SUPPORTING STATEMENT
2700- 0064

A.   Justification.

1.   Explain the circumstances that make the collection of information necessary. Identify any legal or administrative requirements that necessitate the collection.

The Locator and Information Services Tracking System (LISTS) is primarily needed to support services on the NASA Goddard Space Flight Center (GSFC) dependent upon accurate locator-type information. Additionally, the Privacy Act information is maintained, protected, and used for mandatory security functions. The system also serves as a tool for performing short- and long-term institutional planning. The GSFC is authorized to maintain this system under the governing statutes of 5 USC 301, 42 USC 2473, and 44 USC 3101.

2.   Indicate how, by whom, how frequently, and for what purpose the information will be used. Except for a new collection, indicate the actual use the agency has made of the information received from the current collection.

GSFC is required to maintain the information because of the responsibilities it has to provide quality institutional services to meet Center needs. Certain elements of LISTS data are used for long-term institutional planning and to conduct demographic trend analysis of Goddard's workforce. The routine uses of LISTS data include assisting the Security Office in issuing identification badges and coordinating clearance requests; identifying the listed emergency contact in case of an emergency; disclosure of requested information; and court proceedings. Official uses of general information include locating individuals working at the Center; and improving services provided to the Center, e.g., mail operations, scheduling of physical examinations.

The LISTS application contains modules used by Security to track clearances for both civil servants and contractors. A module within the application is used to print the employee badge. An interface file, containing public data on employees (for example: name, email address, building, room, phone number) is provided to support the on-line GSFC phone and the x.500 mail service directories. Multiple applications use the interface file to validate employees as part of their application user log on process. The scheduling of physical examinations for civil servants by the GSFC Medical Unit is contained within the LISTS application. The automated tracking of exams provides notification to employees. Mailing lists for internal and external employee printed communications are generated through the application. By May 2008, the LISTS system will no longer contain SSN and Date-of-Birth information.

Today, LISTS is not authoritative for identifying authentication data. GSFC uses the Agency HSPD-12 systems as the authoritative source of identity data. GSFC will be migrating to full use of the Agency HSPD-12 system for all badging requirements.

LISTS serves as GSFC's Center "Locator" system. (There is no Agency "Locator" system). It has many subsystems, that cross reference center occupants to facilities information (building and room), contact information (work telephone), and other things that map to a full employee listing (like door keys, for example). The Agency's HSPD-12 system is not authoritative for that kind of information. The LISTS system will not be used for HSPD-12 purposes, but will be kept because it is intertwined with many other GSFC functions, such as key issuance, medical exams, etc. NASA's HSPD-12 system maintains identities and identity vetting information but does not enable the tracking of other things (and will not ever).

Over time, the GSFC people will be delving into those subsystems and tying them back to the Agency HSPD-12 system for identity mapping. That is a long process and will take time. Right now, the development priorities relate to the specific, direct HSPD-12 milestones we are being measured on. The development activities relating to sunsetting of legacy systems will take a little longer.

3.   Describe whether, and to what extent the collection of information involves the use of automated, electronic, mechanical, or other technological collection techniques or other forms of information technology. Also describe any consideration of using information technology to reduce burden.

The form is available in PDF format, and some respondents may provide locator information electronically.

4.   Describe efforts to identify duplication.

LISTS is the central repository for this type of information; it does not exist elsewhere.

5.   If the collection of information impacts small businesses or other small entities (Item five of form OMB 83-I, the Paperwork Reduction Act Submission form), describe any methods used to minimize burden.

Not applicable.

6.   Describe the consequence to Federal program or policy activities if the collection is not conducted or is conducted less frequently.

Without this collection of information, GSFC could not maintain a current system of records that is used by officials and employees within NASA for preview, planning, review, and management decisions regarding personnel and institutional services.

7.   Explain any special circumstances that would cause an information collection to be conducted in certain manners (as listed).

None.

8.   If applicable, provide a copy and identify the date and page number of publication in the Federal Register of the agency's notice, required by 5 CFR § 1320.8 (d), soliciting comments on the information collection before submission to OMB.

Revalidation published   No comments on the collection were received.

9.   Explain any decision to provide any payment or gift to respondents, other than renumeration of contractors or grantees.

No payment or gift is provided to respondents.

10.   Describe any assurance of confidentiality provided to respondents and the basis for the assurance in statute, regulation, or agency policy.

The data provided is considered privileged information. Respondents are informed that their records are protected and maintained in accordance with the requirements of the Privacy Act and through the password and access protections built into the data base management software system.

11.   Provide additional justification for any questions of a sensitive nature, such as sexual behavior and attitudes, religious beliefs, and other matters that are commonly considered private.

There are no questions of a sensitive nature.

12.   Provide estimates of the hour burden of the collection of information.

The estimated number of respondents is 8,455. We anticipate that completing the form would take each respondent approximately 5 minutes, resulting in a total annual burden of 702 hours.

13.   Provide an estimate of the total annual cost burden to respondents or recordkeepers resulting from the collection of information.

There is no cost burden to respondents resulting from this collection of information.

14.   Provide estimates of annualized cost to the Federal government. Also, provide a description of the method used to estimate cost, which should include quantification of hours, operational expenses, and any other expense that would not have been incurred without this collection of information.

The costs to the Federal Government for maintenance of LISTS are estimated as follows: civil service labor, $8,700; contractor labor, $147,000; respondent labor, $7,500; printing, $2,000; non-labor overhead (e.g., utilities), $5,000; total cost, $170,200.

15.   Explain the reasons for any program changes or adjustments reported in Items 13 or 14 of the OMB Form 83-I.

Not applicable.

16.   For collections of information intended for publication, outline plans for tabulation and publication.

Not applicable.

17. If seeking approval to not display the expiration date for OMB approval of the information collection, explain the reasons that display may be inappropriate.

Not applicable.

18. Explain each exception to the certification statement identified in item 19, "Certification for Paperwork Reduction Act Submissions" of OMB Form 83-1.

Not applicable.

B.   Collections of Information Employing Statistical Methods.

Not applicable.