

Subject: NASA Forms

Responsible Office: Office of the Chief Information Officer

## 1. POLICY

It is NASA policy to:

- a. Maintain an Agency-wide information platform with the capability to design, program, fill, save, print, transmit, and route data and information and implement effective business processes.
- b. Manage, secure, and reuse information and data collected through Agency forms by leveraging database-driven tools and analytics, where available and applicable.
- c. Ensure NASA stakeholders can easily create, collect, share, and analyze information collected through Agency forms.
- d. Ensure that information through Agency forms will be securely and easily discoverable, accessible, interoperable, shareable and reusable.

## 2. APPLICABILITY

- a. This directive is applicable to NASA Headquarters and NASA Centers, including Component Facilities and Technical and Service Support Centers (Agency-wide).
- b. In this directive, all mandatory actions (i.e., requirements) are denoted by statements containing the term "shall." The terms "may" denotes a discretionary privilege or permission, "can" denotes statements of possibility or capability, "should" denotes a good practice and is recommended, but not required, "will" denotes expected outcome, and "are/is" denotes descriptive material.
- c. This directive supports an enterprise-wide understanding and strategy for managing key information assets and tools to enable optimization of NASA information resources. Information assets are often derived from the forms process, as forms are a means to collect valuable information. NASA Forms Management supports a shift from traditional means of collecting information to activities that optimize the information NASA creates, collects, stores, and archives. The OCIO is shifting the focus away from managing a collection tool (i.e. form) to managing the information collected by the tool. By better managing information, Forms Management offers the agency new opportunities to glean insights for decision-making, reduce redundant collection efforts, ensure regulatory compliance, and safeguard NASA's data treasures.

## 3. AUTHORITY

- a. Paperwork Reduction Act of 1995, 44 U.S.C. § 3501.

b. Government Paperwork Elimination Act, 44 U.S.C. § 3504.

#### 4. APPLICABLE DOCUMENTS AND FORMS

- a. Privacy Act, 5 U.S.C. § 552a
- b. Rehabilitation Act of 1973, Section 508, 29 U.S.C. § 794 (d)
- c. Records Management by Federal Agencies, 44 U.S.C. § 3101 et seq.
- d. Paperwork Reduction Act, 44 U.S.C. § 3501
- e. [Information Management Handbook For NASA Electronic Forms](#)

#### 5. RESPONSIBILITY

##### **a. The NASA Chief Information Officer (CIO) shall:**

- (1) Provide overall guidance and strategy for NASA's Information Management Program, of which forms-related information collection and management is an element.
- (2) Designate an Agency Forms Officer who reports to the Information Management Program Executive, and oversees and coordinates forms-related information collection and management across NASA.

##### **b. The Information Management Program Executive shall:**

- (1) Maintain IT authority and programmatic authority over Information Management functions, including forms-related policies and processes.
- (2) Establish and maintain processes to achieve agency Information Management Program goals and objectives that enable efficient and effective information collection and management using Agency forms.
- (3) Investigate and recommend relevant information technologies to guide efficient and effective management of information collected through Agency forms.
- (4) Establish metadata and processes for data collection to be used with forms, as appropriate, to support the ability to organize and identify data.
- (5) Develop and provide processes and systems that support the approving authority for requests to post and release NASA data collections at the enterprise level.
- (6) Ensure data collection processes are compliant with privacy requirements, Paperwork Reduction Act (PRA), Privacy Act, Records Management, and 508 regulations.
- (7) In cooperation with the NASA Applications Program, integrate planning for the Agency-wide technology platform.

- (8) Designate an Agency Forms Officer to support evolving technology requirements and tools to maximize efficient use of NASA information collected through Agency forms.
- (9) Include the Agency Forms Officer, Center Forms Manager/Officer, and other Information Management Program stakeholders in process improvement initiatives.
- (10) Ensure the Agency Forms Officer enables and supports activity by Center Forms Managers/Officers to coordinate with their Center Privacy Officers, Records Officers, and PRA Officer to comply with Privacy, Records, and PRA requirements.
- (11) Ensure the Agency Forms Officer coordinates configuration control of the NASA Electronic Forms System data collection database with the NASA Electronic Forms Working Group (NEFWG) Configuration Management Board (CMB) and OCIO Applications Program.

**c. The Agency Forms Officer shall:**

- (1) Serve as a liaison with GSA, other agencies, and outside organizations in regard to NASA information collected by forms.
- (2) Coordinate agency-wide activities with the Center Forms Managers/Officers to leverage data analytics for information collected through forms.
- (3) Ensure Center Forms Managers/Officers coordinate with their Center Privacy Manager and the Center PRA Clearance Officer before the Information Owner-requested data is collected, released, or posted to the NASA Electronic Forms System.
- (4) Secure training opportunities for emerging data-centric forms collection processes for Center Forms Managers/Officers.

**d. The NASA Center Directors shall:**

- (1) Designate a Center Forms Manager/Officer to coordinate with the Information Management Program Agency Forms Officer to implement and support Agency forms processes, technology, and tools, as appropriate.

**e. The Center Forms Manager/Officer shall:**

- (1) Provide recommendations to Information Owners on the best format and tools to collect information, whether Agency or Center forms, as appropriate.
- (2) Review information to be collected. If sensitive information is being collected, refer Information Owners to Center compliance officers for further review and approval for Privacy, PRA, Rehabilitation Act Section 508, and ITAR and export control when required.

- (3) Periodically review and analyze information collected through existing forms and database-driven templates, when available.
- (4) Participate in Information Management Program working groups, communications, data analysis, and other activities, as available and appropriate.
- (5) Update the central repository of active and inactive forms.
- (6) Review, periodically, all active Center forms and active data collections. Report results to the Agency Forms Officer.
- (7) Participate in training opportunities for emerging data-centric collection processes and trends, as available.
- (8) Ensure compliance with the requirements in the Information Management Handbook For NASA Electronic Forms.

**f. The Information Owner shall:**

- (1) Leverage database-driven Agency forms and existing metadata standards, when available and as appropriate, to improve efficiency and reusability of information typically collected using forms.
- (2) Use data-centric collection processes, when available and as applicable.
- (3) Identify data collections or segments of data that are re-usable and sharable internally to NASA at large or to specific organizations.
- (4) Comply with the guidance provided by their Center Forms Managers/Officers.
- (5) Coordinate with their Center Forms Managers/Officers, Center Privacy Manager, and the Center PRA Clearance Officer as needed.
- (6) Ensure NASA data collections appearing on NASA-managed Web sites are linked from the NASA Electronic Forms System to ensure the most current collection is accessible.

6. DELEGATION OF AUTHORITY

None

7. MEASUREMENT/VERIFICATION

To determine if NASA complies with current regulations or directives, the Agency Data Collection Officer shall:

- a. Keep a record and measure of retired and archived data collections.
- b. Record the number of data collections or segments that are re-used.

## ATTACHMENT A: (TEXT)

### APPENDIX A. DEFINITIONS

Agency Forms Officer: The Information Management Program Civil Servant responsible for overseeing information integrity and management across the agency.

Center Forms Manager/Officer: The Civil Servant responsible for overseeing information integrity and management activities at his/her respective Center.

Information Owner: Information Owner: The organization or individual that has requested a product or service that is or will result in the use, collection, or storage of information." The Information Owner may be an end user of the product or an acquiring agent for the end user. The Information Owner is responsible for ensuring sensitive information is protected.

Information Collection: The structured or unstructured data collected within a container. A container may be any media, from paper to electronic.

Form: A container to collect Information Owner-requested information.

Review: An organized review of approved NASA and Center-level data collections to validate accuracy and continued usefulness.

### APPENDIX B: REFERENCES

Plain Writing Act of 2010, Pub. L. 111–274, 124 Stat. 2861 (2010).  
NPD 1382.17, NASA Privacy Policy  
NPD 1490.1, NASA Printing, Duplicating, and Copy Management  
NPD 2810.1, NASA Information Security Policy  
NPR 1441.1, NASA Records Management Program Requirements  
NPR 1600.1, NASA Security Program Procedural Requirements  
NPR 2800.2, Electronic and Information Technology Accessibility  
NPR 2841.1, Identity, Credential, and Access Management