

Kennedy NASA Procedural Requirements

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KSC SECURITY PROCEDURAL REQUIREMENTS

National Aeronautics and
Space Administration

John F. Kennedy Space Center

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CHANGE LOG

Date	Revision	Description
3/14/2008	Rev A	This revision includes a new Chapter 19; expiration date has not been extended because document is being totally revised.
11/30/2012	Rev. B	Complete rewrite
8/26/2016	Rev. C	Established Chapter 10, SECURITY PROCEDURES FOR LABOR MANAGEMENT DISPUTES (STRIKES). Revised Chapter 12 to include use of District Court Violation Notice. Revised Chapter 16 regarding Child Development Center. Added Appendix B, Schedule of Fines.
7/12/2018	D	Added Goal, Objective, and Responsibilities to Chapter 1 Addition to Chapter 10, Facility Security Assessments and KSC Photography Policy Deleted Chapter 2, Security Inspections Deleted Chapter 17, Federal Employee Personnel Security Program
8/16/2018	D-1	Replaced reference to cancelled KDP-KSC-P-3717 with the PSO Web site link.

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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

a. 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.

b. In this directive, all mandatory actions (i.e., requirements) are denoted by statements, containing the term "shall." The terms "may" or "can" denote discretionary privilege or permission, "should" denotes a good practice and is recommended, but not required, "will" denotes expected outcome, and "are/is" denotes descriptive material.

c. In this directive, all document citations are assumed to be the latest version unless otherwise noted.

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. Homeland Security Presidential Directive (HSPD)-5, Management of Domestic Incidents

b. Federal Acquisition Regulation (FAR), KSC 52.223-121, Reporting of Incidents Involving Workplace Violence

c. National Industrial Security Program Operating Manual, Department of Defense (DoD) 5220.22-M, Standard Practice Procedures

d. 14 Code of Federal Regulations (CFR) Part 1204, Subpart 10, Inspection of Persons and Personal Effects at NASA Installations or on NASA Property; Trespass or Unauthorized Introduction of Weapons or Dangerous Materials

e. 14 CFR Subpart 1204.1005, Unauthorized Introduction of Firearms or Weapons, Explosives, or Other Dangerous Materials

f. Crime Control Act of 1990

g. Florida Statute 316.2065, Florida Bicycle Laws

h. NPR 1441.1, NASA Records Management Program Requirements

i. NPR 1600.2, NASA Classified National Security Information (CNSI)

j. NPR 1600.3, Personnel Security

- k. NPR 1620.2, Facility Security Assessments
- l. NPR 1620.3, Physical Security Requirements for NASA Facilities and Property
- m. NPR 5200.1, Industrial Labor Relations Manual
- n. KNPR 8715.2, Comprehensive Emergency Management Plan
- o. KNPR 6000.1, KSC Transportation Support System Manual
- p. KDP-KSC-P-1206, Kennedy Space Center (KSC) Area Access Program
- q. KSC Form 20-36, Locksmith Services Request
- r. KSC Form 20-109, KSC Traffic Citation
- s. KSC Form 28-127, KSC Unattended Vehicle Notice
- t. KSC Form 28-651, Lost Badge Report

P.5 Measurement/Verification

None

P.6 Cancellation

This document cancels KNPR 1600.1, Rev. D, KSC Security Procedural Requirements, dated July 12, 2018.

/original signed by/

Nancy P. Bray
Director, Spaceport Integration and Services

Distribution: TechDoc Library

CHAPTER 1. KENNEDY SPACE CENTER SECURITY REQUIREMENTS

1.1 Goal

The goal of this KNPR is to provide consistent direction for implementation of security requirements in support of the Center's operations.

1.2 Objective

The objective of this KNPR is to document Center security requirements and implement procedural direction unique to KSC by effectively and efficiently conveying those requirements to employees, customers, and the public.

1.3 Responsibilities

1.3.1 The heads of primary organizations, contract managers, and contract technical representatives are responsible for ensuring compliance with the provisions of this KNPR on the part of civil service and contractor personnel who support programs for which they have primary responsibility.

1.3.2 Partner organizations are responsible for ensuring all operations, activities, equipment, and facilities are in compliance with this KNPR. Partners are Government and commercial entities using KSC facilities.

1.4 General

The KSC security program is managed by the Protective Services Office (PSO) within Spaceport Integration and Services.

1.4.1 The KSC Center Director shall:

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

1.5 Chief, Protective Services Office

The KSC Chief, PSO reports to the Director, Spaceport Integration and Services, and shall:

- a. Oversee and supervise all PSO functions.
- b. Provide personnel to serve as the Contracting Officer 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.

1.6 Center Chief of Security

The Director, Spaceport Integration and Services, 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. Maintain 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 standards that are more rigid, 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. Manage the NASA Protective Services Training Academy in cooperation with NASA Headquarters.

1.7 Director, Procurement

The KSC Director of Procurement shall incorporate Section 4.404(a) of the FAR, Contract Clause; the NASA FAR Supplement 1804.404-70, Contract Clause; KSC 52.223-121, Reporting of Incidents Involving Workplace Violence; and this KNPR into all KSC contracts.

1.8 Director, Communication and Public Engagement

The Director, Communication and Public Engagement shall:

- a. Coordinate the Center's tour policy with the PSO and report all tour violations to the PSO immediately.
- b. 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.
- c. Appoint a point of contact for media liaison during any declared emergency at KSC.
- d. Support the Emergency Operations Center when activated.

1.9 Director, Center Planning and Development

The Director, Center Planning and Development shall ensure that all negotiations and agreements with potential and established KSC commercial and other Governmental agency tenants are coordinated with the PSO to ensure applicable portions of this KNPR and Agency requirements are met.

1.10 Director, Information Technology and Communications Services

The Director, Information Technology and Communications Services and Chief Information Officer shall:

- a. Coordinate Information Technology incident investigations with PSO when applicable, and appoint a point of contact to support PSO activities when requested.
- b. Coordinate with the PSO inclusion or deletion of IT systems on the Agency NASA Critical Infrastructure (NCI) inventory list.

1.11 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, in writing, organizational security points-of-contact to perform assigned security-related tasks and interface with PSO and KPSC personnel.
- 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. Upon request by the Protective Services Office, provide unarmed Access Control Monitors for operational areas in which there is limited or no electronic security system in use.

1.12 Organizational Security Point-of-Contact

Each organization should assign a primary and alternate security point-of-contact, and identify the points-of-contact, in writing, to the PSO. The assigned points-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 support and enable security-related issues (e.g., inspections, audits, investigations, identity management and badging, reporting, and coordinating the resolution of all criminal and traffic-related incidents).
- c. Develop and maintain security-related documentation and records for the organization.

CHAPTER 2. SECURITY TRAINING AND AWARENESS PROGRAM

2.1 General

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

2.1.2 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. Input and update KSC employee information into appropriate Agency-level databases used to track national security clearances, ensure security training and briefing completion dates are recorded in SATERN, and monitor refresher training due dates.
- d. Maintain a current listing of those persons that possess a national security clearance and record due dates for Cleared Employee Refresher training classes.

2.2 Required Training

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

**Table A
Required Training**

Course	Name	Description	Required By	Frequency/Method
SEC-01	New Employee Security Orientation	Initial security briefing for familiarization on KSC security procedures and regulations.	All new employees	One-time/Instructor
SEC-02	Refresher Security Briefing	Review of security procedures, regulations, recent trends, and awareness tips.	All employees	Annually/SATERN
SEC-03	New Security Clearance Indoctrination	Initial training on safeguarding, handling, and protecting Classified National Security Information (CNSI) requirements.	All new security clearance grantees	One-time/Instructor
SEC-04	Security Clearance Refresher Briefing	Refresher briefing on safeguarding, handling, and protecting CNSI.	Current security clearance holders	Annually/SATERN
SEC-05	Classified Control Point (CCP) Custodian Briefing	Briefing on requirements and responsibilities for accountability and storage of CNSI	Designated CCP Custodians	Annually/Instructor
SEC-06	Derivative Classification Training	Training on derivative classification requirements and procedures.	Designated Derivative Classifiers	Every 2 years/ Instructor

CHAPTER 3. CLASSIFIED NATIONAL SECURITY INFORMATION

KSC personnel who are involved in generating, receiving, storing, and disseminating CNSI under a variety of NASA programs or through partnerships and collaboration with other Federal agencies, academia, and private enterprises shall comply with procedural requirements outlined in NPR 1600.2. These requirements apply to all NASA employees, contractors, grant recipients, or other parties to agreements as stipulated in the specific contracts, grants, or agreements.

All NASA and contractor personnel who are granted a security clearance shall follow the reporting requirements outlined under continuous evaluation of security clearance eligibility found in NPR 1600.3.

CHAPTER 4. FOREIGN CONTACTS, FOREIGN TRAVEL, AND REQUESTS FOR INFORMATION

4.1 General

4.1.1 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 Web site for the most current information regarding the “designated countries” list:

<http://oir.hq.nasa.gov/nasaecp/>.

b. "Establishments" means embassies, consulates, press, airlines, and 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, by telephone, or fax; anything written; any communication made via computer or internet, radio communication; or 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 International Traffic in Arms Regulations (ITAR); CFR Part 15, Commerce and Foreign Trade; and the FAR, 35 U.S.C. 05, Subpart 7.3.

4.1.2 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.

4.2 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 the PSO at 867-7575.

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.

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

4.3.1 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.

b. Not discuss this information with anyone other than a representative from the PSO.

4.3.2 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. The employee shall not discuss the incident with anyone other than a security representative or the PSO.

4.4 Foreign Travel

4.4.1 Notification to the PSO is required for all KSC employees with a security clearance who are planning to travel into or through designated countries whether for official or personal travel purposes. View the designated countries list at <https://oiir.hq.nasa.gov/nasaecp/>. Employees shall obtain a defensive travel briefing from the KSC Counterintelligence and Counterterrorism (CI/CT) Office. Call 867-2456 for an appointment at least three weeks prior to departure. Within seven business days of return you must submit to a debriefing conducted by the CI/CT Office.

4.4.2 In accordance with NPR 1600.2, Appendix E, advance written notice of 30 days will be provided to the Cognizant Security Authority (CSA) or their designee(s) for persons currently approved or applying for Sensitive Compartmented Information access who anticipate or plan any travel, whether official or unofficial, to or through, or who are being assigned to duty in, foreign countries and areas, except as noted in current CSA and the Office of the Director of National Intelligence directives and policies. This includes those with pending indoctrination.

4.4.3 For KSC employees who do not hold a security clearance, travel to designated or non-designated countries does not require PSO notification; however, a defensive travel briefing from CI/CT is recommended.

4.4.4 For KSC contractors who are in a cleared status, comply with foreign travel reporting requirements as dictated by your organization's Facility Security Officer and the National Industrial Security Program Operating Manual, DoD 5220.22-M.

4.4.5 KSC employees (civil servants and contractors) who plan to travel outside of the United States with electronic devices containing NASA data must obtain prior approval from the Center Chief Information Officer (CIO) or delegate. Contact the KSC IT Security Office (KSC-DL-ITB-50297@mail.nasa.gov) on the current approval request process.

CHAPTER 5. SECURITY FORCES AND LAW ENFORCEMENT

5.1 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 uses the KPSC to staff the majority of the security protection force. The KPSC employs sworn Security Police Officers who are authorized to make arrests when necessary. These officers are staffed throughout KSC to provide a variety of law enforcement and physical security functions. This chapter is not applicable to the NASA Office of Inspector General, whose duties and responsibilities are outlined in NPD 9800.1.

5.2 Authority

NASA PSO Special Agents and KPSC SPO shall make arrests and carry firearms in accordance with 14 C.F.R Part 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.

CHAPTER 6. 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) under the National Response Framework (NRF) 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 Homeland Security Presidential Directive (HSPD)-5 and KNPR 8715.2. On KSC the NASA Emergency Management Officer is responsible for implementing the NIMS.

CHAPTER 7. BADGES AND PASSES

7.1 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 in accordance with NPR 1600.4.

7.2 Responsibility

KSC personnel who request 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 or specific official activity) and not personal or family visits, personal business development, marketing, or solicitation.

7.3 Access to KSC and Cape Canaveral Air Force Station

7.3.1 Entry to KSC property or into controlled areas on KSC and Cape Canaveral Air Force Station (CCAFS) is a privilege that can be denied, suspended, or revoked by the PSO or designee.

7.3.2 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.

7.3.3 Individuals shall be badged through the appropriate badging office according to the worker's primary work location (e.g., if working on a NASA contract or agreement they are badged by KSC, if working on a 45th Space Wing (45SW) contract or agreement they are badged by the 45SW). Badge applicants will meet all investigative requirements in accordance with the respective Agency's governing policies. Badges will be mutually honored for admission through either installation's perimeter gates for the purpose of traversing to the primary work location or to attend a meeting sponsored by that respective installation. Any changes to this agreement will be coordinated by each installation's security office.

7.3.4 With the exception of visitors on KSC Visitor Complex tour buses and attraction sites, and news media during pre-approved special media events, all non-badged individuals with a valid need for access to KSC, and sponsored by a KSC employee, shall obtain a KSC badge at the KSC Badging Office prior to entry through a KSC perimeter gate. KSC badges are not issued at the CCAFS badging station.

7.3.5 During specific events where larger-than-normal news media attendance is expected, pre-approval with NASA PSO is coordinated to allow overlay badges for news media to be used in lieu of the normal KSC machine pass. These overlay badges are only issued at the KSC Press Accreditation Building on SR-3 (Kennedy Parkway).

7.3.6 There must be a legitimate business, educational, or special event need to badge and allow minors under the age of 16 on KSC. With the exception of special events such as KSC Family Day or Bring Your Children to Work Day where badges are not issued, all access requests for minors under the age of 16 must get approval from the PSO before the request is processed by the badging office.

7.3.7 All foreign national badging must be entered into NASA Access Management System. The 45SW does not recognize KSC vetting for foreign nationals. Refer to the Protective Services Office Web site, pso.ksc.nasa.gov, under the [Personnel Security tab](#).

7.4 Badge Acceptance and Implied Consent

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

7.5 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, or allow others to do so.

7.6 Lost Badge and Area Permit Reporting

7.6.1 NASA-issued identification badges are sensitive items that directly impact the safety and security of NASA employees, facilities, and property. All persons issued a KSC badge are responsible for safeguarding and accounting for it at all times, whether on or off Center.

- a. Badge holders are required to submit a report to the KSC Badging Office by the next business day after discovering a badge was lost or stolen.
- b. Badge holders who report a lost or stolen badge and subsequently recover their previous badge must turn it in to the KSC Badging Office on the next business day for accountability and destruction.
- c. Damaged badges that are compromised or no longer functional shall be turned in to the KSC Badging Office. If Badging Office staff determine there are signs of tampering or attempts to alter the badge, the badge holder must provide a statement for a security police report before a replacement badge will be authorized for issuance.
- d. Badges are NASA property and are not to be kept as souvenirs. Badges must be returned within two business days after an individual's affiliation with NASA has ended either directly by the badge holder or by the organization/company badging official.

7.6.2. The following administrative actions apply to all badge holders prior to the reissuance of a replacement badge:

- a. A badge holder must report the loss or theft of a NASA-issued badge to the KSC Badging Office by the next business day after discovery using KSC Form 28-651.

b. Within five business days of reporting the loss/theft, the badge holder will appear in person at the badging office to confirm the badge is still lost or stolen and undergo the process for issuance of a new badge. In the case of PIV badges, until the new badge is processed and ready for issuance, the individual is issued a temporary visitor pass and key card (if needed) for area access.

c. The following administrative actions apply to all badge holders prior to the reissuance of a replacement badge:

(1) First loss/theft: the badge holder's organizational representative, badging official, or sponsor must provide written acknowledgment to the KSC Badging Office stating they are aware of the circumstances regarding the badge holders reported loss/theft.

(2) Second loss/theft: the badge holder's supervisor must provide the CCS with a written summary of actions taken to prevent any future occurrences. The CCS (or designee) will then issue the badge holder a security violation notice and give the badging office approval to process a replacement badge.

(3) Third loss/theft: suspension of access to NASA facilities for a period of time to be determined by the CCS in collaboration with employee relations if a civil servant or responsible badging official if a contractor.

d. Loss and subsequent recovery/turn-in of a badge will not be counted against the badge holder in the above administrative actions.

7.6.3. Failure to Return Badge Actions:

a. Badges are required to be returned to the badging office upon the end of a badge holder's affiliation with KSC. Failure to return a badge will incur the same consequences listed above for lost or stolen badges.

b. Anyone who fails to return their badge upon the end of their affiliation with KSC and are subsequently found on KSC property will be charged with trespassing and debarred from entering KSC for one year.

7.6.4 NASA issued badges shall not be taken into a foreign country unless specifically authorized in accordance with official travel or temporary duty orders, or unless the foreign country is the employee's permanent duty location.

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

7.7.1 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.

7.7.2 Failure to turn in a badge at the end of KSC affiliation will result in being ineligible for a new badge until the individual either turns in the previously issued badge or submits a lost or stolen badge report to the badging office.

7.8 Violations of Badging Policy

7.8.1 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
- b. Use in the transaction of personal business
- c. Any mutilation, destruction, or forgery (including alteration or duplication).

7.8.2 Any unauthorized use may subject the person responsible to exclusion from KSC, punishment by law, and administrative action by employer.

7.8.3 Any individual having the knowledge or suspicion that badging regulations are or have been violated is required to report those violations to the Personnel Security Office at 867-7575.

7.9 Submittal of Badge Requests

For all KSC badge requests, personnel shall follow guidance posted on the KSC Protective Services Office Web site (<https://ps0.ksc.nasa.gov>) in accordance with NPR 1600.4A Identity Credential and Access Management and HSPD-12 requirements.

CHAPTER 8. AREA ACCESS PROGRAM

8.1 General

To prevent unauthorized access to designated areas, information, or personnel, additional access control measures, including the use of unarmed personnel (e.g., access control monitors), electronic access equipment, and passive and active barriers, may be established at individually designated access control points, security areas, and facilities within the Center. Access to these designated areas shall only be authorized in conjunction with official duties.

The KSC Badging Office provisions temporary and permanent access for all KSC civil servants, contractors, tenants, and visitors according to standards set by the PSO.

8.2 Responsibilities

8.2.1 The heads of primary organizations shall:

- a. Identify facilities or areas that may require additional access control measures. This information will be furnished to the PSO who will assess and coordinate the appropriate security countermeasures.
- b. Provide a list of personnel who may approve or deny requests for access to facilities or areas under their responsibility.
- c. Ensure area access is granted to personnel for official duties only.

8.2.2 The CCS shall establish requirements for access to KSC and designated areas and manage the KSC Area Access Program.

8.3 Safeguarding of Area Access Credentials

8.3.1 Area access credentials shall be displayed at all times while in a designated area.

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

8.3.3 Area access credentials 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 credentials.

8.4 Access Provisions

8.4.1 All personnel requiring access to designated areas shall possess a PIV badge, or other KSC-approved area access credential, and obtain the appropriate authorization for access to the designated area(s).

8.4.2 All requests for area access shall be processed in the Access Level Management System (ALMS) or the NASA Identity and Access Management (IdMAX) system.

- a. Access to the ALMS application is obtained by submitting a request in the IdMAX system. The user roles available are "Requester," "Training Report User," and "Area Owner." The PSO or application programmers reserve all other roles for use.

b. Any user with access to IdMAX may submit area access requests by searching for the designated area and completing the information requested in IdMAX.

8.4.3 The sponsoring organization shall:

a. Validate the requirement for official access.

b. Ensure completion of required training. Applicable safety training shall be completed in SATERN for permanent or temporary unescorted access to designated areas.

c. Ensure the proper conduct of the employee within designated area(s).

8.4.4 The PIV Badge or visitor electronic access card shall be used to access facilities or areas controlled by an electronic security system.

8.4.5 A "To Be Escorted" Temporary Area Access shall be issued to an individual requiring temporary access for official duties and who does not meet security and safety training requirements. These individuals must be escorted at all times by an employee who has been authorized unescorted access to the designated area. Escorts must maintain a line-of-sight control of personnel they are escorting and escort no more than five persons at one time unless otherwise approved in writing by the PSO.

8.4.6 Individuals shall be granted permanent access only to those areas where a frequent access requirement has been clearly demonstrated. Frequent access is defined as the need to access a facility or area at least one time per month.

8.4.7 The appropriate area approvers shall approve or deny requests in a timely manner.

8.4.8 Area access for consultants, subcontractors, and miscellaneous service contractors shall be requested by the sponsoring NASA, Government agency, or contractor organization for processing.

8.4.9 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).

8.4.10 Area access credentials shall not be taken into a foreign country unless otherwise approved by the CCS prior to travel.

8.4.11 Activation and deactivation of designated areas shall be in accordance with KDP-KSC-P-1206.

8.5 Changes to Permanent and Temporary Area Access

8.5.1 Any change to an existing area access authorization shall be accomplished in ALMS or IdMAX.

8.5.2 A change shall be requested when the individual:

a. Requires additional authorizations to enter designated areas,

b. No longer requires access to some or all designated 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 9. SECURITY PROCEDURES FOR LABOR MANAGEMENT DISPUTES (STRIKES)

9.1 General

This chapter establishes security policies and procedures for badging and access control during labor management disputes (i.e., strikes) at KSC.

In the event of a strike, this chapter details actions involving the Protective Services Office. Additional actions may be required from the Center in accordance with NPR 5200.1.

NASA KSC recognizes the legal right of contractor employees and unions to engage in collective bargaining, including legitimate picketing when an impasse is reached during a labor dispute or labor contract negotiations. Although NASA KSC officials should not become involved directly or take sides based on the merits of any labor dispute, appropriate actions should be taken by NASA KSC to reduce or eliminate impact on its programs. This includes actions to ensure access to KSC by NASA personnel and by employees of other contractors who are not directly involved in the dispute.

9.2 Establishing and Enforcing the Use of Reserve Gates

9.2.1 In the event of a strike, KSC will implement a “reserve gate” policy.

9.2.2 Reserve gates are intended to provide the striking union and the affected contractor with similar conditions as if the dispute were taking place at the employer’s premises outside the NASA Center. This will be accomplished by directing all employees and suppliers of the struck contractor through designated KSC gates (i.e., reserve gates). The establishment of reserve gates allows the rest of the Center to conduct business operations without interference, thereby minimizing the impact to Center operations.

9.2.3 Subcontractors are not required to use the reserve gates unless they are performing struck work.

9.2.4 The struck contractor and union are notified by the KSC Industrial Relations Officer (IRO) that NASA KSC will strictly enforce the reserve gate policy. Any employee or supplier of the struck company who enters or exits the Center through a neutral gate (i.e., not a reserve gate) will be subject to sanctions at the Center level.

9.3 Labor Disputes Including Strikes and Picketing

9.3.1 When a union threatens or actually begins picketing, the following shall occur:

9.3.2 The KSC Industrial Relations Officer (IRO) shall:

a. Designate the reserve gates in coordination with the CCS.

(1) The gate(s) chosen will cause the least inconvenience to the largest number of people who will be working during the strike.

(2) Unless circumstances dictate, non-affected employees will not be restricted from using reserve gates.

- b. Notify, in writing, the local union and the struck contractor of the designated reserve gates. Seek the union's cooperation to confine the pickets to the established reserve gate areas.
- c. The above is not an all-inclusive list of the responsibilities for the IRO. IRO responsibilities are found in NPR 5200.1.

9.3.3 The KSC CCS shall:

- a. Ensure the KPSC strike plan is up to date and that the contractor is prepared to establish reserve gates.
- b. Ensure the KSC Institutional Services Contract has the appropriate reserve gate signs in storage and that they are in good condition. Signs may be placed in position but will remain covered until needed.
- c. Notify local law enforcement of an impending strike.
- d. Publish a Security Flash to all employees identifying the location of the reserve gate(s) and provide appropriate instructions on entering and leaving the premises during the term of the strike. The flash should explain in detail how employees of the struck contractor are to enter and leave the premises and describe the sanctions if the reserve gate procedure is not followed (see Reserve Gate Violations).
- e. Ensure an event log is established to begin documenting information when the first strike action takes place. At a minimum, the record will contain significant events, times, places, and actions, with the name of the officials authorizing any actions. This log shall be maintained by the KPSC contractor unless directed otherwise by the CCS.
- f. Notify the KSC IRO, and other management as appropriate, of all reserve gate violations.
- g. Periodically provide the IRO with reports from each gate in regards to picketing and forms of demonstration.

9.3.4 The struck contractor shall:

- a. Retrieve KSC access credentials (badges) from those employees who are striking. The collected badges will be turned over to the struck contractors badging official or management for safekeeping until the conclusion of the strike.
- b. Ensure its employees receive the written reserve gate policy and procedures issued by the CCS and the employees are aware of the consequences for non-compliance.
- c. Report violations or issues to the CCS, or designee, in a timely manner.

9.4 Reserve Gate Violations:

- 9.4.1 The NASA PSO shall investigate all credible evidence of reserve gate violations.

9.4.2 Credible evidence includes records of the event including date, time, description of vehicle, vehicle tag number, photos, name of violator, etc.

9.4.3 Employees found to be in violation of the reserve gate policy shall be subject to sanctions imposed by the KSC Associate Director, Management.

9.4.4 Sanctions shall be assessed based on the following schedule:

- a. First offense: Written reprimand.
- b. Second offense: 30-day suspension of access to the Center.
- c. Third offense: Revocation of access to the Center until termination of strike.

Note: Suspension or revocation of access privileges does not preclude a contractor from providing employment off Center.

CHAPTER 10. PHYSICAL SECURITY REQUIREMENTS FOR NASA FACILITIES AND PROPERTY

10.1 General

The PSO is responsible for applying and maintaining the appropriate physical security measures to provide for the protection of persons, missions, information, and property. To fulfill this responsibility, the PSO utilizes a variety of security assessment processes to identify and mitigate security weaknesses and vulnerabilities. The PSO uses the results from these assessments to implement the requirements in NPR 1600.1, NPR 1620.2, and NPR 1620.3. The methodology used in these documents meets the Interagency Security Committee standards and satisfies the requirements of Homeland Security Presidential Directive - 7 (HSPD-7), Critical Infrastructure Identification, Prioritization, and Protection.

10.2 Facility Security

10.2.1 All new construction or modifications to existing facilities on KSC shall be reviewed by the PSO to ensure the appropriate security requirements are incorporated into the planning and execution of facility projects.

10.2.2 Organizations and contractors responsible for facilities or areas with established security devices or controls in place (e.g., electronic security system, access control monitors, etc.) shall ensure no modifications are made to these devices or controls unless coordinated with the PSO.

10.2.3 Employees are responsible for reporting suspicious activity, criminal activity, or any activity meant to defeat established security devices or controls to the PSO or the KPSC.

10.3 Facility Security Assessments

10.3.1 The PSO shall determine the Facility Security Level (FSL) and conduct a Facility Security Assessment (FSA) in accordance with NPR 1620.2 and NPR 1620.3 for all facilities under KSC's cognizance. This determination will be made early in the space acquisition process or facility project cycle to allow for the implementation of required countermeasures.

10.3.2 The FSL and the FSA shall be conducted jointly by the PSO and the designated representative of the facility being assessed. This may be the organizational security point of contact identified in accordance with Chapter 1.9 or other individual(s) who is knowledgeable of the facility and the facility concept of operations.

10.3.3 The PSO shall document findings and observations in the FSA and provide the FSA results to the organization responsible for the facility or area being assessed. When completed, the results of the FSL, FSA, and security mitigation plans will be labeled Sensitive But Unclassified (SBU). A response to the findings and observations contained with the FSA is due to the PSO no later than 60 days after receipt.

10.3.4 The organization responsible for the assessed facility or area, in coordination with the PSO, shall implement security measures identified in the FSA.

10.3.5 Implemented security measures shall be recorded in writing and maintained on file in the PSO and with the organization concerned.

10.4 KSC Photography Policy

10.4.1 Photography, including videography, is prohibited inside KSC Limited Areas and Exclusion Areas, and within NASA Critical Infrastructure Facilities, unless the photography meets at least one of the following exceptions:

- a. The photographs are taken for official business. Photographs of SBU material/items will be encrypted prior to transmission and export control shall review and classify all such photographs prior to their release.
- b. The photographs are taken by a member of the media operating under a properly badged escort in areas or at events that the CCS has approved.
- c. The photographs are taken during an official tour conducted by a KSC Communication and Public Engagement escort with the prior approval of the CCS.

Note: *KSC Limited Areas, Exclusion Areas, and NASA Critical Infrastructure Facilities include areas and facilities such as the Vehicle Assembly Building, Launch Control Center, Pad B, Multi-Payload Processing Facility, Launch Equipment Test Facility, Rotation Processing Surge Facility, Launch Abort System Facility, Payload Hazardous Servicing Facility, Space Station Processing Facility High Bay, Converter/Compressor Building, Kennedy Complex Control Center, Mobile Launcher, Kennedy Data Center, and Crawler Transporter.*

10.4.2 Cell Phones and other devices with photography capability (personal or Government owned) **are** allowed in KSC Limited Areas, in Exclusion Areas, and within NASA Critical Infrastructure facilities, except as prohibited by other Center requirements (e.g. explosive, radio frequency, etc.) However, photography with such devices (including the use of photograph-sharing applications such as Snapchat or Instagram) is **prohibited** inside the area unless it meets at least one of the above exceptions.

10.4.3 Within other facilities on KSC and outdoor areas, photography of the following is prohibited:

- a. KSC or CCAFS entry badges.
- b. All Security Police activities and staffed entry control points without prior approval from the CCS.
- c. Sensitive Compartmented Information Facilities.
- d. Other areas as identified due to sensitive research, Sensitive But Unclassified information, or Export Control sensitivity (i.e., ITAR articles and services).

10.4.4 The following areas are under the control of external or third parties that have the authority to prohibit photography of their assets without their express written consent:

- a. Commercial/private company operations (i.e., space vehicles, equipment, launch pads) without express written consent from the company.
- b. All external and internal areas of CCAFS, with the exception of areas controlled by NASA, without the express written consent from the 45th Space Wing Commander or designee.

10.4.5 To report suspicious incidents or suspected prohibited photography, contact the Protective Services Control Center at 321-867-2121. Employees who learn of an unauthorized release of photographs or lost or stolen photography device containing photographs pertaining to KSC Limited Areas, Exclusion Areas, or NASA Critical Infrastructure Facilities, must immediately report the matter to the NASA Security Operations Center at 1-877-NASA-SEC (1-877-627-2732), and the KSC Protective Services Office at 321-867-7575.

For exceptions or clarifications, please contact the Center Chief of Security by e-mail at <Roger.G.Langevin@nasa.gov>, or by phone at 321-867-3441, or Security Specialist <Linda.A.Rhode@nasa.gov>, 321-867-2455.

For Export Control questions or concerns, please contact the Center Export Administrator via e-mail at <[ksc-dl-export-control@mail.nasa](mailto:ksc-dl-export-control@mail.nasa.gov)>.

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, and 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.

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 registration 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 issued a United States District Court Violation Notice (DCVN). DCVNs are issued based on the Forfeiture of Collateral Schedule outlined in Appendix B. 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.

11.3.4 To report a traffic violation on KSC when no PSO or KPSC representative is present, the witness shall call 867-7575 to schedule an appointment to make a written statement.

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 through Friday. In addition, all bicycle riders shall comply with the provisions of Florida Statute 316.2065, Florida Bicycle Laws.

11.3.6 Walkers, runners and joggers on KSC roadways are encouraged to wear reflective outer garments during hours of both light and darkness and to use secondary roadways whenever possible.

11.3.7 Owners or drivers of POVs that are disabled or abandoned shall report this information to the 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 (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 Drivers requiring towing or repair assistance shall coordinate their request for assistance with KPSC, who can facilitate KSC access for non-badged towing or repair personnel.

11.3.11 Unless otherwise posted, the speed limit on KSC roadways is 35 miles per hour (mph).

11.4 KSC Parking Policy

11.4.1 Unless specifically permitted by the PSO, parking is not permitted in the following areas:

- 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,
- g. In any area on KSC not specifically designated for parking.

11.4.2 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."

11.4.3 Senior Management parking spaces are reserved for the use of authorized personnel only. Vehicles in Senior Management parking spaces without the appropriate hangtag displayed are subject to being cited.

11.4.4 Vehicles in violation of the KSC parking policy may be issued a DCVN or a Form 20-109, for illegal parking.

11.5 Conditions on Driving Privileges

11.5.1 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 Part 1204.

11.5.2 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 or blood samples for alcohol and other drugs.

11.5.3 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.

11.5.4 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.

11.6 Suspension and Revocation of KSC Driving Privileges

11.6.1 The Center Director or the CCS may suspend or revoke installation driving privileges for egregiously unsafe operation of a motor vehicle.

11.6.2 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 and physical testing for the purpose of determining the alcohol or drug content of the person's blood or breath, 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.
- d. A driver's failure to produce proof of insurance may result in driving privileges suspended until such proof is produced.
- e. 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.

11.7 Administrative Due Process for Suspensions and Revocations

11.7.1 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.

11.7.2 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 five business days of the suspension or revocation notification. The request shall be submitted to the KSC Associate Director, Management, who is the Administrative Authority. The hearing will be held within a reasonable period of time, as determined by the Associate Director, Management.
- 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 five 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.

11.8 Traffic Crash Reporting, Response, and Investigation

11.8.1 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.

11.8.2 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.

11.8.3 KPSC Security Police Officers shall respond to all reported vehicle crashes on KSC property to safeguard life, facilitate orderly traffic flow and crash clean-up, conduct any required crash investigation, and document the circumstances of the accident.

11.8.4 The KPSC shall maintain traffic crash and violation records in accordance with NPR 1441.1.

11.9 Overweight and Oversized Vehicles on KSC Roadways

11.9.1 The movement of equipment and vehicles that exceed the maximum width, height, length, and weight criteria dimensions set forth in Chapter 316 of the Florida Statutes is not authorized on KSC roadways. Oversized equipment and vehicles on KSC roadways are required to comply with DOT regulations.

11.9.2 All loads or vehicles which oppose the flow or impede normal traffic shall have a flag on each corner of the equipment and vehicle. Security support for any convoy requiring more than two security police vehicles or that are longer than one hour in duration may be required to be funded in advance by the requestor.

11.9.3 Movement of oversized equipment and vehicles that require escort will not be permitted unless each movement is covered by a written authorization in the form of a Work Order, Support Request, Work Assignment, Shipping Order, etc. Each authorization must constitute a "special permit" for the movement of such equipment and vehicles on KSC roads under Section 316.550 of the Florida Statutes and KNPR 6000.1. Prior to the actual move of such equipment and vehicles, the KSC Duty office will contact the security Watch Commander (321-861-6677) to coordinate the escort. Movement during 6:00 a.m. to 9:00 a.m., and 3:00 p.m. to 6:00 p.m. Monday through Friday, is prohibited unless coordinated with the PSO.

11.9.4 If a special permit is required and the driver is not in compliance, an incident report for the violation will be submitted to the Spaceport Integration and Services, Center Services Division, for further action.

CHAPTER 12. INCIDENT REPORTING

12.1 General

All personnel shall report to the PSO any behavior or information, whether occurring on or off Center, 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. Harassment (unwelcome sexual advances or conduct, creating a hostile work environment)
- d. Mental or emotional illness that may be a safety or security concern
- e. Alcohol abuse or unauthorized use of alcohol on Center
- f. Drug abuse, including possession or use of illegal drugs or substances
- h. Security violations
- i. Subversive activity
- j. Evidence or suspicion of penetration of a security area
- 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. Tailgating through a security access control point
- c. Equipment malfunctions of a suspicious or unusual nature
- d. Damage to critical hardware or unapproved configuration changes
- e. Unplanned equipment activity
- f. 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 The CCS shall appoint a qualified civil servant as the KSC Key Control Officer (KCO).

13.2.3 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 the reporting of lost keys.
- 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.

13.2.4 KCCs and alternates shall:

- a. Assist requester(s) in filling out key and lock requests. All key requests shall be submitted electronically using the electronic KSC FM 20-36 unless previously authorized by the PSO.
- b. Review and approve or disapprove all key and lock requests for their authorized areas.
- c. Forward requests to Locksmith Office.
- d. All keys and locks will be turned in to the individuals' assigned KCC when no longer required for use. KCCs will maintain keys and reissue when necessary.
- e. Report all lost or misplaced keys and locks to the 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 keys issued and maintained under their control.
- h. Be cognizant of all key and lock activities in their area of control.
- i. Authorize keys to all controlled areas under their cognizance.

j. Key or core that is reissued will be annotated in the Key Control Management System Database.

13.2.5 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.
- 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 and submit the form to the organizational or facility KCC or Alternate.
- 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 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 five 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 the electronic KSC Form 20-36. Use the drop down menu labeled "Type of Request" to choose Lost Key.

- c. All lost keys will be investigated by the assigned KCC and at such time determined if the organizational security personnel should consider future actions.
- d. The key holder will file a civilian police report if a key(s) is stolen off KSC property.
- e. All lost or stolen keys will be reported to the Key holder's KCC within one business day.

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, thrown away, or given away.

13.3.6 Keys shall not be left unattended or unsecured at any time.

13.3.7 At no time shall keys be in the custody of a person not authorized to have them.

13.3.8 Registered Key Control accounts are subject to periodic audits from the PSO.

13.3.9 The transfer of keys within directorates shall be documented and coordinated with the key custodians and Locksmith Office via an electronic KSC Form 20-36.

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 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 pocketknives with blades under 4 inches),
- 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, 867-2121, Anonymous Tip Line 861-6000, 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 childcare service providers at the KSC Child 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 (HRO) for providing guidance on security policies and procedures;
- b. Ensure investigative requirements for CDC childcare service providers are completed. These may include pre-employment checks for criminal history, credit and reference checks, driver's license history, in-person interviews, and federal background investigations,
- c. Ensure CDC compliance with NASA physical security and access control requirements,
- d. Provide written notification to NASA KSC HRO personnel summarizing any adverse information concerning childcare service providers disclosed during background investigations or incident reports.

15.2.2 The NASA KSC HRO shall:

- a. Serve as the point-of-contact between CDC personnel and the PSO,
- b. Sponsor CDC personnel for badging and access to KSC and submit pre-employment check requests to the PSO.,
- c. Evaluate adverse information or incident reports on CDC personnel provided by the PSO and collaborate with the PSO on adjudicative determinations.

15.2.3 The Director of the CDC shall:

- a. Ensure CDC personnel comply with KSC badging and background investigation processes and procedures.
- b. Ensure CDC facility compliance with NASA physical security and access control requirements.
- c. Maintain a current listing of all individuals who come into contact with children at the CDC, whether it be in a teaching or non-teaching capacity.
- d. Provide the PSO written notification of any adverse information on CDC personnel or their termination from employment.
- e. Notify the PSO of the dismissal of any child care service provider.

APPENDIX A: ABBREVIATIONS AND ACRONYMS

ALMS	Access Level Management System
CCS	Center Chief of Security
CCAFS	Cape Canaveral Air Force Station
CDC	Child Development Center
CEMP	Comprehensive Emergency Management Plan
CFR	Code of Federal Regulation
CI/CT	Counterintelligence & Counterterrorism
CNSI	Classified National Security Information
CSA	Cognizant Security Authority
DCVN	District Court Violation Notice
DoD	Department of Defense
DOT	Department of Transportation
DUI	Driving Under the Influence
FAR	Federal Acquisition Regulation
FSA	Facility Security Assessment
FSL	Facility Security Level
HSPD	Homeland Security Presidential Directive
HRO	Human Resources Office
IdMAX	Identity and Access Management Tools
IRO	Industrial Relations Officer
ITAR	International Traffic in Arms Regulations
KCA	Kennedy Center 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
OIIR	Office of International and Interagency Relations
P	Procedure
PAA	Permanent Area Access
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
U.S.C.	United States Code

APPENDIX B: FORFEITURE OF COLLATERAL SCHEDULE, NATIONAL AERONAUTICS AND SPACE ADMINISTRATION, KENNEDY SPACE CENTER, MIDDLE DISTRICT OF FLORIDA

GENERAL PROVISIONS

***Mandatory Appearance (MA)**

Crimes Against Persons or Property

Assault by striking, beating, or wounding	18 U.S.C. 113(a)(4)	MA
Breach of Peace/Disorderly Conduct	18 U.S.C. 13/F.S. 877.03	\$250
Loitering or Prowling	18 U.S.C. 13/F.S. 856.021	\$250
Petit theft (less than \$100)	18 U.S.C. 13/F.S. 812.014(3)(a)	\$250
Simple Assault	18 U.S.C. 113(a)(5)	MA
Vandalism/Criminal Mischief (damage \$200 or less)	18 U.S.C. 13/F.S. 806.13(1)(b)	\$250

Controlled Substances and Alcoholic Beverages

Public intoxication	18 U.S.C. 13/F.S. 856.011	\$150
Possession of alcohol (under twenty-one years of age)	18 U.S.C. 13/F.S. 562.111	\$100

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

VEHICLE AND TRAFFIC SAFETY

License Violations

Adult not in front seat (learners permit)	14 CFR 1204/F.S. 322.1615(2)	\$50
Allowing unauthorized minor to drive (parent/guardian)	18 U.S.C. 13/F.S. 322.35	\$100
Allowing unauthorized person to drive	18 U.S.C. 13/F.S. 322.36	\$50
Unlawful displaying/Representing of another's license	18 U.S.C. 13/F.S. 322.32(3)	\$50
Expired license (six months or less)	14 CFR 1204/F.S. 322.065	\$50
Expired license (more than six months)	18 U.S.C. 13/F.S. 322.03(5)	\$200
No license	18 U.S.C. 13/F.S. 322.03(1)	\$200
DWLSR with/without knowledge	14 CFR 1204/F.S. 322.34(1)	\$150
Unlawful use/possession of suspended/revoked license	18 U.S.C. 13/F.S. 322.32	\$150
Violation of license restrictions	14 CFR 1204/F.S. 322.16	\$50
Operating 11PM to 6AM (sixteen years of age)	14 CFR 1204/F.S. 322.16(2)	\$50
Operating 1AM to 5AM (seventeen years of age)	14 CFR 1204/F.S. 322.16(3)	\$50

Registration Violations

Altered tag or decal	14 CFR 1204/F.S. 320.061	\$50
Attaching unassigned tag or decal w/knowledge	18 U.S.C. 13/F.S. 320.261	\$50
Expired registration (six months or less)	14 CFR 1204/F.S. 320.07(3)(a)	\$50

Expired registration (more than six months, first offense)	14 CFR 1204/F.S. 320.07(3)(b)	\$50
Improper display of registration	14 CFR 1204/F.S. 316.605(1)	\$50
Failure to provide proof of registration	14 CFR 1204/F.S. 320.0605	\$50
Tag required/Unregistered vehicle	18 U.S.C. 13/F.S. 320.02(1)	\$50
Unlawful use of temporary tag	14 CFR 1204/F.S. 320.131(3)	\$50

Equipment Violations

Blue lights on vehicle	14 CFR 1204/F.S. 316.2397(2)	\$50
Brake light required/inoperable	14 CFR 1204/F.S. 316.222(1)	\$50
Head light required/inoperable	14 CFR 1204/F. S. 316.220	\$50
Head light tinted covers	14 CFR 1204/F.S. 316.220(1)	\$50
Tag lights required/inoperable	14 CFR 1204/F.S. 316.221(2)	\$50
Tag lights must be white	14 CFR 1204/F.S. 316.224(3)	\$50
Turn signals required/inoperable	14 CFR 1204/F.S. 316.222(2)	\$50
Unsafe/faulty/defective equipment	14 CFR 1204/F.S. 316.215	\$50
Windshield cracked/damaged	14 CFR 1204/F. S. 316.2952	\$50
Windshield wipers required/inoperable	14 CFR 1204/F.S. 316.2952	\$50

Parking Violations

Handicap zone (without/expired permit)	14 CFR 1204/F.S. 316.1955(1)	\$250
Standing or parking a vehicle within:		
- fifteen feet of a fire hydrant		
- twenty feet of a crosswalk or intersection		
- thirty feet of a traffic signal or sign	14 CFR 1204/F.S. 316.1945(1)(b)	\$25
Parking a vehicle in a no parking zone	14 CFR 1204/F.S. 316.1945(1)(c)	\$25

Traffic Control Device Violations

Avoiding	14 CFR 1204/F.S. 316.074(2)	\$80
Failure to obey	14 CFR 1204/F.S. 316.074(1)	\$80
Failure to obey detour sign	14 CFR 1204/F.S. 316.078(1)	\$80
Failure to obey red traffic light	14 CFR 1204/F.S. 316.075(1)(c)(1)	\$80
Failure to obey stop sign	14 CFR 1204/F.S. 316.123(2)(a)	\$80

Speed Violations

Too fast for conditions	14 CFR 1204/F.S. 316.183(4)	\$60
Too slow/Impede traffic	14 CFR 1204/F.S. 316.183(5)	\$50
Speeding (fines doubled if in construction zone)	14 CFR 1204/F.S. 316.183(2)	
- 5-9 MPH above posted limit		\$50
- 10-14 MPH above posted limit		\$100
- 15-19 MPH above posted limit		\$125
- 20-29 MPH above posted limit		\$150
- 30+ MPH above posted limit		\$250

Passing Violations

Driving off pavement (on shoulder)	14 CFR 1204/F.S. 316.084(2)	\$50
Failure to allow three feet when overtaking bicycle	14 CFR 1204/F.S. 316.083(1)	\$50
No passing zone	14 CFR 1204/F.S. 316.0875(1)	\$50
Passing a vehicle stopped for pedestrian crossing	14 CFR 1204/F.S. 316.130(9)	\$50

Failure to Yield Right of Way Violations

Failure to yield at intersection	14 CFR 1204/F.S. 316.123(3)	\$50
When entering/approaching intersection	14 CFR 1204/F.S. 316.121	\$50
Failure to use due care near pedestrian or bicyclist	14 CFR 1204/F.S. 316.130(15)	\$50
Failure to yield to emergency vehicle	14 CFR 1204/F.S. 316.126(1)(a)	\$100
Failure to yield to emergency vehicle (Move over Law)	14 CFR 1204/F.S. 316.126(1)(b)	\$100
Failure to yield to pedestrian:		
- at yield sign	14 CFR 1204/F.S. 316.123(3)	\$50
- at traffic signal	14 CFR 1204/F.S. 316.075(1)(c)	\$50
- at crosswalk	14 CFR 1204/F.S. 316.130(7)	\$50

Seatbelt Violations

Failure to wear seatbelt (passenger eighteen years of age)	14 CFR 1204/F.S. 316.614(5)	\$50
Children three years of age and under not in Federally-approved child restraint seat	14 CFR 1204/F.S. 316.613(1)(a)	\$50
Children four to five years of age not in safety belt, child restraint/seat	14 CFR 1204/F.S. 316.613(1)(a)	\$50
Children six to seventeen years of age not in safety seat	14 CFR 1204/F.S. 316.613(1)(a)	\$50
Failure to wear seatbelt (driver)	14 CFR 1204/F.S. 316.614(5)	\$50

Miscellaneous Violations

Careless driving (without accident)	14 CFR 1204/F.S. 316.1925(1)	\$100
Driving on sidewalk	14 CFR 1204/F.S. 316.1995	\$50
Driving on wrong side of road	14 CFR 1204/F.S. 316.081(1)	\$60
Driving under the influence of drugs or alcohol	18 U.S.C. 13/F.S. 316.193	MA
Driving with headset covering both ears	14 CFR 1204/F.S. 316.304(1)	\$50
Failure to drive in single lane	14 CFR 1204/F.S. 316.089(1)	\$50
Failure to obey police officer/firefighter	18 U.S.C. 13/F.S. 316.072(3)	\$200
Failure to use hands free device while driving	14 CFR 1204/KNPR 1600.1	\$50
Failure to use headlights at night or during period of decreased visibility	14 CFR 1204/F.S. 316.217(1)	\$50
Following too closely	14 CFR 1204/F.S. 316.0895(1)	\$50
Improper backing	14 CFR 1204/F.S. 316.1985(1)	\$50
Leaving children unattended in vehicle	18 U.S.C. 13/F.S. 6135(1)(a)	\$50
Open container of alcohol in vehicle	14 CFR 1204/F.S. 316.1936(2)	\$80
Reckless driving	18 U.S.C. 13/F.S. 316.192(1)	\$250

Motorcycle Operations

Carrying item preventing both hands on handlebars	14 CFR 1204/F.S. 316.2085(4)	\$50
Driving upon sidewalk or bike path	14 CFR 1204/F.S. 316.1995	\$50
Eye protection for operator required	14 CFR 1204/F.S. 316.211(2)	\$50
Headlight must be on	14 CFR 1204/F.S. 316.405(1)	\$50
Motorcycle endorsement required	18 U.S.C. 13/F.S. 322.03(4)	MA
No or improper helmet	14 CFR 1204/F.S. 316.211(1)	\$50
Passenger interfering with operation	14 CFR 1204/F.S. 316.2085(5)	\$50
Passing/overtaking in the same lane as vehicle passed	14 CFR 1204/F.S. 316.209(2)	\$50
Passing off of pavement	14 CFR 1204/F.S. 316.084(2)	\$50
Riding between lanes of traffic	14 CFR 1204/F.S. 316.209(3)	\$50
Riding more than two abreast in single lane	14 CFR 1204/F.S. 316.209(4)	\$50
Seat for rider/passenger required	14 CFR 1204/F.S. 316.2085(1)	\$50
Wearing headset (not part of helmet)	14 CFR 1204/F.S. 316.304(1)	\$50

Traffic Accidents

Careless driving	14 CFR 1204/F.S. 316.1925	\$200
Failure to immediately report (driver)	14 CFR 1204/F.S. 316.065	\$50
Failure to provide proof of insurance (at time of crash)	14 CFR 1204/F.S. 316.066(1)(d)	\$50
Leaving scene (attended property damage)	18 U.S.C. 13/F.S. 316.061(1)	\$100
Leaving scene (unattended property damage)	18 U.S.C. 13/F.S. 316.063(1)	\$50
Making a false crash report	18 U.S.C. 13/F.S. 316.067	\$250

APPENDIX C: REFERENCE DOCUMENTS

- a. Atomic Energy Act of 1954, as amended, 42 U.S.C. § 2011 et seq
- b. Permission to Use Firearms, 51 U.S.C. § 20133
- c. Arrest Authority, 51 U.S.C. § 20134
- d. The Homeland Security Act, Pub. L. No. 107-296, 116 Stat. 2135 (2002)
- e. HSPD-7, Critical Infrastructure Identification, Prioritization, and Protection
- f. HSPD-12: Policy for a Common Identification Standard for Federal Employees and Contractors
- g. Classified National Security Information, Exec. Order No. 13526, 75 C.F.R. 707 (2010)
- h. Controlled Unclassified Information, Exec. Order No. 13556
- i. Suitability, 5 C.F.R. Part 731
- j. Chemical Facility Antiterrorism Standards (CFATS), 6 C.F.R. Part 27
- k. Security Programs; Arrest Authority and Use of Force by NASA Security Force Personnel, 14 C.F.R Part 1203B
- l. Inspection of Persons and Personal Effects at NASA Installations or on NASA Property; Trespass or Unauthorized Introduction of Weapons or Dangerous Materials, 14 C.F.R. Part 1204, subpart 10
- m. Enforcing Traffic Laws at NASA Centers and Component Facilities, 14 C.F.R. 1204, subpart 11
- n. Law Enforcement Officers Safety Act Improvements Act of 2013, as amended
- o. NPD 1000.3 The NASA Organization
- p. NPR 1382.1, NASA Privacy Procedural Requirements
- q. NPD 1440.6, NASA Records Management
- r. NPR 1600.2, NASA Classified National Security Information
- s. NPD 1600.3, Policy on Prevention of and Response to Workplace Violence
- t. NPD 1600.4, National Security Programs
- u. NPD 9800.1, NASA Office of Inspector General Programs
- v. NPR 1600.4, Identity and Credential Management
- w. NID 1600.55, Sensitive But Unclassified (SBU) Controlled Information
- x. NPR 1660.1 NASA Counterintelligence and Counterterrorism
- y. NPR 2810.1A, Security of Information Technology (Revalidated with Change 1, dated May 19, 2011)
- z. NPR 2841.1 Identity, Credential, and Access Management
- aa. NPR 4200.1, NASA Equipment Management
- bb. NPR 8000.4, Agency Risk Management Procedural Requirements
- cc. NPR 8621.1, NASA Procedural Requirements for Mishap and Close Call Reporting, Investigating, and Recordkeeping
- dd. NPR 8715.3, NASA General Safety Program Requirements
- ee. Sensitive Compartmented Information Facilities (SCIFs), Director of National Intelligence (DNI) Intelligence Community Directive (ICD) 705
- ff. Technical Surveillance Countermeasures (TSCM) ICD 702
- gg. NSDD 298, National Operations Security Program
- hh. Critical Infrastructure Security and Resilience Presidential Policy Directive (PPD)-21
- ii. The Risk Management Process for Federal Facilities: An Interagency Security Committee Standard, August 2013, 1st edition
- jj. SF 312, Classified Information Nondisclosure Agreement
- kk. SCI NDI 4414, Sensitive Compartmented Information (SCI) Nondisclosure Agreement