

Unescorted Access: Subcontractor Badging Instructions and Requirements

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:

Process 1: JPL Service and Construction Roster (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 Roster. Your company contact will then receive an email requesting completion of the Roster. This request includes general company information, the names and required personal information for each subcontractor personnel requiring access to the Lab.
- Upon successful electronic submission of the completed roster to JPL Protective Services Division (PSD), 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 valid ID, and be provided a Daily Badge.
- A 72 hour lead time is required for this process.

Process 2: Temporary Unescorted Access (One NASA Badge) (30 to 179 days in a rolling 12 month period)

- The JPL host or sponsor will initiate the Service and Construction Roster (see above) process to provide daily access to the individual, while the One NASA Badge process is completed. Lab access will be through the South Gate prior to receipt of the One NASA Badge.
- Once the completed Roster 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 completed, 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, Current U.S. Passport, Naturalization certificate, Lawful Permanent Resident Card, DD214 with Date and Place of Birth)
- Fingerprints
- Photo

JPL’s Badge Office is located in building 249, Visitor Reception and open Monday through Friday 7:00am to 4:45pm (closed for lunch 11:15am to 12:00pm).

- JPL PSD will print and issue a One NASA Badge to the subcontractor personnel. Access will remain via the South Gate.

<p style="text-align: center;">Process 3: Long Term Unescorted Access (Smart Card) (180-365 days in a rolling 12 month period)</p>
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- The JPL host or sponsor will complete the JPL-ID on-boarding request for an affiliate badge by completing Process 1 (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 Form JPL 7375 to PSD, for both PSD and NASA Management Office (NMO) review prior to completion of the Electronic Questionnaires for Investigations Processing (e-QIP) HSPD-12 processing.
- The subcontractor will receive an email with a link to complete the e-QIP application and enroll for a NASA Smart Card.
- Once the completed Roster has been submitted electronically, JPL PSD will complete a NCIC inquiry. All individuals who pass this inquiry will be granted access to the Lab via the South Gate with a Daily Badge. The subcontractor will receive an email requesting that all individuals requiring access to the Lab schedule an appointment to complete Smart Card enrollment with the JPL Badge Office. During this Smart Card enrollment the subcontractor personnel will provide:
 - Original I-9 documents (i.e. Original Birth Certificate, Current 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 a One NASA Badge.)
- NMO receives the enrollment request and authorizes the Smart Card.




- JPL PSD notifies the subcontractor when the Smart Card is ready for pickup from the Badging Office, building 249 Visitor Reception.
- The subcontractor personnel approved for the Smart Card picks up the card at the JPL Badging Office. The Smart Card 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*

Additional Information

- The Form JPL 7375 is required to be filled and submitted by the subcontractor for each subcontractor personnel requiring a Smart Card Badge. This form supports NMO's review of the request for Smart Card prior to initiating the e-QIP process. The contents of the form are as follows:
 - Legal Name
 - Company Name
 - Physical Assessment
 - Logical Assessment
 - Start Date
 - End Date
 - Job Title
 - Detailed Job Description
 - Citizenship
 - Alien Number
 - Naturalization Number
 - If Foreign National, has the individual been resident in the U.S. for three years or greater?
 - Requesting Type of Investigation (NACI or MBI)
 - Justification for the Background Investigation
 - Supervisor & Manager's signature
- Electronic Questionnaires for Investigations Processing (e-QIP) 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.
- HSPD-12, Homeland Security Presidential Directive 12: Policy for a Common Identification Standard for Federal Employees and Contractors

Sample Badges

Unescorted JPL Service and Construction Access via South Gate				
Access Type	Access Control Process	DAYS	WHO	Badge Reader Access
UNESCORTED	Service and Construction Roster Online 1915	1 - 29 days in a 365 day period	Construction; Service; Trade Service	 <p>No - Paper Badge</p>
	Temporary Unescorted Access (One NASA Badge)	30 - 179 days in a 365 day period	Primarily Cat-X; Cat. A; TSEP; Flight Services; Construction; Service; Trade Service	 <p>Yes - Gates & Turnstiles only</p>
	Long Term Unescorted Access (Smart Card)	180 Days or more in a 365 day period	Primarily Cat-X; Cat. A; TSEP; Flight Services; Construction; Service; Trade Service	 <p>Yes - Gates & Turnstiles only</p>