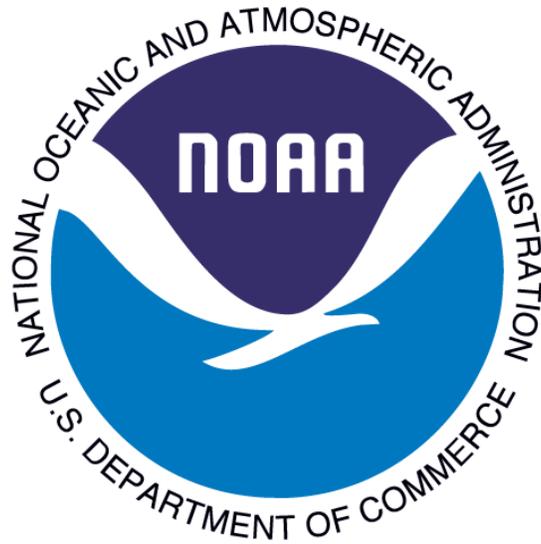


**U. S. Department of Commerce  
National Oceanic and Atmospheric Administration**



**National Weather Service Central Region  
CR WAN/LAN  
NOAA8881**

**PRIVACY IMPACT ASSESSMENT**

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# National Weather Service (NWS) Central Region (CR) WAN/LAN

**Unique Project Identifier:** *006-48-01-12-01-3118-00-108-023*

**Project Description:** The NWS Central Region (CR) Wide Area Network (WAN)/Local Area Network (LAN) databases consist of basic identifying information about employees, contractors, volunteers, and other individuals who are part of the regional workforce. The databases are maintained as a supplement to other employee records for purposes of tracking job vacancies, developing statistical reports, and performing other related administrative tasks. Weather Forecast Office (WFO)/River Forecast Centers (RFC) maintain local databases that contain information on volunteers who provide weather reports to them.

## **1. What information is to be collected (e.g., nature and source)?**

The NWS CR WAN/LAN system maintains information concerning each member of the CR workforce. This information is managed by the NWS Central Region Headquarters (CRH) Administration Personnel. Only the Workforce Manager and the CRH Information Technology (IT) Database Administrator have access to these workforce databases.

The information maintained on these databases consists of:

- Name /Position /GS Level/Series/Service Computation Date/Date of Grade/ Date of loss
- Residential information (Address, phone number/s)
- Government email addresses
- Division/Organization Name
- Regional Office Location
- Optional text field with current/relevant personnel issues.

There are also local databases at the local WFO/RFC that maintain information on volunteers who provide them weather reports. The database holds the following information on these volunteers:

- First and last name
- Mailing address
- County
- Phone (home/cell)
- Email address
- What hours they can be contacted for severe weather reports
- Do they have a rain gauge, anemometer, thermometer, snow stick, or weather station
- Brief description of where they live (i.e. 2 Miles West of Pleasant Hill)
- Last time attended spotter class

- Community Weather Involvement Program Identification
- Latitude / Longitude

All of this information collected on volunteers is provided voluntarily and most people who sign up do so during a community outreach training program, known as “spotter talks.” Spotter talks help the public prepare for the severe weather season. A locally-assigned person is responsible for the maintenance of this database, with occasional help from 1-2 other staff members for data entry. This database information is accessible for viewing by all staff members in order to make calls for severe weather information.

**2. Why is the information being collected (e.g., to determine eligibility)?**

The CRH database information is maintained to aid in tracking job vacancies, maintenance of organization structures, and other administrative related activities (i.e. budget, work resources).

The WFO/RFC database information is collected to contact volunteers when severe weather information is needed.

**3. What is the intended use of the information (e.g., to verify existing data)?**

The CRH database information is used by CRH Administration Staff to supplement the management of employee records, provide statistical data, track volunteers and students, etc.

The WFO/RFC local databases are used to collect severe weather information from volunteers that may assist the public.

**4. With whom will the information be shared (e.g., another agency for a specified programmatic purpose)?**

The information is not shared with any third party or other unauthorized personnel. The information is not available to the general public, or to other NWS Regions. Parts of the workforce databases are shared with NOAA Workforce Management Office (MWFO) in hardcopy form, which is destroyed when no longer needed. General information is taken from the databases to populate a CR Employee & Office locator database; which is only available to members of the NWS CR. Specific information about individual personnel is available only to the Workforce Manager. The weather volunteer information is accessible for viewing by all staff members in order for them to make calls for severe weather information.

**5. What opportunities do individuals have to decline to provide information (i.e., where providing information is voluntary) or to consent to particular uses of the information (other than required or authorized uses), and how may individuals grant consent?**

Local WFO/RFC weather volunteer database information is provided completely

voluntarily. The information maintained consists of members of the public who call in or we call requesting information regarding severe weather. These members have the opportunity to decline providing their information, if they do not want to participate in the future.

Employees do not have an opportunity to decline having their information added to this database. To mitigate unnecessary risks to this personal information, only authorized CRH Administration Staff have access to add or edit records to this database.

## **6. How will the information be secured (e.g., administrative and technological controls)?**

### *Management Controls*

All employees and contractors undergo a national agency check with inquiries (NACI) security check when employed or contracted. This involves a check of Federal and local law enforcement records to help ensure the trustworthiness of the employee.

Every year the IT system undergoes a thorough Continuous Monitoring for the Assessment and Authorization (A&A) process that is performed by a NWS Security Team. The A&A process ensures that the security plan and operational, management, and technical controls meet Department of Commerce (DOC) guidelines for continued operation. All security controls are reviewed and approved by the system and database administrators, developers, and managers prior to implementation.

The current Authorization to Operate (ATO) under the [Federal Information Security Management Act of 2002](#) (FISMA) is expected to be renewed by May 7, 2012.

### *Operational Controls*

The information is maintained on systems that are located in a locked computer room located in NWS CR Headquarters in Kansas City, Missouri. Access to the computer room is limited to those with a demonstrated need for access and support personnel. Access to the computer room is monitored and access logs are maintained. All visitors are escorted by authorized personnel while in the computer room. Access to the server is controlled by a separate log-on process, which is also monitored for anomalous activities. The computer room has appropriate environmental security controls, including measures to mitigate damage to automated information system resources by fire, electricity, water, and inadequate climate controls.

### *Technical Controls*

Access controls are used on the production equipment through the use of system usernames and passwords, as well as database usernames and passwords. Access logs are maintained and reviewed for any improprieties. Password complexity and duration of validity adhere to established DOC IT security standards.

The databases are routinely updated, at least on a monthly basis, to reflect current information about CR employees. Records are deleted from this database once an employee is no longer employed in the region. The database is backed up daily.

#### *Data Log Extract and Verify*

Currently, the process for logging and monitoring data extracts is manual. Access to the database is limited to a few systems administrators and human resources personnel. Individuals with access are advised on the requirement to destroy all data extracts once they are no longer needed.

#### **7. Is a system of records being created under the Privacy Act, 5 U.S.C. 552a?**

No, the existing Privacy Act system of records notices ([SORNs](#)) for DEPT-1, Attendance, Leave, and Payroll Records of Employees and Certain Other Persons, and DEPT-18, Employees Personnel Files Not Covered by Notices of Other Agencies, apply to the personal information in this system.

#### **8. Are these records covered by an approved records control schedule?**

The retention period for these records is guided by Chapter 1300 National Weather Service Records Disposition Schedule and the [General Records Schedules \(GRS\)](#), which are issued by the National Archives and Records Administration (NARA) to provide disposition authorization for records common to several or all agencies of the federal government. In accordance with GRS 20, item 3, electronic versions of records scheduled for disposal may be deleted at the expiration of the retention period authorized by the GRS for the equivalent paper copies or when no longer needed, whichever is later. The underlying paper records are covered by GRS 1, Civilian Personnel Records.

Chapter 1300 National Weather Service Records Disposition Schedule for Service Locations Data Networks states the following:

Records that provide information on specific service locations and areas, and data networks used in tracking hydrologic, hydroclimatic and meteorologic observations. This series contains electronic and hard copy documents relating to the establishment, modification, maintenance and administration of data reporting networks. Metadata that identifies the details regarding the site are also included. The record keeping copy is kept at each WFO; reference copies are also kept at Regional Headquarters and the RFCs.

#### **AUTHORIZED DISPOSITION:**

- A. Record keeping copy: Destroy or delete when WFO is closed, or when networks are replaced by newer equipment or facilities. Transfer to new facility that assumes responsibility.
- B. Reference copies: Destroy when no longer needed for reference.
- C. Electronic copies created on word processing and electronic mail systems: Delete after record keeping copy is produced.

Workforce database records are retained until the data is determined to be incorrect or no longer current. The data is then updated to reflect current information. When a record is corrected, the corrected information overwrites the incorrect information, which is not retained.