

BACKGROUND SCREENING REQUEST FOR MARSHALL SPACE FLIGHT CENTER (MSFC) INFORMATION TECHNOLOGY (IT) SYSTEMS

PRINT OR TYPE ALL REQUIRED INFORMATION BELOW - SEE INSTRUCTIONS PAGE

SECTION 1 - LINE MANAGER

1. IT SYSTEM NAME:	2. SMA: <input type="checkbox"/> Yes <input type="checkbox"/> No	3. SYSTEM CRITICALITY: <input type="checkbox"/> IT-1 <input type="checkbox"/> IT-2 <input type="checkbox"/> IT-3
4. LINE MANAGER'S NAME (Type or Print Name):	5. LINE MANAGER'S SIGNATURE / DATE:	

"I have reviewed the information provided by the individuals named herein requesting access to the MSFC IT system named above, and am requesting the MSFC Protective Services Department initiate a personnel background screening activity for these individuals in accordance with current policies, guidance and procedures."

6. ORGANIZATION CODE:	7. PHONE NUMBER:	8. EMAIL ADDRESS:
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SECTION 2 - REQUESTING USER

9. FULL NAME (Last, First, Middle):	10. ORGANIZATION CODE:	11. WORK PHONE:
12. BADGE NUMBER OR SOCIAL SECURITY NUMBER:	13. EMAIL ADDRESS:	
14. REQUESTING USER ACCESS LEVEL: <input type="checkbox"/> NON-PRIVILEGED, HIGH SENSITIVITY <input type="checkbox"/> PRIVILEGED		

15. SYSTEM JOB / ACCESS TYPE: <input type="checkbox"/> USER <input type="checkbox"/> HARDWARE MAINTENANCE TECH <input type="checkbox"/> SOFTWARE APPLICATION MAINTENANCE <input type="checkbox"/> SYSTEM OPERATOR <input type="checkbox"/> SYSTEM ADMINISTRATOR <input type="checkbox"/> OTHER: _____	CONTRACTOR SECTION ONLY 16. COMPANY NAME AND ADDRESS: 17. NASA CONTRACT NUMBER: 18. COTR/SPONSOR'S NAME: 19. ORGANIZATION CODE:
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SECTION 3 - PROTECTIVE SERVICES DEPARTMENT

20. PROTECTIVE SERVICES DEPARTMENT ACTION:	
21. ACCESS: <input type="checkbox"/> APPROVED <input type="checkbox"/> DISAPPROVED	22. DISAPPROVAL JUSTIFICATION:
23. DATE OF LINE MANAGER NOTIFICATION:	24. DATE OF ACCESS REMOVAL:

SECTION 4 - DEFINITIONS / EXPLANATIONS

NON-PRIVILEGED, HIGH SENSITIVITY ACCESS

Access which, while not privileged, if misused or inappropriately used could nonetheless cause adverse impact to NASA programs, projects, or missions, thereby affecting the integrity, efficiency, or effectiveness of NASA activities, or public confidence in the Agency and its operations.

PRIVILEGED (INCLUDING LIMITED-PRIVILEGED) ACCESS

That access which is granted to a user beyond the level normally authorized for an individual user account, so that system security controls, files, processes, and commands are readable, writable, executable and/or transferable to allow the user to bypass, subvert, or circumvent security controls for part or all of a system or application.

SYSTEM CRITICALITY

IT-1
Systems whose misuse can cause "very serious adverse impact" to NASA missions. These systems include, for example, those that can transmit commands directly modifying the behavior of spacecraft, satellites, or aircraft; those that control system which will affect personnel safety; and those that control physical security and fire safety systems.

IT-2
Systems whose misuse can cause "serious adverse impact" to NASA missions. These systems include, for example, those that can transmit commands directly modifying the behavior of payloads on spacecraft, satellites, or aircraft; and those that contain the primary copy of data whose cost to replace exceeds one million dollars.

IT-3
Systems whose misuse can cause "significant adverse impact" to NASA missions. These systems include, for example, those that interconnect with a NASA network in a way that exceeds access by the general public; such as bypassing firewalls; and systems operated by the contractor for NASA whose function or data has substantial value, even if these systems are not interconnected with a NASA network.

INSTRUCTIONS FOR MSFC FORM 4418

To provide information necessary for the completion of personnel background screening of individuals accessing MSFC computer systems, a MSFC Form 4418 should be completed, signed, and submitted to the MSFC AD50 Protective Services Department by the NASA system (line) manager for each user who has been granted or is requesting privileged system access, or who has non-privileged, high-sensitivity access to the system, according to the definitions provided on the Form 4418. It is not necessary to complete a Form 4418 for other users who have been granted, or are requesting, non-privileged (non-high-sensitivity) system access.

To be completed by the IT System NASA Line Manager

Line 1

Enter the name of the IT system as shown on the current IT system security plan.

Line 2

Indicate if the system requires "Special Management Attention" (SMA), as defined in the NPG 2810.1, "Security of Information Technology" paragraph 4.2.8 and shown in the system security plan

Line 3

Indicate if the IT system is included in any of the defined "System Criticality" groups IT-1 (highest), IT-2, or IT-3. If so, check the highest criticality category only.

Lines 4-8

Enter (typed or printed on Line 4, and signed on Line 5) the NASA line (system) manager's name as shown in the system security plan, and contact information (Lines 6-8).

To be completed by the Requesting User Being Granted Access to IT System

Option 1: A separate Form 4418 may be completed for each of one or more users.

Option 2: For multiple users for whom Form 4418 is to be completed, the line manager may enter "see attached spreadsheet" on Line 9, and then complete a spreadsheet found at <http://co.msfc.nasa.gov/ad50/its/MSFC4418.xls> to provide user information.

Lines 9-15

Enter user's identifying and organizational contact information, including MSFC security badge number or Social Security Number and current e-mail address (Lines 9-13); enter type of access granted to user, according to the access definitions shown on the Form 4418 (Line 14); and enter user's job function with respect to the subject IT system. Write in at Line 15 "Other" as necessary if the specific job function is not shown among the provided selections.

Line 16 (Contractors Only)

Enter user's current Postal mail address, and the NASA contract number and Contracting Officer's Technical Representative (COTR) information.

How to Submit Completed Form 4418

Submit completed Form 4418, including attached spreadsheets if any, in paper form to AD50/ Ms. Deborah Swafford in the MSFC Protective Services Department (AD50). Forward completed spreadsheet as e-mail attachments to deborah.swafford@msfc.nasa.gov.