ATTACHMENT H
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NATIONAL AERONAUTICS AND SPACE ADMINISTRATION

GODDARD SPACE FLIGHT CENTER

WALLOPS FLIGHT FACILITY

WALLOPS ISLAND, VA 23337

WFF SPONSOR RESPONSIBILITY AND VOUCHING POLICY FOR

Wallops Flight Facility Water System Upgrade

LOCATED

AT

NASA GSFC/WALLOPS FLIGHT FACILITY

WALLOPS ISLAND, VIRGINIA

DATE: 11/25/2002

Sponsor Responsibilities and Vouching Policy
Wallops Flight Facility
November 25, 2002

The responsibilities and policies outlined below apply to Goddard Space Flight Center's (GSFC) Wallops Flight Facility (WFF) civil servant, contractor, and tenant/tenant contractor employees who vouch for the unescorted access of visitors (U.S. citizens and foreign nationals) to the Center. Sponsors must be permanently picture-badged GSFC employees. Sponsors are personally responsible for each visitor for whom unescorted access has been requested and must read and understand the responsibilities outlined below. Depending on the circumstances surrounding a security incident/infraction involving a visitor, sponsors will be held accountable for the actions of visitors during the entire time the visitor is on the Center.

1. Sponsors should brief visitors on their responsibilities prior to arrival at the Center. In addition, they should be briefed on the following information: Visitors are prohibited from carrying/introducing onto the Center firearms or other dangerous weapons; explosives, incendiary devices; illegal substances; or materials likely to produce injury to persons or damage to property.
2. Sponsors will brief their visitors that their badges must be worn at all times while on the Center. Sponsors will clearly identify and brief their visitors on the buildings and specific rooms/areas they are authorized to access during their visit to the Center.
3. Sponsors must understand that improper use of a badge issued to their visitor may result in revocation of the badge, at which time the visit may be terminated or the sponsor may be required to make arrangements to provide 100% escort of the visitors for the remainder of their visit.
4. Sponsors will advise visitors that unauthorized movement outside designated work or meeting spaces, or failure to follow guidelines briefed to them, may result in termination of the visit. In addition, sponsors may terminate the visit at any time if they believe the visitor is acting in a strange manner or failing to follow security protocols. If at any time a visitor departs the work or meeting space without the sponsor or the sponsor loses control of the visitor, sponsors should make every effort to locate the visitor and immediately notify the WFF Security Office (WSO) (x2536 or x2222) or the 24-hour Emergency Dispatcher (x1333 or x911) and provide the visitor's name, nationality, and last known location. Sponsors may also contact the (WSO) at any time they believe a visitor creates a problem or fails to follow security protocols.
5. Sponsors will ensure that all visitors, including children, are monitored and do not wander into unauthorized rooms or areas.
6. At the end of each visit, the sponsor will inform the visitor to deposit his/her badge in the box located at the entrance gate.

I have read and understand the sponsor responsibilities outlined above. I understand that visits are subject to random review by GSFC Security Office representatives and that non-compliance with the established protocols may constitute grounds for loss of my sponsor privileges, termination of the visit, and possible disciplinary action by my immediate supervisor. In addition, all incidents involving visitors and/or their sponsors will be investigated by the WSO

and a copy of the incident/investigative reports will be forwarded to the appropriate Director of for review and possible action.

Vouching Policies

Who May Approve	Period/Duration of Visit*
GSFC Permanent Picture-Badged Employee	Up to 1 week (5 workdays), normal duty hours only**
WFF Branch Head/WFF Office Chief or Navy Division Officer/Chief (equivalent or above)	1 week (6 workdays) to 3 months; or after hours access up to 3 months
NASA-Senior WFF Directorate Manager **SCSC**-Commanding Officer, Executive Officer, Executive Director, Director of Combat Systems, Director of Business Operations **U.S. Coast Guard**-Commanding Officer, Executive Officer **NOAA**-Station Manager, Branch Manager	From 4 to 6 months, or after hours access up to 6 months*

*Requests for unescorted access for vendors, non-employee vehicle drivers, project personnel supporting classified projects, and for large groups of visitors must be approved by the WSO (building N161). Visitors requiring badges from 4 to 6 months must also be approved by the WSO.
**Normal duty hours for the WFF are from 6:00 a.m. to 6:00 p.m., Monday through Friday, except holidays. Normal duty hours for the R30 Compound and buildings V10, V20, and V24 are 24 hours a day, 7 days a week.

Foreign National Visitors: Procedures for processing foreign national visitors remain essentially unchanged. Prior coordination with and approval by the WFF International Coordinator and GSFC Export Control (as well as NASA headquarters in the case of foreign nationals from designated countries) is required for all visitors and employees who are non-US citizens, including Permanent Resident Aliens (i.e., those is the possession of green cards). (Note: International Visit protocols require that visits of foreign nationals must be requested at least 20 working days (4 calendar weeks) in advance for a visit 30 days or less and 2 calendar months in advance for an assignment over 30 days.)