

Q. What is the Government policy for procuring GSA Approved containers for storing US Government classified information?

A. The Government wide policy is documented in Information Security Oversight Office (ISOO) Notice 2014-02. New containers can only be purchased through the GSA process. They cannot be purchased from third party vendors, refurbishers, or sales boards such as eBay. Containers for storage of classified storage can be transferred or sold from one cleared program to another either within a company or between two separate companies. The concern is that containers that leave a cleared contractor or Government control may be accessed by someone with bad intentions and compromised, so those containers may not be used. Information on the procurement process can be located at the following web site:

<https://www.gsa.gov/buying-selling/purchasing-programs/requisition-programs/gsa-global-supply/national-stock-numbers/security-containers/ordering-procedures-for-security-containers>

<https://www.archives.gov/files/isoo/notices/notice-2014-02.pdf>

Q. What is the process if a defense contractor needs to purchase a GSA Approved container?

A. Information on the procurement process can be located at the following web site:

<https://www.gsa.gov/buying-selling/purchasing-programs/requisition-programs/gsa-global-supply/national-stock-numbers/security-containers/ordering-procedures-for-security-containers>

Q. What is the process if a defense contractor wants to purchase a GSA container off contract and with company dollars?

A. Contractors who need to purchase GSA Approved containers need to follow the process detailed in the following document even if the purchase is being made with company money.

[https://www.navfac.navy.mil/content/dam/navfac/Specialty%20Centers/Engineering%20and%20Expeditious%20Warfare%20Center/DoD\\_Lock\\_Program/PDFs/GSA\\_Container\\_Procurement\\_Process\\_For\\_Contractors.pdf](https://www.navfac.navy.mil/content/dam/navfac/Specialty%20Centers/Engineering%20and%20Expeditious%20Warfare%20Center/DoD_Lock_Program/PDFs/GSA_Container_Procurement_Process_For_Contractors.pdf)

Q. Does it mean contractors cannot just buy containers from any vendor? Can contractors buy used containers?

A. Information Security Oversight Office (ISOO) Notice 2012-04 does not allow the use of used or refurbished containers purchased from a third party vendor. All new containers for US Government contractors must be purchased through the specified process.

<https://www.archives.gov/files/isoo/notices/notice-2012-04.pdf>

Q. Is there a process to re-certify a GSA approved container that we are unsure of or is missing a label?

A. Yes, the recertification process is detailed on the DoD Lock Program website at:  
[https://www.navfac.navy.mil/navfac\\_worldwide/specialty\\_centers/exwc/products\\_and\\_services/capital\\_improvements/dod\\_lock/GSA\\_SEI\\_Main.html](https://www.navfac.navy.mil/navfac_worldwide/specialty_centers/exwc/products_and_services/capital_improvements/dod_lock/GSA_SEI_Main.html)

Q. Is it acceptable to have preventative maintenance performed instead of replacing the safe?

A. Yes. Allowable maintenance is identified in Federal Standard 809, paragraph 4.2. This does include allowing the replacement of the lock. FED STD 809 can be found at the following web address:  
[https://www.navfac.navy.mil/navfac\\_worldwide/specialty\\_centers/exwc/products\\_and\\_services/capital\\_improvements/dod\\_lock/Documents/DirectivesandGuidance.html](https://www.navfac.navy.mil/navfac_worldwide/specialty_centers/exwc/products_and_services/capital_improvements/dod_lock/Documents/DirectivesandGuidance.html)

Q. What is the disposal process for used containers?

A. Minimum disposal instructions can be found at the following web address:  
[http://www.navfac.navy.mil/navfac\\_worldwide/specialty\\_centers/exwc/products\\_and\\_services/capital\\_improvements/dod\\_lock/SecurityHardware/SecurityEquipmentDisposal.html](http://www.navfac.navy.mil/navfac_worldwide/specialty_centers/exwc/products_and_services/capital_improvements/dod_lock/SecurityHardware/SecurityEquipmentDisposal.html)

Q. Black lettering indicates safes are nearing the end of their expected life. Is there information on when they need to be replaced?

A. Federal Standard 809D, Section 5, states once a black label GSA-approved security file cabinet is neutralized, it shall not be repaired (Table 1, page 8). It is important to note that the term “neutralized” means the cabinet was locked in the closed condition and it was opened using one of the four neutralization methods described in Federal Standard 809D, Section 6. Per the new “DO NOT REPAIR” statement in Federal Standard 809D, Table 1, once a black label security file cabinet has been neutralized, it cannot be repaired and put back in service protecting classified information.

GSA-approved black label security file cabinets that remain in service protecting classified information should continue to be periodically inspected and maintained as described in Federal Standard 809D, Section 4. Specifically, the following routine maintenance and repair procedures can be accomplished on a black label security file cabinet:

- The combination lock can be replaced.
- The drawer suspensions can be replaced or repaired.
- The drawer handles and springs can be replaced or adjusted.
- Periodic adjustments (drawer head, thumb latches etc.) and bolt tightening can be accomplished as required.

Q. Are older versions of locks previously approved under Federal Specification FF-L-2740B (e.g. X-07, X-08, X-09 still allowed to be used?

A. All locks previously approved under Federal Specification are still allowed to be used. Be aware that the X-07, X-08 and the early X-09 locks have exceeded their expected life and should be considered for replacement.

Q. If we had a lock that failed and we need to replace it how do we find an authorized locksmith to replace the lock?

A. Call the DoD Lock Program Hotline at 800-290-7607 or contact one or both of the training schools to find a locksmith in your area:

Lockmasters Security Institute  
Phone: (866) LSI-TRAIN (USA Toll Free)  
Phone: (859) 887-9633  
Email (training): [info@LSIeducation.com](mailto:info@LSIeducation.com)  
Website: <http://www.lsieducation.com>

MBA USA, Inc.  
Phone: (888) 622-5495 (USA Toll Free)  
Phone: (859) 887-0496  
Email (training): [education@mbaUSA.com](mailto:education@mbaUSA.com)  
Website: <https://mbausa.com>

Q. Is the DODAAC number issued once to a contractor or is there a different number per contract?

A. According to PGI251.102-70, a DoDAAC is assigned to a contractor for use per the contract number and is unique to that contract. It expires 24 months beyond contract closeout. DoDAACs are assigned by contract number.

Q. Can we use a cabinet owned by our company from other location?

A. Yes, containers can be transferred within a company.