

## SUPPORTING STATEMENT

**TITLE OF INFORMATION COLLECTION:** NASA Visitor Management System

**TYPE OF INFORMATION COLLECTION:** Active Information Collection In Use Without OMB Approval

### **A. JUSTIFICATION**

**1. Explain the circumstances that make the collection of information necessary.**

NASA hosts/sponsors numerous events on federally owned/leased property which are open to NASA affiliates and members of the public. The events include but are not limited to meetings, conferences, briefings, public outreach activities, tours, focus groups, etc.

The NASA Office of Protective Services developed the NASA Visitor Management System to serve as a *one-NASA* process enabling U.S. Citizens and Lawful Permanent Residents with an affiliation less than thirty consecutive days within a twelve month period. The NASA Visitor Management System consolidates numerous information collections associated with visitor access/management used throughout NASA into one system.

**2. Indicate how, by whom, and for what purpose the information is to be used.**

NASA Centers (AFRC, ARC, HQ, GSFC, JSC, KSC, LaRC, MSFC, NSSC, and SSC) sponsors meetings, conferences, as well as a variety of events that are open to the public to include but not limited to STEM activities, tours, etc.

Depending on the event and its location, the NASA individual/organization sponsoring an activity/event may collect a variety of information to include but not limited to a visitor's name, address, citizenship, biometric data, purpose of visit, the location to be visited, escort/sponsor name with contact data, and preferred meeting/event sessions when options are available. When parking is provided on federal owned/leased space, driver's license information as well as vehicle make/model/tag information will be collected.

When visitors are permitted to bring equipment and/or event set-up materials (such as booths and displays), information will be collected to validate identities, issue visitor badges and property passes, coordinate equipment/property delivery and set-up requirements to include electrical power, internet capability, etc.

The information will be collected electronically via a remote invite, an event registration page, or entered by way of a NASA host. Once collected, information may be stored for subsequent visits. Information stored will only be shared within the context of the NASA SORN 10SECR-Security Records System.

System

The NVMS will also function as a pass-back process, whereby foreign national visitors (individuals without an existing employment Agreement or contract) can register for an event through the NASA Visitor Management

and the information entered will automatically transfer to IdMAX (OMB 2700 – 0158) for vetting.

**3. Describe whether, and to what extent, the collection of information involves the use of information technology.**

Information collected by NASA is, stored, secured, and maintained electronically. The NVMS is device agnostic, therefore visitors can use their PC and/or a mobile device to register for events.

**4. Describe efforts to identify duplication.**

During the development/planning phases, existing visitor management processes throughout NASA were identified. Each NASA Center Security Office was engaged in efforts to determine the scope of the each Center’s visitor management processes with the understanding that the NVMS will replace numerous visitor registration solutions currently in use, resulting in a single enterprise system to track events and the associated visitors across the Agency. Visitor applications entered in NASA’s PCAT system were also flagged when they duplicated the NVMS model for visitor processing in part or full.

**5. If the collection of information impacts small businesses or other small entities, describe the methods used to minimize burden.**

Federal Information Processing Standards have no exemptions or reduction of impact for small entities.

The NVMS should not adversely impact small businesses or other small entities affiliated with NASA. In fact, the NVMS is expected to reduce burden to small businesses or other small entities because the NASA visitor management process will be common to all NASA Centers. Visitor data will be stored to reduce full data reentry for returning visitors. Instead, they can simply update basic data that may have changed from their previous visit.

Small businesses and/or other small entities can use their PC's and mobile devices to register for events because NVMS is device agnostic.

**5. Describe the consequence to 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.**

NASA is required to adhere to NIST, FIPS, and OMB requirements.

The NVMS streamlines information collection processes necessary to enable members of the public to participate in activities that are open to the public.

**6. Explain any special circumstances.**

NASA does not have any special circumstances associated with this information collection. With regards to user privacy information, NASA protects the information's confidentiality to the extent required by law. Also, see the NASA SORN at [http://www.nasa.gov/privacy/nasa\\_sorn\\_10SECR.html](http://www.nasa.gov/privacy/nasa_sorn_10SECR.html)

**8. Provide the date and page number of publication in the Federal Register for the 60-day and 30-day federal register notices required by 5 CFR 1320.8(d), soliciting comments on the information collection prior to submission to OMB.**

On Friday, February 19, 2016, FRN Number 16-012, Vol. No. 81, pages 8345 to 8346, the 60-day federal register notice associated with this information collection was published in the Federal Register. No comments were received.

On Tuesday, April 4, 2017, FRN Number 17-017, Vol. No.82. No 63 page 16421 the 30-day federal register notice associated with this information collection was published in the Federal Register. No comments were received.

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

NASA does not provide any payment or gift to respondents for information collected.

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

NASA’s Visitor Management System meets the privacy requirements listed in Federal Information Processing Standards. This includes the assignment of a senior agency official for privacy in accordance with NASA NPD 1382.17H, the completion of a comprehensive Privacy Impact Assessment, and a published document containing a listing of all information types collected. The Privacy Impact Assessment is reviewed periodically as a part of the risk management framework process for NVMS.

The NVMS will include a link to the applicable Privacy Statement.

**11. Provide additional justification for any questions of a sensitive nature.**

NASA generally does not collect information or ask questions of a sensitive nature associated with visits. NASA may collect information for the purpose of providing reasonable accommodations, such as a wheelchair or transportation.

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

<b>Category of Respondent</b>	<b>No. of Respondents</b>	<b>Participation Time</b>	<b>Burden</b>
Individuals	300,000	8	40,000
Private Sector	100,000	8	13,333
<b>Totals</b>	<b>400,000</b>	<b>8</b>	<b>53,333</b>

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

Records are maintained by NASA in accordance with NASA 10SECR, Security Records System.

**14. Provide estimates of annualized cost to the federal government.**

The annual equipment cost for the Identity portion of the NASA solution is approximately \$900 thousand, with a life expectancy of 5 years.  
 \$900 thousand annualized over five = \$180,000 per year.

Human resource costs for the NASA Visitor Management System requires approximately 2 people (2 WYEs) at an estimated cost of \$140,000 each = \$370,000 annually

Other expenses would include the cost of computer support equipment and supplies estimated at approximately \$1,200 annually per WYE -- \$1,200 x 2 FTEs = \$3,400 annually.

Table 1: Compilation of Costs (Questions 12, 13, and 14)

Cost Category	Hour Burden	Annual Costs
Equipment		\$ 180,000
Support (salary)		\$ 370,000
Support (equipment)		\$ 3,400
<b>Total Annual Costs</b>		<b>\$ 553,400</b>

**15. Explain the reason for any program changes or adjustments.**

This is the first information collection established for the NASA's Visitor Management System. Therefore, no program changes or adjustments are involved.

**16. For collections of information whose results will be published, outline plans for tabulation, and publication.**

NASA does not tabulate and publish personal information collected from members of the public associated covered by the PRA.

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

NASA will display the expiration date for OMB approval of the information collection within the NASA Visitor Management System.

**18. Explain each exception to the "Certification For Paperwork Reduction Act Submissions," per OMB Form 83-I as listed below.**

The NASA Office of Protective Services nor the NASA Office of the CIO take exception to the certification statements in 5 CFR 1320.9