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KSC SECURITY PROCEDURAL REQUIREMENTS

National Aeronautics and
Space Administration

John F. Kennedy Space Center

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Acronym List

ALMS	Access Level Management System
CCS	Center Chief of Security
CDC	Care Development Center
CEMP	Comprehensive Emergency Management Plan
CFR	Code of Federal Regulation
CNSI	Classified National Security Information
DCVN	District Court Violation Notice
DoD	Department of Defense
DOT	Department of Transportation
DUI	Driving Under the Influence
FAR	Federal Acquisition Regulation
FESP	Federal Employees Security Program
HSPD	Homeland Security Presidential Directive
IdMAX	Identity and Access Management Tools
ITAR	International Traffic in Arms Regulations
KCA	Kennedy Contract Agreement
KCC	Key Control Custodians
KCO	Key Control Officer
KDP	Kennedy Documented Procedure
KNPR	Kennedy NASA Procedural Requirement
KPSC	Kennedy Protective Services Contract
KSC	Kennedy Space Center
MA	Mandatory Appearances
MBI	Minimum Background Investigation
NASA	National Aeronautics and Space Administration
NIMS	National Incident Management System
NPD	NASA Policy Directive
NPR	NASA Procedural Requirement
P	Procedure
PAA	Permanent Area Authorizations
PIV	Personal Identity Verification
POV	privately-owned vehicle
PSO	Protective Services Office
RLKS	Reporting Lost Government Key
SATERN	System for Administration, Training, and Educational Resources for NASA
SPO	Security Police Officers
SW	Space Wing
TAA	Temporary Area Access
U.S.C.	United States Code

PREFACE

P.1 Purpose

This Kennedy Space Center (KSC) National Aeronautics and Space Administration (NASA) Procedural Requirement (KNPR) addresses the policies, procedural requirements, and regulations for NASA KSC's comprehensive security program including physical, personnel, industrial, commercial and program security, and KSC's use of NASA Federal Arrest Authority.

P.2 Applicability

Unless otherwise specified, this KNPR applies to all personnel, visitors and tenants; KSC facilities, property and sites under KSC jurisdiction; and classified national security material at KSC.

P.3 Authority

- a. NASA Policy Directive (NPD) 1600.2, NASA Security Policy.
- b. NASA Procedural Requirement (NPR) 1600.1, NASA Security Program Procedural Requirements.

P.4 Applicable Documents and Forms

- a. 14 Code of Federal Regulation (CFR) 10, Inspection of Persons and Personal Effects at NASA Installations or on NASA Property; Trespass or Unauthorized Introduction of Weapons or Dangerous Materials.
- b. 14 CFR Subpart 1204.1005, Unauthorized Introduction of Firearms or Weapons, Explosives, or Other Dangerous Materials.
- c. 14 CFR pt. 1203B, Security Programs; Arrest Authority and Use of Force by NASA Security Force Personnel.
- d. 15 CFR, Commerce and Foreign Trade.
- e. 35 United States Code (U.S.C.) Subpart 7.3. – Correspondence must be in English.
- f. 50 U.S.C. Subpart 401-40, Export Administration Act of 1979, The Arms Export Control Act as implemented by the International Traffic in Arms Regulations (ITAR).
- g. Crime Control Act of 1990.
- h. Department of Defense (DoD) 5220.22-M, National Industrial Security Program Operating Manual.
- i. Federal Acquisition Regulation (FAR), Section 4.404(a), Contract Clause.
- j. Florida Statue 316.2065, Florida Bicycle Laws.
- k. Florida Statute 316, State Uniform Traffic Control.
- l. Homeland Security Presidential Directive (HSPD) 5, Management of Domestic Incidents.
- m. HSPD-7, Critical Infrastructure Identification, Prioritization, and Protection.
- n. Kennedy Contract Agreement (KCA) 4255, Memorandum of Understanding, Joint Operating Procedure between the 45th [Space Wing] (SW) and NASA KSC for Fire, Security, Emergency Management and Emergency Medical Services Personnel.
- o. Kennedy Documented Procedure (KDP) KSC Procedure (P) 1206, Activation and Deactivation of Controlled Areas in [Access Level Management System (ALMS)].
- p. KDP-KSC-P-3722, Kennedy Space Center (KSC) Badging Issuance & Identity Verification Process.
- q. KNPD 1600.3, Use of Alcoholic Beverages on KSC Property.
- r. KNPD 1600.4, Alcohol Consumption in the Astronaut Crew Quarters.

- s. KNPR 8715.2, Comprehensive Emergency Management Plan (CEMP).
- t. KSC Form 20-109, KSC Traffic Citation.
- u. KSC Form 20-174, Reporting Lost Government Key (RLKS).
- v. KSC Form 20-36, Locksmith Services Request.
- w. KSC Form 28-127, Unattended Vehicle – Notice.
- x. KSC Form 28-651V2, Lost Badge Report.
- y. KSC Form 4-649 NS, Request for Annual Agency Checks on NASA/KSC Child Care Provider.
- z. NASA FAR Supplement – Contract Clause, Section 1804.404-70.
- aa. NPD 9800.1B, NASA Office of Inspector General Programs.
- bb. NPR 1600.1, NASA Security Program Procedural Requirements.
- cc. NPR 1600.2, NASA Classified National Security Information.
- dd. NPR 1620.3, Physical Security Requirements for NASA Facilities and Property.
- ee. SA-03, Basic Security Orientation.
- ff. SA-09, Triennial Unclear Employee Review.

P.5 Measurement/Verification

None

P.6 Cancellation/Supersession

This document supersedes KNPR 1600.1, Rev. A, KSC Security Procedural Requirements, dated March 14, 2008.

/original signed by/

Nancy P. Bray
Acting Director, Center Operations

Distribution: TechDoc Library

CHAPTER 1. RESPONSIBILITIES

1.1 General

The KSC security program is managed by the Protective Services Office (PSO), Center Operations Directorate.

1.1.1 The KSC Center Director shall:

- a. Retain ultimate responsibility for the security of KSC personnel, missions, and property; and
- b. For allocating the resources necessary to execute this objective.

1.1.2 The KSC Deputy Director shall:

- a. Review and approve the use of the Center Director's guest credential for conducting tours of operational areas by Very Important Person visitors, guests, or dignitaries.

1.2 Chief, Protective Services Office

The KSC Chief of Protective Services Office reports to the Director, Center Operations, and shall:

- a. Oversee and supervise all PSO functions.
- b. Provide personnel to serve as the Contracting Officer Technical Representative for the Kennedy Protective Services Contract (KPSC) and perform contract technical oversight.
- c. Establish and maintain a KSC liaison with the local, state, and federal security and law enforcement community.
- d. Develop the strategy and processes for the protection of KSC personnel and assets.
- e. Equip the KSC PSO Special Agents and other security personnel with necessary resources and maintain the required professional training and qualification standards as determined by the KSC Center Chief of Security (CCS).
- f. Ensure appropriate security inspections of KSC organizations are conducted and findings are reported.
- g. Establish a KSC liaison with commercial and other governmental agency tenants.

1.3 Center Chief of Security

The Director, Center Operations, appoints the KSC CCS who resides in the PSO and shall:

- a. Serve as the primary technical authority for all security-related requirements.
- b. Oversee and coordinate policies, processes, and operations executed by the KPSC.
- c. Ensure that all people, missions, assets, and information on KSC remain secure.

- d. Maintaining the capability to respond effectively to emergencies.
- e. Define the required training, equipment, and processes to ensure PSO Special Agents can effectively respond to requests for investigation or assistance from organizations or individuals relating to KSC security or law enforcement matters.
- f. Establish and maintain the KSC standards, procedures, specifications, and requirements necessary to meet all Federal security regulations and NASA Headquarters directives.
- g. Review and approve any deviation to this KNPR. If the deviation requires approval by the Center Director or NASA Headquarters or other Federal, State, or local agency, the CCS shall lead the requisite coordination and approval efforts.
- h. Investigate any loss or possible compromise of classified material under the control of KSC by notifying the originating office or agency.
- i. Implement more rigid standards, procedures, or specifications than the baseline requirements prescribed in this KNPR, whenever necessary in the interest of national security or in response to increased security needs.
- j. Provide the final adjudication for identity management and badging-related decisions for access to KSC property.
- k. Serve as the Chief Executive Officer for the Federal Law Enforcement Training Accreditation Board, and in cooperation with NASA Headquarters manages the NASA Protective Services Training Academy.

1.4 Director, Procurement Office

The KSC Director of Procurement Office shall incorporate Section 4.404(a) of the FAR, Contract Clause; the NASA FAR Supplement 1804.404-70, Contract Clause; and this KNPR into all KSC contracts.

1.5 Director, Education and External Relations

The Director, Education and External Relations shall request the necessary badging and transportation for tours and other NASA visitor's services, in support of visits to KSC by persons invited by the Center Director, Deputy Director, or persons referred by NASA Headquarters.

1.6 Director, Public Affairs

The Director, Public Affairs shall appoint a point of contact for media liaison during any declared emergency at KSC.

1.7 Chief, Center Planning and Development Directorate

The Director, Center Planning and Development Directorate shall ensure that all negotiations and agreements with potential and established KSC commercial and other governmental agency tenants incorporate applicable portions of this KNPR.

1.8 Director, Information Technology & Communications Services

The Director and Chief Information Officer shall coordinate Information Technology incident investigations with PSO when applicable, and appoint a point of contact to support PSO activities when requested.

1.9 Heads of Primary Organizations

KSC Directors, NASA program and project managers, and KSC prime contractors residing at KSC shall:

- a. Safeguard assigned personnel, facilities, property, information, and material.
- b. Ensure that organizational program and project requirements, as well as internal policies and procedures comply with the provisions of this KNPR.
- c. Appoint organizational points of contact to interface with PSO and KPSC personnel, and enable security-related activities (e.g., inspections, audits, investigations, identity management and badging, reporting, and coordinating the resolution of all criminal and traffic related incidents).
- d. Maintain and disseminate the required material, documents, information, or personnel to facilitate PSO security-related activities.
- e. Correct any security violations due to any action or inaction by the respective organization.
- f. Prepare and submit any proposed deviations to this KNPR to the CCS for review and approval.
- g. Provide un-armed access control monitors, as required by the program or project, for operational areas.

1.10 Organizational Security Point-of-Contact

The organizational security point-of-contact shall:

- a. Serve as the representative(s) within each organization, as assigned by the head of the organization, to perform the security functions that are unique to that organization;
- b. Serve as an organizational interface to the PSO and KPSC to work security-related issues; and
- c. Develop and maintain security-related documentations and records for the organization.

CHAPTER 2. SECURITY INSPECTIONS

2.1 Purpose

The PSO shall implement a security inspection program that ensures compliance with applicable Federal, NASA and local security-related requirements. These inspections will inform organizations of security-related problems or risks and recommend corrective actions or best security practices.

2.2 General Provisions

The PSO, or authorized designees, shall conduct both scheduled and unscheduled inspections. In performing these activities, PSO personnel shall:

- a. Coordinate with the organizational security point-of-contact to minimize impact to the organization's normal activities.
- b. Provide advanced written notification, for scheduled inspections; provide a pre-inspection information survey to assist organizations with understanding what is to be inspected.
- c. Document and provide the results of inspections and required corrective actions and provide copies to the respective head of the organization. Follow-up reviews may be performed to ensure corrections have been implemented. Uncorrected actions will be reported by the PSO to the Director, Center Operations.

CHAPTER 3. SECURITY, TRAINING AND AWARENESS PROGRAM

3.1 General

3.1.1 Each KSC organization shall ensure their employees are properly trained and aware of all the security requirements that relate to their positions and duties.

3.1.2 The PSO shall:

- a. Ensure that training courses and supplemental awareness materials are readily available to the KSC workforce;
- b. Provide additional expertise and support, as required;
- c. Maintain records of all KSC personnel that have attended general security briefings and the due dates for refresher training; and
- d. Maintain a current listing of those persons that possess a national security clearance and record due dates for Cleared Employee Refresher training classes.

3.2 Organizational Training Requirements

Each KSC organization shall complete the required security training, as specified in Section 3.3 below. Consistent with the provisions of this KNPR, the organization shall also establish the internal security procedures and ensure employees are familiar with these procedures. These security procedures must include:

- a. Identification of the material or information requiring some form of protection;
- b. Instruction on routine security procedures;
- c. Instruction covering the procedures to follow in the event of an information security violation; and
- d. Explanation of each employee's individual security responsibilities.

3.3 Security Awareness Requirements

3.3.1 Each organization shall provide additional security awareness training opportunities to supplement required training. The following are examples of additional actions to help ensure security awareness:

- a. Conduct periodic discussions on security related issues and topics during staff meetings. The PSO can provide speakers and presentations.
- b. Utilize audio-visual aids, such as security films, video tapes, and PowerPoint presentations. Security related courses are available on System for Administration, Training, and Educational Resources for NASA (SATERN).
- c. Establish an organization-specific approach for handling security questions and suggestions.

- 3.3.2. Each organization shall analyze security measures at every phase of an activity to effectively protect valuable Government assets.
- 3.3.3 Organizations involved in the design, procurement, and construction of facilities or systems shall:
 - a. Identify the associated security vulnerabilities during the entire project lifecycle.
 - b. Ensure that employees obtain the required security training to gain the necessary knowledge for identifying risks and developing mitigation plans.

3.4 Required Training

The following classes are mandatory for all individuals who work at KSC. These classes are scheduled for employees by their organization's training coordinator:

- a. SA-03, Basic Security Orientation.
- b. SA-09, Triennial Uncleared Employee Review.

CHAPTER 4. CLASSIFIED NATIONAL SECURITY INFORMATION

KSC generates, receives, stores, disseminates, and maintains Classified National Security Information (CNSI) under a variety of Agency programs, projects, and through partnerships and collaboration with other Federal agencies, academia, and private enterprises.

KSC personnel shall comply with NPR 1600.2, CNSI, which provides the requirements for the implementation and management of the uniform system for classifying, accounting, safeguarding, and declassifying CNSI, generated by or in the possession by NASA. NPR 1600.2 defines the security requirements for programs and projects, pursuant to the NPR 7120.5 series, and establishes procedures for the creation of Security Classification Guides.

CHAPTER 5. FOREIGN CONTACTS, FOREIGN TRAVEL, AND REQUESTS FOR INFORMATION

5.1 General

5.1.1 This Chapter describes procedures for contact with foreign nationals and requests for information from foreign nationals. All NASA and contractor organizations shall comply with requirements for official and personal foreign travel to “designated countries.” For purposes of this KNPR, the following terms are defined:

- a. “Designated countries” is a compilation of countries with which the United States has no diplomatic relations, countries determined by Department of State to support terrorism, countries under Sanction or Embargo by the United States and countries of Missile Technology Concern. Since world affairs are constantly changing, reference the following website for the most current information regarding the “designated countries” list : <<http://oijr.hq.nasa.gov/nasaecp/>>.
- b. "Establishments" means embassies, consulates, press, airlines, travel and business offices representing “designated countries”.
- c. "Foreign national" means any citizen of a foreign country. “Foreign representative” means any person (including United States citizens) representing or acting on behalf of a foreign country.
- d. "Contact" means any form of communication (e.g., verbally in person, telephone or fax; anything written; any communication made via computer or internet, radio communication, publication subscriptions) with a foreign national from a “designated country” for any reason, including social, official, or personal.
- e. “Unauthorized request” is any request for official information or materials made by anyone without a need-to-know or made outside of official channels (e.g., Freedom of Information Act.) This includes requests for classified or unclassified information, documents, publications, material or equipment that is under Government or contractor control. Additional restrictions may also apply on requests for information and the release of information or materials, such as: The Export Administration Act of 1979 (50 U.S.C. Appendix 401-40); The Arms Export Control Act as implemented by the ITAR; CFR Part 15, Commerce and Foreign Trade; and the FAR, 35 U.S.C. 05, Subpart 7.3.

5.1.2 Contractor employees with access to CNSI shall comply with the requirements in the National Industrial Security Program Operating Manual DoD 5220.22-M, Standard Practice Procedures, and this Chapter.

5.2 Reporting Contact with Foreign Nationals or Representatives of a Designated Country

All KSC personnel shall report all contacts with foreign nationals or representatives of designated countries (including contacts made or received by family members) in the following manner:

- a. NASA KSC civil service employees shall report such contacts to PSO at 867-7575 or Mail Code: Protective Services Office.

- b. KSC contractor personnel shall report all contacts to their management and security point-of-contact, who will then report to PSO. At the discretion of the CCS, the PSO may also interview the individual. Contractor Facility Security Officers must also comply with the reporting requirements of the National Industrial Security Program Operating Manual, DoD 5220.22-M.

5.3 Reporting Unauthorized Requests for Information from Foreign Nationals or Foreign Representatives

5.3.1 NASA KSC civil service employees shall:

- a. Immediately report all unauthorized requests for information from foreign nationals or foreign representatives to the PSO at 867-7575 or Mail Code: Protective Services Office; and
- b. Not discuss this information with anyone other than a representative from the PSO.

5.3.2 For KSC contractor personnel, follow the provisions of the National Industrial Security Program Operating Manual, DoD 5220.22-M and company standard procedures. If a security representative is not immediately available, report to the PSO at 867-7575 or Mail Code: Protective Services Office. The employee shall not discuss the incident with anyone other than a security representative or the PSO.

5.4 Foreign Travel

5.4.1 All KSC employees with a national security clearance who are planning to travel into or through designated countries, whether for official or personal purposes, shall obtain a defensive travel briefing from the KSC Counter Intelligence and Counter Terrorism Officer at 867-2456, at least 3 weeks prior to departure.

5.4.1.1 Prior to scheduling this briefing, employees shall provide the following information in writing to the CCS:

- a. Full name.
- b. Date of birth.
- c. Place of birth.
- d. Current citizenship.
- e. Organization, duty station, and job title.
- f. Purpose of travel.
- g. Security clearance.
- h. Date of last defensive security briefing.
- i. Passport number, issue and expiration date, and identification of all visas.

- j. Dates of planned entry, visit, and exit for each designated country, city, and area on the trip.
 - k. Names, relationships and addresses of any relatives living in any designated country.
 - l. Previous designated countries visited, and the dates of such visits.
 - m. Names, relationships and addresses for any citizens of designated countries with whom the employee has associated or corresponded and the nature of such association or correspondence.
- 5.4.2 For KSC employees without a national security clearance, CCS approval is not required for personal travel to a designated country. A defensive travel briefing is highly recommended. Employees may request a defensive travel briefing for any foreign country by calling the KSC Counter Intelligence and Counter Terrorism Officer, at 867-2456.
- 5.4.3 CCS approval is not required for any travel to non-designated countries. Employees may request a defensive travel briefing for any foreign country by calling the KSC Counter Intelligence and Counter Terrorism Officer, Mail Code: LG-023, at 867-2456.
- 5.4.4 Within 7 business days of return from travel for any purpose into or through designated countries, all KSC civil service employees with a national security clearance shall participate in a debriefing with the CCS or designee.
- 5.4.5 Within 7 business days of return from travel for any purpose into or through designated countries, all KSC contractor employees with a national security clearance shall comply with the National Industrial Security Program Operating Manual, DoD 5220.22-M and company standard procedures.

CHAPTER 6. SECURITY FORCES AND LAW ENFORCEMENT

6.1 General

The KSC security forces protect KSC personnel and assets from acts of violence, theft, sabotage, and other unlawful or hostile acts. The KSC security force consists of armed security officers and support personnel. In addition to NASA Special Agents, the PSO utilizes the KPSC to staff the majority of the security protection force. The KPSC utilizes two types of uniformed personnel, Security Officers and Security Police Officers (SPO). This Chapter is not applicable to the NASA Office of Inspector General, whose duties and responsibilities are outlined in NPD 9800.1B, NASA Office of Inspector General Programs.

6.2 Authority

NASA PSO Special Agents and KPSC SPO shall make arrests and carry firearms in accordance with 14 CFR 1203B, Security Programs; Arrest Authority and Use of Force by NASA Security Force Personnel; and NPR 1600.1, Chapter 9, Federal Arrest Authority and Use of Force Training and Certification. KSC jurisdiction is within the KSC property boundaries, which includes Kennedy Athletic, Recreation, and Social Park I and Jay Jay Rail Yard. KSC has concurrent legislative jurisdiction, which is shared with United States Fish and Wildlife Services, United States Postal Service, and Brevard County Sheriff's Office.

CHAPTER 7. NATIONAL INCIDENT MANAGEMENT SYSTEM

The September 11, 2001, terrorist attacks and the 2004 and 2005 hurricane seasons highlighted the need to focus on improving emergency management, incident response capabilities, and coordination processes across the country. A comprehensive national approach, applicable at all jurisdictional levels and across functional disciplines, improves the effectiveness of emergency management and response personnel across the full spectrum of potential incidents and hazard scenarios (including but not limited to natural hazards, terrorist activities, and other manmade disasters). Such an approach improves coordination and cooperation between public and private agencies and organizations in a variety of emergency management and incident response activities. The National Incident Management System (NIMS) framework sets forth the comprehensive national approach. KSC security forces shall utilize the NIMS approach in emergency response situations. Incident Commanders for security emergency responses are designated in accordance with HSPD-5, Management of Domestic Incidents, and KNPR 8715.2, CEMP.

CHAPTER 8. BADGES AND PASSES

8.1 General

This Chapter establishes the requirements for issuing and controlling identification badges, temporary passes, and special badges used for access through KSC's controlled entry gates. KSC accepts all valid NASA Personal Identity Verification (PIV) credentials.

8.2 Responsibility

KSC personnel who request visitor or guest badges are responsible for the conduct of the individuals whom they sponsor. The KSC badge is to be used for the specific purpose that it was issued (e.g., a planned meeting, specific official activity, authorized tour) and not real-time business development, marketing or soliciting on the Center.

8.3 Access to KSC and Cape Canaveral Air Force Station

- 8.3.1 Entry to KSC property or into controlled areas on KSC and Cape Canaveral Air Force Station is a privilege that can be denied, suspended, or revoked by the PSO or designee.
- 8.3.2 Unless specifically approved by the CCS, no individual shall possess more than one NASA Identity. This provision does not limit the possession of required Area Permits or special access badges.
- 8.3.3 Per KCA-4255, Memorandum of Understanding, Joint Operating Procedure between the 45th SW and NASA KSC for Fire, Security, Emergency Management and Emergency Medical Services Personnel, United States Air Force access control badges are valid for entry at KSC perimeter gates and KSC access control badges are valid for entry at the perimeter gate(s) of Cape Canaveral Air Force Station.
- 8.3.4 With the exception of visitors on KSC Visitor Center tour buses and attraction sites, and news media during pre-approved special media events, all non-badged individual with a valid need for access to KSC, and sponsored by a KSC employee, shall obtain a KSC badge at the KSC Badging Station prior to entry through a KSC perimeter gate. KSC badges are not issued at the Cape Canaveral Air Force Station badging station.
- 8.3.5 During specific events where larger-than-normal news media attendance is expected, pre-approval with NASA Security is coordinated to allow overlay badges for news media to be used in lieu of the normal KSC machine pass and issued at the KSC Accreditation Building on SR-3 in lieu of the KSC Badging Office on SR-405.

8.4 Badge Acceptance and Implied Consent

All individuals, by acceptance of a KSC badge and their presence on KSC, grants implied consent for the search of themselves and any property in their possession or control, and agree to abide by the regulations of KSC.

8.5 Display and Control of the Badge

KSC badges and passes are government property. Each individual who is authorized access to KSC shall:

- a. Wear the KSC badge in a visible location above the waist, unless otherwise deemed by security;
- b. Surrender the badge for physical inspection on demand of a NASA Special Agent or KPSC officer, supervisor, authorized auditor, or access control personnel; and
- c. Not photocopy or photograph (duplicate) KSC badges, nor allow others to do so.

8.6 Lost Badge and Area Permit Reporting

8.6.1 Personnel who have lost a KSC Temporary Badge (issued for 29 days or less), Center Specific Badge (issued 30 thru 179 days) or Permanent Picture Badge (issued 180 days or more), Area Permits, or any special badges or permits must report the loss in person, within one working day to the KSC Badging Office and complete a KSC Form 28-651V2, "Lost Badge Report" within 2 working days of loss.

8.6.2 Personnel who have lost a NASA issued badge will be issued a visitor pass valid for a seven day period, upon submitting the KSC Form 28-651V2, to allow the employee time to conduct a thorough search for the badge. At the end of that time, if the badge (or area permit) has not been located, the original Badging Requester can request a new badge (or permit) through Identity and Access Management Tools (IdMax). A Temporary Area Access (TAA) can be issued to allow access to authorized areas until a replacement area permit is issued.

8.7 Termination, Leave of Absence, Expiration of Contract, and Foreign Travel

8.7.1 When authorization to possess a PIV badge no longer exists (e.g., upon termination of employment, end of visit, leave of absence, or expiration of contract), the individual shall surrender the badge to the respective supervisor, human resources office, or security office.

8.7.2 No KSC badge or pass shall be taken into a foreign country unless specifically authorized by the CCS.

8.8 Violations of Badging Policy

8.8.1 Unauthorized use of a Government badge or pass includes, but is not limited to:

- a. The transfer, sale, gift, loan, use as collateral, or use to gain access to, or remain in an area or on the installation for other than official purposes; or
- b. Use in the transaction of personal business; or
- c. Any mutilation, destruction, or forgery (including alteration or duplication).

- 8.8.2 Any unauthorized use may subject the person responsible to exclusion from KSC, punishment by law, and administrative action by employer.
- 8.8.3 Any individual having the knowledge or suspicion that badging regulations are or have been violated is required to report those violations to the PSO at 867-7575 or Mail Code: Protective Services Office.

8.9 Submittal of Pass and Badge Requests

For all KSC badge requests, personnel shall follow KDP-KSC-P-3722, "Kennedy Space Center (KSC) Badging Issuance & Identity Verification Process."

CHAPTER 9. CONTROLLED AREA ACCESS

9.1 General

PIV Cards, I-Class Area Access cards, Permanent Area Authorizations and TAAs are used to control access to operational, flight hardware, and other sensitive and hazardous areas at KSC. Access to controlled areas shall only be authorized in conjunction with official duties.

The KSC Badging Office maintains personal clearance and badging data, and processes, fabricates, and issues badges, permits, and identification cards for all KSC civil servants, contractors, tenants, and visitors according to standards set by the PSO.

9.2 Responsibilities

9.2.1 The heads of primary organizations shall:

- a. Identify and furnish a list of all operational, flight hardware, and controlled areas requiring access controls to the PSO.
- b. Provide a list of Area Owners for their facilities to approve or deny requests for access.
- c. Ensure area access is granted to personnel for official duties only.

9.2.2 The Director, Safety and Mission Assurance, shall establish general safety training requirements for all KSC employees.

9.2.3 The CCS shall establish requirements for access to KSC and its controlled areas and manage the KSC Area Access program.

9.3 Safeguarding of Area Access Badges and Cards

9.3.1 Area access badges shall be displayed at all times while in a controlled area.

9.3.2 Individuals shall comply with requests by security personnel or access control personnel to surrender area access badges for physical inspection.

9.3.3 Area access badges and cards shall be safeguarded while off-duty to prevent loss or use by unauthorized personnel. Vehicles are not authorized for safeguarding or storage of area access badges and cards.

9.4 Access Provisions

9.4.1 All personnel requiring access to controlled areas shall possess a PIV badge, KSC center specific badge, KSC temporary badge, or any other identification badge honored at KSC, and Permeate Area Access (PAA) or TAA for the controlled area.

9.4.2 All requests for area access shall be processed in the Access Level Management System (ALMS) by the respective organization's authorized requestor.

9.4.3 The sponsoring organization shall:

- a. Validate the requirement for access;

- b. Ensure completion of required training. Applicable safety training shall be completed in SATERN for permanent or temporary unescorted access to controlled areas; and
 - c. Ensure the proper conduct of the employee within controlled areas.
- 9.4.4 The PIV Badge or I-Class card shall be used to access facilities through the electronic security systems.
- 9.4.5 The "To Be Escorted" TAA shall be issued to an individual requiring temporary access for official duties and not meeting security and safety training requirements. These individuals must be escorted at all times while inside a controlled area by an authorized employee with the applicable unescorted PAA.
- 9.4.5.1 Escorts shall maintain a line of sight control of personnel they are escorting and escort no more than 5 persons at one time unless otherwise approved in writing by the PSO.
- 9.4.6 Individuals shall be granted permanent access only to those areas where a frequent access requirement has been clearly demonstrated.
- 9.4.7 Individuals shall be listed in ALMS as Authorized Requestors in order to submit requests for any controlled area.
- 9.4.8 Area Owners shall approve or deny requests.
- 9.4.9 Individuals listed in ALMS as Authorized Requestors/Approvers shall request and approve access to those controlled areas under their operational jurisdiction.
- 9.4.10 Area access for consultants, subcontractors, and miscellaneous service contractors shall be requested by the sponsoring NASA, Government agency, or contractor organization for processing.
- 9.4.11 Area access credentials shall be surrendered to the employee's organization Authorized Requestor or the PSO when area access is no longer required (e.g., termination of employment, expiration of contract, end of visit).
- 9.4.12 Area access credentials shall not be taken into a foreign country unless otherwise approved by the CCS prior to travel.
- 9.4.13 PSO personnel may enter all areas on KSC upon presentation of NASA Special Agent, Security Specialist, Fire Protection, or Emergency Management credentials.
- 9.4.14 Activation and deactivation of controlled areas in ALMS shall be in accordance with KDP-KSC-P-1206, Activation and Deactivation of Controlled Areas in ALMS.

9.5 Changes to Permanent and Temporary Area Access

- 9.5.1 Any change to an existing area access authorization shall be accomplished in ALMS.
- 9.5.2 A change shall be requested when the individual:
- a. Requires additional authorizations to enter controlled areas;

- b. No longer requires access to some or all controlled areas;
- c. Requires different area access authorizations, due to reassignment to a different function or organization; or
- d. Has a name change (e.g., marriage, legal action) that has been initiated through IdMax.

CHAPTER 10. PROTECTIVE BARRIERS AND OPENINGS

The PSO evaluates physical security access controls for the KSC perimeter, internal roads, access control points, barricades, and internal facilities in accordance with HSPD-7, Critical Infrastructure Identification, Prioritization, and Protection; and NPR 1620.3, Physical Security Requirements for NASA Facilities and Property. All questions or requests for access or for enhanced security countermeasures must be forwarded to the KSC PSO at 867-7575, Mail Code: Protective Services Office.

CHAPTER 11. TRAFFIC AND PARKING CONTROL

11.1 General

This Chapter establishes provisions and procedures for all moving and non-moving traffic regulations, the required crash reporting procedure, the issuance of traffic citations on KSC property, the motor vehicle traffic safety, and reserved parking programs at KSC. This chapter also provides requirements for the movement of flight hardware and oversized equipment and movement against traffic. This Chapter directs the assessment of points against an individual's driving record in accordance with an established schedule. It also defines the procedure for appealing the issuance of a KSC citation or the suspension or revocation of driving privileges.

11.2 KSC Traffic Code

KSC adopts the vehicular and pedestrian traffic laws of the State of Florida, as set forth in Florida Statute 316, State Uniform Traffic Control. All drivers of motor vehicles on KSC must meet the same qualifications as required for lawfully driving on Florida roadways, to include carrying appropriate vehicle insurance, proper registering of vehicles with the state, and possessing a valid driver's license recognized as valid by the State of Florida. The "Manual on Uniform Traffic Control Devices for Streets and Highways," as published by the United States Department of Transportation (DOT), and the companion Florida DOT Manual govern all traffic control devices on KSC. Driving a Government-owned vehicle or privately-owned vehicle (POV) on KSC is a conditional privilege granted by the Center Director.

11.3 KSC Traffic Laws and Regulations

- 11.3.1 The KPSC, under the direction and guidance of the CCS, shall be the primary organization responsible for the enforcement of all KSC traffic regulations. KPSC will also investigate all motor vehicle crashes and all matters related to the safe and efficient flow of motor vehicle traffic on KSC roadways.
- 11.3.2 Any KSC organization that requires detouring or deviation of standard traffic patterns on KSC shall obtain written approval from the PSO at least 30 days prior to the requirement.
- 11.3.3 Persons committing a violation of a traffic regulation on KSC may be subject to the following:
- a. Issuance of a KSC Form 20-109, KSC Traffic Citation, or a United States District Court Violation Notice (DCVN).
 - b. DCVNs may be issued based on the Forfeiture of Collateral Schedule outlined in Appendix A. Mandatory Appearances (MA) in court are not required, unless indicated on the DCVN. If an MA is not required, the violator may choose to mail a payment or appear in Magistrate court.
 - c. Suspension or revocation of KSC driving privileges, as further explained in Chapter 11.7.
- 11.3.4 To report a traffic violation on KSC when no PSO or KPSC representative is present, the witness shall send a written statement to PSO at Mail Code: Protective Services Office and call 867-7575 to schedule an appointment.

- 11.3.5 Bicycles are prohibited from operating on all roadways with a speed limit of 45 miles per hour or greater from 6 A.M. until 9 A.M. and from 3 P.M. until 6 P.M Monday thru Friday. Additionally, all bicycle riders shall comply with the provisions of Florida Statute 316.2065, Florida Bicycle Laws.
- 11.3.6 Pedestrians on KSC roadways shall comply with Florida Statutes. Additionally, pedestrians on KSC roadways are encouraged to wear reflective outer garments during both hours of light and darkness and utilize secondary roadways whenever possible.
- 11.3.7 Owners or drivers of POVs that are disabled or abandoned shall report this information to Protective Services Communications Center by calling 867-2121 and providing the vehicle description and location.
- 11.3.8 The KPSC shall issue KSC Form 28-127, "KSC Unattended Vehicle Card" (i.e., red tag) to unattended disabled or abandoned vehicles. The "red tag" will notify the vehicle owner that, if not removed within 72 hours, KPSC will have the vehicle towed at the owner's expense.
- 11.3.9 Owners and drivers shall reimburse NASA or the United States Air Force or contractor for the cost of towing, storage, and disposal of vehicles should a need arise to remove or impound their vehicle because of a situation that resulted in the issuance of KSC Form 28-127.
- 11.3.10 Unless specifically permitted by the PSO, parking is not permitted in the following manners:
- a. On grassy areas;
 - b. Blocking driveways;
 - c. Adjacent to yellow marked curbs;
 - d. In fire lanes;
 - e. Within 15 feet of a fire hydrant;
 - f. In posted "No Parking" areas; or
 - g. In any area on KSC not specifically designated for parking.
- 11.3.11 Persons whose primary job assignments or offices are located within a specific building are not permitted to use that building's parking spaces reserved for "Visitors."
- 11.3.12 Senior Management parking spaces are reserved for the use of authorized personnel only. Vehicles in Senior Management parking spaces without having the appropriate hang tag displayed are subject to being cited.
- 11.3.13 Drivers requiring towing or repair assistance shall coordinate their request for assistance with KPSC, which can facilitate KSC access for non-badged towing or repair personnel.

11.4 Conditions on Driving Privileges

- 11.4.1 NASA Special Agents and KPSC SPOs are authorized to stop vehicles on KSC property and to perform inspection of persons or vehicles in accordance with 14 CFR 10, "Inspection of Persons and Personal Effects at NASA Installations or on NASA Property; Trespass or Unauthorized Introduction of Weapons or Dangerous Materials."
- 11.4.2 Any driver suspected of being impaired when lawfully detained, apprehended or cited while in physical control of a motor vehicle on KSC property may be subjected to testing of breath, blood and/or urine samples for alcohol and other drugs.
- 11.4.3 Drivers give implied consent to the removal and temporary impoundment of their POV at the owner's expense if their POV:
- a. Is illegally parked for unreasonable periods of time;
 - b. Interferes with traffic operations;
 - c. Creates a safety hazard;
 - d. Is disabled by crash or incident;
 - e. Is abandoned or disabled not by crash or incident; or
 - f. Is left unattended in, or adjacent to, a restricted, controlled, or off-limits area.
- 11.4.4 Personal trailers, recreational vehicles, and trailered boats are prohibited from access onto KSC. The CCS may grant exceptions on a case-by-case basis by written request.

11.5 KSC Traffic Citation Point Assessment

- 11.5.1 Violations of KSC traffic regulations may result in the issuance of KSC Form 20-109, KSC Traffic Citation, and the assessment of points against the offender's KSC driving record. Points will be assessed based on the schedule outlined in Appendix B.
- 11.5.2 Employees that receive a KSC traffic citation shall have the citation signed by their supervisor. The completed citation must be returned to the KPSC by the employee. Failure to complete and return the citation within 72 hours will constitute a separate violation and an additional point will be assessed against the driver's record.
- 11.5.3 Points assessed as a result of the issuance of a KSC traffic citation shall be removed from a person's driving record if an appeal is upheld in accordance with Chapter 11.6, KSC Traffic Citation Appeals.

11.6 KSC Traffic Citation Appeals

- 11.6.1 Appeals are reviewed on a recurring basis by the KSC Traffic Appeals Board, which is managed by the PSO at 861-6590 or Mail Code: KSC-Security Police Administration or at P.O. Box 21237, Kennedy Space Center, Florida 32815-0237.
- 11.6.2 The KSC Traffic Appeals Board shall adjudicate KSC traffic citation appeals.

- 11.6.3 The Director, Center Operations shall appoint the chairperson for the KSC Traffic Appeals Board.
- 11.6.4 The chairperson shall obtain two additional voting members from two different KSC contractors.
- 11.6.5 Persons who elect to appeal a KSC traffic citation shall comply with the following requirements:
- a. A letter of appeal must be submitted to KSC Traffic Appeals Board, Mail Code: Mail Code: KSC-Security Police Administration or at P.O. Box 21237, Kennedy Space Center, Florida 32815-0237 within 10 days of the citation issue date.
 - 1) Appeals shall be submitted only by the individual cited on the violation.
 - 2) The letter shall include:
 - a) The facts of the incident;
 - b) The reason(s) that the appellant feels the assessed points should be stricken from the record; and
 - c) Any pertinent maps, diagrams, and pictures.
 - 3) The KSC Traffic Appeals Board shall notify the appellant, in writing, of the action taken by the Board.
 - b. No personal appearances, representation by third parties or video recordings are permitted in the KSC Traffic Appeals Board sessions.
 - c. The decision of the KSC Traffic Appeals Board is final.

11.7 Suspension and Revocation of KSC Driving Privileges

- 11.7.1 The Center Director or the CCS may suspend or revoke installation driving privileges for accumulation of points or egregiously unsafe operation of a motor vehicle or bicycle.
- 11.7.2 The following requirements apply to the suspension or revocation of a driver's driving privileges at KSC even if the driver's state license is valid.
- a. The CCS shall provide written notification to the person of the suspension or revocation, which must explain the reason for the action taken and include copies of supporting evidence that was the documentary basis for the action. The CCS will coordinate all suspension and revocation actions with the Chief Counsel's Office.
 - b. The CCS shall immediately suspend, for one year, the installation driving privileges of any person that:
 - 1) Is lawfully stopped on KSC by KSC Security Officers or state law enforcement officers for any traffic violation where the circumstances lead the officer to have a reasonable belief that the person is Driving Under the Influence (DUI) and the person

- refuses to submit to chemical, physical, or urine testing for the purpose of determining the alcohol or drug content of the person's blood, breath, or urine; or
- 2) Operates a motor vehicle on KSC with Blood Alcohol Content of 0.08 percent, by volume, or higher; or
 - 3) Is convicted by a court for DUI, resulting in a suspension of the employee's state driver's license. When the state restores the employee's license, KSC driving privileges may also be restored.
- c. The Center Director or the CCS may permanently revoke the installation driving privileges of any person involved in any driving-related criminal offense or whose KSC driving privileges are suspended.
 - d. The CCS shall suspend driving privileges at KSC for persons that accumulate sufficient points within specified periods as specified in Appendix B.
 - e. A driver's failure to produce proof of insurance will result in driving privileges suspended until such proof is produced.
 - f. KSC driving privileges may be suspended for up to 12 months or revoked indefinitely, if a driver continually violates installation parking standards or habitually violates other standards considered non-moving in nature.

11.8 Administrative Due Process for Suspensions and Revocations

- 11.8.1 Any person whose installation driving privileges were suspended or revoked may request an administrative hearing to present evidence showing why the suspension or revocation should be reconsidered or how it imposes undue hardship on the employee.
- 11.8.2 The administrative due process for suspension or revocation of driving privileges at KSC consists of the following actions:
- a. An administrative hearing must be requested in writing within 5 business days of notification. The request shall be submitted to the KSC Associate Director, who is the Administrative Authority. The hearing will be held within a reasonable period of time, as determined by the Associate Director.
 - b. The requestor may provide evidence for consideration prior to or during the administrative hearing. The evidence may be oral or written. There is no right to produce witnesses, cross-examine, or undertake any form of discovery by the requestor.
 - c. The requestor may be represented by counsel at the hearing, solely at the requestor's expense. Prior written notice of such representation shall be submitted to and received by the KSC Office of the Chief Counsel at least 5 business days prior to the scheduled hearing date. The ability to request an administrative hearing will in no way create a substantive or procedural right of review or appeal beyond that granted by KSC Traffic Regulations to anyone whose driving privileges have been suspended or revoked.
 - d. The decision of the Administrative Authority is final. If the appeal is sustained, the driver's suspension or revocation of driving privileges will be rescinded.

- e. The Administrative Authority may authorize partial or restricted driving privileges to those whose authority to drive on KSC was suspended or revoked by the CCS.
- f. The period of suspended driving privileges of any employee may be extended if the CCS determines that the driver needs to complete an approved remedial driver training course, drug or alcohol program, or other driving safety program, prior to the restoration of KSC driving privileges.

11.9 Traffic Crash Reporting, Response, and Investigation

- 11.9.1 All vehicle crashes occurring on KSC property must be immediately reported to the KPSC by calling 911 on a landline or 867-7911 from a cellular phone.
- 11.9.2 The drivers of vehicles involved in a traffic crash shall make a safe and reasonable effort to move the vehicles to the side of the road to avoid blocking traffic.
- 11.9.3 KPSC Security Police Officers shall respond to all reported on-Center vehicle crashes to safeguard life, facilitate orderly traffic flow and crash clean-up, conduct any required crash investigation, and document the circumstances of the accident.
- 11.9.4 The KPSC shall maintain traffic crash and violation records in accordance with NPR 1441.1, NASA Records Retention Schedules.

CHAPTER 12. INCIDENT REPORTING

12.1 General

All personnel shall report to PSO any behavior that indicates a person with access to KSC may not be trustworthy or reliable. The PSO will make a preliminary assessment of the information and may suspend access to KSC property or areas and facilities within KSC pending the completion of an investigation and resolution of the matter. Examples of reportable behavior include:

- a. Financial irresponsibility;
- b. Criminal conduct;
- c. Sexual misconduct;
- d. Mental or emotional illness;
- e. Alcohol abuse or violation of KNPD 1600.3, Use of Alcoholic Beverages on Kennedy Space Center Property or violation KNPD 1600.4, Alcohol Consumption in the Astronaut Crew Quarters;
- f. Drug abuse;
- g. Possession or use of illegal drugs or substances;
- h. Security violations;
- i. Subversive activity;
- j. Evidence or suspicion of penetration of a security area; and
- k. Any other activities defined as illegal through local ordinance, State statute or by Federal legislation.

12.2 Reporting Incidents Involving Assets

All personnel shall report to PSO any incident or observation involving assets, such as facilities, systems, or equipment; whether it be Government- or personal-owned, that indicates security controls may have been compromised. Examples of reportable incidents or observations include:

- a. Failure or unauthorized manipulation of an access control system (e.g., electronic security systems);
- b. Equipment malfunctions of a suspicious or unusual nature;
- c. Damage to critical hardware or unapproved configuration changes;
- d. Unplanned equipment activity; and
- e. Circumvention of approved Secure Configuration Management change procedures.

CHAPTER 13. LOCKSMITH SERVICES

13.1 General

All lockable facilities and areas containing Government or other high value property shall be equipped with approved locks, unless specifically exempted by the CCS. These facilities and areas must be locked during any period that they are unoccupied.

13.2 Responsibilities

13.2.1 Heads of primary organizations shall appoint, in writing, primary and alternate Key Control Custodians (KCC), providing them with authority to approve and disapprove key and lock requests.

13.2.2 Director, Procurement Office, shall incorporate this Chapter into all KSC contracts.

13.2.3 The CCS shall appoint a qualified civil servant as the KSC Key Control Officer (KCO).

13.2.4 The KCO shall:

- a. Represent PSO in matters regarding Registered Key Control;
- b. Identify training requirements and training programs to support KCC and alternates;
- c. Evaluate lost key incidents and review investigations involving RLKS;
- d. Coordinate security requirements for changes of lock requirements outside the responsibility of organizational KCCs;
- e. Direct actions taken after review of incident reports and investigations; and
- f. Coordinate with Center Planning and Development Office to determine requirements for commercial partnership activities at KSC.

13.2.5 KCCs and alternates shall:

- a. Assist requester(s) in filling out key and lock requests;
- b. Review and approve or disapprove all key and lock requests;
- c. Forward requests to Locksmith Office;
- d. Turn in keys and locks to Locksmith Office when no longer required;
- e. Report all lost or misplaced keys and locks to appropriate organizational security office;
- f. Act as central point of contact for the organization or facility with the Locksmith Office;
- g. Assist in surveys and audits of RLKS under their cognizance;
- h. Be cognizant of all key and lock activities in their area of control; and

- i. Authorize keys to all controlled areas under their cognizance.

13.2.6 Locksmiths shall:

- a. Service and repair all vaults, safes, door locks, and padlocks with three-position combination locks;
- b. Cut keys and replacements (General Services Administration vehicle, desk, file, storage, cabinet, control panel, etc.);
- c. Manufacture lock cores with proper combinations;
- d. Activate and deactivate storage containers and change safe combinations; and
- e. Provide preventive maintenance and real-time response for above hardware.

13.3 Key and Lock Accountability and Control

13.3.1 The following steps shall be followed to request a key or lock:

- a. Requester shall complete KSC Form 20-36, "Locksmith Services Request," and submit the form to the organizational or facility KCC or Alternate. The elements in the RLKS are Government property and each correlate to a signed KSC Form 20-36, verifying issuance and for maintaining traceability.
- b. The KCC shall sign KSC Form 20-36 and forward it to the Locksmith Office for processing after verifying a request is valid and approved.
- c. After processing, the Locksmith Office will notify the respective KCC that the key is ready for pick up.
- d. The KCC will notify the key holder.
- e. The key holder shall obtain the key from the Locksmith Office and sign for the receipt. The Locksmith Office will then update the key database accordingly.

13.3.2 Personnel who no longer require possession of Government keys or locks shall complete the following steps:

- a. Registered key or locks of any type shall be surrendered to the KCC upon termination or transfer of the individual key holder;
- b. The KCC shall transfer turn-ins to the KSC Locksmith Office within 5 working days.

13.3.3 For the loss of assigned Government keys or locks, personnel shall complete the following steps:

- a. Provide a written report of the loss to the KCC immediately, but not later than the first duty hour of the day, if the loss occurred during non-duty hours;
- b. The KCC shall complete KSC Form 20-174, "Reporting a Lost Registered Key"; and

- c. The organizational security point-of-contact shall investigate each lost key report and forward results to the KCO for review.
- 13.3.4 Unauthorized tampering with, removal, or damage to a KSC registered lock or padlock, or tampering with, loss, or duplication of a registered key shall be reported to the KCO for further investigation by NASA PSO.
- 13.3.5 Keys shall not be loaned, transferred, thrown away, or given away.
- 13.3.6 Registered Key Control accounts are subject to periodic audits from the PSO.

CHAPTER 14. WEAPONS POLICY

14.1 General

All KSC employees, guests, and visitors are prohibited from possessing or introducing unauthorized weapons onto KSC property. The only exceptions are law enforcement officers (city, county, state, or federal) and individuals or groups that have specifically been authorized by the CCS to possess any firearm or explosive on KSC property. The authoritative sources for the weapons policy are 14 CFR Subpart 1204.1005, Unauthorized Introduction of Firearms or Weapons, Explosives, or Other Dangerous Materials; and NPR 1600.1. Any device or item found during an inspection or a search that is deemed, known, or intended, to inflict injury, death or cause property damage, or any item(s) specifically prohibited by city, county, state, or federal, law, statute, or regulation, is prohibited from being possessed on KSC. The following items are considered unauthorized weapons:

- a. All explosive or incendiary devices;
- b. All firearms or live ammunition;
- c. Impact weapons (e.g., blackjacks, batons);
- d. Electronic control devices (e.g., TASERS[®], stun guns);
- e. Edged weapons (other than common pocket knives with blades under 4 inches); and
- f. Any chemical sprays designed for use as weapons.

14.2 Confiscating Weapons

Any weapons or ammunition found in vehicles on KSC property may be confiscated. Contraband will be held by the CCS pending determination of further judicial action.

14.3 Reporting

Any persons observing violations of the weapons restriction, or becoming aware of the presence of unauthorized or prohibited weapons or any other questionable item, on KSC property, shall notify the PSO at 867-7575 or Mail Code: Protective Services Office or any KPSC officer.

CHAPTER 15. KSC CHILD CARE DEVELOPMENT CENTER SECURITY PROCEDURES

15.1 General

This Chapter establishes KSC's security procedural requirements for the screening of current and prospective child care service providers at the KSC Child Care Development Center (CDC) in compliance with the Crime Control Act of 1990.

15.2 Responsibilities

15.2.1 The PSO shall:

- a. Serve as the point of contact with NASA KSC Human Resources Office, for policies and procedures relating to personnel security investigations of child care service providers at the CDC;
- b. Ensure that all existing and newly hired child care service providers are the subject of a Minimum Background Investigation (MBI);
- c. Evaluate the results of the MBI;
- d. Maintain a security file on all child care service providers;
- e. Conduct a local law enforcement, Brevard County Court records, and driver's license check annually of child care service provider; and
- f. Provide written notification to NASA KSC Human Resources Office of any adverse information concerning child care service providers resulting from the MBI or local law enforcement checks, for a determination of suitability for employment.

15.2.2 The NASA KSC Human Resources Office shall serve as point of contact between CDC personnel and PSO.

15.2.3 The Director of the CDC shall:

- a. Notify the PSO when hiring child care service providers and request security investigations;
- b. Maintain a current listing of all individuals who come in contact with the children at the CDC either in a teaching or non-teaching capacity;
- c. Implement the Crime Control Act of 1990;
- d. Request Annual Agency Checks on NASA KSC child care service providers and submit KSC Form 4-649 NS, 5 days prior to the employment anniversary; and
- e. Notify the PSO of the dismissal of any child care service provider.

15.3 Adverse Information

- 15.3.1 Adverse or derogatory information resulting from criminal history background checks shall be summarized by KPSC and evaluated by PSO.
- 15.3.2 A copy of adverse information along with a copy of the subject interview shall be sent to NASA KSC Human Resources Office for a determination of suitability for employment.
- 15.3.3 NASA KSC Human Resources Office shall notify the PSO, in writing within 30 days of their final determination of suitability for employment.

CHAPTER 16. FEDERAL EMPLOYEE PERSONNEL SECURITY PROGRAM

16.1 General

16.1.1 The KSC Federal Employees Security Program (FESP) implements the requirements of NPR 1600.1, Chapter 3, NASA Personnel Security Program: Position Risk Designation Process, Background Investigations, and Employment Suitability Determinations for NASA Employees.

16.1.2 Implementation of the FESP ensures that all civil service employees are:

- a. Subject of a personnel security investigation, unless otherwise vetted through another Government Agency.
- b. Investigated based on their position risk designation.
- c. Investigated and adjudicated to the appropriate security clearance level. Investigations are updated in accordance with Office of Personnel Management requirements.

16.2 Responsibilities

16.2.1 The Chief, PSO shall appoint the FESP manager.

16.2.2 The FESP Manager shall:

- a. Ensure that civil service employees are investigated and adjudicated in accordance with NPR 1600.1;
- b. Receive and approve requests for security clearances;
- c. Review the position sensitivity level to ensure that it adequately reflects the level of approved access to classified information and make any necessary revisions; and
- d. Serve as primary point of contact with the NASA KSC Human Resources Office for policies and procedures relating to the FESP.

16.2.3 The Director, Human Resources Office, shall:

- a. Coordinate investigative requirements for new hire civil service employees with the FESP Manager;
- b. Designate position sensitivity levels for each civil service position based on duties and responsibilities not involving access to classified information; and
- c. Conduct suitability determinations for all civil service employees.

16.3 NASA Pre-Employment Screening

The PSO shall conduct pre-employment screening on potential NASA new hires and periodic reinvestigations of civil service employees in accordance with NPR 1600.1.

**APPENDIX A. FORFEITURE OF COLLATERAL SCHEDULE
NASA KSC MIDDLE DISTRICT OF FLORIDA**

GENERAL PROVISIONS Crimes Against Persons

Assault by striking, beating or wounding	18 U.S.C. 113(a)(4)	MA
Simple Assault	18 U.S.C. 113(a)(5)	MA
Breach of Peace/Disorderly Conduct	18 U.S.C. 13/F.S. 877.03	\$250

Controlled Substances and Alcoholic Beverages

Public alcohol intoxication	18 U.S.C. 13/F.S. 856.011	\$150
Possession of alcohol under 21	18 U.S.C. 13/F.S. 562.111	\$100

Vandalism

Vandalism/Criminal Mischief (damage \$200 or less)	18 U.S.C. 13/F.S. 806.13	\$250
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Theft

Petit theft (less than \$100)	18 U.S.C. 13/F.S. 812.014(3)	\$250
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VEHICLES AND TRAFFIC SAFETY

Driving Under the Influence of Alcohol or Drugs

DUI	18 U.S.C. 13/F.S. 316.193(1)	MA
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Miscellaneous Offenses

Improper load resulting in death or serious bodily injury	18 U.S.C. 13/F.S. 316.520(3)(b)	MA
Leaving the scene of a crash without injury or death	18 U.S.C. 13/F.S. 316.061	\$350
Failure to obey law enforcement officer	18 U.S.C. 13/F.S. 316.072(3)	\$250
Providing false official information	18 U.S.C. 13/F.S. 837.06	\$250
Failure to leave information after unattended crash	18 U.S.C. 13/F.S. 316.063	\$250
Making false crash report	18 U.S.C. 13/F.S. 316.067	\$250
Reckless driving	18 U.S.C. 13/ F.S. 316.192	\$250
Loitering or prowling	18 U.S.C. 13/F.S. 856.021	\$250
Violating license restrictions	18 U.S.C. 13/F.S. 322.16	\$250
Driving while license suspended/revoked	18 U.S.C. 13/F.S. 322.34	\$150
Attached unassigned license tag/altering tag/sticker	18 U.S.C. 13/F.S. 320.261	\$150

BOATING ACTIVITIES

Prohibited Operations

Boating under the influence of alcohol or drugs	18 U.S.C. 13/F.S. 327.35	MA
Careless operation resulting in accident	18 U.S.C. 13/F.S. 327.33(3)(a)	\$350

APPENDIX B. KSC TRAFFIC CITATION POINTS

Violation	Points
Commission of any criminal traffic offense	24
Fleeing or attempting to elude a KSC Security Officer	24
Running a red light, third occurrence	24
Leaving the scene of a traffic crash with physical injury to any person	24
Running a red light, second occurrence	18
Leaving the scene of a traffic crash with property damage only	18
Driving 30 or more miles per hour over the posted speed limit	12
10 mph or more above the speed limit while committing another moving violation (e.g., tailgating, unlawful lane change)	10
Running a red light, first occurrence	9
Driving 20-29 miles per hour over the posted speed limit	8
Speed too fast for conditions	6
Failure of operator to properly restrain child in child restraint system	6
Unlawful parking in a handicapped space	6
Driving 11-19 miles per hour over the posted speed limit	4
Failure of operator or occupants to use available restraint systems	4
Following too close (tailgating)	4
Failure to yield the right of way to emergency vehicles	4
Failure to "move over" or slow down for stopped emergency vehicles	4
Improper passing	4
Failure to obey a traffic control device or directions of KSC Security Officer	4
Failure to yield the right of way	4
Riding a bicycle on unauthorized roadway	4
Improperly disposing of lighted substances that could cause a wildfire	4
Littering	4
Driving 1-10 miles per hour over the posted speed limit	3
Failure to wear an approved helmet while operating a motorcycle	3
All other moving violations	3
All other parking violations	3
Any administrative or equipment violation of F.S. 316-322 not already specified	3
Speed too slow causing potential safety hazard	2
Improper use of cell phone while operating a motor vehicle or bicycle	2

Point Penalty System

- 8 points accumulated within 12 months – 7 day suspension
- 12 points accumulated within 12 months – 30 day suspension
- 18 points accumulated within 18 months – 90 day suspension
- 24 points accumulated within 24 months – 1 year suspension