



**Langley
Policy
Directive**

LAPD 1600.7 A

Effective Date: March 1, 2016
Expiration Date: March 31, 2021

Subject: Langley Research Center (LaRC) Visitor and Temporary Access Policy

Responsible Office: Security Services Branch, Center Operations Directorate (COD)

BACKGROUND

NASA has a responsibility under the National Aeronautics and Space Act to cooperate with domestic and international organizations and other nations in the conduct of its activities. In carrying out such activities, NASA hosts many visitors, including U.S. citizens, Lawful Permanent Residents (LPRs), and foreign nationals (FN), for numerous reasons, including attendance at meetings or conferences, intermittent or regular work on programs related to international agreements, the conduct of scientific research under educational programs, or employment with a support contractor. While hosting such visitors, NASA LaRC also has responsibility for protecting national security interests, preserving the United States as a leader in aeronautics, space, science, and technology, and helping to ensure the economic health of the nation.

LaRC engages in cooperative relationships to engage in collaborative efforts necessary to carry out NASA's responsibilities under the Space Act. In carrying out such efforts with domestic and international partners and other nations, it is LaRC Policy to ensure visitors to LaRC are granted access and escorted in accordance with this Policy. Access granted to and escort of visitors while on LaRC shall be in compliance and consistent with this policy and NASA Procedural Requirements (NPR) 1600.1, Security Program Procedural Requirements; NPR 1600.2, NASA Classified National Security Information; NASA Policy Directive (NPD) 1600.2, NASA Security Policy; NPR 1600.4, Identity and Credential Management; NPR 1660.1, NASA Counterintelligence and Counterterrorism; and NPD 2190.1, NASA Export Control Program. This access policy pertains only to United States Citizens and LPRs.

This Policy recognizes the authority of the Center Chief of Security (CCS), when necessary in carrying out the responsibility to protect NASA property, resources, and personnel, to make risk-based determinations to require a visitor to be escorted. At times, that determination may require a visitor escort not specifically required by this Policy. Such decisions shall, when practicable, be coordinated with the supervisor and, when applicable, the FN sponsor of affected personnel. When such coordination is not practicable, the absence of such coordination before such a decision does not preclude the CCS from making such a determination.

1. POLICY

This Visitor and Temporary Access Policy is applicable only to U.S. Citizens and LPRs.

a. Visitors

- (1) A NASA visitor is defined as any individual requiring access to a NASA Center for a period of no more than 29 days in a 365-day period. In the case of multiple visits (not to exceed a total of 29 days), each visit requires a separate visitor request. Visitors shall be issued a Visitor Badge.
 - (a) Center-Specific Badges (See Section e) shall be issued to individuals who are affiliated and require access to LaRC for less than 180 days.
 - (b) Personal Identity Verification (PIV) Badges shall be issued to individuals who require physical or logical access to NASA facilities and/or IT systems for 180 days or more.
- (2) Visitor badges shall be requested 72 hours (3 business days) in advance, and shall be submitted to the LaRC Badge and Pass Office (BPO), B1308, through established electronic processes (e.g., Langley Form (LF) 103, NASA Langley Research Center Security Services Branch (SSB) U.S. Citizen Visitor Badge Request Form (29 days or less). The form should be sent electronically to larc-bpo@mail.nasa.gov for processing).
- (3) Children under the age of 18 are not required to be issued a NASA Visitor Badge. This applies to visits during and after working hours. Actions of all children granted access under this provision shall be the responsibility of the adult escort. Children with a valid driver's license may be issued a visitor badge if requested by their sponsor.
- (4) LaRC working hours are Monday-Friday, 6 a.m. to 6 p.m. (except holidays). During periods of elevated threat conditions, after-hours access for visitors may be suspended.
 - (a) During working hours, unannounced/unexpected visitors may be issued an "Escort Required" badge, and the sponsor shall be required to meet the visitor at the BPO. After hours, the sponsor shall meet the visitor at the Main Gate and escort the visitor at all times while on LaRC.
- (5) An escort is described as a person or a group of persons accompanying another to give protection, guidance, or for security reasons. Escort requirements for individuals with a NASA non-PIV badge or for individuals with visitor badges will be based on a risk-determination by the CCS.

- (a) Decisions to escort shall be made by the CCS, supported by appropriate consideration of the risk involved; the areas and information to be accessed; availability of certification by the individual's employer that the appropriate background investigation has been conducted; and the implementation of compensatory security measures, as appropriate, to prohibit unauthorized access.
- (b) Only an individual holding a valid permanent NASA PIV credential shall serve as a visitor escort. An individual holding such credentials shall escort individuals who are issued an "Escort Required" visitor badge.
- (c) Escort ratios shall be one permanent NASA PIV credential holder for every five U.S. Citizens/LPRs.
- (d) A complete list of escort responsibilities for non-U.S. citizens at LaRC is contained on LF 140, Host and Escort Responsibilities for Non-U.S. Citizens at NASA Langley Research Center. (See section b.)
- (6) NASA Retiree ID Card: After validation by the LaRC Office of Human Capital Management, the LaRC BPO shall issue the NASA Retiree ID Card to civil servant employees retiring from LaRC. The Retiree ID Card is valid at any NASA Center and, when presented with another form of photo identification, may be used to obtain a visitor pass to enter the Center. At Langley, the Retiree ID Card will allow the issuance of a visitor badge for access to Exchange Operations such as the Cafeteria, the Exchange Shop and other Exchange activity-sponsored functions, the NASA branch of the Langley Federal Credit Union, the Technical Library, and NASA-sponsored events to which retirees are invited, such as colloquiums. Such visits do not require a sponsor. Access to all other facilities requires a sponsor and submission of LF 103.
- (7) Special Agents and Investigators with valid credentials from other Federal, State, or local agencies conducting non-emergency official business or inquiries on LaRC shall be issued a Visitor Badge. Only the Office of the Inspector General, Counterintelligence, or Security Services Branch personnel may sponsor armed Special Agents and Investigators.
- (8) All media and journalism visitors to LaRC shall be coordinated with the Office of Strategic Analysis, Communications, and Business Development (OSACB) and escorted by a NASA Public Affairs Specialist. They shall be issued a "Visitor Badge with Escort Required."
- (9) Service of Process: In accordance with NPD 2010.1, all subpoenas and service of court documents shall be coordinated with the Office of Chief Counsel. Service by non-law enforcement personnel is only by consent of the party being

served. Involuntary repossession of vehicles or other property except by law enforcement personnel is prohibited.

- (10) Active Duty members of the United States Department of Defense (DOD) who possess a valid Common Access Card (CAC) and are in uniform and DOD Civil Servants who possess a valid CAC may have unescorted access to the first-floor common areas (e.g. cafeteria, Exchange Shop, Reid Conference Center, Pearl Young Theater) of the Integrated Engineering Services Building (IESB) from 6 a.m. to 6 p.m. Monday-Friday, except holidays. DOD dependents are authorized to traverse LaRC only for the purpose of entering/exiting an adjacent military installation—any stopping on LaRC requires a NASA badge.
- (11) Access to NASA Critical Infrastructure (NCI) facilities on LaRC requires special permissions. NCI facilities are those mission-oriented NASA resources that cannot reasonably be replaced or that have unique capabilities to support NASA goals. All visitors (U.S. citizens and Foreign Nationals) shall be escorted at all times while in NCI facilities. For external customers, unescorted access to NCI facilities will be granted only following the validation of the requisite background investigation and the completion of a facility safety briefing by the Facility Safety Head. A written notification (email) to SSB will be provided before unescorted access is granted.

b. Foreign National Visitors

The procedure for obtaining NASA Badges for any foreign national is contained in NPR 1600.4, Chapter 4. The subsections of that chapter outline the processes, procedures, and authorizations necessary to successfully obtain required access permissions in a timely manner.

c. Dignitaries/VIPS

- (1) All VIP visitors and VIP processing must be pre-approved by the Center Director, Deputy Center Director, or Associate Center Director.
- (2) All VIP visitors will be coordinated through OSACB.
- (3) A written notification (or email) of the VIP visit shall be issued by OSACB to the SSB identifying the following:
 - (a) Name of approving official
 - (b) Name of VIP visitor(s)
 - (c) Date and time of anticipated visitor arrival
 - (d) Copy of scheduled agenda for the visit
 - (e) Name of VIP sponsor and contact information

- (4) The written notification (or e-mail) of the VIP visit by OSACB shall be sent to the CCS, and shall be copied to the Director and Deputy Director, COD. This notification shall be provided no later than one business day prior to the visit.
- (5) VIP/Executive Visitor Badges will be provided by the LaRC BPO to the visitor sponsor or the OSACB protocol host prior to the visit.

d. LaRC Tours/Groups

All tours/groups shall be processed in accordance with Langley Management System Center Procedure LMS-CP 4116.

e. Center-Specific Badges

- (1) Any person (e.g., volunteers, guest researchers, interns, grantees, construction workers, tenants, vendors, daycare drop off/pick up, carpool, Center activity) who needs access to a NASA facility or NASA IT system and who will be affiliated for a period of less than 180 days shall possess a NASA non-PIV Center-Specific badge (e.g. a NASA temporary badge). Individuals who are determined to need intermittent access with no IT access may be exempted from the 180-day limit on the use of a NASA non-PIV Center-Specific badge consistent with risk-based assessments by the CCS.
- (2) LaRC shall issue Center-specific badges consistent with NPR 1600.4. These badges shall be initiated, processed and issued through NASA's Identity Management and Account Exchange (IdMAX) system. Issuance of a NASA non-PIV badge requires a minimum favorable adjudication of a National Crime Information Center (NCIC) name query and completion of the enrollment. Enrollment and issuance procedures are identified in NPR 1600.4, Chapter 3.
- (3) Center-specific badges are not valid for after-hours access unless prior approval is granted by the CCS. Exceptions to this policy are for Center Activity and Tenant Badges.
- (4) Non-PIV or Center-specific badges issued by LaRC are not acceptable identification for access to other NASA Centers.
- (5) Vendors/delivery drivers are not authorized for after-hours access. Any vendor who does not qualify for a LaRC Center-specific Badge shall be issued a Visitor Badge for that delivery. All vendor deliveries shall be made to Building 1206 unless specific pre-approved authorization is obtained from the CCS or designated agent.
- (6) All personnel performing work on an agreement, grant, contract, etc. at LaRC shall be appropriately processed and vetted via IdMAX and be issued a Center-Specific badge.

f. External Customers

- (1) External customers shall provide the required identity information to the LaRC Sponsor, who will, in turn, input the data into IdMAX.
- (2) A facility safety briefing may be required before unescorted physical access is granted. The facility safety briefing will be annotated in the Physical Access Management System.
- (3) When the above steps are completed, BPO will issue external customers an unescorted badge, granting them access to the specific facility where their testing will occur. Badges will be valid for the period on the request, not to exceed 179 days. Upon completion of the external customer's visit to LaRC, the sponsor is responsible for collecting the badges and returning them to the BPO. Deviations from these procedures are not authorized. Any deviation could constitute a security violation and may cause the external customer(s) to be removed.

g. Organization Hosted Events

Organizations sponsoring visits/tours/groups for use of Exchange Operations facilities (e.g. picnic grounds, etc.) must comply with LAPD 9050.7 and LAPD 9050.8. Requests for Exchange Operations facilities will be submitted via LF 268, Langley Research Center Facility Usage Request.

h. Badge Holder Responsibilities

- (1) All badges shall be worn on the outer garment and visibly displayed at all times while the badge holder is on LaRC property. Badges shall be worn with photo and name visible and above the waist at all times while on LaRC.
 - (a) Ensure the badge is safeguarded at all times.
 - (b) Ensure the badge is not defaced or damaged.
 - (c) Immediately report the loss, theft, duplication, or forgery of any NASA PIV or non-PIV badge to LaRC Security.
- (2) No symbol, pin, decal, sticker, or other device shall be affixed to any NASA badge.
- (3) All NASA badges are the property of the U.S. Government and shall be surrendered upon request of LaRC.
- (4) Challenge anyone seen on LaRC without a proper, valid badge, or immediately report that fact to LaRC Security.

- (5) Notify LaRC of any name change.
- (6) Surrender the NASA Badge upon resignation, termination from employment, or denial of access by the CCS.

i. Photography

Photography is prohibited by NASA regulations in Limited Areas, Exclusion Areas, and within NASA Critical Infrastructure facilities without prior approval of the CCS. Photography includes any mechanical or electronic recording or storing of visual images. Requests for photography shall be submitted to the CCS.

j. Prohibited Items

Entrances to NASA real property or installations are posted with the following notices: "CONSENT TO INSPECTION: Your entry into, continued presence on, or exit from this installation is contingent upon your consent to inspection of person and property." "UNAUTHORIZED INTRODUCTION OF WEAPONS OR DANGEROUS MATERIALS IS PROHIBITED: Unless specifically authorized by NASA, you may not carry, transport, introduce, store, or use firearms or other dangerous weapons, explosives, or other incendiary devices, or other dangerous instrument or material likely to produce substantial injury or damage to persons or property." A complete list of prohibited items can be found at: <https://sites-n.larc.nasa.gov/security/>.

k. Traffic Safety Program

A Traffic Safety Program has been established and is maintained as part of the LaRC accident prevention program. LaRC shall, through the application and enforcement of the Virginia traffic code, NASA safety regulations, and the institution of traffic control standards, provide for the safety of motorists and pedestrians using the Center road network and parking areas. Traffic Management is further identified in LAPD 1700.7, and parking is further identified in LAPD 1700.8. Compliance with these Langley Policy Directives is mandatory.

2. APPLICABILITY

- a. This LAPD is applicable to all agencies, organizations, and activities operating on Langley Research Center, including component facilities and technical and service support centers.
- b. Violations of this policy by LaRC civil servant personnel may result in disciplinary actions up to and including removal from the Federal Service.
- c. Violations of this policy may result in the permanent revocation of access to NASA property, facilities and Centers.
- d. Any visitor who fails to abide by the requirements set forth in this and NASA Policy shall be subject to being temporarily or permanently barred from entering the Center, as determined by the CCS. The CCS shall make an initial temporary debarment decision, as soon as practicable, and notify the responsible supervisor and the Office of Chief Counsel and the Office of Procurement, of the decision. The CCS shall notify the offender of the temporary debarment in writing. The notice shall state the reason for the debarment and that the offender and employer must submit a request for reconsideration of the debarment and the steps that will be taken to prevent noncompliance with access in the future. Upon receipt of the request, the CCS shall coordinate with the Office of Chief Counsel to obtain concurrence that the reconsideration process has been followed. After receiving such concurrence, the CCS shall make a risk-based determination whether to reinstate the individual's access or permanently debar. In either case, the CCS shall notify the individual and employer of the decision in writing.

3. AUTHORITY

- a. The National Aeronautics and Space Act, 51 USC 20113(a)
- b. 14 CFR Part 1204, Subpart 10 – Inspection of Persons and Personal Effects at NASA Installations or on NASA Property; Trespass or Unauthorized Introduction of Weapons or Dangerous Materials
- c. NPD 1371.5, Coordination and Authorization of Access by Foreign Nationals and Foreign Representatives to NASA
- d. NPD 1600.2, NASA Security Policy
- e. NPD 2010.1, Court Actions or Proceedings Involving NASA or NASA Employees
- f. NPD 2190.1, NASA Export Control Program
- g. NPD 9050.6, NASA Exchange and Morale Support Activities
- h. NPR 1600.1, NASA Security Program Procedural Requirements
- i. NPR 1600.2, NASA Classified National Security Information (CNSI)

- j. NPR 1600.4, Identity and Credential Management
- k. NPR 1660.1, NASA Counterintelligence and Counterterrorism
- l. LAPD 1700.7, Traffic Management
- m. LAPD 1700.8, Parking Regulations
- n. LAPD 9050.7, Use of Langley Research Center (LaRC) Facilities and Grounds for Employee Efficiency, Welfare, and Morale Purposes
- o. LAPD 9050.8, Use of Langley Research Center Facilities and Grounds for Non-Official Events

4. APPLICABLE DOCUMENTS

- a. LMS-CP-4116, Unclassified Tours of the Center
- b. LF 103, NASA Langley Research Center Security Services Branch (SSB) U.S. Citizen Visitor Badge Request Form (29 days or less)
- c. LF 140, Security Briefing for NASA Hosts of non-U.S. Citizens and Host and Escort Responsibilities for Non-U.S. Citizens at NASA Langley Research Center
- d. LF 268, Langley Research Center Facility Usage Request

5. RESPONSIBILITY

a. The Center Director shall:

Under NPD 1600.2 and NPR 1600.1, ensure effective security of personnel, property, facilities, operations, and activities at the Center as directed through the CCS.

b. Center Chief of Security shall:

In accordance with the Center Investigation Policy, investigate instances of failure to comply with this Policy.

c. Supervisors shall:

- (1) Understand the access limitations and escort requirements applicable to visitors who have access to areas in which the supervisor is responsible and enforce compliance with those access and escort requirements.
- (2) Ensure that assigned personnel working within the supervisor's organization understand the access limitations and escort requirements for visitors who have access to areas for which the supervisor is responsible.

d. All LaRC Employees shall:

- (1) Understand the access limitations and escort requirements applicable to visitors who have access to areas in which the individual works on Center and insist on compliance with those access and escort requirements.
- (2) Immediately report known violations or suspected violations of access and escort requirements to the LaRC Security Services Branch.

e. Office of Chief Counsel shall:

- (1) Provide legal advice on the administration of this Policy and resolve legal questions related to matters arising under this Policy.
- (2) Provide legal advice on investigations of alleged violations of this Policy, in accordance with the Center Investigation Policy.

6. DELEGATION OF AUTHORITY

The Center Director has delegated to the CCS, SSB, through the Director, COD, the responsibility of developing, managing, and implementing, through this directive, the LaRC Visitor and Temporary Access Policy.

7. MEASUREMENT/VERIFICATION

None

8. CANCELLATION

None

/s/ Cathy H. Mangum, Center Associate Director March 1, 2016

DISTRIBUTION:

Approved for public release via the Langley Management System; distribution is unlimited.

APPENDIX A: Acronyms

BPO – Badge and Pass Office

CCS – Center Chief of Security

COD – Center Operations Directorate

DOD – Department of Defense

FN – Foreign National

ID – Identification

IdMAX – Identity Management and Account Exchange

LAPD – Langley Procedural Directive

LaRC – Langley Research Center

LF – Langley Form

LPR – Lawful Permanent Resident

NASA – National Aeronautics and Space Administration

NCI – NASA Critical Infrastructure

NCIC – National Crime Information Center

NPD – NASA Procedural Directive

NPR – NASA Procedural Requirement

OSACB – Office of Strategic Analysis, Communications, and Business Development

PIV – Personal Identity Verification

SSB – Security Services Branch

VIP – Very Important Person