MARSHALL PROCEDURAL REQUIREMENTS

AS01

MSFC SECURITY PROGRAM PROCEDURAL REQUIREMENTS
## DOCUMENT HISTORY LOG

<table>
<thead>
<tr>
<th>Status (Baseline/ Revision/ Change/ Revalidation/ Canceled)</th>
<th>Document Revision/ Change</th>
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<tbody>
<tr>
<td>Baseline</td>
<td></td>
<td>8/16/99</td>
<td>This revision changes “Applicable Documents” “a.” from NHB 1620.3 to NPG 1620.1. Under “Definitions” a definition for Administratively Controlled Information (ACI) has been added and the Definition for “FOR OFFICIAL USE ONLY” has been changed. In Chapter 1, paragraph 1.18 has been added to cover ACI. In Chapter 10, paragraph 10.2.3.4, “Privacy Act Information” has been deleted and “Administratively Controlled Information” has been substituted. In Chapter 12, paragraph 12.3.3.3.b has been changed to increase insurance amount for Michoud. In Chapter 13, paragraph 13.3.5.3 has been reworded.</td>
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<tr>
<td>Revision</td>
<td>A</td>
<td>4/28/00</td>
<td>Document totally revised to incorporate changes mandated by HQ and to reflect current procedures.</td>
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<tr>
<td>Revision</td>
<td>B</td>
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<td>To change procedures to requirements, adhere to Directives Review Standards, change some points in traffic points table, change Lock and Key requests to the MISM System, and remove ambiguity.</td>
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<tr>
<td>Revision</td>
<td>C</td>
<td>9/27/2004</td>
<td>Revised 2. Applicability statement to address the applicability of this directive to the Michoud Assembly Facility. Changes made to the “Applicable Documents” were the Title and Number FROM: NPR 1620.1 “Security Procedural Requirements” TO: NPR 1600.1 “NASA Security Program Procedural Requirements,” then added NPR 7120.5, “NASA Program and Project Management Processes and Requirements,” added FIPS 201, Federal Information Processing Standards, Personnel Identity Verification of Federal Employees and Contractors, and added HSPD-12, Homeland Security Presidential Directive, Policy for Common Identification Standards for Federal Employees and Contractors. Replaced Administratively Controlled Information (ACI) with Sensitive But Unclassified (SBU). Added new requirements for marking and handling SBU information. Changes made to reflect new MSFC reorganization name and responsibilities by adding the Export Control Program and the Center Emergency Program. Added new requirements from federal policy HSPD-12 for Personnel Identity Verification. Updated the policy and procedures for Mission Essential Infrastructure, the SBU, the Joint Visitor Control Center, the MSFC Facility Security Officer, and MSFC Security Education Awareness Training. Deleted Chapter 17, Counterintelligence (CI) (the CI task moved to Headquarters). Added requirements for the all records, retention schedules, and disposition. Added new requirement to report unauthorized entry (piggybacking) to MSFC facilities. Added new requirements for Marking SBU data per NPR 1600.1, “NASA Security Program Procedural Requirements,” and MWI 7120.4, “MSFC Data Management, Program/Projects.” Several grammatical and semantic changes made throughout document (e.g., removed all “if required,” “should,” “will,” “if,” “timely manner,” “etc.” “may”). [On 3/24/11, at the request of the OPRD, administrative changes were made at P.2 Applicability to update to latest standard statement, at P.5 References to move content to Appendix A for compliance with MWI 1410.1 format, at CH1.18.7.3 to correct citation from MPR 2170.3 to MPR 7120.3, and throughout to apply acronym usage consistently, update directive titles, chapter titles, and format for compliance with MWI 1410.1.]</td>
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| E        | 9/18/2013  | This revision resulted in significant editing to comply with changes in MSFC Directives Review Standards and clarify requirements. Document changed to limit requirement statements to one per paragraph. Changed the title to MSFC Physical Security to better reflect the
remaining content. Eliminated P.5 “References” to comply with new DCR format and Added list of Forms. All MSFC policy/procedure referring to SBU was removed since the SBU Program responsibility was transferred to the Office of the CIO. Chapters 2, 3, 4, 5, and 6 involve the Center Information Security Program and the protection of classified information. These chapters were removed and are being revised and incorporated into a new MPR to better align with the Agency’s new NPR 1600.2 on Information Security policy. |
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PREFACE

P.1 PURPOSE

The purpose of this Marshall Procedural Requirements (MPR) is to establish Center-specific requirements for a security program to ensure compliance with NPD’s 1600.2, 1600.3, 1600.4 and NPRs 1600.1, 1620.2, and 1620.3.

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, include contractors, grantees, Cooperative Agreement recipients, Space Act Agreement partners, or other agreement parties.)

b. This MPR applies to the Michoud Assembly Facility (MAF).

c. This MPR applies 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.

P.3 AUTHORITY

a. NPD 1600.2, NASA Security Policy

b. NPD 1600.3, Policy on Prevention of and Response to Workplace Violence

c. NPD 1600.4, National Security Programs

d. NPR 1600.1, NASA Security Program Procedural Requirements

e. NPR 1620.2, Facility Security Assessments

P.4 APPLICABLE DOCUMENTS AND FORMS

a. Possession of firearms and dangerous weapons in Federal facilities, 18 U.S.C. 930 (d)

b. Department of Homeland Security Interagency Security Committee (ISC) Standards

c. NPR 1620.3, Physical Security Requirements for NASA Facilities and Property
d. NRRS 1441.1, NASA Records Retention Schedules

e. MPR 1440.2, MSFC Records Management Program

f. AS50-OI-003, MSFC Hazardous Material Transportation Security Plan

g. Standard Form 91, Motor Vehicle Accident Report

h. MSFC Form 3783F, Service Vehicle Form

P.5 MEASUREMENT/VERIFICATION

None

P.6 CANCELLATION


Original signed by

Todd A. May
Director
CHAPTER 1. RESPONSIBILITIES

1.1 Center Director shall:

1.1.1 Act as the Risk Acceptance Authority (RAA) and Designated Official (DO) for Center security program risk management determinations that are not designated as NASA Critical Infrastructure (NCI) or do not require waiver of national security requirements.

1.1.2 Ensures the development and management, through the Center Chief of Protective Services (CCPS), of written Center specific security program policy and procedural requirements that implement the requirements of NPR 1600.1 and this MPR.

1.2 The CCPS shall:

1.2.1 Develop, implement, and maintain written MSFC-specific security program policy and procedural requirements that implement the requirements of NPR 1600.1.

1.2.2 Direct, plan, control, and evaluate the overall Center security program, regardless of the specific security discipline and processes involved.

1.2.3 Provide a Protective Services and Export Control Office (PSECO) representative to liaison with external law enforcement and intelligence agencies.

1.3 Managers/Supervisors shall:

1.3.1 Notify the PSECO of special security provisions required for programs/projects or studies.

1.3.2 Request PSECO assistance when devising internal organization security procedures.

1.3.3 Notify the PSECO of information that may impact the safety of employees in the workplace such as threats directed at employees, harassment, weapons violations, and warning signs of workplace violence.
CHAPTER 2. SECURITY OPERATIONS

2.1 Security Control at NASA Centers

2.1.1 MSFC operates within the confines of the Redstone Arsenal (RSA), a US Army installation, and MSFC does not have a controlled secondary perimeter. The MSFC relies upon the Department of Defense (DoD) to control entry to RSA.

2.1.2 Photography is allowed within general and public access areas. Photography is prohibited in, Limited areas, Exclusion areas, and within NCI facilities without prior written approval of the CCPS. Photography of export control items shall be coordinated with the Center Export Control Administrator.

2.2 Denial of Access

2.2.1 Refer to NPR 1600.1 for denial of access requirements. MSFC will recognize Redstone Arsenal’s denial of access.

2.3 Hazardous Material Security

2.3.1 Refer to AS50-OI-003, MSFC Hazardous Material Transportation Security Plan, for protection requirements relating to the transportation, receipt, access, use, storage and accountability of hazardous materials used at MSFC.
CHAPTER 3. PROGRAM SECURITY AND NASA CRITICAL INFRASTRUCTURE (NCI)

3.1 General

3.1.1 Reasonable and affordable protection of NCI assets shall be provided by the PSECO within acceptable risks.

3.2 Responsibilities

3.2.1 Managers of Programs/Projects shall:

3.2.1.1 Review programs/projects or activities that may warrant NCI designation and ensure program planning includes funding for selected or required security measures. Notify the PSECO in writing of any resource that may require NCI designation.

3.3 NCI and Key Resources Identification, Prioritization, and Protection

3.3.1 NASA Critical Infrastructure Protection Program (NCIPP) resources may include, but are not limited to, vital elements of a space launch or transportation system, associated one-of-a-kind manufacturing and test equipment, critical support facilities, or hardware/software. NCIPP includes Information Technology resources; critical components, communication, command, and control capability; Government-owned flight or experimental flight vehicles and apparatus; and irreplaceable facilities and supporting infrastructure.

3.3.2 Organizations shall provide NCI assets a level of protection commensurate with the level of criticality to the MSFC mission as determined by a vulnerability risk assessment conducted by the PSECO as defined in NPR 1620.3.

3.3.3 Minimum-security requirements for NCI assets

3.3.3.1 A Facility Security Manager (FSM) shall be appointed in writing by the responsible organizational head.

3.3.3.2 An Occupant Emergency Plan is required for all NCI facilities.

3.3.3.3 Personnel requiring unescorted access to NCI areas shall possess at a minimum a National Agency Check and Inquiries (NACI) background investigation.

3.3.3.4 Employees shall complete special NCI security training provided by the PSECO before access to NCI assets is granted.

3.3.3.5 A Facility Security Plan shall be required for all NCI assets.

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3.3.4 Procedures for Managers of Program/Projects Implementing NCIPP

3.3.4.1 Critical programs or activities which may warrant NCI designation shall be reviewed and program funding provided for selected or required security measures.

3.3.4.2 The CCPS shall be notified in writing of any resource that may require NCI designation.
CHAPTER 5. CONTROL OF FIREARMS AND PROHIBITED ITEMS

5.1 General

5.1.1 The introduction or possession of Privately-owned firearms, weapons, and explosives at Redstone Arsenal shall be controlled as outlined in Redstone Arsenal regulations and in accordance with Department of Homeland Security Interagency Security Committee (ISC) Standards.

5.1.2 The introduction or possession of firearms and other prohibited items at MSFC without written authorization is prohibited, except under strict conditions approved by the Center Chief, PSECO. Possession includes not only having items on one’s person, but also having items under personal control, i.e., in vehicles or offices.

5.1.3 Conditions under which Firearms, Explosives and Pyrotechnics may be used, stored, and maintained by Non-Security Personnel are addressed in NPR 1600.1, Chapter 4.3.3.

5.1.4 Conditions Under Which Firearms May Be Carried

5.1.4.1 Law enforcement officers from city, county, state, or federal departments or agencies, MSFC contract security force in the performance of official duties per 18 U.S.C. § 930(d); and groups specifically authorized by the Center Chief, PSECO.

5.1.4.2 Firearm permits are issued on a case-by-case basis in connection with specific activities sponsored by approved MSFC recreational organizations. Appropriate state and local laws and Redstone Arsenal regulations for carrying a weapon shall be met.

5.1.4.3 Firearms shall not be carried in such a manner as to preclude knowledge of its presence by direct observation, except by sworn law enforcement officers and others specifically authorized by the Center Chief, PSECO.

5.1.4.4 Loaded firearms shall never be transported on MSFC by personnel other than law enforcement officers and others specifically designated the Center Chief, PSECO.

5.1.4.5 Members of Marshall Athletic, Recreational, and Social Exchange (MARS) clubs participating in activities involving the use of firearms, are authorized to possess firearms under conditions specified by the Center Chief, PSECO in writing. The MARS Skeet Club shall be responsible for instructing members in the safe use and transportation of firearms in accordance with this regulation.

5.2 Items prohibited in NASA facilities include any item prohibited by applicable Federal, State, local, and tribal law and/or ordinance and Redstone Arsenal regulations, as well as firearms, dangerous weapons, explosives, destructive devices (including their individual parts or components), and other items designed, redesigned, used, intended for use, or readily converted to cause injury, death, or property damage. This list applies to all facility occupants,
contractors, and the visiting public. The list of prohibited items represents a baseline for NASA facilities at the facility’s entry points. This list is not intended to exclude items that have been authorized for official use.

5.2.1 Procedures for Exceptions and Exemptions to Prohibited Items

5.2.1.1 As general guidance, some items that are otherwise prohibited from NASA facilities may have some legitimate and lawful purpose or use in a NASA facility. The Center Chief, PSECO shall grant exemptions and exceptions in coordination with the Assistant Administrator (AA), Office of Protective Services (OPS) and will determine and approve exceptions (temporary in nature and granted for specific occurrences or a defined time period) and exemptions (permanent in nature until rescinded) for prohibited items. NASA reserves the right to grant access through a screening checkpoint of an otherwise prohibited item that an individual has a legitimate and lawful right to possess in a NASA facility.

5.2.1.2 To obtain authorization to enter with or possess a prohibited or controlled item, the request for exemption shall be made in writing to Center Chief, PSECO.

5.2.1.3 Tools of the Trade are allowed. Tools of the trade refers to items required for a person to do his or her job, such as hand tools for maintenance and construction, or a chef’s knife for a caterer. This includes items such as gasoline, paint thinner and other items that have a legitimate work usage. No special permit is required for their use. These items shall be items that are recognized by industry or a reasonable person as a tool of the employee’s specific trade.

5.2.1.4 Small Quantities of Common Use Hazardous Chemicals and Tools are allowed within one’s personal vehicle. This includes small quantities of common household items such as spray paint, flammable gases/liquids, box cutters, and other common items that are commonly used and reasonable to expect to be transported within one’s personal vehicle. This does not include firearms, weapons, or explosives, and does not allow these items to be brought into the office, or work place, unless the employee has a legitimate work use for these items.

5.3 Employees who become aware of the presence of unauthorized or suspected prohibited weapons shall immediately notify PSECO.

5.4 Prohibited items

5.4.1 Firearms and Projectile Weapons.
The list of prohibited firearms and projectile weapons includes, but is not limited to:

a. Firearms or similar device that expels a projectile through the action of an explosive (unless meeting the exemptions listed in 18 U.S.C. § 930(d))
b. BB or pellet guns;
c. Compressed air guns;
d. Antique firearms;
e. Flare guns;
f. Realistic replica or toy firearms (unless meeting the exemptions listed in 18 U.S.C. § 930(d));
g. Spear guns;
h. Starter pistols;
i. Stun guns, cattle prods, dart-firing stun guns, and other electric weapons or controlled devices;
j. Ammunition, shotgun shells or firearm cartridges, black powder, smokeless propellant powder (unless meeting the exemptions listed in 18 U.S.C. § 930(d)); and
k. Slingshots.

5.4.1.1 Bladed, Edged, or Sharp Tools or Implements. The list of prohibited bladed, edged, or sharp tools, or implements includes, but is not limited to:

a. Axes and hatchets;
b. Bows and arrows;
c. Ice axes/ice picks;
d. Throwing stars (martial arts);
e. Knives, sabers, swords, daggers, and other bladed devices with a blade of more than 3 inches (unless meeting the exemptions listed in 18 U.S.C. § 930(d)); and
f. Razor-type blades such as box cutters, utility knives, and razor blades not in a cartridge, but excluding safety razors (unless meeting the exemption listed in 5.2.1.2 above or in 18 U.S.C. § 930(d)(3)).

5.4.1.2 Club-like Items and Striking Devices. The list of club-like items and striking devices includes, but is not limited to:

a. Billy clubs;
b. Blackjacks;
c. Brass knuckles;
d. Chains in excess of 12 inches (this does not include jewelry);
e. Night sticks (unless meeting the exemptions listed in 18 U.S.C. § 930(d)); and
f. Martial arts weapons, including nun-chucks and kubatons, except those authorized by PSECO for use in recognized MARS Club activities.

5.4.1.3 Destructive Devices, Explosives, or Combustible Chemical Compounds and Mixtures. The list of destructive devices, explosives, or any chemical compound or mixture that has a property of yielding readily to combustion or oxidation upon the application of heat, flame, or shock includes, but is not limited to:

a. Blasting caps or detonators;
b. Dynamite, nitroglycerin, trinitrotoluene, ammonium nitrate, and others;
c. Fireworks;
d. Gunpowder;
e. Hand grenades, mine, bomb, rocket, missile, pipe bomb, plastic explosives;
f. Realistic replicas of explosives or similar devices;
g. Explosive or expanding gases;
h. Gas torches; and
i. Flammable Liquids (i.e., gasoline, turpentine, and paint thinner) (unless meeting the exemption listed in 5.2.1.2 above or in 18 U.S.C. § 930(d)(3)).

5.4.1.4 Disabling Chemicals and Other Dangerous Items. The list of disabling chemicals and other dangerous items includes, but is not limited to:

a. Mace, pepper spray, tear gas, tear gas gun, or other chemical spray designed for self-defense except when carried for personal protection and when the capacity does not exceed 50 cubic centimeters (unless meeting the exemption listed in 18 U.S.C. § 930(d))

b. Spillable batteries, except those in wheel chairs or similar devices used by a mobility impaired individual;

c. Spray paint (unless meeting the exemption listed in 5.2.1.2 above or in 18 U.S.C. § 930(d) (3)); and

d. Poisonous gases.

5.4.2 At MAF the following items are further restricted

5.4.2.1 Knives, sabers, swords, daggers, and other bladed devices with a blade of more than 2.5 inches (unless meeting the exemptions listed in 5.2.1.2 above or in 18 U.S.C. § 930(d)).

5.4.2.2 All Mace, pepper spray, tear gas, tear gas gun, or other chemical spray designed for self-defense (unless meeting the exemption listed in 18 U.S.C. § 930(d)).
CHAPTER 6. NASA ARMED PERSONNEL TRAINING, CERTIFICATION, AND AUTHORITY. Refer to NPR 1600.1
CHAPTER 7. TRAFFIC AND PARKING ENFORCEMENT

7.1 General

7.1.1 The MSFC Traffic and Parking Enforcement program shall comply with the RSA Traffic Regulations, as well as this MPR.

7.1.2 The provisions of the Alabama State Vehicular and Pedestrian Traffic Laws, as well as this MPR shall govern 7.1.2 Vehicle and pedestrian traffic.

7.1.3 At MAF, vehicle and pedestrian traffic shall be governed by the provisions of the Louisiana State Traffic Safety Laws, as well as this MPR.

7.2 Procedures for Enforcing Traffic and Parking Regulations

7.2.1 MSFC traffic and parking regulations will be enforced on MSFC/MAF property by the PSECO.

7.2.2 Traffic violations by NASA employees shall be reported to the employee’s supervisor by the PSECO.

7.2.3 Traffic violations by non-NASA personnel shall be reported to an employer or notice sent to a home address, if known.

7.2.4 Traffic accidents occurring on NASA property will be investigated by PSECO.

7.2.5 The Chief Counsel’s Office may be consulted by the PSECO and certain violations referred to the Army Provost Marshal’s Office for issuance of a U.S. Magistrate’s Court citation.

7.2.6 Unattended vehicles which constitute a safety hazard when the owner or driver cannot be located may be impounded.

7.2.6.1 Unattended vehicles shall be cited for Improper Parking by the PSECO.

7.2.6.2 The unattended vehicle owner shall have 3 days from the date of the citation to remove the vehicle before impoundment action is initiated.

7.2.6.3 The unattended vehicle owner or driver who does not move the vehicle shall be charged for the cost of removal of the vehicle.

7.2.7 Records of all traffic violations on MSFC/MAF property shall be maintained by the PSECO.

7.2.8 Points for violations shall be assessed by the PSECO according to the Points Assessment Table outlined in Appendix E.

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7.2.9 Points assessment notices sent to an employee by the PSECO will include the total number of points accumulated within the reckoning period.

7.2.10 Action to suspend driving privileges for drivers who have been assessed 12 traffic points in a 24-month reckoning period shall be initiated by the PSECO. When a driver has been assessed 12 points, a suspension of driving privileges will not exceed 30 days.

7.2.11 If the driver is assessed 12 traffic points within 12 months of the first suspension, the driver is subject to a suspension of up to one calendar year, or as determined by the CCPS.

7.2.12 Suspension of driving privileges shall be invoked at any time if it is believed the driver may endanger the health or safety of other employees.

7.2.13 Suspension of driving privileges shall also result in action to revoke an employee’s right to operate a Government vehicle in the performance of official duties.

7.2.14 A driver may appeal the suspension of driving privileges through the appropriate grievance procedure.

7.2.15 If an employee is caught driving while suspended, an additional two years shall be added to the suspension.

7.2.16 If an employee is caught driving on Center while suspended a second time; the administrative matter shall be referred to the Office of Human Capital for action.

7.2.17 Obtaining, installing, or maintaining painted curbs, parking bumper-rails, and traffic control signs shall be completed by the Facilities Management Office (FMO) upon approval by the PSECO.

7.2.18 Painting or removing handicapped spaces shall be completed by the FMO upon approval by the Office of Diversity and Equal Opportunity.

7.2.19 Obeying traffic regulations and possessing a motor vehicle driver’s license recognized by the State of Alabama as a valid driver’s license or by the State of Louisiana accordingly is required by all Vehicle Operators.

7.2.19.1 MSFC driving privileges may be suspended by the PSECO if a driver fails to comply with traffic regulations and state Financial Responsibility Laws.

7.2.19.2 The driving privilege suspension shall remain in effect until the individual produces, in person, proof mitigating the reasons for suspended driving privileges.

7.2.19.3 Register vehicles at component facilities according to the statutes of that state.
7.2.19.4 Park only in authorized parking spaces and observe parking restrictions in areas where official signs, other markings, or operations prohibit or restrict parking.

7.2.19.5 Vehicles shall not be parked in a grass areas or any area not marked for parking.

7.2.19.6 Vehicles shall not be operated faster than 15 miles per hour in parking areas and 25 miles per hour (MPH) on roadways where speed limits are not posted.

7.2.19.7 Operators of vehicles shall maintain a safe and prudent speed in all parking areas.

7.2.19.8 When advised by siren or other emergency warning device of an approaching emergency vehicle, Vehicle Operators shall pull to the right-hand curb and stop, being clear of any intersection, and remain there until the emergency vehicle has passed, unless otherwise directed by a police officer.

7.2.19.9 Proof of public liability insurance coverage shall be maintained for each motor vehicle.

7.2.19.10 Operating a motor vehicle while using an impermissible cell phone or personal electronic device, to include text messaging, is prohibited. Use of hands-free devices is permitted.

7.3 Procedures for Vehicle Operators In the event of a Traffic Accident

7.3.1 Call a Security Officer when an accident occurs on NASA property, or a DoD police officer when the accident occurs on Army-controlled property.

7.3.2 Provide your name, address, serial or badge number, organization, and show a driver’s license (when requested) to the investigating Security Officer.

7.3.3 Remain at the scene of the accident unless required to summon aid.


7.3.5 If involved in a traffic accident resulting in injury or death:

a. Call for an ambulance.
b. Render reasonable assistance to the injured.
c. Remain in a safe location near or at the accident scene until medical assistance arrives.
d. Assist medical personnel, as directed, until the injured person or persons are under the complete supervision of the medical personnel.
7.4 Appeals and Administrative Review – NASA Civil Service Employee

7.4.1 Traffic Citations Appeals

7.4.1.1 Employees may initiate an appeal when they believe the issuance of a traffic citation and points assessment was unwarranted or that there are extenuating circumstances.

7.4.2 Procedures for Filing Grievances for Traffic Violations

7.4.2.1 NASA employees may initiate a grievance in accordance with the following instructions:

a. Association of Federal Government Employees (AFGE) bargaining unit members shall file grievances with an immediate supervisor and the Manager of PSECO or designee.

b. Marshall Engineers and Scientists Association (MESA) and non-bargaining unit members shall file grievances with an immediate supervisor and the MFSC Director of PSECO or designee.

c. If an appeal decision by the MFSC Chief of PSECO, is unacceptable to the grievant; a grievance shall progress through an appeals process.

(1) For AFGE and MESA members, the appeals process shall be in accordance with the union agreements.

(2) For non-bargaining unit members, the process in paragraph 7.5.1.2 below shall be followed.

7.5 Appeals and Administrative Review – Non-Civil Service NASA Employees

7.5.1 Traffic Citations

7.5.1.1 If a non-civil service NASA employee (e.g., contractor employee) believes that the issuance of a traffic citation and the assessment of points are unwarranted, or that there were extenuating circumstances, the driver may initiate the appeal process.

7.5.1.2 To initiate the appeal process, submit a written request to the MFSC Chief of PSECO, for an administrative review describing the reasons for the request and the remedy requested. The appeal shall be delivered to the MFSC Chief of PSECO, no later than 30 workdays from the date of notification of the assessment.

7.5.1.3 If the request for an administrative review is denied, the driver may appeal to the Director, Office of Center Operations, within 10 workdays from the date of denial by the MFSC Chief of PSECO. The decision of the Director, Office of Center Operations (OCO), shall be final.
7.5.2 Suspension of Driving Privileges – Non-Civil Service NASA Employees

7.5.2.1 If a driver’s privileges are suspended due to an accumulation of 12 or more traffic points in a 24-month period, the MFSC Chief of PSECO, shall notify the driver in writing that driving privileges will be suspended 10 workdays from the date of the notification.

7.5.2.2 PSECO shall forward the notification to the driver within 10 workdays of the final appeal expiration date of the last traffic citation issued.

a. The notification shall contain instructions advising the driver that an administrative review by the MFSC Chief of PSECO may be requested.

7.5.2.3 Within 30 workdays from the date of the suspension notification, request, in writing, an administrative review MSFC Chief of PSECO.

7.5.2.4 If a driver is not satisfied with the decision, the driver may appeal the suspension in writing to the Director, OCO, within 10 workdays after the date of the decision.

7.5.2.5 The appellant shall have the right to personally present evidence and arguments to the Director, OCO.

a. When a personal hearing is desired, it shall be requested in a written appeal.

7.5.2.6 The Director, OCO, shall render a final written decision as soon as possible after receipt of the appeal to sustain, reduce, modify, or revoke the suspension.

7.5.2.7 Suspension of driving privileges is not normally invoked until all the time limitations for appeal have expired. However, suspension of driving privileges shall be invoked at any time when continued driving privileges endanger the health or safety of other employees.

7.5.2.8 Suspension of driving privileges shall also result in action to revoke an employee’s right to operate a Government vehicle in the performance of official duties.

7.6 Referral of Serious Offenses to the U.S. Magistrate

7.6.1 In addition to the assessment of points, MFSC Chief of PSECO, may, with the concurrence of the Office of Chief Counsel, refer offenses to the U.S. Magistrate’s Office.

7.7 Issuing Service Vehicle Permits

7.7.1 MSFC Form 3783F, Service Vehicle Parking Permit, shall be issued by the PSECO to qualifying organizations.

7.7.2 Requests for a Service Vehicle Permit shall be submitted in writing to the PSECO by the manager or company security representative with full justification.
7.7.3 Service Vehicle Permits may be issued by PSECO to MSFC contract employees’ companies for use in unmarked vehicles.

7.7.4 Documentation shall be provided by each contract organization by letter or email with the following information:

7.7.4.1 Contract number and expiration date.

7.7.4.2 Name of employee(s) utilizing the pass.

7.7.4.3 Frequency of use and purpose, i.e., loading/unloading of equipment, etc.

7.7.4.4 Buildings where a service vehicle permit is needed.

7.7.4.5 Whether the vehicle is privately owned or company owned.

a. If privately-owned, the request should include documentation showing proof of reimbursement for on-Center use for each requested vehicle.

b. If submitting a new request and no documentation is available showing proof of reimbursement, individuals shall include a copy of the company policy for reimbursement for use of a privately-owned vehicle being utilized as a service vehicle.

7.7.5 Service vehicles with a company logo are not required to have a service vehicle permit.
APPENDIX A

Definitions

Access. The ability and opportunity to gain knowledge of classified information or enter a controlled access area.

Assigned Government (GOV) or Company (CO) Vehicle Space. A parking space reserved for government or company vehicles assigned to organizations or companies served by the parking lot. The spaces are clearly marked “ASSN GOV VEHICLE” or “ASSN CO VEHICLE.”

Authorized Parking Space. A parking space identified by a bumper block, by markings on a curb, lines painted on the pavement, or other specially designated parking areas. Parking is prohibited in any area not so marked, or on grassy areas.

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 Area. 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.

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

NASA Critical Infrastructure (NCI). Critical resources/assets that the Agency depends on to perform and maintain its most critical missions. These resources may include critical components and facilities associated with expendable launch vehicles, associated upper stages, International Space Station, command communication and control capability, Government-owned flight or experimental flight vehicles and apparatus, and one-of-a-kind irreplaceable facilities.

NASA Critical Infrastructure Protection Program (NCIPP). The planning and implementation of an enhanced protection level for Agency NCI identified as being crucial to the success of NASA missions as to warrant protection over that, which is routinely, provided to domestic and foreign NASA facilities.

National Security. A policy enacted by the United States to ensure the survival and safety of the nation-state, including but not limited to the exercise of diplomatic, economic, and military power in both peace and war.

Parking Space. Space identified by bumper blocks, markings on a curb, or lines painted on the pavement.
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 access systems, security escorts for shipment of sensitive items, surveillance cameras, or other appropriate measures.

Risk Acceptance. The explicit or implicit decision not to take an action that would affect all or part of a particular risk.

Risk Acceptance Authority (RAA). The RAA is the senior executive who serves as the Center RAA for all NASA Security Program risk management determinations that require a waiver of Agency security requirements.

Security Assessment. A comprehensive formal evaluation of a facility, area, or activity by security specialists to determine its physical or technical strengths and weaknesses and to propose recommendations for improvement.

Services Vehicle Space. A parking space reserved for government service vehicles, other government vehicles, vehicles of companies doing business with MSFC that have the company name painted on them and vehicles having a MSFC Service Permit.

Transient Parking Space. A parking space reserved for vehicles operated by persons who are not assigned to the building, area, or complex, which the parking lot serves. Parking is limited to two hours unless otherwise posted.

Waiver. The approved continuance, written or verbal, of a condition that varies from a requirement.
APPENDIX B

Acronyms

AA: Assistant Administrator
AFGE: Association of Federal Government Employees
BB: Small metal balls
CO: Company
CCPS: Center Chief of Protective Services
DO: Designated Official
DoD: Department of Defense
FMO: Facilities Management Office
FSM: Facility Security Manager
GOV: Government Owned Vehicle
ID: Identification
ISC: Interagency Security Committee
MAF: Michoud Assembly Facility
MARS: Marshall Athletic, Recreational, and Social Exchange
MESA: Marshall Engineers and Scientists Association
MPH: Miles per hour
MPR: Marshall Procedural Requirements
MSFC: Marshall Space Flight Center
MWI: Marshall Work Instruction
NACI: National Agency Check and Inquiries
APPENDIX C

Verification Matrix (Reserved)
APPENDIX D

Records

The following records are maintained by the PSECO in accordance with MPR 1440.2 and retention schedules of NRSS 1441.1.

D.1

<table>
<thead>
<tr>
<th>Description</th>
<th>Retention Period</th>
<th>Authority</th>
</tr>
</thead>
<tbody>
<tr>
<td>PSECO General Administrative Documentation</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Organizational Correspondence</td>
<td>CUT OFF AT END OF FISCAL OR CALENDAR YEAR. DESTROY/DELETE 5 YEARS AFTER CUTOFF.</td>
<td>NRRS 1/78/F/2</td>
</tr>
<tr>
<td>• Forms</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Specialized Security Training</td>
<td>DESTROY OR DELETE 5 YEARS AFTER SEPARATION OF EMPLOYEE OR WHEN NO LONGER NEEDED, WHICHEVER COMES FIRST.</td>
<td>NRRS 3/33/C</td>
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D.2

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<tr>
<th>Description</th>
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<th>Authority</th>
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<tbody>
<tr>
<td>ROUTINE CASE FILES - Traffic Enforcement Records</td>
<td>CUT OFF FILE AFTER CASE CLOSES. DESTROY 3 YEARS AFTER CUTOFF.</td>
<td>NRRS 1/97/5/C</td>
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</table>
### D.3

<table>
<thead>
<tr>
<th>Description</th>
<th>Retention Period</th>
<th>Authority</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>SURVEYS AND INSPECTION OF FACILITIES - Security Assessments and Surveys</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>A. GOVERNMENT-OWNED FACILITIES</strong></td>
<td>DESTROY WHEN 3 YEARS OLD, OR UPON DISCONTINUANCE OF THE FACILITY, WHICHERVER IS SOONER.</td>
<td>NRRS 1/116/A</td>
</tr>
<tr>
<td><strong>B. PRIVATELY-OWNED FACILITIES</strong></td>
<td>DESTROY WHEN 4 YEARS OLD OR WHEN SECURITY COGNIZANCE IS TERMINATED, WHICHERVER IS SOONER.</td>
<td>NRRS 1/116/B</td>
</tr>
</tbody>
</table>

### D.4

<table>
<thead>
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<th>Description</th>
<th>Retention Period</th>
<th>Authority</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>SYSTEMS AND DATA SECURITY RECORDS - Security Plans</strong></td>
<td>DESTROY 1 YEAR AFTER SYSTEM IS SUPERSEDED BY A NEW ITERATION OR WHEN NO LONGER NEEDED FOR AGENCY/IT ADMINISTRATIVE PURPOSES TO ENSURE A CONTINUITY OF SECURITY CONTROLS THROUGHOUT THE LIFE OF THE SYSTEM.</td>
<td>NRRS 2/27/E</td>
</tr>
</tbody>
</table>
## APPENDIX E

### Traffic Enforcement Points Assessment Table

<table>
<thead>
<tr>
<th>OFFENSE</th>
<th>POINTS ASSESSED</th>
</tr>
</thead>
<tbody>
<tr>
<td>Driving under the influence</td>
<td>12</td>
</tr>
<tr>
<td>Leaving the scene of an accident involving death or personal injury</td>
<td>12</td>
</tr>
<tr>
<td>Operating a vehicle with suspended permit or driving privileges</td>
<td>12</td>
</tr>
<tr>
<td>Reckless driving</td>
<td>10</td>
</tr>
<tr>
<td>Cell phone/Personal Electronic Device use while driving</td>
<td>8</td>
</tr>
<tr>
<td>Leaving the scene of an accident without showing ID</td>
<td>6</td>
</tr>
<tr>
<td>Owner knowingly permits operation of vehicle by person under influence</td>
<td>6</td>
</tr>
<tr>
<td>Improper passing</td>
<td>4</td>
</tr>
<tr>
<td>Failure to obey officer’s signal</td>
<td>4</td>
</tr>
<tr>
<td>Failure to obey traffic signal or stop sign</td>
<td>4</td>
</tr>
<tr>
<td>Following too closely</td>
<td>4</td>
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<tr>
<td>Failure to yield</td>
<td>4</td>
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<tr>
<td>Driving without a license</td>
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</tr>
<tr>
<td>All other moving violations</td>
<td>3</td>
</tr>
<tr>
<td>Failure to report an accident when required by regulation or law</td>
<td>2</td>
</tr>
<tr>
<td>Operating an unsafe vehicle</td>
<td>2</td>
</tr>
<tr>
<td>No proof of insurance</td>
<td>2</td>
</tr>
<tr>
<td>Seat belt violation</td>
<td>2</td>
</tr>
<tr>
<td>Child restraint violation</td>
<td>2</td>
</tr>
<tr>
<td>Improper/expired tag</td>
<td>2</td>
</tr>
<tr>
<td>Use of radar or laser-detecting devices to indicate the presence of speed recording instruments or to transmit simulated erroneous speeds</td>
<td>2</td>
</tr>
<tr>
<td>Speeding:</td>
<td></td>
</tr>
<tr>
<td>10 MPH over</td>
<td>3</td>
</tr>
<tr>
<td>11-15 MPH over</td>
<td>4</td>
</tr>
<tr>
<td>16-20 MPH over</td>
<td>5</td>
</tr>
<tr>
<td>21 or more MPH over</td>
<td>8</td>
</tr>
<tr>
<td>In a Designated Parking Area</td>
<td>6</td>
</tr>
<tr>
<td>OFFENSE</td>
<td>POINTS ASSESSED</td>
</tr>
<tr>
<td>------------------------------------------------------------------------</td>
<td>-----------------</td>
</tr>
<tr>
<td>PARKING AND OTHER VIOLATIONS:</td>
<td></td>
</tr>
<tr>
<td>Fire Hydrant/Fire Lane/Safety Hazard</td>
<td>4</td>
</tr>
<tr>
<td>Handicap space</td>
<td>3</td>
</tr>
<tr>
<td>Parking on grass or seeded area</td>
<td>2</td>
</tr>
<tr>
<td>Improper Parking (not parking within a marked or designated parking space)</td>
<td>2</td>
</tr>
<tr>
<td>Reserved space</td>
<td>2</td>
</tr>
<tr>
<td>Government/Service Vehicle space</td>
<td>2</td>
</tr>
<tr>
<td>MSFC employee parked in visitor space</td>
<td>2</td>
</tr>
<tr>
<td>Transient at assigned area</td>
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<tr>
<td>Transient over time limit</td>
<td>2</td>
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<tr>
<td>Disregard of posted notices</td>
<td>2</td>
</tr>
<tr>
<td>No parking area</td>
<td>2</td>
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</tbody>
</table>
APPENDIX F

Reference Documents

MWI 8715.10, Explosives, Propellant, and Pyrotechnics Program