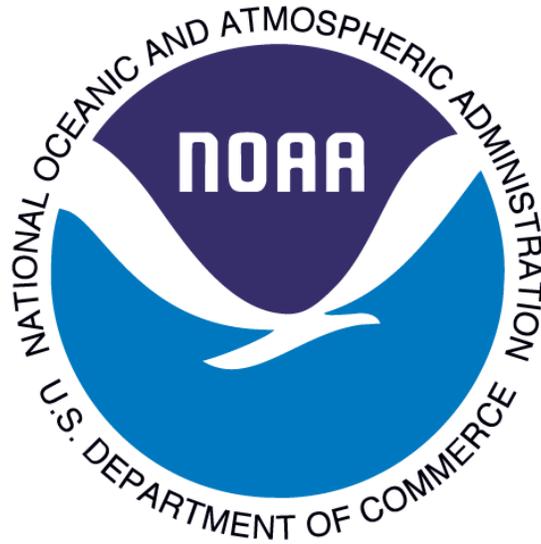


**U. S. Department of Commerce
National Oceanic and Atmospheric Administration**



**National Weather Service Western Region
Workforce Database
NOAA 8885**

PRIVACY IMPACT ASSESSMENT

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National Weather Service (NWS) Western Region Workforce Database

Unique Project Identifier: 006-48-02-00-01-0511-00

Project Description: The NWS Western Region Headquarters Workforce Database, located in Salt Lake City, Utah, consists of basic identifying information about employees, contractors, volunteers, and other individuals who are part of the regional workforce. The database is maintained as a supplement to other employee records for purposes of tracking job vacancies, developing statistical reports, and performing other related administrative tasks.

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

The NWS Western Region Headquarters Workforce Database maintains information concerning each member of the Western Region workforce. This information is managed by the NWS Western Region Headquarters Administration Personnel. Users do not have access to add or change the information directly.

The information maintained includes:

- Name
- Position
- GS Level/Series
- Division/Organization Name
- Regional Office Location
- Optional text field with current/relevant personnel issues.

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

This information is maintained to aid in tracking job vacancies, maintenance of organization structures, and other administrative related activities.

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

The information is used by Western Region Headquarters Administration staff to supplement managing employee records, providing statistical data, tracking volunteers and students, etc.

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 parties or unauthorized personnel. The information is not available to the general public, other NWS Regions, or other NOAA components. General information is only available to members of the NWS Western Region. Specific information about individual personnel is only available to authorized NWS Western Region Headquarters Administration Staff.

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?

Individuals do not have an opportunity to decline having their information added to this database. Only authorized Western Region Headquarters 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 ensure the trustworthiness of the employee. Every three years, the IT system undergoes a thorough certification and accreditation (C&A) process that is performed by a contractor company. The C&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.

An IT Security certification and accreditation (C&A) in accordance with the requirements of the [Federal Information Security Act of 2002](#) (FISMA) was completed for this system and is current. The C&A process is an audit of policies, procedures, controls, and contingency planning, required to be completed for all federal government IT systems every three years.

Operational Controls

The information is maintained on systems that located in a locked computer room located in NWS Western Region Headquarters in Salt Lake City, Utah. Access to the computer room is limited those with demonstrated need for access and support personnel. Access to the computer room is monitored and access logs are maintained. All visitors are escorted 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 at least every 30 days for any improprieties; thereafter each log is discarded. Password complexity and duration of validity adhere to established Department of Commerce IT security standards.

The database is routinely, approximately on a monthly basis, updated to reflect current information about Western Region employees. Records are deleted from this database once an employee is no longer employed in Western Region. The database is backed up daily.

Data Log 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 given training on the requirement to destroy all data extracts once they are no longer needed. Western Region will investigate options to electronically log all data extracts to ensure extracts are destroyed after 90 days.

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 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.

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.