



**Subject: Langley Research Center (LaRC) Policy for Controlling
Keys, Combinations, and Locks**

Responsible Office: Protective Services Office LaRC, Office of Protective Services (OPS)

1. POLICY

a. This Langley Policy Directive sets forth policy and responsibility for control of metal and electronic keys, combinations, and locks at LaRC. This policy is established to safeguard property and information and to ensure the integrity of keys, locks and combinations. Loss or compromise of these items can seriously undermine security and potentially jeopardize important government resources. All locks and keys issued pursuant to this policy are the property of NASA and the government and shall be surrendered upon demand of any NASA official, manager or supervisor. Keys to LaRC facilities, offices, laboratories, shops, warehouses, etc., are issued to individuals whose official duties require them to have access. This may include NASA civil servants, other government employees and non-NASA personnel working on/in a NASA LaRC facility, resident agencies, and other tenants and visitors to LaRC who have been given approval for unescorted access to an office or facility.

b. Key Control and Accountability

- (1) Facility keys and facility entrance door keys shall be issued at the Badge and Pass Office (BPO) upon receipt of an approved Langley Form (LF) 104, Request for Key.
- (2) Lost or stolen facility keys and electronic keys shall be reported to the Protective Services Office LaRC (PSO) at phone number 757 864-5500, within 24 hours of the detected loss. Reports of lost or stolen keys will be followed up by completing LF 220, Lost Government Key report within 5 business days.
- (3) Grand master keys will be issued only to the minimum number of people necessary to ensure the preservation of life and property and to promote management objectives. Issue of facility master keys will be limited to individuals whose official duties clearly necessitate expanded access. Master keys shall not be removed from their respective premises, and, when not in use, will be secured by safe-type or locking-bar filing cabinets.
- (4) When not under the immediate custody of an individual, keys will be stored in locked containers, such as filing cabinets or key cabinets permanently affixed to walls. Key storage containers will be located in rooms that are locked when not occupied.

c. Combination Locks

- (1) Combinations to locks on vault doors or General Services Administration (GSA)-approved security containers where classified documents or material is or is authorized to be stored shall be changed annually or at the earliest practical time following:
 - (a) Initial placement in service.
 - (b) Possible compromise of the combination.
 - (c) Termination, transfer, or suspension, of any person having knowledge of the combination.
 - (d) Storage area or container found unsecured and unattended.
- (2) The locksmith must reset combinations before equipment is turned in.
- (3) Each repository containing classified material must have a list of persons who have knowledge of the combination, their names, addresses, home phone numbers, and date of last combination change posted inside the door or drawer equipped with the combination lock. Standard Form (SF) 700, Security Container Information, will be used for this purpose. SF 702, Security Container Check Sheet, will be used to document opening and closing of classified security vaults and containers.

d. Padlocks

- (1) Only BEST core padlocks shall be used to secure government property and information at LaRC
- (2) Padlocks used to safeguard vulnerable areas, including fence gates, tool cribs, storage rooms, and roof hatches shall be approved by PSO. The locksmith will install a master keyed core in these padlocks prior to the lock being placed in service. Padlocks on sensitive areas shall be inventoried annually. The locksmith will re-core padlocks that become compromised.
- (3) When a padlocked container or area is open, the padlock must be locked to the hasp or staple to prevent theft, loss, or substitution of the lock.
- (4) Except in the case of an electronic core and key, the loss of a key to a padlock makes that lock unauthorized for the purpose of securing sensitive areas.
- (5) Padlocks and keys not in use will be secured in a locked container that does not contain or store classified material. Access to the container will be controlled.

2. APPLICABILITY

This LAPD applies to all government employees and non-NASA personnel working on/in a NASA LaRC facility, resident agencies, and other tenants and visitors to LaRC issued keys, combinations, or locks.

3. AUTHORITY

- a. NPD 1600.2, NASA Security Policy

4. REFERENCES

- a. NPR 1620.3, Physical Security Requirements for NASA Facilities and Property
- b. LAPD 1620.1 D, Information Security Program Management Procedures and Guidelines
- c. LF 104, Request for Key
- d. LF 220, Lost Government Key
- e. SF 700, Security Container Information
- f. SF 702, Security Container Check Sheet

5. RESPONSIBILITY

- a. The PSO LaRC has staff responsibility for key, combination, and lock control. This office manages key issuance and accountability; maintains key, combination, and lock records; investigates lost and stolen keys; issues and controls master keys; and provides oversight of the LaRC key control program.
- b. Supervisors and managers are responsible for assigning and monitoring facility security responsibilities. Supervisors and managers review employee key requests and assist in returning keys no longer needed by their employees.
- c. Facility Coordinators are designated as key control officers for their facilities. As such, they review all key requests and assist the PSO with accountability of keys to their respective facilities. Facility coordinators are responsible for an annual inventory of all keys to doors and locks in their respective facilities. A letter report on the annual inventory shall be document in the Facility coordinator's files and forwarded to the PSO physical security inspector and documented with the Facility security inspection.
- d. Employees will sign for and safeguard keys to NASA facilities and assets. Keys to NASA facilities and assets shall not be duplicated under any circumstances

without the approval of the PSO. Key holders are responsible for the prompt return of metal and electronic keys to the (BPO) upon reassignment, termination, transfer, or any time access is no longer required or authorized. Employees reassigned on the Center shall surrender keys to the BPO, at which time they may request keys to their new facility.

6. DELEGATION OF AUTHORITY

None

7. MEASUREMENTS

None

8. CANCELLATION

LAPD 1600.6, dated December 14, 2010

/s/ Lisa Ziehmman June 3, 2021
Center Associate Director

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