



NASA Policy Directive

NPD _____.__

Effective Date: Jan. 1, 2008

Expiration Date:

COMPLIANCE IS MANDATORY

Subject: News Media Access

Responsible Office: Office of Security and Program Protection

1. Policy

It is NASA policy to –

- a. Control access to the NASA Headquarters building. The Headquarters' James Webb auditorium is exempt from this policy. The Webb auditorium is open to the public and badges are not required for access.
- b. Encourage, but not require, media representatives to arrange interviews with NASA Headquarters employees through the Headquarters Office of Public Affairs.
- c. Process and badge all media representatives, as is the policy for all NASA visitors who enter Headquarters for meetings with NASA employees.
 - i. Upon a media representative's arrival at Headquarters, security officers on duty in the visitor center will contact the individual with whom the media representative has an appointment or with whom the media representative wishes to meet. Upon confirmation that the employee agrees to the meeting, the media representative will be provided a visitor badge and directed to the appropriate office.
 - ii. Media representatives with support personnel such as camera crews and photographers, who require additional time prior to the appointment to set up their equipment, should notify their NASA contacts in advance to ensure adequate access time prior to interviews or meetings.
- d. Subject media representatives to the same security procedures required for all NASA visitors.

2. Applicability

This NPD applies to NASA Headquarters.

3. Authority

- a. 42 U.S.C. 2455, 2473(c).
- b. Sections 203(c) and 304 of the National Aeronautics and Space Act of 1958 as amended.

4. References

- a. NPR1600.1 NASA Security Program Procedural Requirements
- b. NPD 1600.2D NASA Security Policy.

5. Responsibility

- a. The NASA Assistant Administrator for Security and Program Protection has the ultimate responsibility on behalf of the Administrator and the agency for oversight and management of security.
- b. The NASA Assistant Administrator for Public Affairs is responsible for ensuring that NASA Public Affairs Officers are available to support NASA employees in meetings with news media representatives, if such support is requested.
- c. The NASA security guard on duty in the visitor center will provide visitor credentials and allow entry to media representatives who have a confirmed appointment with a NASA employee.
- d. News media representatives are responsible for obtaining a Headquarters visitor badge before gaining admittance to the Headquarters building.

6. Delegation of Authority

None