



National  
Aeronautics and  
Space  
Administration

# Position Risk Designation for Non-NASA Employee

NEW FORM: ☐ UPDATED FORM: ☐ PRE- ASSIGNMENT HIGH RISK: ☐ DATE: \_\_\_\_\_

CHECK HIGHEST LEVEL OF RISK DESIGNATION: HIGH RISK ☐ MODERATE RISK ☐ LOW RISK ☐

REMOTE IT ACCESS ONLY ☐

## SECTION I - CONTRACT/PROGRAM/PROJECT

PRIME COMPANY NAME	CONTRACT NO.	CONTRACT EXP DATE	OPTION YRS EXP DATE
APPROVING COMPANY REPRESENTATIVE NAME <b>N/A</b>	PHONE NO _____	E-MAIL ADDRESS _____	
SUB COMPANY NAME (If applicable)	IF OTHER CONTRACT NUMBERS ARE APPLICABLE, LIST BELOW		
APPROVING COMPANY REPRESENTATIVE	PROGRAM/PROJECT REFERENCE (If applicable)		

## SECTION II - EMPLOYEE INFORMATION

EMPLOYEE'S LAST NAME	FIRST (Given name at birth)	MIDDLE (Given name at birth)
MAIDEN NAME	OTHER NAMES USED (Alias)	SOCIAL SECURITY NUMBER
DATE OF BIRTH (MM/DD/YYYY)	PLACE OF BIRTH (City, County, State)	E-MAIL ADDRESS
DOES EMPLOYEE CURRENTLY HOLD OR HAS THE EMPLOYEE HELD A PERSONNEL SECURITY CLEARANCE WITH THIS COMPANY?		YES <input type="checkbox"/> NO <input type="checkbox"/>
WITH ANOTHER OR PREVIOUS COMPANY? YES <input type="checkbox"/> NO <input type="checkbox"/>		IF YES, WHAT COMPANY?

## SECTION III - EMPLOYEE POSITION RISK LEVEL DETERMINATION

HIGH RISK positions involve duties that are especially critical to the Agency and its programs and operations.

	Yes	No
1. Policy or program authority such as NASA policy development and implementation		
2. Higher level managerial assignments (e.g. Key Personnel or equivalents)		
3. Non-managerial assignments having authority and/or autonomy for independent action		
4. Responsible for planning, directing, controlling, implementing, developing, designing and/or administering: (a) IT system, including development activity associated with hardware and software; (b) Agency IT Security Program; (c) IT risk analysis and threat assessments; (d) computer security program and/or (e) conducting investigation		
5. System access with relatively high risk for causing: (a) grave damage; and/or (b) very serious adverse impact; and/or (c) significant personal gain		
6. Significant involvement in life-critical or mission-critical systems		
7. Privileged access to Mission Essential IT Systems and Infrastructure		
8. Assignments involving accounting, disbursement, or authorization of \$10 million dollars or more per year		
9. Access to systems that interconnect with a NASA network in such a way as to enable the user to bypass firewalls or systems operated by any NASA contractor, or another contractor, whose function and data has substantial value		
10. Does the employee require access to Sensitivity Compartmented Information or Facility?		
11. Does the employee require access to Special Access Programs?		

## PRIVACY ACT INFORMATION

NASA is authorized to collect the information required on this form under the provisions of 42 U.S.C. 2455. Providing this information is voluntary. The principal purpose for which this information will be used is to determine for access to NASA Federal Facilities, Federal IT systems, and information. This information will be incorporated into the Security Records Systems - NASA. The information will be used to provide data to Federal Intelligence, investigative, and law enforcement agencies and to state and local law enforcement agencies. If the information is not furnished, access to NASA Federal Facilities, Federal IT systems, and information will be denied.

SECTION III - EMPLOYEE POSITION RISK LEVEL DETERMINATION (continued)			
NAME		COMPANY	CONTRACT NO
MODERATE RISK positions involve duties of considerable importance to the Agency and its programs and operations.			
			Yes No
12.	Assists in policy development and implementation		
13.	Mid-level management assignments		
14.	Non-management positions with authority for independent or semi-independent actions		
15.	Responsible for directing, planning, designing, operating, or maintaining IT systems and whose work is technically reviewed by a higher authority to insure the integrity of the system		
16.	System design, operation, testing, maintenance, or monitoring which is under technical review of IT High Risk and includes: Systems that contain the primary copy of data whose cost to replace exceeds \$1 million Control systems which affect personal safety and/or physical security, fire, or Hazmat warning safety systems Privileged information on contract awards in excess of \$10 million Accounting disbursement or authorization of more than \$1 million, but less than \$10 million per year		
17.	Access to data or systems whose misuse can cause serious adverse impact or result in personal gain: Proprietary data (NASA and/or Contractor) Privacy Act protected information Export Control Regulations (EAR), International Traffic in Arms Regulations (ITAR), and the Military Critical Technologies List (MCTL) information.		
18.	"Limited privileged" access to any IT systems whose misuse can cause "adverse impact" to NASA missions		
19.	Access to: (a) Geological and geophysical information and data, including maps, concerning wells; (b) Center maps and/or plain text documents describing locations/directions (e.g. latitude, longitude, depth, etc.) of underground utility conduits (e.g. sewers, gas, data, communications, etc.); And/or (c) Drawings and specifications that identify existing or proposed security measures for missions essential infrastructure designated assets or other key resources		
LOW RISK positions involve duties with limited relations to the Agency and its programs and operations.			
			Yes No
20.	Position which has little effect on the efficiency of the Agency's programs and operations		
21.	Non-sensitive positions and all other positions involving IT systems whose misuse has limited potential for adverse impact to or sensitive data, which is protected with a password and encryption		
SECTION IV - ADDITIONAL REQUIREMENTS, AS APPLICABLE			
NASA MISSION CRITICAL SPACE SYSTEM PERSONNEL RELIABILITY PROGRAM (MCCSSPRP) AND MISSION ESSENTIAL INFRASTRUCTURE (MEI) positions. Note: MEI briefing is still required; PRP Sponsorship still required.			
			Yes No N/A
22.	Personnel occupying positions that involve unescorted access to mission-critical space system areas, mission data, or mission-specific IT systems including those activities related to access to and/or manipulation of command and control systems of all NASA space-assets, where inappropriate actions could result in damage and/or loss of the asset and/or critical data, or result in the loss of life and/or serious injury		
23.	Persons requiring unescorted access to Mission Essential Infrastructure (MEI) asset		
CHILDCARE WORKER EMPLOYEE			
24.	Is the employee primarily a childcare worker in a NASA childcare facility?		
SECTION V - JOB DESCRIPTION			
GIVE THE JOB TITLE AND DETAIL WORK ACTIVITY OF THE EMPLOYEE'S JOB DESCRIPTION (Attach official position description if available)			
SECTION VI - APPROVING			
NASA PROJECT MANAGER (Sponsor) OR COTR NAME		SIGNATURE	
ORGANIZATION CODE		PHONE NUMBER	

**NO Signature Required**