

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



**Privacy Impact Assessment
for the
NOAA8884
Southern Region (SR) General Support System (GSS)**

Reviewed by: Mark Graff Bureau Chief Privacy Officer

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

Date

**U.S. Department of Commerce Privacy Impact Assessment
National Weather Service (NWS) Southern Region (SR) General Support System (GSS)**

Unique Project Identifier: NOAA8884

Introduction: System Description

Provide a brief description of the information system.

General Support System

The National Weather Service (NWS) Southern Region provides weather, hydrologic, and climate forecasts and warnings for the United States, its territories, adjacent waters and ocean areas, for the protection of life and property and the enhancement of the national economy. NWS data and products form a national information database and infrastructure, which can be used by our partners, the public, and the global community. Issuance of products including forecasts and warning is dependent on a complex interaction of many information resources and systems. This system is designed and used to support the collection, processing, and dissemination of data that supports the mission of the organization. It also supports the administrative functions and the scientific & technical research and innovations activities of employees within the organization.

Although there are a variety of hardware and operating systems, all the activities are interconnected. The system provides direct or indirect mission support for the NWS as a Government agency. Mission Support infrastructure encompasses Wide Area Networks (WAN), Local Area Networks (LAN), host computer systems; client-server and web- based server systems. The system supports a variety of users, functions, and applications; including word processing, financial data, spreadsheets, presentation graphics, database development and management, electronic mail, image processing, electronic commerce, project management, training, research and development and collaboration.

Address the following elements:

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

This is a General Support System (GSS).

(b) System location

System headquarters is located in Fort Worth TX, but the WAN extends across 11 states which support 1 Regional Headquarters, 32 Weather Forecast Offices (WFO), 4 River Forecast Centers (RFC), and 7 Center Weather Service Units (CWSU).

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

The SR GSS is a system with interconnections only to trusted NWS-NOAA internal systems with no direct interconnections to the outside. Although there are a variety of hardware and operating systems, all the operational activities are interconnected. The system provides direct or indirect mission support for the NWS as a Government agency. Mission Support infrastructure encompasses Wide Area Networks (WAN), Local Area Networks (LAN), host computer systems, and client-server systems. The system supports a variety of users, functions, and applications, including word processing, employee data, financial data, spreadsheets, presentation graphics, database development and management, electronic mail, image processing, electronic commerce, project management, training, research and development, and collaboration.

The following systems interconnect internally with NOAA8884:

NOAA0201 - Web Operation Center (H)
 NOAA1101 - Information Technology Center (M)
 NOAA8106 - Upper Air Observing System (UAOS)
 NOAA8107 - Advanced Weather Interactive Processing System (AWIPS)
 NOAA8850 - NWS Enterprise Mission Enabling System (MES)
 NOAA8860 - Weather and Climate Computing Infrastructure Services (WCCIS),
 OneNWSNet

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

The National Weather Service (NWS) Southern Region provides weather, hydrologic, and climate forecasts and warnings for the United States, its territories, adjacent waters and ocean areas, for the protection of life and property and the enhancement of the national economy. NWS data and products form a national information database and infrastructure, which can be used by our partners, the public, and the global community. Issuance of products including forecasts and warning is dependent on a complex interaction of many information resources and systems. The NOAA8884 General Support System (GSS) is designed and used to support the collection, processing, and dissemination of data that supports the mission of the organization. It also supports the administrative functions alongside the scientific and technical research and innovation activities of employees within the organization.

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

MARS Data:

Authorized NOAA8884 users can log into the Management Analysis and reporting System (MARS) via interconnection with NOAA1101. The Southern Region (SR) database administrator downloads MARS data from the NOAA1101 portal and populates a SQL Server database. Access to the database is restricted to database administrators only.

Select authorized SR users (the System Owner and Financial Officer) can request data to generate reports from the secure web portal. Access to the portal is password protected and controlled through access control lists managed by the database administrator; access to

specific data fields is restricted in the same manner. Users generate reports to conduct past, present, and future financial costs analyses which are returned in .xlsx format. These reports are for internal use and are not shared or transmitted external to SR.

Volunteer Observer Data:

There is no PII information transmitted to and from the system.

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

All data is transmitted and received via NWSOneNet cloud. All internal NWS data is on the MPLS cloud network and all Internet connectivity is supplied through the NOAA TIC sites.

MARS Data:

NOAA8884 downloads MARS data via a one-way transmission (https, port 443) from the MARS portal by the SR Database Administrator and used to populate the SR MARS database. Report requests are transmitted (https, port 443) from the SR SQL Server Web Portal to the requesting employees' systems.

Volunteer Observer Data:

There is no PII information transmitted to and from the system

(g) Any information sharing

MARS Data:

Management Analysis and Reporting System (MARS) is a NOAA enterprise system within the NOAA1101 GSS accreditation boundary that provides a common source for business information and financial transactions for all NOAA line offices. NOAA8884 extracts non-sensitive employee, business, and financial data and stores it on encrypted centralized servers, authorized employee workstations, and in authorized Google Account for Government (GAfG) cloud environments. The data is then used by authorized agency employees, and contractors within the NOAA organization in the performance of their official duties.

Volunteer Observer Data:

There is no information sharing within or outside of the system.

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

5 U.S.C. 301, Departmental Regulations

5 U.S.C. 5379

5 U.S.C. 7531-332

15 U.S.C. 1501 et seq

15 U.S.C. 1512, Powers and duties of Department

28 U.S.C. 533-535

35 U.S.C. 2

41 U.S.C. 433(d)

44 U.S.C. 3101

5 CFR Part 537

DAO 202-957, 210-110

Executive Orders 10450, 11478, 12065, 12107, 12564, 12656, and 13164,

Equal Employment Act of 1972.

Federal Preparedness Circular (FPC) 65, July 26, 1999

The Electronic Signatures in Global and National Commerce Act, Public Law 106-229

Homeland Security Presidential Directive 12 and IRS Publication-1075.

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

NOAA8884 is a Moderate categorized system

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.

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*		f. Driver's License		j. Financial Account	
b. Taxpayer ID		g. Passport		k. Financial Transaction	
c. Employer ID		h. Alien Registration		l. Vehicle Identifier	
d. Employee ID	X	i. Credit Card		m. Medical Record	
e. File/Case ID					
n. Other identifying numbers (specify): Volunteer Observer Data: Volunteer data consists of Name, Address, Phone number and email address. No additional PII is collected.					
*Explanation for the business need to collect, maintain, or disseminate the Social Security number, including truncated form:					

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

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

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

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

Directly from Individual about Whom the Information Pertains					
In Person	X	Hard Copy: Mail/Fax		Online	
Telephone		Email			
Other (specify): Volunteer Observer data collected in person.					

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

Non-government Sources					
Public Organizations		Private Sector		Commercial Data Brokers	
Third Party Website or Application					
Other (specify):					

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

<p>MARS Data: There is no data change or modification when data is downloaded from the MARS system. Only the database administrators have access to the SQL database. Selected users authorized to request data in the form of generated reports have read-only privilege.</p> <p>Volunteer Observer Data: All of this PII information is directly received from the user when accounts are created. It is manually input into the local office DB and only the OPL (ObservationProgram Leader) has access to make changes to the data.</p>

2.4 Is the information covered by the Paperwork Reduction Act?

<p>Yes, the information is covered by the Paperwork Reduction Act. Provide the OMB control number and the agency number for the collection.</p>

X	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.)*

Technologies Used Containing PII/BII Not Previously Deployed (TUCPBNPD)			
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.)*

Activities			
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.)*

Purpose			
For a Computer Matching Program		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	
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).

Volunteer Observer Data: NOAA8884 collects, stores, and uses volunteer observer general personal data who provide daily climate and weather reports. The data resides within each of the 32 Weather Forecast Offices on workstation hard drives or centralized network attached storage devices. The contact information is used by NWS staff members responsible for providing meteorological, hydrological, and climatological data collection oversight as part of their official duties.

Volunteer observer PII data collected and stored within the NOAA8884 accreditation boundary is limited to general personal data including name, home address, email address, and telephone number. A limited amount of contact information is retained in the local office for quick access to contact the volunteer observer in case of equipment outages.

The volunteer observer has the right to opt-out of the program at any time. Once collected the information is stored on workstation or network attached storage device and also entered into a NOAA database called the Station Information System (SIS) located and maintained by NWS Office of Observations. Once the volunteer opts out of the program the PII is purged from the system.

Volunteer Observer Data is not shared outside the National Weather Service.

MARS Data: This data is used by authorized agency employees, and contractors within NOAA8884's accreditation boundary in the performance of their official duties. Uses include decisions related to agency staffing, budgeting, acquisitions, finance, and mission delivery.

Employee data consists of the name of the employee, the email address of the employee, CBS employee number, job title, employee grade, step, series, org code, project-task, employee salary, employee benefits, FLSA code, and BUS code.

NOAA8884 uses MARS employee data in conjunction with directly related financial data to formulate and track labor costs by portfolio, project code, program code, assigned org code and physical location for the purposes of Financial Management Center (FMC) budget planning, oversight, forecasting, and execution. The FMC uses all specific data to accurately manage budget allocations, status, analyze variances and historical spending trends to support the formulation of future resource needs. Data is used to calculate, analyze, and track FTE, benefits, premium pay shift differential, overtime, locality pay, cost of living allowances, special IT pay, awards, and annual pay raises in a complex budget accounting environment that requires daily detailed analysis. Information is shared with managers and supervisors responsible and accountable for programmatic oversight of costing and controls. All associated accounting is categorized in accordance with the

Accounting Classification Code Structure (ACCS), cost category, funding source, and in accordance with NWS' Appropriations Reference Manual.

NOAA8884 extracts non-sensitive employee, business, and financial data directly from MARS and stores it in a restricted access database on encrypted centralized servers, select employee workstations, and in authorized GfG cloud environments. MARS PII data downloaded to the SR SQL Server database consists only of employees' name, email, and employee number. Derivatives of data originating from the MARS system are received from agency officials outside our accreditation boundary using a variety of communication technologies (i.e., attachments to Email, DOC secure file sharing sites, Google cloud file sharing technologies, etc.) and in a variety of electronic formats and is stored on both centralized servers, employee workstations, and in authorized GfG cloud environments.

MARS data is not shared outside the Southern Region.

- 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.)

An insider threat is a malicious threat to an organization that comes from people within the organization. DOC and NOAA has put in place mandatory training for all its uses. The Security Awareness and Insider Threat is an annual requirement, intended to reduce the risk and minimize the impact of an authorized user intentionally or unintentionally disclosing data, and causing adverse impact to sensitive data and mission.

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

X	<p>Yes, the external agency/entity is required to verify with the DOC bureau/operating unit before re-dissemination of PII/BII.</p> <p>Employee and financial data are extracted from NOAA1101 system by authorized users within NOAA8884 using standardized user interface tools every two (2) weeks corresponding with Federal pay schedules, or more frequently as needed by management. The reports are then saved as a .XLS file that is ingested to the SR SQL server, resides on the server for four (4) years. SQL server data at rest is encrypted, and only assessable to authorized users using CAC authentication. Once into the SR System, the users access the secure portal to retrieve their relevant data in HTML format.</p>
	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.</p> <p>Provide the name of the IT system and describe the technical controls which prevent PII/BII leakage:</p> <p>NOAA0201 - Web Operation Center NOAA0900 – Consolidated Cloud Applications NOAA1101 - Information Technology Center NOAA8106 - Upper Air Observing System (UAOS) NOAA8107 - Advanced Weather Interactive Processing System NOAA8850 - NWS Enterprise Mission Enabling System NOAA8860 - OneNWSNet</p>
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	Employee and financial data are extracted from NOAA1101 system by authorized users within NOAA8884 using standardized user interface tools every two (2) weeks corresponding with Federal pay schedules, or more frequently as needed by management. The reports are then saved as an .XLS file that is ingested to the SR SQL server, resides on the server for four (4) years. SQL server data at rest is encrypted, and only accessible to authorized users using CAC authentication. Once into the SR System, the users access the secure portal to retrieve their relevant data in HTML format.
	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: https://www.weather.gov/privacy	
X	Yes, notice is provided by other means.	Specify how: For Volunteer Observer Data : Notice to volunteers is provided when information is collected, via the cooperative agreement form. For MARS Data : Notice to employees is provided when the information is collected. All personnel forms contain the appropriate Privacy Act Statement.

	No, notice is not provided.	Specify why not:
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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.	<p>Specify how:</p> <p>For Volunteer Observer Data: All of this information is voluntary, as part of the cooperative agreement to work with the NWS on providing observations. The only means of providing the PII is by completing and signing the cooperative agreement form. Declining to sign the agreement will void the observer the duties with NWS.</p> <p>For MARS Data: Employees may decline to provide PII during onboarding and during employment; however, failure to provide the requested PII may impact their eligibility for employment or for continuation of employment.</p>
	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> <p>For Volunteer Observer Data: The volunteer observer information is for contact purposes only which is given as part of the signed agreement. No other uses are suggested or specified. The volunteer has an opportunity to consent or question the form's contents prior to signing with the local forecast office POC.</p> <p>For MARS Data: The personnel forms used for collection of PII provide employees the opportunity to consent for the specific uses of their personal information, and this data is used for human resources purposes only. Employees may decline to provide PII during onboarding and during employment; however, failure to provide the</p>
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		requested PII may impact their eligibility for employment or for continuation of employment.
	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.	Specify how: For Volunteer Observer Data : The local manager visits each volunteer twice monthly to monitor equipment and answer questions. Updates can be made then, or emailed, as explained by the manager during orientation. For MARS Data : Employees may review their personnel information via an electronic personnel folder. Information can be updated in a separate web-based application and the user can provide updated contact information to his/her supervisor.
	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.)*

	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: System logging is enabled and all access is tracked.
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>March 23, 2022 (ATO)</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).

<p>Volunteer Observer Data: Access to the system maintaining the PII is controlled by access via Active Directory and the use of CAC (PIV) cards. Only employees with authority to maintain this database are allowed access to the information.</p>

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>NOAA-11, Contact information for members of the public requesting or providing information related to NOAA's mission; COMMERCE/DEPT-18, Employees Personnel Files Not Covered by Notices of Other Agencies; COMMERCE/DEPT-25, Access Control and Identity Management OPM GOVT-1: General Personal Records</p>
	Yes, a SORN has been submitted to the Department for approval on (date).
	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: <ul style="list-style-type: none"> • NOAA Records Schedule, Chapter 1300, Weather, 1307-05, Service Locations Data Networks • NOAA Records Schedule, Chapter: 900, 904-01, Building Identification Credential Files • NOAA Records Schedule, Chapter 100, Enterprise-Wide Functions Electronic Records schedule • NOAA Records Schedule, Chapter 402, Employee Compensation and Benefits Records • NOAA Records Schedule, Chapter 403, Financial Management and Reporting Records • NARA General Records Schedule- 3.1, General Technology Management Records • NARA General Records Schedule- 3.2, Information Systems Security Records
	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.)*

Disposal			
Shredding		Overwriting	X*
Degaussing		Deleting	X
Other (specify):			
* Over write is done with DoD disc wipe program DBAN, which is run at the high security level and overwrites disc 48 times with 1's and 0's			

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.)*

X	Low – the loss of confidentiality, integrity, or availability could be expected to have a limited adverse effect on organizational operations, organizational assets, or individuals.
	Moderate – the loss of confidentiality, integrity, or availability could be expected to have a serious adverse effect on organizational operations, organizational assets, or individuals.
	High – 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: No access for average MARS user; limited access for MARS power users as needed to do their job function; and more access for top level managers who require access for those they manage.
X	Quantity of PII	Provide explanation: Only name and contact information for volunteers, and names of employees, are in the system. Their access to the data is restrictive based on their granted permissions to view or modify the data.
X	Data Field Sensitivity	Provide explanation: Application data has many sensitive fields filled out.
X	Context of Use	Provide explanation: Voluntary submission of PII for internal use only MARS links some PII data using natural keys for SQL table joins which report users cannot see.
	Obligation to Protect Confidentiality	Provide explanation:
X	Access to and Location of PII	Provide explanation: Secured local database managed by limited Federal employees
	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.)

Only the information that is required for the given financial reports is selected and downloaded from the MARS database. By selecting only certain fields and not the entire report we can ensure that sensitive or private information is not included with the broader reports. Reports are also broken down by individual office ORG codes so only data for that particular office is included in the reports. This ensures that only data needed by that office is available for that office to view.

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.

Points of Contact and Signatures

<p>Information System Security Officer or System Owner Name: John Duxbury Office: SRH Phone: 682-703-3703 Email: John.Duxbury@noaa.gov</p> <p>I certify that this PIA is an accurate representation of the security controls in place to protect PII/BII processed on this IT system.</p> <p>Signature: _____</p> <p>Date signed: _____</p>	<p>Information Technology Security Officer Name: Paula Reis-Cypress Office: NWSHQ Phone: 202-816-2992 Email: paula.reis-cypress@noaa.gov</p> <p>I certify that this PIA is an accurate representation of the security controls in place to protect PII/BII processed on this IT system.</p> <p>Signature: _____</p> <p>Date signed: _____</p>
<p>Privacy Act Officer Name: Robin Burress Office: NOAA OCIO Phone: (828) 271-4695 Email: robin.burress@noaa.gov</p> <p>I certify that the appropriate authorities and SORNs (if applicable) are cited in this PIA.</p> <p>Signature: _____</p> <p>Date signed: _____</p>	<p>Authorizing Official Name: Jennifer McNatt Office: SRH Phone: 817-978-1000 Email: jennifer.mcnatt@noaa.gov</p> <p>I certify that this PIA is an accurate representation of the security controls in place to protect PII/BII processed on this IT system.</p> <p>Signature: _____</p> <p>Date signed: _____</p>
<p>Bureau Chief Privacy Officer Name: Mark Graff Office: NOAA Phone: 301-628-5658 Email: Mark.Graff@noaa.gov</p> <p>I certify that the PII/BII processed in this IT system is necessary and this PIA ensures compliance with DOC policy to protect privacy.</p> <p>Signature: _____</p> <p>Date signed: _____</p>	

This page is for internal routing purposes and documentation of approvals. Upon final approval, this page must be removed prior to publication of the PIA.