National Aeronautics and Space Administration (NASA)

Fiscal Year (FY) 2008 Report on Reviewing and Reducing Personally Identifiable Information (PII) And Eliminating Unnecessary Use of Social Security Numbers (SSNs)

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NASA Fiscal Year (FY) 2008 Personally Identifiable Information (PII) Review and Reduction Report to the Office of Management and Budget (OMB)

Overview

This report provides the results of the National Aeronautics and Space Administration (NASA) annual review of personally identifiable information (PII) holdings in an effort to eliminate the unnecessary collection and use of PII, including Social Security Numbers (SSNs), as required by OMB Memorandum M-07-16, "Safeguarding Against and Responding to the Breach of Personally Identifiable Information." In this memorandum, OMB required Federal agencies to initially review their current holdings of all PII. Following this initial review, agencies were to develop a schedule by which they will periodically update the review of their PII holdings.

In response to the OMB memorandum, NASA initiated an Agency-wide effort in 2007 to identify and evaluate its holdings of all types of PII and to eliminate all unnecessary collections. In addition, NASA developed an IT Security Plan that required the annual review of PII holdings to ensure only the minimum PII holdings needed for NASA operations and administration are retained. These documents are published on the NASA Privacy Web sit at http://www.nasa.gov/privacy/index.html.

This report is based on NASA's Fiscal Year (FY) 2008 PII Review and Reduction effort and includes the Agency's efforts to eliminate the unnecessary use of Social Security Numbers (SSNs).

Current Initiatives Underway

NASA is committed to reducing the collection and use of PII and to eliminate all unnecessary use of SSN wherever and whenever possible and has already devoted considerable effort in doing so. One initiative NASA has implemented to accomplish the objective of replacing the use of SSN and to better safeguard the electronic identity information on NASA employees, contractors, partners, and visitors is the creation of a Universal Uniform Personal Identification Code (UUPIC) as a replacement for the SSN. The Agency is requiring the use of UUPIC to replace SSN in NASA applications as well as on NASA forms.

Additionally in FY08, NASA conducted a comprehensive agency Information Discovery data collection for the purpose of establishing an Agency application portfolio and a full inventory of NASA's information systems. This Information Discovery data collection not only included the identification of PII holdings on the reported information systems but also the type of PII held. As a result of this data collection, 139 information systems were identified as containing PII. This was used to update the Agency PII holdings list and was used as part of the FY 2008 PII review and reduction analysis.

FY08 Review and Reduction of PII Consolidated Results

NASA's objective of its annual review and reduction of PII is to eliminate the use of SSN when it is not necessary and to maximize the protection of SSNs when their use is required. The reduction of PII holdings and elimination of SSNs where not mandatory will help minimize the risk of a PII breach and its potential harm to individuals, such as identity theft.

While NASA's objective is to review PII holdings of both electronic and non-electronic data, this year's review was focused on reviewing information systems containing PII. There has been measurable progress toward reducing the collection and use of PII and replacing SSN as a unique identifier. Several information systems with PII holdings have been decommissioned and/or consolidated with an enterprise system(s) providing the same services. Various enterprise solution systems that will centralize and reduce multiple instances of PII are the Common Badging Access Control System (CBACS) and NASA Account Management System (NAMS).

The FY 2008 annual review identified 139 systems that store and process PII, with adequate justification to retain 100 of these 139 systems. Reduction actions included the elimination of 10 systems holdings PII in FY08, with 16 PII systems targeted for decommissioning between FY 2009 and FY 2010. Nine opportunities were identified to eliminate or replace SSNs with other unique identifiers, such as the UUPIC (a NASA-specific identifier) or Universal Employee Identification (UEID, an Office of Personnel Management (OPM) proposed unique identifier).

The following table provides an overview of the results of the FY 2008 annual review and reduction of PII holdings and eliminating unnecessary use of SSN:

PII holdings *	Justification of PII retention	Candidate for PII consolidation	Eliminated in FY08	Scheduled to be eliminated between FY09 and FY10	Elimination/ replacement of SSN use
139	100	27	10	16	9

Table 1 Result of FY08 PII Review and Reduction

* Electronic and non-electronic data

Summary

NASA has worked diligently towards meeting its privacy objectives by implementing tools, monitoring capabilities, and policies and guidance to ensure the protection of all forms of PII. NASA realizes that protection of PII requires teamwork and that Agency officials need to make a concerted effort to work together to find solutions, to update and implement policies for protecting PII, and to ensure employees, contractors, and business partners are fully engaged in the effort to protect PII as well as other sensitive data that the agency uses. NASA will continue its efforts towards reducing its holdings of PII, eliminating the use of SSN when it is not necessary and maximizing the protection of SSN where its use is required.

Approval

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Date