

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

Issuance Number: MMI 1620.7, Ch 1

Date: May 29, 1987

Material Transmitted:

1. Management Instruction, MMI 1620.7, Change 1, subject: Access To Limited Areas of MSFC.
2. This instruction is being issued to update organizational changes and provide additional responsibilities for the Limited Area Manager and Chief, Security Division.
3. Make the following pen and ink changes:
 - a. In "Originating Organization" block at the top of page 1, change "AS51 to CN51."
 - b. Paragraph 8.a.(b), line 5, change AS51 to CN51.
 - c. Paragraph 8.a.(5), add to the end of sentence: including corrective action on cited deficiencies, and reporting same to the Security Division.
 - d. Paragraph 8.b.)1), add to end of sentence: provides written report to the Limited Area Manager, and conducts follow-up inspections as necessary.

(original signed by)
C. D. Bean
Director
Administrative Operations Office

Distribution:
SDL 2

Filing Instructions:

After making pen and ink changes, file this transmittal sheet in front of MMI 1620.7.

ISSUANCE TRANSMITTAL
SHEET

N A S A
National Aeronautics and
Space Administration

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

Issuance Number: MMI 1620.7

Date: April 14, 1982

Material Transmitted:

Management Instruction, MMI 1620.7, subject: Access to Limited Areas of MSFC.

Filing Instructions:

File in a standard 3-ring binder in numerical sequence without regard to the alphabetic prefix which identifies the type of directive.

MSFC-Form 1376 (Rev. July 1979)

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

Originating Organization: CN51	Effective Date: Apr 14, 1982	MMI: 1620.7
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Subject: ACCESS TO LIMITED AREAS OF MSFC

1. PURPOSE

To establish policy and procedures for assuring that personnel requiring unescorted access to Limited Areas meet established personnel security criteria.

2. SCOPE

This Instruction is applicable to Limited Areas established at all MSFC operations regardless of geographical location.

3. POLICY

Limited Areas are established by the Center Director pursuant to NHB 1620.3, to safeguard classified information and material, or unclassified property warranting special protection. To insure the required degree of security, prescribed personnel security measures must be taken to insure the reliability of personnel authorized unescorted access to Limited Areas.

4. AUTHORITY

NHB 1620.3, NASA Physical Security Handbook (only applicable parts of most recent edition apply).

5. DEFINITIONS

- a. Escort: A person authorized unescorted access who maintains visual contact with a visitor while the visitor is present in a Limited Area.
- b. Visitor: Any person not authorized unescorted access to a Limited Area.

- c. Limited Areas: An area designated by the Director, MSFC, in accordance with paragraph 1702 NHB 1620.3, wherein security measures are applied for the safeguarding of classified information and material, or unclassified property warranting special protection and in which uncontrolled movement of individuals not authorized unescorted access would permit access to such classified information and material or property, but within which such access may be prevented by appropriate visitor escort or other internal restrictions and controls.
- d. Review/Certification Board: A board established by MMI 8610.2 to review appeals.
- e. Limited Area Manager: Director/Manager of the Laboratory/Office which controls the Limited Area as designated by the Center Director.

6. GENERAL PROVISIONS

- a. Areas designated as Limited Areas will have signs posted at all entrances as prescribed by NHB 1620.3.
- b. Personnel authorized unescorted access to Limited Areas controlled by a Key Card System will be issued a Key Card which will be attached to his/her picture badge.
- c. Access to Limited Areas not controlled by a Key Card will be by an access list prepared from authorizations furnished by the Chief, Security Division.
- d. Visitors to a Limited Area controlled by a Key Card will be issued a Key Card which will be turned in at the conclusion of the visit.

7. ACCESS TO LIMITED AREAS

- a. Only those individuals who have a need for such access and who meet the following criteria may enter a Limited Area without escort:
 - (1) Possess a security clearance equal to the level of the classified information or material involved; or
 - (2) Are the recipient of a satisfactorily completed National Agency Check if classified information or material is not involved.

- b. Personnel who do not meet the requirements of subparagraph a. for unescorted access may enter a Limited Area only when approved by the Limited Area Manager or his/her designee and are escorted by a NASA or NASA contractor employee authorized unescorted access.

8. PROCEDURES AND RESPONSIBILITIES

a. Limited Area Manager

- (1) Authorizes escorted access for visitors to Limited Area(s) under his control and insures that visitors are properly escorted.
- (2) Issues Limited Area Key Cards only to personnel authorized unescorted access and to approved visitors.
- (3) Initiates requests for unescorted access authorization to the Chief, Security Division, for personnel requiring continuous and regular access to a Limited Area.
 - (a) For NASA employees, no further action is required.
 - (b) For contractor employees, instructs the contractor to require the nominee to complete Data for Nonsensitive or Noncritical-Sensitive position (SF85) and one Fingerprint Chart (SF258) and forward them to the Security Division, CN51.
- (4) Notifies the Security Division of all personnel who no longer require access.
- (5) Is responsible for the physical security of his Limited Area(s).

b. Chief, Security Division

- (1) Conducts semi-annual security inspections of all Limited Areas to insure compliance with this Instruction.
- (2) Initiates an NAC on nominees when there has not been a NASA adjudicated NAC within the past five years and conducts further investigation if required.
- (3) Authorizes unescorted access upon determination that a National Agency Check has been satisfactorily completed. A National Agency Check is not satisfactorily completed if within the past five years the individual:

- (a) Has been convicted of a crime for which the penalty is incarceration of one year or more and/or a fine of \$1,000 or more, or
 - (b) has been discharged for cause, or
 - (c) has been convicted of treason, sedition, espionage, or sabotage, regardless of the date of the conviction.
- (4) For denials based on paragraph 8.b.(3), above, notifies the individual of the denial in writing, advising the individual of the basis for the denial and that the decision may be appealed in writing to the Review/Certification Board. The appeal must be submitted within ten working days of receipt of notification.
- (5) If it is believed that unescorted access should be denied for any reason other than one of those listed in paragraph 8.b.(3), above, so recommends in writing to the director, Management Operations Office, with full justification therefore.
- (6) For denials based on reasons other than paragraph 8.b.(3), above, obtains the written concurrence of the Director, Management Operations Office and notifies the individual of the denial in writing, advising him/her that an initial determination to deny access has been made, specific reason for the initial decision, and that the decision will become final ten days after receipt of notification unless appealed in writing to the Review/Certification Board.
- (7) Notifies the Limited Area Manager of all determinations.
- (8) Furnishes the Review/Certification Board in all appeals, all documentation for the case, the specific reason for denial, presents the case, and provides other support as requested.

- c. The Certification Review Board shall afford the individual the opportunity to request a hearing at which he/she may confront and cross-examine witnesses, offer witnesses and other evidence in his/her behalf, and be represented. The hearing must be held within reasonable proximity to the individual's work site. The Board will then make its recommendation to the Center Director who will make the final determination.

(original signed by)
W. R. Lucas
Director

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