



# **GLENN PROCEDURAL REQUIREMENTS**

**Directive: GLPR 1600.1**  
Effective Date: March 11, 2015  
Expiration Date: March 11, 2025

## **COMPLIANCE IS MANDATORY**

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**Responsible Office: FS/Office of Protective Services**  
**Subject: GRC Video/Photography Restrictions and Exceptions**  
**w/Change 2 (04/16/2024)**

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## **PREFACE**

### **P.1 PURPOSE**

- a. This Glenn Procedural Requirements (GLPR) document establishes responsibilities and procedural requirements at Glenn Research Center (GRC) for civil service (CS) employees, support service contractors (SSC), and visitors for still photography and video imagery, identifies restrictions, and describes the exception approval process.
- b. This GLPR formally prescribes the requirements necessary to meet the mandates identified in NASA Procedural Requirements (NPR) 1600.1, NASA Security Program Procedural Requirement, Section 2.1.4. The policy balances our mandate to protect the Center's workforce, critical infrastructure, and proprietary technologies, while maintaining the agency's goal of sharing the NASA story with stakeholders representing domestic and international government, industry, academia, the media, and the general public.

### **P.2 APPLICABILITY**

- a. The term "photography," used in this directive represents both still photography and video imagery.
- b. This directive is applicable to all organizations, persons working or visiting GRC Lewis Field and Plum Brook Station.
- c.. This directive is applicable to documents developed or revised after the effective date of this GLPR.
- d. In this directive, all mandatory actions (i.e., requirements) are denoted by statements containing the term "shall." The terms "may" denotes a discretionary privilege or permission, "can" denotes statements of possibility or capability, "should" denotes a good practice and is recommended, but not required, "will" denotes expected outcome, and "are/is" denotes descriptive material.
- e. In this directive, all documents citations are assumed to be the latest version, unless otherwise noted.

### **P.3 AUTHORITY**

- a. Chemical Facility Anti-Terrorism Standards, 6 Code of Federal Regulations (CFR) Part 27
- b. NPR 1600.1, NASA Security Program Procedural Requirement
- c. NPR 1620.3, Physical Security Requirements for NASA Facilities and Property

### **P.4 APPLICABLE DOCUMENTS AND FORMS**

- a. NASA Form (NF) 1507, Limited Area Sign – Outdoor
- b. NF 1507A, Limited Area Sign – Indoor
- c. NF 1508, Exclusion Area Sign – Outdoor

- d. NF 1508A, Exclusion Area Sign – Indoor
- e. GRC 8094, Photography Exception Approval

## **P.5 MEASUREMENT/VERIFICATION**

The Office of Protective Services (OPS) will monitor compliance of this document through internal and external audits.

## **P.6 CANCELLATION**

None.

**Revalidated by**

***LAURENCE  
SIVIC***

*Digitally signed by LAURENCE  
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Date: 2020.01.28 13:51:56 -05'00'*

Laurence A. Sivic  
Associate Director

**Original signed by James M. Free, Director, March 11, 2015**

# CHAPTER 1: Responsibilities

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## 1.1 Center Chief of Protective Services (CCPS)

Evaluates and reviews for approval exceptions to this policy requested by GRC personnel.

## 1.2 Directorate Heads /Division Chiefs/ Branch Chiefs

- a. Ensures their employees are familiar with the provisions of this policy.
- b. Reviews requests for exceptions to this policy and concurs or non-concurs on an accompanying Form GRC 8094, Photography Exception Approval.

## 1.3 Contracting Officers/Contracting Officer Representatives

Ensures that SSCs are familiar with the provisions of this policy.

## 1.4 Visitor Sponsors/Tour Hosts

- a. Coordinates visits and tours with facility managers, facility security managers, and/or building managers as appropriate, to understand the particular photography restrictions of any building, facility, and equipment, or material therein, where they may take visitors.
  - b. Ensures that all approved visitors to GRC are aware of this policy and comply with its provisions.
- (1) Sponsors and hosts shall provide a briefing to visitors to outline the specific restrictions for on-center photography as it pertains to their visit.
- (2) This briefing shall be administered prior to or upon a visitor's arrival.

## 1.5 Employees

- a. Ensures that Sensitive But Unclassified (SBU), export controlled, International Traffic in Arms Regulations (ITAR)-restricted, or classified technology, material, hardware, or test equipment is protected against photography.
- b. Follows established procedures and receives approved exceptions before taking any photographs on Center.
- c. Shall challenge persons and/or report violations of this policy to the OPS.

*Note: See Chapter 3 for requesting an exception.*

## CHAPTER 2: Restrictions

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2.1 Photography restriction is consistent with existing security conditions.

2.2 All photography is permitted with the exception of the following:

a. Interior of designated Limited and Exclusion areas, identified by signs conspicuously posted on the exterior of applicable facilities. Signs include:

(1) Limited Area Sign – Outdoor (NF 1507)

(2) Limited Area Sign - Indoor (NF 1507A)

(3) Exclusion Area Sign - Outdoor (NF 1508)

(4) Exclusion Area Sign – Indoor (NF 1508A) formerly known as a “Closed Area.”

b. Utility infrastructure (e.g., electrical, sewage lift stations, substations, etc.).

c. SBU, export controlled, ITAR-restricted, or classified technology, material, hardware, or test equipment.

d. Fuel storage areas.

e. Facility areas designated under the Chemical Facility Anti-Terrorism Standards (6 CFR Part 27).

# CHAPTER 3: Exceptions Procedure

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## 3.1 Established Exceptions

3.1.1 Photography taken by Facilities Division personnel in support of construction projects, except for the interior of designated Limited and Exclusion areas.

3.1.2 Photography taken by Imaging Technology Center personnel in support of all center-sanctioned activities (research, test, communications, public relations, etc.).

## 3.2 Requesting Exceptions

3.2.1 Exceptions not listed above may only be approved by the CCPS. For each requested exception, requestors shall submit a Form GRC 8094, Photography Exception Approval, for CCPS approval.

3.2.2 Requests shall be submitted in sufficient time to be assessed by all interested parties.

# Appendix A: Definitions

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**Chemical Facility Anti-Terrorism Standards (CFATS).** The Chemical Facilities Anti-Terrorism Standards (CFATS) program identifies and regulates high-risk chemical facilities to ensure they have security measures in place to reduce the risks associated with these chemicals. The CFATS regulatory program uses a dynamic multi-tiered risk assessment process to identify and regulate high-risk chemical facilities by requiring them to meet and maintain performance-based security standards appropriate to the facilities and the risks they pose.

**Exclusion Area.** A permanent facility dedicated solely for safeguarding and use of Classified National Security Information. It is used when vaults are unsuitable or impractical and where entry to the area alone provides visible or audible access to classified material.

**International Traffic and Arms Regulation (ITAR).** The Arms Export Control Act (22 U.S.C. 2778(a) and 2794(7)) provides that the President shall designate the articles and services deemed to be defense articles and defense services for purposes of import or export controls. The President has delegated to the Secretary of State the authority to control the export and temporary import of defense articles and services. The items designated by the Secretary of State for purposes of export and temporary import control constitute the U.S. Munitions List.

**Limited Area.** A space in which security measures are applied primarily for the safeguarding of classified information and material or unclassified property warranting special protection and in which the uncontrolled movement of visitors would permit access to such classified information and material or property. But within such space, access shall be prevented by appropriate visitor escort and other internal restrictions and controls.

**Proprietary.** Something that is used, produced, or marketed under exclusive legal right of the inventor or maker.

## Appendix B: Acronyms

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CCPS	Center Chief of Protective Services
CFATS	Chemical Facility Anti-Terrorism Standards
CFR	Code of Federal Regulations
CS	Civil Service
GLPR	Glenn Procedural Requirements
GRC	Glenn Research Center
ITAR	International Traffic in Arms Regulations
NF	NASA Form
NPR	NASA Policy Directive
OPS	Office of Protective Service
SBU	Sensitive But Unclassified
SSC	Support Service Contractor



## Change History

Change	Date	Description/Comments
Basic	3/11/2015	Baseline version
Change 1	1/28/2020	Revalidate with administrative changes. Updated to meet requirements of NPR 1400.1 and GLPR 1410.1 - Chapter 1 Introduction paragraph added to P.1.b
Change 2	4/16/2024	Administrative change organization from Code CX to Code FS as the responsible organization.