



Helping Hand # 25

To: All Field Sites
From: National Materials Customer Service
Date: March 7, 2014
Subject: Lock and Key Requisition Process

PLEASE READ

Background

Prior to FY2011, the Mail Equipment Shops furnished mail security locks and keys at no cost to ordering offices as the items were charged to HQ Retail Operations. As of FY 2012, the purchase of these items transitioned to eBUY2 with the exception of PO Box keys which were ordered via the WebBATS program, security locks such as Arrows and Medeco were ordered via an Off-catalog requisition in eBUY2.

Due to inadequate security, at a minimum, Arrow Locks and Keys should be used to replace Metro, Motor Vehicle and Serial Locks and Keys which are used in mail receptacles (Collection Boxes). This also includes all the mail receptacles for Highway Contract Routes (HCR).

Ordering Procedures

Effective immediately, all Arrow and MAL Locks and Keys will be provided by CompX Manufacturing which is now under contract to provide these security products.

All Lock and Key Products (except PO Box keys), will now be ordered via **on-catalog requisition** thru eBUY2. For current pricing, please refer to eBUY2. A current list of ALL Lock and Key Products is included on the 2nd page of this document.

National Materials Customer Service (NMCS) will remain the primary Point of Contact (POC) and can be reached at 800-332-0317; option 4 then option 4. The agent will need your Fedstrip and will log your call which will be monitored for quality assurance.

NOTICE: There is no manual ordering process. Sites are responsible for making sure their orders have been submitted successfully. No orders will be processed without an approved eBUY2 requisition that must include the Combination and ZIP Code™. This is required for all Arrow and MAL Locks and Keys. Sites without intranet access must have another site place the orders in eBUY2 for them.

(Please see instructions on “**How to Obtain a Combination**” on the last page of this document).

When placing an on-catalog order for an item requiring a combination, eBUY2 will have a “pop-up” requesting Combination Number and ZIP Code™. Please be sure to provide the correct Combination Number and ZIP Code™ as orders providing incorrect information will be cancelled. As of right now, these combination numbers are:

- Arrow Lock or Key: (1 to 3 digits) only numerical. DO NOT PUT ANY EXTRA CHARACTERS.
- Medeco (MAL) Lock or Key: Begins with a letter and is Alpha numeric. DO NOT PUT ANY EXTRA CHARACTERS. Any additional characters cause the request to error out and will be cancelled!
Example: If the lock has 83 stamped on it you enter “83”, nothing else.

As further guidance on how to identify the combination number for item being ordered:

- 1) **Arrow Keys** will have a combination number (1 to 3 digits) on the front of the key and a serial number.
- 2) **Arrow Locks** will have a combination number found on the narrow side of each lock.
- 3) Modified Arrow Locks (**MAL**) **Keys** will have a combination number located on the front of the key.
- 4) **MAL locks** will have a combination found on the side of the lock and is identified by an alphabetical letter at the start of the combination number.

If you have any questions regarding this Helping Hand, please call (800-332-0317 option 4) or email at materials.customerservice@usps.gov

Arrow Keys			
Model Number PSIN	Description	PSN	SOURCE
KA0001	Arrow Keys	5315-07-000-4841	COMPX
MK0001	Modified Arrow Medeco Keys (MAL)	5315-07-000-4847	COMPX
Arrow Locks			
LA0001	Arrow Locks	5340-07-000-4677	COMPX
LA0002	Arrow Y Locks w/Extension	5340-07-000-4678	COMPX
LA0003	Arrow Y Locks w/Extension & Swivel Plate	5340-09-000-3366	COMPX
ML0001	Modified Arrow Locks (Short)	5340-07-000-4689	COMPX
ML0006	Modified Arrow Locks (Long)	5340-07-000-4694	COMPX
Other Related Items			
103431	Screws, B-19 (Arrow or MAL Lock)	5305-07-000-4680	COMPX
TBD	Conversion Kit	TBD	MDC
TBD	Conversion Kit	TBD	MDC
TBD	Door glass (Laminate Plexiglass)	TBD	MDC
110098	Large Drill Bit	Not Available	Not Available
110099	Small Drill Bit	Not Available	Not Available
83051	Serial Key Blank	Not Available	Not Available
LS0001	Serial Locks	Not Available	Not Available
LS0003	Serial (Metro) Locks	Not Available	Not Available
LS0002	Serial MV (Motor Vehicle) Locks w chain	5340-07-000-4765	Not Available
KS0002	Serial Keys, Metro Keys, Motor Vehicle Keys	5315-08-000-1930	Not Available
400083	Large Brass Key	5365-09-000-3823	Not Available
McGard Security Products			
103008	Open Nuts 3/8" X 16	5310-08-000-1879	MDC
103020	Nut, Open, 1/2" X 13, (To secure Box Legs)	5310-08-000-1880	MDC
103022	LockNut, 10/32	5310-08-000-1881	MDC
110050	Security Screwdriver	5120-16-000-9936	MDC
110005	Hex Key Assembly - 1/2"	5315-08-000-1885	MDC
110092	51 - 1/4 Square Drive Key	5315-08-000-1886	MDC
110665	Hex Key Assembly - 3/8"	5315-08-000-1887	MDC
117304	Screw, 10/32 X .88	5305-08-000-1888	MDC
117339	Screw, Security, 10/32 X1/2 (Cash Drawer Lock Screw)	5305-08-000-1889	MDC
117476	Screw, Security, Long Button Head, 10-32 X 5/16	5305-08-000-2919	MDC

PO Box, Parcel Lockers and CBU items			
KP0001	PO Box Keys (O306B and O306D)	WebBATS Only	WEBBats
KP0002	PO Box Keys (O306B and O306D)	WebBATS Only	WEBBats
O306B	Cam 1 Lock for 1800 and 2900 Series PO Boxes (01, 02 and 03)	5340-02-000-8177	MDC
O306D	Cam 2 Lock for 1800 and 2900 Series PO Boxes (04, and 05)	5340-02-000-8178	MDC
O306S	Screw Machined, Flat SS 6-32X5/16 L PK100	5305-00-059-4550 replaced by 5305-14-000-5419, vendor sourced	MDC
O306A1	Straight CAM 1 Key Lock. (This is a self-trapping key-lock, looks like O306B, has key captive feature. Customers cannot remove the key. Used for parcel lockers/ to convert 2904' PO Box to a parcel locker/ or hold customer's larger mail. Screws not included.)	5340-02-000-8328	MDC
O306A2	Same as above but CAM2	5340-02-000-8337	MDC
O308	1500 Series PO Box lock without the mounting screws. (This is brass PO Box with glass door)	5340-02-000-8179	MDC
O308S	Mounting Screw for the O308	5305-00-957-6265 replaced by PSN 5305-14-000-5418, vendor sourced	MDC
O306P	Parcel Locker Lock (use O306P1)	5340-03-000-7674 has been replaced by 5340-09-000-9190, O306P1. See MMO-036-07.	Not Available
O306P1	Parcel Locker Lock (New Design) 1118E Series CBU	5340-09-000-9190	MDC
KP0306P	O306P/O306P1 Parcel Locker Master Key	5315-07-000-4853	MDC / WEBBats
O910A	CBU/NDCBU Locks, Clockwise Rotation MMO-086-05	5340-02-000-8190	MDC
O910B	CBU/NDCBU Locks, Counter-Clockwise Rotation MMO-086-05	5340-02-000-8005	MDC
NA	Secura	TBD	From Supplier
NA	CORBIN Keys	Effective 03/2007 no longer available. Box must be converted or replaced	Not Available

Instructions on How to Obtain a Combination Number

1. All requests for new or additional combination number assignments for locks and keys must come from the local Inspection Service Office.
2. For security reason, all combination numbers are assigned by postal Zip Codes™. Once a combination number is assigned to a specific postal Zip Code™ (A), the same combination number cannot be assigned to or used by another postal Zip Code™ (B) within the 50 miles radius of the original Zip Code™ (A). (I.e. if combination 1 is assigned to zip code 99504, this combination cannot be given to zip code 99508, unless zip code 99508 is outside the 50 miles radius of zip code 99504).
3. For Modified Arrow locks (MAL) and keys, once a combination number is assigned to a specific postal Zip Code™, the same combination number cannot be assigned to or used by another postal Zip Code™ in the whole country, unless approved by the local Inspection Service Office.
4. All locks and keys are shipped to the address/Zip Code™ where the combination number is assigned using the individual Fedstrip number of the post office. It is the responsibility of each individual postmaster for keeping track of and accounting for locks and keys that are sent. All keys, except PO Box keys, are shipped via Registered Mail™.
5. Any lost or stolen lock or key (except the PO Box locks and keys) needs to be reported to the local Postal Inspection Service Office immediately. The Inspection Service must issue a letter to authorize **National Materials Customer Service (NMCS)** to assign the customer a new combination to the associated zip code to order new locks and keys with this new combination. Once the customers get the approval to replace their existing series with a new combination, they will no longer be able to order locks or keys for the old series. Without a written authorization from the Inspection Service, **NMCS** cannot allow **COMPX** to send any key. All the old locks and keys need to be recalled, accounted for, and sent to **COMPX** for destruction. See newsletter, Helping Hand #23 for specific instructions. The procedure for requesting a new or additional combination number is the same for all situations, including but not limited to:
 - A) Never having a Combination Number Assigned to a Zip Code™
 - B) Request an Additional Combination Number to a Zip Code™
 - C) Need Replacement Combination Number (due to lost or stolen keys, etc.)
 - D) HCR Route

NOTE: The assigning of a combination when Metro Locks are being replaced by Arrow locks does not require that the Inspection Service be notified when field offices switch from Metro locks to Arrow locks. This ordering site just needs email the NMCS Security Lock mailbox directly and indicate replacement of metro. They need to also include their Zip Code™ and Fedstrip in the communication so it can be verified.

NEW Procedures for Obtaining a Combination Number: All actions **MUST** be completed upfront.

- 1) Make request to obtain an approval letter from the local Postal Inspection Service (USPIS) Office for either of the following:
 - New combination number assignment.
 - A replacement combination assignment. (Requires a reason for the replacement)
- 2) Upon receipt of the local USPIS approval letter, email the **NMCS Security Lock mailbox** and provide all necessary information. **Be sure to attach the completed copy from the local Inspection Service Office.** If you are an office replacing a metro, email box directly and include your Zip Code™ and Fedstrip.
- 3) **NMCS Security Lock** will assign a new combination number accordingly.