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| **Unescorted Access:**  **Subcontractor Badging Instructions and Requirements**  *(RFP/ITB Attachment B-12)* |

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| **General Overview** |

JPL (“the Lab”), as a Government Prime Contractor and a Federally Funded Research and Development Center (FFRDC), requires that access by subcontractor personnel be controlled at all times. Subcontractor personnel requiring unescorted access to the Lab shall adhere to the instructions and requirements set forth in this document. Failure to comply with this document will result in denied access to the Lab. The three types of discrete badging processes are as follows:

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| **Process 1: JPL Service and Construction Visit (Daily Badge)**  **(1 to 29 days in a rolling 12 month period)** |

* Your JPL host or sponsor will initiate the daily JPL badge process for your Service and Construction Visit via the NASA Enterprise Visitor Access Management (EVAMS) system. Each visitor will then receive an email requesting completion of a NASA Visitor Profile. This request includes general company information, the name and required personal information for each subcontractor personnel requiring access to the Lab and must be filled out in advance by each individual.
* Upon successful electronic submission of the EVAMS Service and/or Construction Visit request, JPL Protective Services Division (PSD) will complete a National Crime Information Center (NCIC) inquiry. All individuals who pass this inquiry will be granted access to the Lab via the South Gate.
* At the South Gate guard station, the individual will check in, present REAL ID compliant identification, and be provided a Daily Badge.
* A 72-hour lead time is required for this process.

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| **Process 2: Temporary Unescorted Physical Access (Local Contractor Badge)**  **(30 to 179 days in a rolling 12-month period)** |

* The JPL host or sponsor will initiate the Service and Construction Visit (see above) process to provide daily access to the individual, while the Local Contractor badge process is completed. Lab access will be through the South Gate prior to receipt of the Local Contractor badge.
* Once the completed EVAMS Service and/or Construction Visit has been submitted electronically, JPL PSD will complete a National Crime Information Center (NCIC) inquiry. All individuals who pass this inquiry will be granted access to the Lab via the South Gate with a Daily Badge.
* The JPL host or sponsor will complete the JPL-ID onboarding request. Once approved by all stakeholders, the subcontractor will receive an email requesting that all subcontractor personnel requiring access to the Lab schedule an appointment to complete “local” enrollment with the JPL Badge Office. During this local enrollment, the subcontractor personnel will provide:
  + Original I-9 documents (i.e. Original Birth Certificate, Valid U.S. Passport, Naturalization certificate, Lawful Permanent Resident Card, DD214 with Date and Place of Birth)
  + Fingerprints
  + Photo

Local Enrollments are conducted at the South Gate with a JPL Security Specialist. Appointments must be made in advance. The South Gate Badge Office is open Monday through Friday 6:00am-2:00pm (closed for lunch 10:15am to 11:00am).

* Once authorized by NASA, JPL PSD will print and issue a Local Contractor badge to the subcontractor personnel. The Local Contractor badge allows access to the Lab from all badge reader-controlled turnstiles.

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| **Process 3: Long Term Unescorted Tier 2 Physical Access (Smartcard PIV Badge)**  **(180-365 days in a rolling 12-month period)** |

* The JPL host or sponsor will complete the JPL-ID on-boarding request for an affiliate badge by completing Process 2 (see above).
* JPL PSD will complete a Position Risk Assessment. If approved, a National Crime Information Center (NCIC) inquiry will be completed by JPL PSD.
* If the NCIC is approved, the JPL host or sponsor will request the subcontractor personnel complete and submit the Personnel Security eAPP Justification Form – For Tier 2 only via nams.nasa.gov, for both PSD and NASA Office of JPL Management and Oversight (NOJMO) review prior to completion of the eApplication system (eApp) for HSPD-12 processing.
* Once PSD receives approval from NOJMO on the Personnel Security eAPP Justification Form – For Tier 2 only, the subcontractor will receive two emails from the National Background Investigation Services (NBIS); one email contains a username and link to complete the eAPP application, the second email contains a unique password for the username provided.
* Once the eAPP has been submitted electronically and successfully reviewed by JPL PSD, the subcontractor will receive an email requesting that all individuals requiring access to the Lab schedule an appointment to complete Smartcard PIV badge enrollment with the JPL Badge Office. During this Smartcard PIV badge enrollment, the subcontractor personnel will provide:
  + Original I-9 documents (i.e. Original Birth Certificate, Valid U.S. Passport, Naturalization certificate, Lawful Permanent Resident Card, DD214 with Date and Place of Birth)
  + Fingerprints
  + Photo

(During the interim, the subcontractor personnel will be issued an Interim Agency Smart Badge.)

* NOJMO receives the enrollment request and authorizes the Smartcard PIV badge.

***NOTE****:* JPL PSD notifies the subcontractor when the Smartcard PIV badge is ready for pickup via an email address provided by subcontractor. Badges are to be issued from Badging Office in building 249 Visitor Reception, open Monday through Friday 7:00am-3:00pm (closed for lunch 11:00am – 12:00pm).

* The subcontractor personnel approved for the Smartcard PIV badge must schedule an appointment in advance with the JPL Badging Office by emailing [badge.office.appointments@jpl.nasa.gov](mailto:badge.office.appointments@jpl.nasa.gov). The Smartcard PIV badge allows access to the Lab from all badge reader-controlled turnstiles.

***NOTE****: If prior to subcontract execution, the JPL host or sponsor is aware or becomes informed that subcontractor personnel will or may require unescorted access to the Lab in excess of 179 days during a 365 day period, the JPL Subcontracts Manager will incorporate the Additional General Provision (AGP) Personal Identity Verification of Contractor Personnel into the subcontract. This AGP may be reviewed at the following:* [*Acquisitions-Division 26 Web Site: Terms & Conditions*](https://acquisition.jpl.nasa.gov/tc/)

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| **Additional Information** |

* The Personnel Security eAPP Justification Form – For Tier 2 only is required to be filled and submitted by the subcontractor for each subcontractor personnel requiring a Smartcard badge Badge. This form supports NOJMO’s review of the request for Smartcard PIV badge prior to initiating the eApp process. The form is accessible via nams.nasa.gov and contents are as follows:

User

Physical Risk Assessment

Logical Risk Assessment

Start Date

End Date

Job Title

Detailed Job Description

Citizenship

Project Name

Physical Work Location

Email

Does the Employee/Affiliate have a prior Security Clearance or Background Investigation from JPL or a previous employer that can be used for reciprocity?

If Foreign National, has the individual been resident in the U.S. for three years or greater?

Additional Comments (Optional)

* The eApplication (eApp) system is a web-based automated system designed to facilitate the processing of standard investigative forms used when conducting background investigations for Federal security, suitability, fitness and credentialing purposes. eAPP replaced the previously used Electronic Questionnaires for Investigations Processing (e-QIP) system.
* HSPD-12, Homeland Security Presidential Directive 12: Policy for a Common Identification Standard for Federal Employees and Contractors

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| **Sample Badges** |

