Subject: NASA Classified National Security Information (CNSI) w/Change 2 (2/12/2014)

Responsible Office: Office of Protective Services

Preface

P.1 Purpose


b. This NPR prescribes personnel responsibilities and procedural requirements for the management of CNSI to assist NASA Centers and Component Facilities in executing the NASA security program designed to protect people, property, and information.


P.2 Applicability

This NPR is applicable to NASA Headquarters and NASA Centers, including Component Facilities and Technical and Service Support Centers. This language applies to Jet Propulsion Laboratory (a Federally Funded Research and Development Center), other contractors, grant recipients, or parties to agreements only to the extent specified or referenced in the appropriate contracts, grants, or agreements.

P.3 Authority


P.4 Applicable Documents and Forms


i. NPR 1371.2, 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.

j. NPR 1441.1, NASA Records Retention Schedule.

k. NPR 1450.10, NASA Correspondence Management and Communications Standards and Style.


m. NPR 7120.8, NASA Research and Technology Program and Project Management Requirements.

n. NASA Central Office of Record Standard Operating Procedures (CSOP).

o. NASA Declassification Management Plan.


r. Advisory Circular, "Federal Aviation Administration, Subject: Screening of Persons Carrying U.S. Classified Material, AC 108-3."


w. National Security Telecommunications and Information Systems Security Instruction (NSTISSI) 4004, Annex B.


P.5 Measurement/Verification

a. To determine Center compliance with this NPR, Center Directors and Center Chiefs of Protective Services/Chief of Security (CCPS/CCS) or their designees shall determine and document compliance by applying a verification approach, coordinated with the Office of Protective Services (OPS) that is tailored to meet the needs of the Center. The OPS will provide the Centers with an OPS Checklist to be used in conjunction with the NPR to ensure that all Center reviews will be tailored to include all steps necessary to perform a comprehensive review of all pertinent areas within a Center. The OPS surveys the Centers and conducts inspections of Center compliance and implementation. Each Center Protective Services Office will conduct audits of select organizations throughout their Center on a yearly basis to determine if Center organizations are in compliance with this NPR. If Center organizations are in compliance with this NPR, the findings will be forwarded to the Center Director and the Assistant Administrator (AA) for Protective Services no later than 45 days from the date of completion. If the Center has some areas that are not compliant with the policy, the Center will be required to submit an action plan outlining the non-compliant area along with the corrective action for compliance. The OPS will review the findings within 30 days and inform the Center of the approval or disapproval of the corrective actions. The OPS will conduct reviews/audits of each Center at least every three years, or sooner if required, using the OPS Security Review Checklist to determine compliance with this NPR. The findings from the OPS review will be provided to the Center Director no later than 30 days after completion of the review.

b. To determine the OPS’ compliance with the requirements contained in this NPR, internal and external auditors responsible for verifying Headquarters requirements and processes shall evaluate performance.

c. The ISOO maintains continuous liaison with their agency counterparts on all matters relating to the Government-wide security classification program and the National Industrial Security Program. ISOO also conducts on-site inspections and special classified document reviews to monitor agency compliance with applicable Executive Orders. Each year ISOO gathers relevant statistical data regarding each agency’s security classification program. ISOO analyzes these data and reports them, along with other relevant information, in its Annual Report to the President. NASA follows ISOO guidance and is subject to ISOO inspections and reviews.
P.6 Cancellation


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