

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



**Privacy Impact Assessment**  
**for the**  
**NOAA5006**  
**NESDIS Administrative Local Area Network (NESDIS Admin LAN)**

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- Concurrence of Senior Agency Official for Privacy/DOC Chief Privacy Officer  
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Date

## U.S. Department of Commerce Privacy Impact Assessment NOAA/NESDIS/NESDIS Admin LAN

**Unique Project Identifier: NOAA5006**

### **Introduction: System Description**

*Provide a description of the system that addresses the following elements:*

*The response must be written in plain language and be as comprehensive as necessary to describe the system.*

*(a) Whether it is a general support system, major application, or other type of system*

NESDIS Administrative LAN (NOAA5006) operates under the authority of the NESDIS Assistant Chief Information Officer and provides the Local Area Network (LAN) and Windows administrative support and services for several NESDIS office locations. 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.

*(b) System location*

System locations are:

- NESDIS Headquarters facility in Silver Spring Metro (SSMC) Center I and III
- NOAA Joint Polar Satellite System (JPSS) Office (NJO) located at GreenTec4 (GT4) building of the NASA Goddard Space Flight Center (GSFC), Lanham MD
- National Centers for Environmental Information offices located in Maryland, Mississippi, Colorado, and North Carolina
- Center for Satellite Applications and Research (STAR) in College Park, Maryland
- NOAA Satellite Operations Facility (NSOF) in Suitland, MD
- Wallops Control and Data Acquisition Station (WCDAS) in Wallops Island, Virginia
- Fairbanks Control and Data Acquisition Station (FCDAS) in Fairbanks, Alaska
- Comprehensive Large Array-data Stewardship System (CLASS) in Asheville, North Carolina

NOAA5006 also supports the Office of Space and Commerce (OSC) located in the Herbert C. Hoover Building located at 1401 Constitution Avenue Washington, DC. NOAA5006 does not provide LAN or VoIP services to OSC.

*(c) Whether it is a standalone system or interconnects with other systems (identifying and describing any other systems to which it interconnects)*

NOAA5006 is a Moderate-level system which maintains interconnects with:

- NOAA (NOAA0100, NOAA0200, NOAA0500, NOAA1200) for shared services (VPN, Internet, McAfee, ArcSight, SOC, etc.)
- NOAA (NOAA1300) for National Service Desk
- NASA for SharePoint services at NJO
- NOAA5009, NOAA5010, NOAA5011 for access to those mission systems
- NOAA5018 for mission system access
- NOAA5040 for mission system access
- NOAA5044 for mission system access

*(d) The way the system operates to achieve the purpose(s) identified in Section 4*

To operate, NOAA5006 maintains a hardware stack (pod) at each location which hosts virtual servers that provide services needed by that site. Workstations connect to the pod via Cisco switches, and pods interconnect with each other over N-Wave. The Boulder and NSOF locations provide services used by multiple locations and contain backups of all data from all other pod sites.

*(e) How information in the system is retrieved by the user*

Typically, users retrieve information from the system by accessing files on their local file server, or on a remote file server in some cases. They also access websites using HTTP or HTTPS (internal as well as external) and Commerce applications. Network printers allow users to print when necessary.

*(f) How information is transmitted to and from the system*

Transmissions from the system take place over secured protocols (HTTPS and SFTP primarily) and go through NOAA5006 IPS and the NOAA NOC's security filters and systems before the

Internet.

*(g) Any information sharing conducted by the system*

Yes

*(h) The specific programmatic authorities (statutes or Executive Orders) for collecting, maintaining, using, and disseminating the information*

[NOAA-11](#), Contact Information for Members of the Public Requesting or Providing Information Related to NOAA’s Mission  
[DEPT-5](#), Freedom of Information Act and Privacy Act Request Records  
[DEPT-9](#), Travel Records (Domestic and Foreign) of Employees and Certain Other Persons [DEPT-13](#), Investigative and Security Records  
[DEPT-14](#), Litigation, Claims, and Administrative Proceeding Records  
[DEPT-18](#), Employees Personnel Files Not Covered by Notices of Other Agencies [DEPT-25](#), Access Control and Identity Management System  
[GSA/GOVT-9](#), System for Award Management  
[GSA/GOVT-10](#), Federal Acquisition Regulation (FAR) Data Collection System  
[OPM/GOVT-1](#), General Personnel Records  
[OPM/GOVT-5](#), Recruiting, Examining, and Placement Records

*(i) The Federal Information Processing Standards (FIPS) 199 security impact category for the system*

The FIPS 199 security impact category for the system is Moderate.

**Section 1: Status of the Information System**

1.1 Indicate whether the information system is a new or existing system.

- This is a new information system.
- This is an existing information system with changes that create new privacy risks.  
(Check all that apply.)

Changes That Create New Privacy Risks (CTCNPR)					
a. Conversions		d. Significant Merging		g. New Interagency Uses	
b. Anonymous to Non-Anonymous		e. New Public Access		h. Internal Flow or Collection	
c. Significant System Management Changes		f. Commercial Sources		i. Alteration in Character of Data	
j. Other changes that create new privacy risks (specify):					

- This is an existing information system in which changes do not create new privacy risks, and there is not a SAOP approved Privacy Impact Assessment.
- This is an existing information system in which changes do not create new privacy risks, and there is a SAOP approved Privacy Impact Assessment (version 01-2015 or 01-2017).
- This is an existing information system in which changes do not create new privacy risks, and there is a SAOP approved Privacy Impact Assessment (version 01-2019 or later).

**Section 2: Information in the System**

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

Identifying Numbers (IN)					
a. Social Security*	X	f. Driver's License	X	j. Financial Account	
b. Taxpayer ID		g. Passport		k. Financial Transaction	X
c. Employer ID		h. Alien Registration		l. Vehicle Identifier	
d. Employee ID	X	i. Credit Card		m. Medical Record	
e. File/Case ID	X				
n. Other identifying numbers (specify):					
*Explanation for the need to collect, maintain, or disseminate the Social Security number, including truncated form: The Social Security Numbers are collected (temporarily) on NESDIS HQ LAN contractors and government employees for the sole purposes of conducting background investigations and on I-9 forms for hiring in accordance with 10 U.S.C. 133 and E.O. 9397. The processing of such information does not occur on NOAA5006. This information is only collected and in some cases may be stored electronically on the internal shared drives as well as in hard copies that are stored in locked file cabinets. The authorities are those in DEPT-18.					

<b>General Personal Data (GPD)</b>					
a. Name	X	h. Date of Birth	X	o. Financial Information	X*
b. Maiden Name	X	i. Place of Birth	X	p. Medical Information	
c. Alias	X	j. Home Address	X	q. Military Service	X
d. Gender	X	k. Telephone Number	X	r. Criminal Record	
e. Age	X	l. Email Address	X	s. Physical Characteristics	
f. Race/Ethnicity		m. Education	X	t. Mother's Maiden Name	
g. Citizenship		n. Religion			
u. Other general personal data (specify):					

\*The OGE Form 450 is required annually for purchase agent and COR, for conflict of interest information only.

<b>Work-Related Data (WRD)</b>					
a. Occupation	X	e. Work Email Address	X	i. Business Associates	X
b. Job Title	X	f. Salary	X	j. Proprietary or Business Information	X
c. Work Address	X	g. Work History	X	k. Procurement/contracting records	X
d. Work Telephone Number	X	h. Employment Performance Ratings or other Performance Information	X		
l. Other work-related data (specify):					

<b>Distinguishing Features/Biometrics (DFB)</b>					
a. Fingerprints		f. Scars, Marks, Tattoos		k. Signatures	
b. Palm Prints		g. Hair Color		l. Vascular Scans	
c. Voice/Audio Recording	X	h. Eye Color		m. DNA Sample or Profile	
d. Video Recording		i. Height		n. Retina/Iris Scans	
e. Photographs	X*	j. Weight		o. Dental Profile	
p. Other distinguishing features/biometrics (specify):					

\*Employees and contractors sign permission forms before being photographed. See Section 5.1.

<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	f. Queries Run		f. Contents of Files	X
g. Other system administration/audit data (specify):					

**Other Information (specify)**

2.2 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	X
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	X		
Other (specify):					

<b>Non-government Sources</b>					
Public Organizations		Private Sector		Commercial Data Brokers	
Third Party Website or Application					
Other (specify): The NCEI Mississippi location provides the PII collected to the Mississippi State university for badging purposes.					

2.3 Describe how the accuracy of the information in the system is ensured.

NOAA5006 does not process PII information and only stores the information. The information that is stored is collected directly from the individual via secure email transmission or in person. The individual providing the information validates that the information provided is accurate.

2.4 Is the information covered by the Paperwork Reduction Act?

X	Yes, the information is covered by the Paperwork Reduction Act. Provide the OMB control number and the agency number for the collection. 0648-0174, Licensing of Private Remote-Sensing Space Systems
	No, the information is not covered by the Paperwork Reduction Act.

2.5 Indicate the technologies used that contain PII/BII in ways that have not been previously deployed. (Check all that apply.)

<b>Technologies Used Containing PII/BII Not Previously Deployed (TUCPBNPD)</b>			
Smart Cards		Biometrics	
Caller-ID		Personal Identity Verification (PIV) Cards	
Other (specify):			

X	There are not any technologies used that contain PII/BII in ways that have not been previously deployed.
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**Section 3: System Supported Activities**

3.1 Indicate IT system supported activities which raise privacy risks/concerns. *(Check all that apply.)*

<b>Activities</b>			
Audio recordings		Building entry readers	
Video surveillance		Electronic purchase transactions	
Other (specify):			

X	There are not any IT system supported activities which raise privacy risks/concerns.
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**Section 4: Purpose of the System**

4.1 Indicate why the PII/BII in the IT system is being collected, maintained, or disseminated. *(Check all that apply.)*

<b>Purpose</b>			
For a Computer Matching Program		For administering human resources programs	X
For administrative matters	X	To promote information sharing initiatives	X
For litigation	X	For criminal law enforcement activities	X
For civil enforcement activities	X	For intelligence activities	
To improve Federal services online		For employee or customer satisfaction	
For web measurement and customization technologies (single-session)		For web measurement and customization technologies (multi-session)	
Other (specify):			

**Section 5: Use of the Information**

5.1 In the context of functional areas (business processes, missions, operations, etc.) supported by the IT system, describe how the PII/BII that is collected, maintained, or disseminated will be used. Indicate if the PII/BII identified in Section 2.1 of this document is in reference to a federal employee/contractor, member of the 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.

Social Security Numbers are collected on NESDIS HQ LAN contractors and government employees for the purposes of conducting background investigation

The I-9 and background investigation information may be stored electronically and on paper in

locked cabinets.

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 above BII information is collected on businesses.

The ACIO-S stores, on its shared drive, NESDIS employee passport information for tracking and records purposes regarding international travel. ACIO-s also stores information related to background investigations for new and recent employees on the shared drive.

ACIO-S also stores copies of Freedom of Information Act (FOIA) requests in an external cloud based Software as a Service system called FOIAXpress. Information contained in these requests includes but is not limited to requesters' and their attorneys' or representatives' names, addresses, e-mail, telephone numbers, and FOIA case numbers; office telephone numbers, names, telephone numbers, and addresses of the submitter of the information requested; unique case identifier; social security number (if provided by the requesting party). Information stored within FOIA Xpress application is not the original data. The original data will be stored and maintained in the DOC system FOIA online. ACIO-S will only use the FOIA Xpress system to process redactions of sensitive information from requests and to collaborate with the FOIA lawyer. The system will not be used to collect any forms of payments from requesters nor will it be used as a repository for storing FOIA request information. All copies of information stored in FOIA Xpress will be encrypted at rest and access to such information will be controlled via access control list

The above PII and BII is collected on Federal and contractor employees, businesses, and members of the public.

STAR personnel collect the following Work-Related-Data (WRD) from all STAR personnel and is maintained to simply maintain a roster of STAR personnel:

Name, Work Email address, Job Title, Work Address, Work Telephone Number. STAR personnel store Vendor BII in proposals and contracts and grants is used for the administration of contracts and grants.

The above BII information is collected on businesses

The above PII is collected on Federal/Contractor employees.

NCEI Maryland (MD), Asheville (NC), Boulder (CO) and Stennis (MS) store work related data, such as Name, Work Email address, Job Title, Work Address, Work Telephone Number dates for periods of performance Title series and grades. These sites also collect personal email, personal phone number, photographs for internal use (voluntarily posted to the intranet for recognition purpose) from all from all employees and contractors to maintain a roster, and for Occupancy Emergency preparedness.

NCEI-MS is located on a NASA site, in the Mississippi State University (MSU) and is a tenant of MSU. Both NASA and MSU require badges for access: NASA for facility access and MSU for building access. NCEI MS collects employee information which includes pictures for NASA and Mississippi State Universality (MSU) badging. The pictures are stored on Admin LAN until the System Owners send them to MSU. The information collected by the NCEI MS System Owner is removed from the network within 15-30 business after information is provided to NASA and MSU. All users sign permission forms prior to releasing their information used for these purposes. The form is included with this PIA.

The above PII is collected on Federal/Contractor employees.

NSOF collects employee information such as SSN, Credit Card, Vehicle identifier, Name, Maiden Name, Gender, Age, Date of Birth, Place of Birth, Home Address, Telephone Number, Email Address, Salary Information, Military Service, Occupation, Job Title, Work Address, Telephone Number, and Work History. In addition, the system stores Onboarding forms, training forms (SF-182). NSOF also stores procurement and contractual information. The NSOF information is maintained on the NOAA5044 network. NSOF users can

download information from the shared drives to their NOAA5006 laptop PC. While the users have the ability to copy data from their shared drives to the local PC, NSOF users migrated to the NOAA5006 network do not have access to any data on NOAA5006 shared drives. All NSOF user data is maintained on their network, managed by the NSOF support Staff and is

also covered under the NSOF PIA reference: NOAA5044 FY18 PIA SAOP approved. NOAA5006 has full disk encryption on its laptops that encrypts data at rest when copied to the local host.

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

FCDAS uses information in the system for various tracking, compliance, and reporting uses to meet the following requirements:

- Maintain a current employee list and organizational chart
  - Maintain an emergency contact listing
  - Maintain a current phone listing with room assignment
  - Track security and facilities related matters (keys, badges, key cards, etc)
  - Financial reporting for COR (OGE form 450) and qualifications for federal purchase card/travel card/warrants
  - Track Foreign National visitors
  - Track training completion
  - Track authorized drivers of government vehicles
  - Respond to facilities and other HQ data calls
  - Track and maintain employee vacation and work schedules
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- Comply with Department Administrative Order 207-12 and Technology Controls and Foreign National Access 207-12 of the Foreign National Visitor and Guest Access Program
  - Comply with Executive Order 10450 – Security Requirements for Government employment FCDAS collects the PII/BII information from both contractors and Federal employees and Foreign National visitors to the facility.

The WCDAS Business Continuity Plan is used for emergency contact of WCDAS employees. It is collected from Federal employees only.

- 5.2 Describe any potential threats to privacy, such as insider threat, as a result of the bureau's/operating unit's use of the information, and controls that the bureau/operating unit has put into place to ensure that the information is handled, retained, and disposed appropriately. (For example: mandatory training for system users regarding appropriate handling of information, automatic purging of information in accordance with the retention schedule, etc.)

NOAA5006 does not have a system in place that electronically processes any PII/BII on its network. NOAA5006 users use external systems to process such information i.e. NOAA HR system, NOAA Travel system, DOD Defense Enrollment Eligibility Reporting System (DEERS) etc. NOAA5006 only stores PII/BII information on its network. All NOAA5006 users are required to take the NOAA annual awareness training. Also all users have access to the NOAA PII training posted on the NOAA website and can take the training at any time as many times as they wish.

There is a risk of insider threat, and potential compromise by shared-agency PII (e.g., passport renewal information Department of State).

The continuously monitored and implemented control, leveraged to ensure data is handled, retained and disposed, relates to designated roles required to comply with DOC CTR-006; i.e., Incident Responders and ISSOs. Both roles have successfully met and maintained the credential / training requirement via qualified certifying organization and the associated Continuing Professional Education (CPE) programs, which sustain a working knowledge of industry standard and best practices. These controls mitigate any potential insider threat.

**Section 6: Information Sharing and Access**

6.1 Indicate with whom the bureau intends to share the PII/BII in the IT system and how the PII/BII will be shared. *(Check all that apply.)*

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

\*Shared with NASA and MSU for building access badges; with State for passport renewal information sharing  
 The PII/BII in the system will not be shared.

6.2 Does the DOC bureau/operating unit place a limitation on re-dissemination of PII/BII shared with external agencies/entities?

X	Yes, the external agency/entity is required to verify with the DOC bureau/operating unit before re-dissemination of PII/BII.
	No, the external agency/entity is not required to verify with the DOC bureau/operating unit before re-dissemination of PII/BII.
	No, the bureau/operating unit does not share PII/BII with external agencies/entities.

6.3 Indicate whether the IT system connects with or receives information from any other IT systems authorized to process PII and/or BII.

X	<p>Yes, this IT system connects with or receives information from another IT system(s) authorized to process PII and/or BII. Provide the name of the IT system and describe the technical controls which prevent PII/BII leakage:</p> <ul style="list-style-type: none"> <li>• NOAA (NOAA0100, NOAA0200, NOAA1200) for shared services (VPN, Internet, McAfee, ArcSight, SOC, etc.)</li> <li>• NOAA (NOAA1300) for National Service Desk</li> <li>• NASA for SharePoint services at NJO and connection of NJO staff to NOAA5006</li> <li>• NOAA5009, NOAA5010, NOAA5011 for access to those mission systems</li> <li>• NOAA5018 for mission system access</li> <li>• NOAA5040 for mission system access</li> <li>• NOAA5044 for mission system access</li> </ul> <p>The interconnects with NOAA5009, 5010, 5011, 5018, 5040, and 5044 exist to allow access to mission systems from NOAA5006; they do not permit users on the mission to access PII on NOAA5006. SharePoint allows EUMETSAT users to access only the EUMETSAT documents on SharePoint, which does not contain any PII/BII, and allows NOAA5006 employees to use the NASA transport to connect back to NOAA5006; no PII is exchanged with NASA. The other interconnects are for network services provided by NOAA.</p>
	No, this IT system does not connect with or receive information from another IT system(s) authorized to process PII and/or BII.

6.4 Identify the class of users who will have access to the IT system and the PII/BII. (Check all that apply.)

Class of Users			
General Public		Government Employees	X
Contractors	X		
Other (specify):			

**Section 7: Notice and Consent**

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

X	Yes, notice is provided pursuant to a system of records notice published in the Federal Register and discussed in Section 9.	
X	Yes, notice is provided by a Privacy Act statement and/or privacy policy. The Privacy Act statement and/or privacy policy can be found at: CRSRA: <a href="https://docs.google.com/a/noaa.gov/forms/d/1STEt0B6EUweGMmk1QyXAoo1KZAnQ1G8JJcnsuifO1SA/viewform?edit_requested=true">https://docs.google.com/a/noaa.gov/forms/d/1STEt0B6EUweGMmk1QyXAoo1KZAnQ1G8JJcnsuifO1SA/viewform?edit_requested=true</a> at the bottom of the form.	
X	Yes, notice is provided by other means.	Specify how: <ul style="list-style-type: none"> <li>• Written notice is provided on all personnel forms that NESDIS HQ LAN employees complete. For BII related data notices is given in the request for proposal or the request for information.</li> <li>• CAC applications provide notice for the CAC process</li> <li>• For COOP or emergency recall in the NOAA directory, employees are notified in writing by their supervisors when collecting the information.</li> </ul>
	No, notice is not provided.	Specify why not:

7.2 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: <ul style="list-style-type: none"> <li>• A background investigation is a job requirement. Providing the information is voluntary, but choosing not to provide the required information will result in not meeting the requirements of the job and therefore not being considered further.</li> <li>• For DOC personnel data, employees may opt not to provide PII/BII – at the time of the request, and in writing to the personnel administration representative who is assisting them - but this information is needed for processing awards. Performance information is part of the official personnel record for DOC employees and information is added to the eOPF in conjunction with the employee mid-year and annual reviews. The performance record/information is required in order to conduct performance evaluations.</li> <li>• For COOP or emergency recall in the NOAA directory, employees are asked permission in writing by their supervisors when collecting the applicable information, and may decline at that time. This information is not required.</li> </ul> <p>For solicitations or RFIs, individuals may decline to provide the information by responding back in writing stating that the</p>
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		individual does not wish to provide information in their response, but in doing so, the individual will not be eligible for consideration.
	No, individuals do not have an opportunity to decline to provide PII/BII.	Specify why not:

7.3 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.	<p>Specify how:</p> <ul style="list-style-type: none"> <li>• The background investigation is a job requirement and there is only one specified use, for acquiring a CAC card.</li> <li>• Consent is included on all personnel forms that employees complete, and consent to the uses explained on the forms is implied by completion of the forms.</li> <li>• For DOC personnel data, this data is only used for performance evaluations/awards. Employee consents by participating in the performance evaluation, and may opt out at the time of the request in writing to administrative personnel.</li> <li>• For COOP or emergency recall, there is only one use, and consent to that use is implied by the voluntary provision of the information for that intended use.</li> </ul> <p>For solicitations and RFIs, an individual may opt not to consent to the one use – review and consideration for award – but this will affect their eligibility for consideration.</p>
	No, individuals do not have an opportunity to consent to particular uses of their PII/BII.	Specify why not:

7.4 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.	<p>Specify how:</p> <ul style="list-style-type: none"> <li>• 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.</li> <li>• An employee may update information on personnel forms at any time by contacting their HR representative – as explained during orientation.</li> <li>• For Emergency and COOP information, the employee may not review the information, because it contains other staff's PII unless there is need-to-know, but may request updates from the assigned administrative staff, as explained by that staff when requesting the information.</li> <li>• An employee may update information used for their DOD-issued CAC by contacting the NOAA Trusted Agent and DOD DEERS Office.</li> </ul>
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		Offerors will contact the office to which the proposal was submitted, with updated information.
	No, individuals do not have an opportunity to review/update PII/BII pertaining to them.	Specify why not:

**Section 8: Administrative and Technological Controls**

8.1 Indicate the administrative and technological controls for the system. (Check all that apply.)

X	All users signed a confidentiality agreement or non-disclosure agreement.
X	All users are subject to a Code of Conduct that includes the requirement for confidentiality.
X	Staff (employees and contractors) received training on privacy and confidentiality policies and practices.
X	Access to the PII/BII is restricted to authorized personnel only.
X	Access to the PII/BII is being monitored, tracked, or recorded. Explanation: NOAA5006 Only stores PII and does not process any PII/BII. NOAA5006 does not have any databases stored on our network that house PII/BII information. We monitor our network devices using Solar Winds and our user accounts are monitored using Active Administrator.
X	The information is secured in accordance with the Federal Information Security Modernization Act (FISMA) requirements. Provide date of most recent Assessment and Authorization (A&A): <u>6/18/2020</u> <input type="checkbox"/> This is a new system. The A&A date will be provided when the A&A package is approved.
X	The Federal Information Processing Standard (FIPS) 199 security impact category for this system is a moderate or higher.
X	NIST Special Publication (SP) 800-122 and NIST SP 800-53 Revision 4 Appendix J recommended security controls for protecting PII/BII are in place and functioning as intended; or have an approved Plan of Action and Milestones (POA&M).
X	A security assessment report has been reviewed for the information system and it has been determined that there are no additional privacy risks.
X	Contractors that have access to the system are subject to information security provisions in their contracts required by DOC policy.
	Contracts with customers establish DOC ownership rights over data including PII/BII.
	Acceptance of liability for exposure of PII/BII is clearly defined in agreements with customers.
	Other (specify):

8.2 Provide a general description of the technologies used to protect PII/BII on the IT system. (Include data encryption in transit and/or at rest, if applicable).

All PII/BII data stored in our system is located on our internal network. NOAA5006 has boundary protection devices such as firewalls and Intrusion detection/prevention systems in place to protect this data. Also all users who access PII data in our system are required to use CAC authentication which uniquely identifies and authenticates them before they access any PII data. All PII/BBI is encrypted in transit using the DOC Secure File sharing system. All NOAA5006 Laptops have full disk encryption, The NOAA5006 Removable media policy requires that any removable media i.e. USB drives external hard drives must be FIPS140-2 validated using hardware encryption. NOAA5006 uses approved DOD sanitization software to ensure no data remains on NOAA5006 media. Lastly NOAA5006 encrypts all data that is stored on its back up to

type drives.

**External System FOIAXpress**

Physical Access to the FOIA Xpress data is controlled using multiple physical access control security systems and can only be accessed by authorized person(s) with the appropriate access device. Logical Access FIOA Xpress data is attained using secure protocols and is controlled via system access identification and authorizations control lists with required user credentials. FOIA data stored on the external FEDRAMP cloud service provider system FOIAXpress is stored behind the services provider’s boundary protection devices and is logically separated from other tenants who utilize the cloud service provider’s software service. The data stored in FOIAXpress is encrypted at rest using FIPS 140-2 approved algorithms.

**Section 9: Privacy Act**

9.1 Is the PII/BII searchable by a personal identifier (e.g., name or Social Security number)?

X Yes, the PII/BII is searchable by a personal identifier.

       No, the PII/BII is not searchable by a personal identifier.

9.2 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	<p>Yes, this system is covered by an existing system of records notice (SORN). Provide the SORN name, number, and link. <i>(list all that apply)</i>:</p> <p><a href="#">NOAA-11</a>, Contact Information for Members of the Public Requesting or Providing Information Related to NOAA’s Mission  <a href="#">DEPT-5</a>, Freedom of Information Act and Privacy Act Request Records  <a href="#">DEPT-9</a>, Travel Records (Domestic and Foreign) of Employees and Certain Other Persons  <a href="#">DEPT-13</a>, Investigative and Security Records  <a href="#">DEPT-14</a>, Litigation, Claims, and Administrative Proceeding Records  <a href="#">DEPT-18</a>, Employees Personnel Files Not Covered by Notices of Other Agencies  <a href="#">DEPT-25</a>, Access Control and Identity Management System  <a href="#">GSA/GOVT-9</a>, System for Award Management  <a href="#">GSA/GOVT-10</a>, Federal Acquisition Regulation (FAR) Data Collection System  <a href="#">OPM/GOVT-1</a>, General Personnel Records  <a href="#">OPM/GOVT-5</a>, Recruiting, Examining, and Placement Records</p>
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<input type="checkbox"/>	Yes, a SORN has been submitted to the Department for approval on <u>(date)</u> .
<input type="checkbox"/>	No, this system is not a system of records and a SORN is not applicable.

**Section 10: Retention of Information**

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

X	There is an approved record control schedule. Provide the name of the record control schedule:  <b>Chapter 100-General</b> 100-11 Program Correspondence Subject Files 100-12 Program and Correspondence Subject Files 100-19 Interagency Cooperative Documents/ Agreements  <b>Chapter 200-Administrative</b> 200-03 Transitory Records 200-04 Library Records 200-06 Non-Recordkeeping Copies of Electronic Records. 200-05 Technical Reference Materials  <u><b>Chapter 1400 – Satellites and Data Centers</b></u> 1401-02 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:

10.2 Indicate the disposal method of the PII/BII. *(Check all that apply.)*

<b>Disposal</b>			
Shredding	X	Overwriting	X
Degaussing	X	Deleting	X
Other (specify):			

\*Degaussing only at sites that have degaussing equipment (Fairbanks)

**Section 11: NIST Special Publication 800-122 PII Confidentiality Impact Level**

11.1 Indicate the potential impact that could result to the subject individuals and/or the organization if PII were inappropriately accessed, used, or disclosed. *(The PII*

*Confidentiality Impact Level is not the same, and does not have to be the same, as the Federal Information Processing Standards (FIPS) 199 security impact category.)*

	<b>Low</b> – the loss of confidentiality, integrity, or availability could be expected to have a limited adverse effect on organizational operations, organizational assets, or individuals.
X	<b>Moderate</b> – the loss of confidentiality, integrity, or availability could be expected to have a serious adverse effect on organizational operations, organizational assets, or individuals.
	<b>High</b> – the loss of confidentiality, integrity, or availability could be expected to have a severe or catastrophic adverse effect on organizational operations, organizational assets, or individuals.

11.2 Indicate which factors were used to determine the above PII confidentiality impact level. (Check all that apply.)

X	Identifiability	Provide explanation: The information can directly identify government and contractor employees. Only authorized personnel have access to this information and must access PII data in our system using their CAC authentication which uniquely identifies and authenticates them before they access any PII data.
X	Quantity of PII	Provide explanation: There is a significant quantity of PII.
X	Data Field Sensitivity	Provide explanation: In some cases the information contained in the data field may be the government or contractors' SSNs. Such data is not publically available and is located on our internal network. NOAA5006 has boundary protection devices such as firewalls and Intrusion detection/prevention systems in place to protect this data. Also all users who access PII data in our system are required to use CAC authentication which uniquely identifies and authenticates them before they access any PII data.
	Context of Use	Provide explanation:
	Obligation to Protect Confidentiality	Provide explanation:
X	Access to and Location of PII	Provide explanation: Performance plans/evaluations/records for NOAA staff limited to supervisor and admin. Foreign national information is restricted to NOAA staff only.
	Other:	Provide explanation:

**Section 12: Analysis**

12.1 Identify and evaluate any potential threats to privacy that exist in light of the information collected or the sources from which the information is collected. Also, describe the choices that the bureau/operating unit made with regard to the type or quantity of information collected and the sources providing the information in order to prevent or mitigate threats to privacy. (For example: If a decision was made to collect less data, include a discussion of this decision; if it is necessary to obtain information from sources

other than the individual, explain why.)

NOAA5006 support staff collects only minimum PII/BII data needed to complete a specific task. This data is collected directly from the persons or company and its accuracy is validated by the persons/business submitting the information.

12.2 Indicate whether the conduct of this PIA results in any required business process changes.

	Yes, the conduct of this PIA results in required business process changes. Explanation:
X	No, the conduct of this PIA does not result in any required business process changes.

12.3 Indicate whether the conduct of this PIA results in any required technology changes.

	Yes, the conduct of this PIA results in required technology changes. Explanation:
X	No, the conduct of this PIA does not result in any required technology changes.