

- 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 23681-2199
- Location 8  
John H. Glenn Research Center at Lewis Field, 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, PO Drawer MM, Las Cruces, NM 88004-0020
- Location 13  
GRC Plum Brook Station, National Aeronautics and Space Administration, Sandusky, OH 44870
- Location 14  
MSFC Michoud Assembly Facility, National Aeronautics and Space Administration, PO Box 29300, New Orleans, LA 70189
- Location 15  
NASA Independent Verification and Validation Facility (NASA IV&V), 100 University Drive, Fairmont, WV 26554
- Location 16  
Office of Inspector General, Post of Duty, 402 E. State Street, Suite 3036, Trenton, NJ 08608
- Location 17  
Office of Inspector General, Western Field Office, Glenn Anderson Federal Building, 501 West Ocean Blvd., Long Beach, CA 90802-4222
- Location 18  
NASA Shared Services Center (NSSC), Building 5100, Stennis Space Center, MS 39529-6000

#### APPENDIX B—STANDARD ROUTINE USES—NASA

The following routine uses of information contained in SORs, 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 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 SOR 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, or rule, regulation or order issued pursuant thereto.

Standard Routine Use No. 2—DISCLOSURE WHEN REQUESTING INFORMATION—A record from this SOR 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 SOR 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—DISCLOSURE TO THE DEPARTMENT OF JUSTICE FOR USE IN LITIGATION:

A record from this SOR may be disclosed to the Department of Justice when (a) The Agency, or any component thereof; or (b) any employee of the Agency in his or her official capacity; or (c) any employee of the Agency in his or her individual capacity where the Department of Justice or the Agency has agreed to represent the employee; or (d) the United States, where the Agency determines that litigation is likely to affect the Agency or any of its components, is a party to litigation or has an interest in such litigation, and the use of such records by the Department of Justice or the Agency is deemed by the Agency to be relevant and necessary to the litigation provided, however, that in each case it has been determined that the disclosure is compatible with the purpose for which the records were collected.

Standard Routine Use 5: ROUTINE USE FOR AGENCY DISCLOSURE IN LITIGATION

It shall be a routine use of the records in this system of records to disclose them in a proceeding before a court or adjudicative body before which the agency is authorized to appear, when: (a) The Agency, or any

component thereof; or (b) any employee of the Agency in his or her official capacity; or (c) any employee of the Agency in his or her individual capacity where the Agency has agreed to represent the employee; or (d) the United States, where the Agency determines that litigation is likely to affect the Agency or any of its components, is a party to litigation or has an interest in such litigation, and the use of such records by the Agency is deemed to be relevant and necessary to the litigation, provided, however, that in each case, the Agency has determined that the disclosure is compatible with the purpose for which the records were collected.

Standard Routine Use No. 6—SUSPECTED OR CONFIRMED CONFIDENTIALITY COMPROMISE—A record from this SOR may be disclosed to appropriate agencies, entities, and persons when (1) NASA suspects or has confirmed that the security or confidentiality of information in the system of records has been compromised; (2) NASA has determined that as a result of the suspected or confirmed compromise there is a risk of harm to economic or property interests, identity theft or fraud, or harm to the security or integrity of this system or other systems or programs (whether maintained by NASA or another agency or entity) that rely upon the compromised information; and (3) the disclosure made to such agencies, entities, and persons is reasonably necessary to assist in connection with NASA's efforts to respond to the suspected or confirmed compromise and prevent, minimize, or remedy such harm.

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BILLING CODE 7510-13-P

#### NATIONAL AERONAUTICS AND SPACE ADMINISTRATION

[Notice (07-081)]

#### Privacy Act of 1974; Privacy Act System of Records

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

**ACTION:** Notice of proposed revisions to an existing Privacy Act system of records.

**SUMMARY:** Pursuant to the provisions of the Privacy Act of 1974 (5 U.S.C. 552a), the National Aeronautics and Space Administration is issuing public notice of its proposal to modify its previously noticed system of records: This notice publishes updates of those systems of records as set forth below under the caption **SUPPLEMENTARY INFORMATION**.

**DATES:** Submit comments within 30 calendar days from the date of this publication.

**ADDRESSES:** Patti F. Stockman, Privacy Act Officer, Office of the Chief Information Officer, National Aeronautics and Space Administration Headquarters, Washington, DC 20546-

0001, (202) 358-4787, NASA-PAOfficer@nasa.gov.

**FOR FURTHER INFORMATION CONTACT:**

NASA Privacy Act Officer, Patti F. Stockman, (202) 358-4787, NASA-PAOfficer@nasa.gov.

**SUPPLEMENTARY INFORMATION:**

Modifications of the NASA systems of records include: Addition of a new locations; clarification of routine uses; revision of storage and safeguard information; clarification of retention and disposal information; addition of new subsystem managers and modifications of other subsystem manager titles. One previously existing SOR, NASA 611WSR—MSFC Internet Web Site Record System, is deleted as it no longer exists. Specific changes for the NASA systems of records are set forth below:

*Aircraft Crewmembers' Qualifications and Performance Records/NASA 10ACMQ:* Title has been changed to "Aircraft Crewmembers" Flight Records and Currency" to more accurately describe the nature of the records; categories of records have been updated; storage and safeguard information has been updated to more accurately reflect electronic records; and subsystem managers' titles have been updated.

*Biographical Records for Public Affairs/NASA 10BRPA:* Updated to reflect records availability via the Internet.

*NASA Education Program Evaluation System/NASA 10EDUA:* Updated to include all routine uses contained in Appendix B.

*Equal Opportunity Records/NASA 10EEOR:* Updated to include a new location and a new subsystem manager, and to include all routine uses contained in Appendix B.

*National Aeronautics and Space Administration Foreign National Management System/NASA 10FNMS:* Updated to include all routine uses contained in Appendix B.

*NASA Freedom of Information Act System/NASA 10FOIA:* Updated to include all routine uses contained in Appendix B.

*Government Motor Vehicle Operators Permit Records/NASA 10GMVP:* Updated to include all routine uses contained in Appendix B.

*History Archives Biographical Collection/NASA 10HABC:* Republication of the system with no changes.

*Inspector General Investigations Case Files/NASA 10IGIC:* Updated to include all routine uses contained in Appendix B.

*NASA Personnel and Payroll Systems/NASA 10NPPS:* Updated to

add a new location and a new subsystem manager, and to include all routine uses contained in Appendix B.

*Standards of Conduct Counseling Case Files/NASA 10SCCF:* Updated to include a new location and a new subsystem manager, and to include all routine uses contained in Appendix B.

*Security Records System/NASA 10SECR:* Updated to include all routine uses contained in Appendix B, and clarification of retention and disposal information.

*Special Personnel Records/NASA 10SPER:* Updated to add a new location and a new subsystem manager, and to include all routine uses contained in Appendix B.

*Exchange Records on Individuals/NASA 10XROI:* Updated to include all routine uses of Appendix B.

*MSFC Internet Web Site Record System/NASA 611WSR:* System of records deleted; no longer in existence.

*Integrated Financial Management (IFM) Program—Core Financial System/NASA 10IMF1:* System number and name are changed to NASA 10IEMP Integrated Enterprise Management Program (IEMP)—Core Financial System; system updated to provide more specific retention schedules and to include all routine uses of Appendix B.

*Locator and Information Services Tracking System (LISTS)/GSFC 51LISTS:* System updated to include all routine uses of Appendix B.

*Johnson Space Center Exchange Activities Records/JSC 72XOPR:* System updated to include all routine uses of Appendix B.

*Kennedy Space Center Shuttle Training Certification System (YC-04)/KSC 76STCS:* System updated to include all routine uses of Appendix B.

Submitted by:

**Jonathan Q. Pettus,**  
NASA Chief Information Officer.

**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:**

This system maintains information on Crewmembers of NASA aircraft.

**CATEGORIES OF RECORDS IN THE SYSTEM:**

System contains: (1) Records of 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, and training performed; and (2) flight itineraries and passenger manifests.

**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 following are routine uses: (1) In cases of accident investigations, including mishap and collateral investigations, access to this system of records may be granted to Federal, State, or local agencies or to foreign governments; (2) to Federal, State, or local agencies, companies, or governments requesting qualifications of crewmembers prior to authorization to participate in their flight programs, or to Federal, State, or local 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 the case of public release of information from mishap or collateral investigation reports, pursuant to NASA regulations at 14 CFR part 1213; and (4) NASA standard routine uses as set forth in Appendix B.

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

**STORAGE:**

Records in this system are maintained as hard-copy documents and on electronic media.

**RETRIEVABILITY:**

Records are retrieved from the system by aircrew identifier.

**SAFEGUARDS:**

Computerized records access is limited to only users with a business need for access and user accounts employ secure user authentication; non-electronic records are maintained in accordance with the requirements and procedures which appear at 14 CFR 1212.605, utilizing locked file cabinets and/or secured rooms.

**RETENTION AND DISPOSAL:**

Records are maintained in Agency files and destroyed 5 years after crewmember separates from NASA in accordance with NASA Records Retention Schedules, Schedule 8 Item 32.

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

Director, Aircraft Management Office, Location 1.

*Subsystem Managers:* Deputy Chief, Flight Control and Cockpit Integration Branch, 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 Engineering Branch, Location 7; Chief, Aircraft Operations Office, 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 the same address as stated in the Notification section above.

**CONTESTING RECORD PROCEDURES:**

The NASA regulations for requesting amendments to records and contesting record contents 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, 3 through 9 inclusive, and Locations 11 and 18, as set forth in Appendix A.

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

This system maintains information on 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 following are routine uses: These records are made available via the Internet to professional societies, civic clubs, industrial and other organizations, news media representatives, researchers, authors, Congress, other agencies and other members of the public.

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

**STORAGE:**

Records in this system are maintained as hard-copy documents and on electronic media.

**RETRIEVABILITY:**

Records are retrieved from the system by individual's name.

**SAFEGUARDS:**

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

**RETENTION AND DISPOSAL:**

Records are maintained in Agency files and destroyed when there is no longer a potential for public interest in them in accordance with NASA Records Retention Schedules, Schedule 1, Item 40.

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

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

Subsystem Managers: Public Affairs Officer at Locations 3 through 9 and Location 11; Manager, Customer Satisfaction and Communication Office, Location 18; 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 Center.

**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 10EDUA**

**SYSTEM NAME:**

NASA Education Program Evaluation System.

**SECURITY CLASSIFICATION:**

None.

**SYSTEM LOCATION:**

Secure NASA and NASA contractor Servers in Locations 1 through 11 as set forth in Appendix A.

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

This system maintains information on NASA civil servants and contractors serving as Education Program/Project Managers and Session Presenters, as well as on Program Participants and members of the public including students (K-12 and Higher Education), teachers, faculty, school administrators, and participants' parents/guardians/family members. Records are also maintained on the performance outcomes by Principal Investigators and their institutions and organizations that have been awarded grants under the Minority University Research and Education Program.

**CATEGORIES OF RECORDS IN THE SYSTEM:**

Records in the system include identifying information about students enrolled in and/or graduated from NASA programs and whether students are promoted to the next grade level in math and/or science. Personal data is also maintained on Program managers, Program points of contact, and Session Presenters including information that includes, but is not limited to name, work address and telephone. Information about Program participants includes, but is not limited to, name, permanent and school addresses, ethnicity, gender, school grade or college level, highest attained degree and degree field, institution type, and ratings about program/experience.

**AUTHORITY FOR MAINTENANCE OF THE SYSTEM:**

42 U.S.C. 2473 (2003); 44 U.S.C. 3101; 5 U.S.C. 4101 *et seq.*

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

Any disclosures of information will be compatible with the purpose for which the Agency collected the information. The records and information in these records may be used to: (1) Provide information to NASA support contractors or partners on Education grants who have access to the information to fulfill their responsibilities of (a) providing and managing the Education programs on behalf of NASA, or of (b) maintaining the systems in which the information resides; (2) Disclosure may be made to a congressional office from the record of an individual in response to an inquiry from the congressional office made at the request of that individual; and (3) NASA standard routine uses as set forth in Appendix B.

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

Records in this system are maintained and stored on a secure server as electronic records.

**RETRIEVABILITY:**

Records may be retrieved from the system by any one or a combination of choices by authorized users to include name, identification number, zip code, state, grade level and institution.

**SAFEGUARDS:**

Access to records is password controlled based on functional user roles in the program. Information system security is managed in accordance with OMB Circular A-130, "Management of Federal Information Resources."

**RETENTION AND DISPOSAL:**

The records in this System of Records are managed, retained and dispositioned in accordance with the guidelines defined in NASA Procedural Requirements (NPR) 1441.1, NASA Records Retention Schedules, Schedule 1, item 32.

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

Director of Education, Office of Strategic Communications, Location 1 (see Appendix A).

**NOTIFICATION PROCEDURE:**

Contact System Manager by mail at Location 1 (see Appendix A).

**RECORD ACCESS PROCEDURE:**

Individuals who wish to gain access to their records should submit their request in writing to the System Manager at the addresses given above.

**CONTESTING RECORD PROCEDURES:**

The NASA regulations governing access to records, procedures for contesting the contents and for appealing initial determinations are set forth in 14 CFR part 1212.

**RECORD SOURCE CATEGORIES:**

The information is obtained directly from NASA Education Program Managers, presenters, Participants, and Principal Investigators.

**NASA 10EEO****SYSTEM NAME:**

Equal Opportunity Records.

**SECURITY CLASSIFICATION:**

None.

**SYSTEM LOCATION:**

Locations 1 through 9 inclusive and Locations 11 and 18, as set forth in Appendix A.

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

This system maintains information on current and former employees and applicants for employment.

**CATEGORIES OF RECORDS IN THE SYSTEM:**

(1) Complaints and (2) applications for employment.

**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 following are routine uses: (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 on behalf of the individual; and (4) NASA standard routine uses as set forth in Appendix B.

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

Records in this system are maintained as hard-copy documents and on electronic media.

**RETRIEVABILITY:**

These records are retrieved from the system by the complainant's 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 in Agency files and destroyed 4 years after resolution of case, in accordance with NASA Records Retention Schedules, Schedule 3 Item 50/E. For Compliance Records: the Review files are destroyed when 7 years old and the EEO Compliance Reports are destroyed when 3 years old, in accordance with NASA Records Retention Schedules, Schedule 3 Item 50/E.

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

Associate Administrator for Equal Opportunity Programs, Location 1.  
Subsystem Managers: Equal Opportunity Officer, Locations 1, 11, and 18; Head, Equal Opportunity Programs Office, Location 4; Director of Equal Opportunity Programs at Locations 5 through 9; Locations are as set forth in Appendix A.

**NOTIFICATION PROCEDURE:**

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

**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 10 FNMS****SYSTEM NAME:**

National Aeronautics and Space Administration Foreign National Management System.

**SECURITY CLASSIFICATION:**

None.

**SYSTEM LOCATION:**

The centralized data system is located at the Extranet Security Portals Group, 1225 Clark Street, Suite 1103, Arlington, VA 22202

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

This system maintains information on all non-U.S. citizens, to include Lawful Permanent Residents seeking access to NASA facilities, resources, laboratories, contractor sites, Federally Funded Research and Development Centers or NASA sponsored events for unclassified purposes to include employees of NASA or NASA contractors; prospective NASA or NASA contractor employees; employees of other U.S. Government agencies or their contractors of universities, of companies (professional or service staff), or of other institutions; foreign students at U.S. institutions; officials or other persons employed by foreign governments or other foreign institutions who may or may not be involved in cooperation with NASA under international agreements; permanent resident aliens; foreign media representatives; and representatives or agents of foreign national governments seeking access to NASA facilities, to include high-level protocol visits; or international relations.

**CATEGORIES OF RECORDS IN THE SYSTEM:**

Records in this system include information about the individuals seeking access to NASA resources. Information about individual may include, but is not limited to: name, home address, place of birth and citizenship, U.S. visitor/travel document numbers, employment information, Tax Identification Numbers (Social Security Number), and reason and length of proposed NASA access.

**AUTHORITY FOR MAINTENANCE OF THE SYSTEM:**

Section 304(a) of the National Aeronautics and Space Act, codified at 42 U.S.C. 2455; Federal Property Management Regulation, 41 CFR Ch. 101; 14 CFR parts 1203 through 1203b; 14 CFR 1213; 15 CFR 744; 22 CFR 62; 22 CFR 120–130; 40 U.S.C. 1441, and 44 U.S.C. 3101, and Executive Order 9397.

**PURPOSE(S):**

Records are maintained and used by NASA to document, track, manage, analyze, and/or report on foreign visit and assignment access to NASA facilities including Headquarters, Field Offices, National Laboratories, Federally Funded Research and Development Centers, Contractor Sites, components facilities (NASA Management Office, Wallops Flight Facility, White Sands Test Facility, White Sands Complex, Independent Validation & Verification Facility, Michoud Assembly Center, Moffett Federal Airfield, Goldstone Deep Space Communications Complex, Goddard Institute for Space Studies, National Scientific Balloon Facility, Plum Brook Station).

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

1. A record from this system may be disclosed to authorized contractors who are responsible for NASA security and who require this information to perform their contractual obligations to NASA.

2. A record from this system may be disclosed to contractors, grantees, participants in cooperative agreements, collaborating researchers, or their employees, if required for the performance of their responsibilities with respect to national security, international visit and assignment, or foreign access.

3. A record from this system may be disclosed to a member of Congress submitting a request involving a constituent when the constituent has requested assistance from the member with respect to the subject matter of his or her own record. The member of Congress must provide a copy of the constituent's request for assistance.

4. A record from this system may be disclosed to foreign governments or international organizations if required by treaties, international conventions, or executive agreements.

5. A record from this system may be disclosed to members of a NASA Advisory Committee or Committees and interagency boards charged with responsibilities pertaining to international visits and assignments and/or national security when authorized by the individual or to the extent the committee(s) is so authorized and such disclosure is required by law.

6. A record from this system may be disclosed to Federal intelligence organizations, when required by applicable law.

7. A record from this system may be disclosed to Federal agencies for the purpose of determining preliminary visa

eligibility when authorized by the individual or as required by law.

8. A record from this system may be disclosed to respond to White House inquiries when required by law.

9. A record from this system may be disclosed to a NASA contractor, subcontractor, grantee, or other Government organization involved 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, when and to the extent the information is required by law.

10. A record from this system may be disclosed to an internal or external organization or element thereof, conducting audit activities of a NASA contractor or subcontractor to the extent required by law.

11. A record from this system may be disclosed to provide personal identifying data to Federal, State, local, or foreign law enforcement representatives seeking confirmation of identity of persons under investigation, to the extent necessary and required by law.

12. NASA standard routine uses as set forth in Appendix B

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

Records in this system will be stored in electronic format.

**RETRIEVABILITY:**

Records may be retrieved by name and other personal identifiers. Records are indexed by individual's name, file number, badge number, decal number, payroll number, passport or visa numbers, and/or Social Security Number.

**SAFEGUARDS:**

An approved security plan for this system has been established in accordance with OMB Circular A-130, Management of Federal Information Resources. Individuals will have access to the system only when and to the extent such access is legally authorized, each item of information is required for his or her job, and the access is in accordance with approved authentication methods. Only key authorized employees with appropriately configured system roles can access the system.

**RETENTION AND DISPOSAL:**

Records are stored in the Foreign National Management System and

managed, retained and dispositioned in accordance with the guidelines defined in NASA Procedural Requirements (NPR) 1441.1D, NASA Records Retention Schedules, Schedule 1, item 35.

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

Director, Security Management Division, National Aeronautics and Space Administration, Headquarters, Office of Security and Program Protection, 300 E. Street, SW., Washington, DC 20546-0001.

**NOTIFICATION PROCEDURES:**

Individuals inquiring about their records should notify the System Manager at the address given above.

**RECORDS ACCESS PROCEDURES:**

Individuals who wish to gain access to their records should submit their request in writing to the System Manager at the address given above. Requests must contain the following identifying data concerning the requestor: First, middle, and last name; date and place of birth; Visa/Passport/Social Security Number; period and place of visit/assignment/employment with NASA.

**CONTESTING RECORD PROCEDURES:**

The NASA regulations governing access to records and the procedures for contesting the contents and appealing initial determinations are set forth in 14 CFR part 1212.

**RECORD SOURCE CATEGORIES:**

Records, including official government documentation, are provided by individuals requesting access to NASA facilities and contractor sites, from existing databases containing this information at Federally Funded Research and Development Centers, and from other Federally funded sources located at NASA facilities.

**NASA 10FOIA**

**SYSTEM NAME:**

NASA Freedom of Information Act System.

**SECURITY CLASSIFICATION:**

None.

**SYSTEM LOCATION:**

Location 1, as set forth in Appendix A.

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

This system maintains information on individuals requesting NASA records under the Freedom of Information Act.

**CATEGORIES OF RECORDS IN THE SYSTEM:**

Records in this system include a summary of NASA documentation requested under each FOIA request, as well as personal information about the individual requesters including names, home addresses, home telephone numbers, and email addresses. Personal information is being collected and maintained from requesters in order to ensure that the NASA FOIA Offices will be able to properly respond to their FOIA request.

**AUTHORITY FOR MAINTENANCE OF THE SYSTEM:**

42 U.S.C. 2473; 44 U.S.C. 3101; 5 U.S.C. 552; 14 CFR part 1206.

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

Any disclosures of information will be compatible with the purpose for which the Agency collected the information. The records and information in these records may be used to: (1) Provide information to NASA support contractors who are responsible for the tracking of individual FOIA requests under the Freedom of Information Act; (2) Disclosure may be made to a congressional office from the record of an individual in response to an inquiry from the congressional office made at the request of that individual; and (3) NASA standard routine uses as set forth in Appendix B.

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

**STORAGE:**

Records in this system are maintained and stored on a NASA secure server as electronic records.

**RETRIEVABILITY:**

Records may be retrieved from the system by name of requester, business name or address of requester.

**SAFEGUARDS:**

Approved security plans for these systems have been established in accordance with OMB Circular A-130, Management of Federal Information Resources. Individuals will have access to the system only in accordance with approved authentication methods. Only key authorized employees with appropriately configured system roles can access the systems and only from workstations within the NASA's Intranet.

**RETENTION AND DISPOSAL:**

Records are retained in computer databases and managed, retained and dispositioned in accordance with the

guidelines defined in the NASA Procedural Requirements (NPR) 1441.1D, NASA Records Retention Schedules (NRRS), Schedule 1, Item 49.

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

System Manager: Principal Agency FOIA Officer, Office of Public Affairs, Location 1, as set forth in Appendix A. Subsystem Managers: Center FOIA Officers, located within locations 2-11, as set forth in Appendix A.

**NOTIFICATION PROCEDURE:**

Individuals interested in inquiring about their records should notify the system manager or subsystem manager at the appropriate NASA Center, as set forth in Appendix A.

**RECORD ACCESS PROCEDURE:**

Individuals who wish to gain access to their records should submit their request in writing to the system manager or subsystem manager at the appropriate NASA Center, as set forth in Appendix A.

**CONTESTING RECORD PROCEDURES:**

The NASA regulations governing access to records, procedures for contesting the contents and for appealing initial determinations are set forth in Title 14, Code of Federal Regulations, Part 1212.

**RECORD SOURCE CATEGORIES:**

Information is collected directly from individuals making Freedom of Information Act requests.

**EXEMPTIONS CLAIMED FOR THE SYSTEM:**

None.

**NASA 10GMVP**

**SYSTEM NAME:**

Government Motor Vehicle Operators Permit Records.

**SECURITY CLASSIFICATION:**

None.

**SYSTEM LOCATION:**

Locations 3 and 6 as set forth in Appendix A.

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

This system maintains information on NASA employees and 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:**

NASA may disclose records from this system in accordance with NASA standard routine as set forth in Appendix B.

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

Records in this system are maintained as hard-copy documents and on electronic media.

**RETRIEVABILITY:**

Records are retrieved from the system by individual's 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 Agency files and destroyed 3 years after permit expires or holder leaves NASA in accordance with NASA Records Retention Schedules, Schedule 6 Item 12.

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

Subsystem Managers: Transportation Officer, Location 3 and Chief, Transportation Branch, Location 6. 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 supply information on their own traffic records.

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

History Archives Biographical Collection.

**SECURITY CLASSIFICATION:**

None.

**SYSTEM LOCATION:**

Location 1 and 11 as set forth in Appendix A.

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

This system maintains information on 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 PURPOSE OF SUCH USES:**

The following are routine uses: Disclosure to scholars (historians and other disciplines) or any other interested individuals for research in writing dissertations, articles, and books, for government, commercial, and nonprofit publication or developing material for other media use.

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

Records in this system are maintained as hard-copy documents and on electronic media.

**RETRIEVABILITY:**

The records are retrieved from the system by the individual's 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 retained indefinitely in Agency reference collections in history offices, but may be destroyed when no longer needed in accordance with NASA Records Retention Schedules, Schedule 1 Item 10.

**SYSTEM MANAGERS AND ADDRESSES:**

Chief Historian, Location 1.  
Subsystem Manager: Public Affairs Officer, Location 11 as set forth in Appendix A.

**NOTIFICATION PROCEDURE:**

Information may be obtained from the system manager listed above.

**RECORD ACCESS PROCEDURE:**

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, copies of internal Agency records, and the individuals themselves.

**NASA 10IGIC****SYSTEM NAME:**

Inspector General Investigations Case Files.

**SECURITY CLASSIFICATION:**

Some of the material contained in the system has been classified in the interests of national security pursuant to Executive Order 11652.

**SYSTEM LOCATION:**

Locations 1 through 11, 14, 16 and 17 as set forth in Appendix A.

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

This system maintains information on 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; (11) computer crimes; (12) research misconduct; and (13) whistleblower protection under the Federal Acquisition Simplification Act and the Federal Acquisition Regulation.

**AUTHORITY FOR MAINTENANCE OF THE SYSTEM:**

42 U.S.C. 2473; 44 U.S.C. 3101; 5 U.S.C. Appendix 3;

**PURPOSE(S):**

Information in this system of records is collected in the course of investigating alleged crimes and other violations of law or regulation that affect NASA. The information is used by prosecutors, Agency managers, law

enforcement agencies, Congress, NASA contractors, and others to address the crimes and other misconduct discovered during investigations.

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

The following are routine uses: (1) Responding to the White House, the Office of Management and Budget, and other organizations in the Executive Office of the President 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 representative seeking confirmation of identity of persons under investigations; (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) disclosing to any official (including members of the President's Council on integrity and Efficiency and staff and authorized officials of the Department of Justice and Federal Bureau of Investigation) charged with the responsibility to conduct qualitative assessment reviews of internal safeguards and management procedures employed in OIG operations; (8) disclosing to members of the President's Council on Integrity and Efficiency for the preparation of reports to the President and Congress on the activities of the Inspectors General; (9) disclosing to the public when: The matter under investigation has become public knowledge, or when the Inspector General determines that such disclosure is necessary to preserve confidence in the integrity of the OIG investigative process, or to demonstrate the accountability of NASA officers, or employees, or other individuals covered by this system, unless the Inspector General determines that disclosure of the specific information in the context of a particular case would constitute an unwarranted invasion of personal privacy; (10) disclosing to the news media and public when there exists a

legitimate public interest (e.g., to provide information on events in the criminal process, such as indictments), or when necessary for protection from imminent threat to life or property; (11) NASA standard routine uses as set forth in Appendix B.

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

**STORAGE:**

Records in this system are maintained as hard-copy documents and on electronic media.

**RETRIEVABILITY:**

Information is retrieved from the system by name of the individual.

**SAFEGUARDS:**

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

**RETENTION AND DISPOSAL:**

Records are maintained in Agency files and destroyed in accordance with NASA Procedural Requirements (NPR) 1441.1, NASA Records Retention Schedules, Schedule 9. Files containing information of an investigative nature but not related to a specific investigation are destroyed in accordance with NPR 1441.1. Significant case files are scheduled for disposition with the National Archives and Records Administration when closed. All other case files are destroyed 10 years after file is closed.

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

Assistant Inspector General for Investigations, Location 1.

Subsystem Managers: Special and Resident Agents in Charge, Location 2, 4 through 11 inclusive, 14, 16, and 17 as set forth in Appendix A.

**NOTIFICATION PROCEDURE:**

None. System is exempt (see below).

**RECORD ACCESS PROCEDURES:**

None. System is exempt (see below).

**CONTESTING RECORD PROCEDURES:**

None. System is exempt (see below).

**RECORD SOURCE CATEGORIES:**

Exempt.

**EXEMPTIONS CLAIMED FOR THE SYSTEM:**

(1) The Inspector General Investigations Case Files systems 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)-(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 Systems.

**SYSTEM LOCATION:**

Locations 1 through 9 inclusive and Locations 11 and 18, as set forth in Appendix A.

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

This system maintains information on present and former NASA employees.

**CATEGORIES OF RECORDS IN THE SYSTEM:**

The data 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's General Policies/Procedures and Communications Manual, Chapter 7; 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 PURPOSE OF SUCH USES:**

The following are routine uses: (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 details 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 of the United States Code; (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 (16) NASA standard routine uses as set forth in Appendix B.

**Disclosure to consumer reporting agencies:**

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:**

Records in this system are maintained as hard-copy documents and on electronic media.

**RETRIEVABILITY:**

Records are retrieved from the system by the individual's name and/or Social Security Number.

**SAFEGUARDS:**

Records are protected in accordance with the requirements and procedures which appear in the NASA regulations at 14 CFR 1212.605, utilizing locked file cabinets and/or secured rooms.

**RETENTION AND DISPOSAL:**

Records are maintained in Agency files and transferred to the National Personnel Records Center (NPRC) within 3 years of creation in accordance with NASA Records Retention Schedules, Schedule 3 Item 47. Records transferred to NPRC will be destroyed when 10 years old by NPRC.

**SYSTEM MANAGERS AND ADDRESSES:**

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

Subsystem Managers: Chief, Financial Officers, Locations 2 through 9, and Locations 11 and 18. 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 PROCEDURE:**

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 through 11 inclusive, and Location 18, as set forth in Appendix A.

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

This system maintains information on current, former, and prospective NASA employees who have sought advice or have been counseled regarding conflict of interest rules 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. Appendix; 14 CFR part 1207; 5 CFR parts 2634-2641; 5 CFR part 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 PURPOSE OF SUCH USES:**

The following are routine uses: (1) Office of Personnel Management, Office of Government Ethics, and Merit Systems Protection Board for investigation of possible violations of standards of conduct which the agencies directly oversee; and (2) NASA standard routine uses as set forth in Appendix B.

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

Records in this system are maintained in paper form in loose-leaf binders or file folders.

**RETRIEVABILITY:**

Records are retrieved from the system by name of individual.

**SAFEGUARDS:**

Restricted access to persons authorized by General Counsel or Center Chief Counsel; stored in combination lock safe.

**RETENTION AND DISPOSAL:**

Records are maintained in Agency files and destroyed when 6 years old in accordance with NASA Records Retention Schedules, Schedule 1 Item 133/B.

**SYSTEM MANAGERS AND ADDRESSES:**

Associate General Counsel for General Law, Code GG, Location 1; Chief Counsel, Locations 2 through 11; and Counsel to the Executive Director, Location 18, as set forth in Appendix A.

**NOTIFICATION PROCEDURE:**

Information may be obtained from the System Manager.

**RECORD ACCESS PROCEDURE:**

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:**

This system maintains information on civil Servant 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, Intergovernmental Personnel Mobility Act (IPA) Employees, Grantees, Cooperative Employees, and Remote Users of NASA Non-Public Information Technology Resources.

**CATEGORIES OF RECORDS IN THE SYSTEM:**

Personnel Security Records, Personal Identity Records including NASA visitor files, Emergency Data Records, Criminal Matters, and Traffic Management. Specific records fields include, but are not limited to: Name, former names, date of birth, place of birth, social security number, home address, phone numbers, citizenship, traffic infraction, security violation, security incident, security violation discipline status and action taken.

**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. 793-799; Sabotage Statutes, 18 U.S.C. 2151-2157; Conspiracy Statute, 18 U.S.C. 371; 18 U.S.C. 202-208, 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; (Pub. L.) 81-733; (Pub. L.) 107-347, Federal Information Security Management Act 2002; 41 CFR Chapter 101; 14 CFR Part 1203; and 44 U.S.C. 3101; Homeland Security Presidential Directive (HSPD) 12, Policy for a Common Identification Standard for Federal Employees and Contractors, August 27, 2004.

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

Any disclosures of information will be compatible with the purpose for which the Agency collected the information. The records and information in these records may be disclosed to:

1. To the Department of Justice when: (a) The agency or any component thereof; or (b) any employee of the agency in his or her official capacity; (c) any employee of the agency in his or her individual capacity where agency or the Department of Justice has agreed to

represent the employee; or (d) the United States Government, is a party to litigation or has an interest in such litigation, and by careful review, the agency determines that the records are both relevant and necessary to the litigation and the use of such records by DOJ is therefore deemed by the agency to be for a purpose compatible with the purpose for which the agency collected the records.

2. To a court or adjudicative body in a proceeding when: (a) The agency or any component thereof; (b) any employee of the agency in his or her official capacity; (c) any employee of the agency in his or her individual capacity where agency or the Department of Justice has agreed to represent the employee; or (d) the United States Government, is a party to litigation or has an interest in such litigation, and by careful review, the agency determines that the records are both relevant and necessary to the litigation and the use of such records is therefore deemed by the agency to be for a purpose that is compatible with the purpose for which the agency collected the records.

3. To an Agency in order to provide a basis for determining preliminary visa eligibility.

4. To a Member of Congress or to a Congressional staff member in response to an inquiry of the Congressional office made at the written request of the constituent about whom the record is maintained.

5. To a staff member of the Executive Office of the President in response to an inquiry from the White House.

6. To the National Archives and Records Administration or to the General Services Administration for records management inspections conducted under 44 U.S.C. 2904 and 2906.

7. To agency contractors, grantees, or volunteers who have been engaged to assist the agency in the performance of a contract service, grant, cooperative agreement, or other activity related to this system of records and who need to have access to the records in order to perform their activity. Recipients shall be required to comply with the requirements of the Privacy Act of 1974, as amended, 5 U.S.C. 552a.

8. To other Federal agencies and relevant contractor facilities to determine eligibility of individuals to access classified National Security information.

9. To any official investigative or judicial 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.

10. To the news media or the general public, factual information the disclosure of which would be in the public interest and which would not constitute an unwarranted invasion of personal privacy, consistent with Freedom of Information Act standards.

11. To a Federal State, or local agency, or other appropriate entities or individuals, or through established liaison channels to selected foreign governments, in order to enable an intelligence agency to carry out its responsibilities under the National Security Act of 1947 as amended, the CIA Act of 1949 as amended, Executive Order 12333 or any successor order, applicable national security directives, or classified implementing procedures approved by the Attorney General and promulgated pursuant to such statutes, orders or directives.

12. In order to notify an employee's next-of-kin or contractor in the event of a mishap involving that employee or contractor.

13. To notify another Federal agency when, or verify whether, a PIV card is no longer valid.

14. To provide relevant information to an internal or external organization or element thereof conducting audit activities of a NASA contractor or subcontractor.

15. 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 regulation on the part of an officer or employee of the contractor, subcontractor, grantee, or other Government organization.

16. NASA standard routine uses as set forth in Appendix B.

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

**STORAGE:**

Records in this system are maintained on electronic media and hard-copy documents.

**RETRIEVABILITY:**

Records are retrieved from the system by individual's name, file number, badge number, decal number, payroll number, Agency-specific unique personal identification code, and/or Social Security Number.

**SAFEGUARDS:**

Access to system records is controlled by either Government personnel or selected personnel of NASA contractor

guard/security force and contractor personnel. After presenting proper identification and requesting a file or record, a person with an official need to know and, if appropriate, a proper clearance may have access to a file or records only after it has been retrieved and approved for release by a NASA security representative. These records are secured in security storage equipment, and/or information technology systems employing security countermeasures.

**RETENTION AND DISPOSAL:**

The Personnel Security Records are maintained in Agency files and destroyed upon notification of the death or within 5 years after separation or transfer of employee or within 5 years after contract relationship expires, whichever is applicable in accordance with NASA Records Retention Schedules (NRRS), Schedule 1 Item 103.

The Personal Identity Records are maintained in Agency files and destroyed upon notification of the death or within 5 years after separation or transfer of employee or within 5 years after contract relationship expires, whichever is applicable in accordance with NRRS, Schedule 1 Item 103. Visitor files are maintained and destroyed in accordance with NRRS, Schedule 1 Item 114.

The Emergency Data Records are maintained in Agency files and destroyed when superseded or obsolete in accordance with NRRS 1, Item 100B.

The Criminal Matter Records are maintained in Agency files and destroyed in accordance with Items A and B of National Archives and Records Administration Disposition Authorization N1-255-07-2 after its approval by the Archivist of the United States.

The Traffic Management Records are maintained in Agency files and destroyed in accordance with Item C of National Archives and Records Administration Disposition Authorization N1-255-07-2 after its approval by the Archivist of the United States.

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

Director, Security Management Division, Location 1. Subsystem Managers: Chief, Protective Services Division, Location 2; Chief, Security Branch, Locations 4 and 5; Security Officer, Location 3, 8, and 11; Chief, Protective Services Office, Location 6; Head, Office of Security and Public Safety, Location 7; Chief, Security Division, Location 9; Chief, Administration Office, Location 12; Safety and Security Officer at Location

14. Locations are as set forth in Appendix A.

**NOTIFICATION PROCEDURE:**

Information may be obtained from the cognizant system or subsystem manager listed above. Requests must contain the following identifying data concerning the requestor: 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.

*Personal Identity Records:* Requests from individuals should be addressed to the same address as stated in the Notification section above.

*Emergency Data Records:* Requests from individuals should be addressed to the same address as stated in the Notification section above.

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 provision 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 Personal Identity Records, Emergency Data Records, and Traffic Management Records, the NASA rules 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 is obtained from a variety of sources including the employee, contractor, or applicant via use of the Standard Form (SF) SF-85, SF-85P, or SF-86 and personal interviews; employers' and former employers' records; FBI criminal history records and other databases; financial institutions and credit reports; medical records and health care providers; educational institutions; interviews of witnesses such as neighbors, friends, coworkers, business associates, teachers, landlords, or family members; tax records; and other public records. Security violation information is

obtained from a variety of sources, such as guard reports, security inspections, witnesses, supervisor's reports, audit reports.

**EXEMPTIONS CLAIMED FOR THE SYSTEM:**

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 the Personnel Security Records 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 the Criminal Matter Records 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 secret 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 locations 11 and 18 as set forth in Appendix A.

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

This system maintains information on 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; (7) Welfare to Work files; and (8) 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 follow-ups; (8) Preemployment inquiries and reference checks; (9) Preliminary records related to possible adverse actions; (10) Records related to reductions in force; (11) Records under administrative 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) Follow-up records for educational programs, such as the SHARP and 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 following are routine uses: (1) Disclosures to organizations or individuals having contract, legal, administrative or cooperative relationships with NASA, including labor unions, academic organizations, governmental organizations, non-profit 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) disclosures to Federal agencies developing statistical or data presentations having need of information about individuals in the records; (3) responses to other Federal agencies and other organizations having legal or administrative responsibilities related to programs and individuals in the records; (4) 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; and (5) NASA standard routine uses as set forth in Appendix B.

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

Records in this system are maintained as hard-copy documents and on electronic media.

**RETRIEVABILITY:**

Records are retrieved from the system 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 that appear in the NASA regulations at 14 CFR 1212.605, utilizing locked file cabinets and/or secured rooms.

**RETENTION AND DISPOSAL:**

Records are maintained in Agency files and not all record types are authorized for disposal at this time, but records such as Pay records are transferred to the National Personnel Records Center (NPRC) within 3 years of creation in accordance with NASA Records Retention Schedules, Schedule 3 Item 19. Records transferred to NPRC will be destroyed when 10 years old by NPRC.

**SYSTEM MANAGERS AND ADDRESSES:**

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, Educational Division, Location 1; Director of Personnel, Locations 1, 3, 4, 6, and 8; Director of Human Resources, Location 2, 5, and 9; Director, Office of Human Resources, Location 7; Human Resources Officer, Location 11; Director, Human Resources Services Division, Location 18. Locations are as 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), 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).

**RECORD ACCESS PROCEDURE:**

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.

**RECORD SOURCE CATEGORIES:**

Individual on whom the record is maintained and Personnel Office(s).

**NASA 10XROI****SYSTEM NAME:**

Exchange Records on Individuals.

**SECURITY CLASSIFICATION:**

None.

**SYSTEM LOCATION:**

Locations 1, 2, 4, 6, 7, 8, 9, and 11 as set forth in Appendix A.

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

This system maintains information on 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 employees' 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 following are routine uses: (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 taxes; (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) NASA standard routine uses as set forth in Appendix B.

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

Records in this system are maintained as hard-copy documents and on electronic media.

**RETRIEVABILITY:**

Records are retrieved from the system by individual's name.

**SAFEGUARDS:**

Records are protected in accordance with the requirements and procedures that appear in the NASA regulations at 14 CFR 1212.605, utilizing locked file cabinets and/or secured rooms.

**RETENTION AND DISPOSAL:**

Records are maintained in Agency files and destroyed when 5 years old in accordance with NASA Records Retention Schedules, Schedule 9 Item 6/D.

**SYSTEM MANAGERS AND ADDRESSES:**

Associate Administrator, Management Systems & Facilities, Location 1. Subsystem Managers: Exchange Operations Manager, Location 2, 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.

**RECORD ACCESS PROCEDURES:**

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 at 14 CFR part 1212.

**RECORD SOURCE CATEGORIES:**

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

**NASA 10IEM1**

**SYSTEM NAME:**

Integrated Enterprise Management Program (IEMP)—Core Financial System.

**SECURITY CLASSIFICATION:**

This system is categorized in accordance with OMB Circular A-11 as a Special Management Attention Major Information System. A security plan for this system has been established in accordance with OMB Circular A-130, Management of Federal Information Resources.

**SYSTEM LOCATION:**

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

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

Individuals covered by the NASA Core Financial (CF) System include former and current NASA employees and non-NASA individuals requiring any type of payment.

**CATEGORIES OF RECORDS IN THE SYSTEM:**

Records in this system may include information about the individuals including Social Security Number (Tax Identification Number), home address, telephone number, e-mail address, and bank account information.

**AUTHORITY FOR MAINTENANCE OF THE SYSTEM:**

National Aeronautics and Space Act of 1958, *et seq.* as amended. 42 U.S.C.

2473 (2003); Federal Records Act, 44 U.S.C. 3101 (2003); Chief Financial Officers Act of 1990 205(a), 31 U.S.C. 901 (2003); Financial Management Improvement Act of 1996 802, 31 U.S.C. 3512 (2003).

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

The following are routine uses: (1) Furnish data to the Department of Treasury for financial reimbursement of individual expenses, such as travel, books, and other miscellaneous items; (2) Process payments and collections in which an individual is reimbursing the Agency; (3) Ongoing administration and maintenance of the records, which is performed by authorized NASA employees, both civil servants and contractors; and (4) NASA Standard routine uses as set forth in Appendix B.

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

**STORAGE:**

Records in this system are maintained on electronic media.

**RETRIEVABILITY:**

Records are retrieved from the system by name or SSN (Tax ID).

**SAFEGUARDS:**

An approved security plan for this system has been established in accordance with OMB Circular A-130, Management of Federal Information Resources. Individuals will have access to the system only in accordance with approved authentication methods. Only key authorized employees with appropriately configured system roles can access the system and only from workstations within the NASA Intranet.

**RETENTION AND DISPOSAL:**

Records are stored in the IEM database and managed, retained and dispositioned in accordance with the guidelines defined in the NASA Procedural Requirements (NPR) 1441.1D, NASA Records Retention Schedules, Schedule 9, Items 11 and 13.

**SYSTEM MANAGERS AND ADDRESSES:**

AD04/Manager of the IEMP Competency Center, George C. Marshall Space Flight Center, National Aeronautics and Space Administration, Marshall Space Flight Center, AL 35812.

**NOTIFICATION PROCEDURE:**

Individuals interested in inquiring about their records should notify the System Manager at the address given above.

**RECORD ACCESS PROCEDURE:**

Individuals who wish to gain access to their records should submit their request in writing to the System Manager at the address given above.

**CONTESTING RECORD PROCEDURES:**

The NASA regulations governing access to records, procedures for contesting the contents and for appealing initial determinations are set forth in 14 CFR part 1212.

**RECORD SOURCE CATEGORIES:**

The information is received by the IEMP Core Financial System through an electronic interface from the NASA Personnel Payroll System (NPPS). In certain circumstances, updates to this information may be submitted by NASA employees and recorded directly into the IEMP Core Financial System.

**GSFC 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:**

This system maintains information on all onsite and offsite NASA/GSFC civil service personnel and onsite and nearsite 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) Shift Worked; (16) Offsite Telephone Number; (17) Offsite Location; (18) Contract Number; (19) Authorization Type if Non-Contractor/Civil Service personnel; (20) and (21) Acronym of Contractor and/or Host Organization; (22) FAX Numbers (optional); and (23) E-mail Addresses (optional).

Personal information: (1) Social Security Number; (2) Birth Date; (3) Sex;

(4) Citizenship; (5) If Not U.S. Citizen, Immigration Alien Number; (6) 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; and (15) Address of Emergency Contact.

**AUTHORITY FOR MAINTENANCE OF 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 PURPOSE OF SUCH USES:**

The following are routine uses: (1) Disclosures 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) NASA standard routine uses 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:**

Records in this system are maintained as hard-copy documents and on 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 1212.605, utilizing locked file cabinets and/or secured rooms and through the password and access

protections built into the data base management software system.

**RETENTION AND DISPOSAL:**

Records are maintained in Agency files and destroyed when no longer needed in accordance with NASA Records Retention Schedules, Schedule 1 Item 104.

**SYSTEM MANAGERS AND ADDRESSES:**

Institutional Support Office, Code 201.0, Location 4 as set forth in Appendix A.

**NOTIFICATION PROCEDURE:**

Apply to GSFC Security Office at the appropriate location. Processing requires a completed and signed GSFC Form 24-27.

**RECORD ACCESS PROCEDURE:**

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.

**JSC 72XOPR**

**SYSTEM NAME:**

Johnson Space Center Exchange Activities Records.

**SECURITY CLASSIFICATION:**

None.

**SYSTEM LOCATION:**

Location 5 as set forth in Appendix A.

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

This system maintains information on employees and past employees of Johnson Space Center (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 financial transactions or holdings, employment history, medical data and other related information supplied by the individual Center employees who applied for the Exchange Scholarship.

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 Policy Directive 9050.6; Treasury Fiscal Requirement Manual, Part III.

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

The following are routine uses 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) NASA standard routine uses as set forth in Appendix B.

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

Records in this system are maintained as hard-copy documents and on electronic media.

**RETRIEVABILITY:**

For JSC Exchange employees, records are retrieved from the system by name and filed as current or past employee. For Scholarship applicants, records are retrieved from the system by name. For participants in social or sports activities, records are retrieved from the system by name.

**SAFEGUARDS:**

Payroll records are located in locked metal file cabinets with access limited to those whose official duties require access. Other records are located in file cabinets available only in rooms where the access is limited to those whose official duties require access.

**RETENTION AND DISPOSAL:**

Personnel records of JSC Exchange operations employees are retained indefinitely in Agency space to satisfy payroll, reemployment, unemployment compensation, tax, and employee retirement purposes. For successful applicants under the JSC Exchange Scholarship Program, records are maintained until completion of awarded scholarship and are then destroyed. Records pertaining to unsuccessful applicants are destroyed. For participants in social or sports activities, records are maintained for stated participation period and are then destroyed. These dispositions are in accordance with NASA Records Retention Schedules, Schedule 9 Item 6.

**SYSTEM MANAGERS AND ADDRESSES:**

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 PROCEDURE:**

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 Employment 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 participating in social or sports activities sponsored by the Exchange, information is obtained from the individual participant.

**KSC 76STCS****SYSTEM NAME:**

Kennedy Space Center Shuttle Training Certification System (YC-04).

**SECURITY CLASSIFICATION:**

None.

**SYSTEM LOCATION:**

Location 6 as set forth in Appendix A.

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

This system maintains information on Kennedy Space Center (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 PURPOSE OF SUCH USES:**

The following are routine uses: (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) NASA standard routine uses as set forth in Appendix B.

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

Records in this system are maintained as hard-copy documents and on 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:**

Records are retrieved from the system by Social Security Number and individual's name.

**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 1212.605.

**RETENTION AND DISPOSAL:**

Records are maintained in Agency files and destroyed 3 years after trainee is separated from NASA in accordance with NASA Records Retention Schedules, Schedule 8 Item 33.

**SYSTEM MANAGERS AND ADDRESSES:**

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

**NOTIFICATION PROCEDURE:**

Individuals may obtain information from the System Manager.

**RECORD ACCESS PROCEDURE:**

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 certification boards.

**Appendix A—Location Numbers and Mailing Addresses of NASA Installations 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, P.O. 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 23681-2199
- Location 8  
John H. Glenn Research Center at Lewis Field, 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  
GRC 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
- Location 16  
Edison Post of Duty, c/o DCIS, P.O. 1054, Edison, NJ 08818
- Location 17  
Western Field Office, Glenn Anderson Federal Building, 501 West Ocean Blvd., Long Beach, CA 90802-4222
- Location 18  
NASA Shared Services Center (NSSC), Building 5100, Stennis Space Center, MS 39529-6000

#### Appendix B—Standard Routine Uses—NASA

The following routine uses of information contained in SORs, 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 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 SOR 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, or rule, regulation or order issued pursuant thereto.

*Standard Routine Use No. 2—DISCLOSURE OF REQUESTED INFORMATION*—A record from this SOR 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 SOR 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—DISCLOSURE TO THE DEPARTMENT OF JUSTICE FOR USE IN LITIGATION:*

It shall be a routine use of the records in this system of records to disclose them to the Department of Justice when (a) The Agency, or any component thereof; or (b) any employee of the Agency in his or her official capacity; or (c) any employee of the Agency in his or her individual capacity where the Department of Justice or the Agency has agreed to represent the employee; or (d) the United States, where the Agency determines that litigation is likely to affect the Agency or any of its components, is a party to litigation or has an interest in such litigation, and the use of such records by the Department of Justice or the Agency is deemed by the Agency to be relevant and necessary to the litigation provided, however, that in each case it has been determined that the disclosure is compatible with the purpose for which the records were collected.

*Standard Routine Use No. 5—ROUTINE USE FOR AGENCY DISCLOSURE IN LITIGATION*—It shall be a routine use of the records in this system of records to disclose them in a proceeding before a court or adjudicative body before which the agency is authorized to appear, when: (a) The Agency, or any component thereof; or (b) any employee of the Agency in his or her official capacity; or (c) any employee of the Agency in his or her individual capacity where the Agency has agreed to represent the employee; or (d) the United States, where the Agency determines that litigation is likely to affect the Agency or any of its components, is a party to litigation or has an interest in such litigation, and the use of such records by the

Agency is deemed to be relevant and necessary to the litigation, provided, however, that in each case, the Agency has determined that the disclosure is compatible with the purpose for which the records were collected.

*Standard Routine Use No. 6—SUSPECTED OR CONFIRMED CONFIDENTIALITY COMPROMISE*—A record from this SOR may be disclosed to appropriate agencies, entities, and persons when (1) NASA suspects or has confirmed that the security or confidentiality of information in the system of records has been compromised; (2) NASA has determined that as a result of the suspected or confirmed compromise there is a risk of harm to economic or property interests, identity theft or fraud, or harm to the security or integrity of this system or other systems or programs (whether maintained by NASA or another agency or entity) that rely upon the compromised information; and (3) the disclosure made to such agencies, entities, and persons is reasonably necessary to assist in connection with NASA’s efforts to respond to the suspected or confirmed compromise and prevent, minimize, or remedy such harm.

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#### OFFICE OF NAVAJO AND HOPI INDIAN RELOCATION

##### Performance Review Board and Membership

**AGENCY:** Office of Navajo and Hopi Indian Relocation.

**ACTION:** Notice.

**SUMMARY:** Notice is hereby given of the appointments of members to a performance review board for the Office of Navajo and Hopi Indian Relocation.

##### FOR FURTHER INFORMATION CONTACT:

Michael J. McAlister, Deputy Director, Office of Navajo and Hopi Indian Relocation, 201 E. Birch Ave., Room 11, Flagstaff, AZ 86001, Telephone (928) 779-2721.

**SUPPLEMENTARY INFORMATION:** Section 4314(c) of Title 5, U.S.C., requires each agency to establish, in accordance with regulations, one or more Senior Executive Service (SES) performance review boards. The function of the boards is to review and evaluate the initial appraisal of senior executives’ performance and make recommendations to the appointing authority relative to the performance of these executives. Because of its small size, the Office of Navajo and Hopi Indian Relocation has appointed SES appointees from other Federal agencies to serve on its performance review board. The members of the performance review board for the Office of Navajo and Hopi Indian Relocation are: