

FACILITY SECURITY REQUIREMENTS CHECKLIST (FOR LOB)

The purpose of this checklist is to ensure that the security requirements are considered at the beginning of the space planning process. This document helps the Program Office coordinate with the SSE and consider their security requirements to submit to the RECO as part of the Requirements Package.

The Requirements Package for all Manned Space should address the following as applicable:

- Identify Requesting Program Office client(s). If multiple occupants, list all.
- Identify the SSE name and contact info
- Identify the physical address location(s) [if known] of the prospective (or existing) lease sites?
- Describe the FAA work functions that will be performed in the leased space.
- Describe how many FAA personnel/contract staff will be at the facility.
- What will be the maximum / peak personnel at the facility at shift change?
- Is this is an ATC facility?
- What is the ATC facility level rating?
- If this is an ATC facility will there be childcare (or credit union, other?) offered by FAA at facility?
- Will this be a 24/7 facility?
- What critical areas (defined by 1600.69A) will the facility manager need to accommodate? Describe the nature of the critical areas to determine the protective measures needed.
- Will contract guards be required and location of security checkpoint?
- Provide confirmation of funding for the security requirements
- Provide the estimated budget for security requirements and confirmation of funding source.
- Provide the baseline Facility Security protective measures for the Security Level of the facility?
- If the facility is HIGH risk, as determined by SSE, provide additional "Based on Evaluation" (BOE) security measures?
- Will this be a shared tenant facility with non-FAA entities? Who are the other tenants? What are the functions of the shared tenant?
- Are there any other government high-risk tenants at the facility being considered?
- Determination of the Security Level of the facility
- Determination of the Risk Level based on the location(s) provided by RECO
- Determination of required baseline (and possibly BOE) security protective measures.