

Dryden Flight Research Center Policies & Procedures

The following clauses, policies and procedures apply only to work performed at Dryden Flight Research Center (DFRC), California:

1. Definitions

Paragraph 1. Definitions, of the attached SM353, "Additional Provisions for Work Performed at a Government Installation (Site)(SPOC)," shall apply to the clauses below.

2. Security Registration and Identification Badges – On-Site Contractors, Excluding Construction (DFRC 52.204-90)

- (a) It is required that all person engaged in work at DFRC be registered and badged by the Security Office.
- (b) It is Seller's responsibility that each of its employees or representatives wear the identification badge issued at all times they are within the boundaries of DFRC. Badges shall be worn in such a manner as to be clearly visible (on the left lapel of the coat or on the upper part of the outer garment).
- (c) (1) Seller shall ensure that all terminated employees or employees no longer connected with the work being performed under this Order are processed through the DFRC Security Check-out Procedures. Badges and vehicle passes/decals must be accounted for and returned. If a computer account has been established, the account must also be deactivated.
- (2) Seller shall be notified by the Government if a terminated employee has not been processed through the Security Check-out Procedures. Seller then has 30 days by which to process the terminated employee without penalty. After 30 days, a Bill of Collection will be issued by the Government in the amount of \$500 for each terminated employee that has not been processed through the checkout procedures.
- (d) Support Service Contracts:
 - (1) U.S. CITIZENS AND PERMANENT RESIDENT ALIENS. On the first day of work, check in at the NASA Reception Building (Bldg. 4825). A temporary badge will be issued and Seller's employee will be directed to the work site. As soon as practical, bring the completed "Non-Government Employee Security Badging Packet," NASA Form 531, to the Security Office (Building 4825). Seller's employees will need to submit a completed packet for each badge issued, including renewals. Fingerprints will be taken if necessary and a permanent badge, decal, etc., will be issued. All terminating employees must check out through the Badge Office.
 - (2) FOREIGN NATIONALS (PASSPORTS, VISAS, NON-IMMIGRANT ALIENS). A National Agency Check is a prerequisite for a foreign national, making it necessary that all paperwork be submitted to the Security Office, Code XAS, M/S D-4825, at least 60 days in advance of the anticipated entry date. The Security Office will provide guidance as to what paperwork and type of visa are required.
 - (3) RESERVE GATE PROCEDURE. In the event of a labor dispute, the Government may restrict entrance and exit of Seller's employees and Seller's suppliers to a specified gate at DFRC, pursuant to Chapter 4 of NASA Handbook 5200.1 entitled "Industrial Labor Relations Manual." Seller agrees to have its employees rebadged and to direct them and its suppliers to utilize only the designated gate.

3. Security Registration and Identification Badges – On-Site Contractors, Excluding Construction (DFRC 52.204-90)(Feb 2001)

- (a) All persons engaged in work at DFRC are required to be registered and badged by the Security Office, and to follow all security regulations and requirements.
- (b) Seller is responsible for assuring that each employee or company representative wears his/her issued identification badge at all times while they are within the boundaries of DFRC. Badges shall be worn above the waist in such a manner as to be clearly visible.
- (c) Seller shall ensure that all employees who are terminated or who are no longer connected with the work being performed under this Order are processed out through the Security Office. Badges, keys, vehicle passes/decals, and other Government property must be accounted for and returned. If a computer account has been established, the account must be deactivated.
- (d) Only U.S. Citizens and Permanent Resident Aliens will be badged by the security office. Foreign Nationals (non-immigrant aliens) WILL NOT be badged or permitted to perform on-site work on the project (other than to be escorted) until a National Agency Check has been completed.
- (e) After badging, Seller and its subcontractor employees will be permitted to enter the DFRC and to drive by direct route from that gate to the parking area assigned to Seller by the Contracting Officer.
- (f) Employees of construction contractors shall turn in their badges to the Visitor Badging Office, Building 4825, when they complete working on-site.

4. Reports of Work

- (a) Metrology Control Document. Seller shall prepare a metrology control document for each instruction calibrated/repared (DFRC Form 760).
- (b) NASA Mishap Report. Seller shall report any accident to the COTR/CO within 2 hours after its occurrence and submit a NASA Form 1627 to the Safety Office within 24 hours of any mishap.

5. Dryden Policy Directives and Procedural Requirements

DPD 1610.1 Personal Identification – Badges and Passes