

MPD 1380.2

REVISION E

EFFECTIVE DATE: October 7, 2004

EXPIRATION DATE: October 7, 2009

MARSHALL POLICY DIRECTIVE

CD01

COORDINATION OF ACTIVITIES FOR VISITORS TO MSFC

CHECK THE MASTER LIST at

<https://repository.msfc.nasa.gov/directives/directives.htm>

VERIFY THAT THIS IS THE CORRECT VERSION BEFORE USE

Marshall Policy Directive CD01		
Coordination of Activities for Visitors to MSFC	MPD 1380.2	Revision: E
	Date: October 7, 2004	Page 2 of 9

DOCUMENT HISTORY LOG

Status (Baseline/ Revision/ Canceled)	Document Revision	Effective Date	Description
Revision	C	12/6/99	History log added with this revision; previous history contained in Directives Manager's Reference File. This document is a complete rewrite from MMI 1380.2B to an MPD.
Revision	D	6/8/2004	This document updated to incorporate changes in responsibilities. Added NPR 1371.2 to applicable documents list.
Revision	E	10/7/2004	This revision is to bring document in compliance with the HQ Rules Review Action (CAITS 04-DA01-0387).

**CHECK THE MASTER LIST at <https://repository.msfc.nasa.gov/directives/directives.htm>
VERIFY THAT THIS IS THE CORRECT VERSION BEFORE USE**

Marshall Policy Directive CD01		
Coordination of Activities for Visitors to MSFC	MPD 1380.2	Revision: E
	Date: October 7, 2004	Page 3 of 9

1. PURPOSE

To establish policies, definitions, responsibilities, and procedures in connection with visitors to Marshall Space Flight Center (MSFC) and the coordination of their visits.

2. APPLICABILITY

The provisions of this Directive are applicable to all elements and employees of MSFC regardless of geographical location.

3. AUTHORITY

None

4. APPLICABLE DOCUMENTS

- a. MPR 1371.1, "Procedural Requirements for Processing Foreign Visitor Requests"
- b. NPR 1371.2, "Procedural Requirements for Processing Requests for Access to NASA Installations or Facilities by Foreign Nationals or U.S. Citizens Who are Representatives of Foreign Entities"

5. REFERENCES

None

6. DEFINITIONS

- a. Accredited Foreign National. A list of foreign nationals or representatives who require recurring visits and have been approved by the point of contact, Center Export Representative and the International Visit Coordinator for long-term visits not to exceed 3 years or completion of a program or project, whichever is less.
- b. Designated Areas. A designated area refers to certain countries of special concern or interest as identified by the U.S. Government for foreign policy or national security reasons. (See NPR 1371.2 for designated area list). Countries of special concern or interest fall under the following categories:
 - (1) Countries with which the United States has no Diplomatic Relations.
 - (2) Countries Determined by the Department of State to Support Terrorism (22 CFR Part 126.1(d)).
 - (3) Countries Under Sanction or Embargo by the United States (22 CFR Part 126.1, 31 CFR Part 500, 15 CFR Part 746).

Marshall Policy Directive CD01		
Coordination of Activities for Visitors to MSFC	MPD 1380.2	Revision: E
	Date: October 7, 2004	Page 4 of 9

(4) Countries of Missile Technology Concern (15 CFR Parts 740 & 744.)

c. Directorate Management. Includes the immediate office of the directors/managers of those organizations reporting directly to the Center Director.

d. Distinguished Persons. Those persons who by virtue of rank, position, or relationship to NASA or MSFC are entitled to special recognition. These may include, but are not limited to, Presidential appointees, members of Congress, key NASA executives, heads of universities and industrial firms, military officers of flag rank, key officials in federal, state, county and city government, and visitors sponsored by the Congress or other federal agencies.

e. Foreign National. Any person who is not a citizen of the United States.

f. Foreign Representative. A citizen of the United States who represents or acts on behalf of a government, business, organization, or person of a country other than the United States. It does not include U.S. citizens who are employed by foreign-owned or controlled entities in the United States that are otherwise subject to U.S. law.

g. General Interest Groups or Individuals. Persons with a broad interest in NASA's overall space program, but with no particular interest in any one segment, program, or activity. Persons in this category would include members of civic clubs, churches, school students, and some professional and technical societies.

h. Major Groups. Visiting groups or conference attendees consisting of distinguished persons or any sizeable group requiring special protocol logistical arrangements.

i. Special Interest Groups or Individuals. Persons with an interest in the broad spectrum of science and engineering, those with an interest in a specific technical field or area, and groups who are of interest to MSFC because of their affiliation with government or community sponsored programs. Such groups could include, but are not limited to, high school or college science, physics and math clubs, vocational schools, disadvantaged groups, clergymen, labor leaders, senior citizens, and groups sponsored by other government agencies.

j. Sponsor. The individual who is responsible for extending invitations or accepting requests for a visit to MSFC. Sponsors are normally limited to heads of major organizational elements and their deputies.

k. Technically Oriented Groups or Individuals. Persons with scientific, engineering or managerial background whose knowledge, experience and interest require more in-depth presentation and explanation of NASA's or MSFC's missions and programs. Such groups and individuals would include some professional and technical societies, teachers, industry, military, federal and state government, and other government agencies.

Marshall Policy Directive CD01		
Coordination of Activities for Visitors to MSFC	MPD 1380.2	Revision: E
	Date: October 7, 2004	Page 5 of 9

7. POLICY

- a. All persons visiting MSFC shall be accorded every courtesy, special protocol as entitled, and assisted in every way practicable to accomplish the purpose of their visits and to ensure that the interests of NASA and MSFC are served.

- b. Relations with foreign nationals shall be conducted in a manner consistent with maintaining authorized scientific and technical information interchange. This Center shall support visits by foreign nationals/representatives for the conduct of technical discussions and/or the advancement of mutual work under Agreements or Memorandums of Understanding. It is a basic requirement, however, that all such visits be planned and conducted in compliance with current MPR 1371.1. Further, any foreign national/representative visit should reasonably be expected to result in some degree of benefit to NASA and shall be approved in advance by appropriate management levels at MSFC and NASA.

8. RESPONSIBILITIES

- a. The Director, Customer and Employee Relations Directorate, shall:

- (1) Develop and manage the Center's visitor program, provide guidance and assistance in organizing visits, protocol determinations and logistics arrangements; and
- (2) Provide staff coordination of those major management visits and meetings involving Center top management participation except those limited to a single MSFC program or which involve only one Center organization.

- b. Customer and Employee Relations Directorate shall:

- (1) Develop, organize, and supervise the visitor program, keeping MSFC basic organizational elements informed and up to date concerning MSFC visitor policy and schedules of visits, and coordinating such visits with NASA Headquarters and other agencies, societies, individuals, and groups as required.
- (2) Coordinate visits to MSFC by foreign nationals/representatives with the Protective Services Department in the Center Operations Directorate.
- (3) Ensure sponsoring organization has determined the scope of technical discussion and access to printed material and hardware items authorized by the Center's Export Control Coordinator for each foreign national visit and advised the appropriate MSFC element. That element is responsible for informing other persons with whom the visitor comes in contact of the guidelines. Generally, the following types of visits are recognized:

- (a) General Orientation: Visit shall not include any detailed technical information. Brief (shall not exceed 2 days) visits can be approved by the Director, Customer and Employee Relations Directorate, or Protocol Officer, when they fall in the following categories:

Marshall Policy Directive CD01		
Coordination of Activities for Visitors to MSFC	MPD 1380.2	Revision: E
	Date: October 7, 2004	Page 6 of 9

- Guests of local government agencies.
- Guests of local community agencies.
- Guests of NASA field installation personnel.

(b) Technical Orientation: Visit shall be approved for unclassified technical discussions limited to information which is available in open literature. No advanced or proprietary information shall be discussed.

(c) Joint-Effort Program: This visit shall be approved for unclassified technical discussions limited to and outlined in the signed memorandum of understanding or exchange letter of agreement.

(4) Provide guidance and assistance to basic organizational elements in organizing and conducting visits and conferences, including presentations and logistics arrangements.

c. Directors/Managers of MSFC Basic Organizations shall be responsible for ensuring compliance by their employees with the specific requirements of this Directive and attachment hereto.

d. Directorate Management shall:

(1) Appoint a visitor contact and an alternate to be responsible for visitor matters pertaining to its organization. The visitor contact and alternate shall be responsible for coordinating visits, ensuring compliance with established directorate procedures.

(2) Establish a directorate position concerning the desirability of the proposed visit by foreign nationals/representatives and advise Center management through Customer and Employee Relations (Protocol Office) and Center Operations (Protective Services) as to the desirability of the proposed visit.

(3) Ensure any high-level visitor, foreign or domestic, shall be submitted to the Protocol Officer in the Customer and Employee Relations Directorate to determine what special protocol the visitor is entitled and to ensure an appropriate agenda is developed representing MSFC's roles and missions.

e. Director, Center Operations Directorate, shall furnish required logistical services for approved visits requested by the Customer and Employee Relations Directorate to include but not limited to: special transportation services, photography services, audio visual, art and graphic services, reproduction services, food services, custodial services, stand-by medical service, required security services and approval of all foreign visitors per MPR 1371.1.

Marshall Policy Directive CD01		
Coordination of Activities for Visitors to MSFC	MPD 1380.2	Revision: E
	Date: October 7, 2004	Page 7 of 9

9. RECORDS

None

10. MEASUREMENT

None

11. CANCELLATION

MPD 1380.2D dated June 8, 2004

Original signed by
Robin N. Henderson for

David A. King
Director

Marshall Policy Directive CD01		
Coordination of Activities for Visitors to MSFC	MPD 1380.2	Revision: E
	Date: October 7, 2004	Page 8 of 9

APPENDIX A

GENERAL PROVISIONS

A.1 Visits are generally domestic or foreign in nature. The Customer and Employee Relations Protocol Office shall conduct the activities necessary to coordinate these visits to MSFC.

A.2 With respect to domestic visits, major groups and distinguished persons visiting MSFC will be accommodated on an individual basis to assure that their visits serve the specific purposes intended, so as to be mutually productive and satisfactory to both MSFC and such visitors.

A.3 With respect to foreign visits, the desirability of visits to MSFC by foreign nationals/representatives shall be determined by Center employees during various professional and informal contacts. However, employees are not authorized to make commitments for the visit of a foreign national. All such visits shall be approved in advance in accordance with procedures outlined in MPR 1371.1.

A.4 The Center Director, Deputy Director, Associate Director, Directors/Managers of the basic MSFC organizations, Director, Customer and Employee Relations, and the Protocol Officer shall determine which visitors or groups, whether foreign or domestic, are entitled to special protocol.

Marshall Policy Directive CD01		
Coordination of Activities for Visitors to MSFC	MPD 1380.2	Revision: E
	Date: October 7, 2004	Page 9 of 9

APPENDIX B

COORDINATION OF VISITS

B.1 For Coordination of Domestic Visits

B.1.1 Customer and Employee Relations shall:

B.1.1.1 Prepare official program and agenda, if required.

B.1.1.2 Coordinate visits with Office of Director and other interested organizational elements.

B.1.1.3 Arrange appropriate logistical and administrative requirements.

B.1.1.4 Ensure that visiting distinguished persons are afforded proper protocol during their visit to MSFC and that an appropriate agenda is developed reflecting the Center's roles and missions.

B.1.1.5 Coordinate joint MSFC-Army or U.S. Space & Rocket Center visitor programs with interested organizations.

B.1.2 Each Major Organizational Element shall:

B.1.2.1 Notify Customer and Employee Relations of the individuals appointed to be visitor contact and alternate visitor contacts responsible for visitor matters pertaining to their organization.

B.1.2.2 Verify through Customer and Employee Relations that there is no conflict with other programs and that the Center can support the visit on the date requested, both logistically and administratively, prior to making a firm commitment.

B.1.2.3 Notify Customer and Employee Relations of all planned visits involving distinguished persons and major groups in a timely manner to ensure visitor is afforded appropriate protocol and that an appropriate agenda is developed reflecting the Center's roles and missions.

B.2 For Coordination of Foreign National/Representative Visits

B.2.1 General

Requests for visits to MSFC by foreign nationals/representatives, from whatever source received, shall be immediately referred to the International Visits Coordinator, Protective Services Department, for determination of action.

Coordination of foreign nationals/representatives shall be processed in accordance with MPR 1371.1, to include adhering to the mandatory timeline.