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Space Administration

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

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COMPLIANCE IS MANDATORY

John C. Stennis Space Center
Security Requirements Handbook

Stennis Procedural Requirements	SPR 1600.1	E-2
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Responsible Office: Center Operations Directorate		
SUBJECT: Security Requirements Handbook		

Document History Log

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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	V 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
Revision D	March 2013	V Ward 8-3592	Added 4.5 policy regarding use of communication devices while driving. Added procedure for disputing traffic violation ticket (TVT). Applied title change to read Center Chief of Protective Services

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			(CCPS). Add 2.35 Foreign National Visits Requirements and various other small changes.
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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 NASA Procedural Requirements (NPR) 1600.1A – *NASA Security Program Procedural Requirements*, NPR 1600.3 - *Personnel Security*, NPR 1600.4 - *Identity and Credential Management* and other applicable NASA Security Requirements.
- b. The goal of the Protective Services 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, personnel, government property, equipment, and resources.
- c. Compliance with 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 SSC.
- c. Imperative requirements in this Stennis Procedural Requirements (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.).

P.3 Authority

- a. 51 United States Code (U.S.C.) Section 20113 (a), 20132, 20133, 20.134, of the National Aeronautics and Space Act, as amended.

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b. NASA Policy Directive (NPD) 1600.2, NASA Security Policy.

P.4 Applicable Documents

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

- a. 14 Code of Federal Regulations (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 1600.2E, NASA Security Policy.
- c. NPR 1600.1A, Security Program Procedural Requirements.
- d. NPR 1600.3, Personnel Security.
- e. NPR 1600.4, Identity and Credential Management.
- f. NPR 1620.3, Physical Security Requirements for NASA Facilities and Property.
- g. NPD 2810.1, Security of Information Technology.
- h. NPR 2810.1, Security of Information Technology.
- i. NPR 1382.1, NASA Privacy Procedural Requirements.
- j. Stennis Plan (SPLN)-1040-0006, Emergency Management Plan.

P.5 Cancellation

SPR 1600.1 Rev D, dated March 2013.

Signature on file

Richard J. Gilbrech, Ph.D.
Director

Distribution

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1.0 INTRODUCTION

- 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 2810.1D - *NASA Information Security Policy* and NPR 2810.1A - *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 1600.1A. Acronyms used in this directive are provided in Appendix A to this document. The terms *Protective Services* and *Security* may be used interchangeably within this document; the terms *NASA Security Office* and *Office of Protective Services (OPS)* may be used interchangeably within 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 Chief of Center Protective Services (CCPS), 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 CCPS 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 1600.1A. The general responsibilities of the Protective Services 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, information, property, facilities, operations, and activities.
- b. Appoint the CCPS, who is delegated the authority to implement and administer a Protective Services Program to fulfill national, Agency, and Center security goals.
- c. Act as the final authority on all matters referred by the CCPS.

1.3.3 Center Chief of Protective Services (CCPS)

The CCPS shall:

- a. Implement and administer the Protective Services Program and the provisions provided within this directive.
- b. Serve as the interface to the Center Director, NASA Headquarters, Center occupants, Federal, 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 (OCIO)

The OCIO shall:

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

1.3.5 SSC Program Directors and Functional Managers

Organizational Directors and Managers shall:

- a. Coordinate with and support the OPS in the implementation of the Protective Services 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 Protective Services requirements are a part of employee orientations and addressed in personnel briefings.
- d. Ensure that all personnel under their cognizance adhere to Protective Services 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 OPS.

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

1.3.8 Protective Services Contractor

The Protective Services Contractor shall:

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

1.3.9 Personnel

All installation personnel:

- a. Must be familiar with and follow Protective Services 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:

- a. Shall observe and follow Protective Services requirements and have in possession an active visitor badge at all times while at the Center.
- b. Shall obtain proper authorization for entry to the Center and access to its areas.
- c. Shall 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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d. Age 12 and older shall be required to acquire a visitor's badge.

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.

2.0 ACCESS CONTROL

- a. Access to SSC will be dependent on current Department of Defense (DoD) Force Protection Conditions or Department of Homeland Security National Terrorism Advisory System (NTAS).
- 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 SSC Office of Protective Services (OPS)

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

The CCPS shall:

- a. Supervise and monitor the badging process for the SSC installation. This shall include the following:

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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 at SSC, as directed in the Protective Services Desk Procedures, Stennis Standard Operating Procedure (SSOP)-1410-0001 (*Badging Procedures*) and Personal Identity Verification (PIV) Card Issuer (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 or presents a valid badge with site access to the control of the electronic arm gates 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 OPS.
6. For lost, stolen, or damaged/unserviceable badges, ensure procedures are followed and complete form SSC-830 (03/2009), *Lost Badge Statement*. 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 foreign nationals (FN) visit requests to 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 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.

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2.1.2 Resident Agency, Contractor, and Commercial Entity Security Offices

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

- a. Provide OPS with a list of the personnel authorized to approve issuance of security badges and verify clearance levels.
- b. Submit the following information to OPS for each employee, representing a contractor organization, who requires regular access to SSC. This information shall be 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 and sponsored prior to first day of employment.
- d. Ensure all NASA issued badges are returned to OPS when employee access is no longer required.

2.1.3 Protective Services Contractor

The Protective Services 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.

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2.1.4 SSC Personnel Badge Responsibilities

Each SSC personnel receiving a NASA photo-ID 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 OPS 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.
- d. Report to the organization's security representative to initiate an application for issuance of a NASA photo-ID 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 CCPS 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 at 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 to the Badging Office, and complete required information for initiation of request for replacement badge.
- k. Promptly report to the Badging Office in Building 8000 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.

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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.
- 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.

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 at BLDG 8000 SSC, during the hours of 7:30 AM – 3:30 PM Monday through Friday excluding Federal holidays.
- e. A PIV credential is not personal property, but is the property of the U.S. Government. Personnel shall use the PIV exclusively for authorized NASA business such as to gain access to NASA facilities and /or systems and properly display the PIV when on NASA property. (NPR 1600.4).

2.3.2 Badging System

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

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2.3.2.1 Badge Types, Issuance, and Use

Badges will be issued as one of three (3) classes:

1. NASA Photo-ID – is used through the document and refers to either the NASA PIV or the SSC local badge.
 - a. NASA PIV Badges – employee picture badges that provide the employee with official NASA PIV which may include the Emergency Response Official (ERO) badge.
 - b. SSC Local Badges – 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.
 - 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 authorize NASA Civil Servants, NASA Contractors, and tenant organization personnel.
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. Visitor/Temporary Badges – badges issued to and worn by tourists, FN's, 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:
 - a. Temporary Visitor Badge – Multicolored paper badges 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 365 day period.
 - 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 NASA photo-ID. 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 form SSC 830.

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- c. Forgotten Badge – The forgotten badge is a label badge produced from the NASA Forgotten Badge Kiosk located in the reception centers. It is currently designed to assist only personnel with a NASA Domain Computer (NDC) account (NASA & NASA contractors).
- d. Picture Visitor Badge – Picture ID badge will be issued to visitors needing electronic card access valid for 1 - 29 days in a 365 day period. If the personnel visiting the Center need access to the Center for more than 29 days in a 365 day period, the personnel must be requested in Identity Management and Access Exchange (IdMAX), enrolled, sponsored, and issued a Center local badge.
- e. FN from Designated Country Visitor Badge – Red badge will be issued to FNs with official requirements for the duration of validated visit requirements. The Visitor badge is issued for only 1 – 29 days in a 365 day period.
- f. FN from Non-Designated Country Visitor Badge – Orange badge will be issued to FNs with official requirements for the duration of validated visit requirements. The Visitor badge is issued for only 1 – 29 days in a 365 day period.

2.3.2.2 Badge Design

- a. Badges will be designed such that Tenant or Tenant Contractors will be identified on the badge.
- b. Badges shall provide general information about the badged individual and contain the following information:
 - Expiration date.
 - Color photograph and name incorporated on badge.
 - Badge number.
 - Return address.
 - Physical Description (height, eyes and hair color).

2.3.2.3 NASA Retiree Photo Identification (ID) Card

The Center Office of Human Capital shall initiate the request for the NASA Retiree photo-ID Card only for 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 photo-ID 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-ID shall be used to obtain a visitor pass to enter the Center.

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- 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.

2.3.2.4 Modifications or Alterations to Badges

The use of a permanent type symbol or device on the NASA photo-ID (or any alteration or modification thereof) for security, safety, or any other modification must be authorized by OPS.

2.3.2.5 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 OPS for approval.
- c. Access to and within the Test Complex shall be controlled as directed in the Stennis Operating Instruction (SOI)-8080-0040, *John C. Stennis Space Center Test Area Access Control*.

2.3.3 Requests for Badges

- a. NASA employee and contractor badges shall be formally requested as stated in NPR 1600.4.
- b. Badge applications will be processed through the Badging Office located in room 115 of BLDG 8000.
- 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.
- d. Sponsoring organizations or individuals shall submit a visit request using the online Security Visitor Request form located on the SSC Intranet home page.

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:
 - Bearer's name.
 - Escort requirements, if any.

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- Badge expiration date.
- Sponsor's name and agency.

b. All visitor badges will be issued for only 1 – 29 days in a 365 day period.

2.3.5 Foreign National (FN) Visit Requests

a. A FN is any person who is not a United States citizen.

2.3.5.1 General Access Requirements

- Sponsors of FN visitors shall submit visit requests via SSC Form 766, *NASA Foreign National Management System Visitation Request*, to the Center International Visitor Coordinator (IVC) at least 20 days prior to the intended visit for Non-Designated countries. Intended visits from designated countries require 30 days' notice for additional processing.
- Pertinent information from the SSC Form 766 shall be entered into IdMAX by the IVC or designated personnel.
- Requesters and Sponsors for FN visitors shall be currently employed NASA civil servants, NASA contractors or other permanently badged employees from other Centers.
- Visits, assignments, or IT access requests for FNs from non-designated countries are coordinated and implemented at the Center via the IVC.
- Visits, assignments, or IT access requests for FNs from designated countries are coordinated initially through the Center IVC, forwarded to NASA Headquarters for review and initial approval, and back to the Center IVC for final approval.
- If the purpose of the visit is for gathering information or conducting discussions in technological areas that NASA considers sensitive (e.g., for proprietary, national security, or export control reasons), the visit shall be disapproved in the absence of a specific NASA programmatic interest.
- SSC may accept the identity vetting of peer Centers as a baseline requirement. Additional identity vetting may be required should access requirements change.

2.3.5.2 Vetting Requirements for Permanent FN

- For NASA FNs who require access for 30 days or more and who have resided in the U. S. or a U. S. territory for three years or more, an Office of Personnel Management (OPM)

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background investigation (i.e., National Agency Check with Inquiries (NACI)) or equivalent) will be initiated.

- b. In addition, the FN will be required to submit fingerprints and enroll for PIV. The FN shall be escorted until the fingerprint results return. If the fingerprint results return favorably, the escort requirement may be lifted, as determined by the CCPS.
- c. Provided the final investigation is favorable, a NASA PIV credential may be issued, for NASA FNs only. For tenant organization FNs meeting this requirement, a non-PIV badge may be issued, based on the physical risk/logical risk, as determined by the CCPS.
- d. The term of issue for the PIV credential will be the length of the assignment or expiration of the passport, whichever occurs first.
- e. For FNs who have been in the U. S. or a U. S. territory for less than three years, other appropriate checks will be conducted.
- f. If checks are favorable, the FN shall be issued the FN non-PIV badge. The term of issue will be the length of the assignment or expiration of the passport, whichever occurs first.

2.3.5.3 Vetting Requirements for Temporary FN and Visiting FN

- a. For FN visits of 29 days or less, a Visual Compliance database check shall be conducted.
- b. If the database check reveals no violation or derogatory information, an appropriate local badge, as determined by the CCPS shall be issued.
- c. The FN shall be escorted by a certified escort during the visit. See 2.3.5.5 for escort requirements.

2.3.5.4 FN Visitors from Designated Countries

- a. The list of designated countries is a compilation of countries with which the United States has no diplomatic relations, countries determined by Department of State to support terrorism, countries under Sanction or Embargo by the United States and countries of Missile Technology Concern. This list is subject to change periodically. The current list is available on the NASA Export Control Program home page located at <http://oiir.hq.nasa.gov/nasaecp>.
- b. Bilateral activities with China or China-owned companies continue to be precluded by law.
- c. Consistent with long-standing NASA policy, requests for access to NASA facilities by FNs (non-Lawful Permanent Residents (LPRs)) from the countries of Cuba, Iran, North Korea, Sudan, and Syria continue to be subject to a presumption of denial.

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- d. FNs from any designated country or area who require physical access to SSC for 30 days or more in a 365 day period will require full enrollment with fingerprints for vetting.
- e. FNs from any designated country or area who require physical access to SSC for less than 30 days in a 365 day period shall not be required to enroll and submit fingerprints for vetting. FN visitors in this category shall be escorted at all times while at SSC.
- f. A FN with dual citizenship, which are all foreign and where one of the citizenships is from a designated country, shall be processed as from a designated country.
- g. For FNs with dual citizenship, where one country of citizenship is the U. S., the identity vetting process will follow that for a U. S. citizen.
- h. For FNs with dual citizenship for two foreign counties that are non-designated, the FN identity will be vetted as non-designated.

2.3.5.5 Escort Requirements

- a. The IVC will coordinate with the Sponsor and the OPS to ensure a SSC Form 816, Security Technology Transfer Control Plan (STTCP) is completed on all long term FNs, regardless of country, whether designated or non-designated. The STTCP will contain the following:
 - FN's job description, including types of data to be accessed
 - Escort requirement
 - Physical areas to be accessed
 - Days and hours of duty
 - Computer and IT resources to be accessed
 - Sponsor/Host acknowledgement and concurrence
- b. All FN visitors/temporary workers from designated countries will be escorted by a certified escort at all times while at SSC. The escort shall have either a NASA PIV or a registered active Federal Credential in IdMAX.
- c. Training shall be provided by the IVC and Center Counterintelligence (CI) Agent to the Escort. The training shall outline, but not limited to, the authorized physical areas, escort requirement, and days and hours of duty.
- d. A certificate shall be issued to the Escort by the IVC to certify that training has occurred.
- e. Prior to escorting a FN, the Escort will receive a briefing from the IVC. The briefing further describes the duties of the Escort. The Escort will be required to read and sign an Escort Agreement Form, acknowledging he or she understands the escort requirements.

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- f. The Sponsor shall be responsible for ensuring the FN is escorted, if required, and the requirements of the STTCP and other applicable regulations are adhered to.
- g. FNs from designated areas shall not be granted access afterhours, weekends, or holidays.

2.3.5.6 Legal Permanent Residents (LPR)

- a. A LPR is not a United States citizen, however is entitled by law to most of the same rights and privileges (and are held to the same accountability for such) as U. S. citizens.
- b. Therefore, LPRs will have identity proofing and vetting accomplished in the same manner as U. S. citizens.

2.3.5.7 Remote Information Technology (IT) Access

SSC shall comply with the policy as stated in NPR 1600.4.

2.4 Visitor Control

- a. Visit requests shall be submitted at least 24 hours in advance via the OPS website located at <http://ssccommunity.ssc.nasa.gov/OPS/index.asp> or by sending an email to the OPS mail box at ssc-security.office@mail.nasa.gov.
- b. If the request is submitted via email, the following must be included:
 - Visitor's full name
 - Citizenship
 - Company
 - Sponsor's name
 - Sponsor's agency/company
 - Sponsor's phone number
 - Sponsor's email address
 - Beginning and ending date of visit
 - Destination
- c. Visitors shall be identified and badged at either the North or South Reception Center.
- d. All visitors, whether official or unofficial, shall adhere to all established procedures and requirements while visiting SSC.
- e. Badging requirements may be modified for large groups at the discretion of the CCPS.

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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 need to request the visiting Center as a Travel Center in NASA's Account Management System (NAMS). The Center or contractor Security Officer shall notify OPS of the impending classified visit on a Visitation Letter and provide the following information:
- Name (as indicated on ID badge).
 - Position or title.
 - Citizenship.
 - Level of security clearance. (Granted by and date granted.)
 - Purpose of classified visit.
 - Date(s) of classified visit.
 - Name(s) of person(s) to be visited.
 - Date and Place of Birth.
 - Date of last investigation.
- b. The CCPS 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 OPS. Information included in these requests will be consistent with that required for other government agency personnel.
- c. The CCPS 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 NASA Clearance Tracking System (NCTS) must:

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- 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 OPS with the information below and OPS 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 OPS of the intended visit and establish a point of contact at the visiting installation.
- b. The CCPS, 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 CCPS of the intended visit.
- b. The CCPS, upon receiving notification of an intended visit to a contractor facility, shall prepare and process a Visitation Request SSC-642.

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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/or commodities.
- b. The one-time sale of personal property is not considered solicitation.

2.7.2 Authorized Permission

- a. The solicitation or transaction of any private business at 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 unless explicitly preauthorized but is never allowed in the following circumstances when it may be a security violation:
 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 Protective Services.
- 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.

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- b. The district managers of the organization desiring to solicit at 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 at SSC.

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 NASA photo-ID will be surrendered by the employee whose name is on the badge to the SSC Badging Office, located in BLDG 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.
 - 4. Upon expiration date on the badge.
- b. Contractor and resident agency HR departments shall ensure the SSC installation badge is surrendered as part of the checkout procedures to the SSC Badging Office. Any badge not surrendered shall be reported to OPS. 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.
- c. If the NASA photo-ID is retrieved or taken by anyone other than SSC Badging, the badge must be returned to the SSC Badging Office immediately to be processed for temporary/permanent disablement. If a person is terminated and escorted offsite, the

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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 SSC Badging Office.

2.9 Badge Reissuing Process

- a. The NASA photo-ID will be reissued when:
 1. The degree of the employee's security clearance is changed.
 2. The employee's name is changed.
 3. The employee's facial characteristics have substantially changed.
 4. The badge has been lost, stolen or mutilated beyond serviceability.
 5. The badge was surrendered for temporary/extended leave purposes.
 6. The CCPS determines that other cogent reasons exist.
- b. The PIV will not be renewed prior to 45 days of expiration unless lost, stolen, or damaged.
- c. 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 Badging Office. Badge re-issuance applications shall be processed in the same manner as initial badge requests.
- d. 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, BLDG 8000); the type of badge being acquired, being updated, or surrendered (visitor, local badge, or PIV); the name of the badge holder; time frame of the incident; and a basic description of what took place.

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- 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. For 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” or ssc-dl-securitycpe@mail.nasa.gov with the following information:

- Name of personnel (having the trouble).
- Building number and room number (site of the issue).
- Date and time (of the issue discovered).
- Description of the issue.

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 CCPS or his/her designee will issue a written

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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 CCPS may refer the CARP proposed decision to the Center Director for an additional level of review. If no 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).

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- b. The Center currently employs the NASA photo-ID badge, a PIV/CAC from another agency or the SSC visitor pass to ensure only properly authorized personnel are granted access to the Center and/or Center resources.

3.2 Center Access Points

- a. Routine physical access to SSC is limited to the following:
 1. Fixed Post number 2 (FP2) 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 Reception Center (NRC).
 2. Fixed Post number 3 (FP3) 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.
 3. Fixed Post number 7 (FP7) 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 5:30 AM – 8:30 AM and 3:00 PM – 6:00 PM 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 the OPS.

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 (BLDG 4120).
 - Propellant barge docks.
 - A-complex observation bunkers.
 - A-2 Test Stand (BLDG 4122).

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- A-3 Test Stand (BLDG 4123).
- A test control center (BLDG 4110).
- A complex inert/hydrogen bottle areas (BLDG 4103).
- A-3 Shops (BLDG 4130).
- A-3 Ground Level Signal Condition (BLDG 4129).

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 (BLDG 4220).
- Propellant barge docks.
- B complex observation bunkers.
- B-2 test stand (BLDG 4221).
- B test control center (BLDG 4210).
- B complex inert/hydrogen bottle areas (BLDG 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 (BLDG 4050).
- E-2 test stand BLDG 4001 and BLDG 4007).
- E-3 test stand (BLDG 4070).
- E complex inert/hydrogen bottle areas (BLDG 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 (BLDG’s 4010, 3225, 3226, and 4080).
- Test support buildings (BLDG’s 4301, 4302, 8301, 8302, 8304, 8305, 8306 etc.).
- Data acquisition facility (BLDG 4995).
- High-pressure industrial water facility (BLDG’s 4327, 4400).
- High-pressure gas facility (BLDG 3305).
- Propellant barge transfer docks (BLDG’s 3407, 3410, and 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 Protective Services 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 Protective Services Contractor.

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- 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.
- 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 items. 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 6:30 AM – 4:00 PM, Monday through Friday.
- 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 will not be allowed to attempt to make phone calls in order to locate a sponsor for any visitor.
- d. No member of the Protective Services 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.
- f. When possible, onsite organizations and individuals should avoid or limit the number of visitors who require site access after working hours.
- g. When offsite 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

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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., building number, area etc.) and time of visit. “Incidental” unaccounted for visitors shall not be granted access.
- 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.
- j. Personnel who provide onsite transport and/or thoroughfare to non-badged personnel will be assessed 11 traffic points against their SSC driving record.

3.6 Inspection of Persons and Property

- a. In the interest of national security and general employee safety, OPS and the Protective 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 presence 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 onsite. 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 Protective Services Contractor.

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4. Unless in an emergency or other compelling reason, a female person 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 – *Inspection Report*, 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 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 Facility Security Level (FSL) assessments are conducted on critical assets and a wider range of additional security measures is provided based on the FSL assessment. Non-critical assets, while not requiring FSL assessments, require minimum protection standards performed at the user level.
- c. NPR 1620.3 outlines the minimum standards that shall be provided to non-critical NASA property.

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- 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.
- 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 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 onsite, 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.

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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.

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, Protective Services, 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 Protective Services by dialing extension 8-3636 from an onsite telephone, or (228) 688-3636 from a cellular device or 911 in an emergency.

3.10 Active Shooter

- a. Profile of An Active Shooter
 - 1. An Active Shooter is an individual or more than one individual actively engaged in killing or attempting to kill people in a confined and populated area; in most cases, active shooters use firearms(s) and there is no pattern or method to their selection of victims.
 - 2. Active shooter situations are unpredictable and evolve quickly. Typically, the immediate deployment of law enforcement is required to stop the shooting and mitigate harm to victims.

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3. Because active shooter situations are often over within 10 to 15 minutes, before Security or law enforcement arrives on the scene, individuals must be prepared both mentally and physically to deal with an active shooter situation.
- b. How to Respond When an Active Shooter Is In Your Vicinity

RUN! HIDE! FIGHT!

1. **Run**-If there is an accessible escape path, attempt to evacuate the premises.
 - Have an escape route and plan in mind
 - Evacuate regardless of whether others agree to follow
 - Leave your belongings behind
 - Help others escape, if possible
 - Prevent individuals from entering an area where the active shooter may be
 - Keep your hands visible
 - Follow the instructions of any security personnel or police officers
 - Do not attempt to move wounded people
 - Call 911 when you are safe
2. **Hide**-If evacuation is not possible, find a place to hide where the active shooter is less likely to find you.

Your hiding place should:

- Be out of the active shooter's view
- Provide protection if shots are fired in your direction (i.e., an office with a closed and locked door)
- Not trap you or restrict your options for movement

To prevent an active shooter from entering your hiding place:

- Lock the door
- Blockade the door with heavy furniture

If the active shooter is nearby:

- Lock the door
- Silence your cell phone and/or pager
- Turn off any source of noise (i.e., radios, televisions)
- Hide behind large items (i.e., cabinets, desks)

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- Remain quiet

If evacuation and hiding out are not possible:

- Remain calm
- Dial 911, if possible, to alert Protective Services or law enforcement to the active shooter's location
- If you cannot speak, leave the line open and allow the dispatcher to listen

3. **Fight**-As a last resort, and only when your life is in imminent danger, attempt to disrupt and/or incapacitate the active shooter by:

- Acting as aggressively as possible against him/her
- Throwing items and improvising weapons
- Yelling
- Committing to your actions

c. How To Respond When Security Or Law Enforcement Arrive

1. Security and Law enforcement's purpose is to stop the active shooter as soon as possible. Officers will proceed directly to the area in which the last shots were heard.

- Officers usually arrive in teams of four (4) or less
- Officers may wear regular patrol uniforms or external bulletproof vests, Kevlar helmets, and other tactical equipment
- Officers may be armed with rifles, shotguns, handguns
- Officers may use pepper spray or tear gas to control the situation
- Officers may shout commands, and may push individuals to the ground for their safety

2. How to react when Security and/or law enforcement arrives.

- Remain calm, and follow officers' instructions
- Put down any items in your hands (i.e., bags, jackets)
- Immediately raise hands and spread fingers
- Keep hands visible at all times
- Avoid making quick movements toward officers such as holding on to them for safety
- Avoid pointing, screaming and/or yelling
- Do not stop to ask officers for help or direction when evacuating, just proceed in the direction from which officers are entering the premises

d. Information to provide to law enforcement or 911 operator:

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- Location of the active shooter
 - Number of shooters, if more than one
 - Physical description of shooter/s
 - Number and type of weapons held by the shooter/s
 - Number of potential victims at the location
- e. The first officers to arrive to the scene will not stop to help injured persons. Expect teams comprised of additional emergency medical personnel to follow the initial officers. These teams will treat and remove any injured persons. They may also call upon able-bodied individuals to assist in removing the wounded from the premises.
- f. Once you have reached a safe location or an assembly point, you will likely be held in that area by Security or law enforcement until the situation is under control, and all witnesses have been identified and questioned. Do not leave until law enforcement authorities have instructed you to do so.

4.0 VEHICLE/TRAFFIC CONTROL AND OPERATIONS

4.1 General

- a. The Center Director has delegated authority to the CCPS to manage and coordinate the Vehicle Control Procedures of SSC for permitting entry, exit and operation of vehicles on the installation.
- b. The Protective Services Contractor, under the direction and guidance of the CCPS, shall be the primary organization responsible for the enforcement of all SSC traffic regulations.
- c. The Protective Services 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. The Protective Services 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 Protective Services Contractor prior to such placement.
- f. All SSC traffic regulations, requirements and applications shall conform to Mississippi Code, Title 63, Motor Vehicle and Traffic Regulations as well as Center specific regulations prescribed by Director, SSC.
- g. All vehicles at 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 at SSC shall inform the Protective Services 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 at SSC may be subject to the following:
 - 1. Issuance of a SSC Traffic Violation Ticket (TVT), SSC Form 52.
 - 2. Revocation/Suspension of driving privileges, at the discretion of the Center Director or CCPS.
- k. Persons who witness a traffic violation at SSC when no law enforcement officer is present and wish to report the violation should contact the Protective Services 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 at SSC.
- m. Persons granted driving privileges at 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 at 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 at SSC 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 at 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 that are 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 permitted otherwise, 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 or 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 emergencies, mechanical failure or phone calls). In any case, efforts shall be made to remove the vehicle as quickly as possible.
 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 Protective Services 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 the Protective Services 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 POVs and Government Owned Vehicles (GOVs):

- a. Driving a GOV or POV at 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 at 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.

Note: Failure to produce proof shall result in temporary revocation until proof of compliance is supplied to the OPS. Additionally, the employee's supervisor and/or organization's security representative may be notified.

- e. Drivers shall obey all traffic and parking regulations at SSC.

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- 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.
- 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 themselves 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.

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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 include, but are not limited to, cellular telephones, two-way radios, walkie-talkies, blackberries, text messaging devices, computer laptops, MP3 players, iPad, iPhone, personal digital assistant type devices, any other two-way communication or similar devices that are not hands-free. The only exceptions are for emergency, security and fire personnel in the performance of their official duties.
- b. Use of any two-way 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. All Federal employees, contractors, subcontractors, tenants, and visitors are prohibited from text messaging while operating a motor vehicle at SSC.
- d. First time violators of this policy will be subject to the following:
 - A one-day suspension of driving privileges onsite SSC, commencing on the next business day (i.e., negating the ability to appeal).
 - Letter to Directorate head (or Agency/Company equivalent) from NASA Center Operations Director indicating the violation.
 - An assessment of 11 traffic points on the SSC driving record.

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 Protective Services.
- b. Any organization at SSC requesting road closure must forward a request in writing to the Protective Services Contractor at least 5 days prior to the requirement, when possible.
- c. The Protective Services Contractor shall inform OPS, Fire Department and Medical Services.
- d. The requesting organization shall coordinate with the Protective Services 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 Protective Services 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.

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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 onsite.
- d. Tractor trailers, dump trucks and other commercial trucks shall be restricted to 20 MPH while traveling over bridges at 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.

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.

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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 at 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 OPS:
 - Company Name.
 - Type of Business.
 - Building(s)/Location(s) normally visited.
 - Access requirements, if any, to controlled areas (e.g., Test Complex and support areas).
- d. When entry is needed into the Center, the incoming driver shall be issued a Visitor badge, 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.
- g. 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.

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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 regulation 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 2 abreast and passengers are not allowed to be ridden on a bicycle while at SSC.
- f. Bicycles shall not be ridden during hours of darkness at SSC.
- 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, and other appropriate safety equipment shall be worn when operating a bicycle, moped, or motorcycle at 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 at SSC. An abandoned vehicle is a vehicle that has been unattended and immobile for a period of at least 48 hours at a location not designated for prolonged storage or parking.
- b. For such vehicles, the Protective Services 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.

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- 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 Office.
- d. Vehicles found abandoned at SSC where the owner cannot be identified or located, shall be turned over to and released to the Hancock County Sheriff's Office 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 Protective Services Dispatch, located in BLDG 8000. Emergencies can be reported by dialing 911 from onsite telephones. To report emergencies using cellular phones, dial (228) 688-3636.
- b. NASA Protective Services and NASA Safety Officer shall be notified once preliminary information has been attained.
- c. The Hancock County Sheriff's Office shall be summoned by the Protective Services Contractor if the accident involves a POV. This applies to major accidents only. Major accidents are defined as accidents which result in significant costly damage and/or injury or death.
- 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 appropriate 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 GOVs or Government leased vehicles, Standard Form (SF) 91 (*Motor Vehicles Accident Report*) shall be completed.

4.15 Offsite Accidents in GOVs

- a. Accidents occurring off SSC property in GOVs shall be reported immediately to the appropriate local and/or state law enforcement officials. Subsequent notification should be

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made to the Protective Services 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 SF 91 - *Motor Vehicle Accident Report*, 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) at SSC.
- b. All SSC personnel, regardless of organization, shall observe and comply with reserved parking requirements and restrictions.
- c. Unauthorized persons whose vehicles are parked in reserved spaces will receive a TVT.
- 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 CCPS 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 at SSC by employees, carpool vehicles or individuals using GOVs shall be prohibited.

4.17 Traffic Point System

- a. An impartial and uniform point system is in effect at SSC for the issuance of TVTs. 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 at 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 from the date of violation.

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- c. The NASA Physical Security Officer and the Protective Services Contractor shall maintain records of accumulated points.
- d. Certain violations may also result in permanent revocation of SSC driving privileges.
- e. 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.
- c. If it is determined by appropriate methods, as used by the Sheriff's Office, 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 CCPS as follows:
 - 1. 12-17 points accumulated within 24 months: 30 day suspension
 - 2. 18-23 points accumulated within 24 months: 90 day suspension
 - 3. 24 or more points accumulated within 24 months: 180 day suspension
- b. Any points accumulated on the driver's record will remain for a period of 24 months unless the points are removed by Protective Services via the appeals process.
- c. Upon the accumulation of 12 or more points, the Protective Services Contractor shall notify the driver via letter of Protective Services 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 5 business days.

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2. Indicate to the driver when the suspension will start and steps to take should the driver wish to file an appeal.
3. 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 Protective Services that the driver has been convicted of any driving related criminal offense that occurred offsite.

4.20 Dispute of TVT

- a. Motorists who feel they have unjustly received a TVT may dispute the TVT by providing reason in writing to OPS within five business days of receipt of the TVT.
- b. The written dispute will be reviewed, and a decision rendered.
- c. The burden of proof lies with the driver. Without clear proof that the TVT was issued in error, the dispute will not be overturned.
- d. 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 Protective Services.
- e. Representation by third party legal or audio/video recordings are not allowed.
- f. The NASA Physical Security Officer shall not consider appeals which are not submitted by the appellant as outlined above.

4.21 Suspension Appeal Process

- a. Drivers who have received a letter of intent to suspend their driver privileges shall have the right to appeal the decision.
- b. 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 must present evidence showing why the suspension should not occur. 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.
- c. 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.

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- d. Within 5 working days of receipt of the appeal notice, the NASA Physical Security Officer will furnish the appellant with a written response and the decision will be final.
- e. The response will indicate the adjusted date on which the suspension will begin, generally 2 business days after the response.
- f. Suspension of driving privileges shall include operating any and all vehicles at SSC, to include GOVs.
- g. Motorists whose driving privileges have been suspended for using communication devices while operating motor vehicles shall not have the benefit of an appeal.
- h. 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 the NASA Physical Security Officer.
- i. Representation by third party legal or audio/video recordings is not allowed.
- j. 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

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. If KCC is not known, individual should consult their facility manager.
- 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.
- 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.

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- 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 CCPS.
- 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:
 - Keys.
 - Locks.
 - Key serial number.
 - Lock serial number.
 - Location of locks.
 - Number of keys maintained for each lock.
- e. Store the key and lock inventory in accordance with NPR 1620.3.
- f. Re-key and re-core the locks of individual facilities when:
 1. Control and accountability of keys has been compromised.
 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.

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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 from the KCC.
- b. Be accountable for keys, locks and combinations issued to them at all times.
- c. Not duplicate nor loan keys out to other individuals.
- d. Not remove keys to key containers from the installation except to provide for protected storage elsewhere.

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- 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 OPS or KCC under, but not limited to, the following conditions:
 - 1. Requirement for key no longer exists.
 - 2. When directed by Protective Services or Protective Services 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 Protective 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 Protective 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 Locksmith Service Request (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 in accordance with NPR 1620.3.
- 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. KCCs shall turn in keys to the SSC Locksmith Office within 5 working days.

6.0 SUSPICIOUS MAIL

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 the Protective Services Dispatch 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

OPS 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.”
- 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.

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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 the Protective Services Dispatch by dialing 911 from an onsite telephone or (228) 688-3636 from a cellular phone.

7.0 CONTROL OF FIREARMS, AMMUNITION, AND EXPLOSIVES

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 at 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 on Federal facilities. There is no waiver process for routine possession of personal firearms at SSC.

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- b. Unauthorized introduction of firearms, ammunition, explosives, or dangerous materials on Federal facilities is prohibited by Federal law.
- c. Unless specifically authorized by Protective Services, 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 Protective Services.

7.3 Authorized Firearms, Ammunition and Explosives at 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 Inspector General (IG) staff (concealed and unconcealed carry).
- c. NASA Uniformed Protective Services Contractor personnel (unconcealed carry only).
- d. Federal and Civil law enforcement personnel while on duty.
- e. Certain other resident agencies that require their in-house security force to carry firearms. Prior authorization with Protective Services is required.
- f. Resident military organizations, using government issued weapons, in performance of military training carried out in designated areas only.
- g. Certain armored cargo and material carrier services (authorized by Protective Services).
- h. NASA select non-uniformed Protective Services Contractor personnel (concealed and unconcealed).

7.4 Possession of Other Weapons

- a. The following items are prohibited at SSC:
 - 1. Personal firearms.

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2. Ammunition.
 3. Air rifles or pistols.
 4. Any knife the blade of which is longer than 3 inches.
 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, statute, 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 CCPS for further analysis and determination.

8.0 MISCELLANEOUS

8.1 Animal Control

- a. In the interest of all concerned, pets of any type, with the exception of service dogs, shall not be allowed on the installation except when passing through the installation and must remain in a vehicle. Except for service dogs, no pets can be brought into or kept in any work area at any time.
- b. The Protective Services Contractor or the SSC Natural Resources Management Team 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

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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, the Protective Services 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.
- d. The Protective Services 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 at SSC designated for picnicking, boat launching, berry picking, and other activities that might be designated as recreational. 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.

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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 that his/her guest or dependent is their responsibility (i.e., staying with him/her at all times).
- 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.
- 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 Protective Services 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 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 trotlines, 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. (Restricted Area signs are posted along the East Pearl River and the canal as a warning to the public).

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8.5 Special Events

- a. All special events shall be coordinated through the COD. 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


CAC	Common Access Card
CARP	Credentialing Adjudication Review Panel
CCPS	Center Chief of Protective Services
CCTV	Closed Circuit Television
CFR	Code of Federal Regulations
CI	Counterintelligence
CIO	Chief Information Officer
COD	Center Operations Directorate
COOP	Continuity of Operations Plan
DD	Department of Defense Form number acronym
DHS	Department of Homeland Security
DoD	Department of Defense
EO	Executive Order
EOC	Emergency Operations Center
ERO	Emergency Response Official
FAA	Federal Aviation Administration
FCC	Federal Communications Commission
FN	Foreign National
FPCON	Force Protection Conditions
FSL	Facility Security Level
GOV	Government Owned Vehicles
GSA	General Services Administration
HR	Human Resources
HSAS	Homeland Security Advisory System
ICP	Incident Command Post
ICS	Incident Command System
ID	Identification
IdMAX	Identity Management and Access Exchange
IDS	Intrusion Detection System
IT	Information Technology
IVC	International Visitor Coordinator
KCC	Key Control Custodian(s)
LPR	Lawful Permanent Resident
MOA	Memorandum of Agreement
NACI	National Agency Check with Inquiries
NASA	National Aeronautics and Space Administration
NAMS	NASA Account Management System
NCTS	NASA Clearance Tracking System
NRA	National Rifle Association
NISPOM	National Industrial Security Program Operating Manual
NPD	NASA Policy Directive
NPR	NASA Procedural Requirements

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NODIS	NASA Online Directives Information System
NSDD	National Security Decision Directive
NTAS	National Terrorism Advisory System
OIG	Office of Inspector General
OPSEC	National Operations Security Program
OPS	Office of Protective Services
PAM	Physical Access Management
PCI	Personal Identity Verification Card Issuer
PIV	Personal Identification Verification
PL	Public Law
POV	Privately Owned Vehicle
SHB	Stennis Handbook
SOI	Stennis Operating Instruction
SPD	Stennis Policy Directive
SPLN	Stennis Plan
SPR	Stennis Procedural Requirements
SSC	Stennis Space Center
SSCRA	SSC Recreational Association
SSN	Social Security Number
SSOP	Stennis Standard Operating Procedure
STTCP	Security Technology Transfer Control Plan
TSCM	Technical Surveillance Countermeasure
TVT	Traffic Violation Ticket
U.S.	United States
U.S.C.	United States Code
VIP	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 39529-8000		<h3>Lost Badge Statement</h3>	
Name (Last, First, MI)		Organization	
Building Number	Office Ext.	Supervisor Name and Ext.	
Badge Type: <input type="checkbox"/> Smart Card (chip embedded) <input type="checkbox"/> Non Smart Card <input type="checkbox"/> Temporary		Reason For Badge Renewal: <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.)			
<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 & 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 Local 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 NASA 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 1600.4 (ICAM)
- q. NPR 1620.2, Physical Security Vulnerability Risk Assessments.
- r. NPD 1660.1, NASA Counterintelligence (CI) Policy.
- s. NPR 4200.1, NASA Equipment Management Manual.
- t. SOI-8080-0040, John C. Stennis Space Center Test Area Access Control
- 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.
- 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

Traffic Offense Point Assessments

Violation	Points Assessed
Manslaughter, negligent homicide, or assault with an automobile	24 ¹
Leaving the scene of an accident involving death or personal injury without rendering aid or information unless otherwise relieved	24 ¹
Using an automobile in the commission of a felony	24 ¹
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 ¹
Driving at SSC while state driver's license is suspended	18 ¹
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
Failure or refusing to consent to search	18
Transporting unbadged personnel in vehicle onsite	11
Operating a cellular phone, blackberry, two way radio or other portable communication device while operating a vehicle (includes texting)	11
Driving while SSC driving privilege suspended (remainder of original suspension plus additional 30 days).	--
Reckless driving, willful and wanton disregard for persons or property	6
Fleeing the scene (hit and run)	6
Failure of operator to properly restrain child in child restraint system	6
Driving without a valid state driver's license	6 ²
Operating a vehicle without adequate required liability insurance	6 ²
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 a Protective Services 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
Operating motor vehicle without seatbelt	4
Expired License Plate	4

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Other violation	4
Failure to wear approved helmet while operating a motorcycle	4
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	4
11-19 MPH over posted speed limit	6
20-29 MPH over posted speed limit	9
30 and above MPH over posted speed limit	12

¹ Indicates violations that may also result in permanent revocation of SSC driving privileges.

² Indicates violations that may result in temporary revocation of SSC driving privileges until proof of compliance to the OPS. Additionally, the employee's supervisor and/or organization's security representative may be notified.