



## NATIONAL AERONAUTICS AND SPACE ADMINISTRATION

[NOTICE: 23-121]

### Privacy Act of 1974; System of Records

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

**ACTION:** Notice of a modified system of records.

**SUMMARY:** In accordance with the requirements of the Privacy Act of 1974, the National Aeronautics and Space Administration is providing public notice of its proposal to modify a previously noticed system of records NASA Guest Operations System/NASA 10GOS. This notice incorporates locations and NASA Standard Routine Uses previously published separately from, and cited by reference in, this and other NASA systems of records notices. This notice also updates: records access, notification, and contesting procedures; technical safeguards; revises a routine use and adds routine new one, as set forth below under the caption **SUPPLEMENTARY INFORMATION**.

**DATES:** Submit comments within 30 calendar days from the date of this publication. The changes will take effect at the end of that period if no adverse comments are received.

**ADDRESSES:** Bill Edwards-Bodmer, Privacy Act Officer, Office of the Chief Information Officer, National Aeronautics and Space Administration Headquarters, Washington, DC 20546-0001, (757) 864-7998, NASA-PAOfficer@nasa.gov.

**FOR FURTHER INFORMATION CONTACT:** NASA Privacy Act Officer, Bill Edwards-Bodmer, (757) 864-7998, NASA-PAOfficer@nasa.gov.

### **SUPPLEMENTARY INFORMATION:**

This system notice includes updates records access, notification, and contesting procedures, as well as technical safeguards, consistent with NASA Privacy Act regulations and current NASA information technology security protocols. It incorporates in whole, as appropriate, information formerly published separately in the Federal Register as Appendix A, Location Numbers and

Mailing Addresses of NASA Installations at which Records are Located, and Appendix B, Standard Routine Uses – NASA and removes reference to the appendices. Finally, this notice includes minor revisions to NASA’s existing system of records notice to bring its format into compliance with OMB guidance

**William Edwards-Bodmer,**  
*NASA Privacy Act Officer.*

**SYSTEM NAME AND NUMBER:**

NASA Guest Operations System, NASA 10GOS.

**SECURITY CLASSIFICATION:**

Unclassified.

**SYSTEM LOCATION:**

Lyndon B. Johnson Space Center (NASA), Houston, TX 77058-3696.

**SYSTEM MANAGER(S):**

Guest Operations Manager, Office of Communications, Mary W. Jackson NASA Headquarters, Washington, DC 20546-0001.

**AUTHORITY FOR MAINTENANCE OF THE SYSTEM:**

51 U.S.C. 20113(a); 44 U.S.C. 3101.

**PURPOSE(S) OF THE SYSTEM:**

Records in this system are used by the Agency for the purpose of communicating with guests to NASA events.

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

This system maintains information on individuals who have been invited to attend NASA events. These individuals can be (1) members of the NASA community such as principal and prominent management and staff officials, program and project managers, scientists, engineers, speakers, or other selected employees involved in newsworthy activities; (2) other participants in Agency programs; or (3) members of the general public who are invited to attend NASA events.

**CATEGORIES OF RECORDS IN THE SYSTEM:**

Records in this system may include personal information about the individuals invited or attending events, such as their names, email addresses, phone numbers, and nationality.

**RECORD SOURCE CATEGORIES:**

The information contained in the NASA Guest Operations System (GOS) is obtained directly from the individuals, who provide the information on a voluntary basis.

## **ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING**

**CATEGORIES OF USERS AND PURPOSES OF SUCH USES:** Any disclosures of information in this system of records will be relevant, necessary, and compatible with the purpose for which the Agency collected the information. Under the following NASA Standard Routine Uses, records from this system may be disclosed.

1. Law Enforcement —When a record on its face, or in conjunction with other information, 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, disclosure may be made to the appropriate agency, whether Federal, foreign, State, local, or tribal, or other public authority responsible for enforcing, investigating or prosecuting such violation or charged with enforcing or implementing the statute, or rule, regulation, or order, if NASA determines by careful review that the records or information are both relevant and necessary to any enforcement, regulatory, investigative or prosecutive responsibility of the receiving entity.
2. Certain Disclosures to Other Agencies —A record from this SOR may be disclosed 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 a NASA 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.
3. Certain Disclosures to Other Federal Agencies — A record from this SOR may be disclosed to a Federal agency, in response to its request, for a matter concerning 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.

4. Department of Justice —A record from this SOR may be disclosed to the Department of Justice when a) NASA, or any component thereof; or b) any employee of NASA in his or her official capacity; or c) any employee of NASA in his or her individual capacity where the Department of Justice has agreed to represent the employee; or d) the United States, where NASA determines that litigation is likely to affect NASA or any of its components, is a party to litigation or has an interest in such litigation, and by careful review, the use of such records by the Department of Justice is deemed by NASA to be relevant and necessary to the litigation.
5. Courts —A record from this SOR may be disclosed in an appropriate proceeding before a court, grand jury, or administrative or adjudicative body, when NASA determines that the records are relevant and necessary to the proceeding; or in an appropriate proceeding before an administrative or adjudicative body when the adjudicator determines the records to be relevant and necessary to the proceeding.
6. Response to an Actual or Suspected Compromise or Breach of Personally Identifiable Information —A record from this SOR may be disclosed to appropriate agencies, entities, and persons when (1) NASA suspects or has confirmed that there has been a breach of the system of records; (2) NASA has determined that as a result of the suspected or confirmed breach there is a risk of harm to individuals, NASA (including its information systems, programs, and operations), the Federal Government, or national security; 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 breach or to prevent, minimize, or remedy such harm.
7. Contractors —A record from this SOR may be disclosed to contractors, grantees, experts, consultants, students, volunteers, and others performing or working on a contract, service, grant, cooperative agreement, or other assignment for the federal government, when necessary to accomplish a NASA function related to this SOR. Individuals provided

information under this routine use are subject to the same Privacy Act requirements and limitations on disclosure as are applicable to NASA employees.

8. Members of Congress —A record from this SOR may be disclosed 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.
9. Disclosures to Other Federal Agencies in Response to an Actual or Suspected Compromise or Breach of Personally Identifiable Information —A record from this SOR may be disclosed to another Federal agency or Federal entity, when NASA determines that information from this system of records is reasonably necessary to assist the recipient agency or entity in (1) responding to a suspected or confirmed breach or (2) preventing, minimizing, or remedying the risk of harm to individuals, the recipient agency or entity (including its information systems, programs, and operations), the Federal Government, or national security, resulting from a suspected or confirmed breach.
10. National Archives and Records Administration — A record from this SOR may be disclosed as a routine use to the officers and employees of the National Archives and Records Administration (NARA) pursuant to records management inspections being conducted under the authority of 44 U.S.C. 2904 and 2906.
11. Audit —A record from this SOR may be disclosed to another agency, or organization for purpose of performing audit or oversight operations as authorized by law, but only such information as is necessary and relevant to such audit or oversight function.

**POLICIES AND PRACTICES FOR STORAGE OF RECORDS:**

Records are maintained electronically in a central secure database.

**POLICIES AND PRACTICES FOR RETRIEVAL OF RECORDS:**

Records are searched and retrieved by name, business, or address.

## **POLICIES AND PRACTICES FOR RETENTION AND DISPOSAL OF RECORDS:**

Records are retained in a computer database and managed, retained and dispositioned in accordance with the guidelines defined in the NASA Records Retention Schedules (NRRS), Schedule 1, Item 37A.

## **ADMINISTRATIVE, TECHNICAL, AND PHYSICAL SAFEGUARDS:**

Electronic records are maintained on secure NASA servers and protected in accordance with all Federal standards and those established in NASA regulations at 14 CFR 1212.605. 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. Electronic messages sent within and outside of the Agency that convey sensitive data are encrypted and transmitted by staff via pre-approved electronic encryption systems in accordance with NASA guidelines for managing sensitive information. Only key authorized employees with appropriately configured system roles can access the system and only from workstations within the NASA Intranet.

## **RECORD ACCESS PROCEDURE:**

In accordance with 14 CFR part 1212, Privacy Act – NASA Regulations, information may be obtained by contacting in person or in writing the system or subsystem manager listed above at the location where the records are created and/or maintained. Requests must contain the identifying data concerning the requester, e.g., first, middle and last name; date of birth; description and time periods of the records desired. NASA Regulations also address contesting contents and appealing initial determinations regarding records access.

## **CONTESTING RECORD PROCEDURES:**

In accordance with 14 CFR part 1212, Privacy Act – NASA Regulations, information may be obtained by contacting in person or in writing the system or subsystem manager listed above at the location where the records are created and/or maintained. Requests must contain the identifying data concerning the requester, e.g., first, middle and last name; date of birth;

description and time periods of the records desired. NASA Regulations also address contesting contents and appealing initial determinations regarding records access.

**NOTIFICATION PROCEDURES:**

In accordance with 14 CFR part 1212, Privacy Act – NASA Regulations, information may be obtained by contacting in person or in writing the system or subsystem manager listed above at the location where the records are created and/or maintained. Requests must contain the identifying data concerning the requester, e.g., first, middle and last name; date of birth; description and time periods of the records desired. NASA Regulations also address contesting contents and appealing initial determinations regarding records access.

**EXEMPTIONS PROMULGATED FOR THE SYSTEM:**

None.

**HISTORY:**

80 FR 79937

80 FR 60410

76 FR 64112

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