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

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

**1. POLICY**

a. This Langley Policy Directive sets forth policy and responsibility for control of metal keys, combinations, and locks at LaRC. This policy is established to safeguard property and information and to ensure the integrity of keys, locking systems, and combinations. Loss or compromise of these items can seriously undermine security and potentially jeopardize important government resources. 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, contractors, and others who have been given approval for unescorted access to the facility.

**b. Key Control and Accountability**

- (1) Facility keys and facility 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 card keys must be reported to the Office of Security Services within 24 hours. Reports of lost or stolen keys must be followed up in writing by completing LF 220, Lost Government Key.
- (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 must not be removed from their respective premises, and, when not in use, must 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 stored will 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) Padlocks used to safeguard vulnerable areas, including fence gates, tool cribs, storage rooms, and roof hatches must be approved by the Office of Security Services. The LaRC locksmith will install a master keyed core in these padlocks prior to the lock being placed in service. Padlocks on sensitive areas must be inventoried annually. The locksmith will re-core padlocks that become compromised.
- (2) 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.
- (3) The loss of a key to a padlock makes that lock unauthorized for the purpose of securing sensitive areas.
- (4) 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 Langley Research Center employees and all contractor personnel 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. LF 104, Request for Key
- c. LF 220, Lost Government Key
- d. SF 700, Security Container Information
- e. SF 702, Security Container Check Sheet

### **5. RESPONSIBILITY**

- a. The LaRC Office of Security Services has staff responsibility for key, combination, and lock control. This office manages key issue 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 Office of Security Services 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.
- d. Employees will sign for and safeguard keys to NASA facilities. Keys to NASA facilities will not be duplicated under any circumstances without the approval of the Office of Security Services. Key holders are responsible for the prompt return of metal keys to the Badge and Pass Office (BPO) upon reassignment, termination, transfer, or any time access is no longer required or authorized. Employees reassigned on the Center will 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/ Cathy H. Mangum 10/19/2020  
Center Associate Director

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