

TECHNICAL MANUAL**INSPECTION AND PREVENTIVE MAINTENANCE****PROCEDURES FOR CLASSIFIED STORAGE CONTAINERS**

This manual supersedes TO 00-20F-2 dated 1 December 2006.

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CHAPTER 1

GENERAL INFORMATION

1 PURPOSE.

The purpose of this manual is to establish procedures for inspection and preventive maintenance of GSA approved security containers and vault doors authorized for storage of classified material.

2 SCOPE.

The procedures established herein are applicable to those GSA approved security containers and vault doors that satisfy the requirements established by DODM 5200.01-R/AFI 31-401.

3 DEFINITIONS.

- a. "GSA approved security containers and vault doors" as used herein refers specifically to those security containers and vault doors that have been approved by testing to the respective Federal Specifications.
- b. "Security equipment" as used herein refers to GSA approved security containers and vault doors authorized for storage of classified material.
- c. "Qualified personnel" are those with the technical skills required to perform the various functions relating to the inspection and preventive maintenance of security equipment. A person is considered "qualified" who has been trained to the level necessary to perform specific activities or functions under this TO. Technical qualifications will vary by function being performed and

technical competency required. For example, a person qualified to remove and install a lock will require more specialty or technical training than a custodian who conducts operational inspections and preventive maintenance assessments.

4 RESPONSIBILITIES.

- a. Responsibility for procedures outlined in this TO will be assigned by the organization commander or equivalent or staff agency chief. Inspection, preventive maintenance, servicing, opening, or repair of security equipment will be accomplished only by qualified personnel who have been the subject of a favorable National Agency Check (NAC) or who are continuously escorted. Note: for US military personnel, an NACLIC satisfies this requirement (see AFI 31-501, USAF Personnel Security Program). If access to classified material by a contractor is required to perform the service, the provisions of DOD 5220.22-R, Industrial Security Regulation, apply.
- b. The responsibility to assure that security containers and vault doors are maintained in a serviceable condition rests with each security container or vault door custodian. Each security container and vault door will be given a visual and operational inspection by the custodian or other qualified personnel each time the lock combination is changed, upon reassignment of the container, or upon change of the custodian. Any signs of forced entry, or other signs of a breach of any security equipment, will be immediately reported to your supervisor, unit security manager, Commander and the

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appropriate local base authority you contact to report security violations. Security container custodians and alternates will:

- (1) Will be knowledgeable, in the operation of their respective type of security equipment.
- (2) Maintain familiarity with the contents of the current issue of this TO.
- (3) Insure that inspection and preventive maintenance requirements stated in this TO are accomplished every five years for security containers and every two years for vault doors by a qualified certified technician.
- (4) Insure that access to classified contents of such containers and vaults and their combinations of each are not permitted to personnel performing inspection, preventive maintenance, servicing, opening, or repair function.
- (5) Escort and be present when opening or repair procedures are taking place on security containers or vault doors under their responsibility or control.

5 GENERAL.

- a. A repaired GSA approved security container or vault door is considered to have been restored to its original state of security integrity if it meets the conditions specified in FED-STD-809, Neutralization and Repair of GSA Approved Containers. Only those alterations/modifications authorized in this Air Force TO will be accomplished. Authorized changes include:

- (1) Changing locks, to replace outdated or defective models.
- (2) Repairing with new or used original parts, such as drawer handles and drawer linkage components.
- (3) Replacing damaged drawer heads (if the replacement drawer head either is new or has been neutralized and repaired) according to FED-STD-809, Neutralization and Repair of GSA Approved Containers.
- (4) Painting the container in the container's original color.

- b. All GSA approved containers and vault doors that have been cut or drilled, as appropriate, to gain access as a result of lockouts shall be promptly repaired according to FED-STD-809, Neutralization and Repair of GSA Approved Containers. GSA approved containers and

vault doors that have been opened and/or repaired in a manner other than as described in FED-STD-809, Neutralization and Repair of GSA Approved Containers are not considered to have been restored to their original state of security integrity. The "Test Certification" label on the inside of the door or locking drawer, and the "General Services Administration Approved Security Container/Vault Door" label on the outside of the container/door will be removed. (NOTE: only trained GSA inspectors are authorized to re-label security containers and vault doors that are missing their approval labels, and then only if the inspector determines that the container/door's security integrity is intact or has been restored.)

- c. Each approved security container and vault door (including locking mechanism) will be thoroughly inspected for cleanliness and serviceability prior to being placed in use.
- d. A certified and qualified technician will make a record of each inspection and/or type of maintenance afforded each container, secure room/vault door and lock in use on the AFTO Form 36, (see Paragraph 7). The AFTO Form 36, with the required information will be taped to the inside of the door or locking drawer of each container or vault door.
- e. The SF-700, Part 2 is used to record the combination and must be used, completed and protected IAW DODM 5200.01 Volume 3. Properly destroy the SF-700, Part 2, unless it is used to record the combination.
- f. Insulated security containers will be handled very carefully to prevent damage to the insulation during opening and repair procedures.
- g. All foreign matter (dust, dirt, staples, etc.) will be removed by use of a vacuum cleaner or other suitable means.

6 INSPECTION AND PREVENTIVE MAINTENANCE ACTIVITIES.

The inspection and preventive maintenance of security equipment will be conducted by qualified and/or certified locksmith or technician in accordance with and to the extent authorized by each organization's commander or equivalent or staff agency chief. Government or Base maintenance capability will be used to the maximum extent before any consideration is given to diverting this service to a contracted service/vendor for accomplishment. The extent of repair or replacement of security containers/vault doors will be in accordance with local and/or Air Force policy applicable to this type of security equipment. Operational functionality and preventive maintenance inspections performed by security, container/vault door custodians or other qualified personnel will include the following:

- a. Lock and locking mechanism. Each lock and locking mechanism will be thoroughly inspected:
 - (1) Check alignment of dial ring with lock case; correct if necessary.
 - (2) Check mounting screws of dial ring and lock case; tighten them, using a thread locking compound.
 - (3) Look for corrosion or presence of any foreign matter that will in any manner affect the lock's proper operation.
 - (4) Look for any signs of malfunctioning or impending failure.
 - (5) Look for any signs of tampering, forced, or covert entry; report this to the local Security and Law Enforcement Office.
 - (6) Mechanical combination locks:
 - (a) Clean bearing surfaces of dial, dial ring, wheelpost, drive cam; replace lubricant.
 - (b) Adjust torque on wheelpack so that wheels do not coast.
 - (7) Electronic combination locks:
 - (a) X-07: If spindle is round in cross-section, put super glue in joint with dial hub; tighten lever screw and drive cam screw, using a threadlocking compound.
 - (b) X-08: If cam pawl is present, remove it and its spring; tighten bolt screw and spindle nut, using a threadlocking compound.
 - (c) X-09: Tighten bolt screw and spindle nut, using a threadlocking compound.
- b. Replace all damaged parts. Lubricate according to the lock manufacturers instructions, using the manufacturers recommended lubricant and no other.
- c. Container or vault door. Each container or vault door will be thoroughly inspected:
 - (1) Look for signs of tampering, forced or covert entry on all surfaces, internally and externally; report this to the local Security and Law Enforcement Office.
 - (2) Look for broken or cracked welds, loose or misaligned panels, and camouflaged repairs.
 - (3) Check boltwork linkage connections and lubrication of boltwork and hinges.
 - (4) Check boltwork detent mechanism for proper function.
 - (5) Secure attachment of all bolts, nuts etc.
 - (6) Containers:
 - (a) Proper function and alignment of drawer suspensions and follower blocks.
 - (b) Proper function of latching mechanism.
 - (c) Difficulty in opening or closing the door or any drawer.
 - (d) Difficulty in locking the control drawer.
 - (7) Vault doors:
 - (a) Alignment of door with frame.
 - (b) Difficulty in opening, closing or locking the door.
 - (c) Operation of the emergency escape mechanism.
 - (d) All defective hardware will be replaced when any defect is noted that will prevent it performing its intended function.

7 RECORDS.

- a. AFTO Form 36, Maintenance Record for Security Type Equipment, is required to provide a historical maintenance record for each container and vault door authorized for use in storing classified material. Responsible personnel as designated by commander or equivalent or staff agency chief will insure that maintenance and/or inspections are recorded.
- b. AFTO Form 36, will be maintained as follows:
 - (1) AFTO Form 36, shall be filled out and maintained within the container or vault door.
 - (2) Entries on AFTO Form 36, shall be typed, hand printed or computer generated.
- c. Instructions for completing AFTO Form 36, are as follows:
 - (1) "Appliance" - Enter type of security equipment.
 - (2) "Manufacturer" - Enter name of security equipment manufacturer.

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- (3) "Serial Number" - Enter assigned container number. If no serial number, enter locally assigned container number.
- (4) "Type" - Enter class of container if applicable. Enter insulated or non-insulated if container is not designated by class.
- (5) "Model" - Not Applicable.
- (6) "Location" - Enter physical location of container.
- (7) "Type of Maintenance" - Identify all maintenance, repairs, alterations, modifications, servicing and inspections. Include remarks if container has been drilled and reason for drilling.
- (8) "Date Repaired/Inspected" - Enter date of maintenance/inspection.
- (9) "Name/Organization" - Enter name and organization of repairman/inspector.
- (10) "Classification Limitation" - Enter highest level of classification of material which may be stored in container/vault. Limit classification as applicable in accordance with the Federal Specification under which the container/vault door was approved.
- (11) "Cost of Repair" - Not Applicable.
- d. Supply of Forms. AFTO Form 36, Maintenance Record for Security Type Equipment, is available online from <http://www.e-publishing.af.mil>.
- e. Disposition of Forms. AFTO Form 36, will be disposed of in accordance with WebRims Records Disposition Schedule.

8 SUPPLY.

Security equipment that satisfies current Air Force requirements for storage of classified material is reflected in DODM 5200.01-R/AFI 31-401.

9 DOD LOCK PROGRAM.

Consult the DoD Lock Program website at <http://locks.nfesc.navy.mil>. This site provides a lock program overview, detailed technical and procurement information on security hardware, Federal and Military Specifications and regulations, as well as information on training, including the GSA inspector training program. Review this site periodically to maintain currency on new standards, procedures and equipment that may affect your information safeguarding program. Call the Lock Program's Technical Support Hotline for assistance with any specific questions: DSN 551-1212, (800) 290-7607, or (805) 982-1212.

THE END