



**LANGLEY  
POLICY  
DIRECTIVE**

**Directive: LAPD 1680.1  
Effective Date: July 23, 2004  
Expiration Date: May 3, 2006**

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**Responsible Office: Office of Security and Environmental Management**

**Subject: Access to Langley Research Center**

**1. POLICY**

This directive prescribes policy and responsibilities regarding access to Langley Research Center (LaRC). Access control is carried out through the implementation of physical and procedural controls. These controls are intended to minimize the risk to personnel, equipment, facilities, and information. LaRC and NASA impose access limitations in keeping with mission, existing threat, and international relations.

**2. APPLICABILITY**

This policy directive is applicable to anyone who wishes to access any LaRC property or facility.

**3. REFERENCES**

- a. NPD 1600.2, "NASA Security Policy"
- b. NPD 1620.2, "NASA Badging System"
- c. NPR 1371.2, "Procedures and Guidelines for Processing Requests for Access to NASA by Foreign Nationals or Representatives"
- d. NPR 1620.1, "Security Procedures and Guidelines"
- e. LAPD 1600.3, "Langley Research Center (LaRC) Security Policy"
- f. LMS-CP-4105, "Authorization and Access for News Media Visits"
- g. LMS-CP-4116, "Unclassified Tours of the Center"
- h. LMS-CP-4850, "Foreign National(s)/Representative(s) and Visitor Approval"
- i. Langley Form 103, "NASA Langley Research Center Security Office Visitor Badge Request Form"
- j. NASA Form 531, "Name Check Request"
- k. NASA Form 1684, "Authorization for Release of Credit Reports"

#### 4. RESPONSIBILITIES

a. The LaRC Center Director has overall responsibility for ensuring appropriate security and access control measures are established and managed in order to safeguard LaRC personnel, property, and information. The Center Director reserves the right to limit or deny access to the Center based on the threat and current security requirements.

b. The Head, Security Office will:

- (1) Issue employee and visitor badges in accordance with NPD 1620.2.
- (2) Monitor and control access to the Center in accordance with this policy.
- (3) Designate LaRC Security Areas in accordance with NPR 1620.1.
- (4) Ensure proper background screening for unescorted access and access to security areas.
- (5) Process foreign national visit requests.
- (6) Deny access to unauthorized personnel.
- (7) Direct removal of persons whose access is not in the best interest of NASA.

c. LaRC Managers and Supervisors will:

- (1) Establish access control procedures for their facilities giving special attention to controlling access to any Security Area (designated by Restricted, Limited, or Closed signs).
- (2) Advise the Security Office once the need for a Security Area no longer exists so the area may return to normal procedures as soon as practical.
- (3) Review requests for after hours access.
- (4) Report violations of regulations in Security Areas to the Security Office.
- (5) Advise sponsored visitors arriving by aircraft to Facility 1244 to report to the Badge and Pass Office (BPO) before proceeding to any other facility.

d. LaRC employees and contractors shall:

- (1) Display their employee identification badge on their person, in plain view, at or above the waist when on LaRC.

- (2) Challenge unbadged persons. If assistance is required, call the Emergency Dispatch Office at 45600.
- (3) Not enter any facility or Security Area signed as "Restricted," "Limited," or "Closed," unless approved for entry by an official responsible for that area.
- (4) Assume responsibility for the safety and conduct of visitors they sponsor.
- (5) Advise sponsored visitors arriving by aircraft to Facility 1244 to report to the BPO before proceeding to any other facility.

## **5. RIGHT TO DENY ACCESS AND CONDUCT INSPECTIONS**

- a. The Head, Security Office may deny access or order the removal of any person who violates security regulations or whose access is not in the interest of NASA.
- b. Denial actions are taken to prohibit personnel from entering or reentering LaRC. Access denial may be based on a reasonable belief that an individual represents a potential threat to the personnel, property, or information of the Center. Access may also be denied to individuals not having a legitimate purpose for being on the Center and to anyone whose presence is not in the best interest of the Government.
- c. LaRC reserves the right to conduct an inspection of any person, including any property in the person's possession or control, as a condition of admission to, continued presence on or upon leaving LaRC.

## **6. BADGE REQUIREMENTS**

- a. The Center utilizes a uniform badge identification system to ensure that physical access to LaRC facilities is granted to authorized personnel only. All personnel entering the Center will be badged in accordance with this policy.
- b. Personnel shall not borrow, loan, transfer, or alter badges.
- c. Personnel must immediately report lost badges to the BPO. Personnel shall return badges reported as lost, stolen, or missing to the BPO, if they are later found.
- d. Personnel must surrender badges to the BPO upon:
  - (1) Badge expiration;
  - (2) Termination of employment;
  - (3) Final exit from the Center;
  - (4) Issue of a replacement badge;

- (5) Request of the issuing authority; and
  - (6) Issuance of a suspension by a supervisor.
- e. LaRC will recognize NASA badges issued to employees from other NASA Centers for short-term visits of 90 days or less. NASA employees reassigned to LaRC must obtain a NASA LaRC badge within 30 days of reassignment.
- f. LaRC non-Civil Service employees (e.g., contractors, grantees, research associates, summer scholars) must complete Langley Form 102, NASA Form 531, and provide fingerprints before being issued a permanent badge.
- g. Contractors and other non-civil service personnel from other NASA Centers are considered visitors at LaRC. They must be sponsored and will be issued a LaRC visitor badge.
- h. Children under the age of 16 may be admitted without badges if accompanied by an adult. Employees are responsible for the safety and conduct of children during their visit.
- i. Air Force personnel transiting through LaRC to and from Langley AFB may be admitted upon presentation of their military identification card. Air Force military ID's and civilian ID badges will be honored for access to the following LaRC facilities (Air Force access to other facilities requires a visitor's badge):
- (1) Langley Federal Credit Union
  - (2) Cafeteria
  - (3) Day Care Center
- j. LaRC employees whose immediate family members have a frequent and recurring need for Center access may be issued a visitor badge with picture valid for up to 1 year. Short-term visitor badges should accommodate most circumstances. Other situations will be considered on a case-by-case basis. Family members access is limited to those facilities for which the visitor is registered. Sponsors shall immediately notify the Badge and Pass Office where there is no longer a need for the badge.

## **7. VISITOR ACCESS**

- a. Visitors must be sponsored by permanently badged LaRC civil servants or contractors. Only U.S. citizens may serve as visitor sponsors. Visitors are limited to the locations specified on their badge and must display their visitors badge on their person, in plain view, at or above the waist when on LaRC. Visitors wishing to drive on Center must have a valid drivers license.

- b. The Center may curtail visitor access during periods of increased threat conditions.
- c. U.S. citizen visitors must present a valid photo ID issued by a State, Local, or Federal authority.
- d. Visitors arriving via aircraft at Facility 1244 must report to the BPO before proceeding to any other facility.
- e. Visitors to a Security Area must be escorted. An appropriate security clearance and need to know are required for access to any area where classified material is present.
- f. Short-term visits (90 days or less) by U.S. Citizens and Resident Aliens may be pre-arranged by submitting a request using the Center online visitor registration system at <http://visitor>. Langley Form 103 (NASA Langley Research Center Security Office Visitor Badge Request Form) may be used in lieu of the on-line system.
- g. Long-Term visits (More than 90 days) - U.S. Citizens or Resident Aliens requiring access to LaRC in excess of 90 days may be issued a visitor badge for up to 1 year. A completed Langley Form 103 is required for processing. In addition, the visitor must submit a completed NASA Form 531 (Name Check Request), NASA Form 1684 (Authorization for Release of Credit Reports) and have fingerprints taken at the BPO to initiate a National Agency Check (NAC) background investigation. Family members are excluded from the NAC requirement.
- h. Permanent Resident Alien visitors are issued a LaRC visitor badge and treated as U.S. citizens for badging purposes. Resident Aliens must present valid photo identification issued by the Immigration and Naturalization Service (INS) or documents accepted by the INS as evidence of status.
- i. Foreign Nationals and Foreign Representative visitors are issued badges only after visit approval by the LaRC International Visit Coordinator and presentation of a valid passport and visa (see LMS-CP-4850, "Foreign National(s)/Representative(s) and Visitor Approval"). A Foreign National (FN) is defined as any person that is not a United States citizen or a Permanent Resident Alien. A Foreign Representative (FR) is any person acting as a representative, official, or employee of a foreign owned or controlled business, corporation or other entity. This includes all entities owned or controlled by foreign governments such as educational or research institutions. Only LaRC civil service personnel may sponsor a FN or FR visit. FN and FR's must be escorted at all times while on LaRC property or facilities unless prior approval has been obtained from the Head, Security Office.
- j. Visitors must be escorted after normal business hours. After hours is defined as 6 p.m. – 6 a.m. Monday – Friday and all weekends and holidays.

## **8. SPECIAL CIRCUMSTANCES**

### **a. Special Events**

Individual visitor badges for widely attended special events may not be feasible. In these cases, the hosting organization must make special arrangements with the Security Office for group access to the Center.

### **b. Unclassified Tours of Center**

Office of Education and Office of External Affairs sponsored tour groups are admitted to the Center without badges providing the group is properly supervised and escorted. All center tours must be coordinated with the Office of External Affairs. See LMS-CP-4116, "Unclassified Tours of the Center."

### **c. Unclassified Conferences**

Conference sponsor must provide an alphabetical attendee roster to the Badge and Pass Office. Visitors will be checked against the roster and must present a picture ID. A sponsor's representative will issue visitor badges provided by the Badge and Pass Office at the conference site.

### **d. Classified Conferences**

Sponsors must request visitor badges using the on-line visitor request system. Visitors to classified conferences must prearrange their visit by having their cognizant security office transmit a security clearance certification letter to the LaRC BPO before the scheduled classified visit, meeting or conference.

### **e. Cabs/Courtesy Vans**

LaRC personnel will be required to show their badge. The driver will be required to show a picture ID.

### **f. Technical Library**

U.S. citizen visitors to the Technical Library will be issued visitors' badges upon presentation of a valid picture ID at the BPO. Because it is a NASA Information Center open to the public between 9 a.m. and 4 p.m., visitors to the Technical Library will not require a LaRC sponsor.

### **g. News Media Visits**

Visits by foreign press and media personnel will be coordinated and arranged through the Office of External Affairs.

See LMS-CP-4105, "Authorization and Access for News Media Visits."

h. Car Pool Members

Car pool members may be issued a visitor's badge for up to 90 days, renewable for up to a year.

i. Procurement Activities

Contractors attending bid openings and official site visits or wishing to pick up copies of construction specifications will be issued visitors' badges upon presentation of a valid picture ID at the Badge and Pass Office. Such visitors will not require a LaRC sponsor. Access will be limited to facilities designated on their badge.

## **9. ACCESS TO ATTEND LANGLEY ACTIVITIES ASSOCIATION (LAA) SPONSORED EVENTS**

a. Recurring Events (bingo, sports, dances, etc.)

(1) Non-LaRC personnel who wish to attend activities and events sponsored by the LAA must be badged and sponsored. They may be issued a visitor's badge valid for up to 1 year.

(2) LaRC sponsors are responsible for their guests during their visit.

(3) Non-LaRC personnel attending LAA sponsored events are restricted to authorized event locations.

(4) Visitors will be required to show a picture ID during random checks.

b. Special Events (e.g. private parties, weddings)

(1) The LAA will coordinate the special events with the Security Office.

(2) The LAA will notify the Security Office of such events at least 7 days in advance and provide a list of attendees which includes names and addresses. The Security Office will maintain a registration log for unannounced visitors.

c. The Center may curtail public access to LAA sponsored events during periods of increased threat.

## **10. RETIREES**

a. Upon retirement, NASA LaRC employees may request issuance of a LaRC Retiree Identification Badge through the Office of Human Resources. The badge shall not authorize access to restricted LaRC facilities. Retirees may sponsor unofficial visitors (e.g., spouse) for 1 day. The Head, Security Office, is authorized to issue

retiree badges and deny issue when the security of the Center may be subject to compromise by the issuance of the badge.

b. Issuance will also be subject to the following conditions and restrictions: An employee who has been removed for cause or has received a notice of Decision to Remove for cause under Chapter 75 of Title 5, United States Code, and who subsequently retires, will not be issued a Retiree Identification Badge. This policy also applies to an employee who retires after receiving a Notice of Proposed Removal for Cause under Chapter 75 of Title 5, but prior to receiving a Decision to Remove. This policy does not generally apply to an employee whose removal is proposed or effected for unsatisfactory performance under Chapter 43 of Title 5.

## **11. PENALTIES FOR VIOLATIONS**

Anyone who willfully violates, attempts to violate, or conspires to violate any regulation or order involving the security of NASA Langley is subject to prosecution under 18 USC 799. It provides penalties of a fine not more than \$5,000 or imprisonment for not more than 1 year. In addition to criminal penalties, administrative sanctions may be taken against employees, visitors, and contractors who violate the terms of this policy. Administrative sanctions may include but are not limited to warnings, reprimands, privilege restrictions, and other appropriate disciplinary measures.

## **12. RECISION**

LAPD 1620.1, dated July 27, 1999

Jeremiah F. Creedon  
Director