



**LANGLEY
POLICY
DIRECTIVE**

**Directive: LAPD 1600.2A
Effective Date: February 11, 2014
Expiration Date: December 31, 2018**

Responsible Office: Security Services Branch, Center Operations Directorate (COD)

Subject: Security Investigations Policy at Langley Research Center

1. POLICY

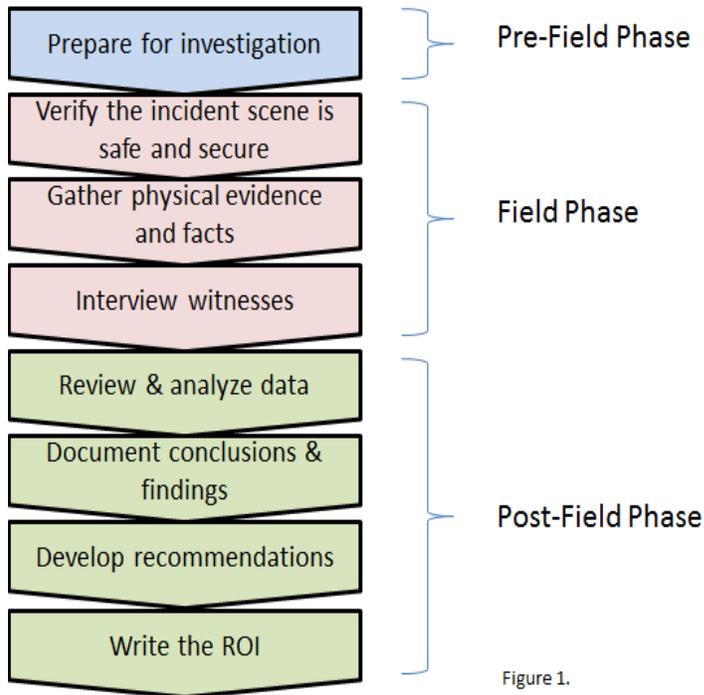
a. This directive implements NASA Langley Research Center (LaRC) policy on investigative processes. This investigation policy requires accurate and complete Security Services Branch (SSB) investigations and investigation reports upon which appropriate officials can rely to determine whether to take administrative action or make referrals for judicial action. Ensuring accurate and complete investigations and reports requires coordination between the SSB, LaRC Leadership, and affected LaRC organizations. A collaborative relationship is necessary to determine the coordination required to achieve accurate and complete information and reports. This policy does not address the investigative processes of the Inspector General (IG) or the Counterintelligence (CI) activities of the Office of Protective Services, as those processes are governed by separate guidance.

b. This policy includes only those investigations conducted by the SSB, including but not limited to all security-related administrative matters (excluding those matters investigated by the LaRC Office of the Chief Information Officer (OCIO)), criminal incidents not accepted for investigation by the IG or other investigative agency, incidents of workplace violence, Information Technology investigations (when conducted by the SSB), export control, foreign national access (unless conducted by an official not associated with the SSB), and other matters that the SSB may be requested to investigate in the course of their official duties (unless otherwise directed).

c. The SSB shall use a structured technique to collect and review all available data, construct a timeline of events, conduct witness interviews, and analyze the incident/violation occurrence to determine what happened, when it happened, and why it happened. The level of detail in investigative or inquiry reports will vary depending upon the circumstances. When a full report of investigation (ROI) is required, it shall include relevant facts, conclusions, and recommendations supported by information obtained during the investigation or inquiry.

d. Figure 1 illustrates the typical steps that the SSB performs during the investigative process.

e. The LaRC Center Chief of Security (CCS) or LaRC Deputy Chief of Security (DCCS) shall ensure competent Special Agents are assigned to conduct each security investigation or inquiry.



f. The SSB will coordinate any proposed investigation and the completion of investigative reports with the Office of the Director (OD) and the Center Operations Directorate (COD). This coordination will determine the breadth and scope of the inquiry or investigation, to include any further coordination required, and develop expectations and requirements that will be addressed and documented in the ROI. Unless otherwise directed, coordination with the OD shall occur through the Center Director and coordination with COD shall occur through the Director, COD.

g. Coordination with the NASA Office of Inspector General (OIG) shall be conducted in the manner set forth in the February 11, 2011, Memorandum of Understanding between the OIG and NASA Headquarters Office of Protective Services. Except as prohibited by law, the information provided to the IG will be provided to the Center Director and such other person(s) designated by the Center Director.

h. Investigations not referred for criminal prosecution shall be referred to the appropriate Center supervisor. Investigations that indicate possible misconduct will be referred to the Office of Chief Counsel (OCC) and Office of Human Capital Management (OHCM) to address any potential administrative or disciplinary actions.

i. Reports of Investigation normally contain several types of sensitive but unclassified (SBU) information, and may be subject to requests for release under the Freedom of Information Act (FOIA), Privacy Act, and during litigation. Reports of Investigation shall be prepared and controlled under the requirements of NID 1600.55 (to be incorporated into NPR 1600.1A) and NPD 1440.6H. The SSB shall serve as the custodial office for all investigative information, files, and reports. Such information, files, and reports shall be disclosed only to those NASA officials with a need to know and access the information to carry out official duties, as determined in coordination with OCC.

2. APPLICABILITY

a. This directive is applicable to all NASA civil service and contractor employees, resident agencies, and other tenants and visitors to the LaRC.

(1) Violations of this policy by LaRC civil service personnel may result in disciplinary actions up to and including removal from the Federal Service and the permanent revocation of access to NASA property, facilities, and Centers.

(2) Violations of this policy by LaRC contractor personnel may result in the permanent revocation of a contractor employee's access to NASA property, facilities, and Centers.

(3) Violations of this policy by visitors may result in the permanent denial or revocation of the violator's access to NASA property, facilities, and Centers.

(4) Violation of this policy may result in criminal charges against any offenders.

3. AUTHORITY

a. The National Aeronautics and Space Act, as amended, 51 U.S.C. 20101 et seq.

b. 5 U.S.C. Part 1, Chapter 3, of the Government Organizations and Employees

c. 5 CFR 752, Adverse Action

d. NPD 1600.2 NASA Security Policy

e. NPR 1600.1 NASA Security Program Procedural Requirements

f. NPR 3752.1 Disciplinary and Adverse Actions

4. APPLICABLE DOCUMENTS AND FORMS

a. NPD 1440.6H NASA Records Management

b. NID 1600.55 Sensitive But Unclassified (SBU) Controlled Information

5. RESPONSIBILITY

The Center Chief of Security (CCS) has the responsibility to evaluate the initiation of each investigation. The CCS shall also ensure appropriate coordination has been effected with the Office of the Director and other organizations as appropriate. All questions concerning this Investigative Process should be directed to the CCS or to the Security Services Branch.

6. DELEGATION OF AUTHORITY

The Center Director has delegated to the Center Chief of Security (CCS), Security Services Branch, of the Center Operations Directorate (COD), the responsibility of developing, managing, and implementing, through this directive, the LaRC Investigative Process.

7. MEASUREMENT/VERIFICATION

None

8. CANCELLATION

None

Original signed on file

Stephen G. Jurczyk
Acting Center Director

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