



## Privacy Impact Assessment (PIA)

**PIA Entry Name:** Astronaut Candidate Selection System

Flight Operations Directorate

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### PURPOSE OF THE PRIVACY IMPACT ASSESSMENT

The National Aeronautics and Space Administration (NASA) Privacy Impact Assessment (PIA) documents and describes the personally identifiable information (PII) NASA collects and the purpose(s) for which it collects that information; how it uses the PII internally; whether it shares the PII with external entities, and the purposes for such sharing; whether individuals have the ability to consent to specific uses or sharing of PII and how to exercise any such consent; how individuals may obtain access to the PII; and how the PII will be protected. NASA publishes its PIAs, as well as its System of Records Notices (SORNs), on the NASA public-facing website, which describes NASA's activities that impact privacy, the authority for collecting personally identifiable information (PII), and the procedures to access and have PII amended or corrected if necessary.

**Reviewing Official:** Stayce Hoult, Chief Privacy Officer



**System Overview:** The NASA Astronaut Candidate (ASCAN) Selection System is a multi-level web-based application that provides a cost effective, secure, automated tool that receives, formats, processes, stores, and reports ASCAN applicant data; supports the candidate selection board processes including documentation, evaluation, communications, and collaboration.

<b>Privacy / Authorities and Other Requirements</b>	
<p>List all legal authorities and/or agreements that permit the collection of privacy information by the project. Explain how these authorities permit the project and the collection of privacy information. If the project collects Social Security numbers, also identify the specific statutory authority allowing it.</p>	<p>51 U.S.C. 20113 - In the performance of its functions, the Administration is authorized to appoint and fix the compensation of officers and employees as may be necessary to carry out such functions. The officers and employees shall be appointed in accordance with the civil service laws and their compensation fixed in accordance with chapter 51 and subchapter III of chapter 53 of title 5, except that to the extent the Administrator deems such action necessary to recruit specially qualified scientific and engineering talent, the Administrator may establish the entrance grade for scientific and engineering personnel without previous service in the Federal Government at a level up to 2 grades higher than the grade provided for such personnel under the General Schedule, and fix their compensation accordingly.</p> <p>44 U.S.C. 3101 - The head of each Federal agency shall make and preserve records containing adequate and proper documentation of the organization, functions, policies, decisions, procedures, and essential transactions of the agency and designed to furnish the information necessary to protect the legal and financial rights of the Government and of persons directly affected by the agency's activities.</p> <p>44 U.S.C. 3501-3520 - Refer to <a href="https://www.govinfo.gov/content/pkg/USCODE-2020-title44/pdf/USCODE-2020-title44-chap35-subchapl-sec3501.pdf">https://www.govinfo.gov/content/pkg/USCODE-2020-title44/pdf/USCODE-2020-title44-chap35-subchapl-sec3501.pdf</a></p> <p>5 U.S.C. 3308 - The Office of Personnel Management or other examining agency may not prescribe a minimum educational requirement for an examination for the competitive service except when the Office decides that the duties of a scientific, technical, or professional position cannot be performed by an individual who does not have a prescribed minimum education. The Office shall make the reasons for its decision under this section a part of its public records.</p> <p>5 U.S.C. 3311 - In examinations for the competitive service in which experience is an element of qualification, a preference eligible is entitled to credit—            (1) for service in the armed forces when his employment in a similar vocation to that for which</p>

	<p>examined was interrupted by the service; and (2)for all experience material to the position for which examined, including experience gained in religious, civic, welfare, service, and organizational activities, regardless of whether he received pay therefor.</p> <p>5 U.S.C. 3312 - In determining qualifications of a preference eligible for examination for, appointment in, or reinstatement in the competitive service, the Office of Personnel Management or other examining agency shall waive—</p> <p>(1)requirements as to age, height, and weight, unless the requirement is essential to the performance of the duties of the position; and (2)physical requirements if, in the opinion of the Office or other examining agency, after considering the recommendation of an accredited physician, the preference eligible is physically able to perform efficiently the duties of the position.</p> <p>5 U.S.C. 3325 - Positions established under section 3104 of this title are in the competitive service. However, appointments to the positions are made without competitive examination on approval of the qualifications of the proposed appointee by the Office of Personnel Management on the basis of standards developed by the agency involved in accordance with criteria specified in regulations prescribed by the Director of the Office of Personnel Management.</p> <p>No Social Security Numbers (SSNs) are collected or stored.</p> <p>US Code of Federal Regulations - 14 CFR 1214, Subpart 1214.11 - NASA Astronaut Candidate Recruitment and Selection Program</p>
<p>The records in the system are covered by an existing published System of Records Notice (SORN).</p>	<p>Existing SORN applicable</p>
<p>The SORN Name and Number.</p>	<p>NASA 10ACSR - <a href="https://www.federalregister.gov/documents/2015/12/23/2015-32289/privacy-act-of-1974-privacy-act-system-of-records">Astronaut Candidate Selection Records / Federal Register PDFhttps://www.federalregister.gov/documents/2015/12/23/2015-32289/privacy-act-of-1974-privacy-act-system-of-records</a></p>

<p><b>Privacy Act of 1974 / Uses of the Information</b></p>	
<p>Records on individuals are or will be routinely retrieved from the system by using individual's name or other unique identifier (e.g., personal account number, UUPIC, SSN, etc. is used to locate information about an individual in the</p>	<p>Yes</p>

application/website/information system/paper record).	
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<b>Paperwork Reduction Act / Characterization of the Information</b>	
The record/application/website/information system collects information in a standard way (via forms, surveys, questionnaires, etc.) from 10 or more persons (e.g., members of the public and NASA contractors, and grantees).	Yes

<b>Paperwork Reduction Act / Authorities and Other Requirements</b>	
There is an OMB Control Number.	Yes
The OMB Control Number.	<a href="#">NASA: 2700-0156</a> Exp. 06/30/2026 Initial collection of IIF is conducted by the Office of Personnel Management (OPM), Control #: <a href="#">3206-0219</a>

<b>Privacy / Characterization of the Information</b>	
Information is collected on the following:	NASA Contractors Government Employees Members of the public (excluding contractors and partners)
Collection contains the following:	Name Employment status and/or records Education records Other PII not listed above Work phone number Work cell phone number Other number originated by a government that specifically identifies an individual Work e-mail address Personal e-mail address Home mailing address Military status and/or records Work Mailing Address Home Phone Number
The collection is the minimum necessary to accomplish the purpose of the collection.	Yes
Discuss the intra-Departmental sharing of information. Identify and list the name(s) of any components or directorates within the Department with which the information is shared.	The information is shared with the following JSC office: Office of the Director (AA), Flight Operations Directorate (CA), Office of Equal Employment Opportunity Commission (AJ), JSC Office of Chief Counsel (AL), Public Affairs Office (AD) (selection determination), NASA Office of the Chief Human Capital Officer, and the Health and Human Performance Directorate (SA).

<b>Privacy / Uses of the Information</b>	
NASA will use the information in the following ways:	The collected information is used for the evaluations of Astronaut candidate applicants, and a final NASA determination of applicants' qualifications for the participation in the program.
The application/website/information system stores, collects, or maintains Information in Identifiable Form (IIF).	Yes

<b>Consent / Notice</b>	
Does the project provide individuals notice prior to the collection of information?	Yes
If no, explain why individuals are not notified prior to collection of information.	
If yes, describe how the notice provided for the collection of information is adequate to inform those impacted.	Individuals are notified via the USA Jobs employment announcement and the NASA Astronaut Selection website.
Do individuals have opportunities to decline to provide information, or opt out of the project?	Yes
If yes, describe the process. If this is not an option, explain why not.	Individuals may choose not to submit their information, rescind their application via USA Jobs if already submitted, or if determined qualified, send "Withdrawal Request" to the Lyndon B. Johnson Space Center (JSC) Astronaut Selection Office by email or direct phone call.
Do individuals have opportunities to consent to specific/targeted uses of their information?	Yes
If yes, describe the process. If this is not an option, explain why not	Ability provided through USA JOBS.
The IIF is collected	Voluntary
<b>There is a process in place for the following:</b>	
Ensuring consent is obtained from the individuals whose IIF is stored, collected, or maintained.	Yes
Are individuals provided with notice that they have opportunities to consent to uses, decline to provide information, or opt out of the project?	Yes
If yes, describe the process. If no, explain why not.	Refer to USAJobs Privacy Policy ( <a href="https://help.usajobs.gov/index.php/USAJobsHelp:Privacy_policy">https://help.usajobs.gov/index.php/USAJobsHelp:Privacy_policy</a> ) and NASA Privacy (Personal Info) ( <a href="https://www.nasa.gov/about/highlights/HP_Privacy.html#personal">https://www.nasa.gov/about/highlights/HP_Privacy.html#personal</a> ).
Are individuals notified of the consequences of providing information?	Yes

If yes, describe the process. If no, explain why not.	Refer to PIA-16b, PIA-16c, and PIA-19a above.
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<b>Data Retention</b>	
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Explain how long each type of information is retained. Include a justification for the retention period of each information type and how/why that period is necessary to the mission/project.	Per NASA Records Retention Schedule (NRRS) 8/Item 35 and federal System of Record Notice (SoRN) 10ASCR no records are authorized for disposal at this time, but records for SELECTED candidates are be transferred to the National Archives Records Administration (NARA) after 7 years of creation, in accordance with Disposition Authority DAA-0255-2013-0001.
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<b>Information Sharing</b>	
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Is information shared outside of the organization as part of the normal agency operations?	Yes
Identify who the information is shared with, how the information is accessed, and how it is to be used.	<p>Per NASA SORN 10ACSR Astronaut Candidate System</p> <p>Any disclosures of information from this system of records will be compatible with the purpose for which the Agency collected the information. The records and information in this system may be disclosed:</p> <p>(1) to agency human resources (HR) specialist performing applicant initial qualifications assessments; (2) to select senior agency personnel serving on applicant rating and selection panels; (3) to the Office of Personnel Management, as required, in accordance with the Federal agency's personnel records management responsibilities; (4) to the National Archives and Records Administration, as required, in accordance with Federal and agency records retention and archival schedules; (5) to applicants/candidates as related solely to their own records, in accordance with agency Astronaut Selection Office Records Request procedures; and (6) in accordance with the NASA SORN.</p>
Describe how the external sharing noted in the previous question is compatible with the SORN noted in PIA-02.	Information is consistent per NASA SORN 10ACSR

<b>Redress</b>	
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What are the procedures that allow individuals to access their information?	Per NASA SORN 10ASCR; Any disclosures of information from this system of records will be compatible with the purpose for which the Agency collected the information. The records and
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	information in this system may be disclosed to applicants/candidates as related solely to their own records, in accordance with agency Astronaut Selection Office Records Request procedures.
What procedures are in place to allow the subject individual to correct inaccurate or erroneous information?	<p>During the announcement open period, individual can correct inaccurate or erroneous information directly online via their USA Jobs Profile page and USA Staffing Supplemental Questions form update.</p> <p>After announcement closure and initial screen-out, successful individuals can request updates to their information, by contacting the JSC Astronaut Selection Office by email or direct phone call, and requesting a correction to inaccurate or erroneous information.</p>
How does the project notify individuals about the procedures for correcting their information?	<p>During the announcement open period, OPM notifies individuals that their information can be corrected directly online via their USA Jobs Profile page and USA Staffing Supplemental Questions form update.</p> <p>After announcement closure and initial screen-out, the JSC Astronaut Selection Office handles requests for correction to inaccurate or erroneous information by email or direct phone call on a case-by-case basis.</p>

<b>Auditing and Accountability</b>	
How does the project ensure that the information is used in accordance with stated practices in this PIA?	Sanctions, controls, or disciplinary procedures are in place for misuse; system and data accesses are logged, and logs are protected via mandatory access control (MAC), discretionary access control (DAC), and role-based access control (RBAC).
Describe what privacy training is provided to users either generally or specifically relevant to the project.	All users are NASA personnel. As such, all users are required to take mandatory CYBERSECURITY AND PRIVACY AWARENESS TRAINING annually via the agency System for Administration, Training, and Educational Resources for NASA (SATERN).
What procedures are in place to determine which users may access the information and how does the project determine who has access?	Yes (Access to the system is restricted to internal, JSC systems or systems authenticated via JSC/WSTF VPNs; local access is enforced through a defined NASA Access Management System (NAMS) workflow, agency e-Authentication (e-Auth), Active Directory (AD) inclusion, and Microsoft Structured Query Language (MS SQL) server database login accounts; role-based access limited to Astronaut Selection Office, ASCAN Rating Panel, and stakeholders; system utilizes MS SQL

	Transparent Data Encryption (TDE) and ColdFusion middleware cryptography functions.)
How does the project review and approve information sharing agreements, MOUs, new uses of the information, new access to the system by organizations within the department and outside?	Information sharing agreements and Memoranda of Understanding (MOU) are reviewed annually or near the end of specified "in-effect" time frames, as outlined within the agreement. New uses of the information are documented in active information sharing agreements and MOU. Requests ore requirements new access to the system by organizations within and outside of the department are outlined in new information sharing agreements and MOUs between NASA and the requesting internal or external organization.

<b>Security Controls / Characterization of the Information</b>	
Monitor and Response to privacy and/or security incidents policies.	Yes

<b>Security Controls / Auditing and Accountability</b>	
Technical controls (safeguards) are in place to minimize the possibility of unauthorized access, use, or dissemination of the IIF in the application/ website/ information system/ cloud system.	Yes
Access controls.	Yes

<b>Information Sharing Practices / Characterization of Information</b>	
The application/website/information system/cloud systems collects IIF from other resources (e.g., databases, websites).	Yes
The application/website/information system/cloud system populates data for other resources (e.g., databases, websites, or external agencies, people, or organizations).	No

<b>Accessibility, Redress, Complaints / Characterization of the Information</b>	
There is a process in place for periodic reviews of IIF in the system to ensure data integrity, availability, accuracy, and relevance.	Yes

<b>Web Measurement and Customizing Technology / Characterization of the Information</b>
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The Application/Website/Information System Utilizes Web Measurement and Customization Technology (Cookies/Persistent Tracking).	No
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**Agency Privacy Manager (APM):**

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Midulla, Laura P  
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**APM Review Decision:** Concur

**APM Review Date:** 03/20/2025

**Chief Privacy Officer (CPO):**

HARRIS HOULT, STAYCE D

**CPO Review Decision:**

**CPO Review Date:**

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CPO Digital Signature

**NASA Senior Agency Information Security Officer (SAISO):**

Witt, Michael

**SAISO Review Decision:**

**SAISO Review Date:**

**NASA Senior Agency Official for Privacy (SAOP):**

SEATON, JEFFREY M

**SAOP Review Decision:**

**SAOP Review Date:**