



**Department of  
Transportation**  
Office of the Secretary  
of Transportation

ORDER

**1660.5B**

July 2015

**Subject:** LOCKING SYSTEM FOR THE DEPARTMENT OF TRANSPORTATION  
HEADQUARTERS BUILDINGS

1. **PURPOSE.** This Order describes the key and locking system in the U.S. Department of Transportation (DOT) Headquarters located at 1200 New Jersey Avenue, S.E. [Southeast Federal Center (SEFC)], the Federal Aviation Administration (FAA) occupying Federal Office Buildings 10A and 10B, and other DOT Headquarters elements that have been authorized by the Director of Security/M-40 to receive lock and key services. This Order assigns responsibilities for controlling all aspects of the key and locking system.
2. **BACKGROUND.** Doors are equipped throughout the SEFC, FAA, and other DOT Headquarters elements authorized to receive lock and key services with unique locks that are manufactured exclusively for the Department of Transportation. These specialized locks are in use only at the SEFC, FAA, and other DOT Headquarters elements that have been authorized to receive lock and key services.
3. **SCOPE.** This Order applies to the following DOT Headquarters components: all Secretarial Offices (OST), all Operating Administrations including FAA, the Office of Inspector General, and other DOT Headquarters elements authorized by the Director of Security to receive lock and key services. This Order does not apply to the Surface Transportation Board.
4. **CANCELLATION.**
  - a. DOT 1660.5A, "Locking System for the Department of Transportation Headquarters Buildings," dated July 18, 1991.
5. **POLICY.** The OST Office of Security shall provide secure unique locks and keys on closets, doors, and other areas throughout the SEFC, FAA, and other DOT Headquarters elements authorized to receive lock and key services.

**6. RESPONSIBILITIES.**

**a. All DOT Headquarters components, excluding the Surface Transportation Board, are responsible for:**

- (1) Designating a Lock and Key Coordinator as the primary point-of-contact (POC), designating a secondary POC, and notifying the Office of Security/M-40 of these designations. The POCs will be responsible for all matters relating to the issuance and control of keys and locks in their organizations.
- (2) Ensuring the designated Lock and Key Coordinator (or secondary POC) submits a Physical Security Service Request Form (DOT F 1610.1) to M-40 when keys or locks are required. The form should specify the room number and the number of keys or locks needed and indicate an authorizing official's name.
- (3) Ensuring the designated Lock and Key Coordinator (or secondary POC) maintains records showing the names of employees who have been issued keys and the dates of issuance.
- (4) Ensuring that keys are returned from employees to the designated Lock and Key Coordinator (or secondary POC) when an employee leaves DOT or transfers to a different area.
  1. If the designated primary or secondary POC are not available, the departing employee must return the key to their immediate supervisor. The supervisor must later provide that key to the Lock and Key Coordinator or secondary POC.
  11. The designated Lock and Key Coordinator, secondary POC, or the immediate supervisor are the only individuals authorized to sign the employee out-processing form of administrative service clearances to indicate that the keys have been returned.
- (5) Ensuring that the designated POC advises the Office of Security/M-40 in writing by either memorandum or e-mail of any lost or missing keys.
- (6) Instructing their employees about the importance of maintaining the keys in their personal possession. Employees shall also be instructed about the prohibition against having the keys duplicated by an outside locksmith.
- (7) Ensuring occupants lock their doors after normal duty hours in areas containing highly vulnerable equipment, sensitive information, or valuable DOT assets and property.
- (8) Ensuring the designated POCs obtain signatures for keys they issue.

**b. The OST Office of Security**

The Office of Security, M-40, shall:

- (1) Maintain the list of authorized Lock and Key Coordinators and secondary POCs for each DOT organization.
- (2) Replace lost keys and provide keys for new employees through requests submitted to the Office of Security/M-40 on the Physical Security Service Request form (DOT 1610.1) and retain copies of the form, which shall include the name of the authorizing official and the official's telephone number.
- (3) Keep an inventory system of all DOT components' locks, keys, and service changes as they occur and maintain records of the keys including dates of issuance.
- (4) Procure, install, and maintain locksets used in DOT Headquarters including SEFC, FAA, and other DOT Headquarters elements authorized to receive lock and key services.
- (5) Maintain the necessary duplicate and master keys.
- (6) Perform all key and lock maintenance in DOT Headquarters including SEFC, FAA, and other DOT Headquarters elements that have been authorized to receive lock and key services.
- (7) Issue keys to Lock and Key Coordinators in the DOT components.
- (8) Evaluate the key and locking system to ensure it is functioning properly and the necessary controls are in place.
- (9) Determine the configuration of locksets used in DOT Headquarters, FAA buildings, and other DOT Headquarters elements authorized to receive lock and key services.
- (10) Direct the guard force and the Lock and Key Coordinators to maintain possession and systematic control of master keys (e.g., a secured area and a log sheet).
- (11) Direct custodial staff supervisors to request keys from the guard force to open locked offices, if needed, for daily cleaning or trash removal and request those supervisors sign the guard's logbook for keys received and returned.

**c. Lock and Key Coordinators of all DOT Headquarters components, excluding the Surface Transportation Board**

The primary or secondary coordinator in the DOT components shall:

- (1) Inform the Office of Security/M-40 when the POC designations have changed and provide any other updated information.
- (2) Keep an inventory of their organization's locks, keys, and service changes as they occur and maintain records of the keys with dates of issuance.
- (3) Submit lock and key requests on DOT form 1610.1, Physical Security Service Request, to the Office of Security/M-40, which shall include the name of the authorizing official and the official's telephone number.
- (4) Report all lock and key malfunctions or failures to the Office of Security/M-40 on DOT form 1610.1.
- (5) Maintain control of duplicate and master keys. In order to respond to requests to unlock doors, verify the requester's identity using their PIV Card and determine the reason for their request. When the designated Lock and Key Coordinators are not on duty such as after duty hours, a security guard can unlock doors. The M-40 Locksmith will assist if needed.
  1. Sign the personnel out-processing form indicating receipt of the key(s) from the employee transferring from or leaving DOT. In the absence of both the primary and secondary coordinator, the immediate supervisor shall receive the key(s), sign the form, and later return the key(s) to the Lock and Key Coordinator.
  11. Follow-up with supervisors to retrieve any keys turned in to them in order to resolve the key inventory.

**7. CRITERIA FOR INSTALLATION AND USE OF PROPRIETARY LOCKS.**

To receive approval for keys and locking hardware, the DOT Component must complete a Physical Security Service Request (DOT Form 1610.1) available on the Office of Security SharePoint site under Locksmith Services:

<http://one10.dot.gov/office/ost/security/PhySec/SitePages/Home.aspx>.

After completing the form, click "Submit" and e-mail the form to PHYSEC (OST) for

DOT Order 1660.5B

receipt by the Office of Security/M-40. A reference copy of the form is provided with this Order (Attachment 1).

FOR THE SECRETARY OF TRANSPORTATION

  
Jeff Marcotian  
Assistant Secretary for Administration

  
Date

# Physical Security Service Request

Submit to: [PhySec@dot.gov](mailto:PhySec@dot.gov)

Tracking Number: \_\_\_\_\_

<b>ADMINISTRATION</b>	<b>OFFICE</b>	<b>BUILDING</b>	<b>ROOM NO.</b>	<b>DATE</b>
AUTHORIZING OFFICIAL NAME AND PHONE NUMBER		AUTHORIZING OFFICIAL SIGNATURE		
<b>TYPE OF SERVICE REQUESTED</b>				
<b>LOCK AND KEY:</b>				
<input type="radio"/> BEST SYSTEM	<input type="radio"/> UNICAN	<input type="radio"/> ELEC. STRIKE	<input type="radio"/> ELEC. KNOBSET	
<input type="radio"/> OPENED	<input type="radio"/> INSTALLED	<input type="radio"/> REMOVED	<input type="radio"/> RELOCATED	
<input type="radio"/> CHANGED	<input type="radio"/> REPAIRED	<input type="radio"/> SERVICED	<input type="radio"/> KEYS CUT	
<b>CLASSIFIED STORAGE CONTAINERS, SAFES AND VAULTS:</b>				
<input type="radio"/> MOSLER	<input type="radio"/> S & G	<input type="radio"/> OTHER		
<input type="radio"/> OPENED	<input type="radio"/> REPAIRED	<input type="radio"/> SERVICE		
<input type="radio"/> COMBINATION CHANGED				
<b>OFFICE EQUIPMENT LOCKING MECHANISIMS: (FAA 10A AND 10B ONLY)</b>				
<input type="radio"/> FILE CABINET	<input type="radio"/> DESK			
<input type="radio"/> OPEN LOCK	<input type="radio"/> INSTALL LOCK	<input type="radio"/> REMOVE LOCK		
<input type="radio"/> CHANGE LOCK	<input type="radio"/> REPAIR LOCK	<input type="radio"/> KEYS CUT		
<b>ELECTRONIC SECURITY:</b>				
<input type="radio"/> CARD READER	<input type="radio"/> ALARMS	<input type="radio"/> CCTV	<input type="radio"/> INTRUSION DETECTION	
<input type="radio"/> SURVEY	<input type="radio"/> INSTALL	<input type="radio"/> REMOVE	<input type="radio"/> RELOCATE	
<input type="radio"/> CHANGE	<input type="radio"/> REPAIR	<input type="radio"/> OTHER		
<b>JUSTIFICATION</b>				

**OFFICE OF SECURITY (M40) USE ONLY**

Parts/Equipment Used: \_\_\_\_\_

Approved/Disapproved By: \_\_\_\_\_

Completed Work Received By: \_\_\_\_\_

Date Received: \_\_\_\_\_