

**U.S. Department of Commerce  
National Oceanic and Atmospheric Administration  
(NOAA)**



**Privacy Impact Assessment  
for the  
NESDIS Headquarters Information System  
(NOAA5006)**

Reviewed by: \_\_\_\_\_, Bureau Privacy Officer or Designee

Approved by: , DOC Chief Privacy Officer

Date approved: 8/19/2014

# U.S. Department of Commerce Privacy Impact Assessment [NESDIS/NOAA5006]

**Unique Project Identifier:** 006-000351100 00-48-02-00-01-00

## **Introduction: System Description**

**System Description:** NOAA5006 is a General Support System (GSS) which operates under the authority of the NESDIS Office of Chief Information Officer - Satellites (OCIO-S), located in NOAA, NESDIS Headquarters facility in the Silver Spring Metro Center (SSMC) Building 1 and Building 3. NOAA5006 provides the Local Area Network (LAN) for NESDIS Headquarters in SSMC1, and the NOAA Joint-Polar Satellite System (JPSS) Office (NJO) in located in the Aerospace building and GreenTec4 [GT4] building of the NASA Goddard Space Flight Center (GSFC).

The purpose of NOAA5006 is to provide mission support and resources for IT management functions and overall office automation support for the programs, offices, and staff of:

- Office of Chief Information Officer - Satellites (OCIO-S)
- International and Interagency Affairs Division (IIA)
- Center for Satellite Applications and Research (STAR) Environmental Visualization Program
- Branches of Office of System Development (OSD)
- NESDIS Assistant Administrator (AA)
- Commercial Remote Sensing Regulatory Affairs Office (CRSRAO)
- Chief Financial Officer / Chief Administrative Officer (CFO/CAO) NESDIS headquarters staff
- NOAA Joint Polar Satellite System (JPSS) Office (NJO)

NOAA5006 provides access to automated programs and systems supporting administrative programs such as budget and financial management, personnel management, procurement, building operation and management, interagency programs, IT planning, and IT security. The system also supports access to the Internet and supports Web pages providing NOAA information and data to the public.

NOAA5006 maintains service desks and support for SSMC and NJO personnel. The NESDIS OCIO-S Service Desk Team maintains NOAA5006 and provides support to over 200 local users. The JPSS Service Desk Team maintains legacy NOAA5017 assets due to a current litigation hold and new NOAA5006 services providing support to about 100 NJO users.

The PII/BII information collected by NOAA5006 is shared with other systems on a case-by-case basis (Office of Personnel Management (OPM) if an employee hired by another agency; with State Department if foreign travel (federal employees)).

This information is collected under the authority of 5 U.S.C., including Section 301.

This system has been classified as moderate level.

**Section 1: Information in the System**

1.1 Indicate what personally identifiable information (PII)/business identifiable information (BII) is collected, maintained, or disseminated. Check all that apply.

<b>Identifying Numbers (IN)</b>					
a. Social Security	X	e. Alien Registration		i. Financial Account	
b. Taxpayer ID		f. Driver's License	X	j. Financial Transaction	
c. Employee ID		g. Passport	X	k. Vehicle Identifier	
d. File/Case ID		h. Credit Card		l. Employer ID Number	
m. Other identifying numbers (specify):					

<b>General Personal Data (GPD)</b>					
a. Name	X	g. Date of Birth		m. Religion	
b. Maiden Name		h. Place of Birth		n. Financial Information	
c. Alias		i. Home Address		o. Medical Information	
d. Gender		j. Telephone Number	X	p. Military Service	
e. Age		k. Email Address	X	q. Physical Characteristics	
f. Race/Ethnicity		l. Education		r. Mother's Maiden Name	
s. Other general personal data (specify)					

<b>Work-Related Data (WRD)</b>					
a. Occupation	X	d. Telephone Number	X	g. Salary	X
b. Job Title	X	e. Email Address	X	h. Work History	X
c. Work Address	X	f. Business Associates	X		
i. Other work-related data (specify):					

<b>Distinguishing Features/Biometrics (DFB)</b>					
a. Fingerprints		d. Photographs		g. DNA Profiles	
b. Palm Prints		e. Scars, Marks, Tattoos		h. Retina/Iris Scans	
c. Voice Recording/Signatures		f. Vascular Scan		i. Dental Profile	
j. Other distinguishing features/biometrics (specify):					

<b>System Administration/Audit Data (SAAD)</b>					
a. User ID	X	c. Date/Time of Access	X	e. ID Files Accessed	X
b. IP Address	X	d. Queries Run	X	f. Contents of Files	X

g. Other system administration/audit data (specify): Medial Access Control (MAC) address, any other host-specific status identifiers

<b>Other Information (specify)</b>
Contract support information
Foreign lenders and amounts of debt

1.2 Indicate sources of the PII/BII in the system. Check all that apply.

<b>Directly from Individual about Whom the Information Pertains</b>					
In Person	X	Hard Copy: Mail/Fax	X	Online	
Telephone	X	Email	X		
Other (specify):					

<b>Government Sources</b>					
Within the Bureau	X	Other DOC Bureaus	X	Other Federal Agencies	X
State, Local, Tribal		Foreign			
Other (specify):					

<b>Non-government Sources</b>					
Public Organizations		Public Media, Internet		Private Sector	X
Commercial Data Brokers					
Other (specify):					

**Section 2: Purpose of the System**

2.1 Indicate why the PII/BII in the system is being collected, maintained, or disseminated. Check all that apply.

<b>Purpose</b>			
To determine eligibility		For administering human resources programs	
For administrative matters	X	To promote information sharing initiatives	
For litigation		For criminal law enforcement activities	
For civil enforcement activities		For intelligence activities	
Other (specify):			

**Section 3: Use of the System**

3.1 Provide an explanation of how the bureau will use the PII/BII to accomplish the checked purpose(s), e.g., to verify existing data. Describe why the PII/BII that is collected, maintained, or disseminated is necessary to accomplish the checked purpose(s) and further

the mission of the bureau and/or the Department. Indicate if the PII/BII identified in Section 1.1 of this document is in reference to a federal employee/contractor, member of public, foreign national, visitor or other (specify).

**NJO** collects and stores Employment Eligibility Verification Form I-9, government issued ID and has requestors sign a non-disclosure agreement to be granted access to International Traffic in Arms Regulations (ITAR) data, which may contain BII.

The above information PII/BII is collected on Federal employees, and contractors.

NJO asset tracking system information collected by Management Operation Division contains such information as Internet Protocol (IP) or Media Access Control (MAC) address or other host-specific persistent static identifier that consistently links to a particular person or small, well-defined group of people as well as work telephone numbers and work mobile number.

The above information PII/BII is collected on Federal employees, and contractors

**JPSS** stores BII contract support information about its contractors on its share drives for contract related deliverables.

The above information BII is collected on contractors.

**CRSRA** collects and maintains license application data about businesses that apply for and operate private earth remote sensing space systems. This information collected includes but is not limited to the name, street address and mailing address, telephone number of the applicant as well as any affiliates or subsidiaries, each foreign lender and amount of debt, as well as a copy of the charter or other authorizing instrument certified by the jurisdiction in which the applicant is incorporated or organized and authorized to do business. The CRSRA information is not retrieved by means of a personal identifier.

The above BII information is collected on businesses.

The **OCIO-S system** stores NOAA employee passport information for tracking and records purposes regarding international travel. The NESDIS intranet site contains Travel Order Registry database for traveler names and passport information, for tracking and records purposes.

The above PII is collected on Federal employees.

**Section 4: Information Sharing**

4.1 Indicate with whom the bureau intends to share the PII/BII in the system and how the PII/BII will be shared.

Recipient	How Information will be Shared			
	Case-by-Case	Bulk Transfer	Direct Access	Other (specify)
Within the bureau	X			
DOC bureaus	X			
Federal agencies*	X			
State, local, tribal gov't agencies				
Public				
Private sector				
Foreign governments				
Foreign entities				
Other (specify):				
The PII/BII in the system will not be shared.				

\*With OPM if an employee hired by another agency; with State Department if foreign travel (federal employees)

**Section 5: Notice and Consent**

5.1 Indicate whether individuals will be notified if their PII/BII is collected, maintained, or disseminated by the system. Check all that apply.

	Yes, notice is provided pursuant to a system of records notice published in the Federal Register and discussed in Section 6.	
X	Yes, notice is provided by other means.	Specify how: Individuals are notified of the uses of BII/PII in their employment terms and agreements as well as the contract/license terms and agreements.
	No, notice is not provided.	Specify why not:

5.2 Indicate whether and how individuals have an opportunity to decline to provide PII/BII.

X	Yes, individuals have an opportunity to decline to provide PII/BII.	Specify how: Individuals have an opportunity to decline during on-boarding, processes and forms in-place. If individuals decline they're not granted access.
	No, individuals do not have an opportunity to decline to provide PII/BII.	Specify why not:

5.3 Indicate whether and how individuals have an opportunity to consent to particular uses of their PII/BII.

X	Yes, individuals have an opportunity to consent to particular uses of their PII/BII.	Specify how: Individuals have an opportunity to consent to particular uses of BII/PII in their employment terms and agreements as well as the contract/license terms and agreements.
	No, individuals do not have an opportunity to consent to particular	Specify why not:

	uses of their PII/BII.	
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5.4 Indicate whether and how individuals have an opportunity to review/update PII/BII pertaining to them.

X	Yes, individuals have an opportunity to review/update PII/BII pertaining to them.	Specify how: Information is reviewed and updates can be made by updating their individual licensing information or contact information where applicable. Updates to licensing information must be submitted in writing to the NOAA NESDIS HQ office. Also, personnel can contact the HR department manager and provide any updates or changes to their information.
	No, individuals do not have an opportunity to review/update PII/BII pertaining to them.	Specify why not:

**Section 6: Administrative and Technological Controls**

6.1 Indicate the administrative and technological controls for the system. Check all that apply. *Also see Appendix A, a checklist for more specific controls. This appendix will be removed after the PIA is approved.*

X	All users signed a confidentiality agreement.
X	All users are subject to a Code of Conduct that includes the requirement for confidentiality.
X	Staff received training on privacy and confidentiality policies and practices.
X	Access to PII/BII is restricted to authorized personnel only.
X	The information is secured in accordance with FISMA requirements. Provide date of most recent Assessment and Authorization: <u>06/22/2013</u>
X	The Federal Information Processing Standard (FIPS) 199 security impact category for this system is a moderate or higher.
X	NIST 800-122 recommended security controls for protecting PII/BII are in place and functioning as intended; or have an approved Plan of Action and Milestones (POAM). See Appendix A.
X	Contractors that have access to the system are subject to information security provisions in their contracts required by DOC policy.
	Other (specify):

**Section 7: Privacy Act**

7.1 Indicate whether a system of records is being created under the Privacy Act, 5 U.S.C. § 552a. *(A new system of records notice (SORN) is required if the system is not covered by an existing SORN).*

As per the Privacy Act of 1974, "the term 'system of records' means a group of any records under the control of any agency from which information is retrieved by the name of the individual or by some identifying number, symbol, or other identifying particular assigned to the individual."

X	Yes, this system is covered by an existing system of records notice. Provide the system name and number: COMMERCE/DEPT-9. -Travel Records (Domestic and Foreign) of Employees and Certain Other Persons, COMMERCE/DEPT-1. Attendance, Leave, and Payroll Records of Employees and Certain Other Persons
	Yes, a system of records notice has been submitted to the Department for approval on (date).
	No, a system of records is not being created.

### **Section 8: Retention of Information**

8.1 Indicate whether these records are covered by an approved records control schedule and monitored for compliance. Check all that apply.

	There is an approved record control schedule. Yes Provide the name of the record control schedule:  <b>NOAA5006 approved Record Control Schedules under NOAA Chapter 100, 200 and 1400. In addition the information system follows NARA's General Records Schedule where applicable.</b>  <b>Chapter 100-General</b> 100-11 Program Correspondence Subject Files 100-12 Program and Correspondence Subject Files 100-19 Interagency Cooperative Documents/ Agreements 100-22 Electronic Records  100-24 Information Technology Operations & Management 100-27 Records of the Chief Information Officer  <b>Chapter 200-Administrative</b> 200-03- Budget Background Records 200-04 Budget Estimate and Narrative Statement Records 200-06 Agency-wide Budget Projection Records 200-30 Technical Reference Materials  <b>Chapter 1400 – Satellites and Data Centers</b> 1401 Original Non-disclosure Agreement (NDA) (DAA-370-2012-0001) 1402 International and Interagency Affairs Office
	No, there is not an approved record control schedule. Provide the stage in which the project is in developing and submitting a records control schedule:
X	Yes, retention is monitored for compliance to the schedule.
	No, retention is not monitored for compliance to the schedule. Provide explanation.