

ISSUANCE TRANSMITTAL
SHEET

N A S A
National Aeronautics and
Space Administration

George C. Marshall Space Flight Center
Marshall Space Flight Center, Alabama 35812

Issuance Number: MMI 1620.5, Ch 2

Date: June 30, 1982

Material Transmitted:

1. Management Instruction, MMI 1620.5, Change 2, subject: Protection of Personal Privacy - Plan for Safeguarding Unclassified Systems of Record Under the Provisions of the Privacy Act of 1974.
2. Make the following pen and ink changes:
 - a. Line out paragraph 3.c. NMD/A 1382.8 has been included in current NMI 1382.17.
 - b. Line out paragraph 3.d. MMI 1382.2 was cancelled.
 - c. Reidentify paragraph 3.e. as paragraph 3.c.
 - d. In paragraphs 6.b., 7.b., and 12. where it reads "Management Services Office" change it to read "Management Operations Office".

(Original signed by:)

James T. Murphy
Director, Administration & Program
Support

Distribution:
SDL 4

Filing Instructions:

File this Transmittal Sheet in front of MMI 1620.5.

MSFC-Form 1376 (Rev. July 1979)

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National Aeronautics and
Space Administration

George C. Marshall Space Flight Center
Marshall Space Flight Center, Alabama 35812

Issuance Number: MMI 1620.5, Ch 1	Date: 3/13/80
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Material Transmitted:

1. Management Issuance, MMI 1620.5, subject: Protection of Personal Privacy - Plan for Safeguarding Unclassified Systems of Record under the Provisions of the Privacy Act of 1974.
2. This instruction has been changed to:
 - a. Update Attachment 3, NASA Privacy Act Regulations.
 - b. Update Attachment 4, NASA Privacy Act, System of Records, Annual Publications.

(Original signed by:)

James T. Murphy
Director, Administration & Program Support

Enclosure

Distribution
MDDL 2

Filing Instructions:

Remove Attachment 3, MMI 1620.5, dated July 17, 1978, and insert this Attachment 3.

Remove Attachment 4, MMI 1620.5, dated July 17, 1978, and insert this Attachment 4.

File this transmittal sheet in front of MMI 1620.5.

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Issuance Number: MMI 1620.5

Date: July 17, 1978

Material Transmitted:

Management Instruction, MMI 1620.5, subject: Protection of Personal Privacy - Plan for Safeguarding
Unclassified Systems of Record Under the Provisions of the Privacy Act of 1974

Filing Instructions:

File in a standard 3-ring binder in numerical sequency without regard to the alphabetic prefix which
identifies the type of issuance.

MSFC-Form 1376 (Rev. July 1979)

George C. Marshall Space Flight Center
Marshall Space Flight Center, Alabama 35812

Originating Organization: AA01	Effective Date: July 17, 1978	MMI: 1620.5
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Subject: PROTECTION OF PERSONAL PRIVACY -- PLAN FOR SAFEGUARDING
UNCLASSIFIED SYSTEMS OF RECORD UNDER THE PROVISIONS OF THE PRIVACY
ACT OF 1974

1. PURPOSE

To implement the procedures as set forth in NMI 1382.17, "Protection of Personal Privacy -- NASA Privacy Act Regulations," NMI 1620.7, "Guidelines for Safeguarding Unclassified Systems of Records Under the Provisions of the Privacy Act of 1974," and to describe MSFC provisions.

2. SCOPE

This Instruction is applicable to all MSFC organizations/employees and employees of MSFC contractors who operate on behalf of MSFC.

3. REFERENCES (Only applicable parts of most recent edition apply.)

- a. Privacy Act of 1974 (5 U.S.C. 552a).
- b. NMI 1382.17, "Protection of Personal Privacy - NASA Privacy Act Regulations."
- c. NMI 1620.7, "Guidelines for Safeguarding Unclassified Systems of Records Under the Provisions of the Privacy Act of 1974."

4. INDIVIDUAL SYSTEMS OF RECORDS SAFEGUARD PLANS

This Instruction and referenced documents shall serve as the official written plan for respective MSFC Systems of Records as required of Subsystem Managers by Paragraph 3.a. of NMI 1620.7. Additional instructions consistent with this plan are permitted to ensure required safeguarding procedures within Systems of Records.

5. MARKING OF RECORDS

There are three basic Privacy Act safeguard identification techniques authorized for MSFC use when information subject to the Privacy Act is to be transmitted within the government but outside a System of Records. (See Attachment 1)

- a. Form Overprinting -- Forms which, when completed, contain Privacy Act information will be overprinted with the following authorized safeguard marking:

When Information Entered
Subject to Privacy Act of 1974

When not under the continuing control and supervision
of a person authorized access to this material, it
must be as a minimum, maintained under locked conditions.

Attachment 2 to this Instruction lists such forms and the Systems of Records to which they relate. Subsystem Managers shall be responsible for accomplishing overprinting requirements of the listed forms and any additional new forms generated which are applicable to their Systems of Records.

- b. Hand Stamping -- Forms other than those listed on Attachment 2, special formats, and memoranda which are subject to the Privacy Act will be hand stamped with the authorized safeguard marking. Stamps may be obtained by written request to the MSFC Privacy Act Officer, AA01, specifying for what purpose the stamp will be used.
- c. Privacy Act Cover (NASA Form 1534) -- The Privacy Act Cover Sheet will be used to cover Privacy Act material under the following circumstances:
- (1) A record generated outside a Systems of Records shall be marked as prescribed in Subparagraph 5.B. and covered with NASA Form 1534.
 - (2) A record leaving a Systems of Records and not under the control of a Subsystem Manager or his representative and not packaged as prescribed in Subparagraph 9.A. (2) will be covered with NASA Form 1534.

6. MARKING OF INCOMING RECORDS

- a. When an incoming record is received and a determination is made that it contains information subject to the Act, the person so determining shall have it marked and covered as prescribed in Paragraph 5.

- b. Incoming messages received by the Communications Message Center will be delivered to the Mail and Messenger Branch, Management Operations Office, for a determination that the message contains Privacy Act information.

7. PROCESSING AND REPRODUCTION

- a. The input/output documents, cards, tapes and related records will be handled by the Computer Services Office in accordance with the approved Computer Security Plan. Subsystem Managers shall be responsible for designating output documents which will have the statement "Privacy Act Information" printed in the upper right-hand corner.
- b. The Chief, Reproduction Branch, Management Operations Office, will establish a procedure to assure that:
 - (1) Privacy Act information shall be processed or reproduced only as specified by the Subsystem Manager.
 - (2) Privacy Act information shall be protected from unauthorized disclosure before, during and after the processing or reproduction process.
 - (3) Waste generated during this process shall be disposed of by the Security Division's disintegrator.

8. STORAGE

Locked room approved by the Security Officer, or locked desk or filing cabinet will be used to store Privacy Act material when not in use.

9. TRANSMISSION

- a. Within MSFC
 - (1) By a representative of the Subsystem Manager.
 - (2) Via intra-installation distribution channels, provided: The record is in a sealed envelope or package reflecting the address, by title, the return address and marked, "TO BE OPENED BY ADDRESSEE ONLY."

b. Outside MSFC

Privacy Act material may be transmitted outside MSFC only with authorization of Subsystem Managers in Accordance with defined uses and the procedure defined in NMI 1620.7, Paragraph 9.

10. DESTRUCTION

Material containing Privacy Act information will be destroyed by the Security Division's disintegrator when no longer needed.

11. EDUCATION

Subsystem Managers and supervisors are responsible for instruction of employees who work with Privacy Act information and material. Instruction will include provisions of this MMI to acquaint personnel with their responsibility for preserving the security and confidentiality of the records.

12. INSPECTION

Compliance with the provisions of this MMI will be checked during the annual security inspection conducted by Security Division, Management Operations Office, or more frequently as appropriate. Physical security compliance will be checked regularly by members of the guard force.

13. RELEASE AND DISCLOSURE ACCOUNTING

a. Within MSFC

Subsystem Managers' Representatives having custody of Privacy Act information may release it to the employee to which the information pertains or to employees who have an official need for it in the performance of their duties.

b. Outside MSFC

The release of Privacy Act information to anyone outside MSFC may be made only with authorization of Subsystem Managers in accordance with defined uses utilizing prescribed disclosure accounting.

14. The NASA Privacy Act Issuances as published in the Federal Register are set forth in Attachment 3 and are hereby incorporated in the MSFC Issuance System.
15. The NASA Privacy Act Systems of Records as published in the Federal Register are set forth in Attachment 4 and are hereby incorporated in the MSFC Issuance System.

(Original Signed by:)

John S. Potate
Associate Director (Management)

Attachments:

1. Privacy Act Record Flow
2. Privacy Act Document Overprinting Requirements
3. NASA Privacy Act Issuances
4. NASA Privacy Act Systems of Records

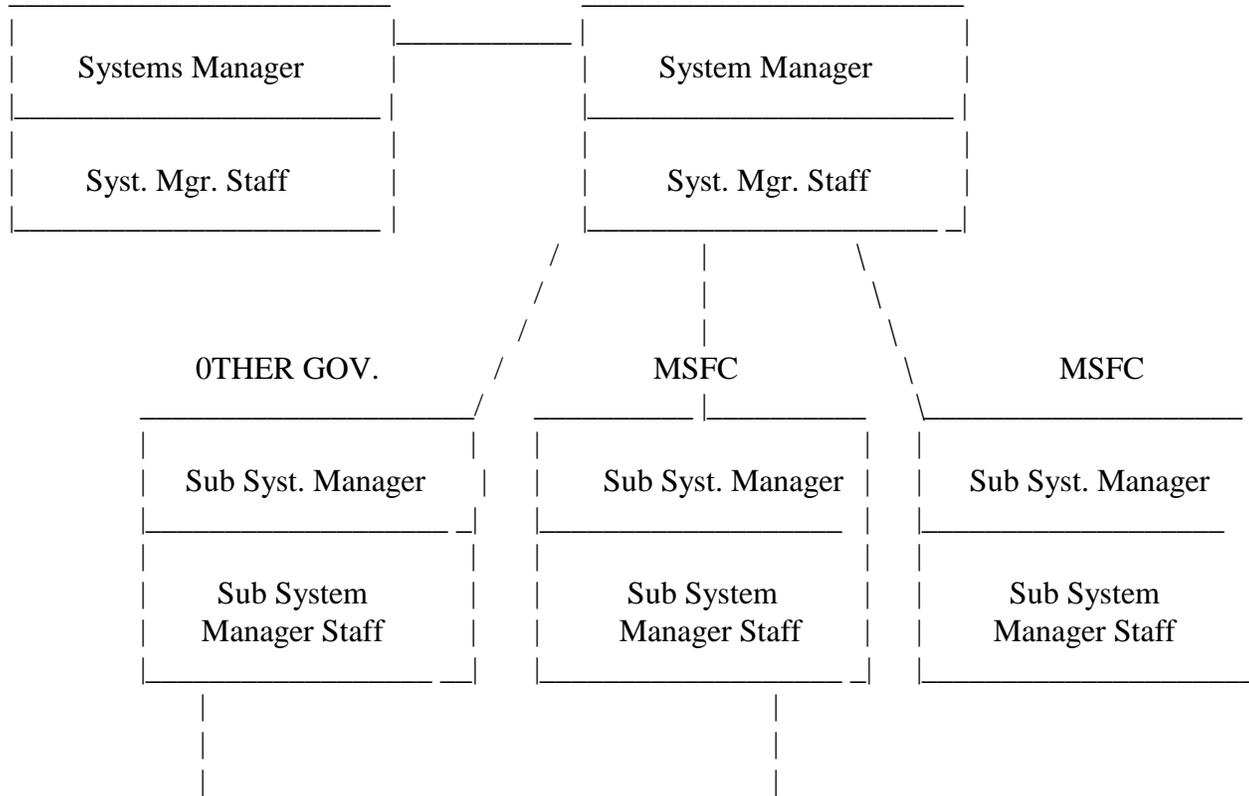
Distribution:

SDL 4
CM45 - 100 copies

PRIVACY ACT RECORD FLOW
WITHIN/BETWEEN SYSTEMS OF RECORDS

OTHER GOV AGENCIES

NASA HEADQUARTERS



PRIVACY ACT DOCUMENT OVERPRINTING REQUIREMENTS

<u>Form No.</u>	<u>Title</u>	<u>Related Systems of Records</u>
MSFC Form 383	Employee Clearance	NASA 10SPER/NASA 10PAYS
MSFC Form 507/507-1	Incentive Award Nomination	NASA 10SPER/NASA 10PAYS

ATTACHMENTS 3 AND 4 OF MMI 1620.5 MAY BE SEEN IN HARD COPY AT THE MSFC
REPOSITORY.