



National Aeronautics and  
Space Administration

**John C. Stennis Space Center**  
Stennis Space Center, MS 39529-6000

**SPR 1600.1 Rev C**  
**August 2012**

## **COMPLIANCE IS MANDATORY**

# **John C. Stennis Space Center Security Requirements Handbook**

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## Document History Log

Status/Change/ Revision	Change Date	Originator/Phone	Description
SPR 1600.1 Basic  Note: Old history retained below for reference only.	October - November 2004	David Del Santo, x. 8-2985	Initial Release. Complete revision in accordance with NASA rules review requirements of 2004 and to replace old expired SHB 1600.1. Document reorganized, references corrected, updated procedural requirements, and changed to SPR.
Revision A	October 2009	David Del Santo, 8-2985	Review and update. Updated procedural requirements to include cell phone/texting while driving restriction. Other revisions throughout. Also minor and editorial format changes to SPR.
Revision B	June 2011	Van Ward 8-3592	Removed Threat Conditions. Added information regarding National Terrorism Advisory System (NTAS). Eliminated fishing policy. Added traffic points for driving with no seatbelt. Changes to visitor control.
Revision C	August 2012	Justin Smith 8-2115	Minor changes in Chapter 2 Employee badge responsibilities; changes to visitor & local badges; Chapter 3 PIV II to PIV; buildings in area G
Old History			
SHB 1600.1 Basic	1989	Jimmie Raymond, X3529	Initial Release

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## PREFACE

### P.1 Purpose

- a. This directive establishes the security requirements for the National Aeronautics and Space Administration (NASA) John C. Stennis Space Center (SSC). This directive provides the provisions necessary to meet the unique security requirements of SSC. It supplements requirements of NPR 1600.1, NASA Security Requirements and other NASA directives in accordance with NPD 1600.2, NASA Security Policy.
- b. The goal of the SSC security program is to ensure the facility and its personnel maintain an appropriate level of awareness and compliance with safeguards, security measures, and policies, thereby ensuring protection of national security interests, government property, equipment, and resources. The objective of the security program is to acquaint all personnel with SSC security requirements and ensure effective implementation.
- c. Compliance with NPD 1600.2, NPR 1600.1, and the requirements identified herein is mandatory.

### P.2 Applicability

- a. This directive is applicable to all "residents" of SSC including:
  - NASA employees.
  - Contractor personnel (to the extent specified in their respective contracts).
  - Resident Agencies (to the extent specified in their respective agreements).
  - Commercial entities.
  - Visitors.
- b. Resident agencies and their contractors must abide by this directive to the extent appropriate and identified herein and as defined by their respective agreements with NASA/SSC.
- c. Imperative requirements in this SPR are identified by the words *shall*, *will*, and *must*. Uses of the words *is* and *are* also indicate imperatives of fact. Use of the word *may* indicates permissiveness and the use of the word *should* indicates a practice that is expected to be followed unless inappropriate for a particular circumstance. Textual material not identified by the use of the imperative terms is advisory or informative in nature only (e.g., notes, introductory or explanatory text, etc.).

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### P.3 Authority

- a. 42 U.S.C. Section 2455, 2456, 2456a, and 2473(c) (1) – Sections 304 and 203 (c) (1), of the National Aeronautics and Space Act, as amended.
- b. NPD 1600.2, NASA Security Policy.

### P.4 Applicable Documents

All references are assumed to be the latest version unless otherwise specified.

- a. 14 CFR, Chapter V - National Aeronautics and Space Administration, Part 1204, Administrative Authority and Policy, Subpart 10, Inspection of Persons and Personal Effects at NASA Installations or on NASA Property, Trespass or Unauthorized Introduction of Weapons or Dangerous Materials. (42 U.S.C. 2455).
- b. NPD 1600.2, NASA Security Policy.
- c. NPR 1600.1, Security Program Procedural Requirements.
- d. NPR 1620.3, Physical Security Requirements for NASA Facilities and Property.
- e. NPD 2810.1, Security of Information Technology.
- f. NPR 2810.1, Security of Information Technology.
- g. NPR 1382.1, NASA Privacy Procedural requirements.
- h. SPLN-1040-0006, Emergency Management Plan.

### P.5 Cancellation

SPR 1600.1 Rev B, dated June 2011.



Patrick E. Scheuermann  
Director

Distribution

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## CHAPTER 1 INTRODUCTION

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### 1.0 Scope

a. This SPR has been prepared to be consistent and comply with Federal and State statutory codes and regulations, executive orders, and NASA directives. The requirements herein supplement those requirements. This SPR prescribes the processes specific to the requirements of SSC for the physical security of its particular operations and personnel. This SPR does not address the security requirements particular to Information Technology (IT), which are covered by NPD 2810.1 and NPR 2810.1, Security of Information Technology.

b. Requirements of this SPR shall be coordinated with and used in conjunction with the codes, regulations, orders, and directives referenced.

### 1.1 Definitions and Acronyms

Definitions relative to NASA's security requirements are defined in NPR 1600.1. Acronyms used in this directive are provided in Appendix A to this document.

### 1.2 Requests for Changes, Deviations, and Waivers

a. All changes or corrections to this document and its requirements and/or requests for waivers or deviations to the requirements specified herein must be coordinated through the Center Security Officer, Center Operations Directorate.

b. In the case of deviations between any requirements provided herein and that of NASA directives or Federal requirements, the NASA and Federal requirements shall prevail. The Center Chief of Security (CCS) shall coordinate any waivers to the NASA and other Federal requirements.

### 1.3 Basic Roles and Responsibilities

#### 1.3.1 General

a. Security shall be the direct, immediate, and inherent responsibility of all persons working at or visiting NASA SSC.

b. Overall programmatic responsibilities for security are defined in NPR 1600.1. The general responsibilities of the SSC security program are summarized below. More specific responsibilities are set forth in the respective chapters of this directive.

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### 1.3.2 Center Director

The Center Director shall:

- a. Ensure that a current and effective security program is established and implemented that addresses the security of all Center personnel, property, facilities, operations, and activities.
- b. Appoint the SSC Center Chief of Security, who is delegated the authority to implement and administer an SSC security program to fulfill national, Agency, and Center security goals.
- c. Act as the final authority on all matters referred by the CCS.

### 1.3.3 Center Chief of Security (CCS)

The SSC Center Chief of Security shall:

- a. Implement and administer the SSC security program and the provisions provided within this directive.
- b. Serve as the interface to the Center Director, NASA Headquarters, Center occupants, and State and local Law Enforcement on all security related matters.
- c. Coordinate and/or support investigative requirements for clearances and breaches of law.

### 1.3.4 Office of the Chief Information Officer (CIO)

The Office of the CIO shall:

- a. Administer a program for and ensure the protection of the Center's Information Technology (IT) systems and the information contained therein in conjunction with the SSC Security Office.
- b. Coordinate with and support the SSC Security Office in the investigation of IT Security incidents.

### 1.3.5 NASA/SSC Program Directors and Functional Managers

Organizational Directors and Managers shall:

- a. Coordinate with and support the SSC Security Office in the implementation of the SSC Security Program for the protection of the Center's mission and its operations.

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- b. Ensure that personnel have and maintain appropriate clearances for their assigned levels of trust and responsibility.
- c. Ensure that Systems Security Engineering is applied throughout the life cycle of their respective activities.

### 1.3.6 NASA Office of Human Capital and NASA Contractor Human Resources Offices

The Office of Human Capital and the Human Resources (HR) departments for NASA and NASA contractors shall:

- a. Provide security awareness training to their employees at least annually.
- b. Include security awareness and requirements as a part of new personnel in-briefing. Security out briefings shall also be conducted as part of the termination processes.
- c. Ensure that "Positions of Trust" are identified in position descriptions that clearances are coordinated through their respective Security Officers, and that appropriate clearances are obtained before placement of personnel.

### 1.3.7 Resident Agencies, Contractors, Subcontractors, Commercial Entities or Enterprises

Each organization, contractor, and subcontractor on the SSC installation shall:

- a. Appoint a security representative and an alternate who are responsible for the conduct and coordination of security activities.
- b. Include security indoctrination briefings and training in all personnel Security Clearance processes.
- c. Ensure that security awareness and SSC security requirements are a part of employee orientations and addressed in personnel briefings.
- d. Ensure that all personnel under their cognizance adhere to SSC security requirements.

Note:

1. SSC Resident Agencies may implement their own security processes and requirements for and within the areas of their operations. As needed these requirements shall be coordinated with the SSC Security Office.

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2. NASA Contractors shall implement security processes and requirements in accordance with the terms of their contracts or agreements with NASA/SSC.

### 1.3.8 SSC Security Contractor

The SSC Security Contractor shall:

- a. Implement and administer security requirements for the Center at the direction of the CCS in accordance with the terms of their contract.
- b. Provide and train the necessary Security Force for the SSC security program.
- c. Interface with the CCS on all security related matters under the cognizance of the contractor.
- d. Support the SSC Security Office in investigations and Center emergency operations.

### 1.3.9 Personnel

All installation personnel:

- a. Must be familiar with and follow SSC security requirements.
- b. Must be familiar with badge requirements and follow entry/exit procedures.
- c. Shall assume responsibility for the control and actions of any personal visitors.
- d. Shall maintain vigilance for breaches of security and report all incidents or suspected incidents.

### 1.3.10 Visitors

Visitors to SSC shall:

- a. Observe and follow SSC security requirements.
- b. Obtain proper authorization for entry to the Center and access to its areas.
- c. Only enter those areas to which they have been duly authorized or permitted and shall remain with their escorts when specified.

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#### 1.4 Security Awareness and Crime Prevention Training

The assumption on the part of installation personnel that security only applies to classified material or restricted areas must be overcome. It must be continually stressed and reiterated that a locked gate or file cabinet does not constitute a secure area or secure storage, but is merely an element in the overall security plan.

- a. Security awareness training shall be designed to supplement mission accomplishment and is considered essential to the successful implementation of a physical security program.
- b. Security awareness training shall encourage prompt reporting of security breaches and observations of criminal activity.
- c. Security awareness training shall ensure that all installation employees are familiar with badging and entry/exit procedures.

### **CHAPTER 2 ACCESS CONTROL**

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- a. Access to SSC will be dependent on current DoD Force Protection Conditions or Department of Homeland Security Threat Levels.
- b. Basic requirements provided herein will be subject to immediate change to more stringent requirements based on the Force Protection Conditions or Threat Levels in force at that point in time.
- c. SSC personnel and visitors shall be informed of changes in security requirements as changes occur.

#### 2.1 Responsibilities

##### 2.1.1 Center Security Office

The CCS is responsible for approving and/or establishing SSC standards and guidance for access/personnel control, and badge issuance and accountability.

The Security Officer shall:

- a. Supervise and monitor the badging process for the SSC installation. This shall include the following:
  1. Approve the type, configuration, and style of all non-NASA badges, and approve and ensure implementation of procedures used to control all NASA and non-NASA badges for use on SSC,

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as directed in the SSC Security Desk Procedures SSOP-1410-0001 (Badging Procedures) and PCI Operations Procedures.

2. Ensure that all SSC employees and tenants are familiar with badging and entry/exit procedures.
3. Ensure that each tenant organization and NASA contractor appoints a security representative and an alternate.
4. Ensure entry control procedures include the requirement for the bearer to present the badge to the security guard for scrutiny before entry is granted.
5. Ensure all un-badged persons visiting SSC for business purposes are issued an appropriate visitor's badge only after approval is received from the organization to be visited or from the SSC Security Office.
6. For lost, stolen, or damaged/unserviceable badges, ensure procedures are followed and complete form SSC-830 (03/2009). See Appendix B.
7. Maintain a list of personnel authorized to approve issuance of security badges and verify clearance levels.
  - b. Develop a visitor control system. This shall include:
    1. Approve security-related visit requests.
    2. Review, approve, and coordinate visit requests by foreign nationals/immigrants to visit security areas at SSC.
    3. Provide timely notification to concerned individuals of scheduled facility visits.
    4. Determine the identity and clearance status of all visitors requesting classified visits to the SSC.
    5. Approve all requests for classified visits to SSC.
    6. Ensure the establishment of and adherence to access control procedures for tourists and non-business related visits to SSC.

### **2.1.2 Resident Agency, Contractor and Commercial Entity/Enterprise Security Offices**

The Security Offices of each Resident Agency, Contractor, and Commercial Entity/Enterprise shall:

- a. Provide the SSC Security Office with a list of the personnel authorized to approve issuance of security badges and verify clearance levels.
- b. Submit the following information to the SSC Security Office for each employee, representing a contractor organization, who requires regular access to SSC. This information shall be

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submitted fifteen (15) days in advance to allow for processing prior to the start of the contract or date of employment for an individual requesting a badge.

1. Name of employee.
  2. Citizenship of the employee.
  3. Social Security Number/Driver's License Number/Contract Number.
  4. Date of hire of the employee.
  5. Contract completion date.
- c. NASA contractors – ensure that the identity of new hires are requested & sponsored prior to first day of employment.
- d. Ensure that all NASA issued badges are returned to the SSC Security office when employee access is no longer required.

### **2.1.3 SSC Security Contractor**

The SSC Security Contractor shall:

- a. Verify identities, maintain personnel and visitor badging information, and issue and cancel badges.
- b. Process visitors into the Center.
- c. Conduct badge and security checks at Center entry/exit check points.
- d. Maintain security check-points as designated within the SSC installation for access to controlled areas.

### **2.1.4 SSC Personnel Badge Responsibilities**

Each SSC personnel receiving a PIV or local badge shall:

- a. Ensure that all reasonable protection is afforded to minimize loss and false use of the badge, as stated in the PCI Operations Procedures.
- b. Report immediately the loss or false use of the badge to the SSC Security Office and organization's security representative (SSC-830 Form – See Appendix B).
- c. Promptly notify the SSC organization's security representative of a legal change in name.

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- d. Report to the organization's security representative to initiate an application for issuance of a PIV or local badge upon hire, and provide complete and accurate information on the badge request application.
- e. Wear the PIV or local badge at all times while on the SSC.
- f. Display badges on an outer garment between the neck and waist facing out or suspended from a badge clip on a lanyard. Personnel working in areas where wearing of the badge on the outer garment could be a safety hazard may be relieved of this requirement by the Security Officer while performing that function.
- g. Be prepared to detach and present the badge to the security guard upon request for inspection when desiring entry onto the Center or access to designated security areas.
- h. Comply with all special access control procedures at security areas on SSC.
- i. Promptly surrender the badge to the badging office in Building 8000 upon termination of employment at SSC.
- j. Promptly report to the organization's security representative any damage to the badge, surrender the damaged badge, and complete required information for initiation of request for replacement badge.
- k. Promptly report to the organization's security representative in Building 8000 badging for issuance of new badge in case of substantial change in facial characteristics since issuance of previous badge.
- l. Safeguard the badge, including not lending or giving the badge to any other person for any reason.

## 2.2 Denial of Access

- a. Access denial to SSC by security officers to anyone not on official business or who has not been otherwise properly authorized entry shall be a routine matter.
- b. Regardless of employment or other considerations that might otherwise authorize a person access to SSC, anyone may be excluded from SSC when such exclusion is in the interest of maintaining security or for other just causes.
- c. Any access exclusion imposed under the provisions of NASA policy is separate and distinct from any access exclusion enforced under the personnel management responsibilities and authorities of SSC, its contractors, tenants, or its resident agencies.

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## 2.3 Badging Requirements

### 2.3.1 NASA PIV-Badge

The NASA PIV credential:

- a. Is an official NASA identification credential for permanent NASA employees and NASA contractors.
- b. Is valid at any NASA installation. Possession of a NASA PIV credential badge automatically authorizes entry to any NASA installation for NASA personnel and NASA contractors.
- c. Is also referred to as a Smart Card.
- d. Can be obtained aboard SSC at BDG 8000 during the hours of 7:30 AM – 3:30 PM Monday through Friday excluding Federal holidays.

### 2.3.2 Badging System

The badge system shall be composed of subsystems assigned to NASA.

#### 2.3.2.1 Badge Types, Issuance, and Use

- a. Badges will be issued as one of four (4) classes:
  1. NASA Employee Badges - picture badges that provide the employee with official NASA PIV and indicate the employment installation which includes the Emergency Response Official (ERO) badge.
  2. Substitute Badges/Internal Access Badges - distinctive in design and color and issued in addition to the PIV or SSC Local Badge to provide authorized access to controlled areas within SSC or worn only within those specific areas of the Center where the wearing of the PIV or SSC Local Badge would constitute a safety hazard (i.e., the test stands).
  3. SSC Local Badges - distinctive picture badges issued to and worn by tenants and resident agency personnel. These are typically issued for the term of employment or contract but may be revalidated periodically.
  4. Visitor/Temporary Badges - distinctive badges issued to and worn by tourists, foreign nationals, the media, solicitors, and participants in certain recreational events. Visitor/Temporary badges will be issued for specific durations and may be paper or of a picture ID type. Visitor/Temporary badges generally will be issued as follows:

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(a) Temporary Visitor Badge – Blue and White paper badge will be issued at either the North or South Gate Reception Centers and valid for short-term official requirements or personal visits with SSC personnel and discarded upon expiration. A valid State issued driver license or picture ID is required. The Visitor badge is issued for only 1 – 29 days in a calendar year.

(b) Employee Temporary Badge – Blue and White paper badges will be issued at either the North or South Gate Reception Centers when an employee cannot locate their assigned PIV or SSC Local Badge. Identity and employment must be verified for issuance. A badge will be issued for one day, a week, or up to 29 days to allow time to locate the official badge. If the badge is not located within that time, the employee must apply for a new permanent badge via SSC 830 (03/2009).

(c) Picture Visitor Badge – Picture ID badge will be issued to visitors needing electronic card access valid for 1 - 29 days in a calendar year.. If the personnel visiting the Center need access to the Center for more than 29 days in a calendar year, the personnel must be requested in IdMAX, enrolled, sponsored, and issued a Center local badge.

(d) Foreign National from Designated Country Visitor Badge – Red badge will be issued to Foreign Nationals with official requirements for the duration of validated visit requirements. The Visitor badge is issued for only 1 – 29 days in a calendar year.

***Foreign National From Non-Designated Country Visitor Badge – Orange badge will be issued to Foreign Nationals with official requirements for the duration of validated visit requirements. The Visitor badge is issued for only 1 – 29 days in a calendar year.***

### **2.3.2.2 Badge Design**

a. Badges will be designed such that Tenant or Tenant Contractors will be identified on the badge and will provide a system for personnel identification that will enable tenant organizations to carry out their own internal operations.

b. Badges shall provide general information about the badged individual and contain the following information:

1. Expiration date.
2. Color photograph and name incorporated on badge.
3. Badge number.
4. Return address.
5. Physical Description (Height, eyes and hair color).

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### 2.3.2.2.1 NASA Retiree ID Card

The Center Office of Human Capital shall initiate the request for the NASA Retiree ID Card only for those NASA Civil Service employees who have retired under favorable conditions (e.g., instances other than retired in lieu of termination for cause, etc.). The issuance and use of the NASA Retiree Card is a privilege that may be denied or revoked at any time for cause.

- a. The NASA Retiree photo-ID Card is valid at any NASA Center and when presented along with another appropriate form of photo-identification shall be used to obtain a visitor pass to enter the Center.
- b. Access shall normally be restricted to business hours only, unless after-hours access is sponsored and monitored by a Center employee.
- c. All Center procedures and controls for visitor pass and visitor access, to include escorting, shall be observed as appropriate.

### 2.3.2.3 Modifications or Alterations to Badges

The use of a permanent type symbol or device on the PIV or SSC Local Badge (or any alteration or modification thereof) for security, safety, or any other modification must be authorized by the Office of Protective Services (OPS).

### 2.3.2.4 Internal Access Badges for Controlled Areas

- a. Special badges shall be required for access to restricted areas.
- b. Requests for badges shall be submitted through the SSC Security Office for approval.
- c. Access to and within the Test Complex shall be controlled as directed in SOI-8080-0040, John C. Stennis Space Center Test Area Access Control.

### 2.3.3 Requests for Badges (SSC Form 41)

- a. NASA employee and contractor badges shall be formally requested as stated in the PCI Operations Procedures in addition to submitting a complete SSC Form 41.
- b. Badge applications will be processed through the Badging office located in room 115 of Bldg. 8000.

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c. Temporary and visitor badges shall be requested in person at either reception center. Substitute badges are handled on a case-by-case basis by the appropriate personnel at the applicable areas.

#### **2.3.4 Multi-day-Visitor-Badge Requirements**

a. Badges for multi-day visitors will be serially numbered and will include the following information as a minimum:

1. Bearer's name.
2. Escort requirements, if any.
3. Badge expiration date.
4. Sponsor's name and agency.

b. All visitor badges will be issued for only 1 – 29 days in a calendar year.

#### **2.3.5 Requirements for Visits by Foreign Nationals**

a. All intended visits by non-United States citizens, must be coordinated prior to the visit. Requests shall be submitted via SSC Form 766, NASA Foreign National Management System Visitation Request. This notification is performed via an encrypted email from the requester's security office.

b. Visit sponsors shall submit the following information via SSC Form 766, thirty (30) days in advance of the visit to the NASA International Visit Coordinator (IVC).

1. Full Name of visitor.
2. Social Security Number (SSN).
3. Gender.
4. Is visitor currently in the U.S.A?
5. Resident Alien (Green Card) Number and Expiration Date.
6. Citizenship.
7. Date of Birth.
8. Institution or Company Name.
9. Country of Employer.
10. Title, position, or duties.
11. Visa Type and expiration date.

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12. Passport Number, Expiration Date, and Country of Issue.
  13. Host name and citizenship of host and telephone number.
  14. Desired start date and desired end date of visit.
  15. Purpose of visit and subject to be discussed.
  16. Will sensitive subjects be discussed?
  17. Will visit include transfer of technology?
  18. Will visitor be granted computer access?
  19. Will Export License be required?
  20. Is assignment for intermittent access periods?
  21. Buildings and rooms to be accessed?
- c. A foreign national shall not be permitted to sponsor other foreign nationals onto SSC at any time.
- d. Permit the escort to be a locally or Federally issued credential as long as the personnel holding the credential is vetting through same process as those holding the NASA PIV.

#### **2.4 Visitor Control**

- a. All official visitors shall be identified and badged at either the North or South Reception Center.
- b. All visitors, whether official or unofficial, shall adhere to all established procedures and requirements while visiting SSC.
- c. Group Visitors arriving together as a group will be handled at the discretion of the CCS. Badging requirements may be modified if the group has a permanent employee escort.

#### **2.5 Classified Visits to SSC**

- a. NASA and NASA contractor personnel of other NASA Centers shall notify their Security Officer of the need for a CLASSIFIED visit to SSC. The visiting personnel needs to request the visiting Center as a Travel Center in NAMS. The Center or contractor Security Officer shall notify the SSC Security Office of the impending CLASSIFIED visit on a Visitation Letter and provide the following information:
  1. Name (as indicated on ID badge).
  2. Position or title.

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3. Citizenship.
4. Level of security clearance. (Granted by and date granted.)
5. Purpose of CLASSIFIED visit.
6. Date(s) of CLASSIFIED visit.
7. Name(s) of person(s) to be visited.
8. Date and Place of Birth.
9. Date of last investigation.

b. The CCS shall coordinate the requirements for the visit with the affected SSC party and authenticate the visitor's security clearance before authorizing access to security areas.

## **2.6 Classified Visits to NASA Facilities, NASA Contractor Facilities, or Other Federal Installations**

- a. SSC personnel shall notify their respective Security representative of the need and purpose of a CLASSIFIED visit to another Federal installation.
- b. The Security representative shall prepare a CLASSIFIED visit request and forward it to the SSC Security Office. Information included in these requests will be consistent with that required for other government agency personnel.
- c. The CCS shall coordinate the requirements for the visit with the affected NASA or other Federal installation.
- d. Security clearances will be authenticated before visitors are granted access to secure areas.
- e. SSC employees who intend to make CLASSIFIED visits to other NASA installations, government facilities, or contractor agencies shall comply with the following:
  1. To another NASA Facility:
    - (a) A SSC employee listed in NCTS must:
      - Notify the person to be visited directly of the purpose and date of the proposed CLASSIFIED visit.
      - Request the person to be visited to arrange for any processing required in connection with the proposed visit to the installation.
    - (b) A SSC employee who holds a security clearance but who is not listed on the current SSC Cleared Personnel Roster must provide the SSC Security Office with the information below and

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the SSC Security Office will authenticate the employee's security clearance to the NASA installation to be visited:

- The identity of the installation and of the person(s) to be visited.
- The date(s) of the visit.
- The security classification of the information involved (if known).

2. To another Government agency:

(a) A SSC employee desiring to visit another Government agency in connection with the receipt or release of classified information shall notify the SSC Security Office of the intended visit and establish a point of contact at the visiting installation.

(b) The CCS, upon receiving notification of an intended visit to another installation, shall send a Visitation Request Letter to the installation security office to be visited. At a minimum, requests shall contain the following information:

- Name (as indicated on the employee's NASA ID badge).
- Position or title.
- Citizenship.
- Level of security clearance. (Granted by and date granted.)
- Purpose of visit.
- Date(s) of visit.
- Name(s) of person(s) to be visited, if known.
- Date and place of birth.
- Date of last investigation.

3. To a Contractor Facility:

(a) A SSC employee desiring to visit a contractor facility in connection with receipt or release of classified information shall notify the CCS of the intended visit.

(b) The CCS, upon receiving notification of an intended visit to a contractor facility, shall prepare and process a Visitation Request SSC-642 (04/2001).

## 2.7 Solicitation Requirements

### 2.7.1 Definition of Solicitation

- a. Solicitation is the conduct of private business, including the selling or attempting to sell goods, services, and commodities.
- b. The one-time sale of personal property is not considered solicitation.

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### 2.7.2 Authorized Permission

- a. The solicitation or transaction of any private business on SSC is a privilege and shall be conducted only with prior written authorization of the SSC Director or designee.
- b. A designated NASA representative or resident agency organizational manager shall provide personal and active supervision of authorized solicitors.
- c. Solicitation in any or all SSC areas is prohibited:
  1. When CLASSIFIED operations are being conducted,
  2. For any other cogent security reason, and
  3. When deemed to be in the best interest of SSC security.
- d. Solicitors may enter SSC only after they have obtained the permission of the SSC Director or designee and if:
  1. They have a bona fide appointment; and
  2. The solicitor is duly licensed.
- e. Permission to solicit shall not be construed as nor will it in any manner indicate a NASA endorsement of the solicitors, company, or product.

### 2.7.3 Solicitor Requirements

- a. The regional manager of the company, corporation, or agency desiring to engage in commercial solicitation on the SSC installation shall submit a Letter of Intent to the SSC Director for permission and authorization to solicit.
- b. The district managers of the organization desiring to solicit on SSC shall report all accessions and separations of the organization's distributors/agents employed for solicitation.
- c. District managers shall assume full responsibility for the acts of their distributors/agents with respect to the solicitation and sale of their respective commodities.

### 2.7.4 Access Requirements

- a. Solicitors shall maintain a copy of their approval letter on their person when applying for and obtaining a visitor's badge for entry.
- b. Possession of a visitor badge shall serve only to identify the individual as meeting the requirements to come onto SSC or properties under the control of an organization on SSC.

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### 2.7.5 Suspension/Withdrawal of Permission

- a. SSC solicitation privileges can and will be suspended and withdrawn for cause.
- b. Suspensions shall be reported to higher authority, i.e., NASA Headquarters.

### 2.8 Surrendering Badges

a. The PIV OR SSC LOCAL BADGE will be surrendered by an employee to the badging office in Building 8000 or retrieved by the issuing authority under the following circumstances:

1. When a replacement badge is issued, unless the original has been lost, stolen, or destroyed.
2. Upon termination of employment or retirement.
3. Upon request of the issuing authority.

If the PIV OR SSC LOCAL BADGE is retrieved or taken by anyone other than SSC Badging, the badge must be returned to the badging office in Building 8000 immediately to be processed for temporary\permanent disablement. If a person is terminated and escorted offsite, the contractor shall notify security to have a patrol officer to follow \ escort the person offsite. The badge will be turned over to the officer to return to the badging office in Building 8000.

4. Upon expiration date on the badge.

b. Contractor and resident agency HR departments shall ensure that the SSC installation badge is surrendered as part of the checkout procedures to the badging office in Building 8000. Any badge not surrendered shall be reported to the SSC Security Office. Names of individuals who have not surrendered badges upon request shall be posted at both the North and South Gates and these individuals will be denied access to SSC and the badge confiscated.

### 2.9 Badge Reissuing Process

a. The PIV OR SSC LOCAL BADGE will be reissued when:

1. The PIV will not be renewed prior to 45 days of the expiration unless lost, stolen, or damaged.
2. The degree of the employee's security clearance is changed.
3. The employee's name is changed.
4. The employee's facial characteristics have substantially changed.
5. The badge has been lost, stolen or mutilated beyond serviceability.
6. The badge was surrendered for temporary \ extended leave purposes.
7. The CCS determines that other cogent reasons exist.

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b. The security representative for the requesting organization is responsible for ensuring that all requisite forms regarding re-issuance of a badge are completed and forwarded to the SSC Contract Security Administrative Office. Badge re-issuance applications shall be processed in the same manner as initial badge requests. A badge application (SSC Form 41) shall be completed, which will include all information required for initial badge issuance.

c. In the case of reissued badges to replace lost or stolen badges, a written explanation stating the date, place, and circumstances of loss, and the action taken to recover the badge must accompany the application for badge re-issuance. This statement shall be written on the back of the Badge Request Form.

## 2.10 Complaint and Appeals Procedures

### a. Complaint Procedures

1. Complaints with badging should be addressed through the company, contract, tenant or agency's Human Resource Office \Security Office.

- The Office of Human Capital\Security Office should notify the Protective Services Contractor Management in writing with location of the incident (North Gate, South Gate, Building 8000); the type of badge being acquired, being updated, or surrendered (visitor, local (shuttle) badge, or PIV); the name of the badge holder; time frame of the incident; and a basic description of what took place.
- The Protective Services Contractor will investigate the reported complaint and determine the proper response and corrective actions.
- The Protective Services Contractor will notify the office of the origin of the complaint as well as the findings and corrective actions taken.

2. Complaints with a badge not working for physical access or allowing access through an access point \ door.

An email must be sent to the mailing list "SSC-DL-SecurityCPE" with the following information:

- Name of personnel (having the trouble).
- Building Number Room Number (site of the issue).
- Date & Time (of the issue discovered).
- Description of the issue.

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Example:

- John R. Smith.
- Building 8000 NW Entry.
- 2/13/2012 9:30 am.
- The door will not open for me and I could previously open the door.

A member of the security support will investigate the trouble and work to resolve the issue.

b. Appeals procedures for those denied a PIV credential or whose PIV credential is revoked.

1. Notice of Proposed Action - When an adjudicator determines that a PIV applicant has not provided his or her true identity, is determined unfit for Center access or to be employed in the current or applied for position based on an unfavorable adjudication, the adjudicator shall provide the individual reasonable notice of the determination including the reasons(s). The notice should state the specific reasons for the determination, and that the individual has the right to answer the notice in writing within 10 working days. The notice will inform the individual of the time limits, as well as the address to which such response should be made.

2. The individual may respond to the determination in writing and furnish documentation that addresses the validity, truthfulness, and/or completeness of the specific reasons for the determination in support of the response.

3. Decision – After consideration of any documentation submitted by the PIV applicant for reconsideration of the initial determination, the CCS/CCPS or his/her designee will issue a written decision (usually within 10 days), which informs the PIV applicant of the reasons for the favorable or unfavorable decision.

4. Reconsideration – If a denial letter is provided and the PIV applicant subsequently requests an appeal, the Center Director shall appoint a Credentialing Adjudication Review Panel (CARP) to review the information surrounding the denial of access. The panel will be composed of three NASA employees who have demonstrated reliability and objectivity in their official duties. Panel members shall have a favorable background investigation and only one of the panel members may be a security professional. If use of a NASA security professional is not appropriate, a security expert from outside the Agency may be used on the panel. The subject may submit a written appeal to the CARP or they may request to appeal in person to the CARP. Any approved personal appearance before the CARP will be documented by means of a written summary or recording which will be made a part of the subject's security record.

5. Prior to finalizing the CARP determination, a CARP member or the CCS/ CCPS may refer the CARP proposed decision to the Center Director for an additional level of review. If no

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referral is made to the Center Director, the CARP decision is final. If there is a referral to the Center Director, the Director's decision is final.

6. Upon determination that a denial has been upheld, there is no further reconsideration process. The individual may be debarred from access to the NASA Center based on the denial for a period of one (1) to three (3) years. The IdMAX shall reflect any debarments to the Center based on denial or revocation of PIV.

c. Sanctions for employees violating NASA privacy policies.

Employee failure to comply with requirements set forth in NPR 1382.1 NASA Privacy Procedural Requirements carries sanctions including reprimand, suspension, removal, fines, or other actions in accordance with applicable laws and Agency disciplinary policy.

### 3.0 PHYSICAL SECURITY

#### 3.1 Access Control

a. Positive entry controls are implemented at all entry points to Stennis Space Center and individually designated security areas and facilities. Certain areas and buildings have electronic access control installed. To request access to these areas, submit a request through Physical Access Management (PAM) within NASA Account Management System (NAMS).

b. The Center currently employs the Agency-specific employee photo-ID badge or the Center-specific visitor pass to ensure only properly authorized personnel are granted access to the Center and/or Center resources.

c. At a minimum, a favorable review, conducted by Center security personnel, of submitted investigative documentation is required for issuance of the NASA photo-ID to authorized NASA Civil Service, NASA Contractor, and tenant organization personnel.

d. The Center-specific badge, also commonly referred to as a PIV-I badge, is commonly issued for temporary use (less than 180 days). The badges are white with black lettering or a combination of white and color with white lettering, in which each color represents a different employee/visitor type as indicated in APPENDIX C.

e. The Agency-specific badge (HSPD-12 Compliant) is also commonly referred to as a smart card or a PIV badge. The PIV contains a gold (smart) chip that allows for logical access. The PIV badge is white with black lettering. The different types are described in APPENDIX C.

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### 3.2 Center Access Points

a. Routine physical access to SSC is limited to the following:

1. Fixed Post number 2 or the North Gate provides site ingress and egress for badged employees, vehicles, visitors, vendors and suppliers. Properly badged employees may access the site 24 hours per day 7 days per week via this access point. Limited badging services are conducted at the North Gate.

2. Fixed Post number 3 or the South Gate provides site ingress and egress for badged employees, vehicles, visitors, vendors and suppliers. Properly badged employees may access the site 24 hours per day 7 days per week via this access point. All available badging services are conducted at the South Gate.

3. Fixed Post number 7 or Mainline Road gate provides site ingress and egress for badged employees, vehicles, visitors, vendors and suppliers. No badging services are provided at Mainline Road gate. Hours of operation are 0530-0830 and 1500-1800 Monday through Friday. Gate is closed on weekends, Federal Holidays, hurricane conditions and while in increased threat conditions.

b. Accessing SSC by any other means is prohibited unless specifically authorized by NASA Security.

### 3.3 Test Complex Access

a. Access to the Test Complex is provided to properly badged employees on a 24 hours per day basis. In addition to possessing a valid NASA photo-ID, personnel whose official duties require them to gain access to the Test Complex must also possess a valid Test Complex badge. Each Test Complex badge will indicate the area (s) within the Test Complex to which the bearer has access.

b. Available areas within the Test Complex consist of the following:

1. Area A. To access this area, a test complex badge with the letter "A" and proper color code is required. Consists of the following:

A-1 Test Stand (BDG 4120).

Propellant barge docks.

A-complex observation bunkers.

A-2 Test Stand (BDG 4122).

A test control center (BDG 4110).

A complex inert/hydrogen bottle areas (BDG 4103).

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2. Area B. To access this area, a test complex badge with the letter "B" and proper color code is required. Consists of the following:

- B-1 test stand (BDG 4220).
- Propellant barge docks.
- B complex observation bunkers.
- B-2 test stand (BDG 4221).
- B test control center (BDG 4210).
- B complex inert/hydrogen bottle areas (BDG 4240).

3. Area E. To access this area, a test complex badge with the letter "E" and proper color code is required. Consists of the following:

- E-1 test stand (BDG 4050).
- E-2 test stand (BDG 4001 and BDG 4007).
- E-3 test stand (BDG 4070).
- E complex inert/hydrogen bottle areas (BDG 4060).

4. Area G. To access this area, a test complex badge with the letter "G" and proper color code is required. Area G consists of the following:

- Test operations buildings (BDG's 4010, 3225, 3226, 4080).
- Test support buildings (BDG's 4301, 4302, 8301, 8302, 8304, 8305, 8306 etc.).
- Data acquisition facility (BDG 4995).
- High-pressure industrial water facility (BDG's 4327, 4400).
- High-pressure gas facility (BDG 3305).
- Propellant barge transfer docks (BDG's 3407, 3410, 3418).

c. Permanent access into the Test Complex and Test Support Areas shall be authorized by personnel listed on the Permanent Access Authorized Personnel List (APL). The Permanent Access APL is maintained by the security contractor.

d. Temporary access into the Test Complex and Test Support Areas shall be authorized by personnel listed on the Temporary Access Authorized Personnel List (APL). The Temporary Access APL is maintained by the security contractor.

e. Personnel approved for permanent or temporary access will be required to view one or more training videos and possibly additional training.

f. Visitors to the test complex must be escorted at all times while in the test complex. Access must be granted by someone listed on the APL. Escorted personnel will be required to obtain an "Escort Required" test complex badge.

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g. Applicants may contact the south reception center at extension 8-3580 to obtain the name of the personnel who are authorized to grant permanent, temporary and escort required access for the applicant's respective organization.

### 3.4 Process Servers

The Office of Chief Counsel shall be notified for all personnel requesting access to SSC for the purpose of delivering a subpoena, summons, court order, arrest warrant or similar instruments. The Office of Chief Counsel will give instructions on how to handle the situation to the security officer/badging personnel on a case-by-case basis.

### 3.5 Visitor Access after Working Hours

a. Visits to SSC by individuals and commercial entities are limited to official business purposes only during SSC working hours. For the purpose of this document, SSC working hours are 0630-1600.

b. No outside visitors will be allowed access after working hours without proper sponsorship from an onsite organization. Visitors who approach an SSC access point without a proper badge or without proper sponsorship will be promptly denied access by the Security Officer on duty.

c. The Security Officer at the gate shall not be allowed to attempt to make phone calls in order to locate a sponsor for any visitor.

d. No member of the Security Contractor shall act as a sponsor for any visitors whenever a legitimate sponsor cannot be located.

e. The security officer at the gate shall not allow visitors to loiter in or around the gate shack.

f. When possible, onsite organizations and individuals should avoid or limit the number of visitors who require site access after working hours.

g. When off site visitors are absolutely required during after hours (i.e. urgent repairs, construction work that's safer or more feasible to conduct after hours etc.), arrangements should be made prior to the anticipated visit. Sponsoring organizations or individuals shall submit a visit request using the online Security Visitor Request form located on the SSC Intranet home page.

h. Sponsoring organizations/individuals shall clearly indicate the names of ALL visitors, purpose of visit, site location (i.e. BDG number, area etc.) and time of visit. "Incidental" unaccounted for visitors shall not be granted access.

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i. If Test Complex access is required after hours, the above section must be adhered to. In addition, an authorized site employee must escort the visitor at all times.

### 3.6 Inspection of Persons and Property

a. In the interest of national security and general employee safety, NASA Security and the Security Services Contractor shall provide appropriate and adequate protection or security for personnel, property and information in its possession or custody.

b. When practical, Government property at SSC will be afforded the protection and control necessary to prevent its loss, compromise or improper removal from SSC and its premises.

c. In furtherance of this policy, NASA reserves the right to conduct an inspection of any person and property, including vehicles in their possession as a condition of admission to, or continued presences on, or upon exit from SSC.

d. Inspections of personnel and property shall be conducted in accordance with the following guidelines:

1. Vehicular inspections can be conducted anywhere on site. The officer conducting the inspection shall ensure the subject parks the vehicle in a safe area out of the flow of traffic. The driver and all passengers shall exit the vehicle (when practical) prior to and while the officer is conducting the inspection. After the inspection has been conducted, the officer shall assist the motorist in reentering the traffic flow.

2. The officer conducting the inspection shall obtain possession of the subject's NASA photo-ID badge and remain in possession of the badge while conducting the inspection.

3. Both personnel (including personal possessions) and vehicular inspections may be conducted by NASA Special Agents or uniformed members of the Security Services Contractor.

4. Unless in an emergency or other compelling reason, the person of a female shall be inspected by a female officer only. The property of a female may be inspected by a male officer.

5. A consent to the inspection will be obtained from the person to be inspected using SSC Form 51, when available. Verbal consent can also be utilized if SSC Form 51 is not available. However, no consent is required for matters that are not considered routine or in conjunction with a lawful seizure.

6. For routine matters, the subject may rescind the consent at any time, in which case the inspection may cease, unless there is probable cause to continue. If an individual does not consent to an inspection, the officer shall not conduct one, unless there is probable cause. In

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either case, the NASA photo-ID shall be confiscated and the individual shall be denied entry to, or be escorted immediately off the center.

7. The officer conducting the inspection shall exercise good judgment at all times prior to or while conducting an inspection. He or she must avoid exceeding their authority or exercising their authority with undue severity. This does not preclude an officer from using reasonable force to subdue an aggressor.

8. If, during the inspection, an individual is found to be in unauthorized possession of items believed to represent a threat to the safety or security of the Center, (e.g. weapons, drugs, explosives etc.), the items shall be confiscated. The NASA photo-ID shall also be confiscated. The individual shall be denied entry to, or be escorted from the Center, or detained at the scene while the appropriate investigation is conducted by NASA investigators. The NASA Office of Inspector General (OIG) or appropriate law enforcement authorities shall be notified to assume jurisdiction over the matter.

### **3.7 Minimum Physical Security Requirements for NASA Property**

a. NASA property includes both critical and non-critical assets. Critical assets are further divided into risk levels 1-3, with level three being the most critical.

b. Periodic vulnerability risk assessments are conducted on critical assets and a wider range of additional security measures is provided based on the vulnerability risk assessment. Non critical assets, while not requiring vulnerability risk assessments, require minimum protection standards performed at the user level.

c. NASA Procedural Requirement 1620.3 outlines the minimum standards that shall be provided to non critical NASA property.

d. Reported lost or stolen IT equipment (phone, computers, thumb drives, etc.) shall be reported to the SSC IT Security Team as described in SCWI-2810-0002, Incident Response section 5.1.4 Physical Security.

### **3.8 Incident Management**

a. SSC has designed an Incident Command System (ICS) to enable effective and efficient incident management by integrating a combination of facilities, equipment, personnel, procedures and communications operating within a common organizational structure.

b. When required by the nature or category of the disaster or emergency situation, the Incident Command Post (ICP) will be activated inside the Emergency Operations Center (EOC), Building 8000.

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c. The latest version of SPLN-1040-0006, Emergency Management Plan, provides precautionary measures which shall be performed in advance, during and following emergencies and potential disasters such as adverse weather, bomb threats, fire and explosion, serious accident, civil disturbance, chemical, biological or radiological attack, potable water contamination, power failure, pandemic response etc.

### 3.9 National Terrorism Advisory System (NTAS)

a. In an effort to effectively facilitate a rapid, appropriate, and tailored response to emerging terrorist threats, SSC subscribes to the **National Terrorism Advisory System (NTAS)**. NTAS replaces the color-coded Homeland Security Advisory System (HSAS). The new system communicates information about terrorist threats by providing timely, detailed information to the public, government agencies, first responders, airports and other entities.

b. The Department of Homeland Security (DHS) will only issue NTAS Alerts when credible information is available. These alerts will include a clear statement that there is an **imminent threat** or **elevated threat**. An **Imminent Threat** Alert warns of a credible, specific, and impending terrorist threat against the United States. An **Elevated Threat** Alert warns of a credible terrorist threat against the United States. When an alert is issued, SSC's current security operations may be changed to help mitigate the threat or reduce vulnerabilities.

c. With the existence of military commands on site, SSC also assists in implementing Force Protection Conditions (FPCON). FPCON is the standard military services' identification of and response to terrorist threats. The five Force Protection Conditions are:

**FPCON NORMAL:** Applies when a general global threat of possible terrorist activity exists and warrants a routine security posture. At a minimum, access control will be conducted at all military installations and facilities.

**FPCON ALPHA:** Applies when there is an increased general threat of possible terrorist activity against personnel or facilities, the nature and extent of which are unpredictable. The increased measures during FPCON Alpha must be capable of being maintained indefinitely.

**FPCON BRAVO:** Applies when an increased or more predictable threat of terrorist activity exists. Sustaining FPCON Bravo measures for a prolonged period may affect operational capability and military-civil relationships with local authorities.

**FPCON CHARLIE:** Applies when an incident occurs or intelligence is received indicating that some form of terrorist action or targeting against personnel or facilities is likely. Prolonged implementation of FPCON Charlie measures may create hardship and affect the activities of the unit and its personnel.

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**FPCON DELTA:** Applies in the immediate area where a terrorist attack has occurred or when intelligence has been received that terrorist action against a specific location or person is imminent.

- d. Situations might occur when the FPCON is elevated for military commands, however no NTAS Alert has been issued for NASA and other Federal agencies. In these situations, SSC Security, to the best of its ability, will provide assistance to military commands in the implementation of elevated FPCON security measures.
- e. In any event, employees play an integral role in the security of SSC. Employees may be asked to be alert for a particular item, situation, person, activity or developing trend. Employees are encouraged to report suspicious activity to SSC Security by dialing extension 8-3636 from an onsite telephone, or (228) 688-3636 from a cellular device or 911 in an emergency.

#### **4.0 VEHICLE/TRAFFIC CONTROL AND OPERATIONS**

##### **4.1 General**

- a. The Center Director has delegated authority to the SSC CCS to manage and coordinate the Vehicle Control Procedures of SSC for permitting entry, exit and operation of vehicles on the installation.
- b. The SSC Security Contractor, under the direction and guidance of the CCS, shall be the primary organization responsible for the enforcement of all SSC traffic regulations.
- c. SSC Security Contractor shall also investigate all motor vehicle crashes and all matters related to the safe and efficient flow of motor vehicle traffic on SSC roadways.
- d. SSC Security Contractor shall be responsible for the placement and maintenance of all official traffic control devices such as cones and other barriers.
- e. Placement of traffic control devices by other organizations shall be coordinated with the Security Contractor prior to such placement.
- f. All SSC traffic regulation, requirements and applications shall conform to the State of Mississippi Motor Vehicle laws as prescribed by the SSC Director and Title 63, State of Mississippi Motor Vehicle and Traffic Regulations.
- g. All vehicles on SSC are subject to inspection at entry to or exit from the installation in accordance with the provisions of 14 CFR Part 1204 subpart 10.

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h. Any SSC organization which requires detouring or deviation of standard traffic patterns on SSC shall inform the SSC Security Contractor at least 5 working days prior to the requirement.

i. All personnel operating a motor vehicle upon the roadways of SSC must possess a motor vehicle driver's license recognized as valid by the State of Mississippi.

j. Persons committing a violation of a traffic regulation on SSC may be subject to the following:

1. Issuance of a SSC Traffic Citation.
2. Revocation/Suspension of driving privileges, at the discretion of the Center Director or CCS.

k. Persons who witness a traffic violation on SSC when no law enforcement officer is present and wish to report the violation should contact the SSC Security Contractor.

l. All personnel, including SSC residents and SSC visitors, shall comply with established traffic instructions while on the SSC installation. Compliance with these instructions shall be a condition for being permitted to operate a vehicle on SSC.

m. Persons granted driving privileges on SSC are required to have complete knowledge of, and comply with, the State of Mississippi Motor Vehicle laws and all other rules and requirements as issued by the Director.

n. Individual drivers of privately owned vehicles (POVs) shall meet the minimum standards to operate a vehicle as specified by the motor vehicle laws of the State of Mississippi or State in which the vehicle is registered.

o. Heads of organizations shall ensure their employees are cognizant of the requirements contained in this SPR and adhere to the provisions herein.

#### **4.2 Traffic/Vehicle Responsibility, Rules and Regulations**

a. Responsibilities, rules, and regulations shall be enforced on SSC in conjunction with the State of Mississippi Motor Vehicle Traffic laws.

b. Vehicle Entry and Exit:

1. Upon entering SSC, all vehicles shall come to a complete stop.

2. Vehicles shall not proceed until permission is granted to do so.

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3. When approaching the installation during hours of darkness, drivers shall switch to parking lights and back to headlights when waived through the gate.
4. All vehicles exiting the installation may do so without stopping at the gates unless directed to do so by a Security Officer.
5. When requested, all vehicle operators entering or operating a vehicle aboard the installation shall present a valid driver's license and motor vehicle identification.
  - c. Private vehicles shall not operate on perimeter/boundary roads, which are marked "No Private Vehicles" or "Security Vehicles Only".
  - d. Government motor vehicles shall not be used to tow or push other vehicles unless so designed, and authorized to do so.
  - e. All vehicle operators in Government-owned, licensed vehicles shall be responsible for the safe operation of vehicles in which they are driving and for compliance with all traffic laws, controls, and devices.
  - f. Drivers and passengers of all vehicles operating on SSC shall use seat belts while the vehicle is in motion or in operation on SSC property. It is the duty of the operator of a vehicle to ensure that seat belts are properly fastened prior to placing the vehicle in motion.
  - g. "U" turns may be permitted only at intersections not controlled by traffic signs or stoplights, and only when the turn can be safely completed without backing up or interfering with other traffic.
  - h. Upon entering any street, drivers shall stop the vehicle prior to driving across a sidewalk, if present, and prior to entering the roadway, and yield the right-of-way to all pedestrians and/or vehicles immediately approaching.
  - i. Driving on or across sidewalks, except at driveways, is prohibited.
  - j. Unless previously authorized, driving and/ or parking on grass is prohibited.
  - k. Driving while under the influence of intoxicants, drugs, or narcotics is prohibited.
  - l. Reckless driving (driving a vehicle with disregard for the life, safety, and property of others or in a careless and wanton manner) shall be prohibited.
  - m. Drivers shall always drive on the right-hand side of the road, allowing sufficient room for an oncoming or overtaking vehicle to pass on the roadway.

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n. Walking, running, or jogging, when not in an organized formation, shall be permitted on the shoulders or authorized roadways or in other authorized running areas, facing oncoming traffic. Vehicular traffic shall have the right-of-way in areas where no crosswalk is present.

o. Motor vehicles shall not be operated in an area where prohibited by a sign or designated for pedestrian sidewalks or walkways.

p. Stopping to load or discharge passengers is prohibited in the following:

- A traffic lane.
- On a sidewalk.
- On a crosswalk.
- Within twenty (20) feet of a driveway entrance to the fire station.
- Where official signs prohibit unless otherwise authorized.
- On the grass except for mechanical failure of other emergency reasons.

#### 4.3 Parking Restrictions

a. Parking shall be accomplished in authorized parking areas only.

b. Parking shall NOT be permitted in the following areas:

1. On the shoulder of the road (exceptions are mechanical failure or other emergency).
2. In posted "No parking" areas.
3. Within twenty (20) feet of a railroad track.
4. Within fifty (50) feet of a flammable storage building.
5. In front of a driveway.
6. Within thirty (30) feet of an intersection.
7. Within thirty (30) feet of a fire hydrant.
8. Within fifteen (15) feet of a building, except where otherwise designated.
9. Unless otherwise authorized, where official signs or other media prohibit or restrict parking.
10. Within 10 feet of a marked crosswalk.

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c. Parking of vehicles is permitted on grassy areas only when authorized by SSC Security or if designated as overflow parking.

d. Senior Management parking spaces are reserved for the use of authorized personnel only. Vehicles using Senior Management parking spaces without proper authorization are subject to being cited.

e. Vehicle drivers requiring towing or repair should coordinate their request for assistance with SSC Security Contractor, which can facilitate SSC access for non-badged towing/repair personnel.

f. Non-Government vehicles shall not park in slots reserved for Government vehicles.

#### 4.4 Vehicle Operators and Passengers

The following shall apply to all personnel and to the operation of Privately Owned Vehicles (POVs) and Government Owned Vehicles (GOVs):

a. Driving a GOV or POV on SSC is a privilege granted by the Center Director. Employees and visitors who accept that privilege must comply with the laws and regulations governing motor vehicle operations.

b. Seat belts shall be in use for every passenger in a vehicle unless they are not required per applicable Mississippi State law.

c. Child restraint systems shall be deployed where required.

d. Every employee and visitor operating a motor vehicle on SSC must produce, upon request from a Security Officer, the following:

- Proof of vehicle registration.
- A motor vehicle driver's license recognized as valid by the State of Mississippi.
- Proof of current vehicle insurance.

e. Drivers shall obey all traffic and parking regulations on SSC.

f. The driver and no more than two passengers shall occupy the front seat of a vehicle. If seat belts are provided for only two occupants, then only the driver and one passenger shall occupy the front seat.

g. Passengers in all vehicles shall be seated so as not to obstruct the front, side, or back view of the driver or interfere with control of the vehicles' driving mechanism.

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- h. Passengers shall be prohibited from riding in a standing position on or in any part of a vehicle, except fire vehicles.
- i. Standing in moving vehicles shall be prohibited, except in busses provided with handholds or straps.
- j. The driver and passenger of a vehicle, except where the construction of a vehicle precludes conformance (e.g. bicycle) shall be prohibited from protruding any part of their bodies beyond the perimeter of the vehicle while the vehicle is in motion.
- k. Passengers shall be prohibited from riding on any part of a vehicle where construction of the vehicle does not provide passenger accommodations (e.g. mopeds, farm tractors, bicycles etc.).
- l. The driver or passenger of any two-wheeled vehicle shall not attach it or themself to any vehicle for the purpose of being towed.
- m. Cargo-carrying vehicles shall not be used to transport personnel while cargo is being carried unless the cargo is secured against shifting in transit and special provisions have been made for seating personnel.
- n. Empty trucks with side racks or stakes in place may be used to transport small groups or seated passengers for short distances only.
- o. Trucks regularly used to transport personnel must be equipped with seating facilities which are secured and with a rear gate or rail guard properly secured. Such vehicles shall not move until the operator has checked to see that all persons are seated and that required rails and gates are in place.
- p. The use of dump trucks for transporting personnel is strictly prohibited.
- q. Tools and equipment carried on motor vehicles which also carry riders shall be properly stowed, fastened, and secured.

#### **4.5 Communication Devices While Driving**

- a. Use of a communication device by the driver of any vehicle is prohibited unless the vehicle is safely parked or the driver is using a hands-free device. Communication devices might include cellular telephones, radios, walkie-talkies, blackberries, text messaging devices, computer laptops, MP3 players, iPad, iPhone, or any other personal digital assistant (PDA) type devices or other communications devices that are not hands-free and similar devices. The only exceptions are for emergency, security and fire personnel during official operations.

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- b. Use of a communication device of any kind, whether hand-held or hands-free, by the driver of any vehicle **entering or exiting** through a security checkpoint is prohibited.
- c. Federal employees, contractors, subcontractors, recipients and sub recipients or any other personnel shall not engage in text messaging when driving GOV or POV while driving aboard SSC.

#### **4.6 Blocking or Obstructing Roads**

- a. The blocking or closure of any road shall be prohibited, except in a case of a true emergency or when authorized by NASA Security.
- b. Any organization on SSC requesting road closure must forward a request in writing to the SSC Security Contractor at least 5 days prior to the requirement, when possible.
- c. The SSC Security Contractor shall inform NASA Security Office, Fire Department and Medical Services.
- d. The requesting organization shall coordinate with the SSC Security Contractor to ensure the signage and methods used to block the road are proper.
- e. Roads shall be closed when it becomes apparent to the SSC Security Contractor that a road is dangerous for use by motor vehicles due to weather conditions, high water, damaged highways, damaged bridges, or from other causes.

#### **4.7 Speed Limits**

- a. The maximum speed limit on SSC roadways shall be 30 MPH unless otherwise posted.
- b. The maximum speed limit in SSC parking lots shall be 5 MPH unless otherwise posted.
- c. Hard tire forklifts and loaded forklifts shall be restricted to 7 MPH, anywhere on site.
- d. Tractor trailers, dump trucks and other commercial trucks shall be restricted to 20 MPH while traveling over bridges on SSC.
- e. Irrespective of maximum speeds permitted by this regulation, a lesser speed that is safe and prudent under prevailing conditions (such as snow, ice, rain, fog, heavy traffic, obstructions, or other road conditions) shall be enforced.

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#### 4.8 Emergency Vehicles

- a. The right-of-way shall be given to all vehicles operating in an emergency capacity.
- b. The operator of the emergency vehicle shall use prudent judgment, care and safety in the operation of the emergency vehicle.
- c. The request to yield right-of-way shall not protect the driver of an emergency vehicle in the event that he/she operates the vehicle in a reckless manner with wanton disregard for the safety of others.
- d. When not acting as an emergency vehicle, the emergency vehicle shall follow the same right-of-way rules and traffic regulations governing other vehicles.
- e. Upon meeting or being overtaken by an emergency vehicle with lights and/or siren activated, and approaching from any direction, operator(s) of all other vehicles shall pull to the side of the road and stop until the emergency vehicle(s) has passed.
- f. Emergency vehicle lighting systems for SSC consists of the following:
  - Blue-Security Police, Local Law Enforcement Agencies.
  - Red-Ambulances, Fire Department, Mutual Aid Vehicles from local civilian community.
  - Amber (yellow)-Public Works Department, Facilities engineers.

#### 4.9 Transport of Hazardous Materials

Entrance and egress of any material deemed hazardous (chemical, explosives, etc.) shall be governed by established laws of the State of Mississippi.

#### 4.10 Commercial Vehicles

- a. Commercial vehicles are generally categorized as those belonging to private enterprise, which make deliveries, pickups, or perform services on SSC.
- b. Operators of commercial vehicles shall observe SSC traffic regulations for purposes of pick up or delivery.
- c. SSC resident organizations and permanent, prime service/support contractors may sponsor commercial companies. The following information shall be provided by memorandum to the SSC Security Office:
  - Company Name.

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- Type of Business.
- Building(s)/Location(s) normally visited.
- Access requirements, if any, to controlled areas (e.g. SSME Test and support areas).

d. When entry is needed into the Operations Areas of SSC, the incoming driver shall be issued a temporary pass, provided he/she has been properly sponsored.

e. Tractor trailer trucks, dump trucks and other heavy commercial trucks shall be limited to a maximum speed of 20 MPH when traveling over bridges.

f. The beds of dump trucks or other commercial vehicles which transport dirt or other products shall be securely covered to preclude spillage.

h. It shall be the responsibility of the owner to remove any items or dirt which falls onto the roadways.

#### **4.11 Taxicabs**

a. Taxicabs entering SSC to deliver non-badged personnel or to pick up passengers must stop at the Reception Center prior to entry so that ALL parties can be properly badged.

b. Non-badged personnel will require sponsorship from a permanently badged employee prior to site access.

#### **4.12 Bicycles, Mopeds, Motorcycles Etc.**

a. Bicyclists shall wear appropriate protective headgear.

b. Use of bicycles shall be governed by the applicable regulations and standards for vehicles.

c. When the bicyclist walks the bicycle, the applicable regulations and standards for pedestrians shall be observed.

d. When not in use, the bicycle shall be parked in such a way as not to obstruct other vehicular or pedestrian traffic.

e. Bicycles shall be ridden no more than two (2) abreast and passengers are not allowed to be ridden on a bicycle while on SSC.

f. Bicycles shall not be ridden during hours of darkness on SSC.

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- g. Motorcycle operators must possess a valid state Motor Vehicle Operator's license with endorsement, if required, by the licensing state to operate said vehicle.
- h. Operators of mopeds require a valid operator's license, but do not require a motorcycle endorsement unless required by the licensing state.
- i. Protective headgear, reflective vest and other appropriate safety equipment shall be worn when operating a bicycle, moped, or motorcycle on SSC, as outlined in Title 63, Mississippi Motor Vehicle and Traffic Regulations.
- j. All moped and motorcycle operators shall have their vehicles licensed within the state of their legal domicile or the State of Mississippi. This includes showing proof of motor vehicle liability insurance with a minimum limit of liability coverage specified by financial responsibility, compulsory insurance, or no-fault insurance laws or regulations of the state the vehicle is registered in.

#### **4.13 Abandoned Vehicles**

- a. Vehicle abandonment is prohibited on SSC. An abandoned vehicle is a vehicle that has been unattended and immobile for a period of at least 48 hours.
- b. For such vehicles, the SSC Security Contractor shall notify the owner that he/she has 3 working days to present proof of ownership and remove the vehicle from SSC, or if properly registered, move the vehicle to a designated area.
- c. The owner of a vehicle who refuses to comply with a request to move or remove the vehicle shall be considered trespassing and the vehicle shall be turned over to the Hancock County Sheriff's Department.
- d. Vehicles found abandoned on SSC where the owner cannot be identified or located, shall be turned over to and released to the Hancock County Sheriff's Department after a period of 10 days from date of abandonment.

#### **4.14 Accidents**

- a. ALL traffic accidents, no matter how small, shall be reported to SSC Security Dispatch, located in Building 8000. Emergencies can be reported by dialing 911 from onsite telephones. To report emergencies using cellular phones, dial (228) 688-3592.
- b. NASA Security and Safety Officer shall be notified once preliminary information has been attained.

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- c. Hancock County Sheriff's Department shall be summoned by the SSC Security Contractor if the accident involves a privately-owned-vehicle (POV). This applies to major accidents only.
- d. Drivers shall provide their name, badge number, organization, and upon request, show their driver's license, vehicle registration and proof of insurance.
- e. Drivers shall remain at the scene of the accident unless it is absolutely necessary to leave for the purpose of summoning aid or due to injury.
- f. In the event of traffic accidents involving injury or death, drivers, unless physically impaired, shall:
- Summon an ambulance or cause one to be summoned.
  - Render suitable "comfort" aid to the injured. Drivers should not administer anything by mouth and should not move the injured person.
  - Render assistance to medical personnel, as directed.
  - For Government-Owned-Vehicles (GOV) or Government leased vehicles, standard Form 91 (Operator's Report of Motor Vehicles Accident) shall be completed.

#### 4.15 Off Site Accidents in GOV's

- a. Accidents occurring off SSC property in GOV's shall be reported immediately to the appropriate local and/or state law enforcement officials. Subsequent notification should be made to the SSC Security Dispatch at (228) 688-3636 and the SSC Transportation Officer.
- b. Drivers shall complete a Motor Vehicle Accident Report for offsite accidents involving death, injury or property damage exceeding \$500.
- c. Accident reports shall be filed within 10 days after the accident.
- d. Accident reports shall be filed by using standard form 91, located in the glove box of the GOV.

#### 4.16 Reserved Parking

- a. SSC Director of Center Operations receives and approves or denies requests for a reserve parking space(s) on SSC.
- b. All SSC personnel, regardless of organization, shall observe and comply with reserved parking requirements and restrictions.

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- c. Unauthorized persons whose vehicles are parked in reserved spaces will receive traffic citations.
- d. Persons parked in designated handicapped spaces must display either a handicap vehicle license plate or other official placard authorizing such use.
- e. Requests for temporary handicap parking permit should be processed through the requesting organization's security or personnel office and forwarded to the NASA CCS for approval.
- f. Visitor parking spaces are reserved for legitimate visitors (individuals who are not employed at SSC) only. The use of visitor parking spaces anywhere on SSC by employees, carpool vehicles or individuals using GOV's shall be prohibited.

**4.17 Traffic Citations and Point System**

- a. An impartial and uniform point system is in effect on SSC for the issuance of traffic citations. This system is not disciplinary, nor is it a substitute for punitive action. The prerogative of the Center Director to suspend, revoke or refuse to issue driving privileges at SSC is not abridged in any way by this system. Every person operating a motor vehicle on SSC is and shall be subject to the point system.
- b. Points shall be assessed upon evidence that a traffic violation has occurred and points shall remain on the SSC driving record for a period of up to 24 months.
- c. The NASA Physical Security Officer and SSC Security Contractor shall maintain records of accumulated points.
- d. Certain violations may also result in permanent revocation of SSC driving privileges.
- e. When a driver has attained 12 or more points, the SSC Security Contractor shall notify the driver in writing to indicate the intention to suspend the driver's privilege to drive. The letter shall contain instructions on how to initiate an appeal with the NASA Security Office.
- f. Points shall be assessed on a scaled basis for the severity of offense as defined in APPENDIX E.

**4.18 Suspicion of Driving While Under the Influence of Intoxicating Drugs or Alcohol**

- a. If probable cause is established, the suspect shall be temporarily detained until the arrival of a Hancock County Sheriff's Deputy at the scene.
- b. The Deputy shall decide the appropriate action(s) to resolve the issue.

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c. If it is determined by appropriate methods, as used by the Sheriff's Department, that the suspect is under the influence of an intoxicating substance, the appropriate number of points will be assessed against the driver.

#### **4.19 Suspension and Revocation of Driving Privileges**

a. Persons who accumulate sufficient points within specified periods will have their SSC driving privileges suspended by the CCS as follows:

1. 12 points accumulated within 12 months: 30 day suspension
2. 18 points accumulated within 18 months: 90 day suspension
3. 24 points accumulated within 24 months: 180 day suspension

b. Any points accumulated on the driver record will remain for a period of 24 months unless the points are removed by NASA Security via the appeals process.

c. Upon the accumulation of 12 or more points, the SSC Security Contractor shall notify the driver via letter of NASA Security's intent to suspend the driver's driving privileges. A copy of the letter shall also be forwarded to the driver's supervisor and to the NASA Physical Security Officer.

d. The letter shall:

1. Be forwarded within 10 business days.
2. Contain full instructions regarding proper actions the driver should take.
3. Indicate to the driver when the suspension will start and steps to take should the driver wish to file an appeal.
4. Include copies of supporting evidence that was the documentary basis for the action.

e. SSC driving privileges may be permanently revoked for any person when it becomes known by SSC Security that the person has been convicted of any driving related criminal offense that occurred off site.

#### **4.20 Suspension Appeal Process**

a. Suspension of SSC driving privileges shall not become effective until the violator is notified in writing of the action pending and is given the opportunity for an appeal.

b. Drivers who have received a letter of intent to suspend their driver privileges shall have the right to appeal the decision.

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- c. An appeal must be filed with the NASA Physical Security Officer in writing via the appellant's supervisor within 5 working days of the date of the letter of intent. The letter should present evidence showing why the suspension should not occur or how it might impose undue hardship on the employee. Supporting documentation may also be included. The supervisor should show evidence that he/she is aware that the driver is submitting an appeal via attached comments/letter.
- d. If the appellant is unable to reply within the 5 days, he/she or his/her designee must provide a reasonable explanation as to the reason why within the initial 5 day time period. An additional and final 5 day extension may be granted.
- e. Within 10 working days of receipt of the appeal notice, the NASA Physical Security Office will furnish the appellant with a written response and the decision will be final.
- f. Suspension of driving privileges shall include operating ANY and ALL vehicles on SSC, to include Government -Owned-Vehicles.
- g. No personal appearances are allowed unless prior coordination has been made. Even when personal appearances are authorized, responses will always be provided in writing by NASA Security.
- h. Representation by third party legal or audio/video recordings is not allowed.
- i. The NASA Physical Security Officer shall not consider appeals which are not submitted by the appellant as outlined above.

## **5.0 KEY SECURITY AND LOCK CONTROL PROGRAM**

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### **5.1 General**

- a. Facility Key Control Custodians (KCC) or other authorized personnel shall sign for keys from the SSC locksmith, as needed, on a key issue form.
- b. Only authorized Government personnel, branch head or higher, and their designees, may approve the issuance of keys to organizational personnel for facilities under their control.
- c. Keys for contractors shall also be issued in accordance with paragraph b. above.
- d. Office keys shall be issued to occupants of that office only.
- e. Building keys shall be kept to the absolute minimum.

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- f. No more than the minimum number of building master keys shall be issued. Master keys shall only be issued to the KCC (s) for a particular facility.
- g. Center master keys shall be issued only to authorized security personnel; authorized fire services personnel and when appropriate, other authorized personnel, as determined by the CCS.
- h. A lockable container, such as a safe, filing cabinet, or a key depository made of at least 26-gauge steel, equipped with a tumbler type or touch pad locking device and permanently affixed to a wall, shall be used to secure keys.
- i. The use of outside companies to core locks and duplicate keys for a NASA-owned building is strictly prohibited.

## 5.2 Responsibilities

### 5.2.1 SSC Locksmith

The SSC Locksmith shall:

- a. Manage the master key system or the multiple key system.
- b. Ensure that keys and combinations to locks are accounted for at all times.
- c. Conduct inquiries when keys to high security padlocks are lost or missing. The padlock shall be replaced or re-cored immediately, if the situation warrants.
- d. Maintain an annual key and lock inventory, which shall include the following:
  - 1. Keys.
  - 2. Locks.
  - 3. Key serial number.
  - 4. Lock serial number.
  - 5. Location of locks.
  - 6. Number of keys maintained for each lock.
- e. Store the key and lock inventory in the locksmith shop.
- f. Re-key and re-core the locks of individual facilities when:
  - 1. Control and accountability of keys has been compromised.

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2. Requests for replacement of lost keys are equal to or greater than 25% of total issued keys for that facility or door in the facility. The organization responsible for the facility shall fund the re-key/re-core activity.

3. The facility is vacated and issued keys have not been recovered. The new occupant shall fund the re-key and re-core activity.

g. Assign serial numbers to high-security padlocks and keys that do not have them.

h. Record combinations on SF700 and store in accordance with NPR 1620.3.

i. Conduct an administrative investigation in the event of lost, misplaced or stolen keys.

j. Service and repair vaults, safes, door locks, and padlocks as required.

k. Cut keys and replacements as required.

l. Periodically inspect records of all KCCs to ensure compliance with this document.

### **5.2.2 Facility Key Control Custodian(s) Responsibilities**

Facility KCCs shall:

a. Submit requests for new keys and replacements to the locksmith on behalf of individual employees.

b. Ensure that individual employees are aware that keys shall be returned to the respective KCC upon termination of employment.

c. Maintain a record of keys issued to individual employees.

d. Conduct semi-annual key inventories and provide a copy to the SSC locksmith.

### **5.2.3 Individual Responsibilities**

Individuals shall:

a. Sign for keys on a key issue form.

b. Be accountable for keys, locks and combinations issued to them at all times.

c. Not duplicate nor loan keys out to other individuals.

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- d. Not remove keys to key containers from the installation except to provide for protected storage elsewhere.
- e. Not store keys and/or locks in containers that contain or store classified material.
- f. Not leave keys unattended or unsecured at any time.
- g. Promptly notify the KCC whenever a person having knowledge of any combination vacates the position or if the combination has been subjected to possible compromise, so that the combination can be changed.
- h. Surrender keys to the SSC Security Office or KCC under, but not limited to, the following conditions:
  1. Requirement for key no longer exists.
  2. When directed by NASA Security or SSC Security Contractor.
  3. Upon employee termination.

### **5.3 Procedures**

#### **5.3.1 Locksmith Services**

For routine and/or emergency locksmith services, authorized employees shall contact the Security Services Contractor Locksmith Receptionist at extension 8-3781. A work order will be created, if warranted, and submitted to the locksmith.

#### **5.3.2 Request for New Key**

- a. For new key requests, individual employees shall contact their facility KCC. The KCC is normally the facility manager. If the KCC is not known, the individual should contact his/her supervisor.
- b. The KCC shall contact the Security Services Contractor Locksmith Receptionist at extension 8-3781. A work order will be created, if warranted, and submitted to the locksmith.

#### **5.3.3 Lost/Misplaced/Stolen Locks and Keys**

- a. In the event that a key becomes lost or stolen, the employee shall immediately notify the KCC for the facility immediately, but not later than the first duty hour of the day, if the loss was discovered during non-duty hours. After the verbal report, the individual must submit a completed lost key statement (SSC form 698-1) to his/her KCC.

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b. The KCC shall conduct an inquiry with the individual who reported that loss and ensure the lost key statement contains a thorough account of the circumstances surrounding the loss. The KCC shall endorse the form and forward to the SSC locksmith office.

c. For lost master keys, a security incident report shall be initiated and a formal investigation conducted.

d. If warranted, the affected locks or cores shall be replaced.

#### **5.3.4 Changing Combinations**

a. Combinations to locks on vault doors or class five security containers shall be changed upon change of custodian, or other person having knowledge of the combination, or when the combination has been subject to possible compromise.

b. Combinations shall also be changed when a container is first put into service. The combination shall be recorded, sealed in an envelope, and stored in a security container, meeting appropriate storage requirements.

c. No other written record of the combination shall be kept.

d. To have combinations changed, employees shall follow procedures listed in 5.3.1 above.

#### **5.3.5 Key and Lock Turn-In**

a. All keys and padlocks no longer required shall be returned to the SSC Locksmith Office via the organization/facility KCC.

b. Keys and/or locks must be surrendered to the KCC upon termination or transfer of the individual key holder.

c. KCC's shall turn in keys to the SSC Locksmith Office within 5 working days.

### **6.0 SUSPICIOUS MAIL**

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#### **6.1 Biological Mail Threat**

The following section provides response guidance for suspicion of a biological threat (such as anthrax) delivered by the mail. The protective measures and responses for a chemical or a radiological threat delivered by the mail would be similar to those included in this guide for a biological threat.

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### 6.1.1 Characteristics of Suspicious Mail

A parcel or letter is considered suspicious when it has more than one of the following characteristics:

- No return address or one that cannot be verified as legitimate.
- Excessive postage.
- Handwritten or poorly typed address, incorrect titles or titles with no name, or misspellings of common words.
- Addressed to someone no longer with your organization or not addressed to a specific person.
- Strange return address or no return address.
- Marked with restrictions, such as “personal,” “confidential,” or “do not x-ray.”
- Powdery substance on the outside.
- Unusual weight given its size, lopsided, or oddly shaped.
- Unusual amount of tape on it.
- Odors, discolorations, or oily stains.

### 6.1.2 Discovery of Suspicious Mail

In the event suspicious mail is discovered:

- a. Leave the mail piece or substance where it was found. Do not disturb or shake. Gently cover, if feasible.
- b. Clear the immediate area of employees where the mail piece or substance is located and prevent others from entering the area.
- c. Close door behind you.
- d. Quarantine personnel who were in contact with the substance. Try to limit the number of additional spaces they pass through.
- e. Wash hands and any other exposed skin with soap and water.
- f. List the names of each person in the immediate areas of the piece of mail.
- g. Shut down all equipment in the immediate area, if feasible.
- h. Shut down all heating, ventilation, and air conditioning (HVAC) systems, if possible.

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- i. Contact Security by dialing 911 from an onsite telephone or (228) 688-3636 from a cellular phone.
- j. Notify a supervisor or manager of the situation.

### 6.1.3 Response

The SSC Security Office and Fire Department will jointly respond and take appropriate security and/or emergency actions regarding suspicious mail arriving at SSC.

## 6.2 Bomb Mail Threat

### 6.2.1 Likelihood

The likelihood of receiving a bomb in the mail is remote. Unfortunately, however, a small number of explosive devices have been mailed over the years resulting in death, injury, and destruction of property.

### 6.2.2 Characteristics

A bomb can be enclosed in either a package or an envelope, and its outward appearance is limited only by the imagination of the bomber. However, the following unique characteristics may assist in the identification of a suspect mailing:

- May bear restricted endorsements such a “Personal” or “Private.”
- Addressee’s name or title may be inaccurate.
- Return address may be fictitious or not available.
- May have distorted handwriting or name and address may be prepared with homemade labels or cut-and-paste lettering.
- May have protruding wires, aluminum foil, or oil stains and may emit a peculiar odor.
- Cancellation or postmark may show a different location than the return address.
- May have excessive postage.
- Letter bombs may feel rigid, or appear uneven or lopsided.
- Package bombs may be unprofessionally wrapped with several combinations of tape used to secure the package and may be endorsed “Fragile-Handle With Care” or “Rush-Do Not Delay.”

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- Package bombs may have an irregular shape, soft spots, or bulges.
- Package bombs may make a sloshing sound.
- Placed devices may buzz or tick, mailed bombs generally do not.

### 6.2.3 Discovery

In the event that a mail bomb is suspected:

- a. DO NOT OPEN.
- b. Isolate the mailing and evacuate the immediate area.
- c. Do not put it in water or a confined space such as a desk drawer or filing cabinet.
- d. If possible, open windows in the immediate area to assist in venting potential explosive gases.
- e. If there is any reason to believe a letter or package is suspicious, do not take a chance or worry about possible embarrassment if the item turns out to be innocent.
- f. Contact Security by dialing 911 from an onsite telephone or (228) 688-3636 from a cellular phone.

## **7.0 CONTROL OF FIREARMS, AMMUNITION, AND EXPLOSIVES**

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### 7.1 Definitions

- a. A **FIREARM** is a weapon, especially a pistol or rifle, capable of firing a projectile and using an explosive charge as a propellant.
- b. **AMMUNITION** is defined by Federal law as cartridge cases, primers, bullets, or propellant powder designed for use in any firearm.
- c. **EXPLOSIVE** is any chemical compound mixture, or device, the primary or common purpose of which is to function by explosion; the term includes, but is not limited to, dynamite and other high explosives, black powder, pellet powder, initiating explosives, detonators, safety fuses, squibs, detonating cord, igniter cord, and igniters.

### 7.2 Unauthorized Personal Firearms, Ammunition and Explosives Aboard SSC

- a. Most states allow individuals the opportunity to carry firearms unconcealed and/or concealed with the possession of a special license. However, this does not apply to possession aboard

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Federal facilities. There is NO WAIVER process for routine possession of personal firearms on SSC.

b. **UNAUTHORIZED INTRODUCTION OF FIREARMS, AMMUNITION, EXPLOSIVES, OR DANGEROUS MATERIALS ABOARD FEDERAL FACILITES IS PROHIBITED BY FEDERAL LAW.**

c. Unless specifically authorized by NASA Security, the carry, transport, introduction, storage, or use of firearms or other dangerous weapons, explosives or other incendiary devices, or other dangerous instruments or materials likely to produce substantial injury or damage to persons or property shall be **STRICTLY PROHIBITED**. Violators may be subject to fine, site debarment and/or imprisonment.

d. Off duty law enforcement officers, bounty hunters or other personnel who would normally otherwise be authorized to carry a firearm will not be allowed entrance to SSC, unless specifically arranged and authorized by NASA Security.

### **7.3 Authorized Firearms, Ammunition and Explosives Aboard SSC**

The following are authorized to possess Firearms and Ammunition, with certain restrictions, in the performance of their duties:

- a. NASA employed Special Agents (concealed and unconcealed carry).
- b. NASA employed Counter Intelligence Agents (concealed and unconcealed carry).
- c. NASA Inspector General (IG) staff (concealed and unconcealed carry).
- d. NASA Uniformed Security Contractor (unconcealed carry only).
- e. Federal and Civil law enforcement personnel while on duty.
- f. Certain other resident agencies that require their in-house security force to carry firearms. Prior authorization with NASA Security is required.
- g. Resident military organizations in performance of military training carried out in designated areas only.
- h. Certain armored cargo and material carrier services (authorized by NASA Security).
- i. NASA select non-uniformed security contract personnel (concealed and unconcealed).

### **7.4 Possession of Other Weapons**

- a. The following items are prohibited on SSC:
  - 1. Personal firearms.
  - 2. Ammunition.
  - 3. Air rifles or pistols.
  - 4. Any knife the blade of which is longer than 3 inches.

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5. Switch blade knives.
6. Throwing knives.
7. Black jacks or saps
8. Metal knuckles.
9. Martial arts offensive or defensive weapons.
10. Incendiary or pyrotechnic devices
11. Explosives (including fireworks).
12. Any device/item known, or intended, to inflict injury or death or cause property damage, or any device/item specifically prohibited by city, county, state or Federal law, statue, or regulation, etc.
13. Any TASER or taser type weapons.

b. If the status of an unlisted weapon or item is questionable, it shall be referred to the CCS for further analysis and determination.

## **8.0 MISCELLANEOUS**

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### **8.1 Animal Control**

- a. In the interest of all concerned, pets of any type shall not be allowed on the installation except when passing through the installation. In the latter case, the pet must remain in the vehicle. No pets can be brought into or kept in any work area at any time.
- b. The SSC Contractor Security Officer or the SSC Animal Control staff shall make every reasonable effort to return captured stray domestic animals to their owners providing the stray animals have identification. If captured stray animals have no identification or if efforts fail in contacting the identified owner, the stray animal will be turned over to the Hancock County Sheriff's Office who may acquire the services of the Hancock County Animal Warden to reunite the animal with its owner through the County Humane Society or animal shelter.
- c. During regular business hours, the SSC Natural Resources Management Team shall respond to any calls concerning injured or lost animals and attempt a humane capture regardless of whether the animals are wild, stray pets, or hunting breeds. After regular business hours, or if SSC Animal Officers are unavailable, Security Dispatch should be called to record the incident and arrange with designated staff to handle the situation. If action is indicated on a non-domestic injured animal, a SSC Natural Resources Management Team Animal Control Officer will arrange for humane rescue or capture by authorized site staff or others, and arrange for pickup or delivery to the Wildlife Rehabilitation and Nature Preservation Society (WRANPS) for possible treatment, rehabilitation, and possible release back to the environment.

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d. The Security Shift Captain, or their designee, is authorized to dispatch of animals that are seriously injured and when in the responding Officer's opinion, putting the animal out of its misery is the only humane alternative.

## 8.2 Recreation Areas/Facilities

a. Areas allowed for recreational activities shall be officially designated. Recreational activities shall not be conducted in areas not designated for such. Specifically fishing is prohibited in the SSC Canal System and ponds unless it is an organized activity by SSC. All organized events will be on a catch and release system.

b. SSC recreational areas/facilities are those areas on SSC designated for picnicking, boat launching, berry picking, and skeet shooting; and the rifle, archery and pistol range(s). Because much of the recreational area available also falls within the operational areas of SSC property special security requirements shall be implemented.

c. The SSC Recreation Association (SSCRA) shall be responsible for the development and implementation of rules governing use of the recreational areas. SSCR rules and lists of scheduled events and activities are available from SSCRA.

d. Participation in recreational activities and use of SSC recreational facilities shall also be governed by the requirements of SPR 8715.1, *SSC Safety and Health Procedures and Requirements*.

e. Members of SSCRA shall be composed of employees of SSC who possess a valid membership card (when required) and are authorized to participate in recreational activities on SSC property.

## 8.3 Recreation Guests

a. SSC personnel family members and guests participating in SSC recreational activities shall be sponsored by and accompanied by an active member of SSCRA. The SSCRA member shall be responsible for the behavior of all guests they may sponsor.

b. Each SSCRA member shall bear in mind with regard to safety - YOUR GUEST OR DEPENDENT IS YOUR RESPONSIBILITY - stay with him or her.

c. Participation by minors, for organized fishing events and other authorized events, shall be allowed only when accompanied by the minor's parents or another adult Recreation Association member acting as sponsor.

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d. Guests shall not be authorized to sponsor other guests to attend functions or activities on the SSC installation.

#### **8.4 Fishing**

a. Fishing at SSC shall not be allowed unless it is in conjunction with an organized activity by SSC.

b. All fishing during an organized SSC fishing event shall be subject to applicable State of Mississippi laws. U.S. Deputy Game Wardens and SSC Security Patrols shall monitor fishing activities.

c. Fishing will not be permitted anywhere in the upper or lower canal system at any time or on either side of the access canal from the mouth of the East Pearl River to the end of the south lock abutment.

d. Bank fishing from the east bank of the East Pearl River is permitted only after normal work hours.

e. No trout lines, unattended hand lines, seines, nets, or jugging shall be permitted.

f. No swimming shall be permitted, unless for official duty (i.e., training for military).

g. No littering or fires shall be permitted, nor may any trash be thrown into the gravel pits or river.

h. No boats shall be permitted in the canal system or gravel pits, except for official government business. (NOTE: Restricted Area signs are posted at the mouth of the East Pearl River and the canal as a warning to the public).

#### **8.5 Special Events**

a. All special events shall be coordinated through the Center Operations Directorate. Unofficial special events (i.e., book fair) will file their request on Form 629. Official special events (i.e., Change of Command Ceremony) shall be handled through the established chain of command.

b. The conduct of special events shall be governed by the policy and requirements specified in SPD 1550.1, Use of SSC Government Buildings and Other Property for Meetings and Non-Government Activities.

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## APPENDIX A – ACRONYMS

CARP	Credentialing Adjudication Review Panel
CCS	Center Chief of Security
CCPS	Center Chief of Protective Services
CCTV	Closed Circuit Television
CFR	Code of Federal Regulations
CI	Counterintelligence
CIO	Chief Information Officer
COOP	Continuity of Operations Plan
DD	Department of Defense Form number acronym
DoD	Department of Defense
EO	Executive Order
ERO	Emergency Response Official
FAA	Federal Aviation Administration
FCC	Federal Communications Commission
GSA	General Services Administration
HR	Human Resources
ID	Identification
IDS	Intrusion Detection System
IT	Information Technology
KCC	Key Control Custodian(s)
MOA	Memorandum of Agreement
NASA	National Aeronautics and Space Administration
NAMS	NASA Account Management System
NRA	National Rifle Association
NISPOM	National Industrial Security Program Operating Manual
NPD	NASA Policy Directive
NPR	NASA Procedural Requirements
NSDD	National Security Decision Directive
OPSEC	National Operations Security
OPS	Office of Protective Services
PAM	Physical Access Management
PIV	Personal Identification Verification
PL	Public Law
POV	Privately Owned Vehicle
SHB	Stennis Handbook
SPD	Stennis Policy Directive
SPR	Stennis Procedural Requirements
SSC	Stennis Space Center
SSCRA	SSC Recreational Association
SSN	Social Security Number
TSCM	Technical Surveillance Countermeasure
U.S.	United States

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U.S.C.  
VIP

United States Code  
Very Important Person

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## APPENDIX B – LOST BADGE STATEMENT

 National Aeronautics and Space Administration John C. Stennis Space Center Stennis Space Center, MS 38521-4000		<h3>Lost Badge Statement</h3>									
Name (Last, First, MI)		Organization									
Building Number	Office Ext.	Supervisor Name and Ext.									
<b>Badge Type:</b> <input type="checkbox"/> Smart Card (chip embedded) <input type="checkbox"/> Non Smart Card <input type="checkbox"/> Temporary		<b>Reason For Badge Renewal:</b> <input type="checkbox"/> Lost <input type="checkbox"/> Stolen <input type="checkbox"/> Damaged/Unserviceable <input type="checkbox"/> Other _____									
Provide detailed explanation for reason chosen from above (location, what occurred, date, other parties involved, etc.)											
<div style="border: 1px solid black; padding: 5px;"> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td style="height: 20px;"> </td></tr> </table> </div>											
<i>If recovered, lost/stolen badge must be returned to NASA Security immediately. Attempting to gain physical and/or logical access to a NASA facility with a badge that has been reported lost/stolen is a violation of Title 18, United States Code, Section 799. False answer to any question is punishable by law (Title 18, United States Code, Sections 799 &amp; 1001)</i>											
_____ Cardholder Sign		_____ Date									
I acknowledge the employee listed above is requesting badge renewal.											
_____ Supervisor Sign		_____ Supervisor Print									
		_____ Date									
Badge renewal is requested for the employee listed above. (Contractors only)											
_____ COTR/Govt Monitor Sign		_____ COTR/Govt Monitor Print									
		_____ Date									

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## APPENDIX C – BADGE DESCRIPTIONS

**Table 1 Center PIV-I Badge Description**

EMPLOYEE TYPE	CARD COLOR
Contractor	Blue/White with white lettering in shaded area
Foreign National (non-designated country)	Orange/White with white lettering in shaded area
Foreign National (designated country)	Red/White with white lettering in shaded area
Detaillee	Green/White with white lettering in shaded area
Intern/Student	Purple/White with white lettering in shaded area
U. S. Press	Brown/White with white lettering in shaded area
Foreign National Press (non-designated country)	Orange/White with white lettering in shaded area and PRESS in white area
Foreign National Press (designated country)	Red/White with white lettering in shaded area and PRESS in white area

**Table 2 Agency PIV Badge Description**

EMPLOYEE TYPE	CARD COLOR
Civil Servant	White with black lettering
Civil Servant ERO*	White with black lettering with red stripe along bottom
Contractor	White with black lettering with green stripe in middle
Contractor ERO*	White with black lettering with green stripe in middle and red stripe along bottom
U.S. International Partner	White with black lettering with U. S. flag at lower right
Foreign National Partner	White with black lettering with blue stripe in middle with foreign flag at lower right
Foreign National	White with black lettering with blue stripe in middle

\*Emergency Response Official

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## APPENDIX D – REFERENCES

- a. 14 CFR 1203a and 1203b, NASA Security Area and Security Programs; Arrest and Authority Use of Force by NASA Security Force Personnel.
- b. 14 CFR, Chapter I - Federal Aviation Administration, Department of Transportation, Parts 60-139.
- c. 18 U.S.C. 930, Possession of firearms and dangerous weapons in Federal facilities.
- d. 18 U.S.C. 799, Violation of Regulations of National Aeronautics and Space Administration.
- e. 40 U.S.C. 1441 et seq., Computer Security Act of 1987, as amended.
- f. 42 U.S.C. 5121, (Title 42, Chapter 68, Subchapter I) Robert T. Stafford Disaster Relief and Emergency Assistance Act of 1974 as amended. (PL 93-288; as amended by PL 100-707).
- g. 50 U.S.C. 435 Procedures/Access to Classified Information.
- h. Executive Order No. 11795, Disaster Relief (amended by EO 11910, April 1976; revoked in part by EO 12148, July 1979; and amended by EO 12673, March 1989).
- i. Executive Order No. 12829, National Industrial Security Program.
- j. Executive Order No. 12958, Classified National Security Information.
- k. Executive Order No. 12968, Access to Classified Information, as amended.
- l. National Security Decision Directive (NSDD) 298, National Operations Security Program (OPSEC), 1/22/88.
- m. DoD 5220.22-M, National Industrial Security Program Operating Manual (NISPOM).
- n. Federal Aviation Regulations, Part 73, Special Use Airspace.
- o. State of Mississippi Code of 1972, Title 63, State of Mississippi Motor Vehicle and Traffic Regulations, as amended.
- p. NPR 1371.2, Procedures and Guidelines for Processing Requests for Access to NASA by Foreign Nationals or Representatives.
- q. NPD 1371.5, Coordination and Authorization of Access by Foreign Nationals and Foreign Representatives to NASA.
- r. NPR 1620.2, Physical Security Vulnerability Risk Assessments.
- s. NPD 1660.1, NASA Counterintelligence (CI) Policy.
- t. NPR 4200.1, NASA Equipment Management Manual.
- u. SPD 1550.1, Use of SSC Government Buildings and Other Property for Meetings and Non-Government Activities.
- v. SPR 8715.1, SSC Safety and Health Procedures and Requirements.

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w. Memorandum of Agreement between NASA/SSC and U.S. Department of the Navy, Special Boat Unit Twenty-two.

x. Joint Use of Restricted Area Letter of Procedure (dated 5 October 2000).

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## APPENDIX E – TRAFFIC OFFENSE POINT ASSESSMENTS

**Table 3 Traffic Offense Point Assessments**

<b>Violation</b>	<b>Points Assessed</b>
Driving under the influence of intoxicating liquor or drugs	18
Owner knowingly and willfully permitted another person under the influence of intoxicating liquors or drugs to operate his/her vehicle	18
Manslaughter, negligent homicide, or assault with an automobile	24*
Leaving the scene of an accident involving death or personal injury without rendering aid or information unless otherwise relieved	24*
Using an automobile in the commission of a felony	24*
Driving aboard SSC while state driver's license is suspended	18*
Failure to submit to chemical, physical or urine testing for purpose of determining the alcohol or drug content of his or her blood, breath or urine	24*
Operating a vehicle during suspension or after revocation of the operator's permit or SSC driving privilege (remainder of original suspension plus an additional 90 days)	18
Failure or refusing to consent to search	18
Reckless driving, willful and wanton disregard for persons or property	6
Fleeing the scene (hit and run)	6
Speed too fast for conditions	6
Failure of operator to properly restrain child in child restraint system	6
Driving without a valid state driver's license	6
Operating a vehicle without adequate required liability insurance	6
Operating a cellular phone, blackberry, two way radio or other portable communication device while operating a vehicle (includes texting)	6
Following too closely (tailgating)	4
Failure to yield right-of-way to emergency vehicle(s)	4
Failure to obey traffic signs or signals or instruction of an SSC Security officer	4
Failure to report involvement in an accident when required by regulation or law	4
Failure to come to a complete stop at a stop sign	4
Operating a vehicle without a current safety inspection sticker	4
Failure to yield right-of-way	4
Unauthorized parking in a handicap parking space	4
Improper lane change	4
Improper passing	4
Improper backing	4

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Operating motor vehicle without seatbelt	4
Other moving violation	4
Failure to wear approved helmet while operating a motorcycle	3
Parking Violations:	
• In an assigned government or service vehicle area	6
• Disregard of other posted "no parking" notices	6
• Unauthorized parking in handicap space	4
• In a personal or carpool reserved space	4
• In an unauthorized or reserved space	4
• Unauthorized parking on grass	4
• In such a way as to create a safety hazard	4
• Other parking violation	4
Speeding Violations:	
1-10 MPH over posted speed limit	3
11-19 MPH over posted speed limit	4
20-29 MPH over posted speed limit	6
30-39 MPH over posted speed limit	9
40 or more MPH over posted speed limit	12

\*Indicates violations that may also result in **permanent** revocation of SSC driving privileges.