

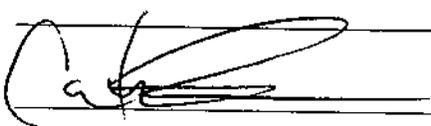
**U.S. Department of Commerce  
NOAA**



**Privacy Impact Assessment  
for the  
National Weather Service Central Region (CR) Wide Area  
Network/Local Area Network**

**NOAA8881**

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

Approved by: , DOC Chief Privacy Officer

Date approved: 7/27/2015

**U.S. Department of Commerce Privacy Impact Assessment  
National Weather Service (NWS) Central Region (CR) WAN/LAN**

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

**Introduction: System Description**

The NWS Central Region (CR) Wide Area Network (WAN)/Local Area Network (LAN) databases consist of basic identifying information about employees and volunteers 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. In addition, Weather Forecast Office (WFO)/River Forecast Centers (RFC) maintain local databases that contain information on volunteers who provide weather reports to them.

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, budget and requisition information, spreadsheets, presentation graphics, database development and management, electronic mail, image processing, electronic commerce, project management, training, research and development, and collaboration.

The PII/BII in this system is not shared.

The legal authorities for information collection addressed in this PIA are:

- 5 U.S.C. § 301 authorizes the operations of an executive agency, including the creation, custodianship, maintenance and distribution of records.
- 15 U.S.C. § 1512 is an Organic Law which confers general powers and duties authority to executive agencies, vesting jurisdiction and control of departments, bureaus, offices and branches.

This is a moderate level system.

**Section 1: Information in the System**

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

<b>Identifying Numbers (IN)</b>			
a. Social Security	<input type="checkbox"/>	e. Alien Registration	<input type="checkbox"/>
b. Taxpayer ID	<input type="checkbox"/>	f. Driver's License	<input type="checkbox"/>
c. Employee ID	<input type="checkbox"/>	g. Passport	<input type="checkbox"/>
d. File/Case ID	<input type="checkbox"/>	h. Credit Card	<input type="checkbox"/>
		i. Financial Account	<input type="checkbox"/>
		j. Financial Transaction	<input type="checkbox"/>
		k. Vehicle Identifier	<input type="checkbox"/>
		l. Employer ID Number	<input type="checkbox"/>

m. Other identifying numbers (specify):  
Community Weather Involvement Program Identification Number

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

Work-Related Data (WRD)			
a. Occupation	x	d. Telephone Number	x f. Salary x
b. Job Title	x	e. Email Address	x g. Work History x
c. Work Address	x	f. Business Associates	
i. Other work-related data (specify): Division/Organization Name and other relevant personnel issues; service computation date, date of grade, GS Level/Series, Date of separation, Regional Office location			

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

System Administration/Audit Data (SAAD)			
a. User ID	X	c. Date/Time of Access	e. ID Files Accessed
b. IP Address		d. Queries Run	f. Contents of Files
f. Other system administration/audit data (specify):			

Other Information (specify)
Latitude/Longitude

1.2 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	X	Email	
Other (specify):			

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

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

**Section 2: Purpose of the System**

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

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

**Section 3.1: Use of the System**

3.1 Provide an explanation of how the bureau will use the PII/BII to accomplish the checked purpose(s), e.g., to verify existing data. Describe why the PII/BII that is collected, maintained, or disseminated is necessary to accomplish the checked purpose(s) and further the mission of the bureau and/or the Department. Indicate if the PII/BII identified in Section 1.1 of this document is in reference to a federal employee/contractor, member of public, foreign national, visitor or other (specify).

The NWS CR WAN/LAN system maintains information concerning each member of the CR workforce (employees). 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 administrative information maintained on these databases consists of:

- Name /Position /GS Level/Series/Service Computation Date/Date of Grade/ Date of separation
- Residential information (Address, phone numbers)
- 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 (members of the public) 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
- Hours to be contacted for severe weather reports
- Possession of a rain gauge, anemometer, thermometer, snow stick, or weather station
- Brief description of location of spotter's personal residence
- Last time attended spotter class
- Community Weather Involvement Program Identification – (optional) not all offices use this. It's a locally assigned number from the field office.
- 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 staff is responsible for the maintenance of this database, with occasional help from 1 to 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.

**Section 4: Information Sharing**

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

Recipient	How Information will be Shared			
	Case-by-Case	Bulk Transfer	Direct Access	Other (specify)
Within the bureau				
DOC bureaus				
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.

**Section 5: Notice and Consent**

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

	Yes, notice is provided pursuant to a system of records notice published in the Federal Register and discussed in Section 6.	
X	Yes, notice is provided by other means.	Specify how: For the workforce database, employees are notified at the time of recruitment that the collection of their information is mandatory as a condition of employment. For the Spotter Volunteers, notice is provided in the cooperative agreement form when information is collected.
	No, notice is not provided.	Specify why not:

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

X	Yes, individuals have an opportunity to decline to provide PII/BII.	Specify how: For the workforce database, individuals may inform HR staff, verbally or in writing, that they do not want their information added to the database; however, provision of the information is a condition of employment.  All information is voluntary for Spotter Volunteers, as part of the cooperative agreement to work with NWS on providing observations.
	No, individuals do not have an opportunity to decline to provide PII/BII.	Specify why not:

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

X	Yes, individuals have an opportunity to consent to particular uses of their PII/BII.	Specify how: For the workforce database, employees may choose not to consent to all uses (administrative, job vacancy tracking, statistical reports) by informing HR staff verbally or in writing; however, they are required to provide the information as a condition of employment.  The only use of the information for volunteers is for contact purposes, which is explained in the cooperative agreement. No other uses are suggested or specified. Provision of the information and signing of the cooperative agreement implies consent to that use.
	No, individuals do not have an opportunity to consent to particular uses of their PII/BII.	Specify why not:

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

X	Yes, individuals have an opportunity to review/update PII/BII pertaining to them.	<p>Specify how:</p> <p>For the workforce data, information is routinely updated as an employee's role or position changes. Employees cannot directly review the information, but may request to review their information and ask that it be updated, through their supervisors. Updates are made by the following authorized individuals: the Workforce Program Manager, the Travel Program and Workforce Support Assistant, and the Administrative Support Division (ASD) Chief.</p> <p>The local manager who recruited the volunteers updates their information when notified by them to do so. Updates are not solicited but the instructions for submitting updates is in the cooperative agreement.</p>
	No, individuals do not have an opportunity to review/update PII/BII pertaining to them.	Specify why not:

**Section 6: Administrative and Technological Controls**

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

	All users signed a confidentiality agreement.
X	All users are subject to a Code of Conduct that includes the requirement for confidentiality.
X	Staff received training on privacy and confidentiality policies and practices.
X	Access to PII/BII is restricted to authorized personnel only.
X	The information is secured in accordance with FISMA requirements. Provide date of most recent Assessment and Authorization: <u>May 7, 2014; Next planned date is 07/30/2015 (2014 Authorization to Operate is effective until 07/30/2015).</u>
X	The Federal Information Processing Standard (FIPS) 199 security impact category for this system is a moderate or higher.
X	NIST 800-122 recommended security controls for protecting PII/BII are in place and functioning as intended; or have an approved Plan of Action and Milestones (POAM). See Appendix A.
X	Contractors that have access to the system are subject to information security provisions in their contracts required by DOC policy.
	Other (specify):

**Section 7: Privacy Act**

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

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

X	Yes, this system is covered by an existing system of records notice. Provide the system name and number:  COMMERCE-18, Employee Personnel Files Not Covered By Notices of Other Agencies  NOAA-11, NOAA Mailing Lists (update submitted to DOC 5/30/2013)
	Yes, a system of records notice has been submitted to the Department for approval on (date).
	No, a system of records is not being created.

**Section 8: Retention of Information**

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

X	There is an approved record control schedule. Provide the name of the record control schedule: Chapter 1300 – Weather, 1307-05, Chapter 300 – Personnel
	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: