanisms shall be removed and replaced with approved Best Lock system in accordance with FAA Order 4650.27B. AWP-50 is responsible to renegotiate all existing leased space and contracts with GSA.

FIGURE 1, FAA BEST LOCK KEY AWARENESS STATEMENT. Managers are to use this memorandum to raise the awareness of the importance of safeguarding key assignments. This memo should be completed by each authorized person receiving a sector Best key. The memo will be kept in the sector employee's personnel folder if he/she is a sector employee; otherwise, it will be given to the employee's supervisor/manager.

FIGURE 2, FAA LOST KEY REPORT. Each lost or missing key will be documented by preparing this form. Answer all applicable questions. Use blank pages if required. Forward lost key report to Sector Best Lock Program Manager for review and comments. The original will be forwarded to AWP-464.5 and a copy will be forwarded to AWP-710 with sector comments. A copy will also be kept at the sector office for historical purposes.

FIGURE 3, KEY CONTROL CARD. The Key Control Card is the official record of key assignments for employees, authorized non-FAA personnel and supervisors/managers. This form shall be safeguarded by locking it away with the unassigned spare keys.

3/24/92

FIGURE 1. FAA LOCK KEY AWARENESS STATEMENT



US Department
of Transportation
**Federal Aviation
Administration**

Memorandum

Subject ACTION: FAA LOCK KEY AWARENESS STATEMENT Date _____

From LOCK KEY PROGRAM MANAGER Reply to _____
Attn of _____

To LOCK KEY HOLDERS

This memorandum is provided to increase your awareness of the IMPORTANCE of protecting the Government keys provided you for accomplishing your job. The current system was established at a cost to the AF Sector of over \$25,000. If you lose your key, the system could be compromised. It could cost the FAA up to the initial cost plus labor to recombine the system. In addition, your lost key could result in serious damage to NAS facilities and/or loss of expensive equipment. Some suggested methods of safeguarding your keys are:

- (1) Do not loan your key ring with Government keys to others.
- (2) Always keep your key(s) with you or in a secure location. Safeguard them as you would your car keys.
- (3) Do not leave keys in a Government or privately owned vehicle.
- (4) "Watch Supervisor" or common key(s) rings should be verified as being present and secured each shift change.

Remember, the accountability of all keys issued to you is a condition of employment and must be returned when transferring from this control area. Receipt of keys shall be on WE Form 1600-38, Best Lock Key Control Card, and indicates you have read and understand this letter.

Key #s in your possession are:

My signature acknowledges that I have read and understand the above and that this form will be held by the Lock Program Manager.

Signature: _____
Employee Accepting Key(s)

Date: _____

Signature: _____
Best Lock Program Manager

Date: _____

FIGURE 2. FAA LOST KEY REPORT

FAA LOST KEY REPORT				
Name:		Phone Number:		
Facility:		City:	State:	
Date loss occurred?		Time loss occurred?		
Place loss occurred and/or last place you had possession of key(s)?				
Number of keys lost		Key number on lost key(s):		
Was anything else lost?				
Your first report was made to?				
Time you reported lost?		Do you suspect a theft?		yes <input type="checkbox"/> no <input type="checkbox"/>
(If stolen, attach a copy of police report.)				
How many hours have you spent trying to locate missing key(s)?				
Were keys loaned to someone else?		yes <input type="checkbox"/>	no <input type="checkbox"/>	To whom?
Is that person a government employee?		yes <input type="checkbox"/>	no <input type="checkbox"/>	
Why did you loan this person your key(s)?				
When did they report lost of key to you?				
In your own words, describe how loss of key(s) occurred. Be specific.				
What have you done to recover lost key(s)? Be specific.				
What plan of action have you taken to prevent the loss of another key? Be specific.				
I certify that the above information is correct to the best of my knowledge. Employee's signature _____ Date _____				
Supervisor's statement: (Counseling session with employee and events surrounding the loss of key(s).)				
What has supervisor done to help employee find lost key(s)?				
Do you recommend a security investigation?		yes <input type="checkbox"/>	no <input type="checkbox"/>	Why?
Supervisor's signature		Date		
Manager's statement covering lost key(s).				
Do you recommend a security investigation?		yes <input type="checkbox"/>	no <input type="checkbox"/>	Why?
Sector Manager's signature		Date		

FIGURE 3. KEY CONTROL CARD

LAST NAME	FIRST NAME	MIDDLE NAME	OFFICIAL SYMBOL
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AGREEMENT: I hereby acknowledge receipt for the key(s) shown below. I understand that they must not be duplicated or loaned to unauthorized personnel and will be returned to the issuing Airways

Facilities Sector upon demand or when no longer required for the purpose intended.

KEY NUMBER	SIGNATURE	DATE ISSUED	ISSUED BY	DATE RETURNED	RECEIVED BY	REMARKS

WP FORM 1600-64 (2/89) KEY CONTROL CARD