		GIN		. 2700-0064 (Exp. 8/31/03)					
NAME (Last, First, MI)	Information on	—— this form MUST BI		New Changed					
Goddard Space Flight Center  LOCATOR AND INFORMATION SERVICES TRACKING SYSTEM (LISTS) FORM									
See Instruction Sheet to assist you ir NASA/Wallops Civil Service Person themselves. All employees should c	nel should not complete Items 18-2	1 in the "GENERAL" sect	MUST BE TYPED NASA/Greenbelt and ion and should sign the "APPROVAL" section						
GENERAL	FullTime PartTime	9	Permanent Temporary						
	<b>—</b>	NASA Civil Service OP Summer Hire er	Location: On Site (Fill in 1						
1. Last Name: 4. Preferred First Name:		2. First Name: 5. Title:		3. MI: e Instructions)					
6. Job Title:		7. Skill Class:	8. Administrative Level:						
9. Organization Code: 12. GSFC Ext.: 14. Building:  If OFF-SITE: 16. Off-Site Phone Number:	10. Mail Code: 13. GSFC Alt. Ext	.:	11. Shift (Check): 1	- 7:00pm Start)					
18. Contract Number: 20. Prime Contractor/Organization 21. Sub-Contractor/Employer Acro	· -	19. Authorization	Туре:						
LIVOCIAL	OME OF THE INFORMATION RIVACY ACT OF 1974. SEE F		W IS SUBJECT TO THE EMENT GOVERNING ITS USE.						
1. Sex: M F 3. Social Security No.: 5. Citizenship:		Date of Birth (MI     Place of Birth (C     Alien Registratio	ity/State/Country):						
RESIDENCE: 7. Street: 9. County: 12. Home Phone:		8. City: 10. State: _	11. Zip Code:						
EMERGENCY CONTACT: 13. Name: 15. Phone Number: 16. Address:			14. Relationship:						
APPROVAL:			Date:						
Typed Name of Authorizing Of	ficial	Signatur	e 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 -

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Туре	Color	Access	Badge No.	Keycard No.	<b>Date Issued</b> Badge : Keycard	Expires	Date Returned  Badge : Keycard		
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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 infomation. 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.