

THE UNIVERSITY OF ALABAMA IN HUNTSVILLE
BADGE AND/OR REMOTE IT ACCESS TO NASA/MSFC FACILITIES
AND/OR IT NETWORK

Number 07.04.08

Division Office of Research Security (ORS)

Date April 29, 2014

Purpose These procedures were developed for the following purposes to ensure there is no unauthorized access to NASA/MSFC facilities and/or Network.

Policy The University of Alabama in Huntsville shall cooperate with NASA to provide UAH employees with access to Marshall Space Flight Center facilities or its IT network.

Procedures All individual's requiring access must complete the on-line Export Control Training; this training is required annually.

All individual's requiring access will complete a Personal Data Sheet; this will remain on file with the Office of Research Security.

All individual's requiring access will provide a copy of proof of citizenship to the Office of Research Security.

All individual's requiring access will complete a NASA Form 1574 Privacy Act Statement this will be kept on file with the Office of Research Security.

All individual's requiring access will complete a NASA Form 1760 Risk Designation Form this will be kept on file with the Office of Research Security.

All Foreign National and Permanent Resident's will be required to a Quick Background Check. The background check will be submitted to NASA Counter Intelligence Agent (CIA) via the Office of Research Security.

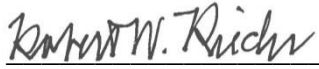
All individual's requiring access will receive and acknowledge that they have been given MSFC New Hire Security Information Briefing. This briefing will be done by the Office of Research Security.

An email will be sent from the Office of Research Security to NASA COR requesting her approval for the Request for access either Badge and/or Remote IT.

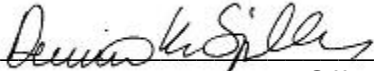
Review

The Director of Office of Research Security will be responsible for the review of this policy every four years (or whenever circumstances require).

Approval



Chief University Counsel

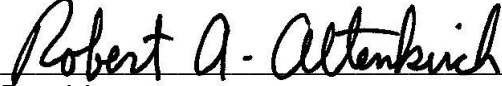


Security Administrator Office of Research Security



Vice President for Research and Economic Development

APPROVED:



President