

[INCH-POUND]
FED-STD-809A
May 10, 2005
SUPERSEDING
FED-STD-809
April 1, 1998

FEDERAL STANDARD

NEUTRALIZATION AND REPAIR
OF GSA APPROVED CONTAINERS

Beneficial comments, recommendations, additions, deletions, clarifications, etc., and any other data which may improve this document should be sent to: General Services Administration, Federal Supply Service, National Furniture Center, Engineering Division (3FNE-CO), Washington, DC 20406.

FOREWORD

This standard establishes requirements for the neutralization and repair of GSA approved containers and vault doors.

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PREAMBLE

The General Services Administration has authorized the use of this federal standard by all federal agencies.

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1. SCOPE

This standard establishes procedures for the neutralization and repair of GSA approved containers and vault doors.

2. REFERENCED DOCUMENTS

2.1 Government Documents. The issues of the following documents in effect on the date of invitation for bids or request for proposal, form a part of this standard to the extent specified herein.

Federal Specifications:

AA-F-358	Filing Cabinet, Legal and Letter Size, Uninsulated, Security
AA-F-363	Filing Cabinet, Security, Maps and Plans, General Filing, and Storage
AA-D-600	Door, Vault, Security
AA-V-2737	Modular Vault Systems
FF-L-2740	Locks, Combination
AA-C-2786	Cabinet, Security, Information Processing System Storage, Class 5
AA-C-2859	Cabinet, Security, Weapons Storage
FF-L-2937	Combination Lock, Mechanical

(Copies of these federal specifications are available on the Department of Defense Lock Program website, http://locks.nfesc.navy.mil/fed_specs.htm.)

General Services Administration:

Optional Form 89- Security Container Records Form

(Copies of this form are available on the Department of Defense Lock Program website, http://locks.nfesc.navy.mil/Documents_Forms.htm.)

Air Force:

AFTO Form 36 - Maintenance Record for Security Type Equipment

(Copies of this form are available on the Air Force website, <http://www.e-publishing.af.mil/formfiles/to/afto36/afto36.xfd>.)

2.2 Non-government Documents. The following documents form a part of this standard to the extent specified herein.

Underwriters Laboratories Inc.

UL 768 - Standard for Combination Locks

(Application for copies should be addressed to COMM 2000, <http://www.comm-2000.com> or (888) 853-3503.)

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3. DEFINITIONS

The terms used in this standard are commonly understood by the technical community to which they apply and are not used here in such a way to introduce new or limited meanings.

4. GENERAL REQUIREMENTS

4.1 Basic Information. Before attempting neutralization procedures on containers or vault doors, determine if the products are under warranty. Only products with red or blue labels may be under warranty (red or blue label products more than a year old are not under warranty). Contact the manufacturer concerning warranty provisions (provide the serial number and description of container). GSA contracts require manufacturers to provide warranties. During the period of the warranty (generally one year from the date of manufacture) if a lockout occurs due to failure of the locking system, the Government has the right to require the container manufacturer to provide access to the container contents within 24 hours. This provision applies in CONUS only. Contact GSA for further information regarding warranty provisions (page 13).

Neutralization of lockouts or repairs of any damage that affects the integrity of a security container approved for storage of classified material shall be done only by authorized or continuously escorted personnel specifically trained in the approved methods.

4.2 Opening Techniques. In order to maintain the GSA label on a container or vault door, one of the following procedures must be used for opening and repair. Table 1 identifies appropriate methods for use on various GSA approved security equipment.

4.2.1 Method 1: Drilling. This procedure involves drilling into the combination lock to manipulate lock components to allow retraction of the lock bolt.

4.2.2 Method 2: Hole Saw. This procedure involves using a drill and hole saw to cut the drawer face and drawer bolts.

4.2.3 Method 3: Cut-off Saw. This procedure involves using a circular saw and abrasive metal cut-off blades to cut the drawer face and drawer bolts.

4.3 Container Service Record. Whenever a security container is serviced or repaired, the work must be documented using Optional Form 89, Security Container Records Form, or (Air Force) AFTO Form 36, Maintenance Record for Security Type Equipment.

4.4 Repairs.

4.4.1 Repairs, Unauthorized. GSA approved containers and vault doors that have been opened and/or repaired in a manner other than as described herein are not considered to have been restored to their original state of security integrity. The "Test Certification" label on the inside of the locking drawer or door, and the "General Services Administration Approved Container/Vault Door" label on the outside of the container/door will be removed.

4.4.2 Repairs, Authorized. GSA approved containers that have been opened as described herein may be repaired by the following methods, as appropriate. See Table 1 for repair methods appropriate for the opening method used. See 5.1.5 and 5.2.5 for a detailed description of these repair methods.

4.4.2.1 Method 1A: Drive a tapered, hardened, tool-steel pin, steel dowel, drill bit or bearing, or a carbide-center mild steel pin into the hole. Weld the repair both on the inside and outside surfaces.

4.4.2.2 Method 1B: Drive a carbide-center mild steel pin into the hole. Weld the repair both on the inside and outside surfaces.

4.4.2.3 Method 2: Replace the control drawer head.

4.4.3 Container Integrity. With the exception of frames bent through application of extraordinary stress, a GSA approved security container or vault door is considered to have been restored to its original state of security integrity if it meets any of the following conditions:

(a) All damaged or altered parts (e.g., locking drawer, drawer head, etc.) are replaced with new or cannibalized parts;

(b) It has been drilled through the area covered by the dial ring (hole no larger than 3/8-inch diameter) using opening Method 1; the drilled hole is repaired with either repair Method 1A or repair Method 1B; and a replacement lock meeting FF-L-2740 is used (weapons containers, field safes, and armory vault doors may use a lock meeting UL 768, Group 1);

(c) It has had the bolts cut using a hole saw (opening Method 2) or cut-off saw (opening Method 3). The lock is replaced with one meeting FF-L-2740 (weapons containers, armory vault doors, and field safes shall use a lock meeting UL 768, Group 1), and the drawer head is replaced (repair Method 2).

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Table 1. Opening and Repair Procedures

GSA Class	Label Color	Door/Container Type	Opening Method	Repair Method
ALL	Black	ALL	1	1A
5	Red	Filing Cabinet	1, 3	1B, 2
6	Red	Filing Cabinet	1, 2, 3	1B, 2
7	Green	Filing Cabinet – Hamilton Products Group	1, 2, 3	1B, 2
7	Green	Filing Cabinet – Mosler	1	1B
5 & 6	Red	Map & Plan / General Purpose Container	1	1B
5	Red	Weapons Container	1	1B
5	Blue	Information Processing System Container	1	1B
5	Red	Vault Door	1	1B

For repair methods 1A and 1B, the outside of the drawer head or vault door must be puttied, sanded and repainted in such a way that no evidence of the hole or its repair remains on the outer surface. When containers or doors are repainted, they shall be painted one of the original approved colors (grey, black, or parchment). The paint and processes used to repaint the containers or doors shall result in a textured finish. The exterior of the container or vault door shall be one uniform color. The interior of a container may be a different color.

5. DETAILED REQUIREMENTS

5.1 Method 1: Drilling--Neutralizing Black Label or Red Label Containers. This is the only method approved for neutralization of lockouts on GSA door-type containers and GSA vault doors that allows for an authorized repair of the drilled door. It may also be used on drawer-type containers, especially those for which replacement parts are not available. For warranty coverage information, see paragraph 4.1.

5.1.1 Containers. This procedure is recommended for opening black label containers and vault doors, and those red label products for which opening Methods 2 and 3 are not appropriate. Some black label containers and all red, green, and blue label containers have hardplates which are difficult to drill.

5.1.2 Tools and Equipment. Tools and equipment recommended to perform this procedure include:

1. Tape measure
2. Hammer
3. Assorted punches
4. Heavy-duty drill motor
5. Assorted drill bits, no larger than 3/8 inch diameter
6. Lever-type or fixed drill rig (fixed drill rig required if using diamond-tipped core drills)
7. Borescope; must fit within the hole drilled and must be appropriate for the approach to opening the lock
8. Ice pick or similar sharp probe
9. Safety equipment

5.1.3 Layout and Marking Procedures. The hole must be within the area covered by the dial ring. Removal of the dial and dial ring facilitates accurate measurement and marking of the drill point, and drilling of the hole. The precise location of the drill point will depend on the container, the lock being neutralized and the approach used (drilling off the fence, scoping the wheels, etc.). For information on where to drill, or any other specifics of this method, call the DoD Lock Program Technical Support Hotline (see page 13).

5.1.4 Drilling Procedure. Attach the drill rig to the container according to the drill rig manufacturer's instructions. Drill through the outer skin of the drawer or door with a high-speed steel or cobalt drill bit. Use a pressure rig, either fixed or lever-type, with a carbide-tipped drill bit to penetrate the hardplate. If carbide-tipped drill bits cannot penetrate the hardplate, use a diamond-tipped core drill with a fixed drill rig.

After drilling through the hardplate, use a high-speed steel or cobalt drill bit to complete the drilling into the lock case. Manipulate internal components of the lock to retract its bolt, then use the container's handle to retract the boltwork.

5.1.5 Repair Procedure. Repair the drilled hole with either: repair Method 1A for all black label containers/doors; or repair Method 1B for all red, blue, or green label containers/doors.

a) Method 1A: A tapered, hardened, tool-steel pin, steel dowel, drill bit or bearing, or a carbide-center mild steel pin, shall be driven into the hole. There shall remain at each end of the pin a shallow recess not less than 1/8 inch nor more than 3/16 inch deep to permit the acceptance of substantial welds (recommend MIG or TIG). The repair shall be welded both on the inside and outside surfaces. The outside of the drawer head or door must then be puttied, sanded, and repainted in such a way that no visible evidence of the hole or its repair remains on the outer surface.

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b) Method 1B: A carbide-center mild steel pin with a diameter slightly larger than the hole, shall be driven into the hole. There shall remain at each end of the pin a shallow recess not less than 1/8 inch nor more than 3/16 inch deep to permit the acceptance of substantial welds (recommend MIG or TIG). The pin is welded both on the inside and outside surfaces. The outside of the drawer head or door must then be puttied, sanded, and repainted in such a way that no visible evidence of the hole or its repair remains on the outer surface.

5.1.6 Safety Precautions. All safety precautions should be taken to prevent injury during this procedure. Possible hazards include, but are not limited to:

1. Hot or sharp surfaces or edges.
2. Hot drill bits and metal chips.
3. Drill bit binding in hole.
4. Pressure rig becoming detached from container.

5.1.7 Security Precautions. The classified material custodian (or alternate) for the container being neutralized should be present during this procedure.

5.2 Method 2: Hole saw--Neutralizing Red Label Class 6 and Hamilton Green Label Class 7 Containers. This procedure attacks the drawer head boltwork. It may be used in conjunction with repair Method 2 to restore the security integrity of the container.

5.2.1 Containers. GSA approved Class 6 security filing containers manufactured after October 1, 1990 meet the requirements of Fed Spec AA-F-358G (or later version). GSA approved Class 7 security filing containers meet the requirements of Fed Spec AA-F-2815. Due to the increased covert entry resistance of these containers, traditional lockout neutralization techniques may not be cost-effective. Containers manufactured under Fed Spec AA-F-358G (or later version) are differentiated from earlier models by inspecting the GSA label attached to the face of the container. GSA approval labels on containers manufactured before October 1, 1990 are silver with BLACK lettering (or BLACK with silver lettering). GSA approval labels on containers manufactured after that date are silver with RED lettering. Containers manufactured under Fed Spec AA-F-2815 (Class 7 containers) are differentiated from all other containers by having GSA labels that are silver with GREEN lettering (see Figure 1). The procedures to neutralize lockouts on Class 6 GSA security containers manufactured under Federal Specification AA-F-358G (or later version), and Hamilton Class 7 GSA security containers, are presented here. This procedure is presented as an alternative to opening Method 3. Opening Method 3 creates dust and debris and may not be appropriate for some situations.

5.2.2 Tools and Equipment. Tools and equipment recommended to perform this procedure include:

1. Hammer
2. Assorted punches
3. Heavy duty drill motor
4. 1-1/4 inch or 1-1/2 inch carbide tipped hole saws (may not be readily available)
5. Safety equipment

5.2.3 Layout and Marking Procedures.

1. Identify the container as a Class 6 red label or Hamilton Class 7 green label GSA approved security filing container (see Figure 1). The face of a Class 6 or Class 7 container will be approximately 1/8 inch thick or less, and will overlap the front of the container.
2. Determine, from the external label, whether it was made by Mosler, Diebold Mosler, or Hamilton Products Group. Refer to Figure 1.
3. Figures 2 and 3 are not actual size. They provide measurements for each make of Class 6 or Class 7 container, to locate the holes to be drilled. Using the measurements from the appropriate drawing, locate and center punch for the hole saw's pilot drill. Contact the DoD Lock Program Technical Support Hotline for questions or problems (see page 13).
4. Spread a drop cloth in front of the safe to catch chips from cutting hole in drawer face (if necessary).

5.2.4 Cutting Procedure. The technician will cut through the face of the drawer head and continue through the locking bolts. Each hole saw cut will remove a section of a locking bolt. This will allow the drawer handle to be rotated to retract the bolt ends. This also allows the locking drawer to be opened without damaging the lock or the rest of the container.

1. At one of the center punched locations, use the hole saw with a pilot drill and cut through the face of the drawer head.
2. Inspect the hole to verify that it is aligned with the locking bolt to be cut.
3. Using the hole in the drawer face for support, cut through the locking bolt. Do not engage the trigger lock on the drill motor. Move the drill slightly horizontally and vertically to create a slightly larger hole. This reduces the chance that the hole saw will bind.
4. Repeat these steps on the other side to cut the other bolt. Turn the handle to retract the boltwork.

Note: If the bolt linkage is severed during the cutting procedure, retract the bolts with a screwdriver or similar tool.

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5.2.5 Repair Procedure. Replace the drawer head. Replacement drawer heads may be cannibalized or are available from the container manufacturers (see phone numbers on page 14). To replace the drawer head:

1. Remove the control drawer from the container.
2. Remove the damaged drawer head from the drawer assembly.
3. Install a new or cannibalized drawer head on drawer assembly.
4. Install a GSA approved combination lock on the new drawer-head (use original lock if appropriate).
5. Reinstall control drawer in container.

5.2.6 Safety Precautions. All safety precautions should be taken to prevent injury during this procedure.

Possible hazards include, but are not limited to:

1. Hot or sharp surfaces or edges.
2. Hot drill bits and hole saws.
3. Hot metal chips.
4. Hole saw binding in hole.

Recommended that the following safety and protective gear be used:

1. Eye protection, such as safety goggles
2. Leather gloves
3. Drop cloth

5.2.7 Security Precautions. The classified material custodian (or alternate) for the container being neutralized should be present during this procedure.

5.3 Method 3: Cut-off saw--Neutralizing Red Label Class 5 and 6 and Hamilton Green Label Class 7 Security Containers. All containers discussed here have one or more drawers with a mounted combination lock. The drawer with the combination lock is referred to as the control drawer. Control drawers are locked in place by hardened steel bolts that extend from each side of the drawer to engage the body of the container. The drawer head of the control drawer is removable from the drawer itself. This procedure attacks the drawer head boltwork. It may be used in conjunction with repair Method 2 to restore the security integrity of the container.

5.3.1 Containers. GSA approved Class 5 and Class 6 security file containers manufactured after October 1, 1990 meet the requirements of Fed Spec AA-F-358G (or later version). GSA approved Class 7 security filing containers meet the requirements of Fed Spec AA-F-2815. Due to the increased covert entry resistance of these containers, traditional lockout neutralization techniques may not be cost-effective. Containers manufactured under Fed Spec AA-F-358G (or later version) are differentiated from earlier models by inspecting the GSA approval label attached to the face of the container. GSA approval labels on containers purchased before October 1, 1990 are silver with BLACK lettering (or BLACK with silver lettering). GSA approval labels on containers manufactured after that date are silver with RED lettering (see Figure 1). Procedures to neutralize lockouts on Class 5 and 6 GSA security containers manufactured under Federal Specification AA-F-358G (or later version) and Hamilton Class 7 containers are presented here.

This method, opening Method 3, creates dust and debris and may not be appropriate for some situations. Opening Method 2 may also be used on Class 6 red label and Hamilton Class 7 green label containers.

5.3.2 Tools and Equipment. Tools and equipment recommended to perform this procedure include:

Safety equipment

Hamilton, Mosler & Diebold Mosler Class 6 Containers, Letter and Legal Size, and Hamilton Class 7 Containers:

1. Heavy duty 7-1/4-inch builders circular saw.
2. 7-inch x 1/8-inch abrasive metal cutoff blades.

Hamilton Class 5 Container, Legal Size*:

1. Heavy duty 7-1/4-inch builders circular saw
2. 7-inch x 1/8-inch abrasive metal cutoff blades.

Mosler and Diebold Mosler Class 5 Containers, Legal Size:

1. Heavy-duty 10-1/4-inch builders circular saw (requires minor modification, as shown in Figure 4).
2. 10-inch abrasive metal cutoff blades.

* Hamilton Products Group Class 5 drawer heads require only one cut per bolt.

Number of blades listed for the various containers is approximate and will vary with specific tools used and operator experience.

5.3.3 Layout and Marking Procedures.

1. Using the appropriate dimensions in Figure 5, measure up from the bottom of the drawer head and mark. Make at least three equally spaced marks across the drawer.
2. Using a straight edge, draw a horizontal line using the marks made in Step 1 as a guide. This is the centerline of the locking bolt.
3. Using the appropriate dimensions in Figure 5, measure from the right side of the drawer and mark. Repeat this same measurement on the left side of the drawer.
4. Using a builder's square or a straight edge, draw the vertical lines at the marks on both the right and left sides of the drawer face. These are the saw cut locations.

5.3.4 Cutting Procedure. The technician will make four* vertical cuts through the face of the drawer-head. Each pair of cuts will remove a section of a locking bolt. This will allow the drawer handle to be rotated to retract the bolt ends. This allows the locking drawer to be opened without damaging the lock or the rest of the container.

1. Determine the type, class and manufacturer of the file container. Contact the DoD Lock Program if identification assistance is needed.
2. Remove the label holder from the face of the container before beginning layout.
3. Lay out and mark cutting locations on the face of the control drawer (see Figure 5)
4. Set the cutting depth of the circular saw to maximum.
5. Using the circular saw, cut through the drawer face and through the locking bolt at each marked location.
6. When the cutting is complete, rotate the handle and open the drawer.

* Hamilton Products Group Class 5 drawer heads require only one cut per bolt.

Notes:

- a. Make the inboard cuts first to prevent the locking bolt from rolling during cutting.
- b. Depth setting may need to be reset during cutting procedure.
- c. Maintain the cut centered at the horizontal line.
- d. Cutting too high will damage the container frame.
- e. Cutting too low will sever the bolt carrier rods on a Hamilton container.
- f. Always maintain a firm grip on the saw.

If the bolt linkage is severed during the cutting procedure, enlarge the outer cut on each side of the drawer (if necessary) and retract the bolts with a screwdriver or similar tool.

5.3.5 Repair Procedure. Replace the drawer head. Replacement drawer heads may be cannibalized or are available from the container manufacturers (see phone numbers on page 14). To replace the drawer head:

1. Remove the control drawer from the container.
2. Remove the damaged drawer head from the drawer assembly.
3. Install a new or cannibalized drawer head on drawer assembly.
4. Install a GSA approved combination lock on the new drawer-head (use original lock if appropriate).
5. Reinstall control drawer in container.

5.3.6 Safety Precautions. All safety precautions should be taken to prevent injury during this procedure. Use extreme caution when using the modified 10-1/4-inch circular saw. Possible hazards include, but are not limited to:

1. Hot or sharp surfaces and edges
2. Hot saw blades
3. Hot flying sparks

Use the safety and protective gear recommended:

1. Eye protection, such as a full face shield
2. Hearing protection
3. Leather gloves
4. Fire extinguisher

It is also recommended that a second person be present, to see that sparks do not cause a fire.

5.3.7 Security Precautions. The classified material custodian (or alternate) for the container being neutralized should be present during this procedure.

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6. NOTES

6.1 Background Information. This document details unclassified procedures to neutralize and repair lockouts on GSA-approved security containers and vault doors in a manner that will allow retention of the GSA approval.

6.1.1 GSA Containers. GSA tests containers, combination locks, and vault doors to ensure that they provide the levels of performance required in Federal specifications. Products that meet the specification requirements are approved for listing on Qualified Products Lists and are authorized to bear a GSA approval label. Current Federal specifications for security products include AA-F-358 for security filing cabinets, AA-F-363 for map and plan and general purpose cabinets, AA-C-2859 for weapons containers, AA-C-2786 for information processing system storage containers, and AA-D-600 for vault doors. The Federal specification for combination locks that secure classified material is FF-L-2740. The Federal specification for combination locks that secure classified material in field safes, and arms, ammunition, and explosives in weapons containers and behind armory vault doors, is FF-L-2937. Federal specifications which have been canceled, but which were used for other products, include AA-F-357 for insulated security filing cabinets, AA-F-2815 for Class 7 security filing cabinets, AA-S-1518 for tool-resistant security containers, and AA-D-2757 for Class 8 security vault doors.

6.1.2. GSA Label. When locked-out containers or doors are opened in a manner that causes damage to the product or reduces the security of the product, the GSA approval label must be removed. Proper opening and repair of containers and doors allow the GSA label to be retained.

6.1.3. GSA Upgraded Container Requirements. In 1990, GSA revised the container and door specifications to increase the level of protection they provide. The label color was changed to differentiate new equipment from earlier models. On products manufactured prior to October 1, 1990, the GSA label is black and silver. Beginning October 1, 1990, labels are red and silver, although some specialized containers have labels with other colors. In 1992, changes were made in the requirements for the combination locks installed on containers at the time of manufacture.

6.1.4. New Container Neutralization Techniques. The changes in container and door construction provide covert entry resistance. New neutralization techniques have been developed to provide cost-effective means of entry and to prevent damage to the combination locks. Traditional techniques are not appropriate, considering the difficulty of drilling the hardplate, the increased cost of combination locks, and the removable drawer heads.

6.2 Additional Information and Points of Contact.

Department of Defense Lock Program:

Technical Support Hotline

Phone: (805) 982-1212, toll-free (800) 290-7607, or DSN 551-1212

Website: <http://locks.nfesc.navy.mil>

Quality Assurance Information:

General Services Administration

Federal Supply Schedule

Phone: (703) 305-6338

6.2.1. Drawer Heads. For information on drawer head replacement or warranty provisions, contact:

Hamilton Products Group Inc. Government Sales

Phone: (800) 876-6066

Diebold Mosler Government Sales

Phone: (800) 568-7233

MILITARY INTERESTS:

Military Coordinating Activity:

Navy-YD

Custodians:

DLA-IS

AF-99

Army-AR

Preparing Activity:

GSA-FSS

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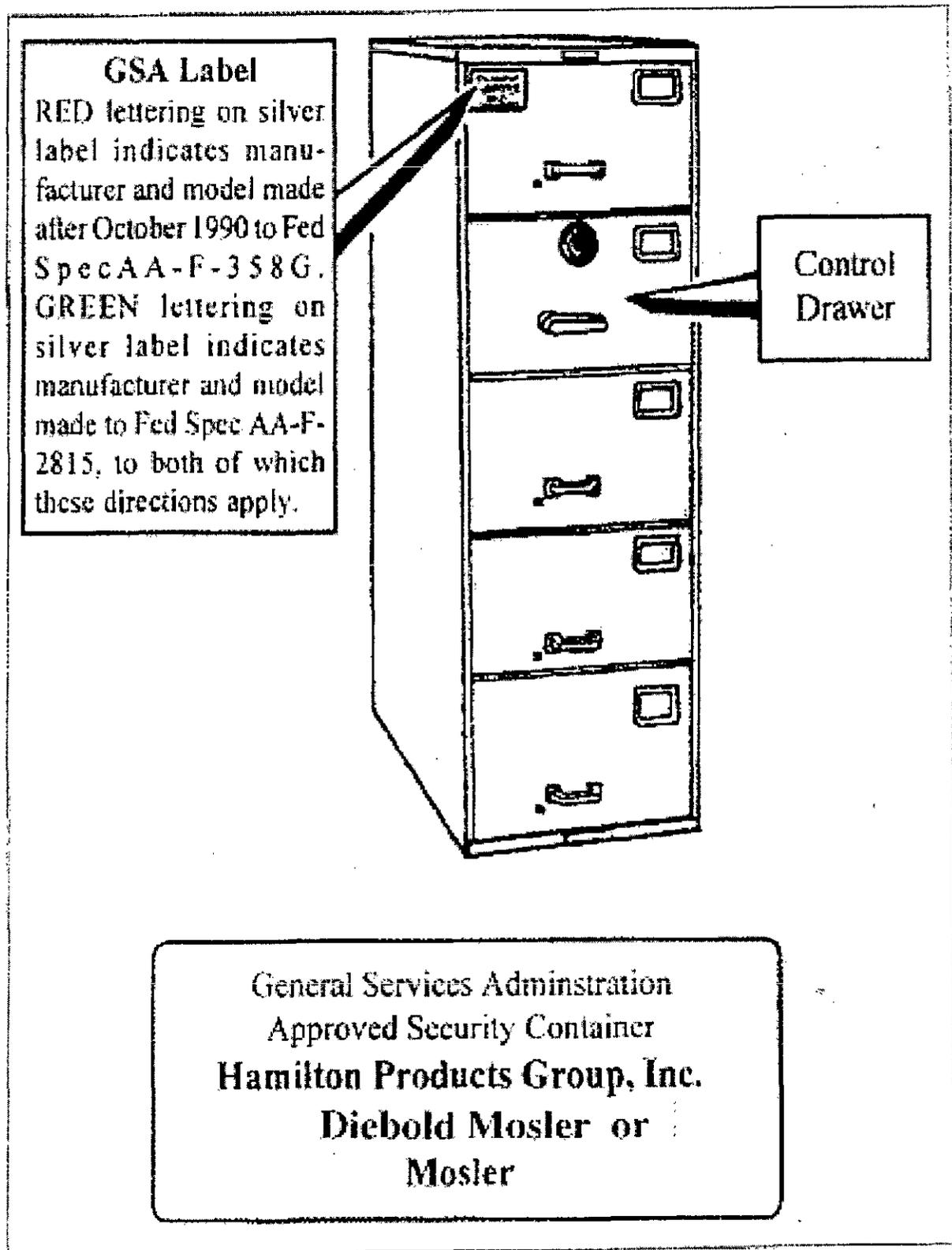


Figure 1. Security container and label

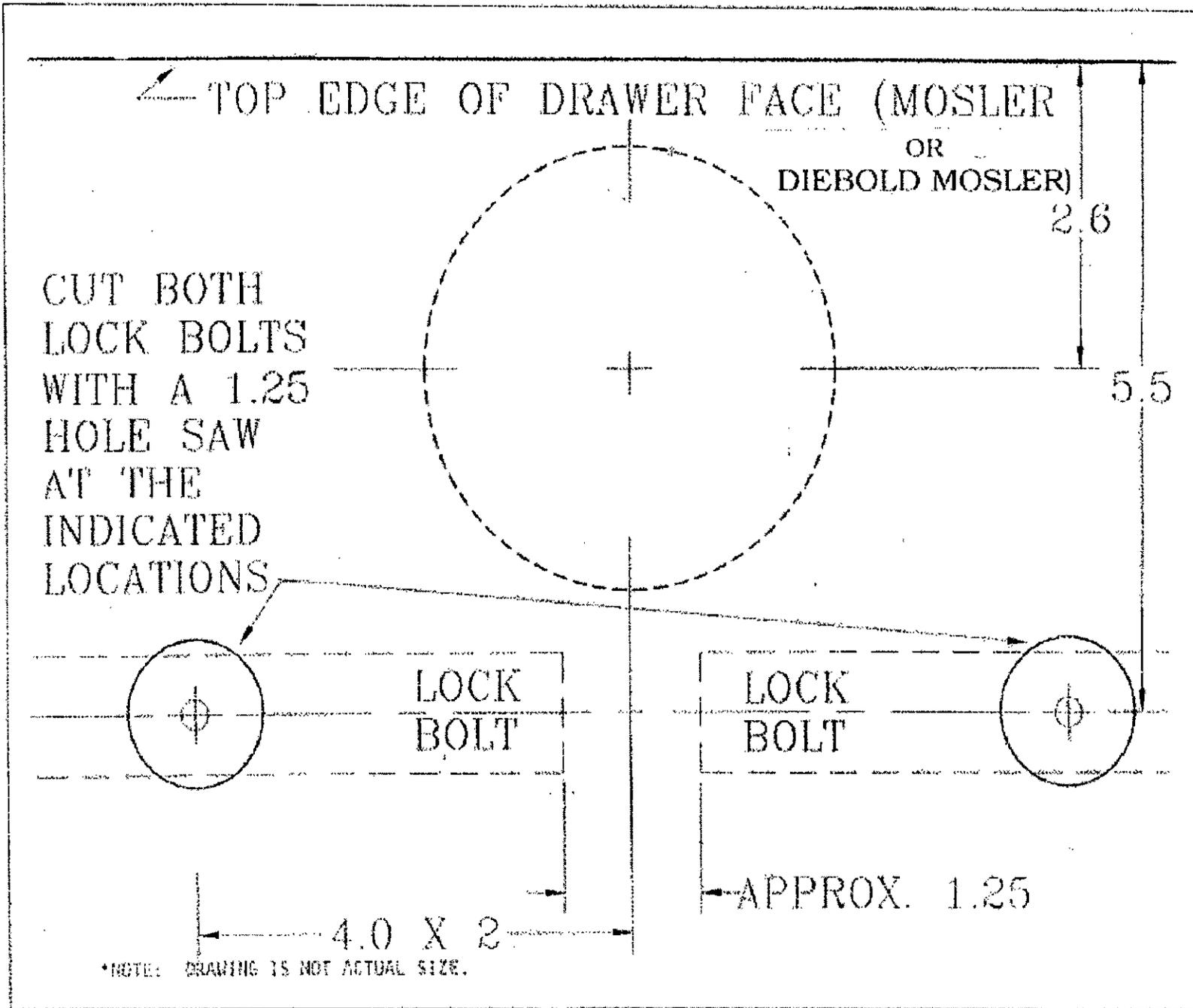


Figure 2. Container measurements.

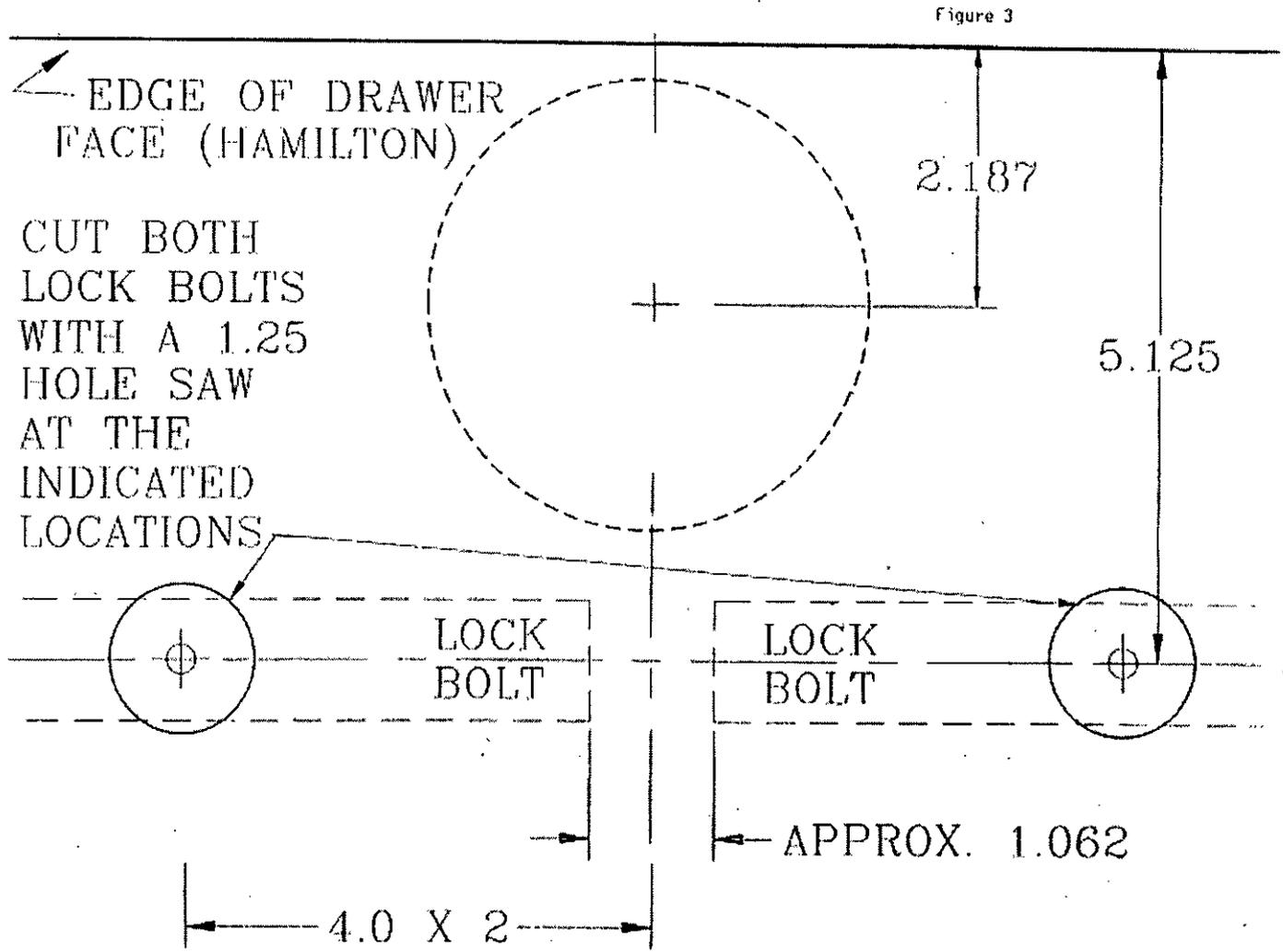


Figure 3. Container measurements.

*NOTE: DRAWING IS NOT ACTUAL SIZE.

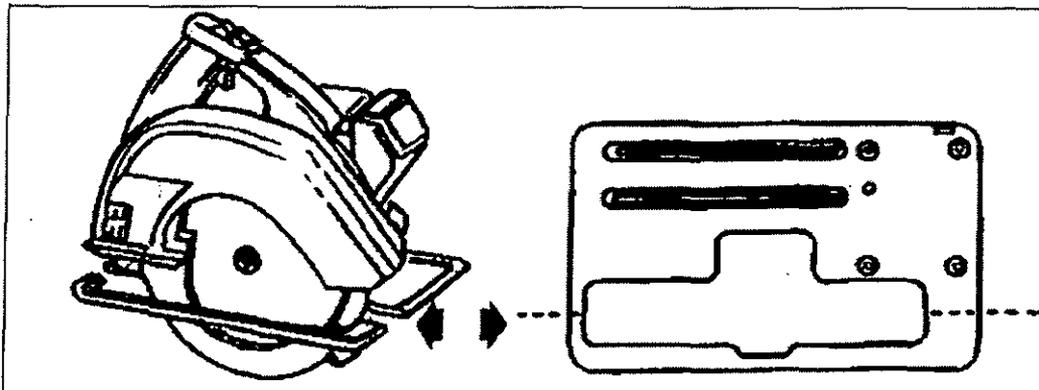


Figure 4. Builder's circular saw. Cut the foot assembly of the 10-1/4-inch circular saw as shown. File or grind the cut edges of the foot assembly to remove sharp edges.

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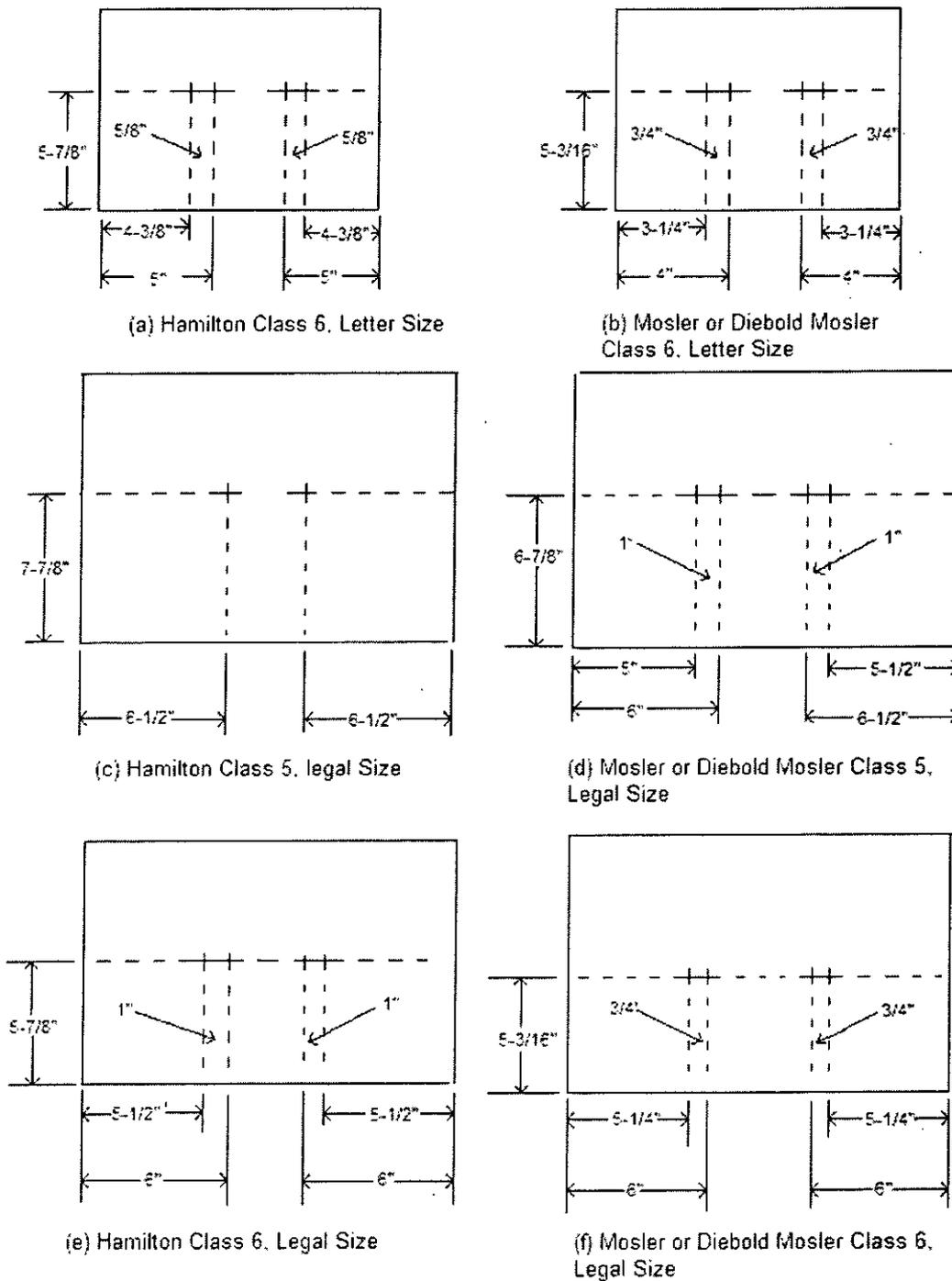


Figure 5. Classes and sizes of security containers, showing cut marks locations.