



**LANGLEY
POLICY
DIRECTIVE**

**Directive: LAPD 1600.3
Effective Date: March 13, 2000
Expiration Date: March 13, 2005**

Responsible Office: Office of Security and Environmental Management

SUBJECT: Langley Research Center (LaRC) Security Policy

1. SUMMARY

This directive prescribes policy and responsibilities, delegates authority for security at the Langley Research Center (LaRC), and implements the referenced NASA directives.

2. REFERENCES

- a. National Aeronautics and Space Act of 1958, as amended.
- b. 14 CFR 1200 "Aeronautics and Space."
- c. NPD 1600.2A, "NASA Security Policy."
- d. NPG 1620.1, "Security Procedures and Guidelines."

3. DELEGATION OF AUTHORITY

a. The Center Director is responsible for security at LaRC, and for appointing senior officials to administer this policy. The Head, Office of Security and Environmental Management (OSEM), is delegated functional authority for management of the security policies and procedures. The Security Office (SO) is delegated authority for development and implementation of security policies and procedures which implement applicable laws, regulations, and NASA policies. The Head, SO, is appointed as the LaRC Installation Chief of Security. The LaRC Chief of Security is delegated the authority to develop, implement, and manage all aspects of the security policies and procedures as designated by OSEM.

b. Consistent with applicable statutory authority, regulatory requirements, and internal NASA policy and guidelines, the SO has authority to develop, implement, and manage security processes and procedures to protect LaRC's facilities, resources, personnel, property, and information against loss, vandalism, espionage, sabotage, violence, criminal activity, reckless behavior, or other threats. It has authority to coordinate with other agencies of the United States, as well as state and local authorities. Controlling access, removal of unauthorized personnel, and the suspension of security clearances with cause. Special Agents within the SO have the authority to conduct investigations and inspections and to perform other duties that may be assigned by virtue of the National Aeronautics and Space Act of 1958, as amended.

4. POLICY

It is LaRC policy to provide protection for its personnel, property, facilities, equipment, and information. LaRC will comply with the security policies set forth in applicable laws and regulations and will develop implementing and/or supplementing procedures, where necessary, to address unique conditions or situations. All policies and procedures will be uniformly enforced.

5. SCOPE

The LaRC security policies and procedures shall be accomplished through activities which include:

- a. Information Security - The policies, practices, and measures used for classifying, safeguarding, and declassifying national security information. LaRC has responsibility for the protection of national security information held by contractor and government employees.
- b. Information Systems Security (ISS) - The policies, practices, and measures used to safeguard systems that collect, create, prepare, or manipulate classified information in electronic form for purposes other than device control or telecommunications (including computers, networks, and associated equipment) against security compromises, espionage, sabotage, theft or unauthorized intrusion.
- c. Personnel Security - The policies, practices, and measures used to ensure that personnel who require access to sensitive or classified information meet suitability and security requirements and are granted appropriate clearances and access.
- d. Physical Security - Those policies, practices, and measures used to safeguard personnel, facilities, material, equipment, information, and/or other resources against injury, damage, violations, espionage, sabotage, theft, or interruption/denial of services.
- e. Programmatic Security - The policies, practices, and measures established to protect a Special Access Program (SAP). SAP's require a higher level of protection and stricter controls than normally required for collateral classified programs or information.

6. APPLICABILITY

This directive is applicable to LaRC and any off-Center facilities for which the Center has functional or contractual responsibility. Security policies and

procedures apply to all LaRC personnel, including civil servants, contractors and visitors.

7. RESPONSIBILITIES

a. Office of Security and Environmental Management

- (1) Provide guidance and direction for Center security policy.
- (2) Monitor overall security policy for effectiveness and efficiency. Take action to correct deficiencies.

b. Security Office

- (1) Develop, manage, and implement comprehensive security processes and procedures for the Center in accordance with national, Agency, and Center policies and requirements, as well as applicable State laws and local ordinances.
- (2) Define SO objectives as well as implementation tools and techniques.
- (3) Prepare manuals, handbooks, instructions, application software, and procedures necessary to implement the NASA security policy at LaRC, and assure compliance.
- (4) Disseminate information, guidance, and training material to foster security awareness and public safety awareness by all LaRC personnel.
- (5) Act as the Center liaison with Federal, State, and local law enforcement agencies to obtain necessary support when required.
- (6) Monitor and track performance of security efforts and report to management.
- (7) Develop Memorandums of Understanding with organizations outside LaRC control who provide security services to the Center.
- (8) Coordinate with the Office of Inspector General the investigation and prosecution of crimes committed on LaRC.

c. Office of Chief Counsel:

Provide advice on legal issues as required.

d. Office of External Affairs:

Coordinate all security information to be published by, provided to, or received from the media with SO.

e. Supervisors and Managers:

- (1) Report security concerns and incidents to SO. Emergency situations should be addressed by calling 911 at the Center.
- (2) Promote security awareness through personal involvement.
- (3) Request guidance from SO in the absence of specific policies or procedures.
- (4) Conduct periodic employee briefings on security policies and procedures.
- (5) Document and take appropriate administrative steps to correct actions which have led or could lead to security concerns.

f. Employees, Contractors, and Visitors:

- (1) Report security incidents/concerns to immediate supervisor or SO. Emergency situations should be addressed by calling 911.
- (2) Report all situations regarding potential or actual loss of property or information, acts of violence, criminal acts, reckless behavior, or non-compliance with security regulations to the SO.
- (3) Comply with LaRC security policies and procedures.

8. RECISION

LAPD 1600.3, dated July 14, 1998.

Jeremiah F. Creedon
Director