

SUPPORTING STATEMENT

Supporting Statement

2700-0122: Foreign National Clearance Request to Visit NASA Facilities

A. Justification.

A1. Explain the circumstances that make the collection of information necessary. Identify any legal or administrative requirements that necessitate the collection. Attach a copy of the appropriate section of each statute and regulation mandating or authorizing the collection of information.

Section 304(a) of the National Aeronautics and Space Act, codified at 42 USC § 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 USC 1441, and 44 U.S.C. 3101, requirements necessitate NASA control access to its facilities and resources in order to insure the security of NASA resources.

Numerous NASA partnership and research collaborations in the aeronautical, space, and exploration fields involve citizens of foreign countries, including those countries with which the United States of America has no formal diplomatic relations.

Often foreign nationals begin a relationship with NASA as students under the tutelage of senior researchers, later returning as senior researchers themselves on the other programs and projects. This collection enables NASA to accurately screen these individuals and trace their involvement in the sundry programs and projects over time.

A2. 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.

The information will be used by the Office of External Relations for export control oversight as well as by the NASA headquarters Office of Security and Program Protection (OSPP) to help fulfill its responsibilities for facilitating business visits and assignments that support U.S. national interests and NASA's international program interests and operational requirements. Information collected and stored in the NNFMS will be used by the OSPP to determine acceptability of a foreign national, or U.S. citizen representing a foreign entity, to access NASA installations or facilities for business or high level protocol visit purposes. The information will be used to maintain a history of such visitors to NASA installations or facilities and the data provide key information for the review and assessment of foreign national access policy, guidelines, and procedures. Information will be used by NASA to respond promptly to requests for such information from the other agencies or departments of the U.S. Government for national security or export control purposes.

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A3. 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, e.g., permitting electronic submission of responses, and the basis for the decision for adopting this means of collection. Also describe any consideration of using information technology to reduce burden.

Respondents provide information for specific data fields. Data are provided via hard copy or electronic mail to a NASA representative who transfers the information into a database (attached is a printout of the current NASA security database entry form). To insure data security, access to the electronic data entry form is limited to approved NASA civil servants or contract employees. Thus, direct data entry by respondents is impossible. Original copies of support documents are required and downloaded and attached to each visit request for archive purpose or auditing. Records are retained based on the NASA Records Retention Schedule (NPR 1440.6, NASA Records Management).

A4. Describe efforts to identify duplication.

Information is archived in the system using various parameters. During the approval process for a foreign national visit request, the system will automatically query biographical data to determine if the individual has ever visited a NASA center before. When entering a visit request into the foreign national database, a search to identify foreign visitors (ie, name, citizenship, etc.) will be performed.

A5. 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.

There is no known impact on small business.

A6. Describe the consequence of federal program or policy activities if the collection is not conducted or is conducted less frequently, as well as any technical or legal obstacles to reducing burden.

The vetting of foreign nationals and other International partners is crucial to the overall mission success of NASA. Without collecting data on foreign nationals, NASA would be unable to grant foreign nationals access to NASA centers and other resources.

A7. Explain any special circumstances that would cause an information collection to be conducted in certain manners (as listed).

None.

A8. If applicable, provide a copy and identify the date and page number of the publication of the Federal Register of the agency's notice, required by 5 CFR 1320.8(d), soliciting comments on the information collection prior to submission to OMB.

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The OCIO will submit to OMB.

A9. Explain any decision to provide any payment or gift to respondents, other than remuneration of contractors or grantees.

None.

A10. Describe any assurance of confidentiality provided to respondents and the basis for the assurance in statute, regulation, or agency policy.

The confidentiality of data is governed by statutes, the Privacy Act, and the Freedom of Information Act.

A11. 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 sensitive questions listed on the request form.

A12. Provide estimates of the hour burden of the information collected.

Number of individuals responding to queries:	12,400
Average number of reports per respondents:	<u>000001</u>
Total Annual Responses:	12,400
Response Hour (.5 per report)	6200
Recordkeeping hours (8 per respondent)	<u>0000</u>
Total Annual Hours:	6200

A13. Provide an estimate of the total annual cost burden to respondents or record keepers resulting from the collection of information.

There is no cost burden to respondents or record keepers. All costs associated with the system are borne by the Federal Government.

A14. 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 expenses that would not have been incurred without this collection of information.

Individuals performing data entry at various NASA sites perform the function as “other duties as assigned – there are no positions allocated for this duty”. The average number of hours expended per sites to support the data entry is 159 hours per year per individuals, or about 8 per cent of a full time equivalent (FTE). Cost to perform this task is estimated at \$17,363 per year.

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B. Collection of Information Employing Statistical Methods.

B1. Describe (including a numerical estimate) the potential respondent universe and any sampling or other respondent selection methods to be used.

None.

B2. Describe the procedures for the collection of information. The NASA sponsor or their representative will request by fax the foreign national's biographical data along with visa and passport number and expiration date. Once the foreign national arrive NASA for their visit, the visa and passport information is then verified from the original documents.