

National Aeronautics and  
Space Administration



**Mary W. Jackson NASA Headquarters**  
Washington, DC 20546-0001

September 22, 2023

TO: National Space Grant College and Fellowship Program Directors

FROM: Tomas Gonzalez-Torres  
Manager, National Space Grant College and Fellowship Program  
Office of STEM Engagement  
NASA Headquarters

SUBJECT: Clarification on NASA Badging and STEM Gateway Licensing

As consortia personnel continue to be issued physical NASA badges in support of STEM Gateway licenses, personnel within the consortia will undoubtedly change over time. As individuals retire, change jobs, or change responsibilities, etc., it will be desired by the consortia, to have an issued STEM Gateway license be re-issued to a new individual within their staff. To support that request in the most efficient manner, this memo outlines required steps which include the relinquishment and return of the issued physical NASA badge by the individual who will no longer have a STEM Gateway license.

As of the date of this issued memo, the maximum allowed quantity of NASA badges and STEM Gateway licenses issued to a Space Grant Consortium, in support of STEM Gateway access, is 2. If/when this changes in the future, this memo will be updated. The determination of which 2 individuals within a consortium who are to receive a badge and license, is left to the individual consortium Space Grant Director. With a limit of 2, it is recommended that these 2 individuals be the personnel who will physically be entering the required data into the STEM Gateway system.

It should be noted that this 2-badge maximum does not include the potential scenario where a Space Grant individual (i.e., a Space Grant Director, etc.) may already have a NASA badge for responsibilities unrelated to OSTEM, Space Grant, & STEM Gateway. A Space Grant individual may have a NASA badge in support of research or other activities in which they are involved. In this scenario, the individual already in possession of a NASA badge does not count toward the 2-badge maximum. However, there will still be a limit of 2 STEM Gateway licenses issued per consortium.

When the need arises to transfer a STEM Gateway license to another Space Grant member, the Space Grant consortium should initiate the transfer by sending an email

request to the following three individuals: Space Grant Project Manager, the Space Grant Integration Manager, and Marlynne Brown ([marlynne.d.brown@nasa.gov](mailto:marlynne.d.brown@nasa.gov)) who is the STEM Gateway license POC for the consortia within the Space Grant HQ Main Office.

The email request shall include:

1. The Space Grant Consortium who is providing the request.
2. A request from the Space Grant Director to initiate the transfer of a STEM Gateway license.
3. Name and contact information (current and forwarding email and phone) of the current NASA badge and STEM Gateway license holder who will be relinquishing their badge.
4. Name and contact information of the new individual to be badged, and who will receive the transferred STEM Gateway license.
5. Desired NASA Center where the new individual will visit for phase 1 enrollment in the badging process (fingerprints, photo, etc.).
6. Acknowledgement that the current badge holder (or their Space Grant consortium office) will mail their NASA badge to Space Grant HQ at the below address, once the new individual has received their badge. \*
  - a. DO NOT use the address on the back of the badge for return.
  - b. Return of the former badge to the below address shall be initiated no later than 5 business days\* of the new individual receiving their badge.
  - c. The relinquished badge shall be mailed with package tracking to ensure safe delivery of the badge. Please provide tracking number and date of mailing to Marlynne Brown at [marlynne.d.brown@nasa.gov](mailto:marlynne.d.brown@nasa.gov). Ms. Brown will notify you once the badge has been received at NASA Headquarters.

NASA Office of STEM Engagement  
c/o Frank McDonald  
NASA Headquarters, Room 4R32  
300 E. Street, S.W.  
Washington, D.C. 20546

\* Note: An exception to the guidance outlined in 6.b is present if the individual relinquishing their badge is departing their current university or Space Grant in the near term. The return of the relinquished badge must be initiated prior to the individual's transfer/departure regardless of where the process is toward the new individual receiving their NASA badge.

7. New badge holder shall notify Ms. Brown of receipt of their NASA badge. At that time, the relinquished badge shall be taken out of active status (if not yet done).
8. Ms. Brown will activate the NASA STEM Gateway license on the new badge.

Once the request is submitted with the information outlined in items 1 through 6, and approved by the Space Grant Project Manager, Ms. Brown will coordinate with the

consortium and initiate the necessary steps with the NASA Badging office. It is understood that the badging process takes time. To minimize the time in which a consortium is limited to only 1 active STEM Gateway license, the return of the current NASA badge may wait until the new individual receives their badge (noting the exception listed above\*).

Please note that the final approval for the STEM Gateway license transfer will not be completed until confirmation of receipt of the relinquished badge. This will not be completed based on notification that the badge was mailed, but upon physical receipt of the relinquished badge to NASA HQ.

OSTEM hopes that the above guidance is clear. Please contact the Space Grant Project Manager if you have further questions at [hq-space-grant@mail.nasa.gov](mailto:hq-space-grant@mail.nasa.gov).