**DOD CLOSED AREA INSPECTION CHECKLIST**

|  |  |  |  |
| --- | --- | --- | --- |
| Closed Area # |  | Date |  |
| Custodian Name: |  | Inspected By: |  |
| UL #  |  | Exp Date:  |  |

*Reference: NISPOM 5-800, 5-900, 5-306 through 5-314 Note: Requirements for Confidential areas are different than for Secret areas*

*Note: If area meets NISPOM requirements but not those suggested here as an MFC-desired state, please note*

**ELEMENTS OF CLOSED AREA INSPECTION**

**CLOSED AREAS (ADMIN)**

* Validate that the DSS 147 form is complete and available.
* Validate that the UL Certificate of Compliance (UL 2050 CRZH) is current and will not expire prior to the next scheduled DSS inspection.
* Validate above ceiling/below floor inspections are completed and documented per DSS form 147.
* Are the access lists posted inside the area and are the custodians current on the classified container record? (U-1210) Yes \_\_\_\_\_ No \_\_\_\_\_
* Validate open/closed list against area briefing forms: Note discrepancies: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**PERIMETER DOORS**

* Are Closed Area signs posted on exterior doors? Yes \_\_\_\_ No \_\_\_\_
* Does the area have a solid door that is constructed of material offing resistance to and detection of unauthorized entry? Yes \_\_\_ No \_\_\_
* Is an astragal present when doors are used in pairs (overlapping molding)?

 Yes \_\_\_\_\_No \_\_\_\_\_ Note discrepancies: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**PERIMETER DOOR HARDWARE**

* Do all perimeter doors have automatic door closers? Yes \_\_\_ No \_\_\_
* Is a GSA approved combination lock meeting Federal Specification FF-L-2740A installed. Yes \_\_\_\_\_ No \_\_\_\_.
* Identify the type of Lock on Entrance Door:

SM 50\_\_\_\_\_\_ X09 \_\_\_\_\_\_\_ Padlock \_\_\_\_\_\_\_ Lock # \_\_\_\_\_\_\_.

* Are records concerning personnel removed from automated access control systems retained for 90 days?
* Validate that hardware is not accessible from outside. Verify heavy duty hinges and that they are pinned, brazed, or spot welded to preclude removal. Yes \_\_\_\_\_ No \_\_\_\_\_
* If required, are sound seals and door sweeps with metal threshold for sound attenuation installed. N/A \_\_\_\_\_ Validated \_\_\_\_\_.
* Validate the proper use of white noise generators (if required). Yes \_\_\_ No\_\_\_ NA \_\_\_

**EMERGENCY DOOR HARDWARE**

* Do doorways have automatic door closers? Yes \_\_\_\_ No \_\_\_\_
* Deadlocking panic hardware on the interior side? Yes \_\_\_\_ No \_\_\_\_
* Slide bolts on the interior side? Yes \_\_\_\_ No \_\_\_\_
* Are local enunciator installed? Yes \_\_\_\_ No \_\_\_\_
* If required, are sound seals and door sweeps with metal threshold for sound attenuation installed? Yes \_\_\_\_ No \_\_\_\_
* Validate the proper use of white noise generators (if required). Yes \_\_\_ No \_\_\_NA \_\_\_

**WALLS**

* Are walls constructed of material offing resistance to, and evidence of, unauthorized entry into the area? Yes \_\_\_\_ No \_\_\_\_
* Is visual access a factor? If so, are the barrier walls a minimum of eight feet in height?

Yes \_\_\_\_ No \_\_\_\_

* Can the perimeter of the area be easily inspected? Yes \_\_\_\_ No \_\_\_\_

**WINDOWS**

* Does the closed area have any windows? Yes \_\_\_\_ No \_\_\_\_
* If windows can be opened and are they less than 18 feet from an access point? Yes \_\_ No\_\_ How are they protected? \_\_\_\_\_\_\_
* If visual access is a factor, are windows or doorways blocked with coverings? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

**CEILINGS**

* If false ceilings, do walls go to the true ceiling? Yes \_\_\_\_\_\_ No \_\_\_\_\_\_\_
* If the walls only go to the false ceiling, do ceiling tiles have clips?

Yes \_\_\_\_\_ No \_\_\_\_\_ How are they secured? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**MISCELLANEOUS OPENINGS**

* Are miscellaneous openings (in excess of 96 square inches and over 6 inches in its smallest dimension) secured by 18 gauge expanded metal or wire mesh, or, by rigid metal bars ½ inch in diameter extending across their width, with a maximum space of 6 inches between the bars?
* Are the inspection ports in the ducts on the secure side of the protected area or properly secured? Yes \_\_\_ No \_\_\_
* Are wall penetrations filled with acoustical caulking? Yes \_\_\_\_\_\_ No \_\_\_\_\_\_

**CLOSED AREA INTRUSION DETECTION SYSTEM**

* When an IDS is used, validate that it activated at the close of business.
* Validate that a procedure is present to report failures to activate closed areas to the FSO.
* Validate that alarm response records the following six items: Time of alarm receipt, name of responding person, time dispatched to area, time responding person arrived, nature of the alarm, and what follow-up actions were accomplished.
* Confirm and test the alarm response procedure.
* Identify alarm response reports during the inspection greater than 15 minutes.
* Are access control devices utilized? (Example Hirsh keypad, Kaba-Ilco L1011 Simplex, Card reader system). Yes \_\_\_\_ No \_\_\_\_\_ Identify:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Are there any control panels, card readers, keypads, or interface devices located outside the closed area? Yes \_\_\_\_\_\_ No \_\_\_\_\_\_\_

NISPOM REQUIREMENTS

**Section 8. Construction Requirements**

**5-800. General.** This section describes the construction requirements for closed areas and vaults. Construction shall conform to the requirements of this section or, with CSA approval, to the standards of DCID 6/9 (reference (o)).

**5-801. Construction Requirements for Closed Areas.** This paragraph specifies the minimum safeguards and standards required for the construction of closed areas that are approved for use for safeguarding classified material. These criteria and standards apply to all new construction and reconstruction, alterations, modifications, and repairs of existing areas. They will also be used for evaluating the adequacy of existing areas.

a. **Hardware.** Only heavy-gauge hardware shall be used in construction. Hardware accessible from outside the area shall be peened, pinned, brazed, or spot welded to preclude removal.

b. **Walls.**  Construction may be of material offering resistance to, and evidence of, unauthorized entry into the area. If insert-type panels are used, a method shall be devised to prevent the removal of such panels without leaving visual evidence of tampering. If visual access is a factor, area barrier walls up to a height of 8 feet shall be of opaque or translucent construction.

c. **Windows.** Windows that can be opened and that are less than 18 feet from an access point (for example, another window outside the area, roof, ledge, or door) shall be fitted with 1/2-inch bars (separated by no more than 6 inches), plus crossbars to prevent spreading, 18-gauge expanded metal or wire mesh securely fastened on the inside. When visual access of classified information is a factor, the windows shall be covered by any practical method, such as drapes, blinds, or paint covering the inside of the glass. During nonworking hours, the windows shall be closed and securely fastened to preclude surreptitious entry.

d. **Doors.** Doors shall be constructed of material offering resistance to and detection of unauthorized entry. When windows, louvers, baffle plates, or similar openings are used, they shall be secured with 18-gauge expanded metal or with wire mesh securely fastened on the inside. If visual access is a factor, the windows shall be covered. When doors are used in pairs, an astragal (overlapping molding) shall be installed where the doors meet.

e. **Door Locking Devices.** Entrance doors shall be secured with either an approved built-in combination lock, an approved combination padlock, or with an approved key-operated padlock. Other doors shall be secured from the inside with a panic bolt (for example, actuated by a panic bar); a dead bolt; a rigid wood or metal bar (which shall preclude "springing") which extends across the width of the door and is held in position by solid clamps, preferably on the door casing; or by other means approved by the CSA consistent with relevant fire and safety codes.

f. **Ceilings.** Ceilings shall be constructed of material offering resistance to and detection of unauthorized entry. Wire mesh or other non-opaque material offering similar resistance to, and evidence of, unauthorized entry into the area may be used if visual access to classified material is not a factor.

g. **Ceilings (Unusual Cases).** When wall barriers do not extend to the true ceiling and a false ceiling is created, the false ceiling must be reinforced with wire mesh or 18-gauge expanded metal to serve as the true ceiling. When wire mesh or expanded metal is used, it must overlap the adjoining walls and be secured in a manner that precludes removal without leaving evidence of tampering. When wall barriers of an area do extend to the true ceiling and a false ceiling is added, there is no necessity for reinforcing the false ceiling. When there is a valid justification for not erecting a solid ceiling as part of the area, such as the use of overhead cranes for the movement of bulky equipment within the area, the contractor shall ensure that surreptitious entry cannot be obtained by entering the area over the top of the barrier walls.

h. **Miscellaneous Openings.** All vents, ducts and similar openings into closed areas that measure in excess of 96 square inches and over 6 inches in their smallest dimension must be protected with either ½-inch diameter steel bars with a maximum space of 6 inches between the bars; grills consisting of 18-gauge expanded metal, wire mesh; or an equivalent gauge commercial metal duct barrier. The barriers must be secured to preclude removal from outside the area, and the method of installation must ensure that classified material cannot be removed through the openings with the aid of any type of instrument. A barrier will not be required if an approved IDS provides protection of the opening.

**5-802. Construction Required for Vaults.** This paragraph specifies the minimum standards required for the construction of vaults approved for use as storage facilities for classified material. These standards apply to all new construction and reconstruction, alterations, modifications, and repairs of existing vaults. They will also be used for evaluating the adequacy of existing vaults. In addition to the requirements given below, the wall, floor, and roof construction shall be in accordance with nationally recognized standards of structural practice. For the vaults described below, the concrete shall be poured in place and will have a compressive strength of 2,500 pounds per square inch.

a. **Floor.**  The floor must be a monolithic concrete construction of the thickness of adjacent concrete floor construction, but not less than 4 inches thick.

b. **Walls.** Walls must be not less than 8-inch-thick hollow clay tile (vertical cell double shells) or concrete blocks (thick shells). Monolithic steel-reinforced concrete walls at least 4 inches thick may also be used. Where hollow clay tiles are used and such masonry units are flush, or in contact with, facility exterior walls, they shall be filled with concrete and steel-reinforced bars. Walls are to extend to the underside of the roof or ceiling above.

c. **Roof/Ceiling.** The roof or ceiling must be a monolithic reinforced concrete slab of a thickness to be determined by structural requirements.

d. **Vault Door and Frame Unit.** A GSA-approved vault door and frame unit shall be used.

e. **Miscellaneous Openings.** Omission of all miscellaneous openings is desirable, but not mandatory. Openings of such size and shape as to permit unauthorized entry, (normally in excess of 96 square inches in area and over 6 inches in its smallest dimension) and openings for ducts, pipes, registers, sewers and tunnels shall be equipped with man-safe barriers such as wire mesh, 18-gauge expanded metal, or rigid metal bars of at least 1/2 inch in diameter extending across their width with a maximum space of 6 inches between the bars. The rigid metal bars shall be securely fastened at both ends to preclude removal and, if the bars exceed 18 inches in length, shall have crossbars to prevent spreading. Where wire mesh, expanded metal, or rigid metal bars are used, care shall be exercised to ensure that classified material within the vault cannot be removed with the aid of any type of instrument. Pipes and conduits entering the vault shall enter through walls that are not common to the vault and the structure housing the vault. Preferably such pipes and conduits should be installed when the vault is constructed. If this is not practical, they shall be carried through snug-fitting pipe sleeves cast in the concrete. After installation, the annular space between the sleeve and the pipe or conduit shall be caulked solid with lead, wood, waterproof (silicone) caulking, or similar material, which will give evidence of surreptitious removal.

**Section 9. Intrusion Detection Systems**

**5-900. General.** This section specifies the minimum standards for an approved IDS when supplemental protection is required for TOP SECRET and SECRET material. The IDS shall be connected to, and monitored by, a central monitoring station. Alarm system installation shall conform to the requirements of this section or to the standards set forth in reference (o). The CSA will approve contingency protection procedures in the event of IDS malfunction.

**5-901. CSA Approval**

a.CSA approval is required before installing an IDS. Approval of a new IDS shall be based on the criteria of reference (o) or UL Standard 2050, reference (p), as determined by the CSA.

b. The UL listed Alarm Service Company (ASC) is responsible for completing the Alarm System Description Form.

**5-902. Central Monitoring Station**

a. The central monitoring station may be located at a UL-listed: (1) Government Contractor Monitoring Station (GCMS), formerly called a proprietary central station; (2) cleared commercial central station; (3) cleared protective signal service station (e.g., fire alarm monitor); or (4) cleared residential monitoring station. For the purpose of monitoring alarms, all provide an equivalent level of monitoring service.

b. SECRET-cleared central station employees shall be in attendance at the alarm monitoring station in sufficient number to monitor each alarmed area within the cleared contractor facility.

c. The central monitoring station shall be required to indicate whether or not the system is in working order and to indicate tampering with any element of the system. Necessary repairs shall be made as soon as practical. Until repairs are completed, periodic patrols shall be conducted during non-working hours, unless a SECRET cleared employee is stationed at the alarmed site.

d. When an IDS is used, it shall be activated immediately at the close of business at the alarmed area or container. This may require that the last person who departs the controlled area or checks the security container notify the central monitoring station to set the alarm. A record shall be maintained to identify the person responsible for setting and deactivating the IDS. Each failure to activate or deactivate shall be reported to the FSO. Such records shall be maintained for 30 days.

e. Records shall be maintained for 90 days indicating time of receipt of alarm, name(s) of security force personnel responding, time dispatched to facility/area, time security force personnel arrived, nature of alarm, and what follow-up actions were accomplished.

**5-903. Investigative Response to Alarms.** The primary purpose of any alarm response team is to ascertain if intrusion has occurred and if possible assist in the apprehension of the individuals involved. If an alarm activation resets in a reasonable amount of time and no damage to the area or container is visible, then entrance into the area or container is not required. Therefore, the initial response team may consist of uncleared personnel. If the alarm activation does not reset and damage is observed, then a cleared response team must be dispatched. The initial uncleared response team must stay on station until relieved by the cleared response team. If a cleared response team does not arrive within one hour, then a report to the CSA must be made by the close of the next business day.

a. The following resources may be used to investigate alarms: proprietary security force personnel, central station guards, or a subcontracted guard service.

 (1) For a GCMS, trained proprietary or subcontractor security force personnel, cleared to the SECRET level and sufficient in number to be dispatched immediately to investigate each alarm, shall be available at all times when the IDS is in operation.

 (2) For a commercial central station, protective signaling service station, or residential monitoring station, there shall be a sufficient number of trained guards available to respond to alarms. Guards shall be cleared only if they have the ability and responsibility to access the area or container(s) housing classified material; i.e., keys to the facility have been provided or the personnel are authorized to enter the building or check the container or area that contains classified material.

 (3) Uncleared guards dispatched by a commercial central station, protective signaling service station, or residential monitoring station in response to an alarm shall remain on the premises until a designated, cleared representative of the facility arrives, or for a period of not less than 1 hour, whichever comes first. If a cleared representative of the facility does not arrive within 1 hour following the arrival of the guard, the central control station must provide the CSA with a report of the incident that includes the name of the subscriber facility, the date and time of the alarm, and the name of the subscriber's representative who was contacted to respond. A report shall be submitted to the CSA within 24 hours of the next working day.

 (4) Subcontracted guards must be under a classified contract with either the installing alarm company or the cleared facility.

b. The response time shall not exceed 15 minutes. When environmental factors (e.g., traffic, distance) legitimately prevent a 15-minute response time, the CSA may authorize up to a 30-minute response time. The CSA approval shall be documented on the UL Alarm System Description Form and the specified response time shall be noted on the alarm certificate. The UL standard for response within the time limits is 80%. That is the minimum allowable on-time response rate and anything less than 80% is unacceptable. However, in all cases, a guard or cleared employee must arrive at the alarmed premises.

**5-904. Installation.** The IDS at the facility, area or container shall be installed by a UL listed ASC or by a company approved by the CSA. When connected to a commercial central station, GCMS protective signaling service or residential monitoring station, the service provided shall include line security (i.e., the connecting lines are electronically supervised to detect evidence of tampering or malfunction), the extent of protection for a container shall be “Complete,” and for an alarmed area shall be “Extent 3” as described in the reference (p) installation guide. CSA authorization on the Alarm System Description Form is required in the following circumstances:

a. Line security is not available. Installation will require two independent means of transmission of the alarm signal from the alarmed area to the monitoring station.

b. Alarm installation provides Extent 5 Protection. Reference (p) allows for Extent 5 based on patrolling guards and CSA approval of security-in-depth.

c. Law enforcement personnel are the primary alarm response. The contractor must obtain written assurance from the police department regarding the ability to respond to alarms.

d. Alarm signal transmission is over computer controlled data-networks (internet, intranet, etc.). The CSA will provide specific acceptance criteria (e.g., encryption requirements, etc.) for alarms monitored over data networks.

e. Alarm investigator response time exceeds 15 minutes.

**5-905. Certification of Compliance.** Evidence of compliance with the requirements of this section will consist of a valid (current) UL Certificate for the appropriate category of service. This certificate will have been issued to the protected facility by UL, through the alarm installing company. The certificate serves as evidence that the alarm installing company: (a) is listed as furnishing security systems of the category indicated; (b) is authorized to issue the certificate of installation as representation that the equipment is in compliance with requirements established by UL for the class; and (c) is subject to the UL field countercheck program whereby periodic inspections are made of representative alarm installations by UL personnel to verify the correctness of certification practices.

**5-906. Exceptional Cases**

a. If the requirements set forth above cannot be met, the contractor may request CSA approval for an alarm system meeting one of the conditions listed below. CSA approval will be documented on the Alarm System Description Form.

 (1) Monitored by a central control station but responded to by a local (municipal, county, state) law enforcement organization.

 (2) Connected by direct wire to alarm receiving equipment located in a local (municipal, county, state) police station or public emergency service dispatch center. This alarm system is activated and deactivated by employees of the contractor, but the alarm is monitored and responded to by personnel of the monitoring police or emergency service dispatch organization. Personnel monitoring alarm signals at police stations or dispatch centers do not require PCLs. Police department response systems may be requested only when: (a) the contractor facility is located in an area where central control station services are not available with line security and/or proprietary security force personnel, or a contractually-dispatched response to an alarm signal cannot be achieved within the time limits required by the CSA, and, (b) it is impractical for the contractor to establish a GCMS or proprietary guard force at that location. Nonetheless, installation of these systems must use UL-listed equipment and be accomplished by an ASC Service Center listed by UL for any of the following categories:

1. Defense (National) Industrial Security Systems

2. Proprietary Alarm Systems

3. Central Station Burglar Alarm Systems

4. Police - Station - Connected Burglar Alarm Systems

b. An installation proposal, explaining how the system would operate, shall be submitted to the CSA. The proposal must include sufficient justification for the granting of an exception and the full name and address of the police department that will monitor the system and provide the required response. The name and address of the UL listed company that will install the system, and inspect, maintain, and repair the equipment, shall also be furnished.

c. The contractor shall require a 15-minute response time from the police department. Arrangements shall be made with the police to immediately notify a contractor representative on receipt of the alarm. The contractor representative is required to go immediately to the facility to investigate the alarm and to take appropriate measures to secure the classified material.

d. In exceptional cases where central station monitoring service is available, but no proprietary security force, central station, or subcontracted guard response is available, and where the police department does not agree to respond to alarms, and no other manner of investigative response is available, the CSA may approve cleared employees as the sole means of response.