

## **PRA and Privacy Act Notification**



This information collection meets the requirements of the Paperwork Reduction Act of 1995 (Pub. L. 104.13, 44 U.S.C. § 3505(c)(2)(A)). You do not need to answer these questions if we fail to display a valid Office of Management and Budget (OMB) control number. The OMB control number for this collection is 2700.0156 and expires on 4/0/2/023. We estimate that it will take 20 minutes to read the instructions, gather the facts and answer the questions. Send only comments relating to our time estimate to NASA Astronaut Selection Office (Astronaut Selection@issas.gov).

#### Privacy Act Notification

Pursuant to the Privacy Act of 1974, 5 U.S.C. § 552a, the following statement is furnished to individuals applying to become NASA astronauts.

AUTHORITY: This collection is authorized by 51 U.S.C. 20113(a), 44 U.S.C. 3101, and 5 U.S.C. § 3301 et seq.

PURPOSE: Records in this system are used by NASA to facilitate processes and procedures associated with the recruitment, evaluation, and selection of United States astronaut candidates, as defined in 14 CFR 1214, Subpart 1214.11 (NASAAstronaut Candidate Recruitment and Selection Program).

ROUTINE USES: Use and disclosure of records within and outside of NASA may occur in accordance with routine uses and NASA Standard Routine Uses described in the system of records notice (SORN), Astronaut Candidate Selection Records (NASA 10ACSR), published at

https://www.federalregister.gov/documents/2015/12/23/2015-32289/privacy-act-of-1974-privacy-act-system-of-records and as permitted by the Privacy Act of 1974, as amended /5 U.S.C. 552 arbit.

EFFECT OF NONDISCLOSURE: Supplying the information is voluntary on your part. However, failing to provide all or part of the information may prevent an accurate and timely decision on your application.

	Velcome to the  ididate Qualifications Inquiry TERM/IRONIMENT
Email:	
Usemame:	
Password:	
Forgot Passw	Sign in (TEST) ond About Site Security
By accessing and using this inform the following.	retion system, you ecknowledge and consent to
this computer, (2) this computer ne retwork including end user system to this network or to any computer information services. This information sulhorized use only. You have no any communication transmitted the Atlany time, and for any tentul purp	ment information system, which includes. (1) should, (3) all computers connected to this is, (4) all computers connected to this so, (4) all crivices and should premise indicated on this network, and (5) Good and remails for system is provided for U.S. Government- essonable supertails or finishing regarding lough or data soluted on this information system, pose, the U.S. Government may moratize, premiserations of streaming to sense for a committee of the control of the control of the control of th

#### Paperwork Reduction Act Statement

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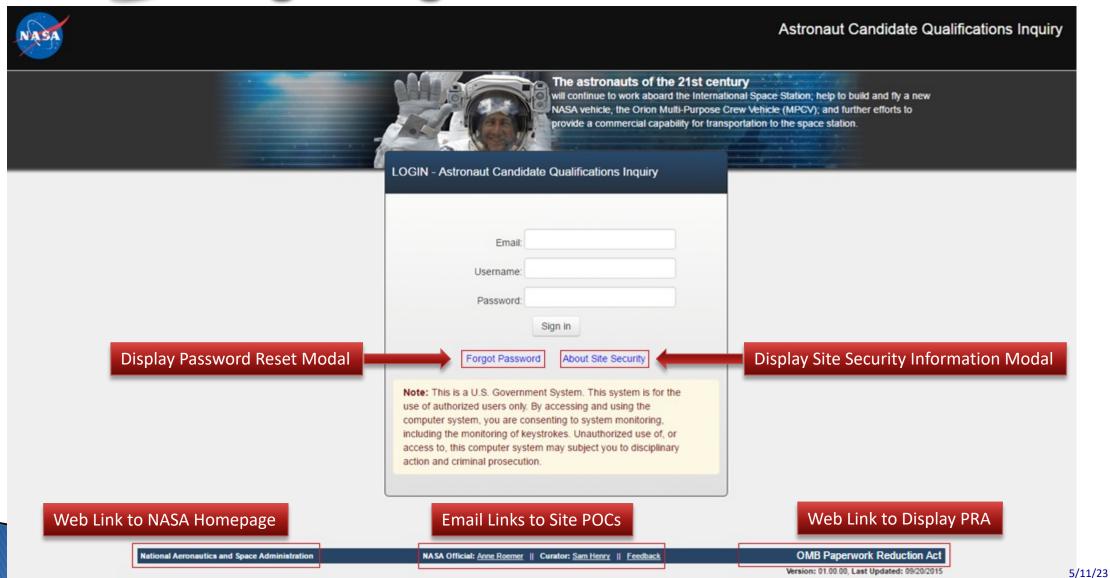
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https://www.federalregister.gov/documents/2015/12/23/2015-32289/privacy-act-of-1974-privacy-act-system-of-records and as permitted by the Privacy Act of 1974, as amended (5 U.S.C. 552.a(b)).

**EFFECT OF NONDISCLOSURE:** Supplying the information is voluntary on your part. However, failing to provide all or part of the information may prevent an accurate and timely decision on your application.



## **Login Page Functions**





## Selection CLOSED



#### Astronaut Candidate Qualifications Inquiry



#### The astronauts of the 21st century

will continue to work aboard the International Space Station (ISS); help to build and fly a new NASA vehicle, the Orion Multi-Purpose Crew Vehicle (MPCV); and further efforts to provide a commercial capability for transportation to the ISS, Mars, and beyond.

#### Not Available

The Astronaut Candidate Qualifications Inquiry is not open at this time. Please revisit the site at a later date. If you have questions regarding the Astronaut Candidate Qualifications Inquiry please contact JSC Astronaut Selection Office (ASO) (Astronaut.Selection@NASA.Gov)

OPERATING STATUS: CLOSED

About Site Security

**Note:** This is a U.S. Government System. This system is for the use of authorized users only. By accessing and using the computer system, you are consenting to system monitoring, including the monitoring of keystrokes. Unauthorized use of, or access to, this computer system may subject you to disciplinary action and criminal prosecution.

The data and documents on this system include Federal records that contain sensitive information protected by various Federal statutes, including the Privacy Act, 5 U.S.C. § 552a.

National Aeronautics and Space Administration

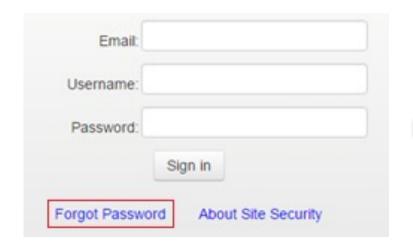
NASA Official: <u>Anne Roemer</u> || Curator: <u>Sam Henry</u> <u>Feedback</u> || <u>Privacy Policy</u>

OMB Paperwork Reduction Act (PRA)

Version: 01.00.00, Last Updated: 06/20/2016



## Password Reset (Step 1)

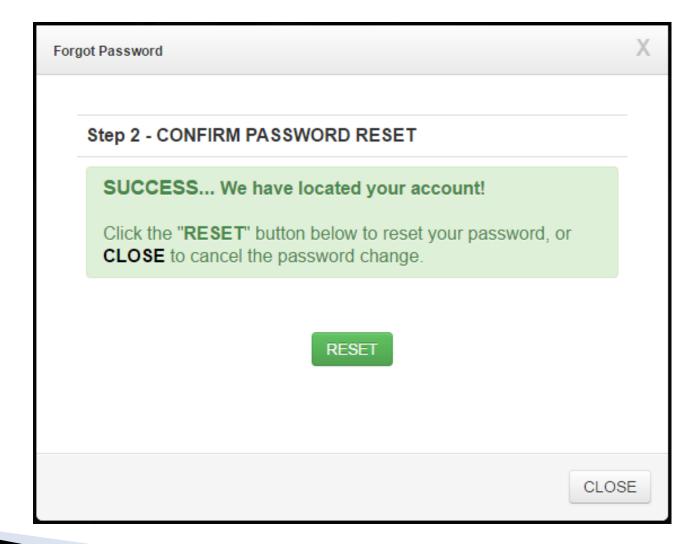




For	got Password	Χ
	Step 1 - LOCATE REFERENCE ACCOUNT	
	To reset your password, enter your USERNAME and EMAIL ADDRESS that is on file with NASA, then click the <b>Find Me</b> button.	
	Username:	
	Email: Find Me	
	CLO	SE

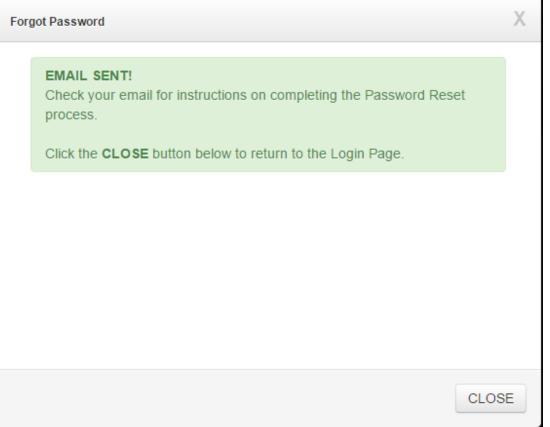


## Password Reset (Step 2)





## Password Reset (Step 3)





#### **Astronaut Selection Office**

Dear Commander Elizabeth Somerville:

This email is associated with the NASA Astronaut Candidate Selection Program.

Per your request, we have RESET your <u>Temporary PASSWORD</u> for access to the NASA <u>Astronaut Candidate (ASCAN) Qualifications Inquiry Application</u> (Your USERNAME is included in previously sent e-mail message).

To login, please click on the "Login:" link below, and provide your E-MAIL ADDRESS and USERNAME (provided in a separate e-mail), and your Temporary PASSWORD (provided below). Upon logging on to the system, you will be required to change your temporary password. If successful, you will be redirected to the Login page, where you will "Sign in" using your \*NEW\* password, and by doing so, you consent to the electronic transmission of your information to NASA.

Login: ASCAN Qualifications Inquiry Tool

USERNAME: Provided in separate e-mail

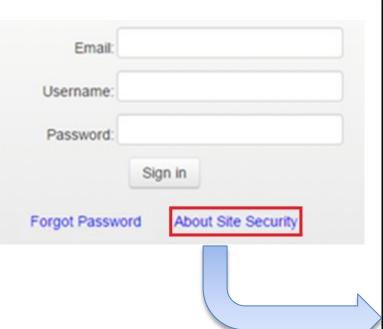
Temporary PASSWORD: YYJdUEzLI

Please, DO NOT REPLY to this e-mail. This is an automatically generated e-mail.

All e-mail inquiries should be sent to Astronaut Selection Office.



## **Site Security Information Modal \***



Privacy and Security Notice



Thank you for visiting the **NASA Astronaut Candidate Qualifications Inquiry (ACQI)** website. Please take a few minutes to review our Privacy, Security, and Accessibility policies. We have integrated these statements into a single posting for ease of use. The following links will help you navigate to a specific section:

- Privacy Policy
- Security Notice
- · Accessibility Statement
- Linking Policy and Disclaimer of Endorsement
- · Privacy Impact Assessment
- · NASA Officials for Privacy Related Matters

#### **Privacy Policy**

This notice provides NASA's policy regarding the nature, purpose, use and sharing of any information collected via this Web site. The information you provide on a NASA Web site will be used only for its intended purpose. We will protect your information consistent with the principles of the Privacy Act, the e-Government act of 2002, the Federal Records Act, and, as applicable, the Freedom of Information Act.

Submitting information is strictly voluntary. By doing so, you are giving NASA your permission to use the information for the intended purpose. If you do not want to give NASA permission to use your information, simply do not provide it. However, not providing certain information may result in NASA's inability to select the most qualified applicant.

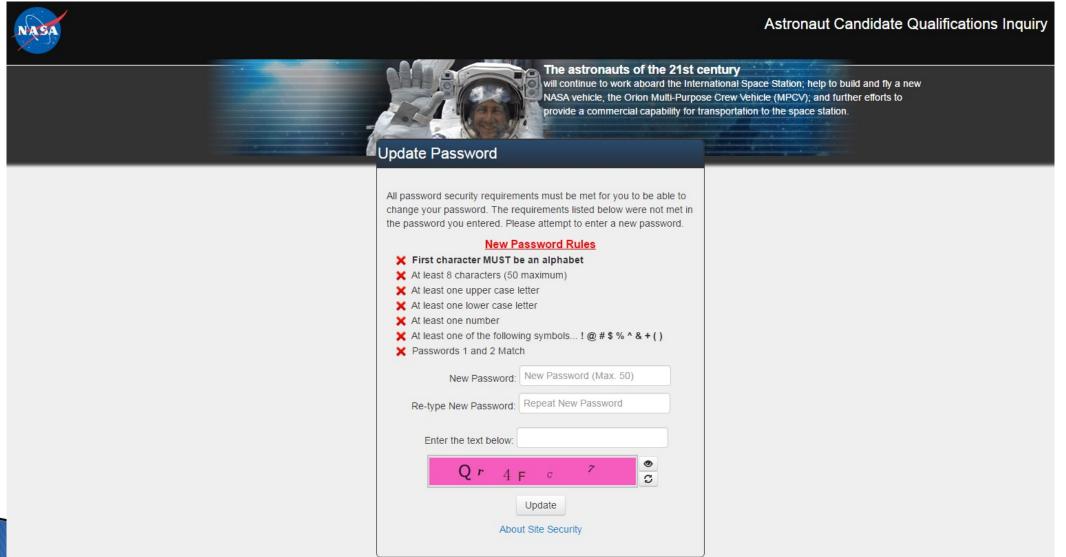
There are several types of information we collect. These include:

Close

\* See accompanying attachment (2700-0156.Privacy and Security Notice\_COMPLETE.pdf) for complete notice content.

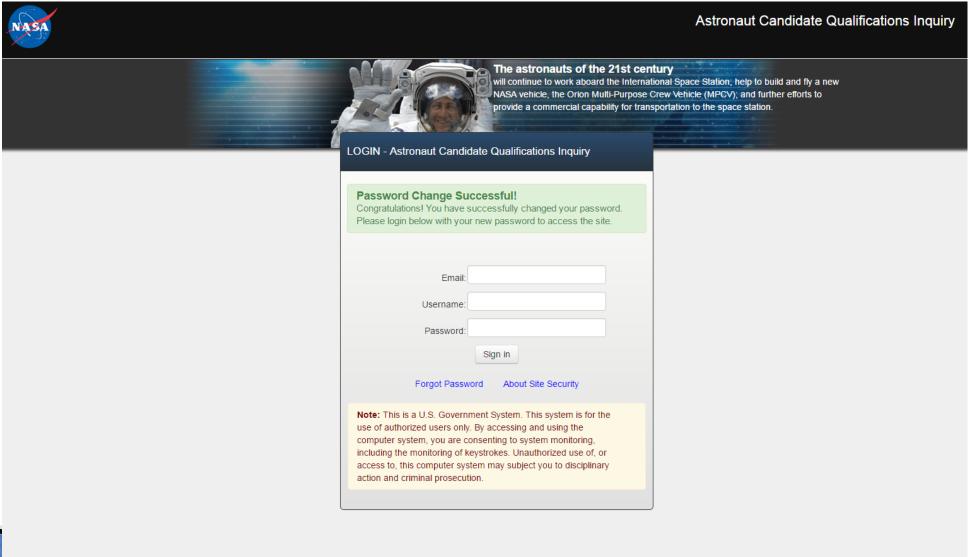


## Initial Login & After Password Change





## Initial Login & After Password Change



lational Aeronautics and Space Administration

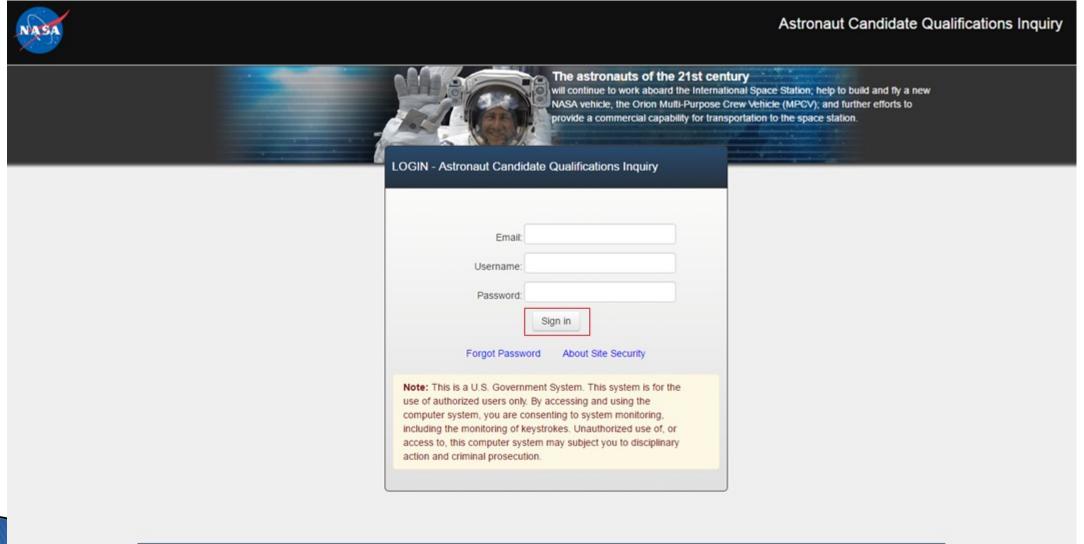
NASA Official: Anne Roemer || Curator: Sam Henry || Feedback

**OMB Paperwork Reduction Act** 

5/11/23

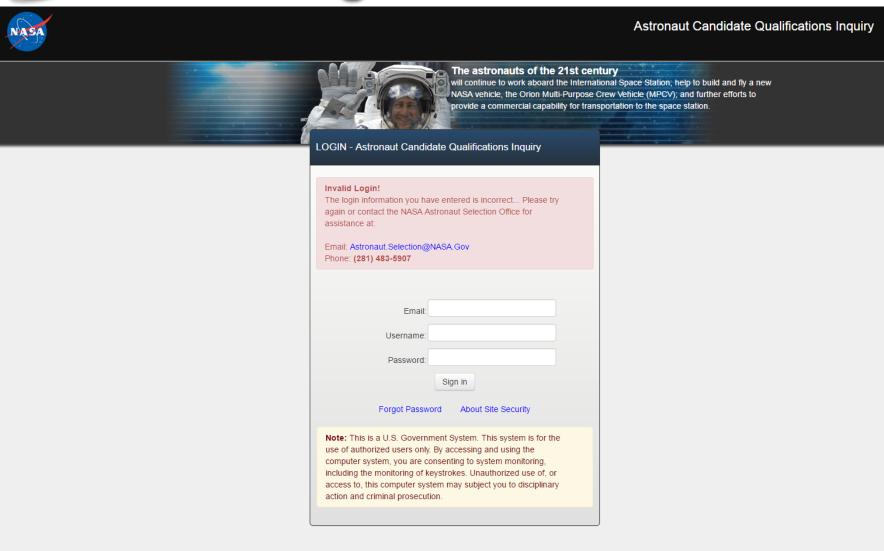


ational Aeronautics and Space Administration





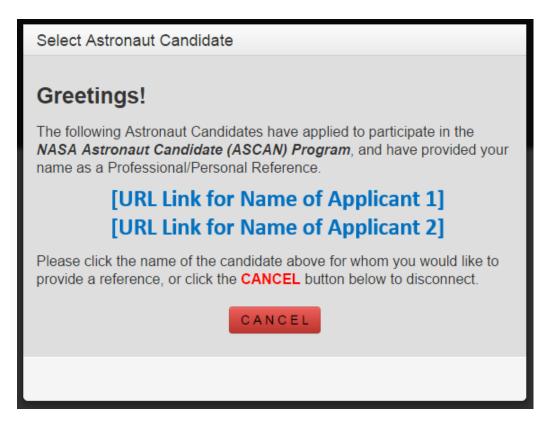
## **ASCAN Candidate Qualifications Inquiry Invalid Login Credentials**



5/11/23



## **Applicant Selection Modal**



Respondents are presented with this modal listing the (URL-linked) name(s) of the candidates for whom references are requested.



This modal is presented to respondents after completing all requested candidate references.



## Optional Username Change (After Applicant Selection)

#### Welcome, [Reference Name Here]

Last Visit: INITIAL

Your input into the evaluation of NASA Astronaut Candidate [Candidate Name] will provide us with significant information used to determine the applicant's suitability for participation in the ASCAN program. We would appreciate you completing this evaluation as honestly and completely as possible. Additionally, there is space at the end of each section (except Section 1) for specific example narratives.

Please note, no attachments or separate documents will be considered outside of this form. Since this information is needed for selection activities currently underway, your prompt completion and return of this inquiry is requested. For your information, a copy of this Astronaut Candidate Qualifications Inquiry may be provided to the applicant, if requested <u>in writing</u> from the Astronaut Selection Office.

#### **Username Change Available**

Our records indicate that your USERNAME is currently set to your EMAIL ADDRESS. For increased security, we recommend that you create a unique username for this website; however, making such a change is completely optional and at your discretion.

If you would like to change your username, enter it into the text field below and click the **Change My Username** button.

NOTE: If you prefer to continue using your email address as a your username, simply click the Keep My Username button.

NEW USERNAME:\*

Change My Username

\* Username MUST begin with an ALPHABET, MUST contain at least ONE NUMERAL, MUST be 8 - 15 characters long, and MAY contain one or more <u>non-consecutive</u> "underscore (\_)" characters.

If you have any questions concerning this evaluation or you experience problems updating your Username, send us an email at Astronaut.Selection@NASA.Gov, or call the NASA Astronaut Selection Office at +1 (281) 483-5907

Thank you for your invaluable input!

Sincerely,

Anne Roemer
Manager, Astronaut Selection Office



## **Username Change Accepted**

#### Welcome, [Reference Name Here]

Last Visit: INITIAL

Your input into the evaluation of NASA Astronaut Candidate **[Candidate Name]** will provide us with significant information used to determine the applicant's suitability for participation in the ASCAN program. We would appreciate you completing this evaluation as honestly and completely as possible. Additionally, there is space at the end of each section (except Section 1) for specific example narratives.

Please note, no attachments or separate documents will be considered outside of this form. Since this information is needed for selection activities currently underway, your prompt completion and return of this inquiry is requested. For your information, a copy of this Astronaut Candidate Qualifications Inquiry may be provided to the applicant, if requested in writing from the Astronaut Selection Office.

#### SUCCESS!

You have successfully changed your USERNAME to [New Username] ... The security of your account has been strengthened!

If you have any questions concerning this evaluation or you experience problems updating your Username, send us an email at Astronaut.Selection@NASA.Gov, or call the NASA Astronaut Selection Office at +1 (281) 483-5907

Thank you for your invaluable input!

Sincerely,

Anne Roemer Manager, Astronaut Selection Office

Continue Inquiry



## Username Change Refused

#### Welcome, [Reference Name Here]

Last Visit: INITIA

Your input into the evaluation of NASA Astronaut Candidate [Candidate Name] will provide us with significant information used to determine the applicant's suitability for participation in the ASCAN program. We would appreciate you completing this evaluation as honestly and completely as possible. Additionally, there is space at the end of each section (except Section 1) for specific example narratives.

Please note, no attachments or separate documents will be considered outside of this form. Since this information is needed for selection activities currently underway, your prompt completion and return of this inquiry is requested. For your information, a copy of this Astronaut Candidate Qualifications Inquiry may be provided to the applicant, if requested in writing from the Astronaut Selection Office.

#### Username NOT CHANGED

Ok, your USERNAME will remain the same as your EMAIL ADDRESS ( ????? @NASA.GOV). If you would like to change your USERNAME at a later date, please contact the NASA Astronaut Selection Office.

If you have any questions concerning this evaluation or you experience problems updating your Username, send us an email at Astronaut.Selection@NASA.Gov, or call the NASA Astronaut Selection Office at +1 (281) 483-5907

Thank you for your invaluable input!

Sincerely,

Anne Roemer Manager, Astronaut Selection Office

Continue Inquiry

#### Welcome back, [ REFERENCE NAME ]

Last Visit: 04/26/2016 at 03:12:34

Your input into the evaluation of NASA Astronaut Candidate [Candidate Name] will provide us with significant information used to determine the applicant's suitability for participation in the ASCAN program. We would appreciate you completing this evaluation as honestly and completely as possible. Additionally, there is space at the end of each section (except Section 1) for specific example narratives.

Please note, no attachments or separate documents will be considered outside of this form. Since this information is needed for selection activities currently underway, your prompt completion and return of this inquiry is requested. For your information, a copy of this Astronaut Candidate Qualifications Inquiry may be provided to the applicant, if requested <u>in writing</u> from the Astronaut Selection Office.

If you have any questions concerning this evaluation or you experience any problems, please send us an email at Astronaut. Selection@NASA.Gov, or call the NASA Astronaut Selection Office at +1 (281) 483-5907

Thank you for your input!

Sincerely,

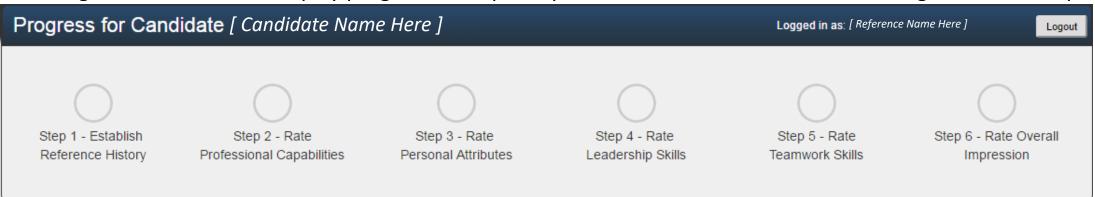
Anne Roemer Manager, Astronaut Selection Office

Continue Inquiry



## Navigation / Progress Bar

The Progress Bar Indicators display progress of Step completion. Indicators can be click to navigate to that Step.















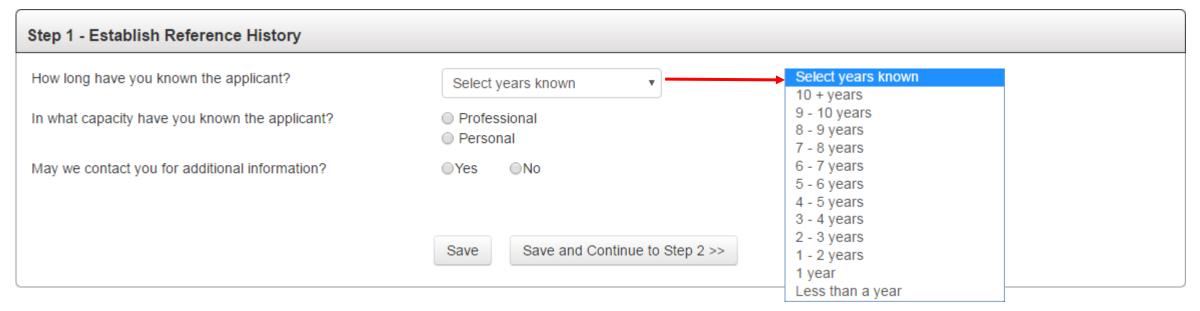


An alert is displayed when Step 6 is completed and any other step remains unstarted/incomplete.

NOTICE: Steps with **ORANGE** indicators are INCOMPLETE.









<< Save and Return to Step 1

tep 2 - Rate Professional Capabilities		OM	B PKA C	ontrol N	lumber: 2	700-01
ease complete the following evaluations by providing a rating from 1 to 5 in each of the categories (1 is lowest, 5 is highest). If you have neck the box marked N/A:	ot observe	ed the	chara	acteris	tic, plea	ise
	(Low)	2	3	4	(High) 5	N/A
Technical - Quality, diversity and breadth of technical knowledge in their chosen profession	0					0
Experience - Quality, diversity and breadth of professional experience in their chosen profession						
Operational - Has the capacity and technical skills to address real-time and possibly dynamic situations - can think on their feet						
Planning - Establishes a plan, guided by resources, arranges and executes tasks efficiently to meet goals, and follows to completion						
<b>Situational Awareness</b> - Is able to follow and understand the overall status of a situation based on available information - has the big picture						0
Problem Solving - Follows a logical and proper course of action based on best use of resources and information		0	0	0		0
If possible, please give examples of a time when the candidate exhibited these Professional Capabilities:						

Save

Save and Continue to Step 3 >>



### Step 3 - Rate Personal Attributes OMB PRA Control Number: 2700-0156

Please complete the following evaluations by providing a rating from 1 to 5 in each of the categories (1 is lowest, 5 is highest). If you have not observed the characteristic, please check the box marked N/A:

	(Low)				(High)	
	1	2	3	4	5	N/A
Accountability - Responsibly completes assigned tasks, openly admits shortcomings and accepts responsibility for mistakes						
Discipline - Functions within operational, regulatory, and organizational guidelines						
Self Improvement - Motivated to improve technical, professional and teamwork skills, and accepts and acts on feedback						
Personal Conduct - Represents employer, colleagues and profession favorably		0		0		0
Tolerance - Displays an understanding and acceptance of other cultures, organizations, professions, etc.		0		0	0	0
Stress Management - Maintains personal capabilities and skills in a stressful or dynamic environment		0	0	0	0	0
Communication - Openly and efficiently exchanges information, actively listens and respects dissenting views		0	0	0	0	0
<b>Self Management</b> - Understands personal limitations and knows how to maintain personal well being in unfamiliar situations or circumstances	0	0		0	0	0
Conscientiousness - Exhibts positive and constructive disposition, very motivated		0		0		

If possible, please give examples of a time when the candidate exhibited these Personal Attributes:

Characters left 2000



tep 4 - Rate Leadership Skills		ОМ	B PRA C	ontrol N	Number: 2	700-01
Please complete the following evaluations by providing a rating from 1 to 5 in each of the categories (1 is lowest, 5 is highest). If you have received the box marked N/A:	not obse	rved t	he cha	arateri	istic, ple	ase
	(Low)	2	3	4	(High) 5	N/A
Leadership - Empowers a team to achieve goals while being respectful to all members of the team						
Instructing/Mentoring - Shares information, gives feedback, encourages team members to reach full potential - does not take credit for others efforts	0		0		0	0
Adaptive Leadership - Is able to adapt style of leadership if required by an unexpected or dynamic situation						0
f possible, please give examples of a time when the candidate exhibited these Leadership Attributes:						
			Cha	ıracte	rs left	2000

22





#### Step 5 - Rate Teamwork Skills

Please complete the following evaluations by providing a rating from 1 to 5 in each of the categories (1 is lowest, 5 is highest). If you have not observed the characteristic, please check the box marked N/A:

	(Low)	2	3	4	(High) 5	N/A
Followership - Loyal to the leader and team, and places team goals above personal goals - no personal agenda	0		0	0	0	
Team Building - Develops strong, professional relationships with other team members	0	0	0	0	0	
Team Participation - Actively participates and contributes to team goals, acts as a team player	0	0	0	0	0	

If possible, please give examples of a time or event when the candidate exhibited good Teamwork Skills:				

Characters left 2000

Does Applicant have any weaknesses or undesirable characteristics, personal or professional, omitted from or not adequately covered by the preceding items?

Characters left 2000



### Step 6 - Rate Overall Impression Please give your overall impression of the candidate's ability to be effective in a stressful, high visibility position: Do not Recommend Some Doubts and Reservations About Average Better than Average Definitely Superior Please provide any additional comments or insight you might have on this candidate: Characters left 2000 << Save and Return to Step 5 Save



# ASCAN Candidate Qualifications Inquiry Timeout Warning



Inactivity timeout and logoff occurs after fifteen (15) minutes. Respondents receive a **Session Timeout Warning** after 14 minutes of inactivity, and are subsequently disconnected after sixty additional (60) seconds.

#### Inquiry Completed!

Thank you for completing this Astronaut Candidate Qualifications Inquiry. Your responses to the questions are very important to the application process.

You have 1 candidate reference remaining.

Click the name of the candidate below to continue, or click the **Submit and Logout** button below to come back later.

[Candidate Names Listed Here]

Submit and Logout



#### Inquiry Completed!

Thank you for completing Astronaut Candidate Qualifications Inquiry. Your responses to the questions are very important to the application process.

Should you have any questions concerning this inquiry, please do not hesitate to call the **NASA Astronaut Selection Office** at 281-483-5907, or send us an email at Astronaut.Selection@mail.nasa.gov.

Thank you for your help.

Sincerely, Anne Roemer Manager, Astronaut Selection Office

Submit and Logout