

## **Additional Provisions For Work Performed At A Government Installation (Site) (SPOC)**

### **1. Definitions**

As used in this Order:

"Contracting Officer" means a person with the authority to enter into, administer and/or terminate Government contracts and make related determinations and findings. The term includes certain authorized representatives of the Contracting Officer acting within the limits of their authority as delegated by the Contracting Officer.

"Government" means the Government of the United States.

"Prime contract" means the Government contract under which this order is issued.

"FAR" means the Federal Acquisition Regulation and "NFS" means the NASA FAR Supplement. The text of the clauses identified below by a FAR or NFS clause number are incorporated herein by reference, subject to the following definitions and to the modifications indicated:

"Prime Contractor" means United Space Alliance, LLC or Buyer

"Contractor" means Seller

"Subcontractor" means Seller's subcontractor

"Contract" means this Order

### **2. Security/Badging Requirements for Foreign Nationals Visitors and Employees/Representatives of Foreign Contractors**

- (a) An employee of a domestic Johnson Space Center (JSC) contractor or its subcontractor who is not a U.S. citizen (foreign national) may not be admitted to any NASA installation site for purposes of performing work without special arrangements. In addition, all employees or representatives of a foreign JSC contractor/subcontractor may not be admitted to any NASA installation site without special arrangements. For employees as described above, advance notice must be given to the Security Office of the host NASA installation through the Contracting Officer and Buyer at least 3 weeks prior to the scheduled need for access to the site so that instructions on obtaining access may be provided. In addition to these requirements, foreign nationals/representatives from designated countries that request physical/logical access to any NASA installation or information resource must be approved by both the local NASA center and NASA Headquarters (HQ). All designated foreign national/representative requests must be submitted at least 4 weeks before the start date of access. Seller should be aware that approval for access to the site and issuance of a badge may take much longer than three weeks and sufficient lead time must be allowed to accommodate the approval process.
- (b) All visit/badge requests for persons described in (a) above must be entered in the NASA Foreign National Management System (NFMMS) for acceptance, review, concurrence and approval purposes. When an authorized company official requests a NASA installation badge for site access, he/she is certifying that steps have been taken to ensure that its Seller or lower-tier subcontractor employees, visitors, or representatives will not be given access to export-controlled or classified information for which they are not authorized. The authorized company officials shall serve as the Seller's representative(s) in certifying that all visit/badge request forms are processed in accordance with the cognizant NASA installation security and export control procedures. No foreign national, representative, or resident alien contractor/subcontractor employee shall be granted access into any NASA installation until a completed RFR has been approved and processed through the NFMMS. Unescorted access will not be granted unless a favorable National Agency Check (NAC) has been completed by the cognizant NASA Installation Security Office, and an approved NASA Foreign National Visitor Security/Technology Control Plan (STTCP), (previously called the Access Control Plan) has been submitted and approved.



NPD 4100.1	Supply Support and Material Management Policy
NPD 4200.1	Equipment Management
NPD 4300.1	NASA Personal Property Disposal Policy
NPD 4300.4	Use of Space Shuttle and Aerospace Vehicle Materials as Mementos
NPD 8010.2	Use of the SI (Metric) System of Measurement in NASA Programs
NPD 8500.1	NASA Environmental Management
NPD 8710.1	NASA Emergency Preparedness Program
NPD 8710.5	NASA Safety Policy for Pressure Vessels and Pressurized Systems
NPD 8800.14	Policy for Real Property Management
NPD 8820.3	Facility Sustainable Design
NPD 8831.1	Maintenance of Institutional and Program Facilities and Related Equipment
NPD 9501.1	NASA Contractor Financial Management Reporting System

## **6. NASA Procedural Requirements and Standards**

NPR 1441.1	NASA Records Retention Schedules
NPR 1490.1F	NASA Printing, Duplicating, and Copying, Forms, and Mail Management
NPR 1600.1	NASA Security Program Procedural Requirements (Dated 11/03/04)
NPR 1600.3	Policy on Prevention of and Response to Workplace Violence
NPR 1620.2	Physical Security Vulnerability Risk Assessments
NPR 1620.3	Physical Security Requirements for NASA Facilities and Property
NPR 1660.1	Counterintelligence (CI)/Counterterrorism (CT) Procedural Requirements
NPR 2800.1	Managing Information Technology
NPR 2810.1A	Security of Information Technology
NPR 4100.1	NASA Materials Inventory Management Manual
NPR 4200.1	NASA Equipment Management Manual
NPR 4200.2	Equipment Management Manual for Property Custodians
NPR 4300.1	NASA Personal Property Disposal Procedural Requirements
NPR 4310.1	Identification and Disposition of NASA Artifacts
NPR 5200.1	Industrial Labor Relations Manual
NPR 6000.1	Requirements for Packaging, Handling, and Transportation for Aeronautical and Space Systems, Equipment and Associated Components
NPR 7120.5C	NASA Program and Project Management Processes and Requirements
NPR 8000.4	Risk Management Procedural Requirements
NPR 8553.1	NASA Environmental Management System (EMS)
NPR 8570.1	Energy Efficiency and Water Conservation
NPR 8715.1	NASA Safety and Health Handbook Occupational Safety and Health Programs
NPR 8715.3	NASA Safety Manual

- NPR 8715.4            Inservice Inspection of Ground-Based Pressure Vessels and Systems (3/29/04)
- NPR 8735.1            Procedures for Exchanging Parts, Materials, and Safety Problem Data Utilizing the Government-Industry Data Exchange Program and NASA Advisories
- NPR 8800.15           Real Estate Management Program Implementation Manual
- NPR 8820.2            Facility Project Implementation Guide
- NPR 8831.2            Facilities Maintenance Management
- NPR 9501.2            NASA Contractor Financial Management Reporting

**7. Other NASA Policy Issuances**

NASA Guidance for Implementation of Environmental Executive Order 12856, Federal Compliance with Right-to-Know Laws and Pollution Prevention Requirements and Related Environmental Executive Order (December 1994)

NASA Environmental Justice Strategy (March 1995)

Technical Memorandum 108606, NASA Metric Transition Plan (February 10, 1992)

**8. Policy Issuances External to NASA**

Executive Order 13423            Strengthening Federal Environmental, Energy, and Transportation Management

SAE, AS9001                        Quality Management Systems – Aerospace Requirements

ANSI/ISO/ASQ Q9001-2000 American National Standard Quality Management System - Required

ANSI/NCSL Z540-1-1994          Calibration Laboratories and Measurement and Test Equipment