



Service Preparation Subsystem (SPS)

Getting Started with the SPS

Ver.5 dated 12/8/06.





Interplanetary Network Directorate Service Preparation Subsystem Getting Started with the SPS



Items to be addressed:

- 1) Individual JPL Accounts
 - a) Password Administration
- 2) Obtaining JPL accounts:
 - a) Process for U.S. Citizens
 - b) Process for Foreign Nationals
 - c) 'Application' accounts
- 3) Role-based authorization (upload only)
 - a) SPS User Authorization Process
 - i. Authorization Request Form.
- 4) System requirements [PC, Mac, Sun]
- 5) Downloading SPS software
- 6) GUI
- 7) Project/Mission user script modifications
 - a) 820-13, 0168-Service_Mgmt interface document
 - b) 887-117, SPS Portal Operation Manual
- 8) Downloading from SPS Portal
- 9) E-mail notifications
- 10) Removing users from the SPS system

Appendix-A: JPL External User Request

Appendix-B: NCRS (Name Check Request System) Online Form

Appendix-C: Verification of Citizenship Status Procedure



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1) JPL Accounts:

Individual accounts:

- a) All persons using the SPS Portal <https://spsweb.fltops.jpl.nasa.gov/portalappsops/Main.do> must have an JPL (LDAP - Lightweight Directory Access Protocol) account. **This is a JPL Security requirement.**
- b) You already have an account if:
 - i. You are a JPL employee
 - ii. You access JPL via VPN, Remote Access dial-up or Remote Browser
 - iii. You have an account on Oscar-x or other computer inside the JPL Flight Operations Firewall.
 - a. Note: NIS (Lilypad) is NOT inside the Flight Operations Firewall and does not use the JPL user name and password.

Note: JPL IT Security requirements do not allow the use of group accounts.



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c) Password Administration:

- i. Individual passwords will need to be reset every 90-days.
 - i. Users are responsible for maintaining their own passwords and ensuring that they do not expire.
 - ii. The system currently does not send out an email message or any other type of notification to the users warning them of their passwords expiration date.
- ii. It is recommended that users reset their passwords several days prior so that it does not expire.
- iii. The JPL Directory Service has introduced a new self-service password reset capability for the JPL Password.
- iv. In response to customer requests for simplified password management, the self-service option is now available 24x7 via the URL: <https://dir.jpl.nasa.gov/ui/>.
- v. It provides a secure, immediate solution if you happen to forget your password, eliminating the need to call 4-HELP [818-354-4357] for assistance.



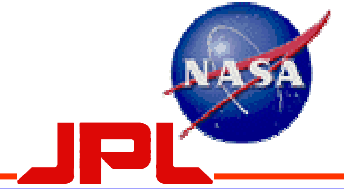
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- c) Password Administration (Cont):
 - vi. To use the reset capability, you must have logged into the URL above in advance and entered Challenge and Responses that will serve to authenticate/credibly identify you.
 - vii. Following currently accepted industry standards, the JPL Directory now has one Challenge and Response of your own choosing and five institutionally selected Challenges for which you provide your personal answers. Please be aware that your answers don't have to be factually true, but must be easy for you to remember when you reply to the Challenges.
 - a) Whenever you reset your JPL Password, you will always be presented with your self-chosen Challenge and two randomly selected institutional Challenges.
 - b) More information about Challenge and Responses is at <http://dir.jpl.nasa.gov/user/challenge.html>.
 - viii. It is highly recommended that users take advantage of the password reset capability by setting your Challenge and Responses right away. It's quick, easy, secure, and can save you time in the future. As an alternative, assisted password resets continue to be provided when you call 4-HELP [818-354-4357].
 - ix. A URL link to the JPL Directory Service password reset capability is located on the SPS Portal under "General Info", submenu "Password Administration".



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2) Obtaining JPL Accounts:

Process for U.S. Citizens:

If you do not have an account:

- Contact your TMS Mgr. or NOPE, and ask the TMS Mgr. for that project/mission to sponsor you.
- a) TMS Mgr. then provides names & email address of personnel who want accounts to Cindy Jeffries, DDOSO Administrative Assistant (DDOSO Asst.)
- b) JPL External users are sent an e-mail to complete the JPL External Users form.
(Reference Appendix A).
- c) DDOSO Asst. then emails personnel to have them fill-out the Name Check Request System (NCRS) form, a.k.a NAC form, found on the following website:
<https://pollux.hq.nasa.gov/ncrs/Welcome.htm>
(Reference Appendix B).
- c) DDOSO Asst. receives completed form via email and sends it to JPL Security.
- d) After the NAC form is verified by JPL Security, they then send an email to the Point-Of-Contact named on the paperwork to verify U.S. citizenship and complete the JPL security process by completing the Citizenship Verification form. (Reference Appendix C).
- e) Once U.S. citizenship verified, the DDOSO Asst. is notified by JPL Security.
- f) Project/Mission personnel notified to contact DDOSO Asst. The DDOSO Asst. provides them a JPL Username and password.
- g) go to <http://dir.jpl.nasa.gov/> and click “Get Started”.



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2) Obtaining JPL Accounts:

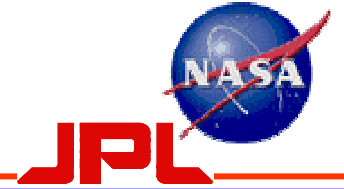
Process for Foreign Nationals (FNs):

If you do not have an account:

- Contact your TMS Mgr. or NOPE, and ask the TMS Mgr. for that project/mission to sponsor you.
- a) TMS Mgr. then provides names & email address of personnel who want accounts to Cindy Jeffries, DDOSO Administrative Assistant (DDOSO Asst.)
- b) JPL External users are sent an e-mail to complete the JPL External Users form.
(Reference Appendix A).
- c) DDOSO Asst. then emails personnel to have them fill-out the Name Check Request System (NCRS) form, a.k.a NAC form, found on the following website:
<https://pollux.hq.nasa.gov/ncrs/Welcom.htm>
(Reference Appendix B).
- d) DDOSO Asst. receives completed form via email and sends off to JPL Export Compliance.
- e) JPL Export Compliance processes the paperwork and then sends it to JPL Security.
- f) After the NAC form is verified by JPL Security, they then send an email to the Point-Of-Contact named on the paperwork to verify citizenship and complete the JPL security process by completing the Citizenship Verification form. (Reference Appendix C).
- g) Once citizenship verified, the DDOSO Asst. is notified by JPL Security.
- h) Project/Mission personnel notified to contact DDOSO Asst. The DDOSO Asst. provides them a JPL Username and password.



Interplanetary Network Directorate Service Preparation Subsystem Setting Up “Application” Accounts



JPL Accounts (Cont):

Setting Up SPS “Application” Accounts, specifically for use in software scripts to upload or download files from the SPS file server:

- The process for setting up Application (aka “machine”) SPS accounts is as follows:
- Get a JPL LDAP Application Account:
 - 1) The team lead sends an email request for a JPL LDAP "application" account to the Mission Support Manager (MSM) susan.kurtik@jpl.nasa.gov
 - 2) The MSM gets the account setup with the appropriate JPL personnel
 - 3) The MSM assigns a name and lets the team lead know the application team account name and password.
- 1) Get an SPS Application Account (of the same name):
 - 1) The team lead needs to fill out the same SPS account “application” that they send in for an SPS "user" application but write in the "application" team account name under "user name" on the form and send it to the SPSMGR.
 - 2) The SPSMGR will setup the application account in the SPS and put it into the SPS Wiki directory.
 - 3) The SPSMGR will notify the team lead that the account has been setup.

****Note-1: ‘Application’ accounts will not give a user access to the SPS portal web page. It only works in a software script to upload/download files from the file server.***

****Note-2: If you are using the command line in real-time or using the GUI, you must use your personal account.***

****Note-3: JPL IT Security requirements do not allow the use of group accounts.***



Interplanetary Network Directorate Service Preparation Subsystem TMS Managers



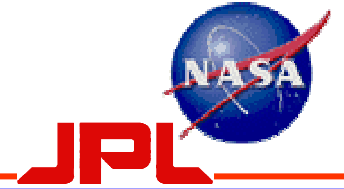
TMS Manager	Project Name
Burke, Gene	ACE
Burke, Gene	Acrimsat (No DSMS services)
Poon, Peter	ATOT/MEGA
Yetter, Byron	Cassini
Burke, Gene	Chandra XRO
Waldherr,Stefan	Cluster-II
Finnerty, Daniel	Dawn
Benson, Rich	Deep Impact
Poon, Peter	EVN & Global VLBI Systems
Poon, Peter	GAVRT
Waldherr,Stefan	Geotail, Polar, Wind
Burke, Gene	GOES
Poon, Peter	Gravity Probe-B
Poon, Peter	Ground-based Radio Astronomy
Poon, Peter	GSSR/GODR
Waldherr,Stefan	Hayabusa (MUSES-C)
Burke, Gene	HST (Emergency S/C)
Burke, Gene	IMAGE
Holmes, Dwight	Integral
Burke, Gene	Jason (No DSMS services)
Yetter, Byron	Juno
Burke, Gene	Kepler
Burke, Gene	LandSat-5 (Emergency S/C)
Waldherr,Stefan	Lunar-A
Yetter, Byron	Mars Exploration Rover (MER 1&2)

Holmes, Dwight	Mars Express
Poon, Peter	Mars Odyssey
Finnerty, Daniel	MESSENGER
Burke, Gene	MGS
Burke, Gene	MRO
Finnerty, Daniel	MSL (non-operational)
Benson, Rich	New Horizons
Burke, Gene	NOAA K-N (POES)
Yetter, Byron	Phoenix (Mars Scout Pre-Projects)
Waldherr,Stefan	Radarsat
Poon, Peter	Radioastron - SVLBI
Poon, Peter	Reference Frame Calib.
Holmes, Dwight	Rosetta
Waldherr,Stefan	SELENE
Finnerty, Daniel	SIM (non-operational)
Waldherr,Stefan	SOHO
Poon, Peter	Space Geodesy Programme
Waldherr,Stefan	Spitzer Space Telescope (SIRTF)
Waldherr,Stefan	ST-5
Benson, Rich	STEREO - APL
Benson, Rich	STEREO - GSFC
Burke, Gene	TDRS Series
Poon, Peter	Ulysses
Holmes, Dwight	Venus Express
Poon, Peter	Voyager Interstellar Mission

To e-mail the TMS Manager: first.last@jpl.nasa.gov



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3) Role-Based authorization (Upload Only):

- a) If you plan to submit files into the DSN, you are required to complete an SPS role-based authorization process in addition to obtaining an JPL account.
**Note: Failing to do so will result in a rejection of the submission.*
- b) The form for obtaining this authorization is available from the SPS Portal home page.
<https://spsweb.fltops.jpl.nasa.gov/portalappsops/Main.do>
- c) The instructions to enter and submit the form are given on the form.
- d) Enter the required information into the user authorization form, e.g. your name, your JPL username, e-mail address (can be a group list), the role you are playing (can be multiple), and the projects/missions you are working with (can be multiple).
- e) Email the completed form to: DSN-SPSMGR@jpl.nasa.gov, or the NOPE or your JPL contact.
- f) The NOPE or JPL contact will process the form to obtain the users role authorization.
- g) Once your are approved by the project/mission NOPE, the user privilege will be recorded by the SPS DBA to the SPS user role database and you will be notified via email.
 - i. Your file upload privileges will be checked against that in the SPS database when you upload mission files to the SPS portal.
 - ii. A message of success or failure status of the upload function will be sent to the e-mail address provided in the authorization form.

Note: You can put a distribution list e-mail address, if you want a list of personnel to get the notifications.



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Step 1

Personnel requesting SPS access (upload or download) pull the **SPS Authorization Request Form** from the SPS Portal, complete the form then email the form to their respective NOPE, or JPL Contact or to DSN-SPSMGR@jjpl.jpl.nasa.gov

External DSMS Users

- Project Personnel
- Navigation Teams
- Other

Internal DSMS Users

- SPS Analyst
 - Scheduling
 - Table Analyst
 - SOE
 - Predicts
- NOPEs
- Station Personnel
- Operations Engineers
- Control Center Personnel
- RMDC
- Other

Step 2

Upon receiving a **SPS Authorization Request Form** the NOPE or JPL Contact will approve or disapprove the request. Requests that are approved will be send to the SPS SA

NOPEs

JPL
MNGT

SPS SA

Step 3

When the SPS SA has received the approval of a user's request then the SPS SA will update the SPS User Authorization database and send a message to the new user that SPS access has been approved.

External and Internal
DSMS Users

Legend

DSMS – Deep Space Mission System
MNGT – Management
MSPE – Mission Support Product Engineering
NOPE – Network Operations Project Engineer
OE – Operations Engineer
OPS – Operations
SA – System Administrator
SOE- Sequence Of Events
SPS – Support Product Subsystem



Interplanetary Network Directorate Service Preparation Subsystem How Do You Get Started?



3. Role-Based authorization (Upload Only):

Example Authorization Request Form

SPS External User Portal Access Authorization Request Form

*Date:				Instructions:							
*Applicant Name:				1. Check on the role(s) and the mission(s) you are working with.							
*JPL Badge #:				2. Applications will be approved by mission(s) and recorded to SPS user database.							
*JPL Account Name:				3. Mail the completed form to DSN-SPSMGR@jpl.nasa.gov							
*Phone #:				*: required information.							
*e-mail Address:				**General user: users who have privilege to play all roles.							
				***All: users who have privilege to work on all missions.							
Role(s)											
**General User		OPM Uploader		View DSN Schedule							
DKF Uploader		SICF Uploader									
EOP Uploader		Planetary Ephemeris Uploader									
NSOE Uploader		Radio Source Catalog Uploader									
26M NSOE Uploader		Schedule Change Request Uploader									
Mission Ephemeris Uploader		Supplementary Ephemeris Uploader									
Mission(s)											
92	ACE	28	EUT3	40	ISO	80	NO16	164	SOLA	4	TDRS
173	AFRI	3	EUT4	240	ITAL	83	NO17	27	SRDR	19	TEP
196	ARTE	81	EUTL	227	KEPL	103	NO18	159	SRUS	142	TERR
177	ASIA	83	EUTL	56	LAN4	84	PHX	212	ST61	107	TRMM
186	ASTD	155	EUTR	80	LAN5	89	PHXS	213	ST62	87	UARS
81	AUKS	152	EUVE	85	LAN7	178	PLNB	214	ST63	55	ULYS
82	CAS	179	FAST	101	LEW	6	PN06	234	STA	248	VEX
90	CAS	12	FUSE	146	LUNA	7	PN07	235	STB	31	VGR1
151	CHDR	77	GLLO	53	M01O	20	PN08	79	STF	32	VGR2
183	CLU1	47	GNS	34	M01S	23	PN10	125	STFS	50	VLBI
185	CLU2	108	GO10	118	M08L	24	PN11	197	STRA	58	VSOP
194	CLU3	122	GO11	127	M08O	13	POLR	180	STRC	8	WIND
196	CLU4	128	GO12	165	MAP	158	PSED	181	STRD	153	WIRE
200	CNTR	11	GO13	253	MER1	69	RADI	229	SURF	26	XRDR
46	COBE	57	GOE7	254	MER2	219	RDRS	182	SWAS	105	XTE
203	DAWN	104	GOE8	41	MEX	218	RDRX	17	TC2C		
97	DE01	102	GOE9	94	MGS	226	ROSE	145	TC2D		***ALL
15	DFS2	78	GOTO	95	MGSS	133	RSAT	141	TD10		
140	DIF	1	GTL	252	MR1S	135	SACB	137	TDR7		
10	DNT2	183	HB5	255	MR2S	29	SDU	138	TDR8		
30	DS1	54	HEL1	74	MRO	131	SELE	139	TDR9		
245	DWNS	167	HESI	238	MSGR	189	SFU	120	TDRB		
108	ERBS	48	HST	76	MUSA	176	SMPX	124	TDRC		
134	ERS1	112	ICE	130	MUSC	238	SMT1	128	TDRD		
91	ETSV	186	IMAG	93	NEAR	209	SNOE	132	TDRE		
18	EUT2	198	INTG	98	NHPC	21	SOHO	136	TDRF		



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4) System Requirements:

- a) JAVA 1.4.2
- b) PC:
 - i. Any OS starting with Windows 98
- c) Mac
 - i. OS 10.3 and 10.4
Note: this may be a problem for some users. For example, some JPL Macs still have OS 10.2.
- d) Sun
 - i. Any OS starting with Solaris 7
- e) HP
 - i. HP-UX 11.11
- f) Browsers
 - i. Firefox 1.0.6
 - ii. Netscape 7.0
 - iii. Internet Explorer 6.0
 - iv. Safari 1.2

**Note: Reference Section 2 of the 887-117, SPS Portal Operation Manual for software requirements.*



Interplanetary Network Directorate
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Getting Started with the SPS



5) Options to downloading SPS system software:

- a) Request your SA to install the Java Runtime Environment (JRE) 1.4.2 to your local workstation.
- b) Do it yourself before you run the SPS portal application:
 - i. Log into SPS portal
 - ii. Select (click) the “Developer Resource” tab on the operations page
 - iii. Click on the “Java 1.4 Download” to download and install the JRE

**Reference the instructions for downloading SPS software, which are documented in the 887-117, SPS Portal Operation Manual, Section 3.2.*



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6) SPS Graphical User Interface (GUI):

- a) Test Portal: <https://spsweb.fltops.jpl.nasa.gov/portalappsprj/>
 - i. The main purpose of this website is to provide an environment for mission users to:
 - try out the mission file uploading GUI
 - unit test the file upload script development.
 - ii. No operational data is loaded; no real-time operation function is maintained in this environment
 - iii. Test username is the same as the password for testing.
 - iv. The test username is “seq” for mission sequencing users, “nav” for mission navigation users, and “sched” for mission scheduler
- b) Operational Portal: <https://spsweb.fltops.jpl.nasa.gov>
 - i. Use this portal to upload submissions for SPS Engineer Demo tests or Project Interface Tests (PIT).



Interplanetary Network Directorate
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7) Project/Mission user script modifications:

- a) The SPS task provides for three mechanisms for uploading files into the SPS Portal:
 - 1. GUI
 - 2. Command Line Interface
 - 3. SOAP API
- b) The SPS Portal Operation Manual, 887-117, describes how these interfaces work and how users can use them to interact with the SPS Portal.
- c) 820-13, 0168-Service_Mgmt interface document describes the external interface specifications to the SPS Portal.
- d) Users will need to learn and understand both of these documents in conjunction with each other.
- e) Project/Mission users who currently have scripted interfaces for providing inputs into the DSN, must modify their scripts choosing either the command line interface or SOAP API option provided by the SPS.



Interplanetary Network Directorate
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8) Downloading files from the SPS Portal:

a) Download by GUI interface

- i. Login to SPS portal.
- ii. Select (click) the “Access SPS Products” tab.
- iii. Select the mission from the “by Projects” mission list
- iv. Select the support data package. The file naming convention is <mission #><dss #><pass #>-<SPS package id>
- v. Select the support data file. The file naming convention is <mission #><dss #><pass #>-<SPS package id>.file type

b) Download by automatic script

- i. Develop your own script
 1. formulating a proper SOAP message and sending it to the SPS portal.
 2. receiving the reply SOAP message from the SPS portal and parsing it to extract the desired information
- ii. Reference the SPS Portal User Manual in the SPS portal for file download script interface and samples
 1. Select (click) the “Developer Resource” tab on the operations page
 2. Click “Docs” under the Developer Resource
 3. Download the document

**Reference the instructions on how to setup automation scripts for the downloading of files, which is documented in the 887-117, SPS Portal Operation Manual, Section 3.*



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9) E-mail notifications:

- a) The e-mail address you provide on the role authorization form will be used for e-mail notifications related to file uploads or submissions to the Portal.

Note 1: Group email addresses should not be used as users will receive multiple email messages.

- a) E-mail notifications will go to all personnel in the same role authorization category as the submitter.

- b) If you want email notifications, please submit an SPS role authorization form, even if you do not plan to submit files.**

Note 2: If submission of files is done using the role-based JPL account, make sure that the account is authorized for the desired role-based SPS category.



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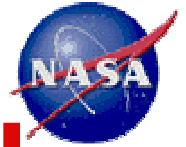


- 10). Removing Users from the SPS system
 - a) Users who no longer need access to the SPS due to leaving their job, termination, retirement, etc., will be removed from the SPS Authorization database immediately.
 - b) The SPS SA and SPS DBE will need to be notified to remove a user from the system.
 - c) The process is documented on the next slide.



Interplanetary Network Directorate Service Preparation Subsystem

Removing Users from the SPS system



Step 1

Personnel who no longer need SPS access will be removed promptly from the system. External or internal users will notify via email their respective NOPE, or JPL Contact or to DSN-SPSMGR@jpl.nasa.gov that a user no longer needs SPS access.

External DSN Users

- Project Personnel
- Navigation Teams
- Other

Internal DSN Users

- SPS Analyst
 - Scheduling
 - Table Analyst
 - SOE
 - Predicts
- NOPEs
- Station Personnel
- Operations Engineers
- Control Center Personnel
- RMDC
- Other

Step 2

Upon receiving an email, the NOPE or JPL Contact will verify that the user no longer needs access to the SPS. Once this has been verified, the NOPE or JPL contact will send an email to the SPS SA requesting that the user be removed from the system.

NOPEs

JPL
MNGT

SPS SA

Step 3

When the SPS SA has received the email, then the SPS SA will remove the user from the SPS User Authorization database and send an email message to the NOPE or JPL contact that the user has been removed from SPS access.

NOPE or JPL Contact

Legend

DSN – Deep Space Network
MNGT – Management
MSPE – Mission Support Product Engineering
NOPE – Network Operations Project Engineer
OE – Operations Engineer
OPS – Operations
SA – System Administrator
SOE- Sequence Of Events
SPS – Support Product Subsystem



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APPENDIX A

JPL External User Request



Interplanetary Network Directorate
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JPL-Sponsored External User Request — Email from JPL Security Office

You have been nominated to have external access to the JPL Network by Cynthia Jeffries.

In order to process this request, we will need additional information from you. Please log into the JPL Sponsored External User Access system at:

<https://eis.jpl.nasa.gov/sponsoreduser/extUser/login.cfm>

Use your last name and 3264 as your case number to log in.

After you have submitted the above information, you will receive a second e-mail with instructions for sending a Visit Authorization Letter or Citizenship Memorandum. Please be prepared to respond to this quickly so that your access authorization will not be delayed.

If you experience problems contact your JPL Sponsor or Chris Cornwell at (818) 354-6109 or chris.cornwell@jpl.nasa.gov

Thank you,
JPL Security office



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Online JPL-Sponsored External User Access Form

JPL Sponsored External User Access

Welcome, JAMES BRODIE, to the Sponsorship External User Process. Please fill out the form below to continue the sponsorship process.

The information on this form is required in order to process your access request. Your personal information, including your name and address, is encrypted to protect access by unauthorized individuals.

* required
** required for non-U.S. Citizens
For help, click [here](#)

External User Information

Please ensure that your full legal name is entered in the fields below:

First Name* JAMES Middle Name* Last Name* BRODIE
Suffix (if any)
Home Address* Telephone*
City* State* Zip*
Gender ☐ Male ☐ Female

Representing Company

Represented*
(Company/Agency Name)
Address* Phone*
City* State* Zip*
Country*
Business email address*

Facility Contact Information entered will be used to verify citizenship:

Please provide the name and contact information of the individual at your facility who will verify your citizenship. This is normally someone working in Human Resources or Security assigned to facility clearance.

Contact Name*
Title
Phone*
Fax*
Email Address*
Comments (limit to 250 characters)

Citizenship

If you were born outside the United States, please FAX copies of your citizenship documentation (Permanent Resident Card, Certificate of Naturalization or Passport) to your sponsor in order to speed the clearance process. In addition you may be required to show originals of these documents to your facility security point of contact.

☐ I am a NASA employee or civil servant and my agency has my PAC or file.

Date of Birth (mm/dd/yyyy)* Place of Birth*
U.S. Citizenship ☐ Yes ☐ No Other*
Alien Registration No. **
Visa Type**
List Other Names Used

Security Clearance (If Applicable)

Clearance Level
Clearance Date (mm/dd/yyyy)
Issuing Agency

* required
** required for non-U.S. Citizens



Interplanetary Network Directorate Service Preparation Subsystem Getting Started with the SPS



Online JPL-Sponsored External User Access Form

JPL Sponsored External User Access

Welcome, **JAMES BUCKLEY**, to the Speeding External Users Process. Please fill out the form below to continue the speeding process.

The information on this form is required in order to process your access request. Your personal information, including your name and address, is encrypted to prevent access by unauthorized individuals.

* required for non-U.S. Citizens
For help, click here.

External User Information:
Please ensure that your full legal name is entered in the fields below.

First Name* Middle Name Last Name*

Suffix (if any)

Home Address*

City* State* Zip*

Telephone*

City* State* Zip*

Gender: ☒ Male ☐ Female

Representing Company:

Representing*

(Company/Agency Name)

Address*

City* State* Zip*

Country*

Business email address*

Phone*

Facility Contact Information entered will be used to verify citizenship:
Please provide the name and contact information of the individual at your facility who will verify your citizenship. This is normally someone working in Human Resources or Security assigned to handle clearances.

Contact Name*

Title

Phone*

Fax*

Email Address*

Comments (limit to 500 characters)

Citizenship

☐ I am a NASA employee or civil servant and my agency has my NAAC on file.

Date of Birth (mm/dd/yyyy)*

Place of Birth*

U.S. Citizenship: ☒ Yes ☐ No Other*

Alien Registration No. **

Visa Type**

List Other Names Used:

Security Clearance (if Applicable)

Clearance Level

Clearance Date (mm/dd/yyyy)

Issuing Agency

** required for non-U.S. Citizens

JB-24



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APPENDIX B

NCRS (Name Check Request System) Online Form



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NCRS (NAME CHECK REQUEST SYSTEM)

Welcome to NCRS! Please answer the following before filling out the NASA Form 531.

* Denotes Required Fields.

* Are you a Civil Servant for NASA? Yes: ☐ No: ☒

* If "Yes" from what Center?

* If "No" which Center will you be working for?

Within the Past 5 years have you been unemployed? Yes: ☐ No: ☒

If so please provide the dates:

To fill out a SF85P-S click here: Yes: ☐ No: ☒

Are you in or have you ever been in the military? If so what branch?

Military Serial No:

Before we continue please provide the following:

* Last Name: * First Name: MI:


US SSN: (xxx-xx-xxxx)

Next



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NCRS (NAME CHECK REQUEST SYSTEM)

Instructions: If you hold Citizenship in more than one Country please click on the Citizenship header. If you were born outside of the US please select "Other" under State of Birth.


* Denotes Required Fields.

Sex:	<input type="text"/>	* Date of Birth:	Month <input type="text"/>	Day <input type="text"/>	Year <input type="text"/>
		Citizenship:	<input type="text"/>		
If you have Dual Citizenship please list all Citizenships:		<input type="text"/>			
City of Birth:	<input type="text"/>	State of Birth:	<input type="text"/>		
		* Country of Birth:	<input type="text"/>		
Naturalization No:	<input type="text"/>	Alien Regis No :	<input type="text"/>		
US Passport No:	<input type="text"/>	Expiration Date:	<input type="text"/>		
<input type="button" value="Next"/>					
<small>Updated 05/12/06 Responsible NASA Official: Catherine Van Arsdel NASA Privacy Statement, Disclaimer, and Accessibility Certification</small>					



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NCRS (NAME CHECK REQUEST SYSTEM)

Current Address *Instructions: If you live outside of the US please select "Other" under State.*

* Denotes Required Fields:

Year: From To

* **Street Number:** * **Street Name:**

* **City:** **Zip:** **State:**

Country:

Telephone Number:

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NCRS (NAME CHECK REQUEST SYSTEM)

Current Employer *Instructions: When typing in the year please use the 4 digit year format. If your employer is outside of the US please select "Other" under State.*

* Denotes Required Fields.

Year: From To

* **Name Of Employer:**

* **City:** **Zip:** **State:**

Country:

Contract Information *Instructions: When typing in the year please use the 4 digit year format.*

* **CoTR:**

* **Program Manager/FSO:** **Email:**

Contract Number: **Expiration Date:** (mm/dd/yyyy)


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NCRS (NAME CHECK REQUEST SYSTEM)

Other Information Instructions: Please enter all names you have used including your maiden name if it applies. When filling in the spouses information, each box can contain a whole name. If you have more than 3 x-husbands/wives list the 3 most current ones. If you have not used any other name or have not been married please check "I have no other Names" box.

Other Names used including maiden name:

I have no other Names. ☐

Last Name:	First Name:	Middle Name:
<input type="text"/>	<input type="text"/>	<input type="text"/>
Last Name:	First Name:	Middle Name:
<input type="text"/>	<input type="text"/>	<input type="text"/>
Last Name:	First Name:	Middle Name:
<input type="text"/>	<input type="text"/>	<input type="text"/>
Last Name:	First Name:	Middle Name:
<input type="text"/>	<input type="text"/>	<input type="text"/>
Last Name:	First Name:	Middle Name:
<input type="text"/>	<input type="text"/>	<input type="text"/>
Full Name of Spouse(s)/Former Spouse(s), Including Maiden Name(s):		
<input type="text"/>		<input type="text"/>

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JPL



NCRS (NAME CHECK REQUEST SYSTEM)

Other Information Instructions: This section is optional but if you would like to fill it out please select from the drop down box.

Hair Color:

Eye Color:

Race:

Weight: lbs

Height: ft inches

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Name Check Request

NOTE: When filled in, subject to Privacy Act of 1974. When not under continuing control and supervision of a person authorized access to this material it must be at a minimum maintained under locked conditions.

PURPOSE: The U.S. Government conducts background investigations to establish that applicants or incumbents either employed by the government or working for the government are suitable for the job. Information from this form is used primarily as the basis for these investigations. Owing to the information we ask for is voluntary. However, we may not be able to allow you access to our facilities or our resources if you don't give us each item of information we request.

TO (check and complete):
☐ FRENCH ☐ FRIFF ☐ LEE ☐ OPM ☐ EDA ☐ EDAV ☐ ERS ☐ STATE ☐ OTHER

Last Name, First Name, and Middle

Other Names used (Last Name, First Name, and Middle) Sec

Date of Birth Place of Birth Matriculation No. Alien Regis. No. Military Serial No.

Citizenship Social Security No. Full Name of Spouse(s) including Maiden Name(s)

Telephone Number Contract Number Expiration Date of Contract

Name of CoTR Signature of CoTR

Residences for the Past Five Years

From and To: Number and Street City and State

Employment for the Past Five Years

From and To: Employer Address

Requesting Center: Purpose of Request Date:

JET PROPULSION LABORATORY

Return To:
JET PROPULSION LABORATORY NASA
4800 OAK GROVE DRIVE PASADENA,
CA 91109

NASA FORM 521 - Reference Number: 20055027

THIS BLOCK IS TO BE USED FOR AGENCY RESPONSE

Submit **Cancel**

- After you submit this form, the next page will ask you to enter your initials to certify that the information you are submitting is true.
- There will also be a place to enter the email of any person whom you would like to receive an automatic notification of the fact that you have completed the form.



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APPENDIX C

Verification of Citizenship Status Procedure

Exceptions: NASA Civil Servants are exempt from this procedure



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For External Applicants born within the United States

External applicants must have their Security/HR representative send a standard Visit Authorization Letter
or a Citizenship Memorandum on company letterhead with the following information:

Cognizant Security Office	Example: ABC University, 123 Street, Pasadena, CA 91101
Facility Security Officer/HR Representative contact information	Example: Bob Jones 818-333-3333
Facility Clearance Level	Example: Top Secret
Cage Code	Example: XY123, or N/A
Name	
Last Four Digits of Social Security Number	Example: xxx-xx-6789
Date and Place of Birth	
Clearance Level	Example: SECRET 2004-09-23, or N/A
Duration of Access / Purpose / Cognizant JPL Point of Contact	Example: 5/30/06 – 9/28/08, for the purpose of SPS Access / TMS Manager
FSO/HR Representative signature authorization	For External applicants representing themselves, the letter must be signed by a Notary Public



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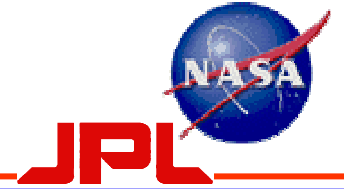
**For External Applicants born outside of the United States
or Green Card Holders**

External applicants must have their Security/HR representative send a standard Visit Authorization Letter
or a Citizenship Memorandum on company letterhead with the following information:

Cognizant Security Office	Example: ABC University, 123 Street, Pasadena, CA 91101
Facility Security Officer/HR Representative contact information	Example: Bob Jones 818-333-3333
Facility Clearance Level	Example: Top Secret
Cage Code	Example: XY123, or N/A
Name	
Last Four Digits of Social Security Number	Example: xxx-xx-6789
Date and Place of Birth	
Certificate of Naturalization or Alien Registration Number/Expiration	
Clearance Level	Example: SECRET 2004-09-23, or N/A
Duration of Access / Purpose / Cognizant JPL Point of Contact	Example: 5/30/06 – 9/28/08, for the purpose of SPS Access / TMS Manager
FSO/HR Representative signature authorization	For External applicants representing themselves, the letter must be signed by a Notary Public



Interplanetary Network Directorate
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For Foreign National External Applicants

External applicants must have their Security/HR representative send a standard Visit Authorization Letter
or a Citizenship Memorandum on company letterhead with the information shown below,
and a copy of the Foreign Passport/Visa or other applicable Foreign identification:

Cognizant Security Office	Example: ABC University, 123 Street, Pasadena, CA 91101
Facility Security Officer/HR Representative contact information	Example: Bob Jones 818-333-3333
Name	
Last Four Digits of Social Security Number	Example: xxx-xx-6789 or Not Applicable for some Foreign Nationals
Date and Place of Birth	
Duration of Access / Purpose / Cognizant JPL Point of Contact	Example: 5/30/06 – 9/28/08, for the purpose of SPS Access / TMS Manager
FSO/HR Representative signature authorization	



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Send to:

Jet Propulsion Laboratory

Office of Protective Services

ATTN: Jennifer Morris / External User Account

M/S 310-129

4800 Oak Grove Drive

Pasadena, CA 91109-8001

FAX 818-354-7297

PHONE 818-354-5050