

## NATIONAL AERONAUTICS AND SPACE ADMINISTRATION

[Notice 98-007]

### Privacy Act; Annual Notice and Amendment to Systems of Records

**AGENCY:** National Aeronautics and Space Administration (NASA).

**ACTION:** Annual Notice and Amendment of Systems of Records.

**SUMMARY:** Each Federal agency is required by the Privacy Act of 1974, 5 U.S.C. 552a, to publish a description of the systems of records it maintains containing personal information when a system is substantially revised, deleted, or created. In this notice, NASA provides the required information on all 20 of its previously-noticed systems of records, is deleting from its inventory two systems of records no longer being created or maintained, is renaming an existing system and adding a new routine use which is required by the Personal Responsibility and Work Opportunity Reconciliation Act, and is making several revisions to these existing systems of records to provide editorial and organizational changes to NASA's Systems of Records which were last published in the **Federal Register** on October 10, 1984. The systems of records which are being abolished are entitled "53BHTR—Wallops Flight Facility Base Housing Tenant Records," and "73FHAP—WSTF Federal Housing Administration (FHA) 809 Housing Program—NARA," and were previously published in the **Federal Register** on October 10, 1984 (49 FR 39742). The records described in these two existing systems of records will be maintained in accordance with NASA's Records Retention Schedules and will be destroyed accordingly. The system previously identified as "NASA 10PAYS—Payroll Systems," has been renamed as "NASA 10NPPS—NASA Personal and Payroll System," and was previously published in the **Federal Register** on October 10, 1984 (49 FR 39742). We invite public comment on this publication.

**EFFECTIVE DATE:** January 28, 1998. Comments are invited but must be received in writing on or before February 27, 1998.

**ADDRESSES:** Chief Information Office, Code AO, NASA Headquarters, Washington, DC 20546-0001.

**FOR FURTHER INFORMATION CONTACT:** Donald J. Andreotta, 202-358-1367, or Adria A. Lipka, 202-358-1372.

**SUPPLEMENTARY INFORMATION:** NASA currently maintains 20 systems of records under the Privacy Act. Each

system is described and published below in its entirety, as amended.

**Donald J. Andreotta,**  
NASA Privacy Officer.

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#### NASA 10ACMQ

##### SYSTEM NAME:

Aircraft Crewmembers Qualifications and Performance Records.

##### SECURITY CLASSIFICATION:

None.

##### SYSTEM LOCATION:

Locations 1 through 11 inclusive as set forth in Appendix A.

##### CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Crewmembers of NASA aircraft.

##### CATEGORIES OF RECORDS IN THE SYSTEM:

System contains: (1) Record of qualification, experience, and currency, e.g., flight hours (day, night, and instrument), types of approaches and landings, crew position, type of aircraft, flight check ratings and related examination results, training performed

and medical records; (2) flight itineraries and passenger manifests; and (3) biographical information.

##### AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

42 U.S.C. 2473 and 44 U.S.C. 3101.

##### ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

The information contained in this system of records is used within NASA for: Evaluation of crewmember performance by supervisory flight operations personnel and staff; by the individuals whose records are maintained; on occasion by flight operations and safety survey teams; and accident reporting and investigating, including mishap and collateral reports and investigations. In addition to the internal uses of the information contained in this system of records, the following are routine uses outside of NASA: (1) In cases of accident investigations, including mishap and collateral investigations, access to this system of records may be granted to Federal or local agencies such as Department of Defense, Federal Aviation Administration, National Transportation Safety Board, or foreign governments, but may not be released to the public except pursuant to NASA regulations (see (3) below); (2) To other agencies, companies, or governments requesting qualifications of crewmembers prior to authorization to participate in their flight programs; or to other agencies, companies, or governments whose crewmembers may participate in NASA's flight programs; (3) public or press releases either by prior approval of the individual, or in case of public release of information from mishap or collateral investigation reports, pursuant to NASA regulations; and (4) Standard routine uses 1 through 4 inclusive as set forth in Appendix B.

##### POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

##### STORAGE:

Paper or hard-copy documents and magnetic media.

##### RETRIEVABILITY:

Records are indexed by name or aircraft number.

##### SAFEGUARDS:

Records are protected in accordance with the requirements and procedures which appear at 14 CFR part 1212.

##### RETENTION AND DISPOSAL:

Records are maintained and destroyed in accordance with NASA Records

Retention Schedules, Schedule 8 (UFI 8650).

**SYSTEM MANAGER(S) AND ADDRESS:**

Director, Aircraft Management Office, Location 1.

Subsystem Managers: Chief, Ames Research Aircraft Operations Division, Location 2; Chief, Dryden Research Aircraft Operations Division, Location 3; Head, Aeronautical Programs Branch, Location 4; Chief, Aircraft Operations Division, Location 5; Chief, Aircraft Operations Office, Location 6; Chief, Flight Operations and Support Division, Location 7; Chief, Aircraft Operations Branch, Location 8; Chief, Aircraft Operations, Location 9; Chief, Contract Management, Location 10; Aircraft Management Officer, Location 11 (Locations are set forth in Appendix A).

**NOTIFICATION PROCEDURE:**

Information may be obtained from the cognizant system or subsystem manager listed above.

**RECORD ACCESS PROCEDURES:**

Requests from individuals should be addressed to: Address stated in the Notification Section above.

**CONTESTING RECORD PROCEDURES:**

The NASA regulations for access to records and for contesting contents and appealing initial determinations by the individual concerned appear at 14 CFR part 1212.

**RECORD SOURCE CATEGORIES:**

Individuals, training schools or instructors, medical units or doctors.

**NASA 10BRPA**

**SYSTEM NAME:**

Biographical Records for Public Affairs.

**SECURITY CLASSIFICATION:**

None.

**SYSTEM LOCATION:**

Locations 1 through 9 inclusive and Location 11, as set forth in Appendix A.

**CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:**

Principal and prominent management and staff officials, program and project managers, scientists, engineers, speakers, other selected employees involved in newsworthy activities, and other participants in Agency programs.

**CATEGORIES OF RECORDS IN THE SYSTEM:**

Current biographical information about the individuals with a recent photograph when available. Data items are those generally required by NASA or the news media in preparing news or

feature stories about the individual and/or the individual's activity with NASA.

**AUTHORITY FOR MAINTENANCE OF THE SYSTEM:**

42 U.S.C. 2473 and 44 U.S.C. 3101.

**ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:**

The information contained in this system of records is compiled, updated, and maintained at NASA Centers for ready reference material and for immediate availability when required by the news media for news stories about the individual generally involving participation in a major NASA activity.

The data serves as background information about the individual and is used within NASA to prepare public appearance announcements of key officials, speaking engagements, special appointments, participation in professional societies, etc.; to write news stories about special achievements, awards, participation in major NASA activities, programs, etc.; and to prepare responses to inquiries submitted to the Public Affairs Division from the news media.

Users are the staff members of the public information office within each Office of Public Affairs.

In addition to the internal uses of the information contained in this system of records, the following are routine uses outside of NASA: These records are made available to professional societies, civic clubs, industrial and other organizations, news media representatives, researchers, authors, Congress, other agencies and other members of the public in connection with NASA public affairs activities.

**POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:**

**STORAGE:**

Paper or hard-copy documents and electronic media.

**RETRIEVABILITY:**

Records are indexed by name.

**SAFEGUARDS:**

Since the records are a matter of public information, no safeguard requirements are necessary.

**RETENTION AND DISPOSAL:**

Records are maintained and destroyed in accordance with NASA Records Retention Schedules, Schedule 1.

**SYSTEM MANAGER(S) AND ADDRESS:**

Chief, NASA Newsroom, Public Affairs Division, Location 1.

Subsystem Managers: Public Information Officer, Location 2; Public

Affairs Officer at Locations 3 through 9 and Location 11 as set forth in Appendix A.

**NOTIFICATION PROCEDURE:**

An individual desiring to find out if a Biographical System of Records contains a record pertaining to him/her should call, write, or visit the Public Affairs Office at the appropriate NASA location.

**RECORD ACCESS PROCEDURES:**

An individual may request access to his/her record by calling, writing, or visiting the Public Affairs Office at the appropriate NASA locations. Individuals may examine or obtain a copy of their biographical record at any time.

**CONTESTING RECORD PROCEDURES:**

The information in the record was provided voluntarily by the individual with the understanding that the information will be used for public release. The individual is at liberty at any time to revise, update, add, or delete information in his/her biographical record to his/her own satisfaction.

**RECORD SOURCE CATEGORIES:**

Information in the biography of an individual in the system of records is provided voluntarily by the individual generally with the aid of a form questionnaire.

**NASA 10EEOR**

**SYSTEM NAME:**

Equal Opportunity Records.

**SECURITY CLASSIFICATION:**

None.

**SYSTEM LOCATION:**

Locations 1 through 9 and Location 11 as set forth in Appendix A.

**CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:**

Current and former employees and applicants for employment.

**CATEGORIES OR RECORDS IN THE SYSTEM:**

(1) Complaints and (2) applications.

**AUTHORITY FOR MAINTENANCE OF THE SYSTEM:**

42 U.S.C. 2473; 44 U.S.C. 3101; Executive Order 11478, dated August 8, 1969; EEOC Regulations; 29 CFR part 1614; MSPB Regulations; 5 CFR parts 1200-1202.

**ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:**

The information contained in this system of records is used within NASA to process complaints of alleged

discrimination, including investigations, hearings, and appeals; to maintain active discrimination complaints files; and to retain inactive discrimination complaints files.

In addition to the internal uses of the information contained in this system of records, the following are routine uses outside of NASA: (1) Disclosures to the Equal Employment Opportunity Commission and the Merit Systems Protection Board to facilitate their processing of discrimination complaints, including investigations, hearings, and reviews on appeals; (2) Responses to other Federal agencies and other organizations having legal and administrative responsibilities related to the NASA Equal Employment Opportunity Programs and to individuals in the record; (3) Disclosures may be made to a Congressional office from the record of an individual in response to a written inquiry from the Congressional office made at the request of that individual; and (4) Standard routine uses 1 through 4 inclusive as set forth in Appendix B.

**POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:**

**STORAGE:**

Paper or hard-copy documents and electronic media.

**RETRIEVABILITY:**

These records are indexed by name.

**SAFEGUARDS:**

Records are locked in file cabinets or in secured rooms with access limited to those whose official duties require access. Electronic data are maintained within locked areas in disk form.

**RETENTION AND DISPOSAL:**

Records are maintained and destroyed in accordance with NASA Records Retention Schedules, Schedule 3.

**SYSTEM MANAGER(S) AND ADDRESS:**

Associate Administrator for Equal Opportunity Programs, Location 1.  
Subsystem Managers: Equal Opportunity Officer, Locations 1 and 11; Head, Equal Opportunity Programs Office, Location 4; Director of Equality Opportunity Programs at Locations 5 and 6; Locations are as set forth in Appendix A.

**NOTIFICATION PROCEDURE:**

Information may be obtained from the cognizant system or subsystem manager listed above.

**RECORD ACCESS PROCEDURES:**

Requests from individuals should be addressed to the same address as stated in the notification section above.

**CONTESTING RECORD PROCEDURES:**

The NASA regulations for access to records and for contesting contents and appealing initial determinations by the individual concerned appear at 14 CFR part 1212.

**RECORD SOURCE CATEGORIES:**

Current and former employees, applicants, NASA Center Equal Employment Opportunity (EEO) officers, complainants, EEO counselors, EEO investigators, EEOC complaints examiners, Merit System Protection Board officials, complaints coordinators, Associate Administrator for Equal Opportunity Programs.

**NASA 10ERMS**

**SYSTEM NAME:**

Executive Resources Management System.

**SECURITY CLASSIFICATION:**

None.

**SYSTEM LOCATION:**

Location 1, as set forth in Appendix A.

**CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:**

Approximately 2,000 individuals with experience and education unique to the NASA mission in the technical and administrative fields who are considered to be candidates for key positions within NASA.

**CATEGORIES OF RECORDS IN THE SYSTEM:**

Biographical data, education, training, work experience, and career interests.

**AUTHORITY FOR MAINTENANCE OF THE SYSTEM:**

42 U.S.C. 2473; 44 U.S.C. 3101; 5 U.S.C. 4103; 5 U.S.C. 3396.

**ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:**

The information contained in this system of records is used within NASA for the identification of replacement candidates. In addition to the internal uses of the information contained in this system of records, the following are routine uses outside of NASA: (1) Disclosures may be made to organizations or individuals having contract, legal, administrative, or cooperative relationships with NASA, including labor unions, academic organizations, governmental organizations, nonprofit organizations, and contractors; and to organizations or individuals seeking or having available a service or other benefit or advantage. The purpose of such disclosures is to satisfy a need or needs, further cooperative relationships, offer

information, or respond to a request; (2) Statistical or data presentations may be made to governmental or other organizations or individuals having need of information about individuals in the records; (3) Responses may be made to other Federal agencies, and other organizations having legal or administrative responsibilities related to programs and individuals in the records; (4) Disclosure may be made to a Congressional office from the record of an individual in response to a written inquiry from the Congressional office made at the request of that individual; and (5) Standard routine uses 1 through 4 inclusive as set forth in Appendix B.

**POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:**

**STORAGE:**

Paper or hard-copy documents and magnetic media.

**RETRIEVABILITY:**

The records are indexed by Social Security Number.

**SAFEGUARDS:**

Records are protected in accordance with the requirements and procedures which appear in NASA regulations at 14 CFR part 1212.

**RETENTION AND DISPOSAL:**

Records will be maintained in accordance with NASA Records Retention Schedules, Schedule 3.

**SYSTEM MANAGER(S) AND ADDRESS:**

Director, Training and Development Division, Location 1.  
Subsystem Managers: None.

**NOTIFICATION PROCEDURE:**

Information may be obtained from the System Manager only.

**RECORDS ACCESS PROCEDURES:**

Requests from individuals should be addressed to the same address stated in the notification section above.

**CONTESTING RECORD PROCEDURES:**

The NASA regulations pertaining to access to records and for contesting contents and appealing initial determinations by the individual concerned are set forth in 14 CFR part 1212.

**RECORD SOURCE CATEGORIES:**

Individuals to whom the records pertain, NASA employees, other Federal employees, other organizations and individuals, and NASA personnel records.

**NASA 10GMVP****SYSTEM NAME:**

Government Motor Vehicle Operators Permit Records.

**SECURITY CLASSIFICATION:**

None.

**SYSTEM LOCATION:**

Locations 1 through 8 and 10 through 14 as set forth in Appendix A.

**CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:**

NASA employees, contractor employees, other Federal and State Government employees. Location 8 does not maintain records on contractor employees.

**CATEGORIES OF RECORDS IN THE SYSTEM:**

Name, home address, Social Security Number, physical description of individual, physical condition of individual, traffic record.

**AUTHORITY FOR MAINTENANCE OF THE SYSTEM:**

42 U.S.C. 2473; 44 U.S.C. 3101; 41 CFR subpart 101-38.

**ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:**

The information contained in this system of records is used within NASA for the purpose of identifying and checking the records of each applicant and issuing permits for operation of Government vehicles. In addition to the internal uses of the information contained in this system of records, the following are routine uses outside of NASA: (1) National Driver Register, Department of Transportation, where Form 1047 is received for review and check against driver's motor vehicle record, and (2) Standard routine uses 1 through 4 inclusive, as set forth in Appendix B.

**POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:****STORAGE:**

Paper or hard-copy documents and electronic media.

**RETRIEVABILITY:**

Indexed by name.

**SAFEGUARDS:**

Records are kept in locked cabinets with access limited to those whose official duties require access. Room is locked during nonduty hours.

**RETENTION AND DISPOSAL:**

Records will be maintained in accordance with NASA Records Retention Schedules, Schedule 6.

**SYSTEM MANAGER(S) AND ADDRESS:**

Chief, Logistics Services Branch, Location 1.

Subsystem Managers; Chief, Security Branch, Location 2; Transportation Officer, Location 3; Chief, Logistics Management Division, Location 4; Chief, Transportation Branch, Location 5; Chief, Transportation Branch, Location 6; Chief, Logistics Management Division, Location 7; Transportation and Motor Vehicle Officer, Location 8; Director, Management Operations Office, Location 9; Chief, Installation Services Division, Location 11; Chief, Administration Office, Location 12; Chief, Maintenance and Administration Office, Location 13; Chief of Facilities, Location 14. Locations are as set forth in Appendix A.

**NOTIFICATION PROCEDURE:**

Information may be obtained from the cognizant system manager listed above.

**RECORD ACCESS PROCEDURES:**

Requests from individuals should be addressed to the same address as stated in the Notification Section above.

**CONTESTING RECORD PROCEDURES:**

The NASA regulations for access to records and for contesting contents and appealing initial determinations by the individual concerned appear at 14 CFR part 1212.

**RECORD SOURCE CATEGORIES:**

Individual NASA employees and individual contractor employees. Location 8 and 11 do not maintain records on contractor employees. Location 7 does not maintain records on Government motor vehicle operator permits.

**NASA 10HABC****SYSTEM NAME:**

History Archives Biographical Collection.

**SECURITY CLASSIFICATION:**

None.

**SYSTEM LOCATION:**

Locations 1 and 5 as set forth in Appendix A.

**CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:**

Individuals who are of historical significance in aeronautics, astronautics, space science, and other concerns of NASA.

**CATEGORIES OF RECORDS IN THE SYSTEM:**

Biographical data; speeches and articles by an individual; correspondence, interviews, and various other tapes and transcripts of program activities.

**AUTHORITY FOR MAINTENANCE OF THE SYSTEM:**

42 U.S.C. 2473 and 44 U.S.C. 3101.

**ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:**

The information contained in this system of records is used within NASA for researching and writing official histories and answering queries from various NASA offices. In addition to the internal uses of the information contained in this system of records, the following are routine uses outside of NASA: Disclosure to scholars (historians and other disciplines), or any other interested individuals for research and to write dissertations, articles, and books, for Government, commercial and nonprofit publication or develop material for other media use.

**POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:****STORAGE:**

Paper or hard-copy documents and electronic media.

**RETRIEVABILITY:**

The records are indexed by name.

**SAFEGUARDS:**

Because these records are archive material and, therefore, a matter of public information, there are no special safeguard procedures required.

**RETENTION AND DISPOSAL:**

Records are maintained in accordance with NASA Records Retention Schedules, Schedule 1.

**SYSTEM MANAGER(S) AND ADDRESS:**

Chief Historian, Location 1.  
Subsystem Managers: JSC History Office Coordinator, Location 5; Public Affairs Officer, Location 11 (Locations are set forth in Appendix A).

**NOTIFICATION PROCEDURE:**

Information may be obtained from the cognizant system or subsystem manager listed above.

**RECORD ACCESS PROCEDURES:**

Requests from individuals should be addressed to same address as stated in the Notification Section above.

**CONTESTING RECORD PROCEDURES:**

The NASA regulations for access to records and for contesting contents and appealing initial determinations by the individual concerned appear at 14 CFR part 1212.

**RECORD SOURCE CATEGORIES:**

Press releases, newspapers, journals, and the individuals themselves and copies of internal Agency records.

**NASA 10HERD****SYSTEM NAME:**

Human Experimental and Research Data Records.

**SECURITY CLASSIFICATION:**

None.

**SYSTEM LOCATION:**

Locations 2, 3, 5, 6, and 9, as stated in Appendix A.

**CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:**

Individuals who have been involved in space flight, aeronautical research flight, and/or participated in NASA tests or experimental or research programs; Civil Service employees, military, employees of other Government agencies, contractor employees, students, human subjects (volunteer or paid), and other volunteers on whom information is collected as part of an experiment or study.

**CATEGORIES OF RECORDS IN THE SYSTEM:**

Data obtained in the course of an experiment, test, or research medical data from inflight records, other information collected in connection with an experiment, text, or research.

**AUTHORITY FOR MAINTENANCE OF THE SYSTEM:**

42 U.S.C. 2475 and 44 U.S.C. 3101.

**ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSE OF SUCH USES:**

The information contained in this system of records is used by NASA for the purposes of evaluating new analytical techniques, equipment, and re-examining flight data for alternative interpretations, developing applications of experimental techniques or equipment, reviewing and improving operational procedures with respect to experimental protocols (both inflight and ground), life support system operating procedures, determining human engineering requirements, and carrying out other research.

In addition to the internal use of the information contained in this system of records, the following are routine uses outside of NASA: Disclosures to other individuals or organizations, including Federal, State, or local agencies, and nonprofit, educational, or private entities, who are participating in NASA programs or are otherwise furthering the understanding or application of biological, physiological, and behavioral phenomena as reflected in the data contained in this system of records; and the standard routine use 4 as set forth in Appendix B.

**POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:****STORAGE:**

Paper of hard-copy documents, electronic media, micrographic media, photographs, or motion pictures film; and various medical recordings, such as, electrocardiograph tapes, stripcharts, and x-rays.

**RETRIEVABILITY:**

By name, experiment, or test; arbitrary experimental subject number; flight designation; or crew member designation on a particular space or aeronautical flight.

**SAFEGUARDS:**

Access is limited to Government personnel requiring access in the discharge of their duties, and to appropriate support contractor employees on a need-to-know basis. Computerized records are identified by code number and records are maintained in locked rooms or files. Records are protected in accordance with the requirements and procedures which appear in the NASA regulations set forth in 14 CFR part 1212.

**RETENTION AND DISPOSAL:**

Records are maintained in accordance with NASA Records Retention Schedules, Schedule 7.

**SYSTEM MANAGER(S) AND ADDRESS:**

Director, Occupational Health Office, Location 1.

Subsystem Managers: Chief Engineer, Location 2; Director of Man/Systems Integration Division, Location 3; Assistant Director for Life Sciences, Space and Life Sciences Directorate, Location 5; Director, Biomedical Operations Office, Location 6; Director, Management Services Office, Location 9. Locations are as set forth in Appendix A.

**NOTIFICATION PROCEDURE:**

Information may be obtained from the system or subsystem manager named above.

**RECORD ACCESS PROCEDURES:**

Requests from individuals should be addressed to the same address as stated in the Notification Section above.

**CONTESTING RECORD PROCEDURES:**

The NASA regulations for access to records and for contesting and appealing initial determinations by the individual concerned appear at 14 CFR part 1212.

**RECORD SOURCE CATEGORIES:**

Experimental test subjects, physicians, principal investigators and

other researchers, and previous experimental test or research records.

**NASA 10HIMS****SYSTEMS NAME:**

Health Information Management System.

**SECURITY CLASSIFICATION:**

None.

**SYSTEM LOCATION:**

In Medical Clinics/Units and Environmental Health Offices at locations 1 through 14 inclusive as set forth in Appendix A.

**CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:**

NASA Civil Service employees and applicants; other Agency Civil Service and military employees working at NASA; visitors to NASA Centers; on-site contractor personnel who receive job related examinations, have mishaps or accidents, or come to clinic for emergency or first aid treatment; space flight personnel and their families.

**CATEGORIES OF RECORDS IN THE SYSTEM:**

General medical records of first aid, emergency treatment, examinations, exposures, and consultations.

Information resulting from physical examinations, laboratory and other tests, and medical history forms; treatment records; screening examination results; immunization records; administration of medications prescribed by private/personal physicians; statistical records; examination schedules; daily log of patients; correspondence; chemical, physical, and radiation exposure records; other environmental health data; alcohol/drug patient information; consultation records; Employee Assistance Program records; and health hazard and abatement data.

Astronauts and their families—more detailed and complex physical examinations.

**AUTHORITY FOR MAINTENANCE OF THE SYSTEM:**

42 U.S.C. 2473; 44 U.S.C. 3101; Public Law 92-255.

**ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:**

The information contained in this system of records is used within NASA for the following purposes: Reference by examining physicians in conduct of physical examinations; review by physicians, nurses, and other health care specialists in consideration of fitness for duty; evaluation for physical disability retirement; statistical data development; patient recall; in-space medical evaluation for astronauts;

exposure data for radiation/toxic exposure limits, compliance, and examinations; consultations; evaluation of employees, applicants, and contractor employees for specialized or hazardous duties; accident reporting and investigating including mishap and collateral reports and investigations; and determining reliability pursuant to the Mission Critical Space Systems Personnel Reliability Program (14 CFR part 1214 subpart 1214.5).

In addition to the internal uses of the information contained in this system of records, the following are routine uses outside of NASA: (1) Referral to private physicians designated by the individual when requested in writing; (2) Patient referrals; (3) Referral to the Office of Personnel Management, Occupational Safety and Health Administration, and other Federal agencies as required in accordance with these special program responsibilities; (4) Referral of information to a non-NASA individual's employer; (5) Evaluation by medical consultants; (6) Disclosure to the employer of non-NASA personnel, information affecting the reliability of such officer or employee for purposes of the Mission Critical Space Systems Personnel Reliability Program; (7) Disclosure to non-NASA personnel performing research, studies, or other activities through arrangements or agreements with NASA and for mutual benefit; (8) Disclosure to the public of pre-space flight information having mission impact concerning an individual crewmember, limited to the crewmember's name and the fact that a medical condition exists; (9) Disclosure to the public of a summary of the space flight crew inflight information as it relates to mission impact, and limited to name, diagnosis, treatment, and prognosis; (10) During the time period following Shuttle landing and concluding with completion of the post-space flight return to duty medical evaluation, if a flight crewmember is for medical reasons unable to perform a scheduled public event, a disclosure to the public, limited to the crewmember's name and the fact that a medical condition exists; (11) Disclosure to the public of medical conditions arising from accidents, consistent with NASA regulations; and (12) Standard routine use 4 as set forth in Appendix B.

**POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:**

**STORAGE:**

Records are in file folders, punch cards, electrocardiographic tapes, x-rays, microfiche, and electronic media.

They are handled between NASA Centers by telecommunications.

**RETRIEVABILITY:**

By name, date of birth, and Social Security Number.

**SAFEGUARDS:**

Access limited to concerned medical environmental health personnel on a need-to-know basis. Computerized records are identified by code number and records are maintained in locked rooms or files. Records are protected in accordance with the requirements and procedures which appear in the NASA regulations at 14 CFR part 1212.

**RETENTION AND DISPOSAL:**

In accordance with Office of Personnel Management regulations and NASA Records Retention Schedules 1 and 8.

**SYSTEM MANAGER(S) AND ADDRESS:**

Director, Occupational Health Office, Location 1.

Subsystem Managers: Medical Director or Medical Administrator or Safety and Health Coordinator at Locations 1 through 15 inclusive as set forth in Appendix A.

**NOTIFICATION PROCEDURE:**

Information may be obtained from the cognizant system or subsystem manager listed above.

**RECORD ACCESS PROCEDURES:**

Requests from individuals should be addressed to the same address as stated in the notification section above.

**CONTESTING RECORD PROCEDURES:**

The NASA regulations for access to records and for contesting contents and appealing initial determinations by the individual concerned appears in 14 CFR part 1212.

**RECORD SOURCE CATEGORIES:**

Individuals, physicians, and previous medical records of individuals.

**NASA 10IGIC**

**SYSTEM NAME:**

Inspector General Investigations Case Files.

**SECURITY CLASSIFICATION:**

None.

**SYSTEM LOCATION:**

Locations 1 through 11 as set forth in Appendix A.

**CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:**

Current and former employees of NASA, contractors, and subcontractors, and others whose actions have affected NASA.

**CATEGORIES OF RECORDS IN THE SYSTEM:**

Case files pertaining to matters including, but not limited to, the following classifications of cases: (1) Fraud against the Government; (2) Theft of Government property; (3) Bribery; (4) Lost or stolen lunar samples; (5) Misuse of Government property; (6) Conflict of interest; (7) Waiver of claim for overpayment of pay; (8) Leaks of Source Evaluation Board information; (9) Improper personal conduct; (10) Irregularities in awarding contracts; and (11) computer crimes.

**AUTHORITY FOR MAINTENANCE OF THE SYSTEM:**

42 U.S.C. 2473; 44 U.S.C. 3101; 28 U.S.C. 535(b); 5 U.S.C. App.; 4 CFR part 91; Executive Order 11478.

**ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:**

The information contained in this system of records is used within NASA for: (1) Providing management with information resulting from investigation(s) and other reports which will serve as a possible basis for appropriate administrative action or the establishment of NASA policy; (2) Providing the Administrator of NASA (or the Director, Office of Management and Budget, as appropriate) sufficient information to provide a basis for decisions concerning a request for waiver of claim in the case of an erroneous payment of pay.

In addition to the internal uses of the information contained in this system of records, the following are routine uses outside of NASA: (1) Responding to the White House regarding matters inquired of; (2) Disclosure to a Congressional office from the record of an individual in response to a written inquiry from the Congressional office made at the request of that individual; (3) Providing data to Federal intelligence elements; (4) Providing data to any source from which information is requested in the course of an investigation, to the extent necessary to identify the individual, inform the source of the nature and purpose of the investigation, and to identify the type of information requested; (5) Providing personal identifying data to Federal, State, local, or foreign law enforcement representatives seeking confirmation of identity of persons under investigation; (6) Disclosing, as necessary, to a contractor, subcontractor, or grantee firm or institution, to the extent that the disclosure is in NASA's interest and is relevant and necessary in order that the contractor, subcontractor, or grantee is able to take administrative or corrective action; (7) Standard routine uses 1

through 4 inclusive as set forth in Appendix B.

**POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:**

**STORAGE:**

Paper or hard-copy documents and electronic media.

**RETRIEVABILITY:**

Information is retrieved by name of the individual.

**SAFEGUARDS:**

Information is kept in locked cabinets and in secured vault and computer rooms. Information stored on computers is on a restricted-access server and is password- and user id-protected. Access is limited to Inspector General personnel with a need-to-know.

**RETENTION AND DISPOSAL:**

Records are maintained and destroyed in accordance with NASA Records Retention Schedules, Schedule 9.

**SYSTEM MANAGER(S) AND ADDRESS:**

Assistant Inspector General for Investigations, Location 1.

Subsystem Managers: Special and Resident Agents in Charge, Locations 2, and 4 through 10 inclusive as set forth in Appendix A.

**NOTIFICATION PROCEDURE:**

None. System is exempt (see below).

**RECORD ACCESS PROCEDURES:**

Same as above.

**CONTESTING RECORD PROCEDURES:**

Same as above.

**RECORD SOURCE CATEGORIES:**

Exempt.

**SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:**

(1) The Inspector General Investigations Case Files system of records is exempt from any part of the Privacy Act (5 U.S.C. 552a) EXCEPT the following subsections:

(b) relating to conditions of disclosure; (c) (1) and (2) relating to keeping and maintaining a disclosure accounting; (e)(4) (A) through (F) relating to publishing a system notice setting forth name, location, categories of individuals and records, routine uses, and policies regarding storage, retrievability, access controls, retention and disposal of the records; (e) (6), (7), (9), (10), and (11) relating to dissemination and maintenance of records; (i) relating to criminal penalties. This exemption applies to those records and information contained in the system of records pertaining to the enforcement of criminal laws.

(2) To the extent that there may exist noncriminal investigative files within this system of records, the Inspector General Investigations Case Files system of records is exempt from the following subsections of the Privacy Act (5 U.S.C. 552a): (c)(3) relating to access to disclosure accounting; (d) relating to access to reports, (e)(1) relating to the type of information maintained in the records; (e)(4) (G), (H), and (I) relating to publishing the system notice information as to agency procedures for access and amendment and information as to the categories of sources of records; and (f) relating to developing agency rules for gaining access and making corrections.

The determination to exempt this system of records has been made by the Administrator of NASA in accordance with 5 U.S.C. 552a (j) and (k) and subpart 5 of the NASA regulations appearing in 14 CFR part 1212, for the reason that a component of the Office of Inspector General, NASA, performs as its principal function activities pertaining to the enforcement of criminal laws, within the meaning of 5 U.S.C. 552a(j)(2).

**NASA 10NPPS**

**SYSTEM NAME:**

NASA Personnel and Payroll System (NPPS).

**SECURITY CLASSIFICATION:**

None.

**SYSTEM LOCATION:**

Locations 1 through 9 inclusive and Location 11, as set forth in Appendix A.

**CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:**

Present and former NASA employees.

**CATEGORIES OF RECORDS IN THE SYSTEM:**

The date contained in this system of records includes payroll, employee leave, insurance, labor and human resource distribution and overtime information.

**AUTHORITY FOR MAINTENANCE OF THE SYSTEM:**

42 U.S.C. 2473; 44 U.S.C. 3101; 5 U.S.C. 5501 et seq.; 5 U.S.C. 6301 et seq.; General Accounting Office Policy and Procedures Manual for Guidance of Federal Agencies, Title 6; Treasury Fiscal Requirements Manual, Part III; and NASA Financial Management Manual, Sections 9300 and 9600.

**ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:**

The information contained in this system of records is used within NASA for maintaining the payroll records and related areas.

In addition to the internal uses of the information contained in this system of records, the following are routine uses outside of NASA: (1) To furnish to a third party a verification of an employee's status upon written request of the employee; (2) To facilitate the verification of employee contributions and insurance data with carriers and collection agents; (3) To report to the Office of Personnel Management (a) withholdings of premiums for life insurance, health benefits, and retirements, and (b) separated employees subject to retirement; (4) To furnish the U.S. Treasury magnetic tape reports and/or electronic files on net pay, net savings allotments and bond transmittal pertaining to each employee; (5) To provide the Internal Revenue Service with detail of wages taxable under the Federal Insurance Contributions Act and to furnish a magnetic tape listing on Federal tax withholdings; (6) To furnish various financial institutions itemized listings of employee's pay and savings allotments transmitted to the institutions in accordance with employee requests; (7) To provide various Federal, State, and local taxing authorities itemized listings of withholdings for individual income taxes; (8) To respond to requests for State employment security agencies and the U.S. Department of Labor for employment, wage, and separation data on former employees for the purpose of determining eligibility for unemployment compensation; (9) To report to various Combined Federal Campaign offices total contributions withheld from employee wages; (10) To furnish leave balances and activity to the Office of Personnel Management upon request; (11) To furnish data to labor organizations in accordance with negotiated agreements; (12) To furnish pay data to the Department of State for certain NASA employees located outside the United States; (13) To furnish data to a consumer reporting agency or bureau, private collection contractor or debt collection center in accordance with section 3711 of Title 31; (14) To forward delinquent debts, and all relevant information related thereto, to the U.S. Department of Treasury, for collection, (15) To the Office of Child Support Enforcement, Administration for Children and Families, Department of Health and Human Services, National Directory of New Hires, part of the Federal Parent Locator Service (FPLS) and the Federal Tax Offset System, DHHS/OCSE No. 09-90-0074, for the purpose of locating individuals to establish paternity, establishing and modifying orders of

child support, identifying sources of income, and for other child support enforcement actions as required by the Personal Responsibility and Work Opportunity Reconciliation Act (Pub. L. 104-193; and, (15) Standard routine uses 1 through 4 inclusive as set forth in Appendix B.

**DISCLOSURE TO CONSUMER REPORTING AGENCIES OR PRIVATE COLLECTION CONTRACTOR:**

*Disclosure pursuant to 5 U.S.C. 552a(b):* Disclosures may be made from this system to "consumer reporting agencies" as defined in the Fair Credit Reporting Act (15 U.S.C. 1681a(f)), or "private collection contractor" under the Federal Claims Collection Act of 1966 as amended by the Debt Collection Improvement Act of 1996 (31 U.S.C. 3701, et seq.).

**POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:**

**STORAGE:**

Paper or hard-copy documents and electronic media.

**RETRIEVABILITY:**

Records are indexed by name and/or Social Security Number.

**SAFEGUARDS:**

Records are protected in accordance with the requirements and procedure which appear in the NASA regulations at 14 CFR part 1212.

**RETENTION AND DISPOSAL:**

Records are maintained and destroyed in accordance with NASA Records Retention Schedules, Schedule 3.

**SYSTEM MANAGER(S) AND ADDRESS:**

Director, Financial Management Division, Office of the Chief Financial Officer, Location 1.

Subsystem Managers: Chief, Financial Management Division, Locations 2, 4, 5, 6, 7, and 8; Financial Management Officer, Location 3; Director, Financial Management Office, Location 9; Chief, Financial Management Office, Location 11. Locations are as set forth in Appendix A.

**NOTIFICATION PROCEDURE:**

Information may be obtained from the cognizant system or subsystem manager listed above.

**RECORD ACCESS PROCEDURES:**

Requests from individuals should be addressed to the same address as identified in the notification section above.

**CONTESTING RECORD PROCEDURES:**

The NASA regulations for access to records and for contesting contents and

appealing initial determinations by the individual concerned appear at 14 CFR part 1212.

**RECORD SOURCE CATEGORIES:**

Individual on whom the record is maintained, personnel office(s), and the individual's supervisor.

**NASA 10SCCF**

**SYSTEM NAME:**

Standards of Conduct Counseling Case Files.

**SECURITY CLASSIFICATION:**

None.

**SYSTEM LOCATION:**

Location 1.

**CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:**

Current, former, and prospective NASA employees, who have sought advice or have been counseled regarding conflict of interest requirements for Government employees.

**CATEGORIES OF RECORDS IN THE SYSTEM:**

Depending upon the nature of the problem, information collected may include employment history, financial data, and information concerning family members.

**AUTHORITY FOR MAINTENANCE OF THE SYSTEM:**

42 U.S.C. 2473; 44 U.S.C. 3101; 18 U.S.C. 201, 203, 205, 207-209; 5 U.S.C. 7324-7327; 5 U.S.C. App.; 14 CFR 1207; 5 CFR 2634-2641; 5 CFR 6901; and, Executive Order 12674 as modified by Executive Order 12731.

**ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:**

The information contained in the system of records is used within NASA for the purpose of counseling employees regarding conflict of interest problems. In addition to the internal uses of the information contained in this system of records, the following are routine uses outside of NASA: (1) Office of Personnel Management and Merit Systems Protection Board, for investigation of possible violations of standards of conduct which the agencies directly oversee; (2) Standard routine uses 1 through 4 inclusive as set forth in Appendix B.

**POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:**

Records are documentary and maintained in loose leaf binders or file folders.

**RETRIEVABILITY:**

By name of individual.

**SAFEGUARDS:**

Restricted access to a few authorized persons; stored in combination lock safe.

**RETENTION AND DISPOSAL:**

Records are maintained in accordance with NASA Records Retention Schedules, Schedule 1.

**SYSTEM MANAGER(S) AND ADDRESS:**

Assistant General Counsel for General Law, Code GG, Location 1, and Chief Counsel, Locations 2 through 11.

**NOTIFICATION PROCEDURE:**

Information may be obtained from the System Manager.

**RECORD ACCESS PROCEDURES:**

Requests from individuals should be addressed to the System Manager and must include employee's full name and NASA Center where employed.

**CONTESTING RECORD PROCEDURES:**

The NASA regulations and procedures for access to records and for contesting contents and appealing initial determinations by the individual concerned appear at 14 CFR part 1212.

**RECORD SOURCE CATEGORIES:**

Information collected directly from individual and from his/her official employment record.

**NASA 10SECR**

**SYSTEM NAME:**

Security Records System.

**SECURITY CLASSIFICATION:**

None.

**SYSTEM LOCATION:**

Locations 1 through 9, and Locations 11, 12, and 14 as set forth in Appendix A.

**CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:**

Employees, applicants, NASA committee members, NASA consultants, NASA experts, NASA Resident Research Associates, guest workers, contractor employees, detailees, visitors, correspondents (written and telephonic), Faculty Fellows, sources of information.

**CATEGORIES OF RECORDS IN THE SYSTEM:**

Personnel Security Records, Criminal Matter Records, Traffic Management Records.

**AUTHORITY FOR MAINTENANCE OF THE SYSTEM:**

42 U.S.C. 2451, et seq., the National Aeronautics and Space Act of 1958, as amended; Espionage and Information Control Statutes, 18 U.S.C. 793 through

799; Sabotage Statutes, 18 U.S.C. 2151 through 2157; Conspiracy Statute, 18 U.S.C. 371; 18 U.S.C. 202-208, and 3056; Internal Security Act of 1950, Atomic Energy Act of 1954, as amended; Executive Order 12958, as amended, Classified National Security Information; Executive Order 12968, as amended, Access to Classified Information; Executive Order 10865, Safeguarding Classified Information Within Industry; Executive Order 10450, Security Requirements for Government Employees; Public Law 81-733; Federal Property Management Regulation, 41 CFR Ch. 101; 14 CFR parts 1203 through 1203b; and 44 U.S.C. 3101.

**ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:**

**Personnel Security Records:** The information contained in this category of records is used within NASA for the purpose of granting security clearances; for determining qualifications, suitability, and loyalty to the United States Government; for determining qualifications for access to classified information, security areas, and NASA Centers, and for determining qualifications to travel to Communist controlled areas.

In addition to the internal uses of the information contained in this category of records, the following are routine uses outside of NASA: (1) To determine eligibility to perform classified visits to other Federal agencies and contractor facilities; (2) To provide data to Federal intelligence elements; (3) To provide data to any source from which information is requested in the source of an investigation, to the extent necessary to identify the individual, inform the source of the nature and purpose of the investigation, and to identify the type of information requested; (4) To provide a basis for determining preliminary visa eligibility; (5) To respond to White House inquiries; (6) Disclosures may be made to a Congressional office from the record of an individual in response to a written inquiry from the Congressional office made at the request of that individual; (7) To provide personal identifying data to Federal, State, local, or foreign law enforcement representatives seeking confirmation of identity of persons under investigation; (8) Disclosure to a NASA contractor, subcontractor, grantee, or other Government organization information developed in an investigation or administrative inquiry concerning a violation of a Federal or State statute or NASA regulation on the part of an officer or employee of the contractor,

subcontractor, grantee, or other Government organization; (9) To provide relevant information to an internal or external organization or element thereof, conducting audit activities of a NASA contractor or subcontractor; (10) Disclosure to the employer of non-NASA personnel information affecting the reliability of such officer or employee for purposes of the Mission Critical Space Systems Personnel Reliability Program; and, (11) Standard routine uses 1 through 4 inclusive as set forth in Appendix B.

**Criminal Matter Records:** The information contained in this category of records is used within NASA for providing management with information which will serve as a possible basis for administrative action. In addition to the internal uses of the information contained in this category of records, the routine uses outside of NASA are: (1) To provide personal identifying data to Federal, State, local, or foreign law enforcement representatives seeking confirmation of identity of persons under investigation; (2) To provide a NASA contractor, subcontractor, grantee, or other Government organization information developed in an investigation or administrative inquiry concerning a violation of a Federal or State Statute or NASA regulation on the part of an officer or employee of the contractor, subcontractor, grantee, or other Government organization; and (3) Standard routine uses 1 through 4 inclusive as set forth in Appendix B.

**Traffic Management Records:** The information contained in this category of records is used within NASA to provide designated officials and employees with data concerning vehicle ownership, traffic accidents, violation of traffic laws, suspension of driving privileges, traffic control, vehicle parking, and car pools. In addition to the internal uses of the information contained in this category of records, the routine uses outside of NASA are: (1) To provide personal identifying data to Federal, State, local, or foreign law enforcement representatives seeking confirmation of identity of persons under investigation; (2) To provide a NASA contractor, subcontractor, grantee, or other Government organization information developed in an investigation or administrative inquiry concerning a violation of a Federal or State Statute or NASA regulation on the part of an officer or employee of the contractor, subcontractor, grantee, or other Government organization; and (3) Standard routine uses 1 through 4 inclusive as set forth in Appendix B.

**POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:**

**STORAGE:**

Paper or hard-copy documents and electronic media.

**RETRIEVABILITY:**

Records are indexed by name, file number, organization, place of origin, badge number, decal number, date of event, space number, payroll number, and social security number.

**SAFEGUARDS:**

Access to Personnel Security Records is controlled by Government and selected contractor security personnel. However, access to information extracted from personnel security records or information to be inserted into personnel security records is controlled by either Government personnel or selected personnel of NASA contractor guard force or contractor personnel. Examples would be information required to prepare an identification badge and/or process a security clearance visitor request. Access to Criminal Matter Records is controlled by either Government personnel or selected personnel of NASA contractor guard forces.

After presenting proper identification and requesting a file or record, a person with a need-to-know and, if appropriate, a proper clearance may have access to a file or record only after it has been retrieved and approved for release by a NASA security representative. These records are secured in security storage equipment.

**Traffic Management Records:** Access to these records is controlled by either Government personnel or selected personnel of NASA contractor guard forces. Access to these records is permitted after a determination has been made that the requester has an official interest. These records are stored in locked containers.

**RETENTION AND DISPOSAL:**

Records will be maintained in accordance with NASA Records Retention Schedules, Schedule 1.

**SYSTEM MANAGER(S) AND ADDRESS:**

Director, Security Management Office, Location 1.

Subsystem Managers: Chief, Security Branch, Locations 2, 4, and 5; Security Officer, Location 3, 8, and 11; Chief Protective Services Office, Location 6; Head, Security Services Branch, Location 7; Chief, Security Division, Location 9; Chief, Administration Officer, Location 12; Safety and Security Officer at Location 15. Locations are as set forth in Appendix A.

**NOTIFICATION PROCEDURE:**

Information may be obtained from the cognizant system of subsystem manager listed above. Requests must contain the following identifying data concerning the requester: First, middle, and last name; date of birth; social security number; period and place of employment with NASA, if applicable.

**RECORD ACCESS PROCEDURES:**

Personnel Security Records compiled solely for the purpose of determining suitability, eligibility, or qualifications for Federal civilian employment, Federal contracts, or access to classified information have been exempted by the Administrator under 5 U.S.C. 552a(k)(5) from the access provisions of the Act.

Criminal Matter Records compiled for civil or criminal law enforcement purposes have been exempted by the Administrator under 5 U.S.C. 552a(k)(2) from the access provisions of the Act.

Traffic Management Records: Requests from individuals should be addressed to the same address as stated in the Notification section above.

**CONTESTING RECORD PROCEDURES:**

For Personnel Security Records and Criminal Matters Records see Record Access Procedures, above. For Traffic Management Records, the NASA rules for access to records and for contesting contents and appealing initial determinations by the individual concerned appear in the NASA rules section of the **Federal Register**.

**RECORD SOURCE CATEGORIES:**

Personnel Security Records: Exempt.  
Criminal Matter Records: Exempt.  
Traffic Management Records: Employees, civil investigative agencies, civil law enforcement agencies, Federal and local judicial systems, medical records.

**SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:**

Personnel Security Records compiled solely for the purpose of determining suitability, eligibility, or qualifications for Federal civilian employment, Federal contracts, or access to classified information, but only to the extent that the disclosure of such material would reveal the identity of a confidential source, are exempt from the following sections of the Privacy Act of 1974, 5 U.S.C. 552a:

(c)(3) Relating to access to the disclosure accounting; (d) relating to access to the records; (e)(1) relating to the type of information maintained in the records; (e)(4) (G) (H) and (I) relating to publishing in the annual system notice information as to agency

procedures for access and correction and information as to the categories of sources of records; and (f) relating to developing Agency rules for gaining access and making corrections.

The determination to exempt this portion of the Security Records System has been made by the Administrator of NASA in accordance with 5 U.S.C. 552a(k)(5) and Subpart 5 of the NASA regulations appearing in 14 CFR part 1212.

Criminal Matter Records to the extent they constitute investigatory material compiled for law enforcement purposes are exempt from the following sections of the Privacy Act of 1974, 5 U.S.C. 552a:

(c)(3) Relating to access to the disclosure accounting; (d) relating to access to the records; (e)(1) relating to the type of information maintained in the records; (e)(4) (G) (H) and (I) relating to publishing in the annual system notice information as to agency procedures for access and correction and information as to the categories of sources of records; and (f) relating to developing agency rules for gaining access and making corrections.

The determination to exempt this portion of the Security Records System has been made by the Administrator of NASA in accordance with 5 U.S.C. 552a(k)(2) and subpart 5 of the NASA regulations appearing in 14 CFR part 1212.

Records subject to the provisions of 5 U.S.C 552(b)(1), required by Executive order to be kept in the interest of national defense or foreign policy, are exempt from the following sections of the Privacy Act of 1974, 5 U.S.C. 552a:

(c)(3) Relating to access to the disclosure accounting; (d) relating to the access to the records; (e)(1) relating to the type of information maintained in the records; (e)(4) (G), (H), and (I) relating to publishing in the annual system notice information as to agency procedures for access and correction and information as to the categories of sources of records; and (f) relating to developing agency rules for gaining access and making corrections.

The determination to exempt this portion of the Security Records System has been made by the Administrator of NASA in accordance with 5 U.S.C. 552a(k)(1) and subpart 5 of the NASA regulations appearing in 14 CFR part 1212.

**NASA 10SPER****SYSTEM NAME:**

Special Personnel Records.

**SECURITY CLASSIFICATION:**

None.

**SYSTEM LOCATION:**

Locations 1 through 9 inclusive, and Location 11 as set forth in Appendix A.

**CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:**

Candidates for and recipients of awards or NASA training; civilian and active duty military detailees to NASA; participants in enrollee programs; Faculty, Science, National Research Council and other Fellows, Associates and Guest Workers including those at NASA Centers but not on NASA rolls; NASA contract and grant awardees and their associates having access to NASA premises and records; individuals with interest in NASA matters including Advisory Committee Members; NASA employees and family members, prospective employees, and former employees; former and current participants in existing and future educational programs, including the Summer High School Apprenticeship Research Program (SHARP).

**CATEGORIES OF RECORDS IN THE SYSTEM:**

Special Program Files including: (1) Alien Scientist files; (2) Award files; (3) Counseling files, Life and Health Insurance, Retirement, Upward Mobility, and Work Injury Counseling files; (4) Military and Civilian Detailee files; (5) Personnel Development files such as nominations for and records of training or education, Upward Mobility Program files, Intern Program files, Apprentice files, and Enrollee Program files; (6) Special Employment files such as Federal Junior Fellowship Program files, Stay-in-School Program files, Summer Employment files, Worker-Trainee Opportunity Program files, NASA Executive Position files, Expert and Consultant files, and Cooperative Education Program files; and (7) Supervisory Appraisals under Competitive Placement Plan.

Correspondence and related information including: (1) Claims correspondence and records about insurance such as life, health, and travel; (2) Congressional and other Special Interest correspondence, including employment inquiries; (3) Correspondence and records concerning travel related to permanent change of address; (4) Debt complaint correspondence; (5) Employment interview records; (6) Information related to outside employment and activities of NASA employees; (7) Placement followups; (8) Preemployment inquiries and reference checks; (9) Preliminary records related to possible adverse actions; (10) Records related to reductions-in-force; (11) Records under Agency as well as

negotiated grievance procedures; (12) Separation information including exit interview records, death certificates, and other information concerning death, retirement records, and other information pertaining to separated employees; (13) Special planning analysis and administrative information; (14) Performance appraisal records; (15) Working papers for prospective or pending retirements.

Special Records and Rosters including: (1) Locator files, (2) Ranking lists of employees; (3) Repromotion candidate lists; (4) Retired military employee records; (5) Retiree records; (6) Followup records for educational programs, such as the Summer High School Apprenticeship Research Program (SHARP) an other existing or future programs.

Agencywide and Center automated personnel information. Rosters, applications, recommendations, assignment information and evaluations of Faculty, Science, National Research Council and other Fellows, Associates, and Guest Workers including those at NASA Centers but not on NASA rolls; also, information about NASA contract and grant awardees and their associates having access to NASA premises and records.

Information about members of advisory committees and similar organizations. All NASA-maintained information of the same types as, but not limited to, that information required in systems of records for which the Office of Personnel Management and other Federal personnel-related agencies publish Government wide Privacy Act Notices in the **Federal Register**.

**AUTHORITY FOR MAINTENANCE OF THE SYSTEM:**  
42 U.S.C. 2473; 44 U.S.C. 3101.

**ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSE OF SUCH USES:**

The information contained in this system of records is used by officials and employees within NASA for preview, planning, review, and management decisions regarding personnel and activities related to the records.

In addition to the internal uses of the information contained in this system of records, the following are routine uses outside of NASA: (1) Disclosures may be made to organizations or individuals having contract, legal, administrative, or cooperative relationships with NASA, including labor unions, academic organizations, governmental organizations, nonprofit organizations, and contractors; and to organizations or individuals seeking or having available

a service or other benefit or advantage. The purpose of such disclosures is to satisfy a need or needs, further cooperative relationships, offer information, or respond to a request; (2) Statistical or data presentations having need of information about individuals in the records; (3) Responses may be made to other Federal agencies and other organizations having legal or administrative responsibilities related to programs and individuals in the records; (4) Disclosure may be made to a Congressional office from the record of an individual in response to a written inquiry from the Congressional office made at the request of that individual; and (5) Standard routine uses 1 through 4 inclusive as set forth in Appendix B may also apply.

**POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:**

**STORAGE:**

Paper or hard-copy documents and electronic media.

**RETRIEVABILITY:**

Records are indexed by any one or a combination of name, birth date, Social Security Number, or identification number.

**SAFEGUARDS:**

Records are protected in accordance with the requirements and procedures which appear in the NASA regulations at 14 CFR part 1212.

**RETENTION AND DISPOSAL:**

Records are maintained and destroyed in accordance with NASA Records Retention Schedules, Schedule 3.

**SYSTEM MANAGER(S) AND ADDRESS:**

Associate Administrator for Human Resources and Education, Location 1.  
Subsystem Managers: Director, Personnel Division, Office of Inspector General, and Chief, Elementary and Secondary Programs Branch, Education Division, Location 1; Director of Personnel, Locations 1 through 4, 6, 8, and 9; Director of Human Resources, Location 5; Head, Office of Human Resources, Location 7; Human Resources Officer, Location 11.  
Locations are set forth in Appendix A.

**NOTIFICATION PROCEDURE:**

Apply to the System or Subsystem Manager at the appropriate location above. In addition to personal identification (name, Social Security Number, etc.), indicate the specific type of record, the appropriate date or period of time, and the specific kind of individual applying (e.g., employee,

former employee, contractor employee, etc.).

**RECORD ACCESS PROCEDURES:**

Same as notification procedures above.

**CONTESTING RECORD PROCEDURES:**

The NASA regulations pertaining to access to records and for contesting contents and appealing initial determinations by individual concerned are set forth in 14 CFR part 1212.

**NASA 10XROI**

**SYSTEM NAME:**

Exchange Records on Individuals.

**SECURITY CLASSIFICATION:**

None.

**SYSTEM LOCATION:**

Locations, 6, 7, 8, and 9 as set forth in Appendix A.

**CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:**

Present and former employees of, and applicants for employment, with NASA Exchanges, Recreational Associations, and Employers' Clubs at NASA Centers, and members of or participants in NASA Exchange activities, clubs and/or recreational associations. Individuals with active loans or charge accounts at one or more of the several organizations.

**CATEGORIES OF RECORDS IN THE SYSTEM:**

Exchange Employee's personnel and payroll records, including injury claims, unemployment claims, biographical data, performance evaluations, annual and sick leave records, membership and participation records on Exchange-sponsored activities, clubs and/or recreational associations, and all other employee records. Credit records on NASA employees with active accounts.

**AUTHORITY FOR MAINTENANCE OF THE SYSTEM:**  
42 U.S.C. 2473 and 44 U.S.C. 3101.

**ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSE OF SUCH USES:**

The information contained in this system of records is used within NASA for (1) maintaining exchange employees' payroll, leave, and other records; (2) determining pay adjustment eligibility; (3) determining Federal, State, and City tax withholdings; (4) determining leave eligibility; (5) determining person to notify in emergency; (6) certification of unemployment or injury claims; (7) determining credit standing; and (8) determining eligibility for participation in Exchange-sponsored club or activities and/or admittance into Exchange facilities.

In addition to the internal uses of the information contained in this system of records, the following are routine uses outside of NASA: (1) To furnish a third party a verification of an employee's status upon written request of the employee; (2) To facilitate the verification of employee contributions for insurance data with carriers and collection agents; (3) To provide various Federal, State, and local taxing authorities itemized listing of withholdings for individual income taxers; (4) To respond to State employment compensation requests for wage and separation data on former employees; (5) To report previous job injuries to worker's compensation organizations; (6) For person to notify in an emergency; (7) To report unemployment record to appropriate State and local authorities; (8) When requested, provide other employers with work record; and (9) Standard routine uses 1 through 4 inclusive as set forth in Appendix B.

**POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:**

**STORAGE:**

Paper or hard-copy documents and electronic media.

**RETRIEVABILITY:**

Records are indexed by name.

**SAFEGUARDS:**

Records are protected in accordance with the requirements and procedures which appear in the NASA regulations at 14 CFR part 1212.

**RETENTION AND DISPOSAL:**

Records are maintained and destroyed in accordance with NASA Records Retention Schedules, Schedule 9.

**SYSTEMS MANAGER(S) AND ADDRESS:**

NASA Comptroller, Location 1.  
Subsystem Managers: Chairperson, Exchange Council, Location 6 and 7; Treasurer, NASA Exchange, Location 8; Exchange Operations Manager, Location 9; Manager, NASA Exchange, Location 11; Head, Administrative Management Branch, and Treasurer Wallops Exchange and Morale Association, Location 4. Locations are as set forth in Appendix A.

**NOTIFICATION PROCEDURE:**

Individuals may obtain information from the cognizant Subsystem Managers listed above.

**RECORDS ACCESS PROCEDURE:**

Requests from individuals should be directed to the same address as stated in the notification section above.

**CONTESTING RECORD PROCEDURES:**

The NASA rules for access to records and for contesting contents and appealing initial determinations by the individual concerned appear in the NASA rules section of the **Federal Register**.

**RECORD SOURCE CATEGORIES:**

Individual on whom the record is maintained and the individual's supervisor.

**NASA 220RER**

**SYSTEM NAME:**

LeRC Occupational Radiation Exposure Records.

**SECURITY CLASSIFICATION:**

None.

**SYSTEM LOCATION:**

Locations 8 and 13, as set forth in Appendix A.

**CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:**

Present and former LeRC employees and contractor personnel who may be exposed to radiation.

**CATEGORIES OF RECORDS IN THE SYSTEM:**

Name, date of birth, exposure history, name of license holder, Social Security Number, employment, and training history.

**AUTHORITY FOR MAINTENANCE OF THE SYSTEM:**

42 U.S.C. 2473; 44 U.S.C. 3101; 42 U.S.C. 2021, 2073, 2093, 2095, 2111, 2133, 2134, 2201; 10 CFR part 20.

**ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSE OF SUCH USES:**

The information contained in this system of records is used within NASA to inform individuals of their radiation dosage.

In addition to the internal uses of the information contained in this system of records, the following are routine uses outside of NASA: (1) Standard routine uses 1 through 4 inclusive as set forth in Appendix B and (2) The Nuclear Regulatory Commission may inspect records pursuant to fulfilling their responsibilities in administering and issuing licenses to use radiation sources.

**POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:**

**STORAGE:**

Paper or hard-copy documents and electronic media.

**RETRIEVABILITY:**

Records are indexed by name.

**SAFEGUARDS:**

Records are personally supervised during the day and locked in the office at night.

Records are protected in accordance with the requirements and procedures which appear in the NASA rules section of the **Federal Register**.

**RETENTION AND DISPOSAL:**

Records are maintained and destroyed in accordance with NASA Records Retention Schedules, Schedule 1.

**SYSTEM MANAGER(S) AND ADDRESS:**

Chief, Office of Environmental Health, Location 8.

Subsystem Manager: Manager, Plum Brook Reactor Facility, Location 13. Locations are set forth in Appendix A.

**NOTIFICATION PROCEDURE:**

Individuals may obtain information from the cognizant System Manager or Subsystem Manager listed above.

**RECORD ACCESS PROCEDURES:**

Same as above.

**CONTESTING RECORD PROCEDURES:**

The NASA rules for access to records and for contesting contents and appealing initial determinations by the individual concerned appear in the NASA rules section of the **Federal Register**.

**RECORD SOURCE CATEGORIES:**

Individual is sole source.

**NASA 51LISTS**

**SYSTEM NAME:**

Locator and Information Services Tracking System (LISTS).

**SECURITY CLASSIFICATION:**

None.

**SYSTEM LOCATION:**

Location 4 as set forth in Appendix A.

**CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:**

All on-site and off-site NASA/GSFC civil servants and on-site and near-site contractors, tenants, and other guest workers possessing or requiring badge identifications.

**CATEGORIES OF RECORDS IN THE SYSTEM:**

In order to achieve the goal for LISTS of a comprehensive and accurate source of information for institutional services and planning, general, and personal information as noted below must be collected.

General information: (1) Last name; (2) First Name; (3) Middle Initial; (4) Nickname; (5) Title/Degree; (6) Position/Job Title; (7) Skill Classification; (8)

Administrative Level; (9) Organization Code; (10) Mail Code; (11) Telephone Extension; (12) Alternate Telephone Extension; (13) Building; (14) Room; (15) Use of Office Space; (16) Shift Worked; (17) Off-Site Telephone Number; (18) Off-Site Location; (19) Contract Number; (20) Authorization Type if NonContractor/Civil Servant; (21) and (22) Acronym of Contractor and/or Host Organization, and (23) Goddard Identification Number.

Personal information: (1) Social Security Number; (2) Birth Date; (3) Sex; (4) Citizenship; (5) If Not U.S. Citizen, Immigration Alien Number; (7) Street Residence; (7) City Residence; (8) County Residence; (9) State Residence; (10) Zip Code Residence; (11) Residence Telephone; (12) Name of Emergency Contact; (13) Relationship of Emergency Contact; (14) Telephone Number of Emergency Contact; (15) Address of Emergency Contact.

**AUTHORITY FOR MAINTENANCE FOR THE SYSTEM:**  
5 U.S.C. 301; 42 U.S.C. 2473; 44 U.S.C. 3101.

**ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:**

The intended official uses of the privacy and personal information are: To assist the Security Office in issuing picture badge identifications and coordinating clearance requests; to establish for the library and authorization for use of its printed materials; to identify the listed emergency contact in case of an emergency to a Center employee or guest worker; and to provide a home address in case an employee or guest worker must be contacted during off hours or for official mailings to a home address.

Other official uses of the general (nonprivacy/personal) records are: To locate individuals working for or at the Goddard Space Flight Center; to improve services provided to the Center including mail room operations, space utilization, identification of potentially hazardous work environments, scheduling of annual physical examinations, and maintenance of electronic mail user identification names; and as a tool for performing short- and long-term institutional planning.

The information contained in this system of records is used by officials and employees within NASA for preview, planning, review, and management decisions regarding personnel and institutional services related to the records.

In addition to the internal uses of the information contained in this system of

records, the following are routine uses outside of NASA: (1) Disclosures may be made to organizations or individuals having contract, legal, administrative, or cooperative relationships with NASA, including labor unions, academic organizations, governmental organizations, nonprofit organizations, and contractors; and to organizations or individuals seeking or having available a service or other benefit or advantage. The purpose of such disclosures is to satisfy a need or needs, further cooperative relationships, offer information, or respond to a request; (2) Statistical or data presentations may be made to governmental or other organizations or individuals having need of information about individuals in the records; (3) Disclosure may be made to a Congressional office from the record of an individual in response to written inquiry from the Congressional office made at the request of that individual; and (4) Standard routine uses 1 through 4 inclusive as set forth in Appendix B may also apply.

**POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:**

**STORAGE:**

Paper or hard-copy documents and electronic media.

**RETRIEVABILITY:**

General fields are indexed by any one or combination of choices to authorized users. Personal fields are not retrievable except by designees in the Security and Library Offices and the System Manager. For the Library, the retrievability is for Social Security Number, immigration alien number, and name only.

**SAFEGUARDS:**

Records are protected in accordance with the requirements and procedures which appear in the NASA regulations at 14 CFR part 1212 and through the password and access protections built into the data base management software system.

**RETENTION AND DISPOSAL:**

Records are maintained and destroyed in accordance with NASA Records Retention Schedules, Schedule 1.

**SYSTEM MANAGER(S) AND ADDRESS:**

Head, Administrative Support Branch, Code 231.0, Logistics Management Division, Location 4 as set forth in Appendix A.

**NOTIFICATION PROCEDURES:**

Apply to the System Manager at the appropriate location above. In addition to personal identification (name, social security number, etc.), indicate the

specific type of record, the appropriate date or period of time, and the specific kind of individual applying (current employee, former employee, civil servant, contractor, etc.).

**RECORD ACCESS PROCEDURES:**

Same as notification procedures above.

**CONTESTING RECORD PROCEDURES:**

The NASA regulations pertaining to access to records and for contesting contents and appealing initial determinations by the individual concerned are set forth in 14 CFR part 1212.

**RECORD SOURCE CATEGORIES:**

Individuals to whom the records pertain.

**NASA 51RSCR**

**SYSTEM NAME:**

GSFC Radiation Safety Committee Records.

**SECURITY CLASSIFICATION:**

None.

**SYSTEM LOCATION:**

Location 4 as set forth in Appendix A.

**CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:**

Radiation users and custodians under GSFC cognizance.

**CATEGORIES OF RECORDS IN THE SYSTEM:**

Employment and training history.

**AUTHORITY FOR MAINTENANCE OF THE SYSTEM:**

42 U.S.C. 2743; 44 U.S.C. 3101; USNRC License and GHB 1860.1, "Radiation Safety Handbook;" GHB 1860.2, "Radiation Safety Radio Frequency;" GHB 1860.3, "Radiation Safety Laser."

**ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:**

The information contained in this system of records is used within NASA for review and approval of custodians and users of ionizing and non-ionizing radiation by the Radiation Safety Committee. In addition to the internal uses of the information contained in this system of records, the following are routine uses outside NASA: (1) The Nuclear Regulatory Commission may inspect records pursuant to fulfilling their responsibilities in administering and issuing licenses to use radiation sources; (2) Occupational Safety and Health Administration (Federal and State) may inspect records pursuant to fulfilling their responsibilities under the Occupational Safety and Health laws;

(3) The Environmental Protection Agency may inspect records pursuant to fulfilling their responsibilities under the Environmental Protection laws and Executive order; (4) The Food and Drug Administration may inspect records pursuant to fulfilling their responsibilities respecting use of lasers and x-rays; (5) Standard routine uses 1 through 4 inclusive as set forth in Appendix B.

**POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:**

**STORAGE:**

Paper or hard-copy documents and electronic media.

**RETRIEVABILITY:**

Records are indexed by name only.

**SAFEGUARDS:**

Records are located in locked metal file cabinets in a locked room with access limited to those whose official duties require access.

**RETENTION AND DISPOSAL:**

Records are maintained and destroyed in accordance with NASA Records Retention Schedules, Schedule 1.

**SYSTEMS MANAGER(S) AND ADDRESS:**

Chief, Health, Safety, and Security Office, Location 4 as set forth in Appendix A.

**NOTIFICATION PROCEDURE:**

Individuals may obtain information from the System Manager.

**RECORD ACCESS PROCEDURES:**

Same as above.

**CONTESTING RECORD PROCEDURES:**

The NASA regulations for access to records and for contesting contents and appealing initial determinations by the individual concerned appear at 14 CFR part 1212.

**RECORD SOURCE CATEGORIES:**

Employees.

**NASA 72XOPR**

**SYSTEM NAME:**

JSC Exchange Activities Records.

**SECURITY CLASSIFICATION:**

None.

**SYSTEM LOCATION:**

Location 4 as set forth in Appendix A.

**CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:**

Employees and past employees of JSC Exchange Operations, applicants under the JSC Exchange Scholarship Program, and JSC employees or JSC contractor

employees participating in sports or special activities sponsored by the Exchange.

**CATEGORIES OF RECORDS IN THE SYSTEM:**

For present and past employees of the JSC Exchange Operations, the system includes a variety of records relating to personnel actions and determinations made about an individual while employed by the NASA Exchange-JSC. These records contain information about an individual relating to birth date; social security number; home address and telephone number; marital status; references; veteran preference, tenure, handicap; position description, past and present salaries, payroll deductions, leave; letters of commendation and reprimand; adverse actions, charges and decisions on charges; notice of reduction-in-force; personnel actions, including but not limited to, appointment, reassignment, demotion, detail, promotion, transfer and separation; minority group; records relating to life insurance, health and retirement benefits; designation of beneficiary; training; performance ratings; physical examinations; criminal matters; data documenting the reasons for personnel actions or decisions made about an individual; awards; and other information relating to the status of the individual.

For successful applicants under the JSC Exchange Scholarship Program, the system contains information supplied by individual Center employees who have applied for an Exchange Scholarship for financial transactions or holdings, employment history, medical data, and other related information.

For participants in social or sports activities sponsored by the Exchange, information includes employees' or contractors' employee identification number, organization, location, telephone number, and other information directly related to status or interest in participation in such activities.

**AUTHORITY FOR MAINTENANCE OF THE SYSTEM:**

42 U.S.C. 2473; 44 U.S.C. 3101; NASA Management Instruction 9050.6; Treasury Fiscal Requirement Manual, Part III, Payroll Deductions and Withholdings; and the Federal Personnel Manual.

**ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:**

The information contained in this system of records is used within NASA for the following purposes: (1) With respect to past or present employees of the JSC Exchange Operations,

information in the system is used to: (a) Pay employees and advise employees through Leave and Earnings Statements, (b) provide for promotion opportunities, disciplinary actions, staffing controls, budget requirements, employee fringe benefits, and other related personnel managerial purposes, and (c) submit reports in accordance with legal or policy directives and regulations to Center management and NASA Headquarters; (2) With respect to successful applicants under the JSC Scholarship Program, the information in the system is used to award scholarships to the sons and daughters of NASA-JSC employees, and (3) With respect to participants in the social or sports activities sponsored by the Exchange, the information maintained in the system is used to facilitate participation in such activities.

In addition to the internal uses of the information contained in this system of records, the following are routine uses outside of NASA for information maintained on JSC Exchange Operations employees only: (1) Provide information in accordance with legal or policy directives and regulations to the Internal Revenue Service, Department of Labor, Department of Commerce, Texas State Government Agencies, labor unions; (2) Provide information to insurance carriers with regard to worker's compensation, health and accident, and retirement insurance coverages; (3) Provide employment or credit information to other parties as requested by a current or former employee of the JSC Exchange Operations; and (4) Standard routine uses 1 through 4 inclusive as set forth in Appendix B.

**POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS:**

**STORAGE:**

Paper or hard-copy documents and electronic media.

**RETRIEVABILITY:**

For Exchange employees, records are maintained by name and filed as current or past employee. For Scholarship applicants, records are maintained by name. For participants in social or sports activities, records are maintained by name.

**SAFEGUARDS:**

Records are located in locked metal file cabinets with access limited to those whose official duties require access.

**RETENTION AND DISPOSAL:**

Records are maintained and destroyed in accordance with NASA Records Retention Schedules, Schedule 9.

**SYSTEM MANAGER(S) AND ADDRESS:**

Manager, Exchange Operations,  
NASA Exchange-JSC, Location 5, as set  
forth in Appendix A.

**NOTIFICATION PROCEDURE:**

Individuals may obtain information  
from the System Manager.

**RECORD ACCESS PROCEDURES:**

Same as above.

**CONTESTING RECORD PROCEDURES:**

The NASA regulations for access to  
records and for contesting contents and  
appealing initial determinations by the  
individual concerned appear in 14 CFR  
part 1212.

**RECORD SOURCE CATEGORIES:**

For employees of the JSC Exchange  
Operations, information is obtained  
from the individual employee, the  
employee references, insurance carriers,  
JSC Health Services Division, JSC  
Security, employment agencies, Texas  
Unemployment Commission, credit  
bureaus, and creditors.

With respect to the JSC Exchange  
Scholarship Program, the information is  
obtained from the parents or guardians  
of the scholarship participants.

For JSC employees and JSC contractor  
employees, participation in social or  
sports activities sponsored by the  
Exchange information is obtained from  
the individual participant.

**NASA 76RTES****SYSTEM NAME:**

KSC Radiation Training and  
Experience Summary.

**SECURITY CLASSIFICATION:**

None.

**SYSTEM LOCATION:**

Location 6 as set forth in Appendix A.

**CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:**

Custodians and/or users of sources  
radiation (ionizing and non-ionizing).  
Applicable to all users or custodians at  
KSC and NASA or NASA contractor  
personnel at Cape Canaveral Air Force  
Station, Florida, or Vandenberg Air  
Force Base, California.

**CATEGORIES OF RECORDS IN THE SYSTEM:**

Individuals name and radiation-  
related training and experience.

**AUTHORITY FOR MAINTENANCE OF THE SYSTEM:**

42 U.S.C. 2473; 44 U.S.C. 3101; 42  
U.S.C. 2021, 2111, 2201, 2232, 2233, 10  
CFR part 33 for Federal Licensee, and  
Florida Administrative Code, Chapter  
10 D-56 for State Licensee.

**ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:**

The information contained in this  
system of records is used within NASA  
to determine the suitability of  
individuals for specific assignments  
dealing with radiation and to preclude  
unnecessary exposure to self and others.

In addition to the internal uses of the  
information contained in this system of  
records, routine uses outside of NASA  
include (1) Disclosure to Air Force  
Radiation Protection Officers at Eastern  
Space and Missile Center, Patrick Air  
Force Base, Florida, and Vandenberg Air  
Force Base, California, to governmental  
and private license holders, and to  
NASA contractors using sources of  
radiation to facilitate protection of the  
individual and the public; (2) Standard  
routine uses 1 through 4 inclusive as set  
forth in Appendix B.

**POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:****STORAGE:**

Paper or hard-copy documents and  
electronic media.

**RETRIEVABILITY:**

Records are indexed by name,  
program/project title. Use authorization  
number and/or license number as  
applicable.

**SAFEGUARDS:**

Records are personally supervised  
during the day and locked in the office  
at night. Records are protected in  
accordance with the requirements and  
procedures which appear in the  
applicable NASA regulations at 14 CFR  
part 1212.

**RETENTION AND DISPOSAL:**

Records are maintained and destroyed  
in accordance with NASA Records  
Retention Schedules, Schedule 1.

**SYSTEM MANAGER(S) AND ADDRESS:**

KSC Radiation Protection Officer,  
Location 6 as set forth in Appendix A.

**NOTIFICATION PROCEDURE:**

Individuals may obtain information  
from the System Manager.

**RECORD ACCESS PROCEDURES:**

Same as above.

**CONTESTING RECORD PROCEDURES:**

The NASA regulations for access to  
records and for contesting contents and  
appealing initial determinations by the  
individual concerned appear at 14 CFR  
part 1212.

**RECORD SOURCE CATEGORIES:**

Individual is sole source.

**NASA 76STCS****SYSTEM NAME:**

KSC Shuttle Training Certification  
and Record System (YC-04).

**SECURITY CLASSIFICATION:**

None.

**SYSTEM LOCATION:**

Location 6 as set forth in Appendix A.

**CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:**

KSC Civil Service, KSC contractor,  
and Department of Defense personnel  
who have received systems, safety,  
reliability and quality assurance, and  
skills, training in support of KSC or  
Space Shuttle operations.

**CATEGORIES OF RECORDS IN THE SYSTEM:**

Records of training attendance and  
certifications, including certifications of  
physical ability to perform hazardous  
tasks.

**AUTHORITY FOR MAINTENANCE OF THE SYSTEM:**

42 U.S.C. 2473; 44 U.S.C. 3101.

**ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:**

The information contained in this  
system of records is used within NASA  
to determine training needs, and the  
operational readiness of the work force,  
to provide data for badging and access  
control to hazardous areas or critical  
operations, to determine the size of  
individual protective equipment and to  
identify personnel with needed skill  
combinations. In addition to the internal  
uses of the information contained in the  
systems of records, the following are  
routine uses outside of NASA: (1)  
Disclosure is made of information on  
employees of KSC contractors to those  
contractor organizations and to the Base  
Operations Contractor, to facilitate the  
performance of the contracts. The Base  
Operations Contractor compiles these  
training records for KSC; (2) Standard  
routine uses 1 through 4 inclusive as set  
forth in Appendix B.

**POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:****STORAGE:**

Paper or hard-copy documents and  
electronic media. All records for KSC  
are maintained by a NASA Contractor  
on computer tape with printouts made  
as required. Bar code readers are  
utilized for transfer of information on  
course attendees to a central processing  
unit by contractor personnel.

**RETRIEVABILITY:**

Indexed by Social Security Number,  
name, organization, and skill.

**SAFEGUARDS:**

These training records are maintained under administrative control of responsible organizations in areas that are locked when not in use. In addition, records are safeguarded in accordance with the requirements and procedures which appear in the NASA regulations at 14 CFR part 1212.

**RETENTION AND DISPOSAL:**

Records are maintained and destroyed in accordance with NASA Records Retention Schedules, Schedule 8.

**SYSTEM MANAGER(S) AND ADDRESS:**

Chief, Human Resources Development Branch, Location 6 as set forth in Appendix A.

**NOTIFICATION PROCEDURE:**

Individuals may obtain information from the System Manager.

**RECORDS ACCESS PROCEDURES:**

Same as above.

**CONTESTING RECORD PROCEDURES:**

The NASA regulations for access to records and for contesting contents and for appealing initial determinations by the individual concerned appear at 14 CFR part 1212.

**RECORD SOURCE CATEGORIES:**

Information is obtained from class input, rosters, operational records, reports of physical examination completions, and actions implemented by certifications boards.

**NASA 76XRAD****SYSTEM NAME:**

KSC USNRC Occupational External Radiation Exposure History for Nuclear Regulatory Commission Licenses.

**SECURITY CLASSIFICATION:**

None.

**SYSTEM LOCATION:**

Location 6 as set forth in Appendix A.

**CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:**

KSC civil servants and KSC contractor personnel who have received radiation exposure.

**CATEGORIES OF RECORDS IN THE SYSTEM:**

Name, date of birth, exposure history, name of license holder, Social Security Number.

**AUTHORITY FOR MAINTENANCE OF THE SYSTEM:**

42 U.S.C. 2473; 44 U.S.C. 3101; 42 U.S.C. 2021, 2073, 2093, 2095, 2111, 2133, 2134, and 2201; 10 CFR part 20 for Federal Licensee; and Florida Administrative Code, Chapter 10 D-56 for State Licensee.

**ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:**

The information contained in this system of records is used within NASA to record exposure and to inform individuals of their approaching or exceeding radiation dose limits.

In addition to the internal uses of the information contained in this system of records, the following are routine uses outside of NASA: (1) Disclosure to Air Force Radiation Protection Offices at Eastern Space and Missile Center, Patrick Air Force Base, Florida, and Vandenberg Air Force Base, California, to governmental and private license holders, and to NASA contractors using radioactive materials or ionizing radiation producing devices to facilitate the protection of individuals; (2) Standard routine uses 1 through 4 inclusive as set forth in Appendix B.

**POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:****STORAGE:**

Paper or hard-copy documents and electronic media.

**RETRIEVABILITY:**

Records are indexed by name in personnel dosimetry files.

**SAFEGUARDS:**

Records are personally supervised during the day and locked in the office at night. Records are protected in accordance with the requirements and procedures which appear in the NASA regulations at 14 CFR part 1212.

**RETENTION AND DISPOSAL:**

Records are maintained and destroyed in accordance with NASA Records Retention Schedules, Schedule 1.

**SYSTEM MANAGER(S) AND ADDRESS:**

KSC Radiation Protection Officer, Location 6 as set forth in Appendix A.

**NOTIFICATION PROCEDURE:**

Individuals may obtain information from the System Manager.

**RECORD ACCESS PROCEDURES:**

Same as above.

**CONTESTING RECORD PROCEDURES:**

The NASA regulations for access to records and for contesting contents and appealing initial determinations by the individual concerned appear at 14 CFR part 1212.

**RECORD SOURCE CATEGORIES:**

Individual is sole source.

**APPENDIX A—LOCATION NUMBERS AND MAILING ADDRESSES OF NASA CENTERS AT WHICH RECORDS ARE LOCATED****Location 1**

NASA Headquarters, National Aeronautics and Space Administration, Washington, DC 20546-0001

**Location 2**

Ames Research Center, National Aeronautics and Space Administration, Moffett Field, CA 94035-1000

**Location 3**

Dryden Flight Research Center, National Aeronautics and Space Administration, PO Box 273, Edwards, CA 93523-0273

**Location 4**

Goddard Space Flight Center, National Aeronautics and Space Administration, Greenbelt, MD 20771-0001

**Location 5**

Lyndon B. Johnson Space Center, National Aeronautics and Space Administration, Houston, TX 77058-3696

**Location 6**

John F. Kennedy Space Center, National Aeronautics and Space Administration, Kennedy Space Center, FL 32899-0001

**Location 7**

Langley Research Center, National Aeronautics and Space Administration, Hampton, VA 23681-0001

**Location 8**

Lewis Research Center, National Aeronautics and Space Administration, 21000 Brookpark Road, Cleveland, OH 44135-3191

**Location 9**

George C. Marshall Space Flight Center, National Aeronautics and Space Administration, Marshall Space Flight Center, AL 35812-0001

**Location 10**

HQ NASA Management Office—JPL, National Aeronautics and Space Administration, 4800 Oak Grove Drive, Pasadena, CA 91109-8099

**Location 11**

John C. Stennis Space Center, National Aeronautics and Space Administration, Stennis Space Center, MS 39529-6000

**Location 12**

JSC White Sands Test Facility, National Aeronautics and Space Administration, P.O. Drawer MM, Las Cruces, NM 88004-0020

**Location 13**

LeRC Plum Brook Station, National Aeronautics and Space Administration, Sandusky, OH 44870

**Location 14**

MSFC Michoud Assembly Facility, National Aeronautics and Space Administration, P.O. Box 29300, New Orleans, LA 70189

**Location 15**

NASA Independent Verification and Validation Facility (NASA IV&V), 100 University Drive, Fairmont, WV 26554

**Appendix B—Standard Routine Uses—NASA**

The following routine uses of information contained in systems of records subject to the Privacy Act of 1974 are standard for many NASA systems. They are cited by reference in the paragraph "Routine uses of records maintained in the system, including categories of users and the purpose of such uses" of the **Federal Register** notice on those systems to which they apply.

Standard Routine Use No. 1—LAW ENFORCEMENT—In the event that this system of records indicates a violation or potential violation of law, whether civil, criminal, or regulatory in nature, and whether arising by general statute or particular program statute, or by regulation, rule, or order issued pursuant thereto, the relevant records in the system of records may be referred, as a routine use, to the appropriate agency, whether Federal, State, local or foreign, charged with the responsibility of investigating or prosecuting such violation or charged with enforcing or implementing the statute, rule, regulation, or order issued pursuant thereto.

Standard Routine Use No. 2—DISCLOSURE WHEN REQUESTING INFORMATION—A record from this system of records may be disclosed as a 'routine use' to a Federal, State, or local agency maintaining civil, criminal, or other relevant enforcement information or other pertinent information, such as current licenses, if necessary to obtain information relevant to an agency decision concerning the hiring or retention of an employee, the issuance of a security clearance, the letting of a contract, or the issuance of a license, grant, or other benefit.

Standard Routine Use No. 3—DISCLOSURE OF REQUESTED INFORMATION—A record from this system of records may be disclosed to a Federal agency, in response to its request, in connection with the hiring or retention of an employee, the issuance of a security clearance, the reporting of an investigation of an employee, the letting of a contract, or the

issuance of a license, grant, or other benefit by the requesting agency, to the extent that the information is relevant and necessary to the requesting agency's decision on the matter.

Standard Routine Use No. 4—COURT OR OTHER FORMAL PROCEEDINGS—In the event there is a pending court or formal administrative proceeding, any records which are relevant to the proceeding may be disclosed to the Department of Justice or other agency for purposes of representing the Government, or in the course of presenting evidence, or they may be produced to parties or counsel involved in the proceeding in the course of pre-trial discovery.

[FR Doc. 98-2055 Filed 1-27-98; 8:45 am]  
BILLING CODE 7510-01-M

**NATIONAL TRANSPORTATION SAFETY BOARD**

**Public Hearing on Korean Air Flight 801 Accident**

In connection with its investigation of the accident involving Korean Air flight 801, a Boeing 747-300, in Agana, Guam, on August 6, 1997, the National Transportation Safety Board will convene a public hearing beginning at 9 a.m. local time on Tuesday, March 24, 1998, at the Hawaii Convention Center, 1833 Kalakua Avenue, Honolulu, Hawaii. For more information, contact the NTSB Major Investigations Division, telephone (202) 314-6310 or Paul Schlamm or Keith Holloway, NTSB Office of Public Affairs, telephone (202) 314-6100.

Dated: January 22, 1998.  
**Ray Smith,**  
*Alternate Federal Register Liaison Officer.*  
[FR Doc. 98-1995 Filed 1-27-98; 8:45 am]  
BILLING CODE 7533-01-M

**NUCLEAR REGULATORY COMMISSION**

**Application for a License to Export a Utilization Facility**

Pursuant to 10 CFR 110.70 (b)(1) "Public notice of receipt of an application", please take notice that the Nuclear Regulatory Commission has received the following application for an export license. Copies of the application are on file in the Nuclear Regulatory Commission's Public Document Room located at 2120 L Street, N.W., Washington, D.C.

A request for a hearing or petition for leave to intervene may be filed within 30 days after publication of this notice in the **Federal Register**. Any request for hearing or petition for leave to intervene shall be served by the requestor or petitioner upon the applicant, the Office of the General Counsel, U.S. Nuclear Regulatory Commission, Washington, D.C. 20555; the Secretary, U.S. Nuclear Regulatory Commission, Washington, D.C. 20555; and the Executive Secretary, U.S. Department of State, Washington, D.C. 20520.

In its review of the application for a license to export a utilization facility as defined in 10 CFR Part 110 and noticed herein, the Commission does not evaluate the health, safety or environmental effects in the recipient nation of the facility to be exported. The information concerning the application follows.

Name of applicant, date of application, date received, application No.	Description of facility	End use	Country of destination
Combustion Engineering, Dec. 23, 1997, Dec. 31, 1997, XR165.	Two (2) Nuclear utilization facilities 1000MWE each.	Commercial operation of electricity .....	North Korea.

Dated this 21st day of January 1998 at Rockville, Maryland.  
For the Nuclear Regulatory Commission.  
**Ronald D. Hauber,**  
*Director, Division of Nonproliferation, Exports and Multilateral Relations, Office of International Programs.*  
[FR Doc. 98-2018 Filed 1-27-98; 8:45 am]  
BILLING CODE 7590-01-P

**NUCLEAR REGULATORY COMMISSION**

**Advisory Committee on the Medical Uses of Isotopes: Meeting Notice**

**AGENCY:** U.S. Nuclear Regulatory Commission.

**ACTION:** Notice of meeting.

**SUMMARY:** The U.S. Nuclear Regulatory Commission will convene a meeting of a subcommittee of the Advisory Committee on the Medical Uses of Isotopes (ACMUI) on February 9 and 10, 1998. The meeting will take place at the

address provided below. All sessions of the meeting will be open to the public.

Topic of discussion will be the proposed rule text for the revision of 10 CFR part 35 and associated guidance.

**DATES:** The meeting will begin at 8:00 a.m., on February 9 and 10, 1998.

**ADDRESSES:** U.S. Nuclear Regulatory Commission, Two White Flint North, 11545 Rockville Pike, Room T2B3, Rockville, MD 20852-2738.

**FOR FURTHER INFORMATION, CONTACT:** Patricia Vacherlon, U.S. Nuclear Regulatory Commission, Office of Nuclear Material Safety and Safeguards,