

# NASA Security Procedure Requirement (NSPR-1600-2)

Date: September 6, 2006

## Office of Security and Program Protection

NRW 1400-4

NM 1600-50

NPR 1600.1

## Photo Identification Color-Coding Requirements

### 1. Purpose

This requirements document updates the Agency-wide policy for the issuance of NASA Photo Identification Badges (NPIDB).

### 2. Scope

The requirements identified update NPR 1600.1, §7.2.10, "NASA Retiree ID Card," and §7.4, "NASA Photo-ID Color-Coding"

### 3. Applicability

This policy applies to all NASA facilities, employees, contractors, recipients of NASA grants and cooperative agreements, partners and visitors, where appropriate, in achieving NASA missions, programs, projects, and institutional requirements.

### 4. Authority:

- a. 42 U.S.C. § 2473(c)(1), Section 203(c)(1) and Section 304 of the National Aeronautics and Space Act of 1958 amended

### 5. Responsibilities:

The Assistant Administrator, Office of Security and Program Protection (AA/OSPP) is the system owner of the NPIDB system, and is responsible for ensuring the proper assignment, use of NPIDB within the Agency.

Working in concert with the Center Chiefs of Security (CCS), the AA/OSPP is charged by the Administrator to oversee Agency-wide implementation, integration of, and compliance with the NASA Security Program by providing executive management policy directive, ensuring Agency-wide advocacy, to accomplish the security mission in support of the overall NASA mission, NASA Strategic Plan, and National level security requirements.

## **5.1 Discussion**

Through NPR 1600.1 and other directives, the AA/OSPP has established uniform program standards across NASA. The AA/OSPP directed the issuance of a new NPIDB topology in 2005. Since that time, to enhance the identification and categorization of individuals accessing NASA facilities, changes and modifications have been made to the topology of badges issued for Agency-wide recognition/acceptance.

## **5.2 Description and Functional Requirements**

Appendix I to NPR 1600.1 provides the approved standards for the NPIDB topology.

## **5.3 Updated Language to NPR 1600.1 §7.2.10**

7.2.10. NASA Retiree ID Card. The Center Office of Human Resources shall initiate the request for the NASA Retiree ID Card only for those NASA Civil Service employees who have retired under favorable conditions (e.g., instances other than retired in lieu of termination for cause, etc.). The issuance and use of the NASA Retiree Card is a privilege that may be denied or revoked at any time for cause.

7.2.10.1. The NASA Retiree photo-ID Card is valid at any NASA Center and when presented along with another appropriate form of photo-identification shall be used to obtain a visitor pass to enter the Center.

7.2.10.2. Access shall normally be restricted to business hours only, unless after hours access is "sponsored" and monitored by a Center civil servant employee.

7.2.10.3. All Center procedures and controls for visitor pass and visitor access, to include escorting, shall be observed as appropriate.

7.2.10.4. The Common Badging and Access Control System (CBACS) provides the approved format/topology for the Retiree ID Card. Centers and facilities are not authorized to design their own Retiree ID Card.

7.2.10.5 Re-issuance of Retiree ID Cards is not required. Previously issued cards remain valid.

## **5.4 Updated Language to NPR 1600.1 §7.4.**

7.4.1. Gold NASA Photo-ID - NASA civil service personnel. Accepted for access to all NASA Centers, as appropriate.

7.4.1.1. Gold NASA Photo-ID with Flag - ISSUED UPON RECEIPT OF AUTHORIZATION FROM THE JSC CCS: Issued only to Active members of the NASA Astronaut Corps. Astronauts will be badged according to their citizenship. Foreign National (FN) members of the Astronaut Corps shall have a representation of their National Flag

superimposed on the badge for further designation as a FN. Only Astronauts who are citizens of foreign countries with whom NASA has an International Space Act Agreement (ISAA) may receive this badge. Accepted for access to all NASA Centers, as appropriate.

7.4.2. Blue NASA Photo-ID - NASA grantees, research associates, vendors, construction workers and consultants, (to include MOU's, MOA's and SAA's as appropriate) and contract employees (U.S. Citizen) who require access to a NASA Center or controlled facility. Accepted at Center of issuance only.

7.4.2.1. Blue NASA with "IPA" Photo-ID – Intergovernmental Personnel Management Act (IPA) . Foreign National IPA's must be approved in the NASA Foreign National Management System (NFMMS) (NPR 1371.2 is germane). Accepted for access to all NASA Centers, as appropriate.

7.4.2.2. Blue NASA with "NAC" Photo-ID – ISSUED BY NASA HEADQUARTERS ONLY: As authorized by the Administrator; Individuals serving on the Administrator's NASA Advisory Council. Accepted for access to all NASA Centers, as appropriate.

7.4.2.3. Blue NASA with "ASAP" Photo-ID – NASA – ISSUED BY NASA HEADQUARTERS ONLY: As authorized by the Administrator; Individuals serving on the Administrator's NASA Aerospace Safety Advisory Panel. Accepted for access to all NASA Centers, as appropriate.

7.4.3. Green NASA Photo-ID – Military, U.S. Government agency personnel detailed to NASA on a NASA Center or facility, or working for another federal agency on a NASA Center or facility. Includes Non-Appropriated Funds Activity (NAFA) employees. Accepted for access to all NASA Centers, as appropriate.

7.4.4. Violet NASA Photo-ID - Any intern/student (U.S. citizen) who requires access to a NASA Center to perform their duties. Accepted at Center of issuance only.

7.4.5. Orange NASA Photo-ID - Any foreign national (FN) contractor personnel from non-designated countries who require access to a NASA Center, or NASA controlled facility to perform their work. Accepted at Center of issuance only.

7.4.5.1. Orange with "LPR" NASA Photo-ID - Any foreign national (FN) contractor personnel from non-designated countries who are US Lawful Permanent Residents (LPR) and require access to a NASA Center, or NASA controlled facility to perform their work. Accepted at Center of issuance only.

7.4.6. Red NASA Photo-ID - Any Foreign National (FND) contractor personnel from designated countries who require access to NASA IT systems or shall have a need to work at a NASA controlled facility to perform their work. Accepted at Center of issuance only.

7.5.6.1. Red NASA with "LPR" Photo-ID - Any Foreign National (FND) contractor personnel from designated countries who are US Lawful Permanent Residents (LPR) and require access to a NASA Center or access to NASA IT systems or shall have a need to

work at a NASA controlled facility to perform their work. Accepted at Center of issuance only.

7.4.7. Brown NASA Photo-ID - Any accredited member of the media (U.S. only) who may require access to "public" areas only of a NASA Center. Accepted at all Centers as appropriate .

7.4.8. Silver NASA Photo-ID - Employees of the Jet Propulsion Laboratory (JPL). Acceptance at NASA Centers is at the Center CCS's discretion.

7.4.9. Black & White NASA Photo-ID with Red letters "CDI" denoting "Center Director Issued" - May be issued to retired NASA personnel under the following conditions:

7.4.9.1. It may only be issued under the authority of the Center Director, after collaborating with the CCS. This authority may not be delegated and must be exercised judiciously on a limited, case-by-case basis. The CCS shall maintain all signed authorizations for each badge issued.

7.4.9.2. The recipient must possess an expertise which the Center Director has determined is essential for Center operations.

7.4.9.3. May only be issued for a period not to exceed one-year but may be renewed as authorized by the Center Director. The year is calculated from the effective date of retirement (e.g., if the recipient retired in January 2006, and this badge is not issued until August 2006, the badge must expire by January 2007.) If a renewal is authorized, a National Agency Check with Inquiries (NACI) and updated fingerprints must be executed every two-years, as calculated from the retirement date, before re-issuance of the badge (e.g., should a badge be renewed for six-years in a row, a NACI with fingerprints will be executed at the start of years two, four and six).

7.4.9.4. Shall only be accepted at the Center issuing the badge, and does not convey access to any other NASA Center or facility.

7.4.9.5. The badge may only be used to support the NASA mission, and shall not be used for any contractual or personal advantage of any kind.

7.4.9.6. May not be used exclusively for social purposes, unless directly related to the holder's mission responsibilities.

7.4.9.7. Does not replace nor supersede the "Retiree Card" discussed in §7.2.10 of this NPR.

7.4.10. If an individual does not require access to controlled Center assets, a local Center specific photo-ID may be issued in lieu of the NASA photo-ID. Except for the "CDI" badge, all issued badges must expire no later than 5-years from date of issuance.

7.4.11. Foreign national visitors who have been approved via the NASA Foreign National Management System (NFMMS) pursuant to NPR 1371.2 shall be issued a visitor's pass, specifically identifying them as foreign national and escorted at all times.

## 6 Point of Contact

The Director, Security Management Division is the OSPP point of contact concerning this UUPIC policy. The DSMD can be reached at 202-358-2010.



David A. Saleeba  
Assistant Administrator  
Office of Security and Program Protection