DIRECTIVE: DPD1620.1

DRYDEN POLICY DIRECTIVE

Effective Date: March 17, 2000
Expiration Date: March 17, 2005

RESPONSIBLE OFFICE: **J/Security Office**

SUBJECT: **Key Issue**

1. POLICY

A. Keys for buildings, offices, laboratories, shops, trailers, etc., are issued to individuals whose official duties require them to have keys. Keys may be issued to government and contractor employees, associates, consultants, guest workers and detailees. All personnel **must** have a photo ID badge to be eligible for a key.

B. All key issues are to be approved by a Dryden civil service Branch Chief or higher official having jurisdiction over the building or work area to which the key affords access.

C. Failure of NASA civil service or contractor personnel to return keys upon termination, or retirement can result in the requirement to re-key specific areas of the facility, with resulting costs charged back to the organization to which the former employee was assigned.

2. RESPONSIBILITY

A. The Security Office is responsible for making, issuing, record keeping and inventory of all security related keys. Keys must be safeguarded to prevent unauthorized duplication. The Center Locksmith is the only person authorized to duplicate Center keys. Best Locking systems are the only authorized key system used in doors at Dryden. Files, desks, etc., may require use of other types and brands of keys.

B. No key that protects government property under the control of the Dryden Flight Research Center will be duplicated, nor any lock procured or modified, except as authorized by section 2A.

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3. INDIVIDUAL KEY HOLDERS

A. Personnel are responsible for the specific keys issued to them and may not lend or transfer keys to other persons.

B. Upon termination of employment services, or upon relocating to a new building or office, all keys must be returned to the Dryden Visitor's Control Desk, Building 4825.

C. Grand Master keys are issued to only specific personnel to promote management objectives. Issue of a Master is limited to individuals whose job responsibilities clearly necessitate expanded access.

D. Loss of any key is to be reported in writing to the Dryden Security Office the next business day.

4. REQUESTS FOR KEY ISSUE

A. Complete applicable parts of the "Key Request/Lock Shop Work Request " (Form J-2) and obtain the approving official's signature.

B. When a key is needed for another work area other than your own obtain the approving officials signature from that area.

C. Bring or send via mail pouch the approved key request form to the Visitor's Control Desk. No faxed forms will be accepted.

D. The NASA Dryden Key Request/Lock Shop Work Request (Form J-2) will be used to coordinate all key service requirements.

Kevin L. Petersen
Director

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