Appendix A for NASA Special Events PRA (12.2024)

https://my.nasa.gov/specialevents/s/

Guests Select Available Events in Two Ways.

- 1. From the portal itself after registration through the Agency Front Door
- 2. After receiving a link via email with the event opportunity that directs them to the portal via the Agency Front Door

The Privacy Act Statement will be available via a footer link when guests are taking any actions related to NASA Special Events



Privacy Act Statement

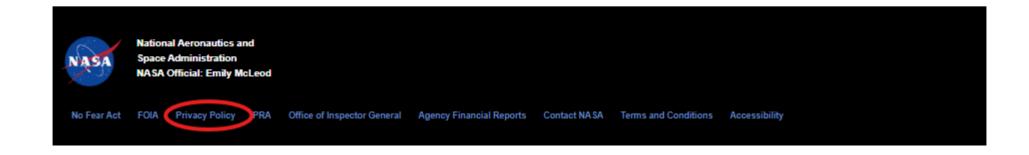
The information in this form will allow Agency staff members with Guest Operations responsibilities to appropriately plan for guest attendance, communicate needed information of guests, and to organize the clearance of guests at NASA facilities.

Authority: The collection is authorized by 42 U.S.C. 2451, et seq., the National Aeronautics and Space Act of 1958, as amended.

Purpose: This information is being collected and maintained for the purpose of organizing effective outreach events and registration opportunities for members of the public.

Routine uses: Use and disclosure of your records within and outside of NASA may occur in accordance with the NASA Security Records Systems (NASA 10SECR) system of records notice published at https://www.federalregister.gov/documents/2023/08/08/2023-16900/privacy-act-of-1974-system-of-records and as permitted by the Privacy Act of 1974, as amended (5 U.S.C. 552a(b)).

Impact of non-disclosure: Failing to provide the requested information may result in not being able to attend an event.

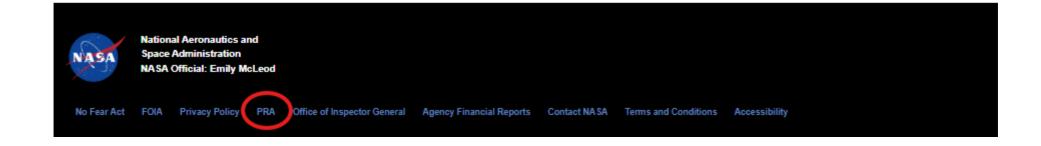


The PRA Statement will be available via a footer link when guests are taking any actions related to NASA Special Events

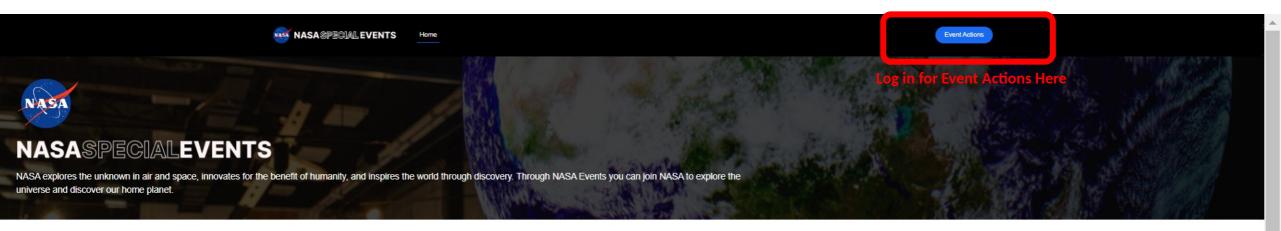


PRA Statement

Paperwork Reduction Act Statement - The OMB control number for this information collection is 2700-XXXX and it expires on XXXXX2028. This information collection meets the requirements of 44 U.S.C § 3507, as amended by section 2 of the Paperwork Reduction Act of 1995, and is part of a Federal Government-wide effort to streamline the process for seeking feedback on service delivery. This data will only be used internally for service improvement and program management purposes. We estimate it will take about 7 minutes to read the instructions, gather the facts, and answer the questions. Responses to this collection are voluntary, and you should not respond to any agency's information collection unless such collection displays a valid Office of Management and Budget control number. You may send comments on our time estimate above to hq-events@mail.nasa.gov. Please send only comments relating to your time estimate to this address.



NASA Special Events Homepage



Discover More from NASA Events



Find an Event virtually or near you!

Peruse Opportunities for NASA Virtual Guest Programming and other opportunities.

NASA Events | Eventbrite



Want to bring NASA to your event?

The NASA Speakers Bureau is composed of engineers, scientists, and other professionals who represent the agency as speakers at civic, professional, educational, and other public venues. Each year, NASA speakers provide hundreds of presentations to thousands of people.

Requests for Exhibits, Artifacts, or Speakers



Are you a NASA employee/contractor planning an event?

Learn about registration tools and here: https://communications.nasa.gov/tools

Join the Guest Ops Community of Practice



Other ways to get involved

We also invite you to find out all of the ways you can bring NASA into your life through participating in experiences, learning engagements, and activities that you can do on your own.

Get Involved



National Aeronautics

No Fear Act FOIA Privacy Policy PRA Office of Inspector General Agency Financial Reports Contact NASA Terms and Conditions Accessibility

Example email directing guest to the portal (@ RSVP Here)

You are cordially invited to attend the launch of GOES-U from Kennedy Space Center in Florida scheduled for no earlier than Tuesday, April 30, 2024. The two-hour launch window will open at 5:10 p.m. EDT.

GOES-U is the fourth and final satellite in the Geostationary Operational Environmental Satellites (GOES) – R Series, the Western Hemisphere's most sophisticated weather-observing and environmental monitoring system. The GOES-R Series provides advanced imagery and atmospheric measurements, real-time mapping of lightning activity, and space weather observations.

The GOES-U mission is a collaborative effort between the National Oceanic and Atmospheric Administration (NOAA) and NASA. NASA manufactures and launches the GOES satellites for NOAA, which operates them and distributes their data to users worldwide.

Follow the RSVP link (below) to access the Launch Guest Website and login. After logging in, you will be able to verify your information, your party, and RSVP. If it's your first-time accessing NASA's Special Events Portal, you'll be guided to create an account before responding to the invitation.

Please do not forward this message, as this information is specific to you and your guest(s). Your RSVP will ensure that you and your previously submitted guest(s) have an opportunity to view the GOES-U Launch. Please RSVP by Thursday, April 11, 2024 at 12:00 AM EDT.

Guests are responsible for providing their own travel accommodations and transportation to the check-in and/or bus boarding location. When making travel plans, keep in mind the tentative nature of launches. The launch date is subject to change due to various factors. Please check the NASA Events Site regularly for the latest launch information.

If you have any questions, please contact the guest operations team at hq-events@mail.nasa.gov.

We look forward to seeing you at launch!

Follow the link below to confirm your attendance.

Sincerely,

NOAA & NASA Guest Operations

RSVP Here

We only have three basic forms for collection in the system

- Nominator Form
- RSVP Form
- Nominee Form

Nominator forms are used by those given a role through the Agency processes to add potential guests to an event – to nominate them.

RSVP and Nominee forms are used by guests to share needed details about themselves or their parties depending on the approach to the event.

Different information may be needed to clear a guest for an event depending on their Citizenship status (U.S., Non-U.S. or LPR) and the specific facility logistics requirements. Screen shots here show the forms for each citizenship status and with/without logistics requirements. The minimum number of logistics requirements will be utilized per event.

Any information the guest has previously entered in the system for another event, or as part of registration will be prefilled for them.

As of March 2025, site registration will be handled through NASA's Agency Front Door Project. Richard Gilmore and Meghan LaCroix from NASA are working the Agency Front Door submission. Though the account creation and registration will be covered by the Agency Front Door PRA Submission, we are describing it here for context.

Fields collected through that process will include the following. This collected information will be available in NASA Special Events users seamlessly and they won't need to re-enter it in any of the forms below unless they want to update it.

First Name

Last Name

Email

Country

City

State

Zip

Title

Company

Citizenship - Country if international

Interests

Optional Demographic Information: Approach has been previewed with OMB and will be in alignment and compliance with SPD 15.

Nominator Form



Home



Event Details

Main Event

ESCAPADE Launch

Mission Description

ESCAPADE will use two identical spacecraft to investigate how the solar wind interacts with Mars' magnetic environment and how this interaction drives the planet's atmospheric escape.

Main Event Date/Time

To Be Announced

Main Event's Time Zone

Eastern Standard Time (EST); UTC -5

Event Location

Kennedy Space Center

Event/Guest Information

Guests are responsible for providing their own travel accommodations and transportation to the check-in and/or bus boarding location. When making travel plans, keep in mind the tentative nature of launches. The launch date is subject to change due to various factors.

Your Nominees

Nominees

0 Registered Nominees

2 Nominations Remaining

Name

Status

Nominated Party Size

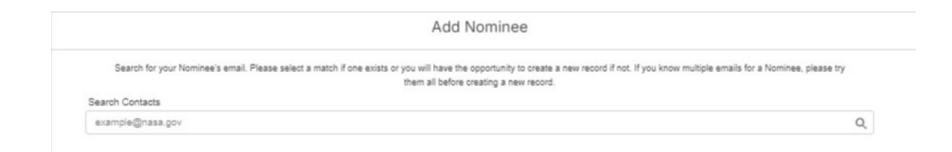
Actual Party Size

+ Add Nominee

✓ No Further Nominations

You can return to this portal to view statuses and ask your Allocation POC (contact details below) if any guidance is needed. If you don't hear of any issues, your nominations are proceeding. Reviews will be conducted by nominating groups and agency-level teams.

hq-events@mail.nasa.gov



Add Nominee

Create a new Nominee

Please enter Nominee information to your best knowledge. This Nominee will also have the chance to make edits later.

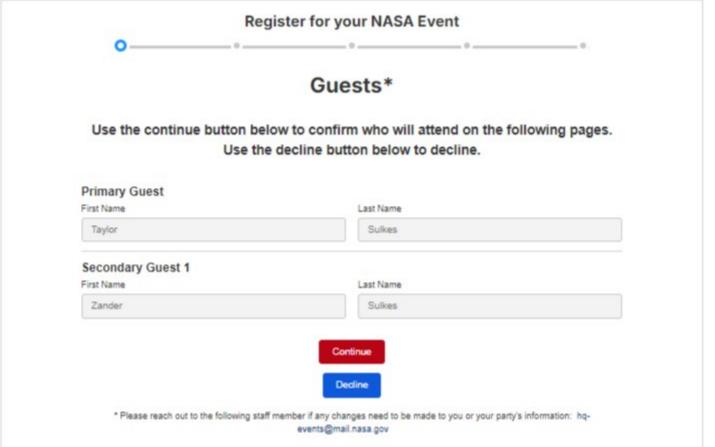
*Email	
sulkes.emily@gmail.com	
Salutation	
Select an Option	▼
As appears on Government Issued ID/passport.	
*First Name	
*Last Name	
Title or role, ex. Student.	
*Title	
1 total	
Enter any Affiliation. Examples: school, place of work, volunteer org, etc. Please create a new one if you cannot find yours.	
*Company	
Search Accounts	Q Add Company
*Citizen Status	
None	₩

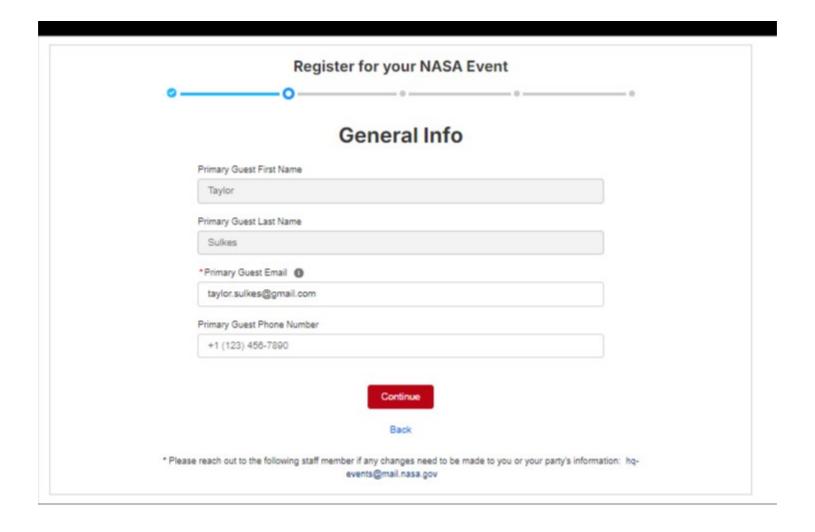
Add Nominee

Nominee Event Information

*Nominated Party Size	
Select a value	*
*Preferred Viewing Site	
Select a value	₩
Stakeholder Category Select a value roup	*
Select a value	
lease enter any additional information (including alternate emails) the Guest Ops team should be aware of for this Nominee.	



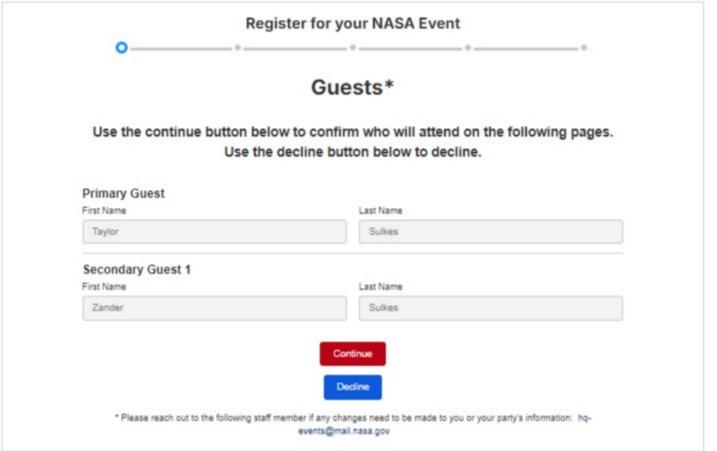


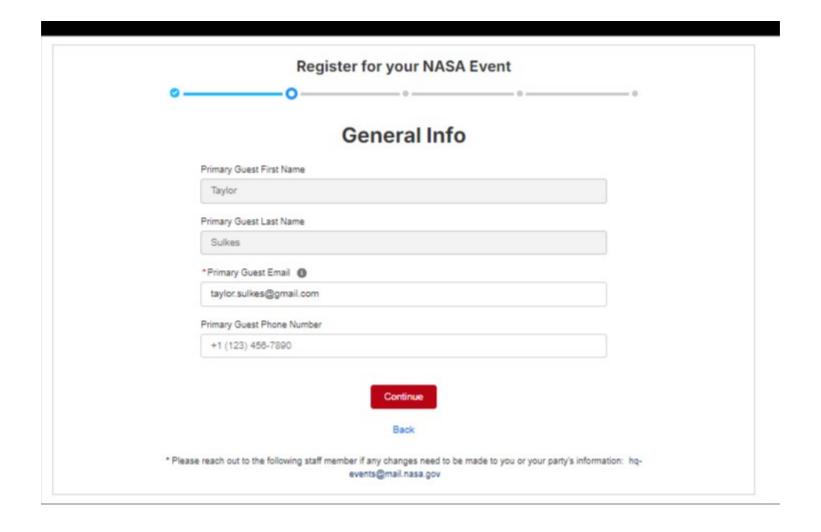


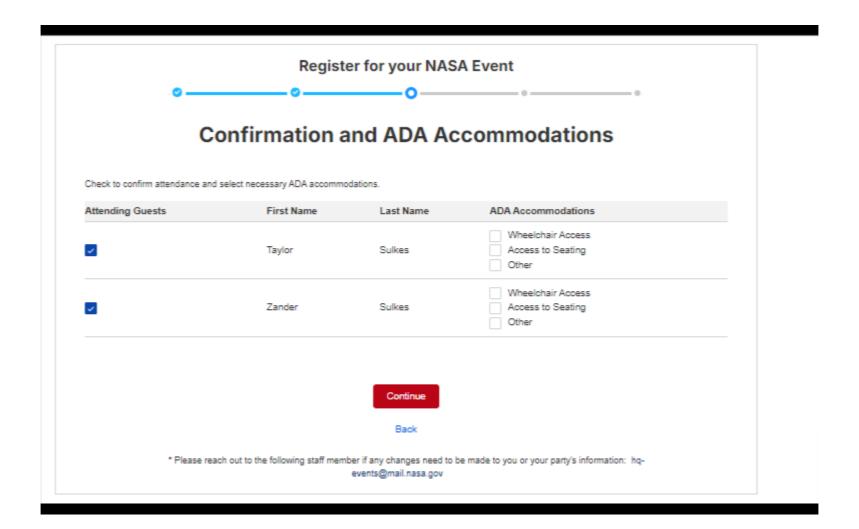
Register for your NASA Event Confirmation Check to confirm attendance. **Attending Guests** First Name Last Name Emily Mcleod Taylor Sulkes Continue Back * Please reach out to the following staff member if any changes need to be made to you or your party's information: hq-

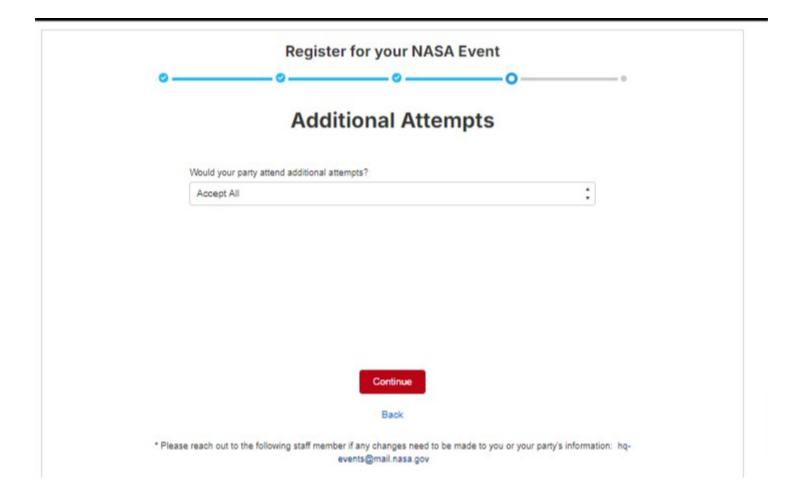
events@mail.nasa.gov

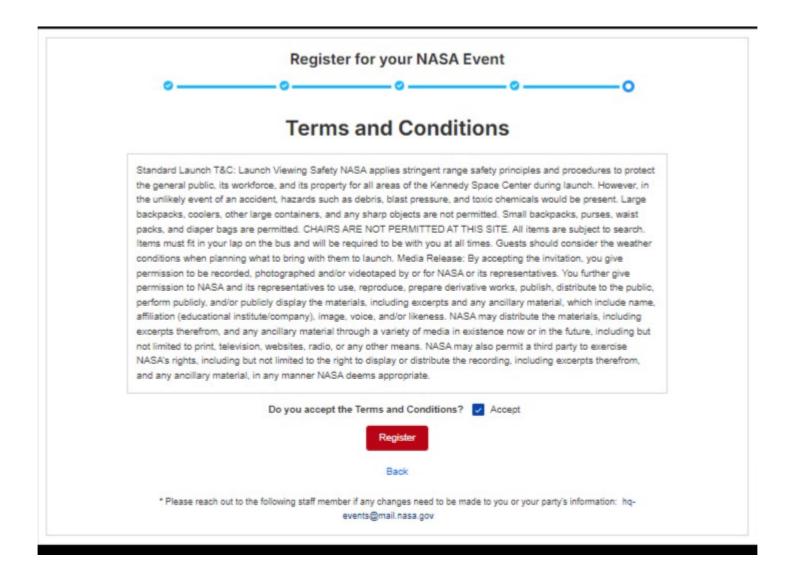


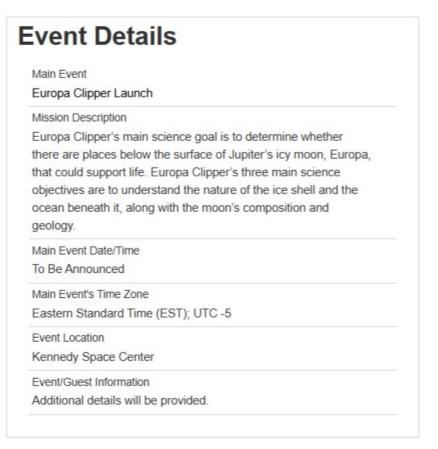


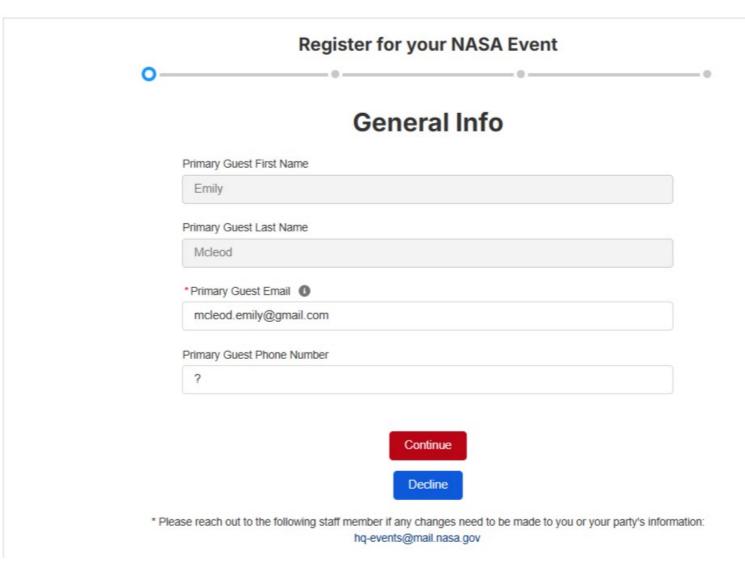


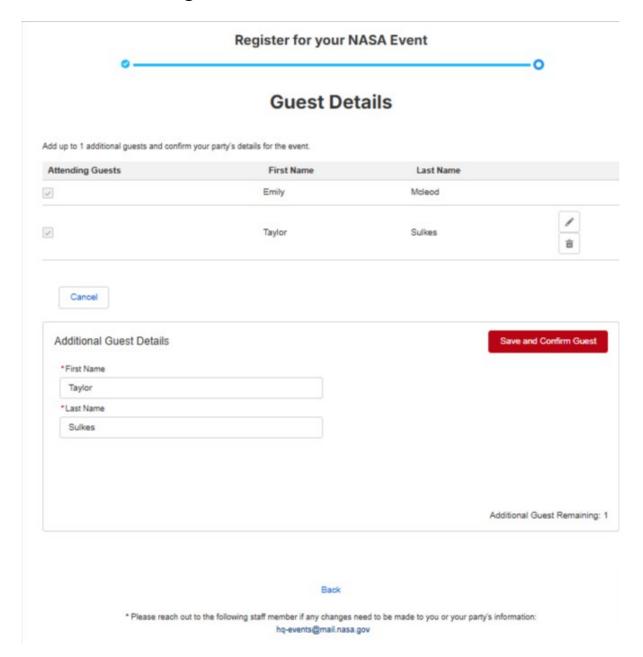


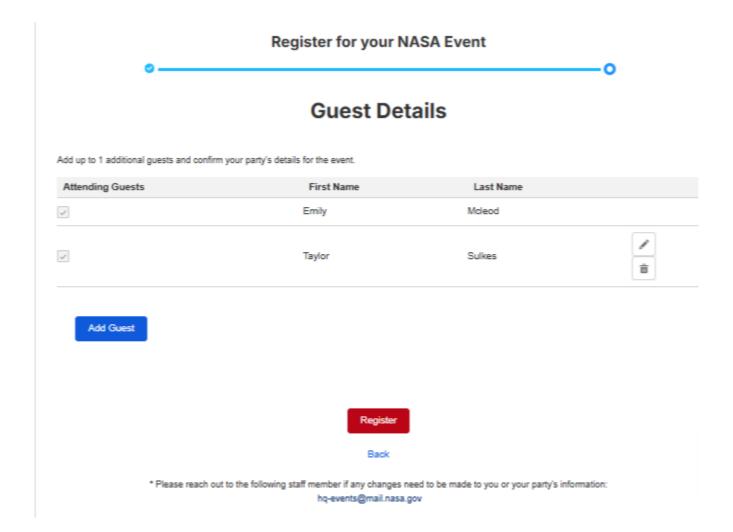


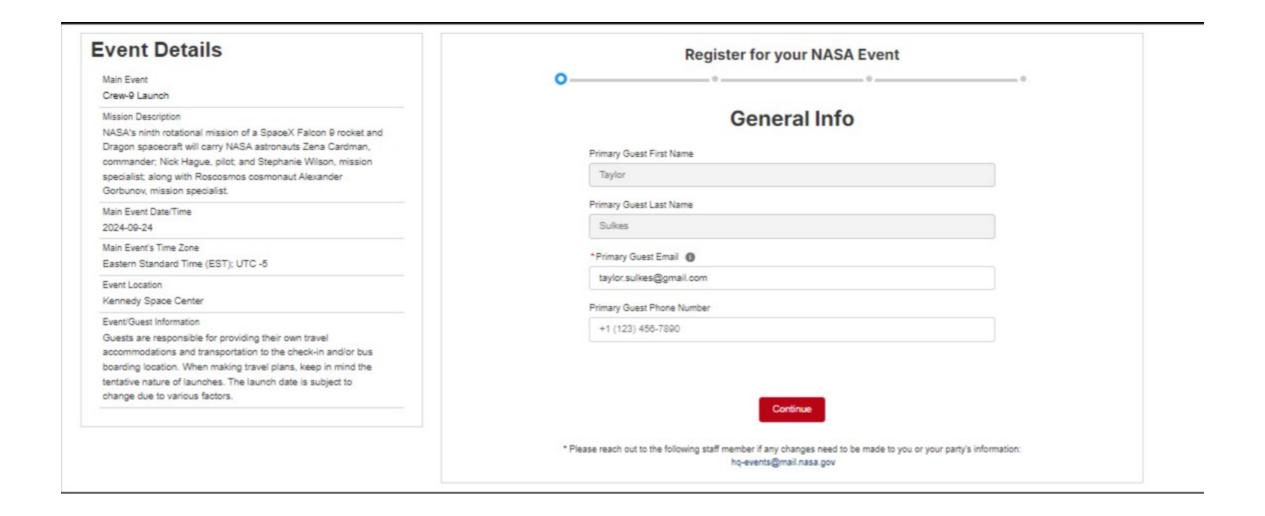


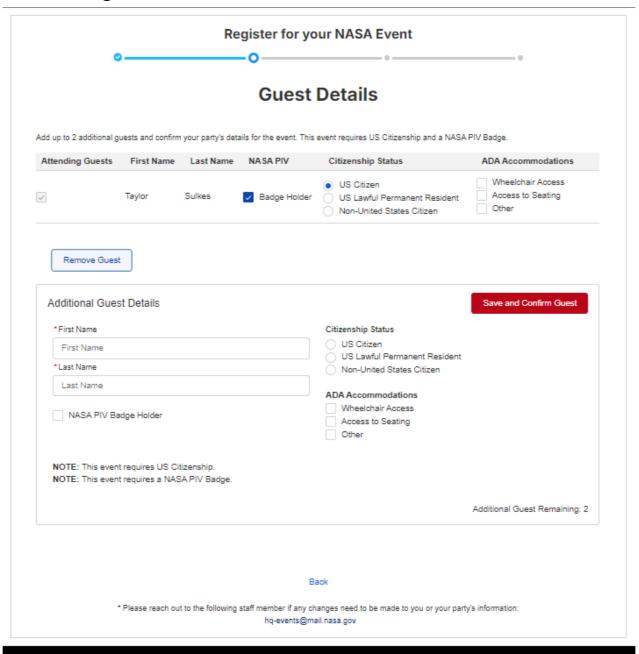


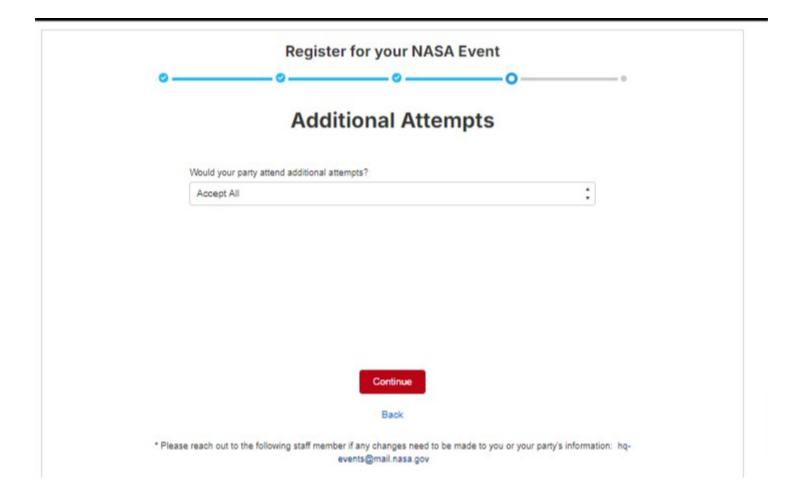


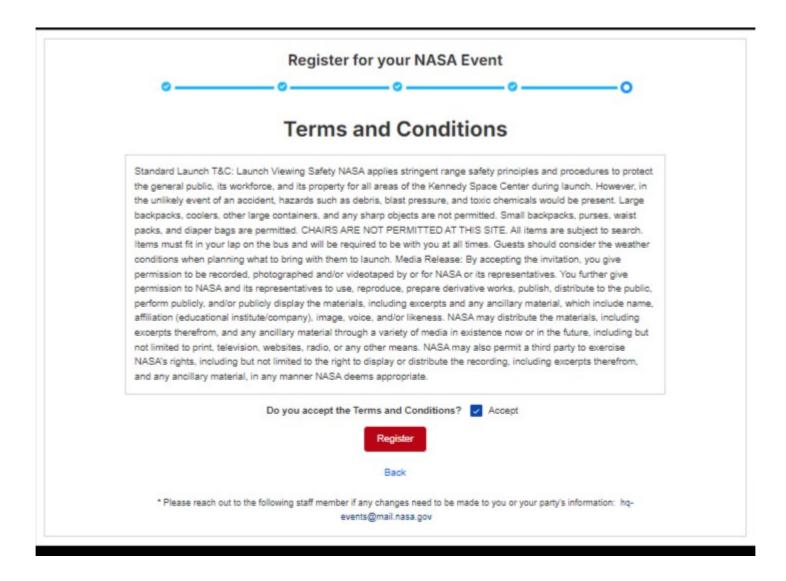


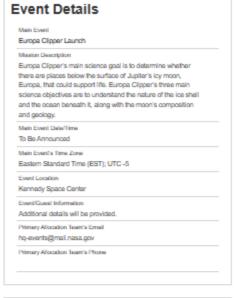




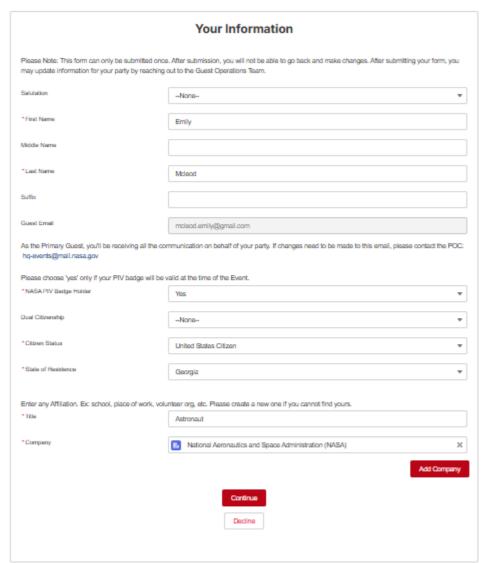


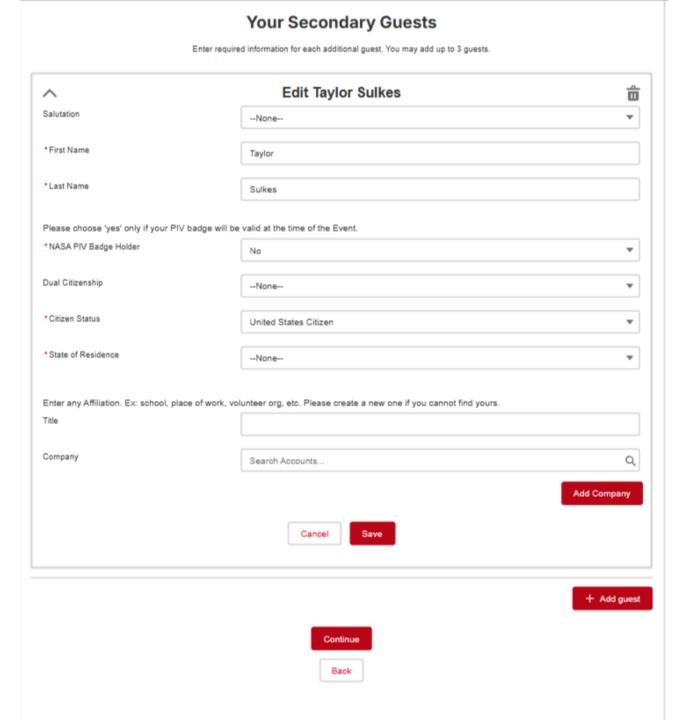




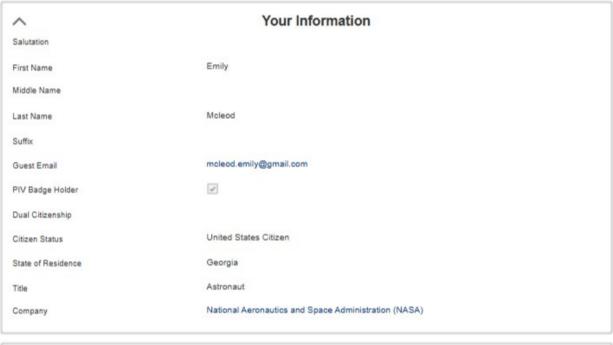








Summary





Submit

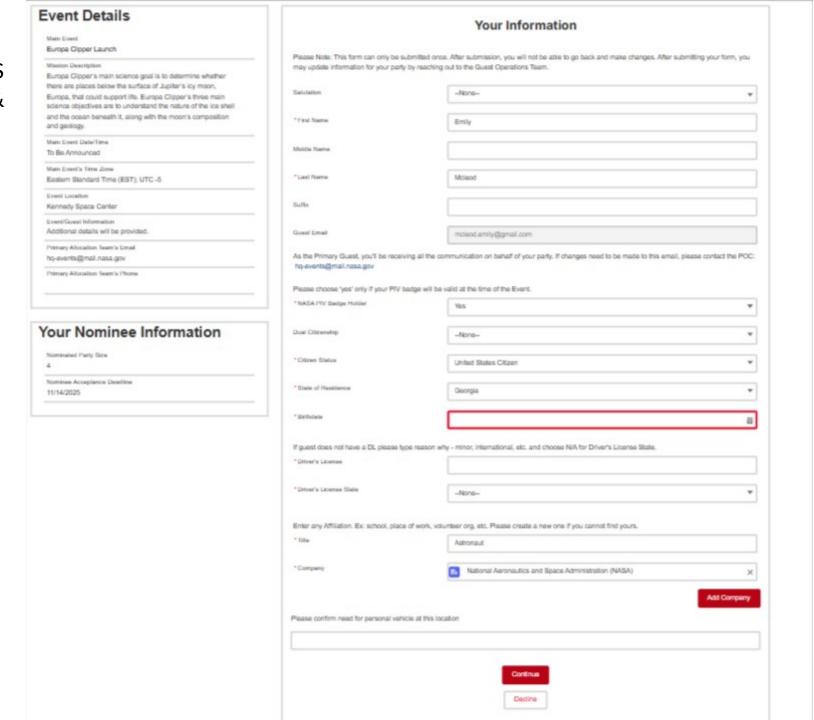
Back

Thank you for submitting your Nomination form. Please stay tuned for further information.

We've received your nomination information to attend the upcoming KSC: Europa Clipper Launch. When the nomination process is complete, you will receive an email if approved. A target launch date will not be provided by the guest operations team until invitations are issued.

LAUNCHES AND EVENTS ARE HIGHLY SUBJECT TO OPERATIONAL CHANGES.

Guest Name	Guest Status
Emily Moleod	Nomination Accepted
Taylor Sulkes	Identified by Primary Guest



Your Secondary Guests

Enter required information for each soldtional guest. You may add up to 3 guests

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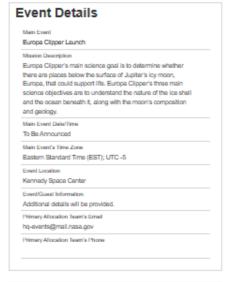
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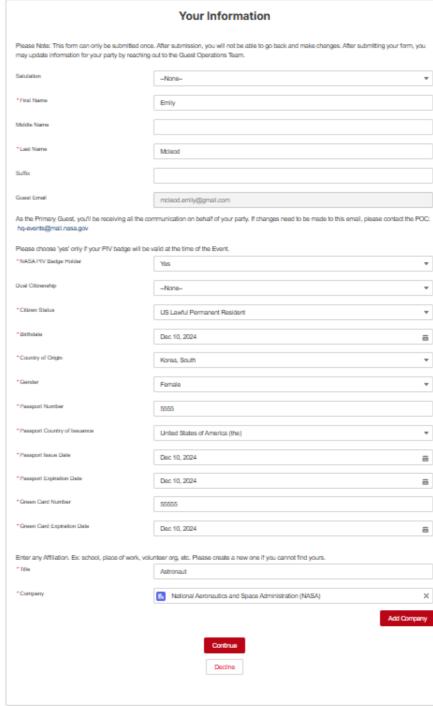
LAUNCHES AND EVENTS ARE HIGHLY SUBJECT TO OPERATIONAL CHANGES.

Guest Name	Guest Status
Emily Moleod	Nomination Accepted
Taylor Sulkes	Identified by Primary Guest

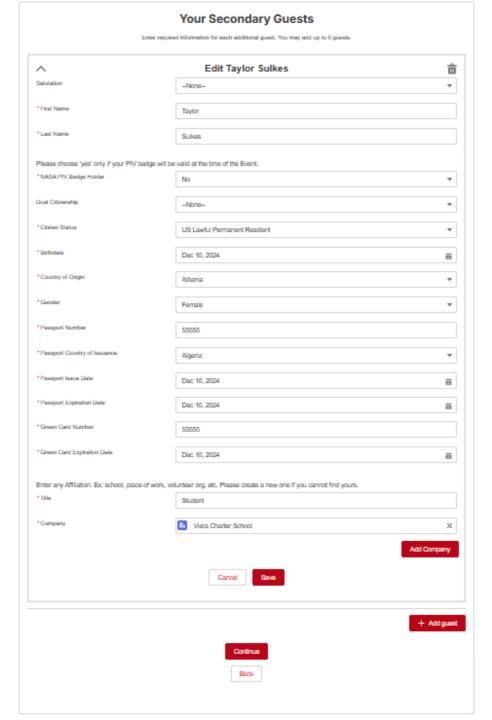
Nominee Form LPR
Primary &
Secondary Guest
WITHOUT Logistics
Questions



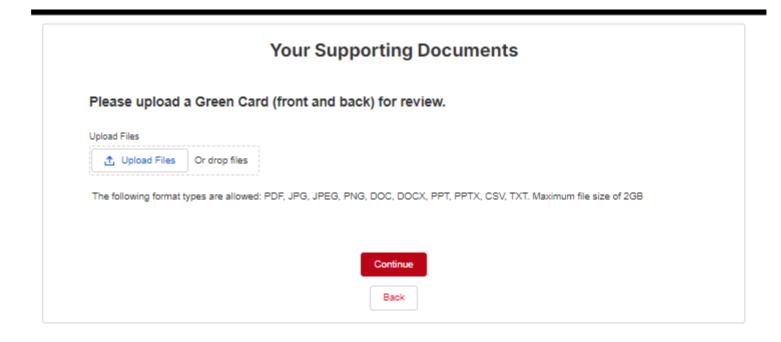
Your Nominee Information Nominated Party State 6 Nominee Acceptance Deadline 11/14/2025



Nominee Form LPR
Primary &
Secondary Guest
WITHOUT Logistics
Questions



If Primary or Secondary Guest that is a LPR has a passport country of issuance or a country of origin that is a designated country, they will be prompted to submit a copy of their green card for review.



Summary Your Information ^ Satutation Emily First Name Middle Name Mcleod Last Name Suffer mcleod.emily@gmail.com Guest Emel [2] PTV Dedge Holder Disel Citizenship US Lawful Permanent Resident Citizen Status 12/10/2024 Birthdale 55555 Driver's License Driver's License Stelle Akrotin Country of Origin Male Gender 55555 Passport Number Akrotiri Pasaport Country of Issuance 12/10/2024 Passport feaue Date 12/10/2024 Pasaport Expiration Dala 55555 Green Card Number

Taylor Sulkes

Servicetore

Final Name

Lead Name

Sulfade

PTV Berige Holder

Doel Citizenship

National Aeronautics and Space Administration (NASA)

12/10/2024

Astronaut

Green Card Expitation Date

Please confirm need for personal vehicle at this location.

Title

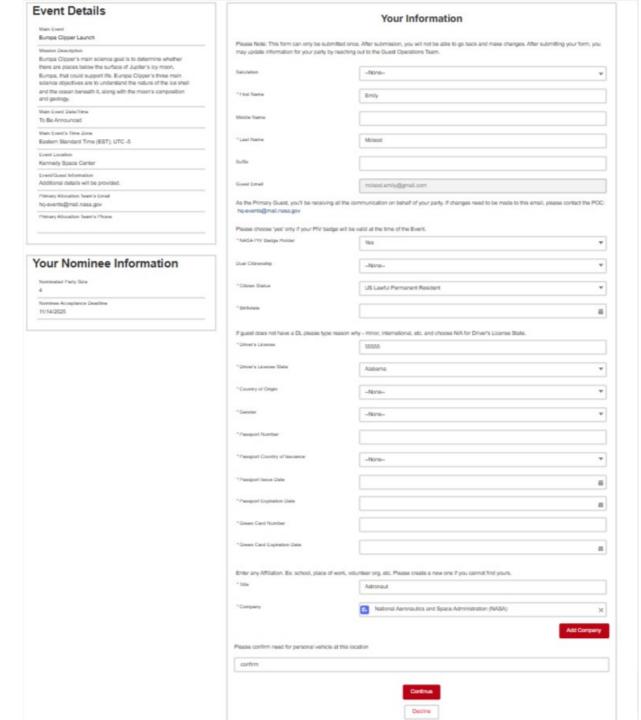
Company

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Thank you for submitting your Nomination form. Please stay tuned for further information.

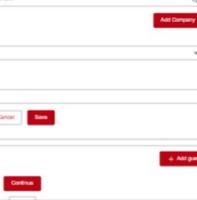
We've received your nomination information to attend the upcoming KSC: Europa Clipper Launch. When the nomination process is complete, you will receive an email if approved. A target launch date will not be provided by the guest operations team until invitations are issued.

Guest Name	Guest Status
Emily Moleod	Nomination Accepted
Taylor Sulkes	Identified by Primary Guest



Your Secondary Guests

	Edit Taylor Sulkes	É
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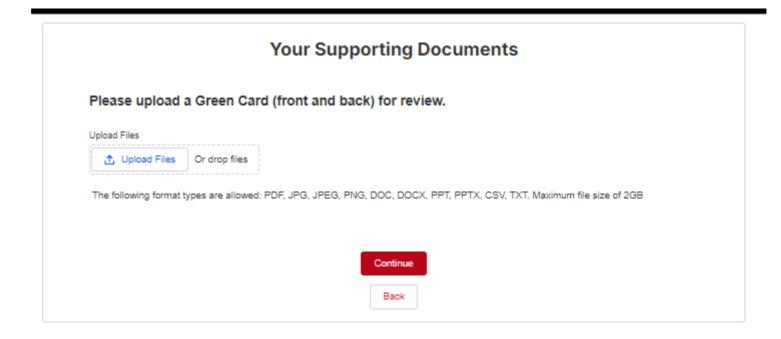






^ Taylor Sulkes Salutation PTV Endge Holder Citizen Stellus US Lawful Permanent Resident [8] Guest to of Age Country of Oragin Passport Country of Issuance 12/10/2024 Passport braue Calis 12/10/2024 55555 12/10/2024 Green Card Expitation Usta Viera Charter School Company

If Primary or Secondary Guest that is a LPR has a passport country of issuance or a country of origin that is a designated country, they will be prompted to submit a copy of their green card for review.



Thank you for submitting your Nomination form. Please stay tuned for further information.

We've received your nomination information to attend the upcoming KSC: Europa Clipper Launch. When the nomination process is complete, you will receive an email if approved. A target launch date will not be provided by the guest operations team until invitations are issued.

Guest Name	Guest Status
Emily Moleod	Nomination Accepted
Taylor Sulkes	Identified by Primary Guest

Event Details Main Event Europa Clipper Launch Mission Description Europa Clipper's main science goal is to determine whether there are places below the surface of Jupiter's icy moon, Europa, that could support life. Europa Clipper's three main science objectives are to understand the nature of the ice shell and the ocean beneath it, along with the moon's composition and geology. Main Event Date/Time To Be Announced Main Event's Time Zone Eastern Standard Time (EST); UTC -5 Kennedy Space Center Event/Guest Information Additional details will be provided. Primary Altocation Team's Ernall hq-events@mail.nasa.gov Primary Allocation Team's Phone

Your Nominee Information

Nominated Party Size Nominee Acceptance Deadline 11/14/2025

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Salutation	-None-	
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Adde Name		
Lood Name	Micleod	
Suffee		
Scient Erroll	moleod.emily@gmail.com	
hq-events@mail.nasa.gov	all the communication on behalf of your party. If changes need to be made to this e	mail, please contact the Po
Please choose 'yes' only if your PTV bad; 'NASA PTV Badge Holder		
The same of the same	No	
Just Citizenship	-None-	
Citizen Stetus	Non-United States Citizen	
Birthshale	Dec 10, 2024	
Country of Origin	Angola	
Gender Gender	Female	
Pasaport Number	55555	
Passport Country of Issuance	Angola	
Passport base Date	Dec 10, 2024	
Passport Expiration Date	Dec 18, 2024	
Must be issued 30-60 days prior to Event events@mail.nasa.gov	t date. If pending, please email the POC listed once issued or guests may not advan	nce in this process.hq-
*Vise States	Issued	
Please enter your Visa Number NOT the	Visa Control Number.	
'Visa Number	56566	
Visa Expiration Date	Dec 18, 2024	
Enter any Affiliation. Ex: school, place of	work, volunteer org, etc. Please create a new one if you cannot find yours.	
Tibe	Astronaut	

Your Secondary Guests

Enter required information for each additional guest. You may add up to 5 guests.

^	Edit Taylor Sulkes	ò
Salutation	-None-	*
*First Name	Taylor	
*Land Narres	Sulkes	
Please choose 'yes' only if your PIV badge will be	valid at the time of the Event.	
*NASA PIV Badge Holder	No	*
Dual Citizenship	-None-	*
*Citizen Status	Non-United States Citizen	*
*Birthdate	Dec 10, 2024	ä
*Country of Origin	Anguilla	*
*Gender	Female	•
*Passport Number	55565	
*Passport Country of Issuance	Anguilla	Ŧ
*Passport base Date	Dec 10, 2024	ä
*Passport Expiration Date	Dec 18, 2024	ä
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*Tible	Student	
*Company	Viera Charter School	×
	Add Compa	ny



Summary

^	Your Information	
Salutation		
First Name	Emily	
Middle Name		
Last Name	Moleod	
Suffix		
Guest Ernell	mclead.emily@gmail.com	
TV Bedge Holder		
Oust Ottomship		
Ottown Status	Non-United States Citizen	
Sirthdula	12/10/2024	
Country of Origin	Angola	
Gender	Female	
Passport Number	55555	
Passport Country of Issuance	Angola	
Passport bosos Dele	12/10/2024	
Passport Expiration Date	12/18/2024	
Vise Stetus	Issued	
Visa Number	55555	
Vise Espiration Date	12/18/2024	
Title	Astronaut	
Company	National Aeronautics and Space Administration (NASA)	

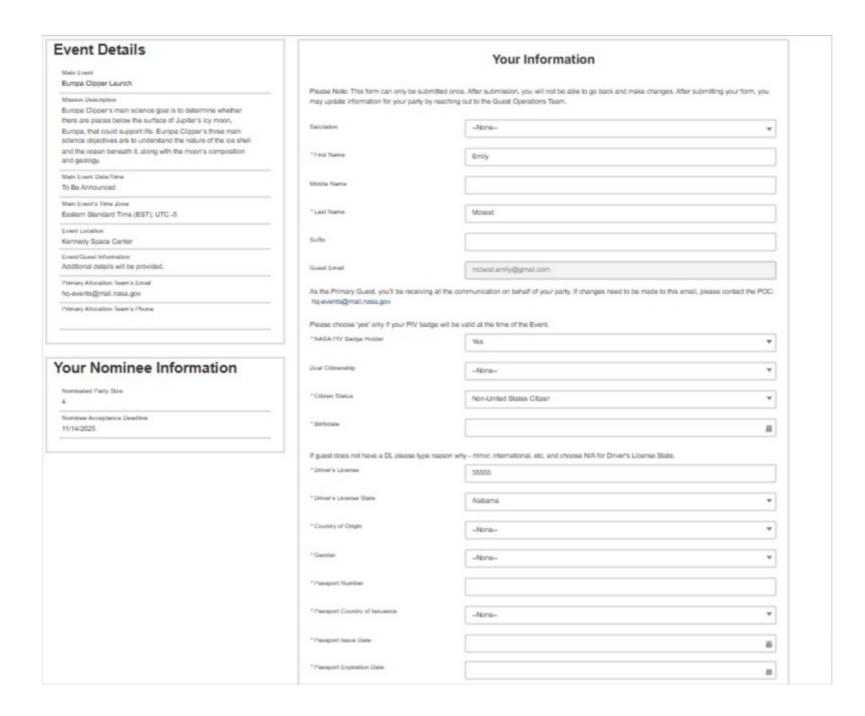
^	Taylor Sulkes
Salutation	
First Name	Taylor
Lasd Name	Sulves
PTV Badge Holder	
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Citizen Status	US Lawful Permanent Resident
Sirthdala	12/10/2024
Country of Origin	Albania
Gender	Female
Passport Number	55565
Passport Country of Issuance	Algeria
Passport tosue Date	12/10/2024
Passport Expiration Date	12/10/2024
Green Card Number	5665
Green Card Expiration Date	12/10/2024
Title	Student
Company	Viera Charter School

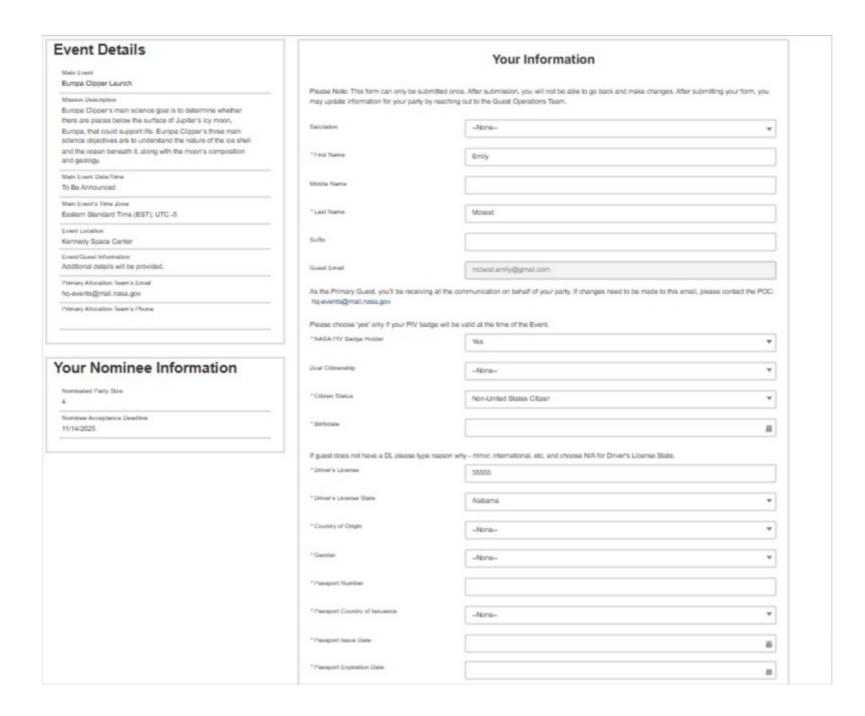


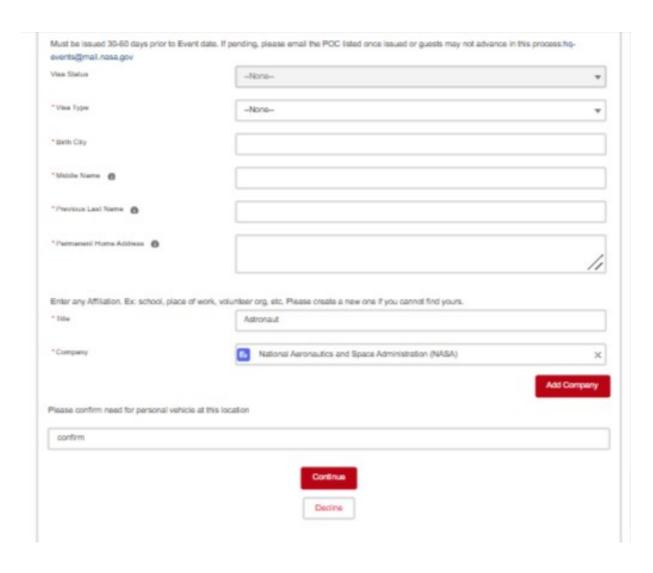
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We've received your nomination information to attend the upcoming KSC: Europa Clipper Launch. When the nomination process is complete, you will receive an email if approved. A target launch date will not be provided by the guest operations team until invitations are issued.

Guest Name	Guest Status	
Emily Moleod	Nomination Accepted	
Taylor Sulkes	Identified by Primary Guest	

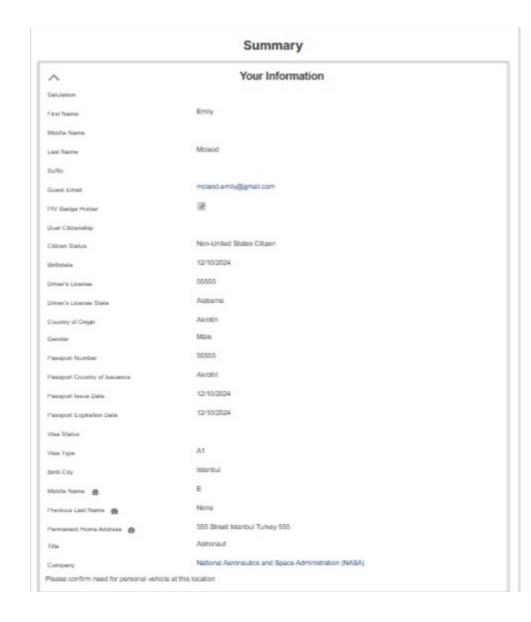






Your Secondary Guests

Erec	required offermation for each additional guest. You may add up to 3-guests.	
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nase choose 'yes' only if your PIV badge IASA PIV Sadge Holder		
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British		
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Oliver's Licensee State.	NA	
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iender	-None-	
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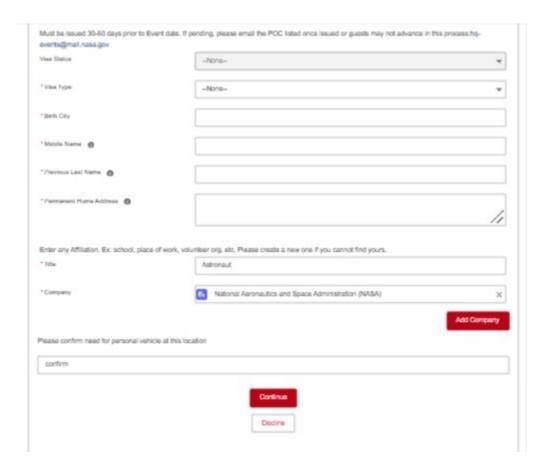




Thank you for submitting your Nomination form. Please stay tuned for further information.

We've received your nomination information to attend the upcoming KSC: Europa Clipper Launch. When the nomination process is complete, you will receive an email if approved. A target launch date will not be provided by the guest operations team until invitations are issued.

Guest Name	Guest Status	
Emily Moleod	Nomination Accepted	
Taylor Sulkes	Identified by Primary Guest	



Your Secondary Guests

Enter required information for each additional guest. You may add up to 3-guests.

^	Edit Taylor Sulkes	ï
alutation	-None-	
First Name	Daylor	
Lactitions	Sultan	
fease choose 'yes' only if your PIV badg	a will be used at the time of the Event.	
NASA PTV Badga Holder	No.	
lusi Ditrenship	-None-	
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guest does not have a DL please type o	wason why - minor, international, etc. and choose NIA for Driver's Lis	seroe State.
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Sender	-Nove-	
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Summary

^	Your Information	
Satutation		
Fital Name	Emily	
Micidle Name		
Laid Name	Molecul	
Suffe		
Guest Ernell	mcleod.emily@gmail.com	
TV Siedge Holder	28	
Dual Citizenship		
Ottoren Status	Non-United States Citizen	
Dirthdale	12/10/2024	
Driver's Litrerow	55555	
Driver's License State	Alabama	
Country of Origin	Akrotiri	
Gender	Male	
Passport Number	55555	
Passport Country of Isauerow	Akrobin	
Passport Issue Date	12/10/2024	
Passport Expiration Date	12/10/2024	
Vise Status		
Visa Type	At	
Sieth City	Istarbul	
Vicidio Name 👩	E	
Previous Last Name 📵	None	
Permanent Home Address @	555 Street Istanbul Turkey 555	
Title .	Astronaut	
Company	National Aeronautics and Space Administration (NASA)	





Back

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