

MWI 1382.1

BASELINE

EFFECTIVE DATE: December 13, 1999

EXPIRATION DATE: December 13, 2004

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# **MARSHALL WORK INSTRUCTION**

**CD01**

## **PROTECTION OF PRIVACY ACT INFORMATION AT MSFC**

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VERIFY THAT THIS IS THE CORRECT VERSION BEFORE USE

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| <b>Marshall Work Instruction<br/>CD01</b>                |                                |                           |
| <b>Protection of Privacy Act<br/>Information at MSFC</b> | <b>MWI 1382.1</b>              | <b>Revision: Baseline</b> |
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**DOCUMENT HISTORY LOG**

| Status<br>(Baseline/<br>Revision/<br>Canceled) | Document<br>Revision | Effective<br>Date | Description  |
|--|----------------------|-------------------|--|
| Baseline                                       |                      | 12/13/99          | This document provides the basic instructions for MSFC compliance with Privacy Act requirements. |
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## **1. PURPOSE**

To provide instructions for the protection of Privacy Act Information (PAI) at Marshall Space Flight Center (MSFC).

## **2. APPLICABILITY**

This Marshall Work Instruction (MWI) applies to all employees of MSFC organizational elements and to MSFC contractor employees who access or process PAI on behalf of MSFC.

## **3. APPLICABLE DOCUMENTS**

- a. NPD 1382.17, "Privacy Act - Internal NASA Direction in Furtherance of NASA Regulation"
- b. NPG 1441.1, "NASA Records Retention Schedules"

## **4. REFERENCES**

- a. The Privacy Act of 1974, as amended, 5 U.S.C. 552a
- b. 14 CFR 1212, "Privacy Act-NASA Regulations"
- c. MPG 2810.1, "Information Technology Security"

## **5. DEFINITIONS**

- a. Computer Matching Program. A comparison of automated records using a computer. The matching program covers computerized comparison, investigative action, and any follow-up or ultimate action.
- b. Record. Any item, collection, or grouping of information about an individual including, but not limited to, education, financial transactions, medical history, and criminal or employment history, and that contains a name, or the identifying number, symbol, or other identifying particular assigned to the individual, such as a finger or voice print or a photograph.
- c. System of Records. A group of any records from which information is retrieved by the name of the individual or by some identifying number, symbol, or other identifying particular assigned to the individual.

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## 6. INSTRUCTIONS

6.1 All MSFC organizational or contractor operating procedures or instruction documents pertaining to PAI, as defined in 5 U.S.C. 552a and 14 CFR 1212, must comply with NASA PAI policy set forth in NPD 1382.17.

6.2 Any organization or individual that is authorized to have PAI material printed, reproduced, and/or distributed will notify the person doing the work of the markings to be used and the manner in which distribution is to be made. All copies and reproductions of PAI material will bear the same markings as the original; it is the responsibility of the person making the copy or reproduction to ensure that the marking is clear and legible.

6.3 Data entry operators, computer operators, computer programmers, production control clerks, tape librarians, or any MSFC or contractor personnel who have access to PAI material, or who perform computer matching functions, will not disclose or distribute the material in any manner to any person not entitled to receive it.

6.4 Directors/managers of organizations will ensure that all individuals engaged in Automated Data Processing (ADP) and all activities performing routine online interactive processing of PAI are restricted to using equipment, workstations, and/or terminals protected through use of appropriate passwords (single or multilevel), account numbers, and other access controls available as part of the computer manufacturer's standard operating system and application software. The security of networked PAI will also be controlled using hardware and software capabilities which prevent unauthorized access. Interactive processing output, as well as the security of the workstation/terminal location, is the responsibility of the user.

6.5 All individuals will ensure that PAI material is stored in key-locked containers including, but not limited to, desks, file cabinets, power shelf files, and rotary files. The containers must be of such size and weight that they cannot be easily removed. More secure type containers may also be used. PAI material will be safeguarded at all times. When in use, precautions will be taken to provide for the continuous security and confidentiality of PAI material. PAI material will not be left unattended. When no longer required, this material will be destroyed in a manner necessary to sufficiently inhibit recovery.

6.6 Secured rooms will be used for storage of PAI material only when the nature of the operation is such that containers cannot

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be used, or would be clearly impractical. Secured rooms are used to house computer equipment used in the processing and storage of PAI data in electronic and digital format.

6.7 Magnetic tapes and other removable storage devices containing PAI material will be marked with a prominently displayed PAI label that is visible through the container. PAI data which is captured on data tapes that are used for system disaster recovery or system reloads, along with non-PAI data, will be stored in areas for which there is limited and monitored access control. PAI data on tapes and disks will be destroyed by degaussing, zeroing out, or other effective methods before the tapes and disks are returned to service when the retention period has been satisfied.

6.8 MSFC and contractor directors/managers will ensure adherence to security guidelines during the application life cycle. Programmers who work with PAI applications and data will be screened during the employment process, and NASA must approve all computer accounts for programmers. Production applications and data are protected with multilevel passwords. Production PAI data is not used during testing of applications. NASA data owners must grant formal approval to anyone requiring access to production PAI data and maintain a list of approved users.

6.9 Managers or subsystem managers of a system of records will obtain the approval of the MSFC Security Officer, Protective Services Department, and the MSFC Chief Information Officer on plans for appropriately safeguarding a NASA system of records.

6.10 The Center Privacy Act Manager or appropriate systems manager will obtain permission from the NASA Privacy Act Officer prior to responding to any request for participation in a computer matching program, as defined by 5 U.S.C. 552a and NPD 1382.17.

## **7. NOTES**

PAI material that has served its purpose and is no longer needed or authorized will be destroyed in a manner necessary to sufficiently inhibit recovery.

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**8. SAFETY PRECAUTIONS AND WARNING NOTES**

Protection of PAI data shall be the responsibility of those personnel whose use, physical location, and/or job function is inherent to the protection of such data identified in this MWI.

THE PRIVACY ACT ESTABLISHED A PENALTY (MISDEMEANOR WITH FINE OF NOT MORE THAN \$5,000) FOR VIOLATIONS, WHICH INCLUDE KNOWINGLY DISCLOSING PROHIBITED INFORMATION, WILLFULLY MAINTAINING A SYSTEM OF RECORDS NOT RECORDED IN THE FEDERAL REGISTER, AND OBTAINING PERSONAL DATA UNDER FALSE PRETENSE.

**9. RECORDS**

PAI files and reports will be maintained by the record custodian in accordance with NPG 1441.1, "NASA Records Retention Schedules," (NRRS) 1/45(A).

**10. PERSONNEL TRAINING AND CERTIFICATION**

None

**11. FLOW DIAGRAM**

None

**12. CANCELLATION**

None

Original Signed by  
Sidney P. Saucier for

A. G. Stephenson  
Director