

[| NODIS Library](#) | [Organization and Administration\(1000s\)](#) | [Search](#) |

NASA Procedural Requirements

COMPLIANCE IS MANDATORY FOR NASA EMPLOYEES**NPR 1600.4A**

Effective Date: April 08, 2016

Expiration Date: August 08,
2029[Printable Format \(PDF\)](#)**Subject: Identity and Credential Management with Change 1, August 8, 2024****Responsible Office: Office of Protective Services**[| TOC](#) | [ChangeLog](#) | [Preface](#) | [Chapter1](#) | [Chapter2](#) | [Chapter3](#) | [Chapter4](#) | [Chapter5](#) | [Chapter6](#)
[| AppendixA](#) | [AppendixB](#) | [AppendixC](#) | [AppendixD](#) | [AppendixE](#) | [ALL](#) |**Appendix C: NASA PIV Photo Identification Badge Standards****Table C-, NASA Photo Identification Standards**

1. LETTERING	COLOR-FONT	POINT
a. Badge No: #####	Black-Helvetica	6pt. Upper & lower case. Left Justified.
b. First/MI/Last Name	Black-Helvetica	12 pt. Upper & lower case. Lower left justified.
c. Center Numerical Designation	Black-Helvetica	18 pt. Lower left.
d. P.O. Box	Black-Helvetica	6 pt. Upper & lower case. Bottom centered.
2. NASA PHOTO-ID STANDARDFEATURES	CHARACTERISTIC	SIZE
a. Photograph	Color	(2.9cm x 3.9cm) 7 x 9 picas.
b. Card Stock	Standard	(5.5cm x 8.6cm) 13 x 20.3 picas.
c. Strap Slot (authorized for alternate Agency credential specific photo-ID only.	Precut & Centered	(1.4cm x .3cm) 3.5 x 7 picas.
d. Logo	Silhouette of Space Shuttle	
e. Reliability color for all Photo-ID	White	
3. COLOR CODING	CARD COLOR	
a. Civil Service	WHITE	
b. Consultant/Contractor/Press	GREEN	

c. Military/Other Agency (Detailee)	WHITE
d. Interns/Co-Ops, Summer Students	WHITE
e. Foreign National	LIGHT BLUE
f. Jet Propulsion Laboratory	SILVER
4. CENTER	CENTER ALPHA DESIGNATOR
a. Ames Research Center	ARC
b. Armstrong Flight Research Center	AFRC
c. Glenn Research Center	GRC
d. Goddard Space Flight Center	GSFC
e. NASA Headquarters	HQ
f. Jet Propulsion Laboratory	JPL
g. Johnson Space Center	JSC
h. Kennedy Space Center	KSC
i. Langley Research Center	LARC
j. Marshall Space Flight Center	MSFC
k. Stennis Space Center	SSC

PART 2.

Privacy Act Notice

a. General - Pursuant to 5 U.S.C. 552a, Public Law 93-579, Privacy Act of 1974, as amended, the following information is being provided to persons who are asked to provide information in order to obtain a NASA Personal Identity Verification (PIV) Card.

b. Authority - This information is collected under the authority of the National Aeronautics and Space Act, 51 U.S.C. § 20132, and Executive Order 9397, Numbering System for Federal Accounts Relating to Individual Persons.

c. Purposes and Uses - The primary use of collecting the information requested by this form is to facilitate the issuance of a NASA PIV Card. Social security numbers are requested to keep NASA records accurate because other employees may have the same birth date. When collected, this information shall be maintained in NASA Privacy Act Systems of Records (10SECR). Generally, the information contained in this category of records is used within NASA for determining suitability for Federal employment and access to classified information (security clearances), as well as access to security areas, NASA Centers, and other matters connected with security programs and operations.

d. In addition to the internal uses of such information, it shall also be disclosed to Federal, state, local, or foreign agencies in connection with official business, including law enforcement, intelligence activities, determinations concerning access to classified information, and matters concerning immigration. Information connected with law enforcement or administrative inquiry or investigation will be disclosed to NASA contractors, subcontractors, or grantees. Disclosure will also be made to the White House or Congressional offices in the course of certain inquiries. Additionally, in the event of a courts or formal administrative proceeding, information will be disclosed in the course of presenting evidence or during pretrial discovery. NASA will disclose information to the Department of Justice or other agencies in connection with such a proceeding.

e. Effect of Non-Disclosures - Providing this information is voluntary. However, if the form is not completed, a NASA PIV Card shall not be obtained. This may result in various undesired actions, such as disqualification for employment or access.

| [TOC](#) | [ChangeLog](#) | [Preface](#) | [Chapter1](#) | [Chapter2](#) | [Chapter3](#) | [Chapter4](#) | [Chapter5](#) |
[Chapter6](#) | [AppendixA](#) | [AppendixB](#) | [AppendixC](#) | [AppendixD](#) | [AppendixE](#) | [ALL](#) |

| [NODIS Library](#) | [Organization and Administration\(1000s\)](#) | [Search](#) |

DISTRIBUTION:
NODIS

This document does not bind the public, except as authorized by law or as incorporated into a contract. This document is uncontrolled when printed. Check the NASA Online Directives Information System (NODIS) Library to verify that this is the correct version before use: <https://nodis3.gsfc.nasa.gov>.
