ATTACHMENT G
NNG15533004R

NATIONAL AERONAUTICS AND SPACE ADMINISTRATION

GODDARD SPACE FLIGHT CENTER

WALLOPS FLIGHT FACILITY

WALLOPS ISLAND, VA 23337

SPONSOR RESPONSIBILITIES AND VOUCHING POLICY FOR

Wallops Island Fire Station

LOCATED

AT

NASA GSFC/WALLOPS FLIGHT FACILITY

WALLOPS ISLAND, VIRGINIA

DATE: 12/2013

Sponsor Responsibilities and Vouching Policy

The responsibilities and policies outlined below apply to GSFC civil servant and contractor employees who vouch for the unescorted access of visitors to the Center. Sponsors must be 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 pre-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 GSFC Protective Services Division (x6-8661 at Greenbelt or x1333 at Wallops), and provide the visitor's name, nationality, and last known location. Sponsors may also contact the appropriate GSFC Protective Services Division at any time they believe a visitor creates a problem or fails to follow security protocols.**

5. **Sponsors will ensure that all visitors, to include children, are monitored and do not wander into unauthorized rooms or areas.**

6. **At the end of each visit, the sponsor will brief the visitor to deposit his/her badge in the box located at any of the gates.**

[NOTE: If afterhours access is required from 6:00 p.m. to 6:00 a.m; (no weekends or holidays), please notify Protective Services when submitting the Temporary Badge Request.]

Foreign National Visitors: Prior coordination with and approval by the International Visit Coordinator (as well as NASA Headquarters in the case of foreign national visitors from designated countries) is required for all visitors who are non-US citizens. [**Note**: Requests for visitors from non-designated countries must be sponsored and submitted to the International Visitor Coordinator's office least 10 full business days prior to the visit; forms for visitors from designated countries must be sponsored and submitted at least 20 full business days prior to the visit. Individuals born in designated countries who hold non-designated passports will be reviewed as the designated country they were born in.]

Revised 12/2013