

ORDER

4650.27B

3/24/88

Initiated

By: ALG-200

SUBJECT: ACQUISITION AND DISTRIBUTION OF DEVICES FOR THE FAA  
STANDARD KEY LOCK SYSTEM

1. PURPOSE. This order prescribes the responsibilities for acquisition and distribution of devices required for the FAA standard key lock system.
2. DISTRIBUTION. This order is distributed in FAA headquarters to the branch level in Acquisition and Material, Civil Aviation Security, Air Traffic and Flight Operations, and Systems Maintenance; in the regions to the branch level in Logistics, Airway Facilities, Air Traffic, and Flight Standards; at the Aeronautical Center to the branch level in Procurement, the FAA Depot, and Civil Aviation Security; at the FAA Technical Center to the Aviation Security Branch, and to the branch level in the Acquisition and Material Services Division.
3. CANCELLATION. Order 4650.27A, Acquisition and Distribution of Devices for the FAA Standard Key Lock System, is cancelled.
4. BACKGROUND. The existing agency standard key lock system was designed and components manufactured by the Best Lock Corporation for exclusive use by the FAA. The system provides a master key system, dedicated keyway, and dedicated key codes. All standard key locking mechanisms, including mortise and rim cylinders, padlocks, and cylindrical and tubular locksets, have removable and interchangeable cores. These cores are by either the manufacturer, its local representatives, or by the center organization which has been specifically assigned this function.
5. EXPLANATION OF CHANGES. This revision reflects current organization elements.
6. ACQUISITION OF KEY LOCK DEVICES.
  - a. Replacement. Order 1600.6B, Protection of Agency Property, provides the general specifications for the FAA standard key lock system. The FAA standard key lock system devices are to be acquired only from the Best Lock Corporation or its representatives, unless specifically authorized by the local security organization. As a result of a Findings and Determination (F&D) approved September 11, 1979, the Administrator authorized negotiation of contracts for procurement of the Best Lock Corporation locking devices for the FAA standard key lock system. This authorization remains in effect until revoked by the Administrator. Contracting officers of each

region or center will negotiate directly with the Best Lock Corporation or its representatives to ensure that a competitive price is obtained.

b. F&E Projects. Requirements will be initiated by authorized regional personnel. Construction cores are furnished strictly on a loan basis by the Best Lock Corporation along with the purchase of key lock devices. Upon completion of a construction contract, these cores will be replaced with dedicated FAA cores, and the construction cores are to be returned to the Best Lock Corporation.

c. Retrofit Projects. Retrofitting on non-standard locking mechanisms, which do not meet current security standards, will be funded from the operations appropriation through the normal budgetary process by the respective program office for which the requirement exists.

7. DISTRIBUTION OF KEY LOCK DEVICES. Distribution of FAA standard key lock devices will be accomplished in accordance with instructions provided the manufacturer in the procurement request, and as approved by the local security organization. This approval may be provided in advance via a letter of agreement, at the time a procurement request is submitted, or by any other means which the local security organization determines sufficiently meets security requirements.

8. SECURITY CONTROL PROCEDURES AND GUIDELINES. The development and implementation of necessary security control procedures and guidelines for safeguarding the integrity of the FAA standard key lock system is the responsibility of the local security office. These procedures and guidelines will be in accordance with Order 1600.6B, Protection of Agency Property.

/s/ F. E. Gilmore  
Director, Acquisition  
and Material Service