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NASA Procedural Requirements

COMPLIANCE IS MANDATORY

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Request Notification of Change (NASA Only)

Subject: Procedural Requirements for Processing Requests for Access to NASA Installations or Facilities by Foreign Nationals or U.S. Citizens Who are Reps of Foreign Entities w/Change 1 (3/29/04)

Responsible Office: Office of Protective Services

| [TOC](#) | [Change](#) | [Preface](#) | [Chapter1](#) | [Chapter2](#) | [Chapter3](#) | [Chapter4](#) |
[Chapter5](#) | [AppendixA](#) | [ALL](#) |

Chapter 1: Introduction and Definitions

1.1 General

1.1.1 This NPR provides basic procedural requirements for receipt, coordination, review, and approval by each NASA Center or Component Facility (e.g., Wallops Flight Facility or White Sands Test Facility) of all requests by or on behalf of foreign nationals or U.S. citizens who are acting as representatives of foreign entities for access to a NASA Installation or Facility for any purpose other than a public tour of facilities that is or would normally be conducted for the general public. It includes requests for access by or on behalf of foreign national members of the news media to a NASA Installation or Facility.

1.1.2 Questions regarding the receipt and processing of access requests for foreign nationals and U.S. citizen representatives of foreign entities, or NASA contractor or grantee foreign national employees or visitors, and the conduct of approved visits and other access, are to be directed to the cognizant NASA Center or Component Facility International Visits Coordinator, or to the Security Management Division, Office of Security and Program Protection, NASA Headquarters.

1.1.3 Suggestions for improvements in the content of this NPR are welcome and should be made in writing to the Director, Security Management Division, Office of Security and Program Protection, NASA Headquarters, Washington, DC 20546.

1.1.4 Copies of Center or Component Facility implementing procedural requirements are

to be provided to the Director, Security Management Division, as issued.

1.2 NASA Foreign National Access Policy and Related Requirements

1.2.1 Visits by foreign nationals and U.S. citizen representatives of foreign entities are a common means to facilitate interchanges with NASA's foreign aeronautical, scientific, and technical counterparts in support of broad Agency objectives and program goals. Visits also facilitate acquisition of information about foreign programs of interest to NASA, and provide other benefits to the U.S. Government. All visits and other approved access will be conducted in conformance with Agency and national policies and regulations, including U.S. national security, nonproliferation and foreign policies, and export control laws and regulations. Visits and other access for the purpose of implementing a mutually agreed program or project must be conducted in accordance with the terms of the NASA/foreign partner program or project agreement, particularly the provisions in the agreement dealing with responsibilities of the parties and the transfer of data and goods. Discussion or other release of information by NASA personnel to a foreign national or a U.S. citizen representing a foreign entity during a visit or other approved access that does not pertain to an agreed program or project generally must be limited to unclassified, nonsensitive, nonexport-controlled information which has been approved for release to the general public.

1.3 Definitions

1.3.1 "Foreign national" means any person who is not a citizen of the United States.

1.3.2 "Foreign representative" means 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. It does not include U.S. citizens who are employed by foreign-owned or -controlled entities in the United States that are otherwise subject to U.S. law.

1.3.3 An "agreed international program or project" is one which has been established pursuant to an appropriately signed Space Act Agreement between NASA Headquarters and a foreign entity, e.g., an agency or organization of a foreign government, a foreign educational institution, a foreign company, or an international organization.

1.3.4 "Visit" refers to access to a NASA Installation or Facility by foreign nationals or a U.S. citizen representative of a foreign entity for a period of 30 days or less.

1.3.5 "Assignment" refers to access to a NASA Installation or Facility by a foreign national or a U.S. citizen representative of a foreign entity for a period in excess of 30 days.

1.3.6 "High Level Protocol Visit (HLPV)" refers to a visit (as defined above) by a senior foreign official, a distinguished individual, or a high-ranking delegation that generally requires advance preparation and coordination on matters of protocol. Such arrangements are usually reserved for foreign heads of state, government ministers, ambassadors, senior officials, and heads of (or other senior level officials from) foreign governmental agencies. An HLPV usually includes a courtesy meeting with a Center Director or other senior management representative and a guided tour of the Center or Component Facility. These visits may or may not include briefings or substantive discussions on NASA's programs or projects.

1.3.7 "Designated area" as used in this directive, means a country of special concern or interest as identified in Appendix A.

1.4 Extending Invitations for Visits or Assignments to NASA

1.4.1 NASA encourages visits and, in certain cases, assignments by foreign nationals or U.S. citizen representatives of foreign entities allied with or friendly to the United States to facilitate mutual understanding, strengthen existing cooperation, and promote potential cooperation in areas of mutual interest. NASA employees may, with prior approval by NASA Headquarters or Center International Visits Coordinators, and consistent with applicable NASA management requirements, extend invitations to foreign nationals or representatives of countries *other than* those identified as designated areas in Appendix A. Center or Component Facility International Visits Coordinators will establish local procedures for obtaining prior approval to extend such invitations. No invitations to visit NASA Centers or Component Facilities may be extended to foreign nationals from designated areas or U.S. citizen representatives of foreign entities from a designated area without the prior written approval of the Director, Security Management Division, Office of Security and Program Protection, NASA Headquarters.

| [TOC](#) | [Change](#) | [Preface](#) | [Chapter1](#) | [Chapter2](#) | [Chapter3](#) |
[Chapter4](#) | [Chapter5](#) | [AppendixA](#) | [ALL](#) |

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