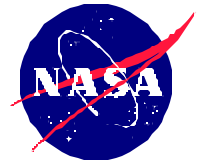


National Aeronautics and
Space Administration

Office of Inspector General
Headquarters
Washington, D.C. 20546-0001



Reply to Attn of: W

April 14, 2000

TO: Distribution

FROM: W/Inspector General

SUBJECT: Management Alert — Access to Shared Files, G-00-011

During a recent inspection activity at a NASA Center, we discovered that sensitive and privacy act documents were stored on a Center-wide shared local area network (LAN) drive and were accessible by all Center personnel. In addition, other documents not intended to be shared with other Center personnel were located on the shared network drive. This network drive was established to facilitate file transfers within the Center. In this case, however, employees and contractor staff were saving work files to the shared drive not knowing that the drive was accessible by all Center employees.

In light of these findings, we recommend that Center management make personnel aware that sensitive, privacy act, and administratively controlled information should not be saved or stored on network drives or folders accessible by all Center employees. In addition, office or directorate management should endeavor to have the contents of network drives or folders that are shared within offices, directorates, or the entire Center reviewed to make certain that sensitive information is available only to Center personnel with a legitimate need.

If you have any questions about this matter, please contact Mr. Dana M. Mellerio at (202) 358-0271.


Roberta L. Gross

Distribution:Officials-in-Charge of Headquarters Offices:

AI/Dr. Mulville

AB/Ms. Tagg

AC/Gen. Armstrong

AE/Mr. Keegan

AJ/Mr. Tam

AO/Mr. Holcomb

AS/Dr. Olsen

B/Mr. Holz

C/Mr. Christensen

E/Mr. Reese

F/Ms. Novak

G/Mr. Frankle

H/Mr. Luedtke

I/Mr. Schumacher

J/Mr. Sutton

K/Mr. Thomas

L/Mr. Heffernan

M/Mr. Rothenberg

P/Ms. Wilhide

Q/Mr. Gregory

R/Mr. Venneri

S/Dr. Weiler

U/Dr. Nicogossian

Y/Dr. Asrar

Z/Ms. Garver

Directors, NASA Centers:

ARC/Dr. McDonald

DFRC/Mr. Petersen

GRC/Mr. Campbell

GSFC/Mr. Diaz

JSC/Mr. Abbey

KSC/Mr. Bridges

LaRC/Dr. Creedon

MSFC/Mr. Stephenson

SSC/Mr. Estess

Director, Jet Propulsion Laboratory:

Dr. Stone

CIO Representatives

CI/Ms. Daniels-Gibson

M-2/Mr. Fishkind

RC/Ms. Edwards
SR/Mr. Bredekamp
Y/Ms. Sample
ARC/233-7/Mr. Santiago
DFRC/D4838/Mr. Hornstein
GRC/142-2/Dr. Pillay
GSFC/100/Mr. Halem
JPL/601-205/Mr. Renfrow
JSC/AI/Ms. Carter
KSC/AI/Ms. Brown
LaRC/157C/Ms. Dunnington
MSFC/DA01/Mr. Allison
SSC/GA00/Mr. Matherly