

George C. Marshall Space Flight Center
Marshall Space Flight Center, Alabama 35812

1620.2D

Date: SEP 22, 1989

Material Transmitted:

1. Management Instruction, MMI 1620.2D, subject: "Security of Buildings and Fenced Areas."
2. This Instruction has been revised to:
 - a. Specifically require that all interior rooms equipped with security locks must have either a MSFC Label 24 or 45;
 - b. Require the Security Division to determine which label will go on doors;
 - c. Create Label 45; and
 - d. Eliminate the requirement for an individual to return to the Center when contacted by Security Guard when room with Label 24 posted is found unsecure. Individual will be given the option to return or have the room secured.

Filing Instructions:

Remove MMI 1620.2C and insert the attached MMI 1620.2D in its place.

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| Originating Organization: CN01 | Effective Date: SEPTEMBER 22, 1989 | MMI: 1620.2D |
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Subject: SECURITY OF BUILDINGS AND FENCED AREAS

1. PURPOSE

To establish policy and procedures for safeguarding Center work areas, buildings, and fenced areas.

2. APPLICABILITY

This Instruction is applicable to all personnel employed by, assigned to, or visiting this Center.

3. POLICY

- a. Center buildings and fenced areas must be locked when not occupied and after duty hours unless an employee is at the door or gate to control entry.
- b. An inspection of all worksites will be made at the end of each day to ensure that orderly, safe, and secure conditions exist.
- c. All personnel, employed by, assigned to, or visiting MSFC must be properly badged and visibly wear their badges.
- d. An MSFC Form 825 (Building and Area Security) will be posted at the entrance to each building which does not require access control.
- e. All interior rooms equipped with security locks must have either an MSFC Label 24 (Controlled Security Area) or an MSFC Label 45 (Access Request Form) posted on the door.

MSFC-Form 2911 (Rev. October 1981)

4. RESPONSIBILITIES AND PROCEDURES

a. Supervisors will:

- (1) Ensure that appropriate measures for safeguarding and shutting down of work areas are carried out;
- (2) Enforce the Center requirement that all personnel in their area of responsibility wear identification badges;
- (3) Provide for a final check of their areas at the close of each workday to ensure that the areas are properly secured or are left in control of authorized personnel; and
- (4) Ensure that a completed MSFC Form 825 is posted at the entrances to each building and that an MSFC Label 24 or MSFC Label 45 is posted on each interior door equipped with a security lock. (A determination of which label will be posted will be made by the Security Division based on the justification submitted for the lock.)

b. Employees will:

- (1) Wear identification badge at all times;
- (2) Ensure that their visitors have proper badges;
- (3) Ensure that all doors posted with Label 24s are kept locked when unattended; and
- (4) As appropriate, ensure that doors, windows, and gates are locked, equipment is shut-off, all cabinets and containers are secured, and no unauthorized personnel are left in the area at the end of normal duty hours.

c. Security Division will:

- (1) Periodically check areas to ensure that doors with Label 24s posted are locked when unattended;
- (2) Check buildings and fenced areas after normal duty hours; and
- (3) If a building, room or area is found open and unattended, take the following action:

- (a) If an MSFC Form 825 is posted, during normal duty hours no action will be taken. After normal duty hours the guard will check the building or area. If there is no indication of theft or damage, the guard will secure the building. If there is any indication of theft or damage, the guard will stand by and one of the responsible personnel will be notified.
- (b) If an MSFC Label 24 is posted, during normal duty hours the guard will locate a responsible individual to ensure that the area is secured. After normal duty hours the guard will contact one of the individuals listed on the Label 24. The individual will be given the opportunity to return to the Center or to have the guard secure the area.
- (c) If an MSFC Label 45 is posted, the guard will take no action whatsoever. He/she will not secure the area.

6. CANCELLATION

MMI 1620.2C, dated June 11, 1977

(ORIG S/BY)

T. J. Lee
Director

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