

Supporting Statement - Part A
National Aeronautics and Space Administration
NASA Visitor Management System
OMB Control No. 2700-0165

Type of information collection: Revision of a currently approved information collection.

Abstract: 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 (NVMS) 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. NVMS consolidated numerous information collections associated with visitor access/management used throughout NASA into one system.

Summary of Changes from the Previously Approved Collection

- Completion of NVMS Deployment: The renewal version confirms the completion of NVMS deployment and the decommissioning of individual Center visitor systems and processes.
- Updated Privacy Act and Paperwork Reduction Act statements.
- Short title/abbreviation “NVMS” was added.
- Federal Government costs increased from \$553,400 to \$583,400.

1. Need for the Information Collection

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.

NASA needs this information to verify identity, manage facility access, and ensure safety and security at events and tours. Without collecting this information, NASA cannot grant access to federal property or coordinate visits effectively.

2. Purpose and Use of Information Collection

NASA Centers (found online: <https://www.nasa.gov/centers-and-facilities/>) sponsor meetings, conferences, as well as a variety of events that are open to the public to include but not limited to Science, Technology, Engineering, Math (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, email address, date of birth, company/affiliation, cell phone number, ID type, ID issuer, ID number, Permanent Resident Card number, and NASA location for which entry is desired.

Foreign nationals may be required to provide additional information through the Identity Management and Account Exchange (IdMAX) system (OMB Control Number: 2700-0158).

The information will be collected electronically via a remote invite or entered by a NASA host. Once collected, information may be stored for subsequent visits.

3. Use of Information Technology.

Visitors will get a Pre-Registration Email to complete their information. Once the visit has been approved, they will be provided with a registration confirmation email.

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. Duplication of Information.

Existing visitor management processes throughout NASA were identified and standardized to the NVMS. Each NASA Center transitioned to NVMS and decommissioned their old visitor management system following successful deployment of NVMS at their Center.

5. Burden on Small Businesses.

NVMS is expected to minimize burden to small businesses or other small entities because the NVMS process will be common to all NASA Centers. Visitor data will be stored to reduce full data re-entry for returning visitors. Instead, they can simply update basic data that may have changed from their previous visit.

6. Consequences of Not Conducting the Collection.

If NASA didn't collect this information, visitors could not be granted access to facilities or events, which would hinder mission activities and public engagement.

7. Special Circumstances.

All data will be collected in a manner consistent with the guidelines in 5 CFR 1320.6.

8. Consultations with Persons Outside the Agency and Public Comments.

A 60-day Federal Register Notice (FRN): 91 FR 20180, on 4/15/2026. 1 comment was received (NASA-2026-0133-0002) indicating the need to call on the general public to help address paperwork/information problems and their general effort. NASA is grateful for the response and has minimized data entry efforts through the NVMS implementation.

A 30-day FRN: 91 FR 56920, was published on 9/4/2026.

9. Payment or Gifts.

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

10. Confidentiality.

NASA does not provide any assurance of confidentiality; however, information is handled consistently with the Privacy Act of 1974, and in accordance with NASA's Privacy and Information Security policies. A Privacy Impact Assessment has been completed (found online at: <https://www.nasa.gov/wp-content/uploads/2026/08/enterprise-visitor-management-system.pdf?emrc=7b4394>). Although the linked Privacy Impact Assessment is titled Enterprise Visitor Management System, it documents the NVMS implementation Agency-wide. This information collection is covered under NASA system of records notice NASA 10SECR – Security Records System (found online at: <https://www.federalregister.gov/documents/2023/08/08/2023-16900/privacy-act-of-1974-system-of-records>).

Records are maintained in Agency files and destroyed in accordance with NASA Records Retention Schedules (NRRS), Schedule 1 Item 103. Foreign national files are maintained and destroyed in accordance with NASA Records Retention Schedules NRRS, Schedule 1 Item 114. (found online at: https://nodis3.gsfc.nasa.gov/NPR_attachments/NRRS_1441.1_09032025.pdf).

11. Questions of Sensitive Nature.

Questions of a sensitive nature are not included in this collection.

12. Burden of Information Collection.

Respondents spend approximately 8 minutes entering their identity information into NVMS. NASA receives an estimated 300,000 submissions from Individuals and 100,000 submissions from the Private sector each year. Based on an 8-minute response time, the total annual burden for all respondents is 53,333 hours. The table below summarizes these estimates.

The table below summarizes the estimates of the hour burden of the collection of information.

Category of Respondent	No. of Respondents	Participation Time (Minutes)	Burden
Individuals	300,000	8	40,000
Private Sector	100,000	8	13,333
Totals	400,000	8	53,333

Explanation:

The calculation is straightforward: multiply the number of responses by the time per

response, then convert minutes to hours. This provides a clear estimate of the annual burden for all respondents.

13. Annual Cost to Respondents

Using an 8-minute response time and an assumed median hourly wage of \$24.51 for members of the public, based on national Bureau of Labor Statistics hourly media wage data (found online at <https://data.bls.gov/oes/#/area/0000000/2025>), the total annual cost to respondents is \$1,307,200. These estimates are summarized in the table below.

Category of Respondents	Number of Responses	Time per response	Respondent Hourly Wage	Labor Burden per Response	Total Annual Cost
Individuals	300,000	8 minutes (0.1333 hours)	\$24.51	\$3.268	\$980,400
Private	100,000	8 minutes (0.1333 hours)	\$24.51	\$3.268	\$326,800
Total	400,000				\$1,307,200

14. Cost to the Federal Government.

Annual cost to NASA for managing the NVMS system includes equipment, personnel, and support expenses.

- **Equipment:**
 - o Annualized equipment cost: \$900,000 over 5 years = \$180,000 per year
- **Support (Personnel):**
 - o 2 full-time employees (WYEs) at \$200,000 each = \$400,000 annually
- **Support (Equipment & Supplies):**
 - o \$1,700 per WYE × 2 WYEs = \$3,400 annually

The table below summarizes the estimates of the Federal Government cost of the collection of information.

Cost Category	Hour Burden	Annual Costs
Equipment		\$ 180,000
Support (salary)		\$ 400,000
Support (equipment)		\$ 3,400
Total Annual Costs		\$ 583,400

15. Reasons for Change in Burden.

No program changes or adjustments to burden are involved.

16. Publication of Results.

NASA does not tabulate and publish personal information collected.

17. Display of OMB Approval Date.

NASA displays an approved Paperwork Reduction Act (PRA) statement for this collection.

18. Exceptions to Certification for Paperwork Reduction Act Submissions.

There are no exceptions to the certification statement stated in 5 CFR 1320.9.