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   Vice President for Research and Economic Development - Office of Research Security (ORS)

Date   April 29, 2014; Revised November 13, 2023

Purpose   This Policy was developed to ensure there is no unauthorized access to National Aeronautics and Space Administration (NASA)/Marshall Space Flight Center (MSFC) facilities and/or network.

Policy   This policy applies to all faculty, staff, and students who require access to NASA/MSFC facilities and/or NASA network through a NASA/MSFC Contractor Access badge, Physical Access, and/or NASA Remote IT.

All individuals requiring access are required to complete Export Control Training on an annual basis.

All individuals requiring access must complete a Personal Data Sheet, a NASA Form 1574 Privacy Act Statement, and a NASA Memorandum for Record, as well as provide proof of citizenship. These will be kept on file with ORS.

Non-U.S. citizens requesting access during non-business hours will require a vetting process (Name Check), which will be completed by NASA.

For Non-U.S. citizens requesting access during non-business hours, a Technology Control Plan (TCP) will be generated between the UAH Supervisor of the non-U.S. person and ORS. The TCP will be signed by supervisor, the non-U.S. person, and the ORS representative.

Review   The ORS Director will be responsible for the review of this policy every five years (or whenever circumstances require).