

Additional Provisions For Work Performed At A Government Installation (Site) (IMOC)

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.

- (c) Seller agrees that it will not employ for the performance of work onsite at any NASA installation any individuals who are not legally authorized to work in the United States. If the cognizant NASA installation Industrial Security Specialist or the Contracting Officer has reason to believe that any employee of Seller/subcontractor may not be legally authorized to work in the United States and/or on the Order, Seller/subcontractor may be required to furnish copies of Form I-9 (Employment Eligibility Verification), U.S. Department of Labor Application for Alien Employment Certification, and any other type of employment authorization document.

Seller agrees to provide the information requested by the cognizant NASA installation Security Office in order to comply with NASA policy directives and guidelines related to foreign visits to NASA facilities so that (1) the visitor/employee/representative may be allowed access to JSC or other NASA Centers for performance of this Order, (2) required investigations can be conducted and (3) required annual or revalidation reports can be submitted to NASA HQ. All requested information must be submitted in a timely manner in accordance with instructions provided by JSC or any other Center to be visited.

3. Compliance with Applicable Center Policies and Procedures

- (a) Seller and Seller's subcontractor personnel (regardless of tier) working on-site at NASA centers (or off-site as policies and procedures dictate) are required to comply with applicable agency and center policies and procedures. These are contained in this document. Unless specifically noted with version or date, Seller and pertinent lower-tier subcontractors shall comply with the latest revisions of these policies and procedures. Otherwise, requirements to comply with additions and deletions to this listing and/or latest document revisions will be made by contract modification. Seller shall promptly take corrective action upon receipt of notice from Buyer, Contracting Officer, or representative of Buyer of noncompliance with any applicable center policy or procedure.
- (b) Additional contract clauses with applicability specific to each center are contained in this document. Seller shall comply with these clauses when performing effort at the respective NASA center.

4. NASA FAR Supplement Clauses Incorporated by Reference

- 1852.236-73 Hurricane Plan (Dec 1988)
 (Applicable if this contract is for facilities-related effort)
- 1852.237-70 Emergency Evacuation Procedures (Dec 1988)
 "Contracting Officer" means Contracting Officer and/or Buyer.

5. NASA Policy Directives

- NPD 1040.4 NASA Continuity of Operations
- NPD 1440.6 NASA Records Management
- NPD 1490.1 NASA Printing, Duplicating, Copying, Forms and Mail Management
- NPD 1600.2 NASA Security Policy
- NPD 1660.1 NASA Counterintelligence (CI) Policy
- NPD 2540.1 Personal Use of Government Office Equipment Including Information Technology
- NPD 2800.1 Managing Information Technology
- NPD 2810.1 NASA Information Security Policy
- NPD 2820.1 NASA Software Policy
- (Applicable only to software developments or software procurements that are entirely new, not upgrades to existing systems, valued at over \$2,000,000, and are for delivery as products to NASA for NASA use)
- 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 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
15 C.F.R. 730 - 744	Department of Commerce (DOC) Export Administration Regulations
22 C.F.R. 120 - 130	Department of State (DOS) International Traffic in Arms (ITAR)