



SECURITY FACTS!!



A Physical Security and Security Technology Newsletter

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GSA-APPROVED SECURITY CONTAINERS DO NOT CONTAIN ASBESTOS

Neither Herring-Hall-Marvin nor Diebold ever used any asbestos in the insulation of their GSA-approved containers.

The first GSA-approved security containers were insulated to protect paper records from fire. This was a requirement of Federal Specification AA-F-357 to which the containers were built. Herring-Hall-Marvin built the first GSA-approved insulated security containers. In 1960, Diebold bought Herring-Hall-Marvin and continued producing insulated containers. In 1961 the requirement for GSA containers to be insulated was removed by an Executive Order. Diebold manufactured insulated GSA-approved security containers (as well as many uninsulated ones) until 1982.

Various containers, not approved by GSA, have been used by Federal agencies and contractors for storage of classified material. Some were insulated, and some of the insulation used contained asbestos.

The DoD Lock Program researched many of these non-approved containers. Some of the manufacturers were still in business and provided information as to the composition of their insulation. The DoD Lock Program took insulation from many of the containers and had it analyzed. The results, from the containers studied, are:

Manufacturer	Asbestos present in insulation
Diebold	No
Herring-Hall-Marvin	No
Mosler	No
Remington-Rand	Yes
Schwab	No
Shaw-Walker	No

No Remington-Rand containers were ever GSA-approved. Most contain some asbestos. Remington-Rand insulated containers should be disposed of as hazardous material.

No GSA-approved security container has any asbestos in its insulation.



Lockmasters Introduces a New GSA Cabinet Bolt Saw

Lockmasters has introduced a new saw for opening locked GSA containers. The GSA Cabinet Bolt Saw represents an improvement in speed, efficiency, and safety over other similar methods and has been approved by GSA. A GSA Class 6 red label container can be opened in 15 minutes and a Class 5 red label container in 30 minutes. There is no damage to the combination lock. A Class 6 red label drawer head can be repaired under the Drawer Head Replacement Service. No other repair is authorized.



The saw consists of a heavy-duty metal chop saw attached to a modified aluminum base and uses a 12-inch abrasive metal cutoff blade. The Cabinet Bolt Saw carriage is hinged and spring loaded making it easier to control the cut and safer to operate.

This new saw is anchored to the container with either self-tapping screws or a ratcheting cargo strap. Once anchored



to the container, the saw can slide to the proper position to cut the hardened bolts.

Set-up and operation of the saw is simple and safe. The overall set-up requires the user to determine the method of saw attachment, measure and mark the drawer head for cutting, attach the saw, and cut the bolts. The saw is shipped with built-in safety features that represent a dramatic improvement over other opening methods.

Lockmasters Security Institute has also announced a new 1-day course to train technicians in the safe and efficient use of the saw. This course provides the technician with experience in using the saw on GSA cabinets. Students are offered special discounts on the purchase of the saw.

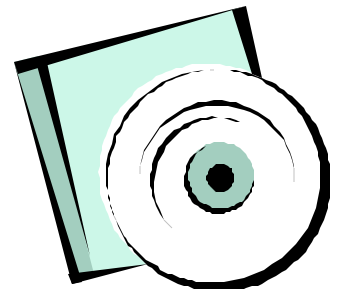
For more information on the Cabinet Bolt Saw and the 1-day course, call Lockmasters at (800) 654-0637.

Security Seal Training is Available on Compact Disk

To help security personnel identify the elements of an effective seal program, the DoD Lock Program has developed a training course that is now available on a 5-CD set. The course presents a history of security seals and demonstrates the protocol for installing seven different types of commercially available and commonly used seals. Lessons range from 13 to 25 minutes in length and are in multimedia format compatible with the Windows™ operating

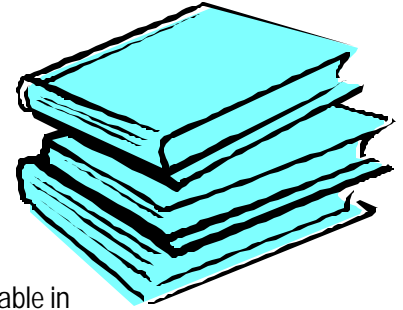
system. Each lesson is independent so the student can concentrate on a particular type of seal.

The basic protocols covered include: safety, initial seal receipt and inspection, inspection of the sealed item, seal



(Continued on page 3)

National Security Information Routine Destruction Guidance Manual Covers National Security Information Procedures



To help users meet the routine destruction requirements of DoD Directive 5200.1, "DoD Information Security Program," the DoD Lock Program developed and maintains the "National Security Information (NSI) Destruction Guidance Manual" on a CD. This manual describes the minimum procedures recommended by the National Security Agency/Central Security Service (NSA/CSS) for clearing, sanitizing, and destroying sensitive and classified information stored on automated information systems (AIS). The manual was developed with the cooperation of the Physical Science Division, the Media Technology Center, and the Information Security System Office, Protective Technologies, at NSA. Updates to the manual will be available on the DoD Lock Program's website.


For a demonstration of the manual and ordering information, visit the DoD Lock Program's website at <http://locks.nfesc.navy.mil>. The demonstration program includes the introduction and tutorial sections of the manual as an overview. The demonstration program is not intended to supply up-to-date guidance for clearing, sanitizing, or destroying sensitive and classified information stored on AIS.

The full version of the manual consists of four major sections:

- **Introduction** – Provides an overview of the NSI Destruction Guidance Manual and describes how to use it.
- **Tutorial** - Offers a step-by-step demonstration of

the features available in the program.

- **Pictorial** - Gives the user quick access to the methods for clearing, sanitizing, and destroying electronic storage media.
- **Guidance Manual** – Contains the procedures for clearing, sanitizing, and destroying electronic storage media containing sensitive or classified material, along with an index, glossary of terms, a list of abbreviations and acronyms, and a qualified products list.

The manual is not intended as a security manual, nor is it meant to contradict or supersede requirements established by individual Federal agencies. 


(Security Seal Training article continued from page 2)



installation, inspection prior to seal removal, final disposal, and associated documentation with each step. Each step is clearly discussed and demonstrated, with emphasis on personnel responsibilities.

The CD also includes a copy of the DoD's Antipilferage Seal User's Guide as

an Adobe Acrobat™ file. The training course and Antipilferage Seal User's Guide provides valuable information but is not intended to contradict or supersede requirements established by individual Federal agencies.

To order your copy, visit <http://locks.nfesc.navy.mil/> and click on the "seal balancing a seal" logo. 



Frequently Asked Questions

The answers you need are here!

QUESTION - Where do I go to purchase an X-O8 or a CD-XO8 electro-mechanical combination lock?

ANSWER - If you're with a Federal agency, or a Federal Government contractor you should purchase the locks through Defense Supply Center Philadelphia (DSCP) at (215) 737-2218.

QUESTION - Where do I go to purchase a high security padlock (S&G 833C) and a high security shrouded hasp?

ANSWERS-

High security padlock:

If you're with the Navy, Marine Corps, or Coast Guard, contact Defense Locking Systems, Naval Surface Warfare Center, Crane IN at (812) 854-1354 or DSN 482-1354.

Other Department of Defense agencies should contact the Defense Supply Center Philadelphia (DSCP) at (215) 737-2076 or DSN 444-2076 and order NSN 5340-01-217-5068.

Official users other than DoD (other Government agencies, DoD or other contractors, etc.) should contact DSCP and order NSN 5340-01-449-4346.

High security shrouded hasp: ALL activities should contact DSCP, at the phone number appropriate for the hasp needed:

NSN	Description	Phone
5340-01-196-2547	NAPEC O957 right hand (MK II MOD IX Style 1)	(215) 737-2533 DSN 444-2533
5340-01-235-6907	NAPEC O958 left hand (MK II MOD IX Style 2)	(215) 737-2216 DSN 444-2216
5340-01-281-7938	Shipboard 1300 Series (Basic)	(215) 737-2723 DSN 444-2723
5340-01-282-8275	Shipboard 1300 Series (Accessories)	(804) 279-4865 DSN 444-4865

Further information on these items is available on the DoD Lock Program website under "Security Hardware."

QUESTION - I need a strike plate other than the No. 1 strike plate that comes packaged with the CD-XO8 lock. How can I get it?

ANSWER - Call the DoD Lock Program if you need a No. 2, No. 3, or No. 9 strike plate. If you need a large quantity of strike plates, we can provide you with a list of vendors.

QUESTION - Can I store arms, money, or other sensitive items in a GSA-approved container that is used for classified material?

ANSWER - No. DoD Regulation 5200.1-R requires that weapons or sensitive items such as funds, jewels, precious metals, or drugs shall not be stored in the same container used to safeguard classified information.


QUESTION - After entering the combination on an X-O8 lock and turning to the right, the LCD displays the "OP" symbol. I continue to turn to the right but the lock bolt will not retract. What should I do?

ANSWER - Getting the "OP" symbol indicates that the correct combination has been entered. If this problem occurs there are several techniques you can try. Many times these have worked, saving time and money and avoiding damage to the container.

- Try rapping on the drawer head front with a dead-blow hammer or a rubber mallet, next to and just below the dial ring at the 5 o'clock position just before the "OP" symbol is displayed. Continue rapping and turning to the right to retract the lock bolt. Try this method several times. Start with tapping and continuing with heavier rapping with each attempt.
- Try tapping on the center of the dial with the butt of a screwdriver lightly after the combination is dialed in and just before the "OP" symbol is displayed. Continue tapping and turn to the right to retract the lock bolt.
- Try dialing to the right many revolutions or slow down on the rotation speed when turning to the right during the "OP" display.

If none of these procedures work, contact the Technical Support Hotline for further assistance.





Security Facts!!
Published by NFESC

Using Appropriated Funds

The views and opinions expressed in this Newsletter are not necessarily those of the Department of Defense.

Manage Lock and Key Control for Critical Assests

Arms, Ammunition, & Explosives (AA&E)

DoD Directive 5100.76-M, "Physical Security of Sensitive Conventional Arms, Ammunition, and Explosives," requires that keys to AA&E storage areas, racks, rooms, buildings, and containers are secured. The following is a list of items that are required for an effective lock and key control program:

1. Keys to areas protecting AA&E must be stored separately from all other keys.
2. Keys should only be issued to personnel from authorized access lists.
3. Authorized access lists should not be available to unauthorized individuals.
4. The number of keys issued for any single lock should be held to a minimum.
5. Keys must never be left unattended.
6. Keys must never be left unsecured.
7. For Category III and IV AA&E, only designated key storage containers with at least 20-gauge steel construction, an Underwriters Laboratories (UL) 768-listed, built-in, Group 1 changeable combination lock or a GSA-approved combination padlock (Sargent and Greenleaf (S&G) Model 8077) shall be used.
8. Keys to Category I and II AA&E shall be stored in a Class 5 GSA-approved security container.
9. Keys must never leave the facility or remain with any one individual during operations or overnight.
10. High-security locks must be rotated or re-keyed at least annually or when keys are lost, misplaced, or stolen.
11. To prevent access by unauthorized individuals, replacement or reserve locks, cores, and keys shall

be secured in designated key storage containers or a Class 5 GSA-approved container.

12. A lock on a storage facility must operate with only its own change key (no master keying or keying alike is allowed).
13. A lock and key custodian must be appointed and designated in writing.
14. A key control log must be maintained to ensure key accountability (Table E-3 in Appendix E of the User's Guide on Controlling Locks, Keys, and Access Cards (UG-2040-SHR) available on CD and the DoD Lock Program web site.).
15. Accountability records shall be retained for 90 days.
16. Padlocks shall be locked to the staple or hasp when the area or container is open.
17. Inventories of keys and locks shall be conducted semi-annually.
18. Positive, two-person control is recommended for all Category I through IV magazine and storage entries, except in special cases, and then only in strict adherence to applicable requirements.



(Continued on page 6)

Drawer Head Replacement Service Expands Support

The DoD Lock Program Drawer Head Replacement Service currently allows you to purchase replacement control drawer heads for GSA-approved Class 6 red label drawers faster and less expensively than through the normal procurement process. The service has recently expanded support to include the installation of a new lock on the drawer head. The lock can either be supplied by the customer or purchased from the Drawer Head Replacement Service.

The replacement service substantially reduces the cost and time of replacing a drawer head that has been neutralized due to a lockout. A GSA-approved, Class 6 reconditioned drawer head is usually shipped by overnight delivery the day the request and funding is transferred. The current cost of this service is \$417.24 and includes the cost of shipping the replacement drawer head to your facility and the cost of shipping the old drawer head back to our repair facility. The program eliminates long lead times often encountered when ordering through the supply system and/or from the manufacturer.

Note: If a Kaba Mas lock fails under warranty, Kaba Mas is responsible for the cost of replacing the lock and the repair cost for the drawer head. To make sure the replacement cost will be covered, call Kaba Mas and get

an authorization number before sending in the drawer head for replacement.

If you have questions regarding drawer head replacement contact the Drawer Head Replacement Service Administrator at (805) 982-1573, DSN 551-1573, or E-mail at: lock-dhra@nfesc.navy.mil or contact the Technical Support Hotline. For your convenience, copy this card and keep it handy in case you have a problem with one of your containers. A magnetic version will be available in the near future that can be attached directly to a security container.



Experience a **Lockout**
of your Security Container?



call Us
We can H E L P

DoD Lock Program
Phone Numbers
Commercial: (805) 982-1573 or 982-1212
DSN: 551-1573 or 551-1212
Website: <http://locks.nfesc.navy.mil>

(Manage Lock and Key Control article continued from page 5)

Chemical and Sensitive Weapons (C&SW)

Key control for C&SW facilities applies to storage structures, buildings, rooms, and containers, as well as intrusion detection system, perimeter gates, and manhole covers. The requirements for AA&E apply to C&SW with a few additional requirements as follows.

1. Keys to C&SW storage facilities shall be controlled as classified material and stored in a Class 5 security container.
2. Keys must be maintained separately from all other keys.
3. Keys and locks must be audited monthly.
4. Keys shall be inventoried with each change of custody.
5. Positive, two-person control is required for access to all C&SW storage facilities.

6. Two-key entry (two separate locking systems or one locking system with two keys) is mandatory to ensure compliance with the two-person requirement.

Key containers may be ordered from a number of manufacturers and come in several different configurations as shown. A key locker style is small enough that six of them can fit into a legal size container drawer. The wall cabinet style comes with book type pages that hold the keys or has shelves. For Class I and II AA&E and C&SW keys, a Class 5, Size IV, General Purpose Cabinet with a lock meeting FF-L-2740 or a Class 5, 2-drawer legal size single lock container with a lock meeting FF-L-2740 can be used.

For further information see the User's Guide on Controlling Locks, Keys, and Access Cards (UG-2040-SHR) available on the DOD Lock Program Web site or CD.


If you have any questions, call the Technical Support Hotline.

Some Things You Need to Know About Field Safes

GSA-approved field safes are designed for the specific purpose of securing classified material during military operations in the field. These safes have carrying handles front and rear. The safes must be either secured to a vehicle or structure or kept under constant surveillance to prevent theft. They are not intended for use at a fixed location. Field safes are one-drawer letter size Class 6, Size VIII containers with outside dimensions of 12-3/8" high, 15-7/16" wide, and 17-1/8" deep. The single-lock model weighs 110 pounds and the dual lock model weighs 125 pounds. Field safes come equipped with a UL 768, Group 1 mechanical combination lock. They do not require, and may not use, locks meeting FF-L-2740 (X-07, X-08 or X-09 locks). A GSA-approved field safe must have a GSA-



approval label on the front of the drawer. GSA- approved field safes can be purchased through Hamilton Products Group at (800) 876-6066, extension 19.

If you have any additional questions, call the Technical Support Hotline. 

Kaba Mas X-09 Lock is Approved

The X-09 combination lock, manufactured by Kaba Mas of Lexington KY, was approved by the General Services Administration under the requirements of Federal Specification FF-L-2740A on June 12, 2002.


X-09 locks should be available in October of 2002.

The X-09 is light gray in color, similar in size and shape to the X-08. Construction of the X-09 is similar to the X-08; the generator is in the dial ring cover, and there is a cover lock pin to deter tampering with the lock.

Operation of the X-09 is much like the operation of the X-07. The dialing sequence is left-right-left-right, the lock can be powered-up in either direction, and there is no "SA" error condition. The liquid crystal display (LCD) has been redesigned to restrict viewing of the numbers to a narrow



area directly over the LCD and there is a clutch in the dial to prevent over-torquing of the dial.


More information on the X-09 will be posted on this website as soon as it is available. The X-07 and X-08 locks are still approved under FF-L-2740 and may continue to be installed and used for securing classified material. 

New Warranty Policy in Effect on Locks From Kaba Mas

The following applies to Kaba Mas X-08, CD-X08, X-09, and CD-X09 locks:

- Locks sold prior to October 1, 2001, have a 2-year warranty from date of manufacture.
- Locks sold after October 1, 2001, have a 1-year warranty from date of purchase. User must provide

proof of purchase. In cases where proof of purchase is not available, Kaba Mas will honor warranty for 16 months after date of manufacture.

- Date of manufacture is determined by the serial number on the lock case. 



**Call the DoD
Hotline if You Have
a Lock Malfunction**

If you have a lock that is malfunctioning or if you have questions about the installation or operation of a lock, contact the Technical Support Hotline. You can also find the X-07 Troubleshooting Guide and the X-08 Operating Guide on our website at <http://locks.nfesc.navy.mil>.

If you have a lockout with an X-08 or CD-X08 lock that is under warranty, call the Technical Support Hotline before doing anything to the lock or container. If the lock or container is damaged before a reference number is obtained, the warranty could be voided and the manufacturer will not pay for any repairs.

Special Notice!!

Check our Website and
the next Newsletter for information
on the
X-09 lock.

FOR ASSISTANCE OR INFORMATION, CALL

DoD Lock Program Technical Support Hotline:

Toll Free: (800) 290-7607,
Comm: (805) 982-1212,
DSN: 551-1212

(Leave a commercial number for return calls.)

Fax: (805) 982-2444 or DSN: 551-2444,
(805) 982-1553 or DSN: 551-1553,
(805) 982-1253 or DSN: 551-1253
E-mail: dodlock@nfesc.navy.mil

DoD Lock Program Technical Management Office

(805) 982-1567
DSN: 551-1567
E-mail: lock-tm@nfesc.navy.mil

Field Support Project

(805) 982-1751
DSN: 551-1751

Lock Training

(805) 982-1575
DSN: 551-1575
E-mail: lock-tc@nfesc.navy.mil

Drawer Head Replacement Program

(805) 982-1573
DSN: 551-1573
E-mail: lock-dhra@nfesc.navy.mil

Security Engineering Division

(805) 982-1581
DSN: 551-1581
E-mail: lock-ra@nfesc.navy.mil

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