

**MPR 1600.4
REVISION A**

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MARSHALL PROCEDURAL REQUIREMENTS

AS01

MSFC IDENTITY, CREDENTIAL, AND ACCESS MANAGEMENT

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DOCUMENT HISTORY LOG

Status (Baseline/ Revision/ Change/ Revalidation/ Canceled)	Document Revision/ Change	Effective Date	Description
Baseline		11/16/2015	This MPR replaces sections of MPR 1600.1E, Marshall Physical Security Requirements, dated September 18, 2013. Specifically, the portion of Chapter 2 that address physical access control systems and all of Chapter 3.
Revision	A	1/27/17	This revision adds new Chapter 4 on Foreign Nationals and moves L&K Program to Chapter 5. Change Marshall Integrated Service Management (MISM) to NASA Integrated Service Management (NISM). Minor grammatical changes.

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PREFACE

P.1 PURPOSE

To establish Center-specific requirements for identity, credential, and access management to ensure compliance with NPR's 1600.1, 1600.3, 1600.4, 1620.3 and NAI 1600.4. Identity, credential, and access management are the activities that deal with identifying individuals and controlling their access to facilities by associating user restrictions with the established identity.

P.2 APPLICABILITY

- a. This MPR applies to Center personnel, programs, projects, and activities, including contractors and resident agencies to the extent specified in their respective contracts or agreements. ("Contractors," for purposes of this paragraph, includes contractors, grantees, Cooperative Agreement recipients, Space Act Agreement partners, other agreement partners, Memorandums of Agreement/Understanding, those assigned or detailed under the Intergovernmental Personnel Act).
- b. This MPR applies to the Michoud Assembly Facility (MAF).
- c. This MPR applies to the following: all mandatory actions (i.e. requirements) are denoted by statements containing the term "shall." The terms: "may" or "can" denote discretionary privilege or permission, "should" denotes a good practice and is recommended, but not required, "will" denotes expected outcome, and "are/is" denotes descriptive material.
- d. This MPR applies to the following: all document citations are assumed to be the latest version unless otherwise noted.
- e. This MPR applies to all visitors.
- f. This MPR applies to Foreign National (FN) visiting National Space Science and Technology Center (NSSTC).

P.3 AUTHORITY

- a. NPR 1600.1, NASA Security Program Procedural Requirements
- b. NPR 1600.3, Personnel Security
- c. NPR 1600.4, Identity and Credential Management
- d. NPR 1620.3, Physical Security Requirements for NASA Facilities and Property
- e. NAI 1600.4, Foreign National Access Management (FNAM) Operations Manual

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P.4 APPLICABLE DOCUMENTS AND FORMS

- a. Immigration and Nationality Act, 8 U.S.C. § 1101 (a) (20)
- b. Unfair Immigration-Related Employment Practices, 8 U.S.C § 1324b (a)(3)
- c. Citizenship, CFR 5 CFR Part 7, Section 7.4
- d. Office of Personnel Management Memorandum for Heads of Departments and Agencies, Chief Human Capital Officers, and Agency Security Officers, Introduction of Credentialing, Suitability, and Security Clearance Decision-Making Guide, dated January 14, 2008
- e. NPD 1382.17, NASA Privacy Policy
- f. NPR 1382.1, NASA Privacy Procedural Requirements
- g. NRRS 1441.1, NASA Records Retention Schedules
- h. MSFC Form 4228, Key Justification
- i. MSFC Label 45, Room Access Request
- j. MSFC Label 80, Room Access Information
- k. Form I-551, U.S. Citizenship and Immigration Service (USCIS Permanent Resident Card)

P.5 MEASUREMENT/VERIFICATION

None

P.6 CANCELLATION

- a. MPR 1371.1, Processing Foreign Visitor Requests, dated September 7, 2012
- b. MPR 1600.4 Baseline, MSFC Identity, Credential, and Access Management, dated November 16, 2015

Original signed by

Todd A. May
Director

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CHAPTER 1. RESPONSIBILITIES

1.1 The Protective Services and Export Control Office (PSECO) shall:

1.1.1 Issue identification badges.

1.1.2 Control visitor access.

1.1.3 Control physical access to card readers.

1.1.4 Secure the area and complete a Report of Incident (ROI) when an MSFC Label 45 or Label 80 is posted and the building or area is found unsecured after hours.

1.1.5 Stock, install, and remove locks; make and issue keys; manage the master key system; conduct key coordinator training; and manage the security lock and key database.

1.1.5.1 Approve lock and key (L&K) requests, maintain records, and return cancelled requests to the originator with an explanation for the disapproval.

1.1.5.2 Validate annual key inventories.

1.1.5.3 Identify requirements for security locks on new buildings, additions, renovations, and fenced areas and ensure the required locks are installed.

1.1.5.4 Take appropriate action as required for reported lost keys.

1.1.5.5 Service MSFC provided vaults, safes, door locks, and padlocks.

1.1.5.6 Make keys and issue replacements as necessary for approved MSFC locks.

1.1.5.7 Furnish Key Holder reports to individuals with a need to know at the discretion of the PSECO.

1.2 Directors/Managers of Offices and Directorates shall:

1.2.1 Determine areas to be marked with a MSFC Label 45 after considering the sensitivity of the information, material, or property within the area.

1.2.2 Appoint in writing, a L&K Coordinator, to process, account for, and control all security keys issued within the organization. A copy of the appointment letter will be sent to PSECO and kept on file.

1.2.3 Ensure that a permanently Personal Identity Verification (PIV) badged employee will serve as the L&K Coordinator.

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1.2.4 Ensure the annual security key inventory is conducted, completed, and documented before the established deadline.

1.3 Managers/Supervisors shall:

1.3.1 Review security regulations with employees, specifying new or revised requirements.

1.3.2 Ensure MSFC Label 45 is current, legible, and completely filled out with home or cell phone numbers.

1.4 Employees shall:

1.4.1 Follow this MPR and security policies listed in P.4, Applicable Documents.

1.4.2 Contact the PSECO for security guidance and direction.

1.4.3 Report suspicions of improper use of an identification badge to the PSECO.

1.4.4 Turn in keys when they leave, transfer, or go on a leave of absence for 90 days or longer.

1.5 International Visit Coordinator (IVC) shall:

1.5.1 Implement and have oversight of the Foreign National Access Management (FNAM) program at MSFC, MAF and the NSSTC and designated component facilities process in accordance to this directive, NPR 1600.4 and NAI 1600.4.

1.6 FN Certified Escort shall:

1.6.1 Ensure they comply with all escort responsibilities listed in the directive, NPR 1600.4 and NAI 1600.4.

1.6.2 Present certified escort identification badge at the Redstone Joint Visitor Control Center (JVCC) or MAF Badging Office when sponsoring a FN, Foreign Representative (FR), or Lawful Permanent Resident (LPR).

1.6.3 Ensure visitor is escorted at all times, if required.

1.6.3.1 Ensure escort to visitor ratio is 1:1 FN, FR and LPR, unless otherwise approved by the IVC.

1.6.4 Inform the visitor that the use of a cell phone, smartphone, camera, Universal Serial Bus (USB) drive, flash drive, recording equipment of any kind, or laptop is prohibited unless approved by the IVC.

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1.7 Key Holders shall:

1.7.1 Safeguarded security keys at all times.

1.7.2 Not duplicate security keys.

1.7.3 Use security keys for official business only.

1.7.4 Not take security keys outside of the United States.

1.7.5 Not loan security keys.

1.7.6 Return security keys to the organizational L&K Coordinator upon departure.

1.7.7 Report lost security keys using the approved Center Service Request System within 24 hours of loss.

1.8 L&K Coordinator shall:

1.8.1 Pickup and sign for their organization's security keys at Key Control Bldg 4312 and issue them to the employees.

1.8.1.1 Approve or reject all requests for security locks and keys requested through the approved Center Service Request System for their organization only.

1.8.1.2 Complete the MSFC Form 4228, signed by the employee and L&K Coordinator and return to Key Control.

1.8.1.3 Account for security keys issued and Key Holders provided with safeguarding instructions.

1.8.1.4 Conduct an annual inventory of security keys assigned to their organization and submit their findings to the PSECO by the established deadline.

1.8.1.5 Report lost keys using NASA Integrated Service Management (NISM) system.

1.8.1.6 Store unassigned keys in locked containers when not issued or in personal possession of authorized key holder.

1.8.1.7 Upon departure, transfer keys to a succeeding L&K Coordinator.

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CHAPTER 2. IDENTIFICATION BADGES AND VISITORS (U.S. CITIZENS)

2.1 General

2.1.1 MSFC shall establish procedures for issuing and controlling identification badges.

2.1.2 The Center Chief of Protective Services (CCPS), or designee, shall grant access to MSFC facilities when it furthers the conduct of NASA business.

2.1.3 Access to MSFC facilities, Information Technology (IT) systems and resources shall be denied, suspended, or revoked with cause by the CCPS, or designee.

2.1.4 Individuals unable to produce valid identification may be escorted from the Center by PSECO.

2.2 Use of a Badge by Personnel Not Employed at MSFC

2.2.1 Persons visiting MSFC or its component facilities shall wear an identification badge issued by or recognized by MSFC.

2.2.2 Official identification badges issued by Redstone Arsenal and smartcards issued by other Federal Agencies shall be honored at MSFC.

2.2.2.1 Personnel requiring access to MSFC facilities shall be entered into the Identity Management and Account Exchange (IdMAX).

2.3 Use of a Badge by Civil-Servants

2.3.1 Civil-servants shall use the NISM request system to process out of the Center, to include returning NASA issued identification badges.

2.3.2 Civil-servants who leave NASA employment shall return NASA issued identification badges to the PSECO Badging Office or other NASA authorities.

2.4 Use of Badge by MSFC Contractors

2.4.1 Contractors who leave a NASA contract shall immediately return the NASA identification badges and key cards to the PSECO Badging Office.

2.4.2 The NISM request system shall be used by contractors to out process contractors from the Center.

2.4.3 If it is not possible for contractor employees to out process the Center in person, the employee's supervisor or company representative shall collect badges, key cards, and keys and return the items to the PSECO Badging Office or other NASA authorities. The employee's

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supervisor or company representative will also collect and account for any other NASA equipment or property in the possession of the contractor employee.

2.5 Relinquishing Badges

Badges shall be surrendered or provided for physical inspection by employees upon request by PSECO security staff, management, or auditors.

2.6 Disciplinary Leave, or Leave of Absence

2.6.1 Employees on disciplinary leave, long-term administrative or excused leave, or on a leave of absence for over 90 days, shall turn in their badge to the PSECO Badging Office as defined in 2.3 or 2.4 above.

2.6.2 Keycards may be disabled by the PSECO for just cause (reported lost or stolen, unauthorized usage, etc.).

2.6.3 Employees may reclaim the badge from PSECO upon returning to duty.

2.7 Requesting a Retiree Card

Upon request, a distinctive “retiree” identification card may be issued by the PSECO as a keepsake to NASA retirees who retire under favorable conditions; however, the badge is not valid for gaining access to MSFC or any NASA Center.

2.8 Use of a Center Specific Badge for NASA Retirees

2.8.1 The Center Specific Badge may be issued by PSECO to retirees who retire under favorable conditions.

2.8.2 The badge shall be requested by retirees through the PSECO Badging Office at retirement or any time after retirement.

2.8.3 Two original forms of identification, i.e., current driver’s license, unexpired passport, military identification, or social security card shall be provided to the PSECO by the retiree.

2.8.3.1 One of the identity documents shall be a government issued photo identifications.

2.8.4 The retiree’s identity shall be validated by PSECO and a photo taken in order to issue the Center Specific Badge.

2.8.5 The Center Specific Badge shall be used for Center activities only as specified below. The badge does not grant the retiree full access to the MSFC facilities, to include administrative areas, laboratories, and test areas. The Center Specific Badge grants access to the following:

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- a. Entry to Redstone Arsenal for authorized purposes (items b., c., d., e., f., or g. below);
- b. MSFC Wellness Center (gym), with paid membership;
- c. MARS Activities (Gun, Archery, Skeet, Trap, and Tennis Clubs, etc.), with paid membership;
- d. NASA Exchange Store, Barbershop, and Cafeteria located in Building 4203 during normal business working hours;
- e. NASA Exchange Recreational Sports Fields;
- f. Heritage Gallery in Lobby of Building 4200 during normal business working hours; and
- g. Center events that are open to retirees or the public generally (Annual Picnic, Open House, etc.).

2.8.6 Spouses of retirees may obtain a membership in the Wellness Center, and as members, shall be issued a MSFC Center Specific Badge which is valid for the Wellness Center only.

2.8.7 Retirees possessing only a MSFC Center Specific Badge may not sponsor other visitors or serve as an escort for other visitors.

2.8.8 Retirees who need to visit the Center for reasons other than Center activities described above, e.g., for official NASA business, retiree or holiday parties, or visiting former colleagues, friends, or family, shall obtain an official NASA visitor badge as defined in section 2.10 of this MPR.

2.9 Use of an Associate Badge

2.9.1 A MSFC or MAF sponsor is required to request the MSFC Associate badge.

2.9.2 The MSFC or MAF sponsor and associate shall register with the PSECO Badging Office.

2.9.3 The Associate badge shall be returned by the MSFC or MAF sponsor when the badge is no longer required for the purpose issued or upon request by the PSECO.

2.9.4 A favorable background check shall be completed on associates by the PSECO before issuing an Associate badge.

2.9.5 A National Crime Information Center (NCIC) check shall be conducted by the PSECO based on information provided by the requesting associate during the registration process.

2.9.6 Associates shall not escort or sponsor a visitor to the Center.

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2.9.7 An Associate badge shall be issued to the following persons and are valid only for these purposes:

- a. Any U.S. citizen driving onto Redstone Arsenal or MAF in an established carpool with a NASA employee.
- b. Any designated U.S. citizen who has been authorized by a child’s MSFC parent to pick up and/or drop off children at the Marshall Child Development Center (MCDC).
- c. Any U.S. citizen participating in Marshall Activities and Recreation Society (MARS) Club, MSFC Wellness Center or sporting activities per the club by-laws.
- d. The Associate badge is valid for one year or until the end of the sporting season.

2.10 Use of Visitor Badges for U.S. Citizens

2.10.1 The Redstone JVCC shall issue and control MSFC visitor badges and maintain a record of visitors to include full name, driver’s license, citizenship, organization represented, person to be visited, and date of visits in accordance with MSFC’s agreement with Redstone Arsenal.

2.10.2 The MAF PSECO Badging Office issues visitor badges for that location. Visitor information shall be entered into the Visitor Management System (VMS) for MSFC and the Easy Lobby visitor control system for MAF.

2.10.3 Visitor badges requested for current NASA employees or contractors who have temporarily lost their badge shall require the visitor requestor gain concurrence from the employee’s supervisor or designee.

2.10.4 The identity of all U.S. citizens visiting who are 16 years of age or older shall be verified.

2.10.4.1 Visitors who require an escort shall be escorted at all times by an individual holding a valid NASA PIV, Department of Defense (DoD) Common Access Card (CAC) or other federal agency PIV that has been registered in IdMAX.

2.10.4.2 At MAF, tenant visitors who require an escort shall be escorted at all times by a tenant employee who has been issued a MAF center specific tenant non-escort badge, NASA PIV, DoD CAC or other federal agency PIV that has been registered in IdMAX.

2.10.5 Children who are U.S. citizens, age 15 and below are not required to be entered into the VMS and to obtain a badge.

2.10.5.1 Children shall be escorted at all times by an individual holding a valid NASA PIV, DoD CAC, or other federal agency PIV that has been registered in IdMAX.

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2.10.6 Visitors who are U.S. citizens shall provide one form of government issued photo identification, e.g., driver’s license, passport.

2.10.7 All visits shall be for official NASA business or be in the best interest of NASA. The length of the visit should be for that period of time reasonably necessary to accomplish the NASA business or interest necessitating the visit.

2.10.8 Visitors may only be sponsored by a permanently badged NASA employee or contractor. Employees possessing only a visitor badge may not escort visitors on-site.

2.10.9 Visits by U.S. citizens shall be entered into the VMS by the NASA Visit Requester for their organization or company 3 to 5 working days in advance of the visit in order to ensure the visit is processed in time for the visit.

2.10.9.1 Each organization and contract shall designate a Visit Requester who will enter VMS request for their organization or contract.

2.10.9.2 The Visit Requester shall be required to submit a NASA Application Management System (NAMS) request for a Visit Requester account and the NAMS request will be sponsored by the designate’ s supervisor or appropriate Contracting Officer Representative (COR).

2.10.9.3 Visitors are not authorized to serve as an escort for other visitors.

2.10.9.4 Visitors escorted on-site by a permanent NASA employee or MSFC or MAF temporary employee shall be entered into the VMS and obtain a visitor badge at the PSECO Badging Office.

2.10.10 When the respective Badging Office is closed (after normal business hours, weekends, and holidays) visitors may request a badge in an emergency situation by contacting the PSECO dispatch office.

2.10.11 Visitors discovered on-site after hours, that have not been pre-approved by PSECO shall be escorted off site by PSECO.

2.10.12 Visitors shall return badges/key cards to the PSECO Badging Office at the end of the visit.

2.11 Adjudication Process for Center Specific and Visitor Badges

2.11.1 Individuals with a criminal record (except minor traffic) shall be adjudicated in accordance with the Memorandum to Heads of Departments and Agencies, Chief Human Capital Officers, and Security Officers, titled *Introduction of Credentialing, Suitability, and Security Clearance Decision-Making Guide*.

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2.11.2 If an individual is still under probation/parole, or incarcerated for a felony conviction, this alone serves as an immediate disqualifying factor for physical/logical access based on the unacceptable risk the criminal activity poses to NASA. A felony is defined as a serious crime which in the U.S. is usually punishable upon conviction either by a large fine, or by a term of imprisonment longer than one year, or by both a large fine and imprisonment, or which is punishable by death.

2.11.2.1 The badge Authorizer shall notify the NASA sponsor that the badge is disapproved.

2.11.2.2 At such a time as the hearing, trial, criminal prosecution, sentencing, suspended sentencing, deferred sentencing, incarceration, probation, or parole has been completed; the individual may be resubmitted to the identity verification process to determine eligibility for a credential.

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CHAPTER 3. PHYSICAL ACCESS TO CARD READERS

3.1 MSFC Basic Level Access (BLA)

3.1.1 The PSECO shall employ security measures to safeguard and control access to property and hazardous materials or to protect operations that are vital to the accomplishment of the mission. This policy recognizes identity validation and verification, while ensuring employees and visitors can access the required facilities needed to perform their duties. This policy defines the physical access request process to card readers on the Center for permanently badged employees, temporary employees, tenants, visitors, construction workers, vendors, volunteers, and interns.

3.1.2 Visitors requiring unescorted access to the Center will require sponsorship through the IdMAX and a NCIC check. Upon successful completion of a NCIC check, visitors will receive MSFC BLA to the Center 24 hours a day, 7 days a week for most administrative buildings.

3.1.3 Temporary Employees include those visitors with access to the Center for more than 30 days but less than 180 days. These employees will require sponsorship through IdMAX and a NCIC check. Upon successful completion of a NCIC check, temporary employees will receive MSFC BLA to the Center 24 hours a day, 7 days a week for most administrative buildings.

3.1.4 Tenant Employees will require sponsorship through IdMAX and a NCIC check. Upon successful completion of a NCIC check, tenant employees will receive MSFC BLA to the Center 24 hours a day, 7 days a week for most administrative buildings.

3.1.5 Construction workers vendors, volunteers, and interns will require sponsorship through IdMAX and a NCIC check. Upon successful completion of a NCIC check, the individuals will receive MSFC BLA to the Center 24 hours a day, 7 days a week for most administrative buildings.

3.1.6 Permanently Badged Employees are granted BLA on their badge from 24 hours a day, 7 days a week for most administrative buildings. Monday-Friday, based upon sponsorship via IdMAX per and a favorable background investigation. The minimum background investigation requirement is a Federal Investigation Standard Tier 1, National Agency Check with Written Inquiries (NACI). Employees requiring access outside of BLA shall enter an NAMS request for the additional access.

3.2 Controlled/Limited/Exclusion Secure Areas

3.2.1 Employees requiring access to Controlled areas require sponsorship through IdMAX and a favorable NCIC check at a minimum. All others shall be escorted. Requests for access are submitted via NAMS.

3.2.2 Employees requiring access to a Limited NASA Critical Infrastructure (NCI) area will require sponsorship through IdMAX and a favorable minimum background investigation. The

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minimum background investigation requirement is a Federal Investigation Standard (FIS) Tier 1, NACI. Requests for access shall be submitted via NAMS.

3.2.3 Employees requiring access to an Exclusion area will require sponsorship through IdMAX and shall have a FIS security clearance equal to or greater than the classification of the material in the area and a job related need-to-know. Requests for access to an Exclusion area will be submitted via NAMS.

3.2.3.1 Personnel security clearance levels shall be validated by the PSECO prior to granting access to an Exclusion area. Requests for access will be submitted via NAMS prior to being granted access.

3.2.4 Controlled/Limited/Exclusion areas shall have both a primary and secondary approver over the area that will approve access requests via NAMS. Approvers validate each request for access based upon the business justification provided in the NAMS request. Approvers are also responsible for accepting the risk if an employee requesting access has a Level of Confidence (LOC) lower than the Level of Risk (LOR) to the area. If approvers change, PSECO will be notified by the approver identified in NAMS.

3.2.5 Access to secure access areas not controlled by card readers shall be controlled by lock and key issued by the PSECO. Procedures for requesting access can be found in Chapter 5.

3.3 Piggybacking

Piggybacking is defined as the unauthorized entry of an individual into a building/area requiring a badge for entry by following closely behind the authorized/badged employee. All MSFC employees and contractors shall not piggyback, and will make reasonable efforts to prevent anyone from piggybacking, into any building/area requiring a badge for entry.

3.4 Physical Access Control System (PACS)

The PACS at MSFC consists of card readers, Closed Circuit Television (CCTV) Video cameras, door contact alarms, duress alarms, etc. Program/Projects at MSFC may fund card readers and cameras via the NASA Enterprise Service Desk. Once a card reader or camera is installed by the PSECO, it is monitored by the PSECO Joint 911 Dispatch Center. Officers will respond to card reader alarms and other incidents involving the PACS system. All troubleshooting and maintenance of the PACS is the responsibility of PSECO. Although readers and cameras are funded by a project/program the installed PACS items are not retained property. PSECO provides monitoring and maintenance of the PACS on behalf of the Program/Project.

3.5 Card Reader Requests

3.5.1 Requests for Controlled access card readers may only be requested for those areas housing sensitive NASA assets, test or flight hardware, or Sensitive but Unclassified (SBU) material. In addition, there will be more than six (6) users assigned to the area.

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3.5.2 Requests for General access card readers will be reviewed by PSECO on a case-by-case basis.

3.5.3 Card readers on new construction shall meet the requirements specified in NPR 1620.3.

3.5.4 PSECO shall grant NAMS badge access request to card readers within 5 business days except in emergency situations which will be reviewed by PSECO on a case-by-case basis.

3.5.5 PSECO will remove badge access to card readers within 2 business days except in emergency situations which will be reviewed by PSECO on a case-by-case basis. When requests to remove badge access are submitted to PSECO, the PSECO will notify and/or coordinate with Chief Information Officer (CIO) so that efforts may be taken to remove IT access as appropriate.

3.5.6 Requests by organizations to keep card readers open during the day will be reviewed by PSECO on a case-by-case basis to determine the risk posed to the work area.

3.6 MSFC Label 80

3.6.1 A Label 80 is required on all doors/gates/turnstiles with card readers. The label provides contact information regarding the primary and secondary access approvers for the area. Exceptions shall be submitted in writing to PSECO for approval.

3.6.2 A Label 80 shall include the NAMS primary and secondary approver's name and home/cell phone number.

3.6.3 If approvers change on a Label 80, it is the approver's responsibility to inform the PSECO of the change in writing and obtain a new Label 80 from PSECO.

3.6.4 PSECO is responsible for placing the initial Label 80 on the card reader door. All Label 80's thereafter, are the responsibility of the NAMS approver. Label 80's can be obtained at MSFC Building 4494.

3.6.5 A ROI shall be completed for all card reader areas unsecured after hours.

3.7 Use of Access Control System Logs and Data

3.7.1 Use of Card Reader Activity Logs

3.7.1.1 Card reader activity logs shall be analyzed by the PSECO in the conduct of official investigations.

3.7.1.2 Card reader activity logs shall not be released by the PSECO to individual employees, Center organizations or external agencies except as required by law, regulation or policy, or as needed for investigation by appropriate Center organizations or external agencies.

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3.7.1.3 Card reader logs will be provided to those who have agreements with PSECO within 10 business days and shall not exceed 1 year worth of restored data from Agency servers.

3.7.1.4 NAMS area approvers shall review the facility/area access list annually to ensure only authorized individuals continue to be granted access.

3.7.1.5 Approvers may request a list of individuals who are on the approved access list from the PSECO.

3.7.1.6 Local servers maintaining the card reader access logs are capable of storing only up to 45 days of data due to limited storage capability.

3.7.2 Use of CCTV Video

3.7.2.1 CCTV Video camera installation on new construction shall meet the requirements specified in NPR 1620.3. All security cameras at NASA facilities will be installed by the PSECO.

3.7.2.2 CCTV video shall be analyzed by the PSECO in the conduct of official investigations.

3.7.2.3 CCTV video shall not be released by the PSECO to Center organizations or external agencies except at the direction of the CCPS or by established agreements.

3.7.2.4 CCTV video logs to those who have agreements with PSECO will be provided within 10 business days.

3.7.2.5 Local network video recorders (NVR) maintaining video footage are capable of storing only up to 30 days of video files due to limited storage capability.

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CHAPTER 4. FOREIGN NATIONALS

4.1 FN, FR and LPR Access

4.1.1 All visitors who are FN, FR or LPR shall require IVC approval prior to accessing an MSFC managed location.

4.1.1.1 All FN, FR and LPR visitor's information shall be entered into the VMS by the IVC at MSFC.

4.1.2 At MSFC FN, FR and LPR shall be escorted at all times by a certified FN escort, if required.

4.1.3 LPRs shall be entered into IdMAX by the NASA identity requester and sponsored by a NASA civil servant a minimum of 5 business days prior to the visit.

4.1.3.1 Identity Requester shall enter the following information in the comment section of IdMAX and notify the IVC that the request has been entered.

- a. Visitor company/organization name.
- b. Is company/organization foreign owned?
- c. Dates and hours access is required. (Normal business hours are 7 am – 6 pm, no weekends or federal holidays).
- d. List all buildings and rooms where access is required.
- e. Detail justification of visit.
- f. List of certified FN escort(s).
- g. Upload color copy of LPR card (front and back) and U.S. passport or U.S. driver's license.

4.1.4 At MSFC FR sponsor shall send an encrypted email to the MSFC IVC a minimum of 5 business days prior to the visit.

4.1.4.1 The email shall include:

- a. Visitor's full legal name (last, first and middle).
- b. Social Security Number
- c. Driver's license and state issued.

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d. Visitor's company/organization name.

e. Dates and hours access is required (Normal business hours are 7 am – 6 pm, no weekends or federal holidays).

f. List all buildings and rooms where access is required.

g. Detail justification of visit.

h. List of certified FN escort(s).

4.2 Access to MSFC, MAF and Component Facilities

4.2.1 Access to MSFC, MAF and component facilities is limited to 7 a.m. to 6 p.m. weekdays only, unless prior authorization is obtained from the IVC.

4.2.2 Access for after-hours access and/or weekends access will be entered into IdMAX with a business justification and approved by the IVC and a new approval email send to the sponsor, host and escorts approving the after-hours and/or weekend access.

4.3 Badging FN, FR and LPR

4.3.1 The same two forms of picture identification (submitted for the visit approval) shall be provided upon arrival at the JVCC or MAF Badging Office.

4.3.2 The assigned badge shall be displayed at all times.

4.3.3 Escort required badges shall be relinquished to the certified escort each time they depart the Center being visited.

4.3.4 Upon completion of a visit, the badge shall be retrieved and returned to the JVCC, MSFC or MAF Badging Office by the certified escort, host or sponsor.

4.3.5 FN employees or visitors who depart from the U.S., shall return their badge to the MAF or MSFC Badging Office prior to departure. The badge will be reissued when the employee or visitor returns to the Center.

4.4 Access to NSSTC

4.4.1 FNs visiting NASA personnel, NASA areas, and working on a NASA agreement shall be entered into IdMAX and processed in accordance to this directive, NPR 1600.4 and NAI 1600.4 and approved by the IVC prior to the visit.

4.4.2 FNs and the escort, sponsor or host shall sign the NSSTC NASA/University of Alabama in Huntsville (UAH) Foreign Visitors Log Sheet located at the Reception Desk in the Lobby.

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4.4.2.1 The NSSTC NASA/UAH Foreign Visitors Log Sheet shall include:

- a. Date In.
- b. Time.
- c. FN Visitor Name.
- d. Visiting NASA or UAH.
- e. Person FN is visiting.
- f. Badge Number.
- g. Lobby reception initials.
- h. Date Out.

4.4.3 FNs shall be escorted at all times in NASA labs, rooms, areas, or conference rooms that are controlled by internal card readers unless prior authorization from IVC.

4.4.4 FNs are not required to be escorted in non-NASA labs, rooms, areas or conference rooms that are not controlled by internal card readers.

4.5 FN Certified Escorts

4.5.1 May be decertified for failure to fulfill the escort responsibilities. Administrative actions imposed may include notification of the violation to the immediate manager, loss of escort privileges for 6 months, and/or termination of the visit, if appropriate.

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CHAPTER 5. L&K PROGRAM

5.1 Key Issuance

5.1.1 Center Master keys shall be issued only to PSECO authorized personnel, and maintained at the Center at all times.

5.1.2 Requests for locks and keys shall be submitted by employees through NISM.

5.1.3 Organizations shall designate a permanently PIV badged employee assigned to their organization as a L&K coordinator. L&K coordinators will be appointed in writing by Civil Servant management.

5.1.4 Security keys shall be issued through the organizational L&K Coordinator by the PSECO to the employee.

5.1.5 Keys will be issued to employees that require access during non-duty hours or have a frequent and recurring need to access a locked area to perform their duties.

5.1.6 No more than six security keys shall be issued per lock by the PSECO.

5.1.7 Security keys shall be issued upon justification and CCPS or designee approval.

5.1.8 Security keys shall not be issued to doors with card readers.

5.1.9 Exceptions to policy regarding the number of keys and keys for doors with card readers shall be submitted in writing to PSECO for review and approval.

5.2 Locks

5.2.1 Security locks approved by the CCPS shall be used to secure gates, buildings, and rooms.

5.2.2 Unauthorized personal or company locks used to secure gates, buildings, and rooms that have not been approved by the CCPS shall be confiscated by the PSECO in order to ensure timely and efficient response by emergency responders. This requirement does not prohibit locks authorized in MSFC's lockout/tag out program.

5.2.3 Security locks approved by the CCPS shall be used to secure buildings in areas that contain valuable or sensitive resources.

5.2.4 MSFC security locks shall not be used to secure toolboxes, cabinets, and other containers. Locks for these types of containers are obtained through regular supply channels.

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5.3 MSFC Label 45

5.3.1 MSFC Label 45 is used to identify areas containing sensitive information, material, or property and are obtained from the Center Locksmith through the L&K Coordinator. The building and room/door number and the name of the supervisor over the area shall be submitted prior to the Label 45 being issued.

5.3.2 Employees requesting access to a facility or area with a MSFC Label 45 posted shall seek prior approval from an individual listed on the MSFC Label 45. For all other lock/unlock services, call 256-544-HELP (256-544-4357), and select option 1.

5.3.3 The ROI for the first incident of an unsecured area shall be forwarded by the PSECO to the person(s) listed on the MSFC Label 45 for awareness and action as appropriate.

5.3.3.1 If a second incident of an unsecured area occurs within a six month period of the first incident, the ROI shall be forwarded by the PSECO to the manager, director, company security representative and/or COR for action as appropriate.

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APPENDIX A

Definitions

Access: The ability to enter a specific physical access area.

Access Control: The means, through a variety of procedures and equipment, to regulate and monitor the movement of personnel and/or vehicle traffic through points of entry and exit.

Approver: An Approver is an MSFC or MAF employee who currently holds a permanent NASA “picture badge” and is responsible for the area and any assets behind the card reader. Employees holding positions as approvers are most often the building managers, area managers, or Facility Security Managers, in NCI facilities.

Certified Escort: The management of a visitor’s movements and/or accesses through the constant presence and monitoring of the visitor. Escorts are trained and designated holders of a NASA PIV, DoD CAC, or other Federal agency PIV that has been registered in IdMAX.

Component Facility: A NASA-owned or leased facility that is not contiguous to a NASA Center, and is in operation to support NASA missions (e.g., remote sensing sites, conference and/or other meeting, mission, or support activities).

Exclusion: Defined as an area in which security measures are taken to safeguard classified material where entry to the area provides visible or audible access to classified material.

Foreign National (FN): Any person who is not a U.S. citizen or U.S. person (lawful permanent resident or protected individual).

Foreign Representative (FR): A citizen of the United States who represents or acts on behalf of a government, business, organization, or person of a country other than the United States.

Identity Management and Account Exchange (IdMAX): NASA’s integrated and authoritative Identity, Credential, and Access Management (ICAM) system that manages NASA identities and credentials.

International Visits Coordinator (IVC): A NASA civil servant or contractor, assigned to the Protective Services Export Control Office, and appointed by the Center Director to serve as the specific point of contact responsible for receiving, coordinating, approving or disapproving each request or visit access by a FN, FR, or LPR at MSFC, MAF, NSSTC or component facilities.

Key: Defined a usually metal instrument by which the bolt of a lock is turned.

Lawful Permanent Resident (LPR): An individual defined by 8 U.S.C. 1101(a) (20) or who is a protected individual as defined by 8 U.S.C. 1324b (a) (3). A foreign national, legally permitted to reside and work within the U.S. and issued the Permanent Resident Card or Alien Registration

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Receipt Card (Form I- 551), also known as a Green Card. LPRs may be employed in the Federal sector for specific needs or under temporary appointments per 5 CFR, Part 7, Section 7.4). LPRs may not be granted access to classified national security information. LPRs are not prohibited from accessing export controlled commodities, but must still have a work-related “need-to-know” and are still considered foreign nationals under immigration laws.

Limited Area: Defined as an area in which security measures are taken to safeguard classified material or unclassified property warranting special protection.

Lock: Defined as a fastening (as for a door) operated by a key or a combination

MSFC Basic Level Access: The card reader access level granted to permanently badged employees, temporary employees, tenants, construction, and visitors upon a favorable NCIC check and entry into IdMAX.

NASA Controlled Area: A space in which security measures are applied to safeguard or control property or to protect operations and functions that are vital or essential to the accomplishment of the mission assigned to a Center or Component Facility.

National Agency Check and Inquiries (NACI): The NACI is a national agency check that also includes written inquiries sent to employers, educational sources, law enforcement agencies, and references. The NACI is the minimum acceptable investigation for access to government facilities.

Physical Security: All security measures, of a physical nature, implemented to protect critical assets. Specific measures may include actions such as controlled access via security officers or magnetic card reader access systems, security escorts for shipment of sensitive items, surveillance cameras, or other appropriate measures.

Personal Identity Verification (PIV) Badge: A PIV card is a United States Federal smart card that contains the necessary data for the cardholder to be granted to Federal facilities and information systems and assure appropriate levels of security for all applicable Federal applications.

Tenant: Any individual or organization not affiliated with NASA who occupies land or property within the NASA perimeter.

Unauthorized Person: Any person not authorized to have access to a designated controlled access area.

Visit: Any means by which, and any duration for which, access is obtained to non-public NASA assets.

Visitor: Any person who needs physical access to a NASA Center for a period less than 30 days in any single visit and not more than a cumulative total of 29 days in a 365-day period.

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APPENDIX B

Acronyms

BLA:	Basic Level Access
CAC:	Common Access Card
CCPS:	Center Chief of Protective Services
CCTV:	Closed Circuit Television
CFR:	Code of Federal Regulations
CIO:	Chief Information Officer
COR:	Contracting Officer Representative
DoD:	Department of Defense
FIS:	Federal Investigation Standard
FN:	Foreign National
FNAM:	Foreign National Access Management
FR:	Foreign Representative
ICAM:	Identity, Credential, and Access Management
IdMAX:	Identity Management and Account Exchange
IT:	Information Technology
IVC:	International Visit Coordinator
JVCC:	Joint Visitor Control Center
L&K:	Lock and Key
LOC:	Level of Confidence
LOR:	Level of Risk
LPR:	Lawful Permanent Resident

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MAF: Michoud Assembly Facility

MARS: Marshall Activities and Recreation Society

MCDC: Marshall Child Development Center

MPR: Marshall Procedural Requirements

MSFC: Marshall Space Flight Center

NACI: National Agency Check with Written Inquiries

NAII: NASA Advisory Implementing Instruction

NAMS: NASA Application Management System

NASA: National Aeronautics and Space Administration

NCI: NASA Critical Infrastructure

NCIC: National Crime Information Center

NISM: NASA Integrated Service Management

NPR: NASA Procedural Requirement

NRRS: NASA Records Retention Schedules

NSSTC: National Space Science and Technology Center

NVR: Network Video Recorders

PACS: Physical Access Control Systems

PIV: Personal Identity Verification

PSECO: Protective Services and Export Control Office

ROI: Report of Incident

SBU: Sensitive But Unclassified

UAH: University of Alabama Huntsville

USB: Universal Serial Bus

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U.S.C.: United States Codes

USCIS: U.S. Customs and Immigration Service

VMS: Visitor Management System

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APPENDIX C

(Reserved for Verification Matrix)

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APPENDIX D

Records

D.1 Identification credential records (cards, badges, parking permits, photographs, agency permits to operate motor vehicles, and property, dining room, and visitor passes, and any other similar identification credentials) will be maintained by the PSECO in accordance with NRRS Schedule 1/105/A and destroyed 3 months after return to the PSECO.

D.2 Visitor records will be retained by the PSECO in accordance with NRRS 1/114/A/2 and destroyed 2 years after final entry or date of document, as appropriate.

D.3 Foreign National records will be retained in IdMAX in accordance with NRRS 1/35 and destroyed 2 years after termination of visit.

D.4 L&K reports, records, and related correspondence for security areas will be retained by the PSECO in accordance with NRRS schedule 1, item 99, sub-items A and/or B.