



NASA IV&V Facility Policies and Procedures

IN-PROCESSING PROCEDURE

The purpose of this document is to establish and maintain a documented procedure for in-processing new NASA IV&V Facility personnel. This procedure applies to all personnel beginning work at the NASA IV&V Facility, and all personnel requesting remote or on-site access to NASA IV&V Facility computer resources.

All parts of this procedure should be completed at least ten business days prior to new personnel arrive at the NASA IV&V Facility. Delays will occur if this procedure is not initiated accordingly.

1. The employer shall download a copy of Form 180, *NASA IV&V Facility In-Processing Form*, from the NASA IV&V Facility's web site at <http://www.nasa.gov/centers/ivv/about/documents.html>.
2. The employer shall provide to new personnel an electronic copy of the form and have them electronically complete "Part 1". **All fields must be completed. If any field is left blank, the form will be rejected.**
3. The employer shall then electronically complete "Part 2" of the form. **All fields must be completed. If any field is left blank, the form will be rejected.**

The employer shall email the completed electronic form via public key infrastructure (PKI) encryption to inprocessing@ivv.nasa.gov.

Contractors

Contractor employers shall also electronically complete NASA Form (NF) 1760 located at http://server-mpo.arc.nasa.gov/Services/NEFS/NEF_PDFData/NF1760.pdf, and email it to inprocessing@ivv.nasa.gov. The employer shall print out the completed form, obtain the appropriate signature, and deliver it to the NASA IV&V Facility Operations and Maintenance (O&M) Lead upon arrival at the NASA IV&V Facility.

Temporary Personnel

All new temporary NASA IV&V Facility personnel (less than ninety days) must complete the NASA IV&V Facility's Basic IT Security Training, sign the signature page, and provide a copy to the NASA IV&V Facility Security staff. This training will be provided during in-processing at the NASA IV&V Facility. The NASA IV&V Facility's Basic IT Security Training materials can be found on the "In-Processing" section of the NASA IV&V Facility's Employee Processing web page at <http://www.nasa.gov/centers/ivv/about/documents.html>.



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Foreign Nationals or Resident Aliens

In-processing for foreign nationals or resident aliens could take up to ninety calendar days and must be completed prior to their arrival at the NASA IV&V Facility. This process should be initiated at least three months prior to arrival. To request a foreign national visit, please follow the *Escorting Visitors* procedure located at http://services.ivv.nasa.gov/documentation/Escorting_Visitors.pdf. The employer shall also complete GSFC-required Foreign National forms located at http://code700.gsfc.nasa.gov/security/Resources_Forms.html.