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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

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Chapter 2: Visits, Assignments, and Other Access Requests

2.1 General

2.1.1 Each NASA Center or Component Facility will directly receive and review all requests from, or on behalf of, foreign nationals or U.S. citizen representatives of foreign entities for access to its controlled buildings, Installations, or Facilities for any purpose. All such requests will be entered into the NASA Foreign National Management System (NFNMS) for processing the review and approval or denial of access, and for data archiving. All requests for access, other than foreign nationals on public tours, must be entered into the NFNMS. Where Center or Component Facility International Visits Coordinators are apprised that foreign nationals on public tours are also distinguished individuals or senior foreign officials, as described in 1.3.6 above, such individuals or officials must be entered into the NFNMS as HLPV.

2.1.2 Except as otherwise provided herein, each Center or Component Facility will have the authority to approve all visit or assignment requests for foreign nationals or U.S. citizen representatives of foreign entities who are from nondesignated areas, consistent with the policy and responsibilities established herein and in NPD 1371.5. Each Center or Component Facility will also have the authority to receive and review visit and assignment requests for foreign nationals or foreign representatives of designated areas,

but will not have the authority to make final approval decisions. For requests involving designated areas, the Center International Visits Coordinator will input Center or Component Facility comments and recommendations in the NFNMS for review by the Office of Security and Program Protection, NASA Headquarters, in determining final approval or denial.

2.2 Requests for Visits or Assignments to Centers or Component Facilities

2.2.1 Using the NFNMS (<https://ivan.esportals.com>), the Center or Component Facility International Visits Coordinator will receive and review all requests for visits by foreign nationals and foreign representatives. If the visit is for the purpose of gathering information or conducting discussions in technological areas which NASA considers to be sensitive e.g., for proprietary, national security, or export control reasons), then the visit should be disapproved in the absence of a specific NASA programmatic interest. Requests should be approved only to the extent the foreign nationals or U.S. citizen representatives of foreign entities understand that discussions and information provided by the NASA representatives will be confined to information which has been previously approved for release to the general public.

2.3 Requests for High-Level Protocol Visits

2.3.1 Requests for High-Level Protocol Visits (HLPV) are to be made directly to the International Visits Coordinator, Office of Security and Program Protection, NASA Headquarters. If a Center International Visits Coordinator receives such a request directly, the request will be entered into the NFNMS promptly by the Center International Visits Coordinator as an HLPV, and the Center Protocol Office will be notified. Specific arrangements for each HLPV are to be made by the Center, in consultation with the Office of Security and Program Protection, NASA Headquarters.

2.4 Requests for Visits or Assignments to NASA Headquarters

2.4.1 All requests for foreign nationals or U.S. citizen representatives of foreign entities to visit or be assigned to NASA Headquarters are to be made to the NASA Headquarters International Visits Coordinator, Security Management Division, Office of Security and Program Protection, NASA Headquarters, who will ensure the proper review of the request for approval or denial. NASA Headquarters employees who make requests for access by foreign nationals and U.S. citizen representatives of foreign entities should do so via the NFNMS (<https://ivan.esportals.com>).

2.5 Requests for Visits or Assignments by or on Behalf of Accredited Members of the News Media

2.5.1 All requests for access by or on behalf of foreign national or U.S. citizen representatives of foreign news media are to be entered into the NFNMS and must have the concurrence of the Headquarters or Center Public Affairs Office, in addition to other reviews and concurrences, prior to approval or denial. In any instance where news media representatives are approved for intermittent visits over a period of time that result in an assignment, local procedures will be established such that each access must be cleared by the Headquarters or Center Public Affairs Office, e.g., if the individual has

been properly accredited as a news media representative and approved within the NFNMS for intermittent access over a 1-year period, the individual must still obtain "event" clearance (e.g., Shuttle or Expendable Launch Vehicle mission or press conference) through the Public Affairs Office.

2.6 Requests from NASA Contractors for Access by Foreign National Employees or Visitors

2.6.1 Requests by NASA contractors or grantees for access by their foreign national employees or visitors to a NASA Center or Component Facility are to be submitted to the Center's International Visits Coordinator for review and coordination with the cognizant NASA Contracting Officer, Contracting Officer's Technical Representative, or Project Manager, as appropriate. If an employee is a citizen of a country identified as a designated area (Appendix A), the request for access will be reviewed for approval by the International Visits Coordinator, Security Management Division, Office of Security and Program Protection, NASA Headquarters. If any foreign national employee or visitor of a NASA contractor or grantee will work in, or have access to, sensitive areas or information that is covered by U.S. export control laws and regulations, the Center or Component Facility, before approving access, must ascertain that the contractor or grantee has received appropriate authorization under the terms of the NASA contract or grant and/or from the cognizant U.S. Government regulatory agency. The Center International Visits Coordinator will determine whether authorization is appropriate based on the contract or grant, and in consultation with the Contracting Officer, Contracting Officer's Technical Representative, or Project Manager, as appropriate.

2.7 Time Required to Process Requests

2.7.1 Except as provided below, requests for a visit by a foreign national or foreign representative to a NASA Center or Component Facility will be reviewed by the cognizant International Visits Coordinator and approved or disapproved within 20 working days.

2.7.2 Requests for an assignment to a NASA Center or Component Facility, and requests for a visit to a NASA Center or Component Facility for a foreign national or foreign representative of a designated area, will be reviewed by the cognizant International Visits Coordinator, and the NASA Headquarters International Visits Coordinator, as appropriate, and approved or disapproved within 2 calendar months.

2.7.3 Requests for an assignment to a NASA Center or Component Facility for a foreign national to be sponsored by NASA on a J-1 exchange assignment, will be reviewed by the cognizant International Visits Coordinator and the NASA Headquarters International Visits Coordinator, and approved or disapproved within 3 calendar months.

2.7.4 Requests for a visit by accredited news media to a NASA Center or Component Facility will be reviewed by the cognizant International Visitors Coordinator and approved or disapproved within 5 working days).

2.7.5 Requests for an HLPV, or for visits or assignments to NASA Headquarters, will be handled as expeditiously as possible. See procedures described in subparagraphs 2.3, 2.4, and 2.5 above.

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