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NAME (Last, First, MI)

Information on this form **MUST BE TYPED**

This information is:  New  Changed

Goddard Space Flight Center

**LOCATOR AND INFORMATION SERVICES TRACKING SYSTEM (LISTS) FORM**

See Instruction Sheet to assist you in completing the front side of this form. Information submitted **MUST BE TYPED**. NASA/Greenbelt and NASA/Wallops Civil Service Personnel should not complete Items 18-21 in the "GENERAL" section and should sign the "APPROVAL" section for themselves. All employees should complete the "PERSONAL" section.

**GENERAL**

FullTime  PartTime  Permanent  Temporary

**Category: (Check ONE Only)**

GSFC Greenbelt CS  GSFC Wallops CS  NonNASA Civil Service  
 GSFC GB Contractor  GSFC Wallops Contractor  COOP Summer Hire  
 Other \_\_\_\_\_

**Location:**  On Site (Fill in 1-15 & 18-21)  
 Off Site (Fill in 1-11 & 16-21)

1. Last Name: \_\_\_\_\_ 2. First Name: \_\_\_\_\_ 3. MI: \_\_\_\_\_  
4. Preferred First Name: \_\_\_\_\_ 5. Title: \_\_\_\_\_ (See Instructions)

6. Job Title: \_\_\_\_\_ 7. Skill Class: \_\_\_\_\_ 8. Administrative Level: \_\_\_\_\_

9. Organization Code: \_\_\_\_\_ 10. Mail Code: \_\_\_\_\_ 11. Shift (Check):  1  2  3  4

12. GSFC Ext.: \_\_\_\_\_ 13. GSFC Alt. Ext.: \_\_\_\_\_ NOTE: 1 = morning shift (5:00am - 9:00am Start)

14. Building: \_\_\_\_\_ 15. Room: \_\_\_\_\_ 2 = evening shift (3:00pm - 7:00pm Start)

3 = night shift (9:00pm - 1:00am Start)

4 = other/split shift

**If OFF-SITE:**

16. Off-Site Phone Number: \_\_\_\_\_ 17. Off-Site Location: \_\_\_\_\_

18. Contract Number: \_\_\_\_\_ 19. Authorization Type: \_\_\_\_\_

20. Prime Contractor/Organization Acronym: \_\_\_\_\_

21. Sub-Contractor/Employer Acronym: \_\_\_\_\_

**PERSONAL**

SOME OF THE INFORMATION REQUESTED BELOW IS SUBJECT TO THE PRIVACY ACT OF 1974. SEE REVERSE FOR STATEMENT GOVERNING ITS USE.

1. Sex:  M  F 2. Date of Birth (MMM-DD-YYYY): \_\_\_\_\_

3. Social Security No.: \_\_\_\_\_ 4. Place of Birth (City/State/Country): \_\_\_\_\_

5. Citizenship: \_\_\_\_\_ 6. Alien Registration No.: \_\_\_\_\_

**RESIDENCE:**

7. Street: \_\_\_\_\_ 8. City: \_\_\_\_\_

9. County: \_\_\_\_\_ 10. State: \_\_\_\_\_ 11. Zip Code: \_\_\_\_\_

12. Home Phone: \_\_\_\_\_

**EMERGENCY CONTACT:**

13. Name: \_\_\_\_\_ 14. Relationship: \_\_\_\_\_

15. Phone Number: \_\_\_\_\_

16. Address: \_\_\_\_\_

**APPROVAL:**

Date: \_\_\_\_\_

\_\_\_\_\_  
Typed Name of Authorizing Official

\_\_\_\_\_  
Signature of Authorizing Official

**NOTE:** NASA/GSFC (Greenbelt and Wallops) CIVIL SERVICE PERSONNEL SIGN FOR THEMSELVES.

ALL GSFC CONTRACTOR PERSONNEL - This form must be signed by the Contracting Officer's Technical Representative or his/her designee.

ALL GRANTEES - This form must be signed by the appropriate Division Chief or Project/Program Manager.

OTHER AGENCY CIVIL SERVICE PERSONNEL/CONTRACTORS - This form must be signed by the chief/head on-site agency representative.

ALL OTHERS - This form must be signed by the appropriate Division Chief.

# - For Security Office Use Only -

| Type | Color | Access | Badge No. | Keycard No. | Date Issued |         | Expires | Date Returned |         |
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## PRIVACY ACT STATEMENT GSFC FORM 24-27 "LOCATOR AND INFORMATION SERVICES TRACKING SYSTEM" (LISTS) FORM

In the U.S. Code, Title 5, Section 301, Title 42, Section 2473, and Title 44, Section 3101, authorize collection of this information. Executive Order 9397 authorizes collection of your Social Security Number when that number will be used as a unique employee identification number. Privacy information requested on GSFC Form 24-27 is collected and maintained pursuant to the NASA System of Records published as "NASA 51LISTS." Providing privacy information is a voluntary action, although failure to do so may result in being denied a GSFC identification badge or access to printed materials in the Library.

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

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

Additional routine uses of the LISTS information, uses which are standard for many NASA Systems of Records, include law enforcement, disclosure when requesting information, disclosure of requested information, and court proceedings. These uses are cited in full text in the "NASA 51LISTS" System of Records notice.