

**Appendix 4-C Data Custodian****Data Custodian Responsibility Statement - DEN-NBC-IT-01**

Version Date 04/23/03 (Previous Versions Obsolete)

**1. Application and Agency** Human Resources (FPPS) Federal Financial Systems (FFS) EFF Vendor Pay Other \_\_\_\_\_AGENCY: National Aeronautics and Space Administration**2. Responsibilities of Data Custodian:**

- Coordinate with the National Business Center Products and Services (NBC/PS) to establish and maintain security of the data designated above (hereafter referred to as "the data".)
- Grant individual access privileges, and establish agency-specific security structure(s) related to the data.
- Ensure that NBC/PS data center standards, policies, and procedures, Department of the Interior (DOI) requirements in DOI Departmental Manual - 375 DM 19, and DOI "Automated Information Systems Security Handbook," and other applicable guidelines and regulations are followed.

**3. Authorization for NBC/PS Access to Data:**

I authorize the NBC/PS to access the data to the extent necessary to perform normal data center operational functions (e.g., system performance, system backup and recovery, resource utilization analysis), and normal database maintenance and support functions (e.g., database performance, database backup and recovery, database utilization analysis) as required.

**4. Data Custodian Acknowledgement:**

As Data Custodian, I understand and accept the responsibilities listed and will only use the privileges granted to me for official Government business. I understand that my authority on the NBC/PS System is confined to management of access to the data designated at the top of this form.

Custodian Name (printed/typed): Michael C. Clemons (Primary)

Mailing Address: Marshall Space Flight Center, RS10/RM 611, Building 4200, MSFC, AL 35812

Telephone: (256) 544-7345 FAX: (256) 544-1966 E-Mail: Michael.c.clemons@nasa.gov

Signature: Michael C. Clemons  
Data Custodian09/03/2003  
Date**5. Send completed form to:**

National Business Center  
Attn: IT Security Administration, D-2100  
7301 West Mansfield Avenue  
Lakewood, Colorado 80235-2230  
Fax: (303) 969-7102

**For assistance:**

Customer Service Center  
(303) 969-7777

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Custodian Name (printed/typed): Ona B. Elliott (Alternate)

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Signature: Ona B. Elliott  
Data Custodian09/03/2003  
Date**5. Send completed form to:**

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7301 West Mansfield Avenue  
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