06.3 HHS PIA Summary for Posting (Form) / OS ASA Access Control Tracking System (Security) [System]

PIA SUMMARY AND APPROVAL COMBINED

PIA Summary

Is this a new PIA 2011?   Yes

If this is an existing PIA, please provide a reason for revision:

1. Date of this Submission: 6/14/2010

2. OPDIV Name: OS

3. Unique Project Identifier (UPI) Number: None

4. Privacy Act System of Records (SOR) Number (If response to Q.21 is Yes, a SORN number is required for Q.4): 09-90-0018

5. OMB Information Collection Approval Number: N/A

6. Other Identifying Number(s): N/A

7. System Name (Align with system Item name): OS ASA Access Control Tracking System - Security

9. System Point of Contact (POC). The System POC is the person to whom questions about the system and the responses to this PIA may be addressed: Jack Stoute

10. Provide an overview of the system: The OS ASA Access Control Tracking System - Security (ACTS-Security) automates, streamlines, and standardizes the entry, modification, and exit clearance process for employees and contractors entering or exiting on-site employment at the Program Support Center (PSC).

13. Indicate if the system is new or an existing one being modified: New

17. Does/Will the system collect, maintain (store), disseminate and/or pass through PII within any database(s), record(s), file(s) or website(s) hosted by this system? (Note: This question seeks to identify any, and all, personal information associated with the system. This includes any PII, whether or not it is subject to the Privacy Act, whether the individuals are employees, the public, research subjects, or business partners, and whether provided voluntarily or collected by mandate. Later questions will try to understand the character of the data and its applicability to the requirements under the Privacy Act or other legislation. Does/Will the system collect, maintain (store), disseminate and/or pass through PII within any database(s), record(s), file(s) or website(s) hosted by this system?): Yes

21. Is the system subject to the Privacy Act? (If response to Q.19 is Yes, response to Q.21 must be Yes and a SORN number is required for Q.4): Yes

23. If the system shares or discloses IIF please specify with whom and for what purpose(s): The ACTS-Security clearance system discloses IIF only to PSC officials with a need to know.

30. Please describe in detail: (1) the information the agency will collect, maintain, or disseminate; (2) why and for what purpose the agency will use the information; (3) in this description, explicitly indicate whether the information contains PII; and (4) whether submission of personal information is voluntary or mandatory: The ACTS-Security

clearance system contains Personnel Management Information as defined in NIST SP 800-60. This includes PSC employee and contractor names, work addresses, work e-mail addresses, work phone numbers, and work cell phone numbers. Submission is voluntary.

31. Please describe in detail any processes in place to: (1) notify and obtain consent from the individuals whose PII is in the system when major changes occur to the system (e.g., disclosure and/or data uses have changed since the notice at the time of the original collection); (2) notify and obtain consent from individuals regarding what PII is being collected from them; and (3) how the information will be used or shared.

(Note: Please describe in what format individuals will be given notice of consent [e.g., written notice, electronic notice, etc.]) none needed

32. Does the system host a website? (Note: If the system hosts a website, the Website Hosting Practices section is required to be completed regardless of the presence of PII): No

37. Does the website have any information or pages directed at children under the age of thirteen?:

50. Are there policies or guidelines in place with regard to the retention and destruction of PII? (Refer to the C&A package and/or the Records Retention and Destruction section in SORN):

54. Briefly describe in detail how the IIF will be secured on the system using administrative, technical, and physical controls.: ACTS-Security utilizes administrative, technical, and physical security controls to minimize the risk of a breach of IIF. If a security incident does occur, it will be immediately reported to the PSC CISO and through her, to the HHS PII Breach Response Team. They will analyze the incident, determine its impact, limit its damage, and restore normal processing.

PIA Approval

PIA Reviewer Approval: Promote

PIA Reviewer Name: Ruth M. Doerflein

Sr. Official for Privacy Approval: Promote

Sr. Official for Privacy Name: Terry L. Hurst

Sign-off Date: 7/13/2010

Approved for Web Publishing: Yes

Date Published: May 23, 2012

06.3 HHS PIA Summary for Posting (Form) / OS ASA Accounting for Pay System [System]

PIA SUMMARY AND APPROVAL COMBINED

PIA Summary

Is this a new PIA 2011? No

If this is an existing PIA, please provide a reason for revision: PIA Validation

1. Date of this Submission: 7/11/2011

2. OPDIV Name: OS

3. Unique Project Identifier (UPI) Number: 009-90-01-01-01-1013-00

4. Privacy Act System of Records (SOR) Number (If response to Q.21 is Yes, a SORN number is required for Q.4): 09-90-0024

5. OMB Information Collection Approval Number: N/A

6. Other Identifying Number(s): N/A

7. System Name (Align with system Item name): OS ASA Accounting For Pay System (AFPS)

9. System Point of Contact (POC). The System POC is the person to whom questions about the system and the responses to this PIA may be addressed: Bruce Southerland/Ed Jackson

10. Provide an overview of the system: Automated interface between the Department's central payroll and the HHS agencies for payroll cost distribution.

Provides a systematic interface of payroll accounting information necessary to account for disbursements, expenditures, obligations and accruals for personnel costs. Legislation: Chief Financial Officers Act of 1990.

13. Indicate if the system is new or an existing one being modified: Existing

17. Does/Will the system collect, maintain (store), disseminate and/or pass through PII within any database(s), record(s), file(s) or website(s) hosted by this system? (Note: This question seeks to identify any, and all, personal information associated with the system. This includes any PII, whether or not it is subject to the Privacy Act, whether the individuals are employees, the public, research subjects, or business partners, and whether provided voluntarily or collected by mandate. Later questions will try to understand the character of the data and its applicability to the requirements under the Privacy Act or other legislation. Does/Will the system collect, maintain (store), disseminate and/or pass through PII within any database(s), record(s), file(s) or website(s) hosted by this system?): Yes

21. Is the system subject to the Privacy Act? (If response to Q.19 is Yes, response to Q.21 must be Yes and a SORN number is required for Q.4): Yes

23. If the system shares or discloses IIF please specify with whom and for what purpose(s): The information is shared with the agencies accounting, budget and administrative offices.

30. Please describe in detail: (1) the information the agency will collect, maintain, or disseminate; (2) why and for what purpose the agency will use the information; (3) in this description, explicitly indicate whether the information contains PII; and (4) whether

submission of personal information is voluntary or mandatory: (1) The AFPS information currently collected, maintained and disseminated includes HHS employee level payroll related information. The data includes full name, SSN and financial account information. The data is provided by HHS payroll systems (Civilian and Commissioned Corp). The SSN is the primary key field in AFPS. AFPS operates within the HHS secure environment and access at the user level is restricted by Operating Division (Opdiv) and authorized functions.

(2) The AFPS information processed is a requirement for payroll accounting practices. The AFPS is periodically reviewed in order be compliance with current regulations and standards. The purpose of processing the information is to create summary and detail accounting and cost transactions which are posted to the Departments financial general ledgers for financial reporting purposes. The HHS Agencies utilize AFPS financial data for budgetary and programmatic reporting requirements.

(3) The PII information for each HHS employee includes full name, SSN, and financial account information.

(4) The submission of personal information is mandatory in order to properly account and report accurate reliable data that is in compliance with regulations and standards issued by the HHS, Treasury, OMB, NIST and GAO.

31. Please describe in detail any processes in place to: (1) notify and obtain consent from the individuals whose PII is in the system when major changes occur to the system (e.g., disclosure and/or data uses have changed since the notice at the time of the original collection); (2) notify and obtain consent from individuals regarding what PII is being collected from them; and (3) how the information will be used or shared.

(Note: Please describe in what format individuals will be given notice of consent [e.g., written notice, electronic notice, etc.]) (1) Major changes in AFPS are implemented only when the Change Review Board (CRB) votes to endorse the modifications. The meetings notes and emails are made available via HHS distribution lists. Standard employee consent for collecting PII is initially obtained during the HR on-boarding process and is in effect for the entire employment period. To date there have been no major changes to AFPS that required updated consent.

(2) CRB approved major changes to AFPS are published in the meeting notes and if necessary employees would be notified via email or postal mail relating to PII data collected with explanations of the system revision requirements. If updated employee consent was necessary it will be accepted from either reply emails or signed hard copy forms compiled at the Opdiv level.

(3) AFPS PII data is processed and shared to be in compliance with financial accounting and reporting regulations and standards issued by the HHS, Treasury, OMB, NIST and GAO. The AFPS shared reporting includes only the minimum required PII information. All required external reporting shared outside AFPS and the secured HHS environment has the full SSN masked to display the last 4 digits only.

32. Does the system host a website? (Note: If the system hosts a website, the Website Hosting Practices section is required to be completed regardless of the presence of PII): Yes

37. Does the website have any information or pages directed at children under the age of thirteen?: No

50. Are there policies or guidelines in place with regard to the retention and destruction of PII? (Refer to the C&A package and/or the Records Retention and Destruction section in SORN): No

54. Briefly describe in detail how the IIF will be secured on the system using administrative, technical, and physical controls.: Technical and Physical controls are in place to ensure the security of the information. These include an up to date System Security Plan, Contingency Plan, regular offsite backup of the data, and yearly security awareness training for all personnel. Also, the system is part of the yearly SAS-70 (Statement on Auditing Standards No. 70) audit which tests the adequacy and effectiveness of the operating controls. Specific protection for PII include:

1- Electronic data is password protected

2- Access to electronic data is role-based

3- Documents are locked in file cabinet accessible only to mgt and admin assistants

PIA Approval

PIA Reviewer Approval: Promote

PIA Reviewer Name: Ruth Doerflein

Sr. Official for Privacy Approval: Promote

Sr. Official for Privacy Name: Mark A. Brown

Sign-off Date: 7/18/2011

Approved for Web Publishing: Yes

Date Published: May 23, 2012

06.3 HHS PIA Summary for Posting (Form) / OS ASA ACF General Support System [System]

PIA SUMMARY AND APPROVAL COMBINED

PIA Summary

Is this a new PIA 2011? No

If this is an existing PIA, please provide a reason for revision: PIA Validation

1. Date of this Submission: 6/15/2010

2. OPDIV Name: OS

3. Unique Project Identifier (UPI) Number: 009-90-02-00-01-0001-00

4. Privacy Act System of Records (SOR) Number (If response to Q.21 is Yes, a SORN number is required for Q.4): N/A

5. OMB Information Collection Approval Number: N/A

6. Other Identifying Number(s): N/A

7. System Name (Align with system Item name): OS ASA ACF GSS

9. System Point of Contact (POC). The System POC is the person to whom questions about the system and the responses to this PIA may be addressed: Scott Funk

10. Provide an overview of the system: The ACF GSS is a local area network supporting the operations of the HHS/ACF.

13. Indicate if the system is new or an existing one being modified: Existing

17. Does/Will the system collect, maintain (store), disseminate and/or pass through PII within any database(s), record(s), file(s) or website(s) hosted by this system? (Note: This question seeks to identify any, and all, personal information associated with the system. This includes any PII, whether or not it is subject to the Privacy Act, whether the individuals are employees, the public, research subjects, or business partners, and whether provided voluntarily or collected by mandate. Later questions will try to understand the character of the data and its applicability to the requirements under the Privacy Act or other legislation. Does/Will the system collect, maintain (store), disseminate and/or pass through PII within any database(s), record(s), file(s) or website(s) hosted by this system?): No

21. Is the system subject to the Privacy Act? (If response to Q.19 is Yes, response to Q.21 must be Yes and a SORN number is required for Q.4): No

23. If the system shares or discloses IIF please specify with whom and for what purpose(s): This system does not collect, maintain or disseminate IIF.

30. Please describe in detail: (1) the information the agency will collect, maintain, or disseminate; (2) why and for what purpose the agency will use the information; (3) in this description, explicitly indicate whether the information contains PII; and (4) whether submission of personal information is voluntary or mandatory: This system does not collect, maintain or disseminate IIF.

31. Please describe in detail any processes in place to: (1) notify and obtain consent from the individuals whose PII is in the system when major changes occur to the system (e.g.,

disclosure and/or data uses have changed since the notice at the time of the original collection); (2) notify and obtain consent from individuals regarding what PII is being collected from them; and (3) how the information will be used or shared.

(Note: Please describe in what format individuals will be given notice of consent [e.g., written notice, electronic notice, etc.]) This system does not collect, maintain or disseminate IIF.

32. Does the system host a website? (Note: If the system hosts a website, the Website Hosting Practices section is required to be completed regardless of the presence of PII): No

37. Does the website have any information or pages directed at children under the age of thirteen?: No

50. Are there policies or guidelines in place with regard to the retention and destruction of PII? (Refer to the C&A package and/or the Records Retention and Destruction section in SORN): No

54. Briefly describe in detail how the IIF will be secured on the system using administrative, technical, and physical controls.: This system does not collect, maintain or disseminate IIF.

PIA Approval

PIA Reviewer Approval: Promote

PIA Reviewer Name: Ruth M. Doerflein

Sr. Official for Privacy Approval: Promote

Sr. Official for Privacy Name: Terry L. Hurst

Sign-off Date: 7/13/2010

Approved for Web Publishing: Yes

Date Published: May 23, 2012

06.3 HHS PIA Summary for Posting (Form) / OS ASA Acquisitions Reporting System [System]

PIA SUMMARY AND APPROVAL COMBINED

PIA Summary

Is this a new PIA 2011?   No

If this is an existing PIA, please provide a reason for revision: PIA Validation

1. Date of this Submission: 6/8/2011

2. OPDIV Name: OS

3. Unique Project Identifier (UPI) Number: None

4. Privacy Act System of Records (SOR) Number (If response to Q.21 is Yes, a SORN number is required for Q.4): 09-90-0411

5. OMB Information Collection Approval Number: no

6. Other Identifying Number(s): no

7. System Name (Align with system Item name): OS ASA Acquisitions Reporting System (ARS)

9. System Point of Contact (POC). The System POC is the person to whom questions about the system and the responses to this PIA may be addressed: Maggie Pippin

10. Provide an overview of the system: ARS provides a reporting capability to the data contained within the HHS Consolidated Acquisition System (HCAS). HCAS delivers a standardized global purchase request information system (PRISM) for all HHS OPDIVs that use the Unified Financial Management System (UFMS).

13. Indicate if the system is new or an existing one being modified: New

17. Does/Will the system collect, maintain (store), disseminate and/or pass through PII within any database(s), record(s), file(s) or website(s) hosted by this system? (Note: This question seeks to identify any, and all, personal information associated with the system. This includes any PII, whether or not it is subject to the Privacy Act, whether the individuals are employees, the public, research subjects, or business partners, and whether provided voluntarily or collected by mandate. Later questions will try to understand the character of the data and its applicability to the requirements under the Privacy Act or other legislation. Does/Will the system collect, maintain (store), disseminate and/or pass through PII within any database(s), record(s), file(s) or website(s) hosted by this system?): Yes

21. Is the system subject to the Privacy Act? (If response to Q.19 is Yes, response to Q.21 must be Yes and a SORN number is required for Q.4): Yes

23. If the system shares or discloses IIF please specify with whom and for what purpose(s): The ARS provides reporting capability for HCAS, thus it will contain the same IIF as does HCAS. It contains information necessary to support a procurement relationship between HHS and the vendor community. There are limited instances where an individual's information is in identifiable form (IIF). In addition to names of contractors who serve as HHS buyers, ARS will maintain IIF for service fellows and sole proprietorships that provide vendor services as individuals.

30. Please describe in detail: (1) the information the agency will collect, maintain, or disseminate; (2) why and for what purpose the agency will use the information; (3) in this description, explicitly indicate whether the information contains PII; and (4) whether submission of personal information is voluntary or mandatory: ARS provides a HCAS reporting capability. Acquisition processes supported by HCAS include acquisition planning, solicitation, contract creation and approval, contract award and award closeout, and contract performance monitoring and management. To support these business processes, IIF contained in HCAS, and thus in ARS, may include the following: vendor and contracting officer names, vendor mailing addresses, phone numbers, vendor financial account information, legal documents, web URLs, email addresses, vendor education records, and vendor tax ID numbers (TIN) or social security numbers.

Social security numbers of vendors may be captured within HCAS, and thus within ARS, under certain circumstances where a TIN is not available. In order for vendors to obtain the benefit of contracting with HHS, either a TIN or SSN is required. Provision of this information by the vendor is elective and again, is only used when a vendor TIN is not available.

31. Please describe in detail any processes in place to: (1) notify and obtain consent from the individuals whose PII is in the system when major changes occur to the system (e.g., disclosure and/or data uses have changed since the notice at the time of the original collection); (2) notify and obtain consent from individuals regarding what PII is being collected from them; and (3) how the information will be used or shared.

(Note: Please describe in what format individuals will be given notice of consent [e.g., written notice, electronic notice, etc.]) All notification for the use and protection of private information is conveyed in writing during training and by electronic notice. By completing and signing as a new user of the application, ARS users will be aware of what IIF is being collected and how it will be used.

32. Does the system host a website? (Note: If the system hosts a website, the Website Hosting Practices section is required to be completed regardless of the presence of PII): Yes

37. Does the website have any information or pages directed at children under the age of thirteen?:

50. Are there policies or guidelines in place with regard to the retention and destruction of PII? (Refer to the C&A package and/or the Records Retention and Destruction section in SORN):

54. Briefly describe in detail how the IIF will be secured on the system using administrative, technical, and physical controls.: In the C&A process, ARS will use NIST 800-53a security controls and will establish the required level of security measures, including end user IDs, passwords, group accounts, a certified facility, background screening on system administrators. Security controls will be reviewed annually, at a minimum.

PIA Approval

PIA Reviewer Approval: Promote

PIA Reviewer Name: Ruth M. Doerflein

Sr. Official for Privacy Approval: Promote

Sr. Official for Privacy Name: Mark A. Brown

Sign-off Date: 7/1/2011

Approved for Web Publishing: Yes

Date Published: May 23, 2012

06.3 HHS PIA Summary for Posting (Form) / OS ASA AHRQ Local Area Network [System]

PIA SUMMARY AND APPROVAL COMBINED

PIA Summary

Is this a new PIA 2011?   No

If this is an existing PIA, please provide a reason for revision: PIA Validation

1. Date of this Submission: 6/17/2010

2. OPDIV Name: OS

3. Unique Project Identifier (UPI) Number: 009-90-02-00-01-0001-00

4. Privacy Act System of Records (SOR) Number (If response to Q.21 is Yes, a SORN number is required for Q.4): N/A

5. OMB Information Collection Approval Number: N/A

6. Other Identifying Number(s): N/A

7. System Name (Align with system Item name): OS ASA AHRQ Local Area Network

9. System Point of Contact (POC). The System POC is the person to whom questions about the system and the responses to this PIA may be addressed: Scott Funk

10. Provide an overview of the system: AHRQ GSS is a LAN supporting the operations of the HHS/AHRQ.

13. Indicate if the system is new or an existing one being modified: Existing

17. Does/Will the system collect, maintain (store), disseminate and/or pass through PII within any database(s), record(s), file(s) or website(s) hosted by this system? (Note: This question seeks to identify any, and all, personal information associated with the system. This includes any PII, whether or not it is subject to the Privacy Act, whether the individuals are employees, the public, research subjects, or business partners, and whether provided voluntarily or collected by mandate. Later questions will try to understand the character of the data and its applicability to the requirements under the Privacy Act or other legislation. Does/Will the system collect, maintain (store), disseminate and/or pass through PII within any database(s), record(s), file(s) or website(s) hosted by this system?): No

21. Is the system subject to the Privacy Act? (If response to Q.19 is Yes, response to Q.21 must be Yes and a SORN number is required for Q.4): No

23. If the system shares or discloses IIF please specify with whom and for what purpose(s): This system does not collect, maintain or disseminate IIF.

30. Please describe in detail: (1) the information the agency will collect, maintain, or disseminate; (2) why and for what purpose the agency will use the information; (3) in this description, explicitly indicate whether the information contains PII; and (4) whether submission of personal information is voluntary or mandatory: This system does not collect, maintain or disseminate IIF.

**31. Please describe in detail any processes in place to: (1) notify and obtain consent from the individuals whose PII is in the system when major changes occur to the system (e.g.,

disclosure and/or data uses have changed since the notice at the time of the original collection); (2) notify and obtain consent from individuals regarding what PII is being collected from them; and (3) how the information will be used or shared.

(Note: Please describe in what format individuals will be given notice of consent [e.g., written notice, electronic notice, etc.]) This system does not collect, maintain or disseminate IIF.

32. Does the system host a website? (Note: If the system hosts a website, the Website Hosting Practices section is required to be completed regardless of the presence of PII): No

37. Does the website have any information or pages directed at children under the age of thirteen?: No

50. Are there policies or guidelines in place with regard to the retention and destruction of PII? (Refer to the C&A package and/or the Records Retention and Destruction section in SORN): No

54. Briefly describe in detail how the IIF will be secured on the system using administrative, technical, and physical controls.: This system does not collect, maintain or disseminate IIF.

PIA Approval

PIA Reviewer Approval: Promote

PIA Reviewer Name: Ruth M. Doerflein

Sr. Official for Privacy Approval: Promote

Sr. Official for Privacy Name: Terry L. Hurst

Sign-off Date: 7/13/2010

Approved for Web Publishing: Yes

Date Published: May 23, 2012

06.3 HHS PIA Summary for Posting (Form) / OS ASA AoA General Support System [System]

PIA SUMMARY AND APPROVAL COMBINED

PIA Summary

Is this a new PIA 2011? No

If this is an existing PIA, please provide a reason for revision: PIA Validation

1. Date of this Submission: 6/17/2010

2. OPDIV Name: OS

3. Unique Project Identifier (UPI) Number: 009-90-02-00-01-0001-00

4. Privacy Act System of Records (SOR) Number (If response to Q.21 is Yes, a SORN number is required for Q.4): N/A

5. OMB Information Collection Approval Number: N/A

6. Other Identifying Number(s): N/A

7. System Name (Align with system Item name): OS ASA AoA General Support System

9. System Point of Contact (POC). The System POC is the person to whom questions about the system and the responses to this PIA may be addressed: Scott Funk

10. Provide an overview of the system: The AoA GSS is a LAN, supporting operations of the HHS/AoA Headquarters.

13. Indicate if the system is new or an existing one being modified: Existing

17. Does/Will the system collect, maintain (store), disseminate and/or pass through PII within any database(s), record(s), file(s) or website(s) hosted by this system? (Note: This question seeks to identify any, and all, personal information associated with the system. This includes any PII, whether or not it is subject to the Privacy Act, whether the individuals are employees, the public, research subjects, or business partners, and whether provided voluntarily or collected by mandate. Later questions will try to understand the character of the data and its applicability to the requirements under the Privacy Act or other legislation. Does/Will the system collect, maintain (store), disseminate and/or pass through PII within any database(s), record(s), file(s) or website(s) hosted by this system?): No

21. Is the system subject to the Privacy Act? (If response to Q.19 is Yes, response to Q.21 must be Yes and a SORN number is required for Q.4): No

23. If the system shares or discloses IIF please specify with whom and for what purpose(s): The system does not collect, maintain or disseminate IIF.

30. Please describe in detail: (1) the information the agency will collect, maintain, or disseminate; (2) why and for what purpose the agency will use the information; (3) in this description, explicitly indicate whether the information contains PII; and (4) whether submission of personal information is voluntary or mandatory: The system does not collect, maintain or disseminate IIF.

31. Please describe in detail any processes in place to: (1) notify and obtain consent from the individuals whose PII is in the system when major changes occur to the system (e.g.,

disclosure and/or data uses have changed since the notice at the time of the original collection); (2) notify and obtain consent from individuals regarding what PII is being collected from them; and (3) how the information will be used or shared.

(Note: Please describe in what format individuals will be given notice of consent [e.g., written notice, electronic notice, etc.]) The system does not collect, maintain or disseminate IIF.

32. Does the system host a website? (Note: If the system hosts a website, the Website Hosting Practices section is required to be completed regardless of the presence of PII): No

37. Does the website have any information or pages directed at children under the age of thirteen?: No

50. Are there policies or guidelines in place with regard to the retention and destruction of PII? (Refer to the C&A package and/or the Records Retention and Destruction section in SORN): No

54. Briefly describe in detail how the IIF will be secured on the system using administrative, technical, and physical controls.: The system does not collect, maintain or disseminate IIF.

PIA Approval

PIA Reviewer Approval: Promote

PIA Reviewer Name: Ruth M. Doerflein

Sr. Official for Privacy Approval: Promote

Sr. Official for Privacy Name: Terry L. Hurst

Sign-off Date: 7/13/2010

Approved for Web Publishing: Yes

Date Published: May 23, 2012

06.3 HHS PIA Summary for Posting (Form) / OS ASA AutoCAD [System]
PIA SUMMARY AND APPROVAL COMBINED

PIA Summary

Is this a new PIA 2011? No

If this is an existing PIA, please provide a reason for revision:

1. Date of this Submission: 6/30/2011

2. OPDIV Name: OS

3. Unique Project Identifier (UPI) Number: None

4. Privacy Act System of Records (SOR) Number (If response to Q.21 is Yes, a SORN number is required for Q.4): NA

5. OMB Information Collection Approval Number: N/A

6. Other Identifying Number(s): None

7. System Name (Align with system Item name): OS ASA AutoCAD System (ACAD)

9. System Point of Contact (POC). The System POC is the person to whom questions about the system and the responses to this PIA may be addressed: Sheila Grossman

10. Provide an overview of the system: AutoCAD is a a commercial off-the-shelf (COTS) package that has been customized by Genius Application Developers. The Division of Property Management, Systems Management Branch (DPM/SMB) utilizes AutoCAD to provide a key drafting repository of the Parklawn Building and other buildings for space management and to provide justification of the monthly Parklawn Rent Bills. It details the layout of the Department Of Health and Human Services (HHS) facilities and is used to modify the layout of workspaces and generate drawings for construction bids.

Building designs can be modified when renovations are necessary. These can then be submitted to contractors for bids. The system is linked to a pricing database and can generate work orders and provide cost estimations using GSA300, OF347 and SF18 reporting forms.

13. Indicate if the system is new or an existing one being modified: Existing

17. Does/Will the system collect, maintain (store), disseminate and/or pass through PII within any database(s), record(s), file(s) or website(s) hosted by this system? (Note: This question seeks to identify any, and all, personal information associated with the system. This includes any PII, whether or not it is subject to the Privacy Act, whether the individuals are employees, the public, research subjects, or business partners, and whether provided voluntarily or collected by mandate. Later questions will try to understand the character of the data and its applicability to the requirements under the Privacy Act or other legislation. Does/Will the system collect, maintain (store), disseminate and/or pass through PII within any database(s), record(s), file(s) or website(s) hosted by this system?): Yes

21. Is the system subject to the Privacy Act? (If response to Q.19 is Yes, response to Q.21 must be Yes and a SORN number is required for Q.4): No

23. If the system shares or discloses IIF please specify with whom and for what purpose(s): With managers for physical moves of HHS organizations.

30. Please describe in detail: (1) the information the agency will collect, maintain, or disseminate; (2) why and for what purpose the agency will use the information; (3) in this description, explicitly indicate whether the information contains PII; and (4) whether submission of personal information is voluntary or mandatory: Data in the system only represents Federal contact information, used for space allocation in the Parklawn building, charges associated with space usage, and location of individual HHS employees.

31. Please describe in detail any processes in place to: (1) notify and obtain consent from the individuals whose PII is in the system when major changes occur to the system (e.g., disclosure and/or data uses have changed since the notice at the time of the original collection); (2) notify and obtain consent from individuals regarding what PII is being collected from them; and (3) how the information will be used or shared.

(Note: Please describe in what format individuals will be given notice of consent [e.g., written notice, electronic notice, etc.]) Only PII about Federal employees is maintained in the system.

32. Does the system host a website? (Note: If the system hosts a website, the Website Hosting Practices section is required to be completed regardless of the presence of PII): No

37. Does the website have any information or pages directed at children under the age of thirteen?: No

50. Are there policies or guidelines in place with regard to the retention and destruction of PII? (Refer to the C&A package and/or the Records Retention and Destruction section in SORN): No

54. Briefly describe in detail how the IIF will be secured on the system using administrative, technical, and physical controls.: n/a

PIA Approval

PIA Reviewer Approval:

PIA Reviewer Name: Ruth M. Doerflein

Sr. Official for Privacy Approval: Promote

Sr. Official for Privacy Name: Terry L. Hurst

Sign-off Date: 7/13/2010

Approved for Web Publishing: Yes

Date Published: May 23, 2012

06.3 HHS PIA Summary for Posting (Form) / OS ASA Automated Real Property Information System [System]

PIA SUMMARY AND APPROVAL COMBINED

PIA Summary

Is this a new PIA 2011?   Yes

If this is an existing PIA, please provide a reason for revision:

1. Date of this Submission: 6/24/2010

2. OPDIV Name: OS

3. Unique Project Identifier (UPI) Number: None

4. Privacy Act System of Records (SOR) Number (If response to Q.21 is Yes, a SORN number is required for Q.4): n/a

5. OMB Information Collection Approval Number: n/a

6. Other Identifying Number(s): none

7. System Name (Align with system Item name): OS ASA Automated Real Property Inventory System (ARIS)

9. System Point of Contact (POC). The System POC is the person to whom questions about the system and the responses to this PIA may be addressed: Elizabeth Fahey

10. Provide an overview of the system: The Automated Real Property Inventory System (ARIS) is web-based tool for collecting data pertaining to HHS owned and leased properties. HHS contracts with Lease Harbor LLC to use their Harborflex software for ARIS.

13. Indicate if the system is new or an existing one being modified: Existing

17. Does/Will the system collect, maintain (store), disseminate and/or pass through PII within any database(s), record(s), file(s) or website(s) hosted by this system? (Note: This question seeks to identify any, and all, personal information associated with the system. This includes any PII, whether or not it is subject to the Privacy Act, whether the individuals are employees, the public, research subjects, or business partners, and whether provided voluntarily or collected by mandate. Later questions will try to understand the character of the data and its applicability to the requirements under the Privacy Act or other legislation. Does/Will the system collect, maintain (store), disseminate and/or pass through PII within any database(s), record(s), file(s) or website(s) hosted by this system?): Yes

21. Is the system subject to the Privacy Act? (If response to Q.19 is Yes, response to Q.21 must be Yes and a SORN number is required for Q.4): No

23. If the system shares or discloses IIF please specify with whom and for what purpose(s): N/A

30. Please describe in detail: (1) the information the agency will collect, maintain, or disseminate; (2) why and for what purpose the agency will use the information; (3) in this description, explicitly indicate whether the information contains PII; and (4) whether submission of personal information is voluntary or mandatory: HHS employees name , phone numbers, email address who are the POCs for HHS-owned real property.

31. Please describe in detail any processes in place to: (1) notify and obtain consent from the individuals whose PII is in the system when major changes occur to the system (e.g., disclosure and/or data uses have changed since the notice at the time of the original collection); (2) notify and obtain consent from individuals regarding what PII is being collected from them; and (3) how the information will be used or shared.

(Note: Please describe in what format individuals will be given notice of consent [e.g., written notice, electronic notice, etc.]) n/a

32. Does the system host a website? (Note: If the system hosts a website, the Website Hosting Practices section is required to be completed regardless of the presence of PII): No

37. Does the website have any information or pages directed at children under the age of thirteen?: No

50. Are there policies or guidelines in place with regard to the retention and destruction of PII? (Refer to the C&A package and/or the Records Retention and Destruction section in SORN): No

54. Briefly describe in detail how the IIF will be secured on the system using administrative, technical, and physical controls.: locked doors, private VPN

PIA Approval

PIA Reviewer Approval: Promote

PIA Reviewer Name: Ruth M. Doerflein

Sr. Official for Privacy Approval: Promote

Sr. Official for Privacy Name: Terry L. Hurst

Sign-off Date: 7/13/2010

Approved for Web Publishing: Yes

Date Published: May 23, 2012

06.3 HHS PIA Summary for Posting (Form) / OS ASA Automated Voice System Call Xpress [System]

PIA SUMMARY AND APPROVAL COMBINED

PIA Summary

Is this a new PIA 2011?   Yes

If this is an existing PIA, please provide a reason for revision:

1. Date of this Submission: 6/24/2010

2. OPDIV Name: OS

3. Unique Project Identifier (UPI) Number: none

4. Privacy Act System of Records (SOR) Number (If response to Q.21 is Yes, a SORN number is required for Q.4): N/A

5. OMB Information Collection Approval Number: N/A

6. Other Identifying Number(s): None

7. System Name (Align with system Item name): OS ASA Automated Voice System Call Xpress

9. System Point of Contact (POC). The System POC is the person to whom questions about the system and the responses to this PIA may be addressed: William Polk

10. Provide an overview of the system: AVST is a centralized system that allows HHS personnel and contractors to received messages from missed callers. Users are assigned a voicemail account that can record a personal greeting which plays whenever a call is forwarded to the voicemail mailbox. The users determine the PIN for their mailbox, and therefore ensure the security of their messages. Voicemail also allows the users to forward a message to another user's mailbox, or reply to a message received in their own mailbox.

13. Indicate if the system is new or an existing one being modified: Existing

17. Does/Will the system collect, maintain (store), disseminate and/or pass through PII within any database(s), record(s), file(s) or website(s) hosted by this system? (Note: This question seeks to identify any, and all, personal information associated with the system. This includes any PII, whether or not it is subject to the Privacy Act, whether the individuals are employees, the public, research subjects, or business partners, and whether provided voluntarily or collected by mandate. Later questions will try to understand the character of the data and its applicability to the requirements under the Privacy Act or other legislation. Does/Will the system collect, maintain (store), disseminate and/or pass through PII within any database(s), record(s), file(s) or website(s) hosted by this system?): Yes

21. Is the system subject to the Privacy Act? (If response to Q.19 is Yes, response to Q.21 must be Yes and a SORN number is required for Q.4): No

23. If the system shares or discloses IIF please specify with whom and for what purpose(s): N/A

30. Please describe in detail: (1) the information the agency will collect, maintain, or disseminate; (2) why and for what purpose the agency will use the information; (3) in this

description, explicitly indicate whether the information contains PII; and (4) whether submission of personal information is voluntary or mandatory: The AVST end users consist of HHS employees and HHS contractors located at SW Complex, Parklawn, Rosslyn, and Silver Spring. The data maintained on the system includes Users Voicemail Mailbox Number/PIN, Users Other Phone Number (forward calls), Voicemail recordings (greetings, messages)

31. Please describe in detail any processes in place to: (1) notify and obtain consent from the individuals whose PII is in the system when major changes occur to the system (e.g., disclosure and/or data uses have changed since the notice at the time of the original collection); (2) notify and obtain consent from individuals regarding what PII is being collected from them; and (3) how the information will be used or shared.

(Note: Please describe in what format individuals will be given notice of consent [e.g., written notice, electronic notice, etc.]) N/A

32. Does the system host a website? (Note: If the system hosts a website, the Website Hosting Practices section is required to be completed regardless of the presence of PII): No

37. Does the website have any information or pages directed at children under the age of thirteen?:

50. Are there policies or guidelines in place with regard to the retention and destruction of PII? (Refer to the C&A package and/or the Records Retention and Destruction section in SORN):

54. Briefly describe in detail how the IIF will be secured on the system using administrative, technical, and physical controls.: N/A

PIA Approval

PIA Reviewer Approval: Promote

PIA Reviewer Name: Ruth M. Doerflein

Sr. Official for Privacy Approval: Promote

Sr. Official for Privacy Name: Terry L. Hurst

Sign-off Date: 7/13/2010

Approved for Web Publishing: Yes

Date Published: May 23, 2012

06.3 HHS PIA Summary for Posting (Form) / OS ASA Biometric Enrollment System [System]

PIA SUMMARY AND APPROVAL COMBINED

PIA Summary

Is this a new PIA 2011? No

If this is an existing PIA, please provide a reason for revision: PIA Validation

1. Date of this Submission: 6/24/2010

2. OPDIV Name: OS

3. Unique Project Identifier (UPI) Number: 009-00-02-00-02-0030-00

4. Privacy Act System of Records (SOR) Number (If response to Q.21 is Yes, a SORN number is required for Q.4): 09-40-0013

5. OMB Information Collection Approval Number: No

6. Other Identifying Number(s): None

7. System Name (Align with system Item name): OS ASA Biometrics Enrollment System (BES)

9. System Point of Contact (POC). The System POC is the person to whom questions about the system and the responses to this PIA may be addressed: Ken Calabrese

10. Provide an overview of the system: To store, manage, and maintain information related to the enrollment and employment of federal and contractor applicants as well as the issuance and maintenance of PIV credentials to authorized personnel; this includes the process of identity verification and the authorization to access federal space and information systems.

BES is used to collect fingerprints, photo and other identification which is sent to OPM for background investigation and to allow issuance of badges within HHS and other federal agencies.

13. Indicate if the system is new or an existing one being modified: Existing

17. Does/Will the system collect, maintain (store), disseminate and/or pass through PII within any database(s), record(s), file(s) or website(s) hosted by this system? (Note: This question seeks to identify any, and all, personal information associated with the system. This includes any PII, whether or not it is subject to the Privacy Act, whether the individuals are employees, the public, research subjects, or business partners, and whether provided voluntarily or collected by mandate. Later questions will try to understand the character of the data and its applicability to the requirements under the Privacy Act or other legislation. Does/Will the system collect, maintain (store), disseminate and/or pass through PII within any database(s), record(s), file(s) or website(s) hosted by this system?): Yes

21. Is the system subject to the Privacy Act? (If response to Q.19 is Yes, response to Q.21 must be Yes and a SORN number is required for Q.4): Yes

23. If the system shares or discloses IIF please specify with whom and for what purpose(s):
IIF is disclosed to OPM for performing background investigations for Federal Employees and Contractors as described by HSPD-12 and FIPS-201.

IIF may be disclosed to the enrollee upon request.

IIF may be disclosed to law enforcement officials when HHS becomes aware of evidence of a violation of civil or criminal law.

IIF may be disclosed to congressional offices in response to a verified inquiry made at the written request of the individual.

IIF may be disclosed to the Department of Justice, court or other tribunal when it has been deemed necessary and relevant to litigation.

IIF may be disclosed to officials of labor organizations when relevant and necessary to their duties of exclusive representation.

IIF may be disclosed to organizations approved by the Secretary for performing quality assessments, audits or utilization review.

30. Please describe in detail: (1) the information the agency will collect, maintain, or disseminate; (2) why and for what purpose the agency will use the information; (3) in this description, explicitly indicate whether the information contains PII; and (4) whether submission of personal information is voluntary or mandatory: IIF includes fingerprints, photo, scanned documents, etc. to perform ID checks. The submission is mandatory to allow access to HHS facilities, sensitive data and IT systems. The information is used to issue identification badges and perform background investigations for Federal Employees and Contractors as described by HSPD-12 and FIPS-201.

31. Please describe in detail any processes in place to: (1) notify and obtain consent from the individuals whose PII is in the system when major changes occur to the system (e.g., disclosure and/or data uses have changed since the notice at the time of the original collection); (2) notify and obtain consent from individuals regarding what PII is being collected from them; and (3) how the information will be used or shared.

(Note: Please describe in what format individuals will be given notice of consent [e.g., written notice, electronic notice, etc.]) Authorization of Release of Information form. Part of Standard Form 85, Standard Form 85P and Standard Form 86.

32. Does the system host a website? (Note: If the system hosts a website, the Website Hosting Practices section is required to be completed regardless of the presence of PII): No

37. Does the website have any information or pages directed at children under the age of thirteen?: No

50. Are there policies or guidelines in place with regard to the retention and destruction of PII? (Refer to the C&A package and/or the Records Retention and Destruction section in SORN): Yes

54. Briefly describe in detail how the IIF will be secured on the system using administrative, technical, and physical controls.: Administration: Training for users and administrators; Confidentiality agreements for contractor access; Separation of duties and least privilege access and accountability; and Processes are in place to monitor and respond to privacy and security incidents.

Technical: Firewalls and Intrusion detection systems protect the boundaries of the HHS network on which this system operates; Encryption is enabled on mobile/portable systems; Passwords are used to control workstation and server access and to control encryption and application access; and VPNs are used to encrypt data transfers.

Physical: Workstations remain in the custody of authorized personnel while on-site and when transported; Workstations are covered by HHS physical controls, including guards, CCTV and ID badges; and Servers are maintained at the MAHC and are protected by the physical controls of MAHC

PIA Approval

PIA Reviewer Approval: Promote

PIA Reviewer Name: Ruth M. Doerflein

Sr. Official for Privacy Approval: Promote

Sr. Official for Privacy Name: Terry L. Hurst

Sign-off Date: 7/13/2010

Approved for Web Publishing: Yes

Date Published: May 23, 2012

06.3 HHS PIA Summary for Posting (Form) / OS ASA Business Intelligence Information System [System]

PIA SUMMARY AND APPROVAL COMBINED

PIA Summary

Is this a new PIA 2011?   Yes

If this is an existing PIA, please provide a reason for revision:

1. Date of this Submission: 2/16/2011

2. OPDIV Name: OS

3. Unique Project Identifier (UPI) Number: none

4. Privacy Act System of Records (SOR) Number (If response to Q.21 is Yes, a SORN number is required for Q.4): Under development

5. OMB Information Collection Approval Number: N/A

6. Other Identifying Number(s): 009-90-01-06-01-3319-00

7. System Name (Align with system Item name): OS ASA Business Intelligence Information System (BIIS)

9. System Point of Contact (POC). The System POC is the person to whom questions about the system and the responses to this PIA may be addressed: Greg Huttman

10. Provide an overview of the system: A system for collecting, tracking, routing, maintaining, and reporting personnel, pay, attendance/leave, and other information relating to all HHS employees. BIIS is used to access HHS wide personnel (EHRP), Time and Attendance (ITAS), Recruitment (EWITS) and payroll (DFAS) data. HHS employees can also access various canned and create ad-hoc reports.

13. Indicate if the system is new or an existing one being modified: Existing

17. Does/Will the system collect, maintain (store), disseminate and/or pass through PII within any database(s), record(s), file(s) or website(s) hosted by this system? (Note: This question seeks to identify any, and all, personal information associated with the system. This includes any PII, whether or not it is subject to the Privacy Act, whether the individuals are employees, the public, research subjects, or business partners, and whether provided voluntarily or collected by mandate. Later questions will try to understand the character of the data and its applicability to the requirements under the Privacy Act or other legislation. Does/Will the system collect, maintain (store), disseminate and/or pass through PII within any database(s), record(s), file(s) or website(s) hosted by this system?): Yes

21. Is the system subject to the Privacy Act? (If response to Q.19 is Yes, response to Q.21 must be Yes and a SORN number is required for Q.4): Yes

23. If the system shares or discloses IIF please specify with whom and for what purpose(s): Human Resource and other department-wide authorized personnel, supervisors, and employees. Also external agencies (i.e. OPM, OMB) and various other executive and legislative areas of the Federal Government (i.e. Congress, The White House) if requested and authorized. Purpose: Reporting.

30. Please describe in detail: (1) the information the agency will collect, maintain, or disseminate; (2) why and for what purpose the agency will use the information; (3) in this description, explicitly indicate whether the information contains PII; and (4) whether submission of personal information is voluntary or mandatory: (1) BIIS consists of HHS wide data warehouse to hold personnel, Time and Attendance and payroll information (2) Customers log into BIIS for secure access to various pre-programmed or 'canned' reports. BIIS also provides customers the opportunity to build their own custom ('adhoc') reports via a user-friendly simplified representation of data (3) Data consists of PII information like SSN, Name, DOB, Address etc. Payroll data is SSN driven making it a mandatory data element for reporting in BIIS (4) Submission of personal information is mandatory for reporting

.

31. Please describe in detail any processes in place to: (1) notify and obtain consent from the individuals whose PII is in the system when major changes occur to the system (e.g., disclosure and/or data uses have changed since the notice at the time of the original collection); (2) notify and obtain consent from individuals regarding what PII is being collected from them; and (3) how the information will be used or shared.

(Note: Please describe in what format individuals will be given notice of consent [e.g., written notice, electronic notice, etc.]) (1) Information is collected from individuals. Consent is granted as part of the employee induction process. (2) Information is collected from individuals. Consent is granted as part of the employee induction process (3) Consent is granted as part of the employee induction process. Information is used for budgeting, manpower staffing, and pay data reports.

32. Does the system host a website? (Note: If the system hosts a website, the Website Hosting Practices section is required to be completed regardless of the presence of PII): Yes

37. Does the website have any information or pages directed at children under the age of thirteen?: No

50. Are there policies or guidelines in place with regard to the retention and destruction of PII? (Refer to the C&A package and/or the Records Retention and Destruction section in SORN): Yes

54. Briefly describe in detail how the IIF will be secured on the system using administrative, technical, and physical controls.: The following administrative, technical, and physical controls are in place for BIIS:

Administrative Controls:

System security plan

Contingency (or backup) plan

File backup

Backup files stored offsite

User manuals

Security Awareness

Training

Contractor Agreements
Least Privilege Access
IIF Policies

Technical Controls:
User Identification and Passwords
Firewall
Encryption
Intrusion Detection System (IDS)

Physical Controls:
Guards
Identification Badges
Key Cards

PIA Approval

PIA Reviewer Approval: Promote
PIA Reviewer Name: Jane Laroussi (contractor)
Sr. Official for Privacy Approval: Promote
Sr. Official for Privacy Name: Mark A. Brown
Sign-off Date: 6/8/2011
Approved for Web Publishing: Yes
Date Published: May 23, 2012

06.3 HHS PIA Summary for Posting (Form) / OS ASA Client Billable Hours System [System]

PIA SUMMARY AND APPROVAL COMBINED

PIA Summary

Is this a new PIA 2011? Yes

If this is an existing PIA, please provide a reason for revision:

1. Date of this Submission: 7/15/2010

2. OPDIV Name: OS

3. Unique Project Identifier (UPI) Number: none

4. Privacy Act System of Records (SOR) Number (If response to Q.21 is Yes, a SORN number is required for Q.4): OPM/GOVT-1 and OPM/GOVT-5

5. OMB Information Collection Approval Number: N/A

6. Other Identifying Number(s): N/A

7. System Name (Align with system Item name): OS ASA Client Billable Hours System

9. System Point of Contact (POC). The System POC is the person to whom questions about the system and the responses to this PIA may be addressed: Gary Blackburn

10. Provide an overview of the system: CBH is a web-based application designed to record, track, and report on work performed within the HHS Office of Human Resources. The end users of the systems are all OHR employees or contractors. Work is entered as discrete "workitems" which includes the type of assignment, the OPDIV/Center the work is for, who is assigned to complete the work, the start and end dates of each assignment, and the number of hours of work expended by OHR. This information is used to provide OHR and OHR customers with information about services provided by participating HR Centers, including workload, timeliness, and adherence to established service-level agreements. CBH also provides reporting for both internal (OHR, ASAM, PSC, etc.) and external organizations (OPM, OMB, etc.)

13. Indicate if the system is new or an existing one being modified: Existing

17. Does/Will the system collect, maintain (store), disseminate and/or pass through PII within any database(s), record(s), file(s) or website(s) hosted by this system? (Note: This question seeks to identify any, and all, personal information associated with the system. This includes any PII, whether or not it is subject to the Privacy Act, whether the individuals are employees, the public, research subjects, or business partners, and whether provided voluntarily or collected by mandate. Later questions will try to understand the character of the data and its applicability to the requirements under the Privacy Act or other legislation. Does/Will the system collect, maintain (store), disseminate and/or pass through PII within any database(s), record(s), file(s) or website(s) hosted by this system?): Yes

21. Is the system subject to the Privacy Act? (If response to Q.19 is Yes, response to Q.21 must be Yes and a SORN number is required for Q.4): Yes

23. If the system shares or discloses IIF please specify with whom and for what purpose(s): PII is not shared.

30. Please describe in detail: (1) the information the agency will collect, maintain, or disseminate; (2) why and for what purpose the agency will use the information; (3) in this description, explicitly indicate whether the information contains PII; and (4) whether submission of personal information is voluntary or mandatory: CBH is used by HHS HR specialists and HHS HR contract employees to track information about HR activities. In the progress of tracking this information the name of a current employee or vacancy announcement selectee is added to the system to identify the action being tracked. When this information is relevant to the tracked item it is mandatory.

31. Please describe in detail any processes in place to: (1) notify and obtain consent from the individuals whose PII is in the system when major changes occur to the system (e.g., disclosure and/or data uses have changed since the notice at the time of the original collection); (2) notify and obtain consent from individuals regarding what PII is being collected from them; and (3) how the information will be used or shared.

(Note: Please describe in what format individuals will be given notice of consent [e.g., written notice, electronic notice, etc.]) CBH is an extension of the data records already in place within the Human Resources Office. Federal Employees and applicants are informed that this information is collected and maintained within HR at the time of their application, or on the first date of employment.

32. Does the system host a website? (Note: If the system hosts a website, the Website Hosting Practices section is required to be completed regardless of the presence of PII): Yes

37. Does the website have any information or pages directed at children under the age of thirteen?:

50. Are there policies or guidelines in place with regard to the retention and destruction of PII? (Refer to the C&A package and/or the Records Retention and Destruction section in SORN):

54. Briefly describe in detail how the IIF will be secured on the system using administrative, technical, and physical controls.: Access to the system is restricted to users on the HHS Intranet with a valid user id and password. Only human resources employees and contractors within the RHRC are eligible to receive access to this system. The server is housed within the ITIO server facility in the Parklawn Building and is well protected from unauthorized physical access.

PIA Approval

PIA Reviewer Approval: Promote

PIA Reviewer Name: Ruth M. Doerflein

Sr. Official for Privacy Approval: Promote

Sr. Official for Privacy Name: Terry L. Hurst

Sign-off Date: 7/20/2010

Approved for Web Publishing: Yes

Date Published: May 23, 2012

06.3 HHS PIA Summary for Posting (Form) / OS ASA Computer Controlled Access [System]

PIA SUMMARY AND APPROVAL COMBINED

PIA Summary

Is this a new PIA 2011? No

If this is an existing PIA, please provide a reason for revision: Alteration in Character of Data

1. Date of this Submission: 3/12/2012

2. OPDIV Name: OS

3. Unique Project Identifier (UPI) Number: None

4. Privacy Act System of Records (SOR) Number (If response to Q.21 is Yes, a SORN number is required for Q.4): 09-90-0777

5. OMB Information Collection Approval Number: N/A

6. Other Identifying Number(s): N/A

7. System Name (Align with system Item name): OS ASA Computer Controlled Access

9. System Point of Contact (POC). The System POC is the person to whom questions about the system and the responses to this PIA may be addressed: Danny Coviello

10. Provide an overview of the system: The CCA system is an access control application designed to grant, monitor, and maintain physical access to the Hubert H. Humphrey building. Access is granted based on the needs of the users visiting. All information about the visitor is maintained in the CCA database and can be accessed at a future time.

13. Indicate if the system is new or an existing one being modified: Existing

17. Does/Will the system collect, maintain (store), disseminate and/or pass through PII within any database(s), record(s), file(s) or website(s) hosted by this system? (Note: This question seeks to identify any, and all, personal information associated with the system. This includes any PII, whether or not it is subject to the Privacy Act, whether the individuals are employees, the public, research subjects, or business partners, and whether provided voluntarily or collected by mandate. Later questions will try to understand the character of the data and its applicability to the requirements under the Privacy Act or other legislation. Does/Will the system collect, maintain (store), disseminate and/or pass through PII within any database(s), record(s), file(s) or website(s) hosted by this system?): Yes

21. Is the system subject to the Privacy Act? (If response to Q.19 is Yes, response to Q.21 must be Yes and a SORN number is required for Q.4): Yes

23. If the system shares or discloses IIF please specify with whom and for what purpose(s): IIF information is only used for the purposes of generating a badge for a respective user, and for the HHS Security Guard force for identification purposes. Information is shared with other HHS operating division security personnel upon disclosure authorization.

30. Please describe in detail: (1) the information the agency will collect, maintain, or disseminate; (2) why and for what purpose the agency will use the information; (3) in this

description, explicitly indicate whether the information contains PII; and (4) whether submission of personal information is voluntary or mandatory: The information in the system is maintained for the purpose of granting physical access to the buildings in the SW Complex. CCA collects and maintains personally identifiable information (PII), including but not limited to name, address, Social Security Number, date of birth, and job title for the purpose of generating badge access requests. In order to be granted the appropriate request, each individual is required to submit this personal information.

31. Please describe in detail any processes in place to: (1) notify and obtain consent from the individuals whose PII is in the system when major changes occur to the system (e.g., disclosure and/or data uses have changed since the notice at the time of the original collection); (2) notify and obtain consent from individuals regarding what PII is being collected from them; and (3) how the information will be used or shared.

(Note: Please describe in what format individuals will be given notice of consent [e.g., written notice, electronic notice, etc.]) Employees are not notified when major changes are made. Consent is obtained from each employee and each visitor. Employees are given verbal notice on how their information is used or shared.

32. Does the system host a website? (Note: If the system hosts a website, the Website Hosting Practices section is required to be completed regardless of the presence of PII): No

37. Does the website have any information or pages directed at children under the age of thirteen?:

50. Are there policies or guidelines in place with regard to the retention and destruction of PII? (Refer to the C&A package and/or the Records Retention and Destruction section in SORN):

54. Briefly describe in detail how the IIF will be secured on the system using administrative, technical, and physical controls.: The server equipment is locked behind physical rooms with controlled access via the CCA system. All individual entering the areas are required to badge in for access. This transaction is stored on the system for reporting. Each administrator, guard and service person has an individual login to the system and each time they use a login it is stored for reporting.

PIA Approval

PIA Reviewer Approval: Promote

PIA Reviewer Name:

Sr. Official for Privacy Approval: Promote

Sr. Official for Privacy Name: Mark A. Brown

Sign-off Date: 3/27/2012

Approved for Web Publishing: Yes

Date Published: May 23, 2012

06.3 HHS PIA Summary for Posting (Form) / OS ASA Cost Allocation Management Information System [System]

PIA SUMMARY AND APPROVAL COMBINED

PIA Summary

Is this a new PIA 2011?   No

If this is an existing PIA, please provide a reason for revision:

1. Date of this Submission: 8/22/2011

2. OPDIV Name: OS

3. Unique Project Identifier (UPI) Number: none

4. Privacy Act System of Records (SOR) Number (If response to Q.21 is Yes, a SORN number is required for Q.4): N/A

5. OMB Information Collection Approval Number: N/A

6. Other Identifying Number(s): N/A

7. System Name (Align with system Item name): Cost Allocation Management Information System (CAMIS)

9. System Point of Contact (POC). The System POC is the person to whom questions about the system and the responses to this PIA may be addressed: Brian Caudill

10. Provide an overview of the system: CAMIS is used by the Division of Cost Allocation for their day-to-day functions. CAMIS enables them to perform organization identification and stratification, cost savings calculations, time and effort determination, and the issuance and control of correspondence. CAMIS was developed as a tool to assist the DCA offices in performing their daily routines as they proceed through the rate agreement process.

13. Indicate if the system is new or an existing one being modified: Existing

17. Does/Will the system collect, maintain (store), disseminate and/or pass through PII within any database(s), record(s), file(s) or website(s) hosted by this system? (Note: This question seeks to identify any, and all, personal information associated with the system. This includes any PII, whether or not it is subject to the Privacy Act, whether the individuals are employees, the public, research subjects, or business partners, and whether provided voluntarily or collected by mandate. Later questions will try to understand the character of the data and its applicability to the requirements under the Privacy Act or other legislation. Does/Will the system collect, maintain (store), disseminate and/or pass through PII within any database(s), record(s), file(s) or website(s) hosted by this system?): Yes

21. Is the system subject to the Privacy Act? (If response to Q.19 is Yes, response to Q.21 must be Yes and a SORN number is required for Q.4): No

23. If the system shares or discloses IIF please specify with whom and for what purpose(s): N/A - CAMIS is internal - Used and accessed by DCA employees only

30. Please describe in detail: (1) the information the agency will collect, maintain, or disseminate; (2) why and for what purpose the agency will use the information; (3) in this description, explicitly indicate whether the information contains PII; and (4) whether

submission of personal information is voluntary or mandatory: (1) The system collects and maintains information about grantee organizations (not individuals) consisting of: organization name, organization address, organization fax number, Federal Employer Identification Numbers (EINs), organization POC names, titles, phone numbers and email addresses.

(2) For identification, addressing and contact purposes.

(3) It is possible that a grantee organization POC might provide a home phone number or home email address for business contact purposes in which case, the POC's name and contact information would be PII.

(4) Voluntary

31. Please describe in detail any processes in place to: (1) notify and obtain consent from the individuals whose PII is in the system when major changes occur to the system (e.g., disclosure and/or data uses have changed since the notice at the time of the original collection); (2) notify and obtain consent from individuals regarding what PII is being collected from them; and (3) how the information will be used or shared.

(Note: Please describe in what format individuals will be given notice of consent [e.g., written notice, electronic notice, etc.]) None. Information collected is necessary for business operation and is provided by the Grantees to DCA employees.

32. Does the system host a website? (Note: If the system hosts a website, the Website Hosting Practices section is required to be completed regardless of the presence of PII): No

37. Does the website have any information or pages directed at children under the age of thirteen?:

50. Are there policies or guidelines in place with regard to the retention and destruction of PII? (Refer to the C&A package and/or the Records Retention and Destruction section in SORN):

54. Briefly describe in detail how the IIF will be secured on the system using administrative, technical, and physical controls.: Server is located in Parklawn Data Center in Rockville and inherits all the physical and environmental controls provided by the Building. This Federal government building is secured by armed guards and requires ID badges for entry. A user account and password are required to access information on system.

PIA Approval

PIA Reviewer Approval: Promote

PIA Reviewer Name:

Sr. Official for Privacy Approval: Promote

Sr. Official for Privacy Name: Mark A. Brown

Sign-off Date: 9/14/2011

Approved for Web Publishing: Yes

Date Published: May 23, 2012

06.3 HHS PIA Summary for Posting (Form) / OS ASA Debt Management and Collection System [System]

PIA SUMMARY AND APPROVAL COMBINED

PIA Summary

Is this a new PIA 2011?   No

If this is an existing PIA, please provide a reason for revision: PIA Validation

1. Date of this Submission: 9/30/2010

2. OPDIV Name: OS

3. Unique Project Identifier (UPI) Number: 009-90-01-01-01-1011-00

4. Privacy Act System of Records (SOR) Number (If response to Q.21 is Yes, a SORN number is required for Q.4): 09-40-0012

5. OMB Information Collection Approval Number: N/A

6. Other Identifying Number(s): N/A

7. System Name (Align with system Item name): OS ASA Debt Management and Collection System

9. System Point of Contact (POC). The System POC is the person to whom questions about the system and the responses to this PIA may be addressed: Matt Zakielarz, Operations Manager

10. Provide an overview of the system: Automated system that provides comprehensive processing of a variety of unique debt management receivable and loan programs. This data base is a feeder system to the official Program Support Center's accounting system of record – the Unified Financial Management System (UFMS).

Legislation: Debt Collection Improvement Act of 1996 & HHS Claims Collection Regulation 45CFR Part 30.

13. Indicate if the system is new or an existing one being modified: Existing

17. Does/Will the system collect, maintain (store), disseminate and/or pass through PII within any database(s), record(s), file(s) or website(s) hosted by this system? (Note: This question seeks to identify any, and all, personal information associated with the system. This includes any PII, whether or not it is subject to the Privacy Act, whether the individuals are employees, the public, research subjects, or business partners, and whether provided voluntarily or collected by mandate. Later questions will try to understand the character of the data and its applicability to the requirements under the Privacy Act or other legislation. Does/Will the system collect, maintain (store), disseminate and/or pass through PII within any database(s), record(s), file(s) or website(s) hosted by this system?): Yes

21. Is the system subject to the Privacy Act? (If response to Q.19 is Yes, response to Q.21 must be Yes and a SORN number is required for Q.4): Yes

23. If the system shares or discloses IIF please specify with whom and for what purpose(s): Information is shared with credit reporting agencies, collection agencies, the Department of the Treasury and the Department of Justice as part of the debt collection process.Credit reporting

agencies - Credit reporting Collection agencies - debt collection Treasury TOP - Debt collection referrals Department of Justice - litigation IRS - Write offs and interest paid

30. Please describe in detail: (1) the information the agency will collect, maintain, or disseminate; (2) why and for what purpose the agency will use the information; (3) in this description, explicitly indicate whether the information contains PII; and (4) whether submission of personal information is voluntary or mandatory: Information is not normally collected from the public. The information is primarily collected from the referring agency program offices as a result of defaulted loans, scholarships; separated employee debts; repatriation debts; Medicare Overpay and Medicare Secondary Payor debts; Grant and Program disallowance debts; Inspection debts; IHS medical debts, etc. The information is used to record and collect the receivables owed the Government by the public.

31. Please describe in detail any processes in place to: (1) notify and obtain consent from the individuals whose PII is in the system when major changes occur to the system (e.g., disclosure and/or data uses have changed since the notice at the time of the original collection); (2) notify and obtain consent from individuals regarding what PII is being collected from them; and (3) how the information will be used or shared.

(Note: Please describe in what format individuals will be given notice of consent [e.g., written notice, electronic notice, etc.]) Information is obtained from the agency program offices as a result of defaulted scholarships, loans, etc. and other sources throughout the due diligence process (e.g., collection agency, credit reporting agency, Department of Justice, etc.) No notice is given to individuals for consent, etc. Through demand letters in the due diligence process, individuals are given the opportunity to pay their debt to the Government before information is forwarded to collection agencies, credit reporting bureaus, etc.

32. Does the system host a website? (Note: If the system hosts a website, the Website Hosting Practices section is required to be completed regardless of the presence of PII): No

37. Does the website have any information or pages directed at children under the age of thirteen?: No

50. Are there policies or guidelines in place with regard to the retention and destruction of PII? (Refer to the C&A package and/or the Records Retention and Destruction section in SORN): Yes

54. Briefly describe in detail how the IIF will be secured on the system using administrative, technical, and physical controls.: Technical and physical controls are in place to ensure the security of the information. These include an up to date System Security Plan, Contingency Plan, regular offsite backup of the data, and yearly security awareness training for all personnel. Also, the system is part of the yearly SAS-70 (Statement on Auditing Standards No. 70) audit which tests the adequacy and effectiveness of the operating controls.

PIA Approval

PIA Reviewer Approval:

PIA Reviewer Name: Ruth M. Doerflein

Sr. Official for Privacy Approval: Promote

Sr. Official for Privacy Name: OS Senior Official for Privacy

Sign-off Date: 9/30/2010

Approved for Web Publishing: Yes

06.3 HHS PIA Summary for Posting (Form) / OS ASA Defense Contract Management Agency [System]

PIA SUMMARY AND APPROVAL COMBINED

PIA Summary

Is this a new PIA 2011?   No

If this is an existing PIA, please provide a reason for revision: PIA Validation

1. Date of this Submission: 1/19/2010

2. OPDIV Name: OS

3. Unique Project Identifier (UPI) Number: 009-91-01-09-02-1031-00

4. Privacy Act System of Records (SOR) Number (If response to Q.21 is Yes, a SORN number is required for Q.4): 09-15-0004

5. OMB Information Collection Approval Number: No

6. Other Identifying Number(s): No

7. System Name (Align with system Item name): DCMA

9. System Point of Contact (POC). The System POC is the person to whom questions about the system and the responses to this PIA may be addressed: David Fisher, FOH BTS IT Director

10. Provide an overview of the system: HHS values and benefits from a workforce that is physically well, they support the efforts of DCMA in achieving this goal. DCMA assists employees and employers to resolve medical problems that may adversely impact their work performance, conduct, health and well-being by tracking the subject's repetitive exposure to items that could be detrimental to the subject's health. In order to achieve these objectives, of tracking these exposures, the DCMA case management and reporting system was developed.

13. Indicate if the system is new or an existing one being modified: Existing

17. Does/Will the system collect, maintain (store), disseminate and/or pass through PII within any database(s), record(s), file(s) or website(s) hosted by this system? (Note: This question seeks to identify any, and all, personal information associated with the system. This includes any PII, whether or not it is subject to the Privacy Act, whether the individuals are employees, the public, research subjects, or business partners, and whether provided voluntarily or collected by mandate. Later questions will try to understand the character of the data and its applicability to the requirements under the Privacy Act or other legislation. Does/Will the system collect, maintain (store), disseminate and/or pass through PII within any database(s), record(s), file(s) or website(s) hosted by this system?): Yes

21. Is the system subject to the Privacy Act? (If response to Q.19 is Yes, response to Q.21 must be Yes and a SORN number is required for Q.4): Yes

23. If the system shares or discloses IIF please specify with whom and for what purpose(s): Medical officers use for review of medical data. DCMA assists employees and employers to resolve medical problems.

30. Please describe in detail: (1) the information the agency will collect, maintain, or disseminate; (2) why and for what purpose the agency will use the information; (3) in this description, explicitly indicate whether the information contains PII; and (4) whether submission of personal information is voluntary or mandatory: Patient demographic data to include name, DOB, SSN or unique ID, and other basic medical information. The demographic information is used to track the individual in the database. The medical information is used for Health Surveillance. The demographic data contains IIF (name, SSN, DOB, physical chaacteristics. If employees do not want to provide information needed to establish a medical record, then this information is forwarded to the Agency. The Agency policies will dictate what process is followed for doing the exam (regulatory, agency mandated, voluntary surveillance, etc.). Patients log information from physicals, basic data, physical reports, genetic issues, illnesses and remediation plans go directly to the supervisor.

31. Please describe in detail any processes in place to: (1) notify and obtain consent from the individuals whose PII is in the system when major changes occur to the system (e.g., disclosure and/or data uses have changed since the notice at the time of the original collection); (2) notify and obtain consent from individuals regarding what PII is being collected from them; and (3) how the information will be used or shared.

(Note: Please describe in what format individuals will be given notice of consent [e.g., written notice, electronic notice, etc.]) All employees are required to read the FOH privacy statement when they have their exam in the OHC and are asked to sign an authorization for disclosure which describes what information will be disclosed outside of FOH. All employees are asked to sign a release of information form before information and any identifieable information is transferred or released from DCMA.

32. Does the system host a website? (Note: If the system hosts a website, the Website Hosting Practices section is required to be completed regardless of the presence of PII): Yes

37. Does the website have any information or pages directed at children under the age of thirteen?: No

50. Are there policies or guidelines in place with regard to the retention and destruction of PII? (Refer to the C&A package and/or the Records Retention and Destruction section in SORN): Yes

54. Briefly describe in detail how the IIF will be secured on the system using administrative, technical, and physical controls.: Management, operational, and technical controls commensurate with the level of sensitivity for the system, including: - Electronic data is encrypted during transmission.- Electronic data is password protected- Access to electronic data is role-based- Access to electronic data is based on "least privilege"- Access to electronic data is limited by number of attempts, session lock, session termination- Documents are stored in locked file cabinets / offices.- Documents are shredded (Medical Records are archived) when no longer needed- The application servers are isolated from the rest of the FOH network by PIX firewalls, which control access to the application data.

PIA Approval

PIA Reviewer Approval: Promote

PIA Reviewer Name: Ruth Doerflein

Sr. Official for Privacy Approval: Promote

Sr. Official for Privacy Name: Suzi Connor
Sign-off Date: 8/14/2007
Approved for Web Publishing: Yes
Date Published: May 23, 2012

06.3 HHS PIA Summary for Posting (Form) / OS ASA Electronic-Induction [System]

PIA SUMMARY AND APPROVAL COMBINED

PIA Summary

Is this a new PIA 2011? Yes

If this is an existing PIA, please provide a reason for revision: Significant System Management Changes

1. Date of this Submission: 3/26/2012

2. OPDIV Name: OS

3. Unique Project Identifier (UPI) Number: 009-91-01-06-02-1150-00

4. Privacy Act System of Records (SOR) Number (If response to Q.21 is Yes, a SORN number is required for Q.4): 09-90-0006

5. OMB Information Collection Approval Number: N/A

6. Other Identifying Number(s): N/A

7. System Name (Align with system Item name): E-Induction

9. System Point of Contact (POC). The System POC is the person to whom questions about the system and the responses to this PIA may be addressed: Sailis Johnson

10. Provide an overview of the system: The HHS Office of Human Resources (HR) provides human resources support to HHS personnel. One key function is supporting line managers through timely hiring. To expedite the hiring process, HR needed to streamline the preparation, processing, and approval of forms completed after new employees are selected but before they physically report for duty and are available to managers. Specifically, HR needed to move from paper-based to web-based forms, or e-forms, to dramatically shorten the processing time for new employees.

Toward that end, HHS developed an easy-to-use, web-based application called HHS E-Induction: Online Induction for New Hires. The application enables new employees to access required forms through the web and submit the information to HR, significantly reducing the time required for in-processing.

13. Indicate if the system is new or an existing one being modified: Existing

17. Does/Will the system collect, maintain (store), disseminate and/or pass through PII within any database(s), record(s), file(s) or website(s) hosted by this system? (Note: This question seeks to identify any, and all, personal information associated with the system. This includes any PII, whether or not it is subject to the Privacy Act, whether the individuals are employees, the public, research subjects, or business partners, and whether provided voluntarily or collected by mandate. Later questions will try to understand the character of the data and its applicability to the requirements under the Privacy Act or other legislation. Does/Will the system collect, maintain (store), disseminate and/or pass through PII within any database(s), record(s), file(s) or website(s) hosted by this system?): Yes

21. Is the system subject to the Privacy Act? (If response to Q.19 is Yes, response to Q.21 must be Yes and a SORN number is required for Q.4): Yes

23. If the system shares or discloses IIF please specify with whom and for what purpose(s): Forms can be printed from the system and shared with or disclosed to external agencies:

- Office of Personnel Management, in carrying out its functions and for other routine uses as specified in System Notice OPM/GOVT-1

- Internal Revenue Service and state and city revenue departments, to inform them of earned income and amount of tax withheld

- Department of Treasury, in preparing and issuing employee salary and compensation checks and U.S. Savings Bonds

- State offices of unemployment compensation, in connection with claims filed by former HHS employees

- Federal, state, or local agency, for investigating or prosecuting a violation or potential violation of law

- Department of Homeland Security and other agencies, in compliance with the Immigration Reform and Control Act of 1986

- Other federal agencies or congressional or judicial offices, to verify prior federal service, in connection with application for a job, license, grant, or other benefit, or when the government is party to a suit

- National, state, local, or other charitable or social security administrative agencies, to determine and issue their benefits

- Health and life insurance carriers, for enrollment and claim payments

- Other federal agencies, for statistical, auditing, or archiving purposes.

30. Please describe in detail: (1) the information the agency will collect, maintain, or disseminate; (2) why and for what purpose the agency will use the information; (3) in this description, explicitly indicate whether the information contains PII; and (4) whether submission of personal information is voluntary or mandatory: (1) The E-Induction application collects and maintains HR information necessary to process a new employee to HHS and for that new employee to receive federal benefits. The online forms required for the new employee intake process collect information for taxes, direct deposit, life and health insurance, employment, eligibility, and more.

(2) Submission of IIF is mandatory for the HHS hiring process.

(3) full name, social security number (SSN), mailing address (including county), e-mail address, marital status, date of birth, place of birth, maiden name, sex, alien number and admission number, legal document number (driver's license number, passport number, military ID number, etc.), other names ever used (nickname or maiden name), day and evening phone numbers, selective service registration information, military service information (including branch, dates of service, and discharge type), background information, including any criminal history, beneficiary information (full name, SSN, and mailing address), bank account numbers, disability identification, ethnic and racial identity information, education information, employment information (HR center, agency, position, organization and duty station).

(4) Submission through E-Induction is voluntary; however, the information on the forms must be submitted for the hiring process to move forward.

NOTE:

E-Induction is a Human Resources system that collects Social Security Numbers at the time of an employee's appointment and is used in establishing the initial human resources and payroll records. Access to the SSN is restricted to only those individuals whose official duty requires such access, the new employee and the HR Specialists. Administrative, technical, and physical controls are in place and are noted in the SSP. Additionally, a copy of where the SSNs appear on the screens/forms and their business purpose are included in Appendix M, SSN Justification Memo, of the SSP.

E-Induction adheres to the following publications and guidance regarding SSNs: SP 800-122 (Guide to Protecting the Confidentiality of Personally Identifiable Information (PII), The Privacy Act of 1974, OPM's publication, "Guidance on Protecting Federal Employee Social Security Numbers and Combating Identity Theft.", and Memo for Chief Human Capital Officers' dated 6/18/07.

31. Please describe in detail any processes in place to: (1) notify and obtain consent from the individuals whose PII is in the system when major changes occur to the system (e.g., disclosure and/or data uses have changed since the notice at the time of the original collection); (2) notify and obtain consent from individuals regarding what PII is being collected from them; and (3) how the information will be used or shared.

(Note: Please describe in what format individuals will be given notice of consent [e.g., written notice, electronic notice, etc.]) (1) Any changes to IIF disclosure or data uses would be indicated in the Privacy Act statements and notices given on the forms completed by the individual. Of the 23 online forms, 19 contain a Privacy Act statement or some other notice that specifies the regulation authorizing IIF solicitation and the purposes for which the IIF will be used. The remaining 4 forms clarify the IIF being collected and how the information will be used or shared. Consent is provided by the individual once he or she completes the forms and submits them to their HR center.

(2) Written notice is communicated on the forms within E-Induction.

(3) The information is used during the hiring process. The information collected goes on the forms and they are brought with the new employee to orientation. The information is then entered into the appropriate systems for benefits, payroll, etc.

32. Does the system host a website? (Note: If the system hosts a website, the Website Hosting Practices section is required to be completed regardless of the presence of PII): Yes

37. Does the website have any information or pages directed at children under the age of thirteen?: No

50. Are there policies or guidelines in place with regard to the retention and destruction of PII? (Refer to the C&A package and/or the Records Retention and Destruction section in SORN): No

54. Briefly describe in detail how the IIF will be secured on the system using administrative, technical, and physical controls.: Administrative controls in place for the E-Induction application include rules of behavior that all users must accept prior to using the

application, security awareness and training required for all HHS and LMI employees, and system documentation that includes release notes describing the system baseline, and an operations and maintenance plan that describes operational system procedures. Technical controls in place include the use of a user ID and password to log into the application, SSL for secure sessions, and use of an intrusion detection system and firewall to protect network resources. Physical controls include a dry pipe pre-activation fire suppression system that operates in zones. The facility where the E-Induction application is housed includes redundant generators to maintain the building power during a local power outage. It also requires a badge to enter the building. Guests must sign into the visitor log and be escorted in the building

PIA Approval

PIA Reviewer Approval: Promote

PIA Reviewer Name:

Sr. Official for Privacy Approval: Promote

Sr. Official for Privacy Name: Mark A. Brown

Sign-off Date: 3/30/2012

Approved for Web Publishing: Yes

Date Published: May 23, 2012

06.3 HHS PIA Summary for Posting (Form) / OS ASA Elite Series System [System]

PIA SUMMARY AND APPROVAL COMBINED

PIA Summary

Is this a new PIA 2011? No

If this is an existing PIA, please provide a reason for revision: PIA Validation

1. Date of this Submission: 8/13/2007

2. OPDIV Name: OS

3. Unique Project Identifier (UPI) Number: 009-91-01-06-02-1050-00

4. Privacy Act System of Records (SOR) Number (If response to Q.21 is Yes, a SORN number is required for Q.4): 09-90-0024

5. OMB Information Collection Approval Number: No

6. Other Identifying Number(s): No

7. System Name (Align with system Item name): EliteSeries System

9. System Point of Contact (POC). The System POC is the person to whom questions about the system and the responses to this PIA may be addressed: Irene Grubb

10. Provide an overview of the system: Provides cradle-to-grave management of the Supply Services Center's inventory and customers orders. It is made up of several modules wich are function-specific: Accounts Recievable, Accounts Payable, Inventory Management, Order Management, Purchasing, Production, Warehouse Management. The EliliteSeries Sytem is an off-the-shelf Software product licenesed by the SSC, and installed with no modifications.

13. Indicate if the system is new or an existing one being modified: Existing

17. Does/Will the system collect, maintain (store), disseminate and/or pass through PII within any database(s), record(s), file(s) or website(s) hosted by this system? (Note: This question seeks to identify any, and all, personal information associated with the system. This includes any PII, whether or not it is subject to the Privacy Act, whether the individuals are employees, the public, research subjects, or business partners, and whether provided voluntarily or collected by mandate. Later questions will try to understand the character of the data and its applicability to the requirements under the Privacy Act or other legislation. Does/Will the system collect, maintain (store), disseminate and/or pass through PII within any database(s), record(s), file(s) or website(s) hosted by this system?): No

21. Is the system subject to the Privacy Act? (If response to Q.19 is Yes, response to Q.21 must be Yes and a SORN number is required for Q.4): No

23. If the system shares or discloses IIF please specify with whom and for what purpose(s): No

30. Please describe in detail: (1) the information the agency will collect, maintain, or disseminate; (2) why and for what purpose the agency will use the information; (3) in this description, explicitly indicate whether the information contains PII; and (4) whether

submission of personal information is voluntary or mandatory: EliteSeries System does not collect PII information.

31. Please describe in detail any processes in place to: (1) notify and obtain consent from the individuals whose PII is in the system when major changes occur to the system (e.g., disclosure and/or data uses have changed since the notice at the time of the original collection); (2) notify and obtain consent from individuals regarding what PII is being collected from them; and (3) how the information will be used or shared.

(Note: Please describe in what format individuals will be given notice of consent [e.g., written notice, electronic notice, etc.]) No

32. Does the system host a website? (Note: If the system hosts a website, the Website Hosting Practices section is required to be completed regardless of the presence of PII): No

37. Does the website have any information or pages directed at children under the age of thirteen?: No

50. Are there policies or guidelines in place with regard to the retention and destruction of PII? (Refer to the C&A package and/or the Records Retention and Destruction section in SORN): Yes

54. Briefly describe in detail how the IIF will be secured on the system using administrative, technical, and physical controls.: No IIF is contained in the system

PIA Approval

PIA Reviewer Approval: Promote

PIA Reviewer Name: Ruth Doerflein

Sr. Official for Privacy Approval: Promote

Sr. Official for Privacy Name: Suzi Connor

Sign-off Date: 8/14/2007

Approved for Web Publishing: Yes

Date Published: May 23, 2012

06.3 HHS PIA Summary for Posting (Form) / OS ASA Employee Assistance Program Information System [System]

PIA SUMMARY AND APPROVAL COMBINED

PIA Summary

Is this a new PIA 2011? No

If this is an existing PIA, please provide a reason for revision: PIA Validation

1. Date of this Submission: 1/19/2010

2. OPDIV Name: OS

3. Unique Project Identifier (UPI) Number: 009-91-01-06-02-1021-00

4. Privacy Act System of Records (SOR) Number (If response to Q.21 is Yes, a SORN number is required for Q.4): 09-90-0010

5. OMB Information Collection Approval Number: N/A

6. Other Identifying Number(s): DOCID:fr07mr97-105

7. System Name (Align with system Item name): Employee Assistance Program Information System (EAPIS)

9. System Point of Contact (POC). The System POC is the person to whom questions about the system and the responses to this PIA may be addressed: David Fisher

10. Provide an overview of the system: Web component deactivated - Systems Name is now EAPIS -jsb 9/18/2008

Formerly called EAPIS

Manage EAP clinician activity.

This system contains a written or electronic record on each EAP client. These records typically contain demographic data such as client name, date of birth, grade, job title, home address, telephone numbers, and supervisor's name and telephone number. The system includes records of services provided by HHS staff and services provided by contractors.

13. Indicate if the system is new or an existing one being modified: Existing

17. Does/Will the system collect, maintain (store), disseminate and/or pass through PII within any database(s), record(s), file(s) or website(s) hosted by this system? (Note: This question seeks to identify any, and all, personal information associated with the system. This includes any PII, whether or not it is subject to the Privacy Act, whether the individuals are employees, the public, research subjects, or business partners, and whether provided voluntarily or collected by mandate. Later questions will try to understand the character of the data and its applicability to the requirements under the Privacy Act or other legislation. Does/Will the system collect, maintain (store), disseminate and/or pass through PII within any database(s), record(s), file(s) or website(s) hosted by this system?): Yes

21. Is the system subject to the Privacy Act? (If response to Q.19 is Yes, response to Q.21 must be Yes and a SORN number is required for Q.4): Yes

23. If the system shares or discloses IIF please specify with whom and for what purpose(s): PII is not shared (except as required by law) with anyone outside of HHS.

30. Please describe in detail: (1) the information the agency will collect, maintain, or disseminate; (2) why and for what purpose the agency will use the information; (3) in this description, explicitly indicate whether the information contains PII; and (4) whether submission of personal information is voluntary or mandatory: The information contained in each record is a documentation of the nature and extent of the client's problem(s). When the intervention plan includes referral(s) to the treatment or other facilities outside the EAP, the record also documents this referral information. The information contained in each record is also used for monitoring the client's progress in resolving the problems(s). Anonymous information from each record is also used to prepare statistical reports and conduct research that helps with program management.

31. Please describe in detail any processes in place to: (1) notify and obtain consent from the individuals whose PII is in the system when major changes occur to the system (e.g., disclosure and/or data uses have changed since the notice at the time of the original collection); (2) notify and obtain consent from individuals regarding what PII is being collected from them; and (3) how the information will be used or shared.

(Note: Please describe in what format individuals will be given notice of consent [e.g., written notice, electronic notice, etc.]) Information in this system of records is: (1) Supplied directly by the individual using the program, or (2) supplied by a member of the employee's family, or (3) derived from information supplied by the employee, or (4) supplied by sources to/from whom the individual has been referred for assistance, or (5) supplied by Department officials (including drug testing officers), or (6) supplied by EAP counselors, or (7) supplied by other sources involved with the case. Clients of the EAP will be informed in writing of the confidentiality provisions. Secondary disclosure of information, which was released, is prohibited without client consent.

32. Does the system host a website? (Note: If the system hosts a website, the Website Hosting Practices section is required to be completed regardless of the presence of PII): No

37. Does the website have any information or pages directed at children under the age of thirteen?: No

50. Are there policies or guidelines in place with regard to the retention and destruction of PII? (Refer to the C&A package and/or the Records Retention and Destruction section in SORN): Yes

54. Briefly describe in detail how the IIF will be secured on the system using administrative, technical, and physical controls.: Information in the system is protected by management, operational, and technical security controls commensurate with the level of sensitivity of the system.

PIA Approval

PIA Reviewer Approval: Promote

PIA Reviewer Name: Ruth Doerflein

Sr. Official for Privacy Approval: Promote

Sr. Official for Privacy Name: Suzi Connor

Sign-off Date: 8/17/2007

Approved for Web Publishing: Yes
Date Published: May 23, 2012

06.3 HHS PIA Summary for Posting (Form) / OS ASA Enterprise E-Mail System [System]

PIA SUMMARY AND APPROVAL COMBINED

PIA Summary

Is this a new PIA 2011? No

If this is an existing PIA, please provide a reason for revision: PIA Validation

1. Date of this Submission: 8/31/2009

2. OPDIV Name: OS

3. Unique Project Identifier (UPI) Number: 009-00-02-00-01-0009-00

4. Privacy Act System of Records (SOR) Number (If response to Q.21 is Yes, a SORN number is required for Q.4): N/A

5. OMB Information Collection Approval Number: N/A

6. Other Identifying Number(s): N/A

7. System Name (Align with system Item name): OS ASAM Enterprise E-Mail System

9. System Point of Contact (POC). The System POC is the person to whom questions about the system and the responses to this PIA may be addressed: Michael Svihra, Project Manager

10. Provide an overview of the system: EES is also known as the "HHSMail" system

13. Indicate if the system is new or an existing one being modified: Existing

17. Does/Will the system collect, maintain (store), disseminate and/or pass through PII within any database(s), record(s), file(s) or website(s) hosted by this system? (Note: This question seeks to identify any, and all, personal information associated with the system. This includes any PII, whether or not it is subject to the Privacy Act, whether the individuals are employees, the public, research subjects, or business partners, and whether provided voluntarily or collected by mandate. Later questions will try to understand the character of the data and its applicability to the requirements under the Privacy Act or other legislation. Does/Will the system collect, maintain (store), disseminate and/or pass through PII within any database(s), record(s), file(s) or website(s) hosted by this system?): No

21. Is the system subject to the Privacy Act? (If response to Q.19 is Yes, response to Q.21 must be Yes and a SORN number is required for Q.4): No

23. If the system shares or discloses IIF please specify with whom and for what purpose(s): This system does not collect, maintain or disseminate IIF.

30. Please describe in detail: (1) the information the agency will collect, maintain, or disseminate; (2) why and for what purpose the agency will use the information; (3) in this description, explicitly indicate whether the information contains PII; and (4) whether submission of personal information is voluntary or mandatory: This system does not collect, maintain or disseminate IIF.

**31. Please describe in detail any processes in place to: (1) notify and obtain consent from the individuals whose PII is in the system when major changes occur to the system (e.g.,

disclosure and/or data uses have changed since the notice at the time of the original collection); (2) notify and obtain consent from individuals regarding what PII is being collected from them; and (3) how the information will be used or shared.

(Note: Please describe in what format individuals will be given notice of consent [e.g., written notice, electronic notice, etc.]) This system does not collect, maintain or disseminate IIF.

32. Does the system host a website? (Note: If the system hosts a website, the Website Hosting Practices section is required to be completed regardless of the presence of PII): No

37. Does the website have any information or pages directed at children under the age of thirteen?: No

50. Are there policies or guidelines in place with regard to the retention and destruction of PII? (Refer to the C&A package and/or the Records Retention and Destruction section in SORN): No

54. Briefly describe in detail how the IIF will be secured on the system using administrative, technical, and physical controls.: This system does not collect, maintain or disseminate IIF.

PIA Approval

PIA Reviewer Approval: Promote

PIA Reviewer Name: Ruth Doerflein

Sr. Official for Privacy Approval: Promote

Sr. Official for Privacy Name: Terry L. Hurst

Sign-off Date: 9/1/2009

Approved for Web Publishing: Yes

Date Published: May 23, 2012

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06.3 HHS PIA Summary for Posting (Form) / OS ASA Enterprise Human Resources and Personnel [System]

PIA SUMMARY AND APPROVAL COMBINED

PIA Summary

Is this a new PIA 2011? No

If this is an existing PIA, please provide a reason for revision: PIA Validation

1. Date of this Submission: 1/27/2010

2. OPDIV Name: OS

3. Unique Project Identifier (UPI) Number: 009-91-01-06-01-1100-00

4. Privacy Act System of Records (SOR) Number (If response to Q.21 is Yes, a SORN number is required for Q.4): 09-90-0018

5. OMB Information Collection Approval Number: N/A

6. Other Identifying Number(s): N/A

7. System Name (Align with system Item name): OS ASAM Enterprise Human Resources and Personnel

9. System Point of Contact (POC). The System POC is the person to whom questions about the system and the responses to this PIA may be addressed: Greg Huttman

10. Provide an overview of the system: A system for collecting, tracking, routing and maintaining information relating to personnel actions and determinations made about an employee whil employed at HHS.

13. Indicate if the system is new or an existing one being modified: Existing

17. Does/Will the system collect, maintain (store), disseminate and/or pass through PII within any database(s), record(s), file(s) or website(s) hosted by this system? (Note: This question seeks to identify any, and all, personal information associated with the system. This includes any PII, whether or not it is subject to the Privacy Act, whether the individuals are employees, the public, research subjects, or business partners, and whether provided voluntarily or collected by mandate. Later questions will try to understand the character of the data and its applicability to the requirements under the Privacy Act or other legislation. Does/Will the system collect, maintain (store), disseminate and/or pass through PII within any database(s), record(s), file(s) or website(s) hosted by this system?): Yes

21. Is the system subject to the Privacy Act? (If response to Q.19 is Yes, response to Q.21 must be Yes and a SORN number is required for Q.4): Yes

23. If the system shares or discloses IIF please specify with whom and for what purpose(s): Human Resource personnel, supervisors, and employees.

OPM Reporting, and Internal Agencies Reporting

30. Please describe in detail: (1) the information the agency will collect, maintain, or disseminate; (2) why and for what purpose the agency will use the information; (3) in this description, explicitly indicate whether the information contains PII; and (4) whether submission of personal information is voluntary or mandatory: Personnel and payroll

information required by personnel management specialists and managers in order to process and properly execute agency personnel actions.

31. Please describe in detail any processes in place to: (1) notify and obtain consent from the individuals whose PII is in the system when major changes occur to the system (e.g., disclosure and/or data uses have changed since the notice at the time of the original collection); (2) notify and obtain consent from individuals regarding what PII is being collected from them; and (3) how the information will be used or shared.

(Note: Please describe in what format individuals will be given notice of consent [e.g., written notice, electronic notice, etc.]) Information is collected from individuals. Consent is granted as part of the employee induction process.

32. Does the system host a website? (Note: If the system hosts a website, the Website Hosting Practices section is required to be completed regardless of the presence of PII): No

37. Does the website have any information or pages directed at children under the age of thirteen?: No

50. Are there policies or guidelines in place with regard to the retention and destruction of PII? (Refer to the C&A package and/or the Records Retention and Destruction section in SORN): Yes

54. Briefly describe in detail how the IIF will be secured on the system using administrative, technical, and physical controls.: The following administrative, technical, and physical controls are in place for EHRP:Administrative ControlsSystem security plan Contingency (or backup) plan File backup Backup files stored offsite User manualsSecurity Awareness TrainingContractor AgreementsLeast Privilege AccessIIF PoliciesTechnical ControlsUser Identification and PasswordsFirewallEncryptionIntrusion Detection System (IDS)Physical ControlsGuardsIdentification BadgesKey Cards

PIA Approval

PIA Reviewer Approval: Promote

PIA Reviewer Name: Ruth M. Doerflein

Sr. Official for Privacy Approval: Promote

Sr. Official for Privacy Name: Terry L. Hurst

Sign-off Date: 9/1/2009

Approved for Web Publishing: Yes

Date Published: May 23, 2012

06.3 HHS PIA Summary for Posting (Form) / OS ASA Enterprise Network Management System [System]

PIA SUMMARY AND APPROVAL COMBINED

PIA Summary

Is this a new PIA 2011? No

If this is an existing PIA, please provide a reason for revision: PIA Validation

1. Date of this Submission: 8/31/2009

2. OPDIV Name: OS

3. Unique Project Identifier (UPI) Number: 009-90-02-00-01-0001-00

4. Privacy Act System of Records (SOR) Number (If response to Q.21 is Yes, a SORN number is required for Q.4): N/A

5. OMB Information Collection Approval Number: N/A

6. Other Identifying Number(s): N/A

7. System Name (Align with system Item name): OS ASAM Enterprise Network Management System

9. System Point of Contact (POC). The System POC is the person to whom questions about the system and the responses to this PIA may be addressed: Alan Smith

10. Provide an overview of the system: The ENMS is the network supporting operations of the HHS/OS.

13. Indicate if the system is new or an existing one being modified: Existing

17. Does/Will the system collect, maintain (store), disseminate and/or pass through PII within any database(s), record(s), file(s) or website(s) hosted by this system? (Note: This question seeks to identify any, and all, personal information associated with the system. This includes any PII, whether or not it is subject to the Privacy Act, whether the individuals are employees, the public, research subjects, or business partners, and whether provided voluntarily or collected by mandate. Later questions will try to understand the character of the data and its applicability to the requirements under the Privacy Act or other legislation. Does/Will the system collect, maintain (store), disseminate and/or pass through PII within any database(s), record(s), file(s) or website(s) hosted by this system?): No

21. Is the system subject to the Privacy Act? (If response to Q.19 is Yes, response to Q.21 must be Yes and a SORN number is required for Q.4): No

23. If the system shares or discloses IIF please specify with whom and for what purpose(s): This system does not collect, maintain or disseminate IIF.

30. Please describe in detail: (1) the information the agency will collect, maintain, or disseminate; (2) why and for what purpose the agency will use the information; (3) in this description, explicitly indicate whether the information contains PII; and (4) whether submission of personal information is voluntary or mandatory: This system does not collect, maintain or disseminate IIF.

31. Please describe in detail any processes in place to: (1) notify and obtain consent from the individuals whose PII is in the system when major changes occur to the system (e.g., disclosure and/or data uses have changed since the notice at the time of the original collection); (2) notify and obtain consent from individuals regarding what PII is being collected from them; and (3) how the information will be used or shared.

(Note: Please describe in what format individuals will be given notice of consent [e.g., written notice, electronic notice, etc.]) This system does not collect, maintain or disseminate IIF.

32. Does the system host a website? (Note: If the system hosts a website, the Website Hosting Practices section is required to be completed regardless of the presence of PII): No

37. Does the website have any information or pages directed at children under the age of thirteen?:

50. Are there policies or guidelines in place with regard to the retention and destruction of PII? (Refer to the C&A package and/or the Records Retention and Destruction section in SORN):

54. Briefly describe in detail how the IIF will be secured on the system using administrative, technical, and physical controls.: This system does not collect, maintain or disseminate IIF.

PIA Approval

PIA Reviewer Approval: Promote

PIA Reviewer Name: Ruth Doerflein

Sr. Official for Privacy Approval: Promote

Sr. Official for Privacy Name: Terry L. Hurst

Sign-off Date: 9/1/2009

Approved for Web Publishing: Yes

Date Published: May 23, 2012

06.3 HHS PIA Summary for Posting (Form) / OS ASA Enterprise Workflow Information Tracking System [System]

PIA SUMMARY AND APPROVAL COMBINED

PIA Summary

Is this a new PIA 2011? No

If this is an existing PIA, please provide a reason for revision: PIA Validation

1. Date of this Submission: 12/5/2011

2. OPDIV Name: OS

3. Unique Project Identifier (UPI) Number: 009-91-01-06-02-1160-00-403-251

4. Privacy Act System of Records (SOR) Number (If response to Q.21 is Yes, a SORN number is required for Q.4): 09-90-0018(Personnel Records in operation Offices, HHS/OS) 09-90-0006 (Applicants for Employment Records, HHS/OS)

5. OMB Information Collection Approval Number: n/a

6. Other Identifying Number(s): n/a

7. System Name (Align with system Item name): Enterprise Workflow Information Tracking Systems (EWITS)

9. System Point of Contact (POC). The System POC is the person to whom questions about the system and the responses to this PIA may be addressed: John Chapin

10. Provide an overview of the system: EWITS is a web-based Human Resources (HR) application that is used by HHS personnel to: track work activities; provide workflow management; monitor HR actions and provide metrics for reporting, request for executive and non-executive parking, apply for Transhare benefits, and provide personal information to HR staff about the requestor's retirement benefits.

13. Indicate if the system is new or an existing one being modified: Existing

17. Does/Will the system collect, maintain (store), disseminate and/or pass through PII within any database(s), record(s), file(s) or website(s) hosted by this system? (Note: This question seeks to identify any, and all, personal information associated with the system. This includes any PII, whether or not it is subject to the Privacy Act, whether the individuals are employees, the public, research subjects, or business partners, and whether provided voluntarily or collected by mandate. Later questions will try to understand the character of the data and its applicability to the requirements under the Privacy Act or other legislation. Does/Will the system collect, maintain (store), disseminate and/or pass through PII within any database(s), record(s), file(s) or website(s) hosted by this system?): Yes

21. Is the system subject to the Privacy Act? (If response to Q.19 is Yes, response to Q.21 must be Yes and a SORN number is required for Q.4): Yes

23. If the system shares or discloses IIF please specify with whom and for what purpose(s): Information shared with HHSD OPDIV's only

30. Please describe in detail: (1) the information the agency will collect, maintain, or disseminate; (2) why and for what purpose the agency will use the information; (3) in this

description, explicitly indicate whether the information contains PII; and (4) whether submission of personal information is voluntary or mandatory: The EWITS collects the following mandatory information for the following purposes:

For the parking assignments and Transhare subsidy reimbursement and employee notification of such:

Name

HHSID

Vehicle identifiers (e.g., license plates)

Mailing address

Phone numbers (e.g., phone, fax, and cell)

E-mail address

For retirement estimate requests and completed return of such requests:

Name

HHSID

Mailing address

Phone numbers (e.g., phone, fax, and cell)

E-mail address

Military status and/or records

Employment status and/or records

For Employee Relations/Labor Relations cases and contacting employees:

Name

HHSID

Mailing address

Phone numbers (e.g., phone, fax, and cell)

E-mail address

Notes: Pay Range is not applicable since it is not applied to an employee; rather, it is used in the Recruitment hiring management tool to categorize job offerings.

The EWITS no longer collects SSN, making use of the HHSID instead.

31. Please describe in detail any processes in place to: (1) notify and obtain consent from the individuals whose PII is in the system when major changes occur to the system (e.g., disclosure and/or data uses have changed since the notice at the time of the original collection); (2) notify and obtain consent from individuals regarding what PII is being collected from them; and (3) how the information will be used or shared.

(Note: Please describe in what format individuals will be given notice of consent [e.g., written notice, electronic notice, etc.]) none

32. Does the system host a website? (Note: If the system hosts a website, the Website Hosting Practices section is required to be completed regardless of the presence of PII): Yes

37. Does the website have any information or pages directed at children under the age of thirteen?:

50. Are there policies or guidelines in place with regard to the retention and destruction of PII? (Refer to the C&A package and/or the Records Retention and Destruction section in SORN):

54. Briefly describe in detail how the IIF will be secured on the system using administrative, technical, and physical controls.: Access limited on a "need to know" role-based security

PIA Approval

PIA Reviewer Approval: Promote

PIA Reviewer Name: Monika Edwards

Sr. Official for Privacy Approval: Promote

Sr. Official for Privacy Name: Mark A. Brown

Sign-off Date: 12/5/2011

Approved for Web Publishing: Yes

Date Published: May 23, 2012

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06.3 HHS PIA Summary for Posting (Form) / OS ASA FOH Local Area Network/Wide Area Network [System]

PIA SUMMARY AND APPROVAL COMBINED

PIA Summary

Is this a new PIA 2011? No

If this is an existing PIA, please provide a reason for revision: PIA Validation

1. Date of this Submission: 3/30/2010

2. OPDIV Name: OS

3. Unique Project Identifier (UPI) Number: 009-91-02-00-02-1041-00

4. Privacy Act System of Records (SOR) Number (If response to Q.21 is Yes, a SORN number is required for Q.4): No

5. OMB Information Collection Approval Number: No

6. Other Identifying Number(s): No

7. System Name (Align with system Item name): FOH LAN/WAN

9. System Point of Contact (POC). The System POC is the person to whom questions about the system and the responses to this PIA may be addressed: David Fisher

10. Provide an overview of the system: The FOH LAN/WAN provides local connectivity for the FOH BTS office and wide area connectivity for the various FOH office locations and general services for FOH including e-mail, Blackberry services, websites, and data bases.

13. Indicate if the system is new or an existing one being modified: Existing

17. Does/Will the system collect, maintain (store), disseminate and/or pass through PII within any database(s), record(s), file(s) or website(s) hosted by this system? (Note: This question seeks to identify any, and all, personal information associated with the system. This includes any PII, whether or not it is subject to the Privacy Act, whether the individuals are employees, the public, research subjects, or business partners, and whether provided voluntarily or collected by mandate. Later questions will try to understand the character of the data and its applicability to the requirements under the Privacy Act or other legislation. Does/Will the system collect, maintain (store), disseminate and/or pass through PII within any database(s), record(s), file(s) or website(s) hosted by this system?): Yes

21. Is the system subject to the Privacy Act? (If response to Q.19 is Yes, response to Q.21 must be Yes and a SORN number is required for Q.4): No

23. If the system shares or discloses IIF please specify with whom and for what purpose(s): No

30. Please describe in detail: (1) the information the agency will collect, maintain, or disseminate; (2) why and for what purpose the agency will use the information; (3) in this description, explicitly indicate whether the information contains PII; and (4) whether submission of personal information is voluntary or mandatory: Business contact information and limited medical information in the voluntary HT-Pro program - name, DOB, SSN, and medical notes for 1500-2000 people.

31. Please describe in detail any processes in place to: (1) notify and obtain consent from the individuals whose PII is in the system when major changes occur to the system (e.g., disclosure and/or data uses have changed since the notice at the time of the original collection); (2) notify and obtain consent from individuals regarding what PII is being collected from them; and (3) how the information will be used or shared.

(Note: Please describe in what format individuals will be given notice of consent [e.g., written notice, electronic notice, etc.]) E-mail notofication to affected people. Comnsent is granted by voluntary participation in the HT-Pro program

32. Does the system host a website? (Note: If the system hosts a website, the Website Hosting Practices section is required to be completed regardless of the presence of PII): Yes

37. Does the website have any information or pages directed at children under the age of thirteen?: No

50. Are there policies or guidelines in place with regard to the retention and destruction of PII? (Refer to the C&A package and/or the Records Retention and Destruction section in SORN): No

54. Briefly describe in detail how the IIF will be secured on the system using administrative, technical, and physical controls.: System has an ATO with appropritate technical, administrative, and physical controls in place in accordance with NIST guidelines. All PII is stored behind firewalls on protected subnets

PIA Approval

PIA Reviewer Approval: Promote

PIA Reviewer Name: Ruth M. Doerflein

Sr. Official for Privacy Approval: Promote

Sr. Official for Privacy Name: Terry L. Hurst

Sign-off Date: 9/1/2009

Approved for Web Publishing: Yes

Date Published: May 23, 2012

06.3 HHS PIA Summary for Posting (Form) / OS ASA GovNet-NG (Finance) [System]

PIA SUMMARY AND APPROVAL COMBINED

PIA Summary

Is this a new PIA 2011?   No

If this is an existing PIA, please provide a reason for revision:

1. Date of this Submission: 10/23/2009

2. OPDIV Name: OS

3. Unique Project Identifier (UPI) Number: 009-90-01-01-01-1010-00

4. Privacy Act System of Records (SOR) Number (If response to Q.21 is Yes, a SORN number is required for Q.4): 09-90-0024

5. OMB Information Collection Approval Number: N/A

6. Other Identifying Number(s): N/A

7. System Name (Align with system Item name): GovNet-NG

9. System Point of Contact (POC). The System POC is the person to whom questions about the system and the responses to this PIA may be addressed: Jacqueline Harper

10. Provide an overview of the system: GovNet-NG is a secure on-line data and report repository which is accessible via the Intranet using standard web browsers. The accounting data archives from the CORE system will be accessible through CORE-like inquiries on transition to UFMS. The report repository will maintain the CORE reports, UFMS reports, and other source system reports, such as Payroll.

13. Indicate if the system is new or an existing one being modified: Existing

17. Does/Will the system collect, maintain (store), disseminate and/or pass through PII within any database(s), record(s), file(s) or website(s) hosted by this system? (Note: This question seeks to identify any, and all, personal information associated with the system. This includes any PII, whether or not it is subject to the Privacy Act, whether the individuals are employees, the public, research subjects, or business partners, and whether provided voluntarily or collected by mandate. Later questions will try to understand the character of the data and its applicability to the requirements under the Privacy Act or other legislation. Does/Will the system collect, maintain (store), disseminate and/or pass through PII within any database(s), record(s), file(s) or website(s) hosted by this system?): Yes

21. Is the system subject to the Privacy Act? (If response to Q.19 is Yes, response to Q.21 must be Yes and a SORN number is required for Q.4): Yes

23. If the system shares or discloses IIF please specify with whom and for what purpose(s): HHS employees specifically authorized

30. Please describe in detail: (1) the information the agency will collect, maintain, or disseminate; (2) why and for what purpose the agency will use the information; (3) in this description, explicitly indicate whether the information contains PII; and (4) whether submission of personal information is voluntary or mandatory: GovNet-NG will receive

point-in-time reports, as well as, the CORE accounting transactions to support audits, research, and history of the financial activity. Data does contain IIF as it is provided from the other systems.

31. Please describe in detail any processes in place to: (1) notify and obtain consent from the individuals whose PII is in the system when major changes occur to the system (e.g., disclosure and/or data uses have changed since the notice at the time of the original collection); (2) notify and obtain consent from individuals regarding what PII is being collected from them; and (3) how the information will be used or shared.

(Note: Please describe in what format individuals will be given notice of consent [e.g., written notice, electronic notice, etc.]) Data is not collected from the public. CORE accounting transactions will be a one-time data load at the conclusion of the conversion process from CORE to UFMS. The data will be transmitted via secure FTP.

32. Does the system host a website? (Note: If the system hosts a website, the Website Hosting Practices section is required to be completed regardless of the presence of PII): Yes

37. Does the website have any information or pages directed at children under the age of thirteen?: No

50. Are there policies or guidelines in place with regard to the retention and destruction of PII? (Refer to the C&A package and/or the Records Retention and Destruction section in SORN): Yes

54. Briefly describe in detail how the IIF will be secured on the system using administrative, technical, and physical controls.: The following administrative, technical, and physical controls are in place for GovNet-NG:

Administrative controls:
- C&A completed
- System Security Plan
- Contingency Plan
- System backups
- Offsite storage
- User manuals
- Security Awareness Training
- Least Privilege Access
- IIF Policy

Technical Controls:
- User ID and Passwords
- Firewall
- VPN
- Encryption

- Intrusion Detection

Physical Controls:

- Guards

- ID Badges

- Key Cards

PIA Approval

PIA Reviewer Approval: Promote

PIA Reviewer Name: Ruth Doerflein

Sr. Official for Privacy Approval: Promote

Sr. Official for Privacy Name: Suzi Connor

Sign-off Date: 8/16/2007

Approved for Web Publishing: Yes

Date Published: May 23, 2012

06.3 HHS PIA Summary for Posting (Form) / OS ASA Help Desk for DFAS [System]

PIA SUMMARY AND APPROVAL COMBINED

PIA Summary

Is this a new PIA 2011? Yes

If this is an existing PIA, please provide a reason for revision:

1. Date of this Submission: 8/31/2009

2. OPDIV Name: OS

3. Unique Project Identifier (UPI) Number: None

4. Privacy Act System of Records (SOR) Number (If response to Q.21 is Yes, a SORN number is required for Q.4): None

5. OMB Information Collection Approval Number: N/A

6. Other Identifying Number(s): N/A

7. System Name (Align with system Item name): OS ASAM Help Desk for EHRP and DFAS

9. System Point of Contact (POC). The System POC is the person to whom questions about the system and the responses to this PIA may be addressed: Terry Hurst

10. Provide an overview of the system: A system for documenting and tracking of information and assistance resource for troubleshooting problems with Payroll, Capital HR (EHRP), and Integrated Time and Attendance System (ITAS).

13. Indicate if the system is new or an existing one being modified: Existing

17. Does/Will the system collect, maintain (store), disseminate and/or pass through PII within any database(s), record(s), file(s) or website(s) hosted by this system? (Note: This question seeks to identify any, and all, personal information associated with the system. This includes any PII, whether or not it is subject to the Privacy Act, whether the individuals are employees, the public, research subjects, or business partners, and whether provided voluntarily or collected by mandate. Later questions will try to understand the character of the data and its applicability to the requirements under the Privacy Act or other legislation. Does/Will the system collect, maintain (store), disseminate and/or pass through PII within any database(s), record(s), file(s) or website(s) hosted by this system?): Yes

21. Is the system subject to the Privacy Act? (If response to Q.19 is Yes, response to Q.21 must be Yes and a SORN number is required for Q.4): Yes

23. If the system shares or discloses IIF please specify with whom and for what purpose(s): Defense Finance and Accounting Service (DFAS) for escalating payroll issues

30. Please describe in detail: (1) the information the agency will collect, maintain, or disseminate; (2) why and for what purpose the agency will use the information; (3) in this description, explicitly indicate whether the information contains PII; and (4) whether submission of personal information is voluntary or mandatory: Personnel and payroll information required by personnel management specialists and managers and payroll customer

services representatives and managers in order to process and properly execute reported personnel and payroll problems.

31. Please describe in detail any processes in place to: (1) notify and obtain consent from the individuals whose PII is in the system when major changes occur to the system (e.g., disclosure and/or data uses have changed since the notice at the time of the original collection); (2) notify and obtain consent from individuals regarding what PII is being collected from them; and (3) how the information will be used or shared.

(Note: Please describe in what format individuals will be given notice of consent [e.g., written notice, electronic notice, etc.]) Information is collected from individuals. Consent is granted as part of the employee induction process.

32. Does the system host a website? (Note: If the system hosts a website, the Website Hosting Practices section is required to be completed regardless of the presence of PII): No

37. Does the website have any information or pages directed at children under the age of thirteen?:

50. Are there policies or guidelines in place with regard to the retention and destruction of PII? (Refer to the C&A package and/or the Records Retention and Destruction section in SORN):

54. Briefly describe in detail how the IIF will be secured on the system using administrative, technical, and physical controls.: Each SCENTER user is assigned a User ID and password. User IDs and passwords are managed by the SCENTER Application Security Administrator through a user profile program.

The following administrative, technical, and physical controls are in place for SCENTER:

Administrative Controls

System security plan

Contingency (or backup) plan

File backup

Backup files stored offsite

User manuals

Security Awareness Training

Contractor Agreements

Least Privilege Access

IIF Policies

Technical Controls

User Identification and Passwords

Firewall

Encryption

Intrusion Detection System (IDS)

Physical Controls

Guards

Identification Badges

Key Cards

PIA Approval

PIA Reviewer Approval: Promote

PIA Reviewer Name: Ruth M. Doerflein

Sr. Official for Privacy Approval: Promote

Sr. Official for Privacy Name: Terry L. Hurst

Sign-off Date: 9/1/2009

Approved for Web Publishing: Yes

Date Published: May 23, 2012

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06.3 HHS PIA Summary for Posting (Form) / OS ASA HHH computer room [System]

PIA SUMMARY AND APPROVAL COMBINED

PIA Summary

Is this a new PIA 2011? No

If this is an existing PIA, please provide a reason for revision: PIA Validation

1. Date of this Submission: 8/31/2009

2. OPDIV Name: OS

3. Unique Project Identifier (UPI) Number: 009-90-02-00-01-0001-00

4. Privacy Act System of Records (SOR) Number (If response to Q.21 is Yes, a SORN number is required for Q.4): N/A

5. OMB Information Collection Approval Number: N/A

6. Other Identifying Number(s): N/A

7. System Name (Align with system Item name): HHH computer room

9. System Point of Contact (POC). The System POC is the person to whom questions about the system and the responses to this PIA may be addressed: Alan Smith

10. Provide an overview of the system: The HHH computer room is a data center facility located in HHS's Hubert H. Humphrey building.

13. Indicate if the system is new or an existing one being modified: Existing

17. Does/Will the system collect, maintain (store), disseminate and/or pass through PII within any database(s), record(s), file(s) or website(s) hosted by this system? (Note: This question seeks to identify any, and all, personal information associated with the system. This includes any PII, whether or not it is subject to the Privacy Act, whether the individuals are employees, the public, research subjects, or business partners, and whether provided voluntarily or collected by mandate. Later questions will try to understand the character of the data and its applicability to the requirements under the Privacy Act or other legislation. Does/Will the system collect, maintain (store), disseminate and/or pass through PII within any database(s), record(s), file(s) or website(s) hosted by this system?): No

21. Is the system subject to the Privacy Act? (If response to Q.19 is Yes, response to Q.21 must be Yes and a SORN number is required for Q.4): No

23. If the system shares or discloses IIF please specify with whom and for what purpose(s): This facility does not collect, maintain or disseminate IIF.

30. Please describe in detail: (1) the information the agency will collect, maintain, or disseminate; (2) why and for what purpose the agency will use the information; (3) in this description, explicitly indicate whether the information contains PII; and (4) whether submission of personal information is voluntary or mandatory: This facility does not collect, maintain or disseminate IIF.

**31. Please describe in detail any processes in place to: (1) notify and obtain consent from the individuals whose PII is in the system when major changes occur to the system (e.g.,

disclosure and/or data uses have changed since the notice at the time of the original collection); (2) notify and obtain consent from individuals regarding what PII is being collected from them; and (3) how the information will be used or shared.

(Note: Please describe in what format individuals will be given notice of consent [e.g., written notice, electronic notice, etc.]) This facility does not collect, maintain or disseminate IIF.

32. Does the system host a website? (Note: If the system hosts a website, the Website Hosting Practices section is required to be completed regardless of the presence of PII): No

37. Does the website have any information or pages directed at children under the age of thirteen?: No

50. Are there policies or guidelines in place with regard to the retention and destruction of PII? (Refer to the C&A package and/or the Records Retention and Destruction section in SORN): No

54. Briefly describe in detail how the IIF will be secured on the system using administrative, technical, and physical controls.: This facility does not collect, maintain or disseminate IIF.

PIA Approval

PIA Reviewer Approval: Promote

PIA Reviewer Name: Ruth Doerflein

Sr. Official for Privacy Approval: Promote

Sr. Official for Privacy Name: Terry L. Hurst

Sign-off Date: 9/1/2009

Approved for Web Publishing: Yes

Date Published: May 23, 2012

06.3 HHS PIA Summary for Posting (Form) / OS ASA HHS Careers [System]

PIA SUMMARY AND APPROVAL COMBINED

PIA Summary

Is this a new PIA 2011? No

If this is an existing PIA, please provide a reason for revision: PIA Validation

1. Date of this Submission: 9/30/2010

2. OPDIV Name: OS

3. Unique Project Identifier (UPI) Number: 009-91-01-06-02-1130-00

4. Privacy Act System of Records (SOR) Number (If response to Q.21 is Yes, a SORN number is required for Q.4): 09-90-0006

5. OMB Information Collection Approval Number: Not Applicable

6. Other Identifying Number(s): none

7. System Name (Align with system Item name): OS ASA HHS Careers

9. System Point of Contact (POC). The System POC is the person to whom questions about the system and the responses to this PIA may be addressed: Denise Wells

10. Provide an overview of the system: HHS Careers is a web-based hiring management system designed to reduce the time and resources needed to identify and select the most qualified applicant for employment positions.

13. Indicate if the system is new or an existing one being modified: Existing

17. Does/Will the system collect, maintain (store), disseminate and/or pass through PII within any database(s), record(s), file(s) or website(s) hosted by this system? (Note: This question seeks to identify any, and all, personal information associated with the system. This includes any PII, whether or not it is subject to the Privacy Act, whether the individuals are employees, the public, research subjects, or business partners, and whether provided voluntarily or collected by mandate. Later questions will try to understand the character of the data and its applicability to the requirements under the Privacy Act or other legislation. Does/Will the system collect, maintain (store), disseminate and/or pass through PII within any database(s), record(s), file(s) or website(s) hosted by this system?): Yes

21. Is the system subject to the Privacy Act? (If response to Q.19 is Yes, response to Q.21 must be Yes and a SORN number is required for Q.4): Yes

23. If the system shares or discloses IIF please specify with whom and for what purpose(s): OPM, as owner/operator of the system, has full access to all information.

30. Please describe in detail: (1) the information the agency will collect, maintain, or disseminate; (2) why and for what purpose the agency will use the information; (3) in this description, explicitly indicate whether the information contains PII; and (4) whether submission of personal information is voluntary or mandatory: The information that HHS collects, much of which is IIF in nature, is collected to identify and distinguish applicants and to assess potential employee qualifications, skill sets, and other capabilities required to perform tasks for jobs that are to be filled. Submission of information is voluntary.

31. Please describe in detail any processes in place to: (1) notify and obtain consent from the individuals whose PII is in the system when major changes occur to the system (e.g., disclosure and/or data uses have changed since the notice at the time of the original collection); (2) notify and obtain consent from individuals regarding what PII is being collected from them; and (3) how the information will be used or shared.

(Note: Please describe in what format individuals will be given notice of consent [e.g., written notice, electronic notice, etc.]) Major changes in the system that impact individuals whose IIF is in the system will be communicated via e-mail, letters and website postings. Everyone who is registered in HHS Careers is required to provide an e-mail address and this e-mail address is used to inform registered users of major changes to the system that will impact how IIF data will be used. The operation of the system currently requires any new IIF collected to be submitted by the individual whose IIF is of concern. Information concerning the use of IIF is provided to the individual at the time of submission and thus self submission is interpreted as consent.

32. Does the system host a website? (Note: If the system hosts a website, the Website Hosting Practices section is required to be completed regardless of the presence of PII): Yes

37. Does the website have any information or pages directed at children under the age of thirteen?: No

50. Are there policies or guidelines in place with regard to the retention and destruction of PII? (Refer to the C&A package and/or the Records Retention and Destruction section in SORN): No

54. Briefly describe in detail how the IIF will be secured on the system using administrative, technical, and physical controls.: OPM has responsibility for the system.

PIA Approval

PIA Reviewer Approval:

PIA Reviewer Name: Ruth M. Doerflein

Sr. Official for Privacy Approval: Promote

Sr. Official for Privacy Name: OS Senior Official for Privac

Sign-off Date: 9/30/2010

Approved for Web Publishing: Yes

Date Published: May 23, 2012

06.3 HHS PIA Summary for Posting (Form) / OS ASA HHS Computer Security Incident Response Center General Support System [System]

PIA SUMMARY AND APPROVAL COMBINED

PIA Summary

Is this a new PIA 2011?   Yes

If this is an existing PIA, please provide a reason for revision:

1. Date of this Submission: 3/16/2011

2. OPDIV Name: OS

3. Unique Project Identifier (UPI) Number: N/A

4. Privacy Act System of Records (SOR) Number (If response to Q.21 is Yes, a SORN number is required for Q.4): N/A

5. OMB Information Collection Approval Number: N/A

6. Other Identifying Number(s): N/A

7. System Name (Align with system Item name): HHS Computer Security Incident Response Center (CSIRC) General Support System

9. System Point of Contact (POC). The System POC is the person to whom questions about the system and the responses to this PIA may be addressed: Daniel Galik

10. Provide an overview of the system: The HHS CSIRC program is being implemented to provide HHS with a centralized view of the Department's security posture, improve coordination with the United States Computer Emergency Readiness Team (US-CERT), and improve the ability to detect and respond to security threats.

Collaboration on an agency-wide solution enables HHS to efficiently utilize its resources to comply with the Federal Information Security Management Act (FISMA) requirements, while conforming to enterprise architecture standards and meeting the needs of the individual Operating Divisions (OPDIVs). The HHS CSIRC program is complementary to the HHS Cybersecurity and the Trusted Internet Connection (TIC) initiatives, which provide the Department and its OPDIVs centralized security services.

The scope of the HHS CSIRC is Department-wide anomaly monitoring and detection, incident management and mitigation, and recovery support to the Department and the following OPDIV Computer Security Incident Response Teams (CSIRTs):

· Agency for Healthcare Research and Quality (AHRQ)

· Administration on Aging (AoA)

· Centers for Disease Control and Prevention (CDC)

· Centers for Medicare and Medicaid Services (CMS)

· Food and Drug Administration (FDA)

· Health Resources and Services Administration (HRSA)

· Indian Health Service (IHS)

· National Institutes of Health (NIH)

· Office of Inspector General (OIG)

- Office of the Secretary (OS)
- Program Support Center (PSC)/Information Technology Office (ITO)
- Substance Abuse and Mental Health Services Administration (SAMHSA)

The HHS CSIRC General Support System is comprised of all technologies that support network connectivity, end user computer, incident response tracking, intrusion detection systems, forensics systems and event log management systems. Within the protected enclave of the HHS CSIRC, the following applications will be supported:

- Incident Ticketing System
- HHS Enterprise Vulnerability Management
- HHS CSIRC Network Infrastructure

o Enterprise Directory, DNS, DHCP and Microsoft Exchange

o Antivirus and patch management services

- HHS CSIRC workstations (desktop/laptop)
- Malware Analysis Tools

Multi-factor Authentication

13. Indicate if the system is new or an existing one being modified: New

17. Does/Will the system collect, maintain (store), disseminate and/or pass through PII within any database(s), record(s), file(s) or website(s) hosted by this system? (Note: This question seeks to identify any, and all, personal information associated with the system. This includes any PII, whether or not it is subject to the Privacy Act, whether the individuals are employees, the public, research subjects, or business partners, and whether provided voluntarily or collected by mandate. Later questions will try to understand the character of the data and its applicability to the requirements under the Privacy Act or other legislation. Does/Will the system collect, maintain (store), disseminate and/or pass through PII within any database(s), record(s), file(s) or website(s) hosted by this system?): Yes

21. Is the system subject to the Privacy Act? (If response to Q.19 is Yes, response to Q.21 must be Yes and a SORN number is required for Q.4): No

23. If the system shares or discloses IIF please specify with whom and for what purpose(s): Data is only shared internal to the division. HHS may share data with OIG for incident reporting purposes. Data collected on the network is incidental contact and not directly related to any system that stores or processes PII.

30. Please describe in detail: (1) the information the agency will collect, maintain, or disseminate; (2) why and for what purpose the agency will use the information; (3) in this description, explicitly indicate whether the information contains PII; and (4) whether submission of personal information is voluntary or mandatory: The information the agency will collect and maintain data that may be considered PII to include contact information and employment status data for government and contractor employees collected for incident response. The agency will only use this information when making contact with individuals related to a specific security incident. The PII collected is incidental contact information and not directly related to any system that stores or processes PII. Submission of personal information, such as personal contact information, is voluntary.

31. Please describe in detail any processes in place to: (1) notify and obtain consent from the individuals whose PII is in the system when major changes occur to the system (e.g., disclosure and/or data uses have changed since the notice at the time of the original collection); (2) notify and obtain consent from individuals regarding what PII is being collected from them; and (3) how the information will be used or shared.

(Note: Please describe in what format individuals will be given notice of consent [e.g., written notice, electronic notice, etc.]) Individuals are not notified or do not provide consent for PII contained within CSIRC, except for the Rules of Behavior signed before being provided Government furnished equipment and access to Federal systems. Those whose contact information (i.e. whose PII) are in contained in the system are generally aware because they become part of the workflow for an incident. When incidents have additional records about an individual, these are incidental and are related to their functions as employees or contractors. This data is not shared outside the agency except if required to be shared with OIG as a security incident.

32. Does the system host a website? (Note: If the system hosts a website, the Website Hosting Practices section is required to be completed regardless of the presence of PII): Yes

37. Does the website have any information or pages directed at children under the age of thirteen?:

50. Are there policies or guidelines in place with regard to the retention and destruction of PII? (Refer to the C&A package and/or the Records Retention and Destruction section in SORN):

54. Briefly describe in detail how the IIF will be secured on the system using administrative, technical, and physical controls.: PII is contained within network packets and part of the incidental collection as the networks are monitored. Data that is encrypted in transit is not collected or decrypted by this system. Any data collected is stored on secure servers that reside in a data center with strong physical and environmental security protections.

PIA Approval

PIA Reviewer Approval: Promote

PIA Reviewer Name: Jane Laroussi (contractor)

Sr. Official for Privacy Approval: Promote

Sr. Official for Privacy Name: Mark A. Brown

Sign-off Date: 3/23/2011

Approved for Web Publishing: Yes

Date Published: May 23, 2012

06.3 HHS PIA Summary for Posting (Form) / OS ASA HHS Enterprise Architecture Repository [System]

PIA SUMMARY AND APPROVAL COMBINED

PIA Summary

Is this a new PIA 2011?   No

If this is an existing PIA, please provide a reason for revision: PIA Validation

1. Date of this Submission: 12/7/2011

2. OPDIV Name: OS

3. Unique Project Identifier (UPI) Number: 009-00-03-00-02-0001-00

4. Privacy Act System of Records (SOR) Number (If response to Q.21 is Yes, a SORN number is required for Q.4): N/A

5. OMB Information Collection Approval Number: N/A

6. Other Identifying Number(s): N/A

7. System Name (Align with system Item name): OS ASA HHS Enterprise Architecture Repository

9. System Point of Contact (POC). The System POC is the person to whom questions about the system and the responses to this PIA may be addressed: Mary Forbes

10. Provide an overview of the system: The HHS Enterprise Architecture Repository (HEAR) is a web-enabled server-based tool used to track and analyze the layers (Strategy, Investment, Business, Data, Service, Technology, Workforce, Facility) of the Department's Enterprise Architecture (EA) and the relationships between those layers. HEAR serves as a repository for the information necessary to define the Department's baseline architecture and enables the definition and design of target architectures. HEAR allows users to store models and other objects in a repository on a server, where other users can view and edit them. HEAR prevents multi-user conflicts and tracks model changes via its versioning system and supports sophisticated model management capabilities (import/export, offline modeling, development-review-production cycles, and so on).

HEAR currently includes users who support the Enterprise Architecture, Capital Planning and Investment Control, and Security Program at the Departments as well the 11 Operating Divisions of the Department of Health and Human Services. Other user includes those who support Records Management and Federal Health Architecture. Other external users (e.g., OMB, etc.) have access to reports generated out of HEAR, but do not require access to the application.

13. Indicate if the system is new or an existing one being modified: Existing

17. Does/Will the system collect, maintain (store), disseminate and/or pass through PII within any database(s), record(s), file(s) or website(s) hosted by this system? (Note: This question seeks to identify any, and all, personal information associated with the system. This includes any PII, whether or not it is subject to the Privacy Act, whether the individuals are employees, the public, research subjects, or business partners, and whether provided voluntarily or collected by mandate. Later questions will try to understand the character of the data and its applicability to the requirements under the Privacy Act or

other legislation. Does/Will the system collect, maintain (store), disseminate and/or pass through PII within any database(s), record(s), file(s) or website(s) hosted by this system?): No

21. Is the system subject to the Privacy Act? (If response to Q.19 is Yes, response to Q.21 must be Yes and a SORN number is required for Q.4): No

23. If the system shares or discloses IIF please specify with whom and for what purpose(s): N/A

30. Please describe in detail: (1) the information the agency will collect, maintain, or disseminate; (2) why and for what purpose the agency will use the information; (3) in this description, explicitly indicate whether the information contains PII; and (4) whether submission of personal information is voluntary or mandatory: (1) Enterprise Architecture information (e.g. Investment, IT Systems, Services, Drivers, Business Processes, Organizations, Segments, FEA Reference Models, Data Exchanges, Devices, Facilities) and contains no PII information; (2) Enterprise Architecture, Capital Planning and Investment Control, Information Security, and reporting to OMB; (3) No PII is associated; (4) n/a

31. Please describe in detail any processes in place to: (1) notify and obtain consent from the individuals whose PII is in the system when major changes occur to the system (e.g., disclosure and/or data uses have changed since the notice at the time of the original collection); (2) notify and obtain consent from individuals regarding what PII is being collected from them; and (3) how the information will be used or shared.

(Note: Please describe in what format individuals will be given notice of consent [e.g., written notice, electronic notice, etc.]) (1) n/a; (2) n/a; (3) n/a

32. Does the system host a website? (Note: If the system hosts a website, the Website Hosting Practices section is required to be completed regardless of the presence of PII): Yes

37. Does the website have any information or pages directed at children under the age of thirteen?: No

50. Are there policies or guidelines in place with regard to the retention and destruction of PII? (Refer to the C&A package and/or the Records Retention and Destruction section in SORN): No

54. Briefly describe in detail how the IIF will be secured on the system using administrative, technical, and physical controls.: N/A

PIA Approval

PIA Reviewer Approval: Promote

PIA Reviewer Name:

Sr. Official for Privacy Approval: Promote

Sr. Official for Privacy Name: Mark A. Brown

Sign-off Date: 12/14/2011

Approved for Web Publishing: Yes

Date Published: May 23, 2012

06.3 HHS PIA Summary for Posting (Form) / OS ASA HHS Information Collection Request, Review, and Approval System [System]

PIA SUMMARY AND APPROVAL COMBINED

PIA Summary

Is this a new PIA 2011? No

If this is an existing PIA, please provide a reason for revision: PIA Validation

1. Date of this Submission: 5/24/2011

2. OPDIV Name: OS

3. Unique Project Identifier (UPI) Number: 009-90-01-06-02-0142-00

4. Privacy Act System of Records (SOR) Number (If response to Q.21 is Yes, a SORN number is required for Q.4): N/A

5. OMB Information Collection Approval Number: N/A

6. Other Identifying Number(s): N/A

7. System Name (Align with system Item name): Information Collection Request, Review and Approval System

9. System Point of Contact (POC). The System POC is the person to whom questions about the system and the responses to this PIA may be addressed: John Hartmann

10. Provide an overview of the system: To assist HHS to electronically administer and manage its information collection clearance responsibilities under the Paperwork Reduction Act (PRA). Information Collection Review & Approval System (ICRAS) is a web-based databasde application that helps Federal agencies electronically administer and manage its information collection clearance responsibilities under the Paperwork Reduction Act (PRA).

13. Indicate if the system is new or an existing one being modified: Existing

17. Does/Will the system collect, maintain (store), disseminate and/or pass through PII within any database(s), record(s), file(s) or website(s) hosted by this system? (Note: This question seeks to identify any, and all, personal information associated with the system. This includes any PII, whether or not it is subject to the Privacy Act, whether the individuals are employees, the public, research subjects, or business partners, and whether provided voluntarily or collected by mandate. Later questions will try to understand the character of the data and its applicability to the requirements under the Privacy Act or other legislation. Does/Will the system collect, maintain (store), disseminate and/or pass through PII within any database(s), record(s), file(s) or website(s) hosted by this system?): No

21. Is the system subject to the Privacy Act? (If response to Q.19 is Yes, response to Q.21 must be Yes and a SORN number is required for Q.4): No

23. If the system shares or discloses IIF please specify with whom and for what purpose(s): OMB

30. Please describe in detail: (1) the information the agency will collect, maintain, or disseminate; (2) why and for what purpose the agency will use the information; (3) in this description, explicitly indicate whether the information contains PII; and (4) whether

submission of personal information is voluntary or mandatory: ICRAS provides users with the functionality to create and upload OMB PRA forms 83-I, 83-C, 83-E, 83-D, Supporting Statements, draft and final Federal Register postings, laws, statues, regulations, memos and cover letters, and OMB's Notices of Action in reply to the submittal of the OMB 83 forms and attachments.

The ICRAS system allows Federal Agencies the ability to electronically prepare and submit ICRs to OMB's RISC, OIRA Combined Information System (ROCIS) database. ICRs are requests to OMB for approval to conduct or sponsor an Information Collection, which is an Agency requirement request, or other action, in any format (i.e., written, oral, or electronic) that does any of the following: Gathers information from the public; performs recordkeeping; or discloses information to a member of the public, or to the public at large.

The information collected does not contain PII. Only names, addresses, and email information are collected and retained.

Submission of personal information is voluntary.

31. Please describe in detail any processes in place to: (1) notify and obtain consent from the individuals whose PII is in the system when major changes occur to the system (e.g., disclosure and/or data uses have changed since the notice at the time of the original collection); (2) notify and obtain consent from individuals regarding what PII is being collected from them; and (3) how the information will be used or shared.

(Note: Please describe in what format individuals will be given notice of consent [e.g., written notice, electronic notice, etc.]) N/A

32. Does the system host a website? (Note: If the system hosts a website, the Website Hosting Practices section is required to be completed regardless of the presence of PII): Yes

37. Does the website have any information or pages directed at children under the age of thirteen?: No

50. Are there policies or guidelines in place with regard to the retention and destruction of PII? (Refer to the C&A package and/or the Records Retention and Destruction section in SORN): No

54. Briefly describe in detail how the IIF will be secured on the system using administrative, technical, and physical controls.: N/A

PIA Approval

PIA Reviewer Approval: Promote

PIA Reviewer Name: Ruth M. Doerflein

Sr. Official for Privacy Approval: Promote

Sr. Official for Privacy Name: Terry L. Hurst

Sign-off Date: 9/1/2009

Approved for Web Publishing: Yes
Date Published: May 23, 2012

06.3 HHS PIA Summary for Posting (Form) / OS ASA HHS IT Portfolio Management Tool [System]

PIA SUMMARY AND APPROVAL COMBINED

PIA Summary

Is this a new PIA 2011?   No

If this is an existing PIA, please provide a reason for revision: PIA Validation

1. Date of this Submission: 8/31/2009

2. OPDIV Name: OS

3. Unique Project Identifier (UPI) Number: 009-00-03-00-02-0050-00

4. Privacy Act System of Records (SOR) Number (If response to Q.21 is Yes, a SORN number is required for Q.4): N/A

5. OMB Information Collection Approval Number: N/A

6. Other Identifying Number(s): N/A

7. System Name (Align with system Item name): HHS IT Portfolio Management Tool (Prosight)

9. System Point of Contact (POC). The System POC is the person to whom questions about the system and the responses to this PIA may be addressed: Jeff Lovern

10. Provide an overview of the system: To support the Department's Capital Planning and Investment Control (CPIC) process and the information technology (IT) budget formulation process, including the support of data collection and generation for OMB Exhibit 53 and 300 reporting.

13. Indicate if the system is new or an existing one being modified: Existing

17. Does/Will the system collect, maintain (store), disseminate and/or pass through PII within any database(s), record(s), file(s) or website(s) hosted by this system? (Note: This question seeks to identify any, and all, personal information associated with the system. This includes any PII, whether or not it is subject to the Privacy Act, whether the individuals are employees, the public, research subjects, or business partners, and whether provided voluntarily or collected by mandate. Later questions will try to understand the character of the data and its applicability to the requirements under the Privacy Act or other legislation. Does/Will the system collect, maintain (store), disseminate and/or pass through PII within any database(s), record(s), file(s) or website(s) hosted by this system?): Yes

21. Is the system subject to the Privacy Act? (If response to Q.19 is Yes, response to Q.21 must be Yes and a SORN number is required for Q.4): No

23. If the system shares or discloses IIF please specify with whom and for what purpose(s): N/A

30. Please describe in detail: (1) the information the agency will collect, maintain, or disseminate; (2) why and for what purpose the agency will use the information; (3) in this description, explicitly indicate whether the information contains PII; and (4) whether

submission of personal information is voluntary or mandatory: Summary and detailed information on individual IT investments and across OPDIV IT investments.

31. Please describe in detail any processes in place to: (1) notify and obtain consent from the individuals whose PII is in the system when major changes occur to the system (e.g., disclosure and/or data uses have changed since the notice at the time of the original collection); (2) notify and obtain consent from individuals regarding what PII is being collected from them; and (3) how the information will be used or shared.

(Note: Please describe in what format individuals will be given notice of consent [e.g., written notice, electronic notice, etc.]) N/A

32. Does the system host a website? (Note: If the system hosts a website, the Website Hosting Practices section is required to be completed regardless of the presence of PII): Yes

37. Does the website have any information or pages directed at children under the age of thirteen?: No

50. Are there policies or guidelines in place with regard to the retention and destruction of PII? (Refer to the C&A package and/or the Records Retention and Destruction section in SORN): No

54. Briefly describe in detail how the IIF will be secured on the system using administrative, technical, and physical controls.: N/A

PIA Approval

PIA Reviewer Approval: Promote

PIA Reviewer Name: Ruth M. Doerflein

Sr. Official for Privacy Approval: Promote

Sr. Official for Privacy Name: Terry L. Hurst

Sign-off Date: 9/1/2009

Approved for Web Publishing: Yes

Date Published: May 23, 2012

06.3 HHS PIA Summary for Posting (Form) / OS ASA HHSNet General Support System [System]

PIA SUMMARY AND APPROVAL COMBINED

PIA Summary

Is this a new PIA 2011? No

If this is an existing PIA, please provide a reason for revision: PIA Validation

1. Date of this Submission: 8/31/2009

2. OPDIV Name: OS

3. Unique Project Identifier (UPI) Number: 009-90-02-00-01-0001-00

4. Privacy Act System of Records (SOR) Number (If response to Q.21 is Yes, a SORN number is required for Q.4): N/A

5. OMB Information Collection Approval Number: N/A

6. Other Identifying Number(s): N/A

7. System Name (Align with system Item name): HHSNet

9. System Point of Contact (POC). The System POC is the person to whom questions about the system and the responses to this PIA may be addressed: Alan Smith

10. Provide an overview of the system: HHSNet is the enterprise backbone network that supports the interconnection and Internet access requirement's of the various networks supporting the individual Departmental StaffDivs/OpDivs.

13. Indicate if the system is new or an existing one being modified: Existing

17. Does/Will the system collect, maintain (store), disseminate and/or pass through PII within any database(s), record(s), file(s) or website(s) hosted by this system? (Note: This question seeks to identify any, and all, personal information associated with the system. This includes any PII, whether or not it is subject to the Privacy Act, whether the individuals are employees, the public, research subjects, or business partners, and whether provided voluntarily or collected by mandate. Later questions will try to understand the character of the data and its applicability to the requirements under the Privacy Act or other legislation. Does/Will the system collect, maintain (store), disseminate and/or pass through PII within any database(s), record(s), file(s) or website(s) hosted by this system?): No

21. Is the system subject to the Privacy Act? (If response to Q.19 is Yes, response to Q.21 must be Yes and a SORN number is required for Q.4): No

23. If the system shares or discloses IIF please specify with whom and for what purpose(s): This system does not collect, maintain or disseminate IIF.

30. Please describe in detail: (1) the information the agency will collect, maintain, or disseminate; (2) why and for what purpose the agency will use the information; (3) in this description, explicitly indicate whether the information contains PII; and (4) whether submission of personal information is voluntary or mandatory: This system does not collect, maintain or disseminate IIF.

31. Please describe in detail any processes in place to: (1) notify and obtain consent from the individuals whose PII is in the system when major changes occur to the system (e.g., disclosure and/or data uses have changed since the notice at the time of the original collection); (2) notify and obtain consent from individuals regarding what PII is being collected from them; and (3) how the information will be used or shared.

(Note: Please describe in what format individuals will be given notice of consent [e.g., written notice, electronic notice, etc.]) This system does not collect, maintain or disseminate IIF.

32. Does the system host a website? (Note: If the system hosts a website, the Website Hosting Practices section is required to be completed regardless of the presence of PII): No

37. Does the website have any information or pages directed at children under the age of thirteen?: No

50. Are there policies or guidelines in place with regard to the retention and destruction of PII? (Refer to the C&A package and/or the Records Retention and Destruction section in SORN): No

54. Briefly describe in detail how the IIF will be secured on the system using administrative, technical, and physical controls.: This system does not collect, maintain or disseminate IIF.

PIA Approval

PIA Reviewer Approval: Promote

PIA Reviewer Name: Ruth Doerflein

Sr. Official for Privacy Approval: Promote

Sr. Official for Privacy Name: Terry L. Hurst

Sign-off Date: 9/1/2009

Approved for Web Publishing: Yes

Date Published: May 23, 2012

06.3 HHS PIA Summary for Posting (Form) / OS ASA iComplaints [System]

PIA SUMMARY AND APPROVAL COMBINED

PIA Summary

Is this a new PIA 2011? No

If this is an existing PIA, please provide a reason for revision:

1. Date of this Submission: 10/21/2011

2. OPDIV Name: OS

3. Unique Project Identifier (UPI) Number: 009-90-01-06-02-3384-00

4. Privacy Act System of Records (SOR) Number (If response to Q.21 is Yes, a SORN number is required for Q.4): 09-90-0018

5. OMB Information Collection Approval Number: None Provided

6. Other Identifying Number(s): None Provided

7. System Name (Align with system Item name): iComplaints

9. System Point of Contact (POC). The System POC is the person to whom questions about the system and the responses to this PIA may be addressed: Alvin Tucker

10. Provide an overview of the system: iComplaints is an enterprise level application that provides management and tracking information to the DHHS office of the secretary regarding EEO complaints.

13. Indicate if the system is new or an existing one being modified: Existing

17. Does/Will the system collect, maintain (store), disseminate and/or pass through PII within any database(s), record(s), file(s) or website(s) hosted by this system? (Note: This question seeks to identify any, and all, personal information associated with the system. This includes any PII, whether or not it is subject to the Privacy Act, whether the individuals are employees, the public, research subjects, or business partners, and whether provided voluntarily or collected by mandate. Later questions will try to understand the character of the data and its applicability to the requirements under the Privacy Act or other legislation. Does/Will the system collect, maintain (store), disseminate and/or pass through PII within any database(s), record(s), file(s) or website(s) hosted by this system?): Yes

21. Is the system subject to the Privacy Act? (If response to Q.19 is Yes, response to Q.21 must be Yes and a SORN number is required for Q.4): Yes

23. If the system shares or discloses IIF please specify with whom and for what purpose(s): N/A

30. Please describe in detail: (1) the information the agency will collect, maintain, or disseminate; (2) why and for what purpose the agency will use the information; (3) in this description, explicitly indicate whether the information contains PII; and (4) whether submission of personal information is voluntary or mandatory: Personnel and EEO complaint information is collected by personnel management specialists and managers in order to process and properly execute EEO complaints.

31. Please describe in detail any processes in place to: (1) notify and obtain consent from the individuals whose PII is in the system when major changes occur to the system (e.g., disclosure and/or data uses have changed since the notice at the time of the original collection); (2) notify and obtain consent from individuals regarding what PII is being collected from them; and (3) how the information will be used or shared.

(Note: Please describe in what format individuals will be given notice of consent [e.g., written notice, electronic notice, etc.]) Information is collected and consent is obtained directly from individuals when they contact personnel management specialists to register an EEO complaint.

32. Does the system host a website? (Note: If the system hosts a website, the Website Hosting Practices section is required to be completed regardless of the presence of PII): Yes

37. Does the website have any information or pages directed at children under the age of thirteen?:

50. Are there policies or guidelines in place with regard to the retention and destruction of PII? (Refer to the C&A package and/or the Records Retention and Destruction section in SORN):

54. Briefly describe in detail how the IIF will be secured on the system using administrative, technical, and physical controls.: Provided in detail in SSP

PIA Approval

PIA Reviewer Approval: Promote

PIA Reviewer Name: Ruth M. Doerflein

Sr. Official for Privacy Approval: Promote

Sr. Official for Privacy Name: Terry L. Hurst

Sign-off Date: 9/1/2009

Approved for Web Publishing: Yes

Date Published: May 23, 2012

06.3 HHS PIA Summary for Posting (Form) / OS ASA Identity and Access Management System at HHS [System]

PIA SUMMARY AND APPROVAL COMBINED

PIA Summary

Is this a new PIA 2011? No

If this is an existing PIA, please provide a reason for revision: PIA Validation

1. Date of this Submission: 7/27/2011

2. OPDIV Name: OS

3. Unique Project Identifier (UPI) Number: 009-00-02-00-02-0030-00

4. Privacy Act System of Records (SOR) Number (If response to Q.21 is Yes, a SORN number is required for Q.4): GSA/GOVT-7

5. OMB Information Collection Approval Number: 3206-0005, SF-85, SF-86

6. Other Identifying Number(s): GS-35F-0306J (FISMA ID), I-9 form 1615-0047, Declaration for Federal Employment 3206-0182 (?)

7. System Name (Align with system Item name): OS ASA HHS Identity Management System

9. System Point of Contact (POC). The System POC is the person to whom questions about the system and the responses to this PIA may be addressed: Ken Calabrese

10. Provide an overview of the system: This system will produce the new ID badge for all HHS employees and contractors across all HHS Operating Divisions The IIF collected will be used to uniquely identify personnel on PIV II cards. This information includes biometrics (fingerprints) and digital certificates. This system was authorized by the HHS CIO and meets presidential directive HSPD-12 guidance.

Enhancement (EAM) provides a single-sign-on mechanism using the PIV cards for authentication.

13. Indicate if the system is new or an existing one being modified: Existing

17. Does/Will the system collect, maintain (store), disseminate and/or pass through PII within any database(s), record(s), file(s) or website(s) hosted by this system? (Note: This question seeks to identify any, and all, personal information associated with the system. This includes any PII, whether or not it is subject to the Privacy Act, whether the individuals are employees, the public, research subjects, or business partners, and whether provided voluntarily or collected by mandate. Later questions will try to understand the character of the data and its applicability to the requirements under the Privacy Act or other legislation. Does/Will the system collect, maintain (store), disseminate and/or pass through PII within any database(s), record(s), file(s) or website(s) hosted by this system?): Yes

21. Is the system subject to the Privacy Act? (If response to Q.19 is Yes, response to Q.21 must be Yes and a SORN number is required for Q.4): Yes

23. If the system shares or discloses IIF please specify with whom and for what purpose(s): HHS will use the information when individuals access federal facilities, computers, applications, or data to prove the individual's identity and right of access. Information is shared with OPM for

clearance of employees, with the certification authority which provides digital certificates, and with the Federal Bridge CA.

30. Please describe in detail: (1) the information the agency will collect, maintain, or disseminate; (2) why and for what purpose the agency will use the information; (3) in this description, explicitly indicate whether the information contains PII; and (4) whether submission of personal information is voluntary or mandatory: (1&3) The agency will collect the following PII information: full name, facial photograph, fingerprints, date of birth, home address, home phone number, background investigation form, the results of a background check, the approval signature of the person who registered the user in the system, card expiration date, the card serial number, and copies of the documents used to verify identity, such as driver's license or passport. Data is collected for all HHS employees (federal and contractors).

(2) Purpose of this system is to meet HSPD-12 requirements to provide physical and logical Identity and Access Management within HHS.

(4) Voluntary submissions - The investigation is a federal government job requirement. Those who refuse to provide personal information will not meet the requirements of the job and will therefore not be considered further. Current employees who do not meet these requirements will be terminated.

31. Please describe in detail any processes in place to: (1) notify and obtain consent from the individuals whose PII is in the system when major changes occur to the system (e.g., disclosure and/or data uses have changed since the notice at the time of the original collection); (2) notify and obtain consent from individuals regarding what PII is being collected from them; and (3) how the information will be used or shared.

(Note: Please describe in what format individuals will be given notice of consent [e.g., written notice, electronic notice, etc.]) Notification to users of the IAM system will be done as follows. In cases involving individual or small groups of users the notifcation will be delivered via individaual email. In cases involving a large amount of users a mass email will be sent via distribution lists informing users of what has occurred and their options. Incidents will also be reported to the HHS Secure One helpdesk and resolved in a timely fashion.

32. Does the system host a website? (Note: If the system hosts a website, the Website Hosting Practices section is required to be completed regardless of the presence of PII): Yes

37. Does the website have any information or pages directed at children under the age of thirteen?: No

50. Are there policies or guidelines in place with regard to the retention and destruction of PII? (Refer to the C&A package and/or the Records Retention and Destruction section in SORN): Yes

54. Briefly describe in detail how the IIF will be secured on the system using administrative, technical, and physical controls.: The database and individual OPDIV feeder servers are located within secured buildings. Different degrees of security have been implemented at all location, with some including Biometrics and Closed Circuit TV.

Technical controls which minimize the possibility of unauthorized access, use, or dissemination of the data in the system are also in place. These include: user identification, firewalls, VPN, encryption, Intrusion Detection System and PIV Cards.

Guards, ID Badges and Key cards further ensure IIF will be secure.

PIA Approval

PIA Reviewer Approval: Promote

PIA Reviewer Name: Ruth M. Doerflein

Sr. Official for Privacy Approval: Promote

Sr. Official for Privacy Name: Mark A. Brown

Sign-off Date: 8/8/2011

Approved for Web Publishing: Yes

Date Published: May 23, 2012

06.3 HHS PIA Summary for Posting (Form) / OS ASA Integrated Time and Attendance System [System]

PIA SUMMARY AND APPROVAL COMBINED

PIA Summary

Is this a new PIA 2011?   No

If this is an existing PIA, please provide a reason for revision: PIA Validation

1. Date of this Submission: 8/31/2009

2. OPDIV Name: OS

3. Unique Project Identifier (UPI) Number: 009-91-01-06-02-1016-00

4. Privacy Act System of Records (SOR) Number (If response to Q.21 is Yes, a SORN number is required for Q.4): 09-90-0018

5. OMB Information Collection Approval Number: N/A

6. Other Identifying Number(s): N/A

7. System Name (Align with system Item name): Integrated Time and Attendance System

9. System Point of Contact (POC). The System POC is the person to whom questions about the system and the responses to this PIA may be addressed: Greg Huttman

10. Provide an overview of the system: ITAS is a timekeeping by exception application that supports most aspects of tracking and reporting work hours and leave for federal employees. ITAS provides users with access to real-time leave balances and ensures that users accurately record work activity by enforcing time and attendance policies and procedures specific to the Federal Government. ITAS contains rules specific to data entered by Employees, Timekeepers, Approving Officials, Administrative Officers, and ITAS Administrators.

13. Indicate if the system is new or an existing one being modified: Existing

17. Does/Will the system collect, maintain (store), disseminate and/or pass through PII within any database(s), record(s), file(s) or website(s) hosted by this system? (Note: This question seeks to identify any, and all, personal information associated with the system. This includes any PII, whether or not it is subject to the Privacy Act, whether the individuals are employees, the public, research subjects, or business partners, and whether provided voluntarily or collected by mandate. Later questions will try to understand the character of the data and its applicability to the requirements under the Privacy Act or other legislation. Does/Will the system collect, maintain (store), disseminate and/or pass through PII within any database(s), record(s), file(s) or website(s) hosted by this system?): Yes

21. Is the system subject to the Privacy Act? (If response to Q.19 is Yes, response to Q.21 must be Yes and a SORN number is required for Q.4): Yes

23. If the system shares or discloses IIF please specify with whom and for what purpose(s): The ITAS data is secured-FTP over to our Mainframe system, hosted by the NIH/CIT Data Center where it is processed with other HHS OPDIVs time and attendance data. That data is then shared with the Department's payroll provider Defense Finance and Accounting System. The purpose of sharing the information is to provide data to DFAS for payroll processing.

30. Please describe in detail: (1) the information the agency will collect, maintain, or disseminate; (2) why and for what purpose the agency will use the information; (3) in this description, explicitly indicate whether the information contains PII; and (4) whether submission of personal information is voluntary or mandatory: The information entered into this data system becomes a part of the accelerated time and attendance data collected and documents daily time and attendance for employees. The primary use of the information is to prepare time and attendance transactions as input to DFAS payroll cycle to eventually compute pay checks.

31. Please describe in detail any processes in place to: (1) notify and obtain consent from the individuals whose PII is in the system when major changes occur to the system (e.g., disclosure and/or data uses have changed since the notice at the time of the original collection); (2) notify and obtain consent from individuals regarding what PII is being collected from them; and (3) how the information will be used or shared.

(Note: Please describe in what format individuals will be given notice of consent [e.g., written notice, electronic notice, etc.]) Consent is obtained as part of the condition of employment.

32. Does the system host a website? (Note: If the system hosts a website, the Website Hosting Practices section is required to be completed regardless of the presence of PII): Yes

37. Does the website have any information or pages directed at children under the age of thirteen?: No

50. Are there policies or guidelines in place with regard to the retention and destruction of PII? (Refer to the C&A package and/or the Records Retention and Destruction section in SORN): Yes

54. Briefly describe in detail how the IIF will be secured on the system using administrative, technical, and physical controls.: Each ITAS user is assigned a User ID and password. User IDs and passwords are managed by the ITAS Coordinators or Timekeepers through a user profile program. Granting ITAS Coordinator privileges is done centrally by the ITAS administrator.

The following administrative, technical, and physical controls are in place for ITAS:

Administrative Controls

System security plan

Contingency (or backup) plan

File backup

Backup files stored offsite

User manuals

Security Awareness Training

Contractor Agreements

Least Privilege Access

IIF Policies

Technical Controls
User Identification and Passwords
Firewall
Encryption
Intrusion Detection System (IDS)

Physical Controls
Guards
Identification Badges
Key Cards
PIA Approval
PIA Reviewer Approval: Promote
PIA Reviewer Name: Ruth M. Doerflein
Sr. Official for Privacy Approval: Promote
Sr. Official for Privacy Name: Terry L. Hurst
Sign-off Date: 9/1/2009
Approved for Web Publishing: Yes
Date Published: May 23, 2012

06.3 HHS PIA Summary for Posting (Form) / OS ASA Invoice Scanning and Imaging System [System]

PIA SUMMARY AND APPROVAL COMBINED

PIA Summary

Is this a new PIA 2011? Yes

If this is an existing PIA, please provide a reason for revision:

1. Date of this Submission: 9/30/2010

2. OPDIV Name: OS

3. Unique Project Identifier (UPI) Number: 009-90-01-06-02-1080-00

4. Privacy Act System of Records (SOR) Number (If response to Q.21 is Yes, a SORN number is required for Q.4): 09-90-0018

5. OMB Information Collection Approval Number: N/A

6. Other Identifying Number(s): N/A

7. System Name (Align with system Item name): OS ASA Invoice Scanning and Imaging System

9. System Point of Contact (POC). The System POC is the person to whom questions about the system and the responses to this PIA may be addressed: Edward Jackson

10. Provide an overview of the system: ISIS (aka: E-Flow) is the document imaging system used to scan invoices, as well as route invoices to designated users who will approve or reject invoices in UFMS. E-Flow is a COTS product from NMS Imaging. The application resides on a server in the NIH/CIT. NMS Imaging supports the application. The operating system and hardware are supported via MOU and IT Services Master Agreement with NIH/CIT.   The application is used for capture of paper invoices via scanned image, indexing, workbench/workflow with Accounts Payable staff in the DFO, reporting/status of documents in workflow, creation and output of vendor letters.

13. Indicate if the system is new or an existing one being modified: New

17. Does/Will the system collect, maintain (store), disseminate and/or pass through PII within any database(s), record(s), file(s) or website(s) hosted by this system? (Note: This question seeks to identify any, and all, personal information associated with the system. This includes any PII, whether or not it is subject to the Privacy Act, whether the individuals are employees, the public, research subjects, or business partners, and whether provided voluntarily or collected by mandate. Later questions will try to understand the character of the data and its applicability to the requirements under the Privacy Act or other legislation. Does/Will the system collect, maintain (store), disseminate and/or pass through PII within any database(s), record(s), file(s) or website(s) hosted by this system?): Yes

21. Is the system subject to the Privacy Act? (If response to Q.19 is Yes, response to Q.21 must be Yes and a SORN number is required for Q.4): Yes

23. If the system shares or discloses IIF please specify with whom and for what purpose(s): N/A

30. Please describe in detail: (1) the information the agency will collect, maintain, or disseminate; (2) why and for what purpose the agency will use the information; (3) in this description, explicitly indicate whether the information contains PII; and (4) whether submission of personal information is voluntary or mandatory: ISIS (aka: E-Flow) is the document imaging system used to scan invoices, as well as route invoices to designated technicians via a workflow/workitem process once received the technician will login to the Unified Financial Management System (UFMS) and will verify invoice information if accurate the technician will approve or reject invoices in UFMS. E-Flow is a COTS product from NMS Imaging. The application resides on a server in the NIH/CIT. NMS Imaging supports the application. The operating system and hardware are supported via MOU and IT Services Master Agreement with NIH/CIT.

31. Please describe in detail any processes in place to: (1) notify and obtain consent from the individuals whose PII is in the system when major changes occur to the system (e.g., disclosure and/or data uses have changed since the notice at the time of the original collection); (2) notify and obtain consent from individuals regarding what PII is being collected from them; and (3) how the information will be used or shared.

(Note: Please describe in what format individuals will be given notice of consent [e.g., written notice, electronic notice, etc.]) ISIS (aka: E-Flow) is the document imaging system used to scan invoices, as well as route invoices to designated technicians via a workflow/workitem process once received the technician will login to the Unified Financial Management System (UFMS) and will verify invoice information if accurate the technician will approve or reject invoices in UFMS. E-Flow is a COTS product from NMS Imaging. The application resides on a server in the NIH/CIT. NMS Imaging supports the application. The operating system and hardware are supported via MOU and IT Services Master Agreement with NIH/CIT. The application is used for capture of paper invoices via scanned image, indexing, workbench/workflow with Accounts Payable staff in the DFO, reporting/status of documents in workflow, creation and output of vendor letters.

32. Does the system host a website? (Note: If the system hosts a website, the Website Hosting Practices section is required to be completed regardless of the presence of PII): Yes

37. Does the website have any information or pages directed at children under the age of thirteen?:

50. Are there policies or guidelines in place with regard to the retention and destruction of PII? (Refer to the C&A package and/or the Records Retention and Destruction section in SORN):

54. Briefly describe in detail how the IIF will be secured on the system using administrative, technical, and physical controls.: Technical and Physical controls are in place to ensure the security of the information. These include an up to date System Security Plan, Contingency Plan, regular offsite backup of the data, and yearly security awareness training for all personnel. Specific protection for PII include:

1- Electronic data is password protected

2- Access to electronic data is role-based

3- Documents are locked in file cabinet accessible only to mgt and admin assts

PIA Approval

PIA Reviewer Approval:
PIA Reviewer Name: Ruth M. Doerflein
Sr. Official for Privacy Approval: Promote
Sr. Official for Privacy Name: OS Senior Official for Privacy
Sign-off Date: 9/30/2010
Approved for Web Publishing: Yes
Date Published: May 23, 2012

06.3 HHS PIA Summary for Posting (Form) / OS ASA Locator [System]

PIA SUMMARY AND APPROVAL COMBINED

PIA Summary

Is this a new PIA 2011? No

If this is an existing PIA, please provide a reason for revision: Internal Flow or Collection

1. Date of this Submission: 7/27/2011

2. OPDIV Name: OS

3. Unique Project Identifier (UPI) Number: none

4. Privacy Act System of Records (SOR) Number (If response to Q.21 is Yes, a SORN number is required for Q.4): 09-40-0013

5. OMB Information Collection Approval Number: Unknown

6. Other Identifying Number(s): N/A

7. System Name (Align with system Item name): Locator

9. System Point of Contact (POC). The System POC is the person to whom questions about the system and the responses to this PIA may be addressed: Malissa Marceron

10. Provide an overview of the system: The Locator application consists of several modules to track and report on information having to do with Employees, Parking Assignments, Parking Applications, Parking Violators, Wardens, AED, TRANSHARE, SmartBenefits load, Security background investigation tracking and PRICES billing interfaces. Locator uses EWITS to collect information on Parking and Transhare benefits.

13. Indicate if the system is new or an existing one being modified: Existing

17. Does/Will the system collect, maintain (store), disseminate and/or pass through PII within any database(s), record(s), file(s) or website(s) hosted by this system? (Note: This question seeks to identify any, and all, personal information associated with the system. This includes any PII, whether or not it is subject to the Privacy Act, whether the individuals are employees, the public, research subjects, or business partners, and whether provided voluntarily or collected by mandate. Later questions will try to understand the character of the data and its applicability to the requirements under the Privacy Act or other legislation. Does/Will the system collect, maintain (store), disseminate and/or pass through PII within any database(s), record(s), file(s) or website(s) hosted by this system?): Yes

21. Is the system subject to the Privacy Act? (If response to Q.19 is Yes, response to Q.21 must be Yes and a SORN number is required for Q.4): Yes

23. If the system shares or discloses IIF please specify with whom and for what purpose(s): EWITS - for the purpose of providing Transhare and Parking benefits to employees.

30. Please describe in detail: (1) the information the agency will collect, maintain, or disseminate; (2) why and for what purpose the agency will use the information; (3) in this description, explicitly indicate whether the information contains PII; and (4) whether submission of personal information is voluntary or mandatory: EMPLOYEE MODULE: (SSN, Name, Agency, Phone, Building, Room, Email, Date of Birth) – The SSN and Name are mandatory and used to accurately identify the employee. The Agency information is mandatory

for TRANShare and Background Investigations in order to bill the work back to the appropriate Agency. The month/day of Date of Birth will be required for TRANShare. The security office will be storing the complete Date of Birth.

PARKING PLATES: (License Plate Numbers) – Required for employees requesting or having parking permits. Used in order to identify the vehicles if a permit is not displayed correctly or if the vehicle is parked in the wrong spot.

TRANSHARE: (Signature) – Required to verify the employee picked up their TRANShare reimbursement.

DUCS: (SSN, Name, Birth Date) – Required for background investigations for Refugee Cases, Child Abuse Cases and associated Facility Staffing. Date of Birth is only required for Facility Staffing investigations.

REMAINING MODULES: - For internal use.

31. Please describe in detail any processes in place to: (1) notify and obtain consent from the individuals whose PII is in the system when major changes occur to the system (e.g., disclosure and/or data uses have changed since the notice at the time of the original collection); (2) notify and obtain consent from individuals regarding what PII is being collected from them; and (3) how the information will be used or shared.

(Note: Please describe in what format individuals will be given notice of consent [e.g., written notice, electronic notice, etc.]) NONE

32. Does the system host a website? (Note: If the system hosts a website, the Website Hosting Practices section is required to be completed regardless of the presence of PII): Yes

37. Does the website have any information or pages directed at children under the age of thirteen?:

50. Are there policies or guidelines in place with regard to the retention and destruction of PII? (Refer to the C&A package and/or the Records Retention and Destruction section in SORN):

54. Briefly describe in detail how the IIF will be secured on the system using administrative, technical, and physical controls.: OPM Guidelines

The database on the server can only be directly accessed by the developers and one user in the Parking Office (who has full access to the data in the application and read-only when accessing the database). All direct database access requires a user ID and password.

Users are granted rights for individual modules as described earlier.

The application is only installed on the machines of users who have access to the system.

The Bypass (ShiftàOpen) to the MS Access front end is disabled.

Only two users have been assigned Administrator rights.

PIA Approval

PIA Reviewer Approval: Promote

PIA Reviewer Name:

Sr. Official for Privacy Approval: Promote

Sr. Official for Privacy Name: Mark A. Brown

Sign-off Date: 8/2/2011
Approved for Web Publishing: Yes
Date Published: May 23, 2012

06.3 HHS PIA Summary for Posting (Form) / OS ASA Management Information Technology Tracking System [System]

PIA SUMMARY AND APPROVAL COMBINED

PIA Summary

Is this a new PIA 2011? Yes

If this is an existing PIA, please provide a reason for revision:

1. Date of this Submission: 9/28/2011

2. OPDIV Name: OS

3. Unique Project Identifier (UPI) Number: none

4. Privacy Act System of Records (SOR) Number (If response to Q.21 is Yes, a SORN number is required for Q.4): Process to acquire SORN number is in progress.

5. OMB Information Collection Approval Number: no

6. Other Identifying Number(s): no

7. System Name (Align with system Item name): MITTS

9. System Point of Contact (POC). The System POC is the person to whom questions about the system and the responses to this PIA may be addressed: Dan Jimeno

10. Provide an overview of the system: The MITTS information system stores and manages work order, workflow, inventory, estimating, and contractor information. PII handling policies are in place to safeguard private information. In some cases, contractor information may be shared with customers to process work orders. Information is only shared when granted verbal or written consent. This consent is then logged and stored in the system for future reference.

13. Indicate if the system is new or an existing one being modified: Existing

17. Does/Will the system collect, maintain (store), disseminate and/or pass through PII within any database(s), record(s), file(s) or website(s) hosted by this system? (Note: This question seeks to identify any, and all, personal information associated with the system. This includes any PII, whether or not it is subject to the Privacy Act, whether the individuals are employees, the public, research subjects, or business partners, and whether provided voluntarily or collected by mandate. Later questions will try to understand the character of the data and its applicability to the requirements under the Privacy Act or other legislation. Does/Will the system collect, maintain (store), disseminate and/or pass through PII within any database(s), record(s), file(s) or website(s) hosted by this system?): Yes

21. Is the system subject to the Privacy Act? (If response to Q.19 is Yes, response to Q.21 must be Yes and a SORN number is required for Q.4): Yes

23. If the system shares or discloses IIF please specify with whom and for what purpose(s): WHO: Customers may inquire the contact information of contractors performing work. PII may also be shared with GPO by use of the SF-1, 4044, or 2511 form.

The purpose of this information is to create, process, and deliver the work. The financial information is used to properly bill the customer for the product or service provided.

The submission of contractor information to customers is voluntary. The submission of PII to GPO is mandatory in order to properly process and invoice the work order.

30. Please describe in detail: (1) the information the agency will collect, maintain, or disseminate; (2) why and for what purpose the agency will use the information; (3) in this description, explicitly indicate whether the information contains PII; and (4) whether submission of personal information is voluntary or mandatory: MITTS information system is used to track customer orders, analyze workflow, provide estimates, manage inventory, and process billing transactions.

The PII information that is stored within MITTS include:

· Names of contractors/customers

· Work Addresses of contractors/customers

· Work E-mail Addresses contractors/customers

· Work Phone Numbers contractors/customers

· Financial information regarding work orders

The purpose of this information is to create, process, and deliver the work. The financial information is used to properly bill the customer for the product or service provided.

The submission of contractor information to customers is voluntary. The submission of PII to GPO is mandatory in order to properly process and invoice the work order.

31. Please describe in detail any processes in place to: (1) notify and obtain consent from the individuals whose PII is in the system when major changes occur to the system (e.g., disclosure and/or data uses have changed since the notice at the time of the original collection); (2) notify and obtain consent from individuals regarding what PII is being collected from them; and (3) how the information will be used or shared.

(Note: Please describe in what format individuals will be given notice of consent [e.g., written notice, electronic notice, etc.]) In some cases, contractor information may be shared with customers to process work orders. Contractors are given verbal notice on how their name, work phone number, email, and work address may be shared with the customer. They are also given verbal notice if the usage of this information changes. Information is only shared when granted consent. This consent is then logged and stored in the system for future reference. Requests to not share information are honored. However, work orders may be delayed as printing specialists would need to act as intermediaries.

32. Does the system host a website? (Note: If the system hosts a website, the Website Hosting Practices section is required to be completed regardless of the presence of PII): No

37. Does the website have any information or pages directed at children under the age of thirteen?:

50. Are there policies or guidelines in place with regard to the retention and destruction of PII? (Refer to the C&A package and/or the Records Retention and Destruction section in SORN):

54. Briefly describe in detail how the IIF will be secured on the system using administrative, technical, and physical controls.: Information in the information system is

protected by administrative, technical, and physical controls in accordance with SP 800-53 including:

System Security Plan

Contingency Plan

Off-site system Backup

Security Awareness Training

User ID and strong password requirement

Least Privileged Access

Firewall

Encryption

Intrusion Detection System

Guards

Identification Badges and Key Card Access required

PIA Approval

PIA Reviewer Approval: Promote

PIA Reviewer Name:

Sr. Official for Privacy Approval: Promote

Sr. Official for Privacy Name: Mark A. Brown

Sign-off Date: 10/3/2011

Approved for Web Publishing: Yes

Date Published: May 23, 2012

06.3 HHS PIA Summary for Posting (Form) / OS ASA Managing & Accounting Credit Card System [System]

PIA SUMMARY AND APPROVAL COMBINED

PIA Summary

Is this a new PIA 2011? No

If this is an existing PIA, please provide a reason for revision: PIA Validation

1. Date of this Submission: 7/7/2010

2. OPDIV Name: OS

3. Unique Project Identifier (UPI) Number: 009-91-01-06-02-1200-00

4. Privacy Act System of Records (SOR) Number (If response to Q.21 is Yes, a SORN number is required for Q.4): 09-90-0024

5. OMB Information Collection Approval Number: No

6. Other Identifying Number(s): No

7. System Name (Align with system Item name): Managing & Accounting Credit Card System (MACCS)

9. System Point of Contact (POC). The System POC is the person to whom questions about the system and the responses to this PIA may be addressed: Matt Zakielarz

10. Provide an overview of the system: MACCS is a system designed to provide access to and account for credit card purchases. Using transaction data from the credit card processing center at the JP Morgan Chase, MACCS is a downstream process that provides a means for ensuring that each transaction is a valid transaction, reviewed by an authorized official, assigned to a proper budgetary fund, paid in a timely manner and transmitted for posting to the general ledger

13. Indicate if the system is new or an existing one being modified: Existing

17. Does/Will the system collect, maintain (store), disseminate and/or pass through PII within any database(s), record(s), file(s) or website(s) hosted by this system? (Note: This question seeks to identify any, and all, personal information associated with the system. This includes any PII, whether or not it is subject to the Privacy Act, whether the individuals are employees, the public, research subjects, or business partners, and whether provided voluntarily or collected by mandate. Later questions will try to understand the character of the data and its applicability to the requirements under the Privacy Act or other legislation. Does/Will the system collect, maintain (store), disseminate and/or pass through PII within any database(s), record(s), file(s) or website(s) hosted by this system?): Yes

21. Is the system subject to the Privacy Act? (If response to Q.19 is Yes, response to Q.21 must be Yes and a SORN number is required for Q.4): Yes

23. If the system shares or discloses IIF please specify with whom and for what purpose(s): Internal HHS Financial Management Staff

30. Please describe in detail: (1) the information the agency will collect, maintain, or disseminate; (2) why and for what purpose the agency will use the information; (3) in this description, explicitly indicate whether the information contains PII; and (4) whether

submission of personal information is voluntary or mandatory: The MACCS system will process valid transaction reviewed by an authorized official, proper budgetary funds and transmitted for posting to the general ledger. System contains IIF information pertaining to credit card numbers and SSN's.

31. Please describe in detail any processes in place to: (1) notify and obtain consent from the individuals whose PII is in the system when major changes occur to the system (e.g., disclosure and/or data uses have changed since the notice at the time of the original collection); (2) notify and obtain consent from individuals regarding what PII is being collected from them; and (3) how the information will be used or shared.

(Note: Please describe in what format individuals will be given notice of consent [e.g., written notice, electronic notice, etc.]) Use of the system by the individual addresses consent.

32. Does the system host a website? (Note: If the system hosts a website, the Website Hosting Practices section is required to be completed regardless of the presence of PII): Yes

37. Does the website have any information or pages directed at children under the age of thirteen?: No

50. Are there policies or guidelines in place with regard to the retention and destruction of PII? (Refer to the C&A package and/or the Records Retention and Destruction section in SORN): Yes

54. Briefly describe in detail how the IIF will be secured on the system using administrative, technical, and physical controls.: The following administrative, technical, and physical controls are in place for MACCS:

Administrative Controls

C&A Completed

System security plan

Contingency (or backup) plan

File backup

Backup files stored offsite

User manuals

Security Awareness Training

Contractor Agreements

Least Privilege Access

IIF Policies

Technical Controls

User Identification and Passwords

Firewall

Virtual Private Network (VPN)

Encryption

Intrusion Detection System (IDS)

Physical Controls
Guards
Identification Badges
Key Cards
Cipher Locks

PIA Approval

PIA Reviewer Approval: Promote

PIA Reviewer Name: Ruth Doerflein

Sr. Official for Privacy Approval: Promote

Sr. Official for Privacy Name: Terry L. Hurst

Sign-off Date: 8/16/2007

Approved for Web Publishing: Yes

Date Published: May 23, 2012

06.3 HHS PIA Summary for Posting (Form) / OS ASA MDI - Parklawn Badging System [System]

PIA SUMMARY AND APPROVAL COMBINED

PIA Summary

Is this a new PIA 2011?   No

If this is an existing PIA, please provide a reason for revision: PIA Validation

1. Date of this Submission: 9/30/2010

2. OPDIV Name: OS

3. Unique Project Identifier (UPI) Number: 009-91-01-06-02-1061-00

4. Privacy Act System of Records (SOR) Number (If response to Q.21 is Yes, a SORN number is required for Q.4): 09-40-0013

5. OMB Information Collection Approval Number: No

6. Other Identifying Number(s): No

7. System Name (Align with system Item name): OS ASA MDI - Parklawn Badging System

9. System Point of Contact (POC). The System POC is the person to whom questions about the system and the responses to this PIA may be addressed: David Peterson

10. Provide an overview of the system: The MDI Badging System provides card access and intrusion detection and technical alarm points for the HHS-PSC and approximately 9 remote locations.

MDI PIA is being substantially revised. The amended Privacy Act SOR has been published in the Federal Register and is the 45 day comment period.

13. Indicate if the system is new or an existing one being modified: Existing

17. Does/Will the system collect, maintain (store), disseminate and/or pass through PII within any database(s), record(s), file(s) or website(s) hosted by this system? (Note: This question seeks to identify any, and all, personal information associated with the system. This includes any PII, whether or not it is subject to the Privacy Act, whether the individuals are employees, the public, research subjects, or business partners, and whether provided voluntarily or collected by mandate. Later questions will try to understand the character of the data and its applicability to the requirements under the Privacy Act or other legislation. Does/Will the system collect, maintain (store), disseminate and/or pass through PII within any database(s), record(s), file(s) or website(s) hosted by this system?): Yes

21. Is the system subject to the Privacy Act? (If response to Q.19 is Yes, response to Q.21 must be Yes and a SORN number is required for Q.4): Yes

23. If the system shares or discloses IIF please specify with whom and for what purpose(s): Does not share or disclose.

30. Please describe in detail: (1) the information the agency will collect, maintain, or disseminate; (2) why and for what purpose the agency will use the information; (3) in this description, explicitly indicate whether the information contains PII; and (4) whether

submission of personal information is voluntary or mandatory: Name, SSN, Photo - For use in granting appropriate building access to provide adequate building access Security.

31. Please describe in detail any processes in place to: (1) notify and obtain consent from the individuals whose PII is in the system when major changes occur to the system (e.g., disclosure and/or data uses have changed since the notice at the time of the original collection); (2) notify and obtain consent from individuals regarding what PII is being collected from them; and (3) how the information will be used or shared.

(Note: Please describe in what format individuals will be given notice of consent [e.g., written notice, electronic notice, etc.]) Information is submitted by the individual on paper forms; they are told the information is required before granting building passes; individuals personally submit form and receive badge.

32. Does the system host a website? (Note: If the system hosts a website, the Website Hosting Practices section is required to be completed regardless of the presence of PII): No

37. Does the website have any information or pages directed at children under the age of thirteen?: No

50. Are there policies or guidelines in place with regard to the retention and destruction of PII? (Refer to the C&A package and/or the Records Retention and Destruction section in SORN): Yes

54. Briefly describe in detail how the IIF will be secured on the system using administrative, technical, and physical controls.: Administrative Controls:

- Approved System Security Plan

- Contingency Plan

- Backups

- Offsite storage

- User Manuals

- Contractor agreements

- Least privilege

- IIF policy

Technical Controls:

- UserID and Passwords

- Firewall

- Process for monitoring and responding to security incidents

Physical Controls:

- Guards

- ID Badges

- Cipher Locks

- Key Cards

PIA Approval

PIA Reviewer Approval:
PIA Reviewer Name: Ruth M. Doerflein
Sr. Official for Privacy Approval: Promote
Sr. Official for Privacy Name: OS Senior Official for Privacy
Sign-off Date: 9/30/2010
Approved for Web Publishing: Yes
Date Published: May 23, 2012

06.3 HHS PIA Summary for Posting (Form) / OS ASA Medical Evaluation/Requirements Information Tracking System [System]

PIA SUMMARY AND APPROVAL COMBINED

PIA Summary

Is this a new PIA 2011? No

If this is an existing PIA, please provide a reason for revision: PIA Validation

1. Date of this Submission: 9/14/2010

2. OPDIV Name: OS

3. Unique Project Identifier (UPI) Number: 009-91-01-06-02-1210-00

4. Privacy Act System of Records (SOR) Number (If response to Q.21 is Yes, a SORN number is required for Q.4): 09-15-0004

5. OMB Information Collection Approval Number: N/A

6. Other Identifying Number(s): N/A

7. System Name (Align with system Item name): Medical Evaluation/Requirements Information System (MERITS)

9. System Point of Contact (POC). The System POC is the person to whom questions about the system and the responses to this PIA may be addressed: David Fisher

10. Provide an overview of the system: Collect, analyze and manage medical data and produce medical reports on the performance capability of Federal Law Enforcement applicants

MERITS is used to Collect, analyze and manage medical data and produce medical reports on the performance capability of Federal Law Enforcement applicants. AUTHORITY FOR MAINTENANCE OF THE SYSTEM: Includes the following with any revisions or amendments: Executive Orders 12107, 12196, and 12564 and 5 U.S.C. chapters 11, 31, 33, 43, 61, 63, and 83.

13. Indicate if the system is new or an existing one being modified: Existing

17. Does/Will the system collect, maintain (store), disseminate and/or pass through PII within any database(s), record(s), file(s) or website(s) hosted by this system? (Note: This question seeks to identify any, and all, personal information associated with the system. This includes any PII, whether or not it is subject to the Privacy Act, whether the individuals are employees, the public, research subjects, or business partners, and whether provided voluntarily or collected by mandate. Later questions will try to understand the character of the data and its applicability to the requirements under the Privacy Act or other legislation. Does/Will the system collect, maintain (store), disseminate and/or pass through PII within any database(s), record(s), file(s) or website(s) hosted by this system?): Yes

21. Is the system subject to the Privacy Act? (If response to Q.19 is Yes, response to Q.21 must be Yes and a SORN number is required for Q.4): Yes

23. If the system shares or discloses IIF please specify with whom and for what purpose(s): Internal: Billing. PII is not shared (except as required by law) with anyone outside of HHS or the customer agency.

30. Please describe in detail: (1) the information the agency will collect, maintain, or disseminate; (2) why and for what purpose the agency will use the information; (3) in this description, explicitly indicate whether the information contains PII; and (4) whether submission of personal information is voluntary or mandatory: MERITS was developed to collect, analyze and manage medical data and produce medical reports on the performance capability of Federal applicants. PII collected is the minimum required for positive identification of the customer agency employees.

Due to the arduous and hazardous nature of weapon-carrying positions, Federal agencies have to assess the performance capability of their employees and applicants and develop strategies to maintain their health and fitness.

31. Please describe in detail any processes in place to: (1) notify and obtain consent from the individuals whose PII is in the system when major changes occur to the system (e.g., disclosure and/or data uses have changed since the notice at the time of the original collection); (2) notify and obtain consent from individuals regarding what PII is being collected from them; and (3) how the information will be used or shared.

(Note: Please describe in what format individuals will be given notice of consent [e.g., written notice, electronic notice, etc.]) Records in this system are obtained from-- a. The individual to whom the records pertain. b. Agency employee health unit staff. c. Federal and private sector medical practitioners and treatment facilities. d. Supervisors/managers and other agency officials. e. Other agency records. Clients of MERITS will be informed in writing of the confidentiality provisions. Secondary disclosure of information, which was released, is prohibited without client consent.

32. Does the system host a website? (Note: If the system hosts a website, the Website Hosting Practices section is required to be completed regardless of the presence of PII): Yes

37. Does the website have any information or pages directed at children under the age of thirteen?: No

50. Are there policies or guidelines in place with regard to the retention and destruction of PII? (Refer to the C&A package and/or the Records Retention and Destruction section in SORN): Yes

54. Briefly describe in detail how the IIF will be secured on the system using administrative, technical, and physical controls.: Information in the system is protected by management, operational, and technical security controls commensurate with the level of sensitivity of the system, including:

- All medical records are stored in a separate "locked" file room.

- Medical database files are protected by an internal firewall.

- ICMP is blocked on the internal pix firewall and the two MERITS SQL servers are configured not to reply to ping request.

- Audit trails are in place to monitor unsuccessful login attempts to the MERITS application.

- SQL servers are kept up to date with the latest security patches from Microsoft.

- Only authorized internal domain users have access to the MERITS database application.

- The firewall logs are routinely reviewed for unauthorized access.

- Social Security numbers have been removed (except for one client - USSS) from all reports generated out of the MERITS application.

PIA Approval

PIA Reviewer Approval:

PIA Reviewer Name: Ruth Doerflein

Sr. Official for Privacy Approval: Promote

Sr. Official for Privacy Name: Terry L. Hurst

Sign-off Date: 8/16/2007

Approved for Web Publishing: Yes

Date Published: May 23, 2012

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06.3 HHS PIA Summary for Posting (Form) / OS ASA Occupational Health Information Management System [System]

PIA SUMMARY AND APPROVAL COMBINED

PIA Summary

Is this a new PIA 2011? No

If this is an existing PIA, please provide a reason for revision: PIA Validation

1. Date of this Submission: 3/25/2010

2. OPDIV Name: OS

3. Unique Project Identifier (UPI) Number: 009-91-01-06-02-1031-00

4. Privacy Act System of Records (SOR) Number (If response to Q.21 is Yes, a SORN number is required for Q.4): 09-15-0004

5. OMB Information Collection Approval Number: No

6. Other Identifying Number(s): No

7. System Name (Align with system Item name): OHIMS

9. System Point of Contact (POC). The System POC is the person to whom questions about the system and the responses to this PIA may be addressed: David Fisher

10. Provide an overview of the system: Ohims assists Reviewing Medical Officers (RMOs) in providing surveillance of employees for federal employers to track medical and exposure histories that may adversely impact their work performance, conduct, and health. In order to achieve these objectives, the Ohims case management and reporting system was developed.

13. Indicate if the system is new or an existing one being modified: Existing

17. Does/Will the system collect, maintain (store), disseminate and/or pass through PII within any database(s), record(s), file(s) or website(s) hosted by this system? (Note: This question seeks to identify any, and all, personal information associated with the system. This includes any PII, whether or not it is subject to the Privacy Act, whether the individuals are employees, the public, research subjects, or business partners, and whether provided voluntarily or collected by mandate. Later questions will try to understand the character of the data and its applicability to the requirements under the Privacy Act or other legislation. Does/Will the system collect, maintain (store), disseminate and/or pass through PII within any database(s), record(s), file(s) or website(s) hosted by this system?): Yes

21. Is the system subject to the Privacy Act? (If response to Q.19 is Yes, response to Q.21 must be Yes and a SORN number is required for Q.4): Yes

23. If the system shares or discloses IIF please specify with whom and for what purpose(s): Reviewing medical officers and designated customer representatives who aggregate data. As necessary via law enforcement.

Access to data is restricted to personnel of the FOH reviewing medical officers assigned to the select agreement. Direct access by non-FOH personnel is not provided. Arrangements can be made through the FOH MRO for an agency to share data sets in Excel or Access format in

support of studies conducted by agency representatives. Due to the provisions of FOH policy (M.39, Release of Confidential Medical Information), confidential medical information may be released only to the agency-designated Employee Medical Files System Manager, or upon written consent of th subject employee(s). Non-confidential informatino or non-identifiable data (average weight of the work force) may be released to the agency.

The RMO works with the agency to assist them in identifying the information that is necessary to meet their program needs, and to assure that the information provided does not breach the requirements of confidentiality. Where policy questions exist, staff or contractors can cll the Associate Medical Director or Director of Clinical Services for policy clarification.

30. Please describe in detail: (1) the information the agency will collect, maintain, or disseminate; (2) why and for what purpose the agency will use the information; (3) in this description, explicitly indicate whether the information contains PII; and (4) whether submission of personal information is voluntary or mandatory: Reviewing medical officers and designated customer representatives who aggregate data.

Ohims supports operations functionality for Ohims clients in approximately 5 RMO/ doctor locations throughout the United States.

Ohims was completed and placed into production during February 1999. It is comprised of a Microsoft terminal server application that communicates with the centralized Ohims Oracle server at BTS and collects exam data, and a centralized Ohims Reports Oracle database that provides reports to FOH and Customer management. Ohims provides FOH doctors with a tool that meets their surveillance goals, with centralized management and reporting capabilities.

"Surveilance management" refers to the process of gathering information on a person who has called into the FOH Clinic for an appointment and signed a Statement of Understanding (SOU). Initial client contacts are classified as a "Pre-Phase". Information is collected from those individual's exposure history into the Ohims. Pre-Phase information collected from clients and input into Ohims includes demographic information (i.e., employment type, date of birth, name, employee SSN, gender, etc.), contact information, and employment information. This data is input into Pre-Phase module (labeled Health Surveillance Module by Sentry).   Refer to Figure 1 for the graphical process flow.

Once complete the exam is sent to the agreement managers who direct it to the Reviewing Medical Officer (RMO) who evaluates the individual's ability to perform their assigned tasks. The RMO reviews occupational exposure and changes in health to confirm the individual is being properly trained and protected for the work environment.

RMO / doctors are able to create and print any of the Ohims reports to effectively manage the individual's exposures or activity. These reports are stock FOH forms.

Patient demographic information is collected to include DOB, SSN or unique ID, height, weight and other basic medical information. The demographic information is used to track the patient in the database. The medical information is used for Health Surveillance. Demographic information includes IIF (DOB, SSN, name, physical characteristics). Submission is voluntary, the agency is notified if the data submission is refused by the employee. The employee agency thenuses its own policy and procedures for doing the exam (regulatory, agency mandated, voluntary surveillance, etc.).

31. Please describe in detail any processes in place to: (1) notify and obtain consent from the individuals whose PII is in the system when major changes occur to the system (e.g., disclosure and/or data uses have changed since the notice at the time of the original collection); (2) notify and obtain consent from individuals regarding what PII is being collected from them; and (3) how the information will be used or shared.

(Note: Please describe in what format individuals will be given notice of consent [e.g., written notice, electronic notice, etc.]) Consent forms must be signed. All employees are required to read FOH's privacy statement when they have their exam in the OHC and are asked to sign an authorization for disclosure which describes what information will be disclosed outside FOH. Form FOH-6 is the disclosure form and form FOH-32 is the privacy statement. All employees are asked to sign a release of information form before information any identifieable information is transferred or release from OHIMS.

32. Does the system host a website? (Note: If the system hosts a website, the Website Hosting Practices section is required to be completed regardless of the presence of PII): No

37. Does the website have any information or pages directed at children under the age of thirteen?: No

50. Are there policies or guidelines in place with regard to the retention and destruction of PII? (Refer to the C&A package and/or the Records Retention and Destruction section in SORN): Yes

54. Briefly describe in detail how the IIF will be secured on the system using administrative, technical, and physical controls.: Firewalls, active directory, locked room, confidentiality agreements, clearances commensurate with positions.

Users can access Ohims utilizing a Citrix Client connection to the Ohims Terminal Server site through the Intranet. The Ohims ORACLE server maintains an active database of exams and RMO findings, including all demographic and medically confidential data. This is transported to the appropriate nurse or doctor via the Terminal Server though a Citrix Client connection. Additionally, full private firewall and anti-virus protection are provided on each desktop to prevent corruption or unauthorized capture of data. All users are required to have unique user names and passwords to gain access to the database and Ohims application. Strong passwords are required by all users, which consist of eight (8) characters with at least one Capital, one special character and one number. These measures guarantee secure data transmissions and communication between the user community and BTS.

PIA Approval

PIA Reviewer Approval: Promote

PIA Reviewer Name: Ruth Doerflein

Sr. Official for Privacy Approval: Promote
Sr. Official for Privacy Name: Suzi Connor
Sign-off Date: 8/17/2007
Approved for Web Publishing: Yes
Date Published: May 23, 2012

06.3 HHS PIA Summary for Posting (Form) / OS ASA Office of the Secretary Local Area Network [System]

PIA SUMMARY AND APPROVAL COMBINED

PIA Summary

Is this a new PIA 2011?   No

If this is an existing PIA, please provide a reason for revision: PIA Validation

1. Date of this Submission: 8/31/2009

2. OPDIV Name: OS

3. Unique Project Identifier (UPI) Number: 009-90-02-00-01-0001-00

4. Privacy Act System of Records (SOR) Number (If response to Q.21 is Yes, a SORN number is required for Q.4): N/A

5. OMB Information Collection Approval Number: N/A

6. Other Identifying Number(s): N/A

7. System Name (Align with system Item name): OS Local Area Network

9. System Point of Contact (POC). The System POC is the person to whom questions about the system and the responses to this PIA may be addressed: Scott Funk

10. Provide an overview of the system: The OS LAN is the network supporting operations of the HHS/OS.

13. Indicate if the system is new or an existing one being modified: Existing

17. Does/Will the system collect, maintain (store), disseminate and/or pass through PII within any database(s), record(s), file(s) or website(s) hosted by this system? (Note: This question seeks to identify any, and all, personal information associated with the system. This includes any PII, whether or not it is subject to the Privacy Act, whether the individuals are employees, the public, research subjects, or business partners, and whether provided voluntarily or collected by mandate. Later questions will try to understand the character of the data and its applicability to the requirements under the Privacy Act or other legislation. Does/Will the system collect, maintain (store), disseminate and/or pass through PII within any database(s), record(s), file(s) or website(s) hosted by this system?): No

21. Is the system subject to the Privacy Act? (If response to Q.19 is Yes, response to Q.21 must be Yes and a SORN number is required for Q.4): No

23. If the system shares or discloses IIF please specify with whom and for what purpose(s): This system does not collect, maintain or disseminate IIF.

30. Please describe in detail: (1) the information the agency will collect, maintain, or disseminate; (2) why and for what purpose the agency will use the information; (3) in this description, explicitly indicate whether the information contains PII; and (4) whether submission of personal information is voluntary or mandatory: This system does not collect, maintain or disseminate IIF.

31. Please describe in detail any processes in place to: (1) notify and obtain consent from the individuals whose PII is in the system when major changes occur to the system (e.g.,

disclosure and/or data uses have changed since the notice at the time of the original collection); (2) notify and obtain consent from individuals regarding what PII is being collected from them; and (3) how the information will be used or shared.

(Note: Please describe in what format individuals will be given notice of consent [e.g., written notice, electronic notice, etc.]) This system does not collect, maintain or disseminate IIF.

32. Does the system host a website? (Note: If the system hosts a website, the Website Hosting Practices section is required to be completed regardless of the presence of PII): No

37. Does the website have any information or pages directed at children under the age of thirteen?: No

50. Are there policies or guidelines in place with regard to the retention and destruction of PII? (Refer to the C&A package and/or the Records Retention and Destruction section in SORN): No

54. Briefly describe in detail how the IIF will be secured on the system using administrative, technical, and physical controls.: This system does not collect, maintain or disseminate IIF.

PIA Approval

PIA Reviewer Approval: Promote

PIA Reviewer Name: Ruth M. Doerflein

Sr. Official for Privacy Approval: Promote

Sr. Official for Privacy Name: Terry L. Hurst

Sign-off Date: 9/1/2009

Approved for Web Publishing: Yes

Date Published: May 23, 2012

06.3 HHS PIA Summary for Posting (Form) / OS ASA One Stop Service System [System]

PIA SUMMARY AND APPROVAL COMBINED

PIA Summary

Is this a new PIA 2011? Yes

If this is an existing PIA, please provide a reason for revision: Not Applicable

1. Date of this Submission: 9/26/2011

2. OPDIV Name: OS

3. Unique Project Identifier (UPI) Number: N/A

4. Privacy Act System of Records (SOR) Number (If response to Q.21 is Yes, a SORN number is required for Q.4): 09-40-0013

5. OMB Information Collection Approval Number: N/A

6. Other Identifying Number(s): None

7. System Name (Align with system Item name): One Stop Service (OSS)

9. System Point of Contact (POC). The System POC is the person to whom questions about the system and the responses to this PIA may be addressed: John F. Stoute

10. Provide an overview of the system: One Stop Service is a new system under development intended to provide a web portal for customers to order or initiate PSC services and resolve many requests and inquiries on the web. The features of OSS include management of self-service requests for product information and support for existing services through conventional web tools.

13. Indicate if the system is new or an existing one being modified: New

17. Does/Will the system collect, maintain (store), disseminate and/or pass through PII within any database(s), record(s), file(s) or website(s) hosted by this system? (Note: This question seeks to identify any, and all, personal information associated with the system. This includes any PII, whether or not it is subject to the Privacy Act, whether the individuals are employees, the public, research subjects, or business partners, and whether provided voluntarily or collected by mandate. Later questions will try to understand the character of the data and its applicability to the requirements under the Privacy Act or other legislation. Does/Will the system collect, maintain (store), disseminate and/or pass through PII within any database(s), record(s), file(s) or website(s) hosted by this system?): Yes

21. Is the system subject to the Privacy Act? (If response to Q.19 is Yes, response to Q.21 must be Yes and a SORN number is required for Q.4): Yes

23. If the system shares or discloses IIF please specify with whom and for what purpose(s): The system will disclose PII with staff in PSC for order fulfillment. The system is expected to interface with the PSC Parking Program, PSC Transhare Program, PSC Security Services, PSC Employee and Contractors ID Badge System, and GovTrip. Refer to SORN 09-40-0013 for additional details.

30. Please describe in detail: (1) the information the agency will collect, maintain, or disseminate; (2) why and for what purpose the agency will use the information; (3) in this description, explicitly indicate whether the information contains PII; and (4) whether submission of personal information is voluntary or mandatory: The agency will collect and maintain names, addresses, telephone numbers, financial information, and other PII needed to order PSC services, e.g., ID badges, parking, transhare, security services, travel credit cards, and project management services. Submission of personal information is mandatory to order those services.

31. Please describe in detail any processes in place to: (1) notify and obtain consent from the individuals whose PII is in the system when major changes occur to the system (e.g., disclosure and/or data uses have changed since the notice at the time of the original collection); (2) notify and obtain consent from individuals regarding what PII is being collected from them; and (3) how the information will be used or shared.

(Note: Please describe in what format individuals will be given notice of consent [e.g., written notice, electronic notice, etc.]) Processes are being developed to notify and obtain consent from the users whose PII will be in the system when major changes occur to the system and to notify them and obtain consent regarding what PII is being collected from them and how it will be used.

Individuals will be given notice of consent electronically via the OSS website.

Users' consent will be received via the OSS website during the accounts set-up and maintenance processes.

32. Does the system host a website? (Note: If the system hosts a website, the Website Hosting Practices section is required to be completed regardless of the presence of PII): Yes

37. Does the website have any information or pages directed at children under the age of thirteen?:

50. Are there policies or guidelines in place with regard to the retention and destruction of PII? (Refer to the C&A package and/or the Records Retention and Destruction section in SORN):

54. Briefly describe in detail how the IIF will be secured on the system using administrative, technical, and physical controls.: Cipher Locks - Two factor auth by card reader and PIN on all controlled doors

Policies/guidelines regarding the retention and destruction of IIF will be created during the Development phase.

Amazon Web Services (AWS) has earned ISO 27001 Certification, which is a security management standard that specifies security management best practices and comprehensive security controls following the ISO 27002 best practice guidance. Our ISO 27001 certification demonstrates our commitment to information security at every level. Compliance with this internationally recognized standard, validated by an independent third-party audit, confirms that

our security management program is comprehensive and follows leading practices. This certification provides more clarity and assurance for customers evaluating the breadth and strength of our security practices.

Amazon EC2 provides a complete firewall solution; this mandatory inbound firewall is configured in a default deny mode and Amazon EC2 customers must explicitly open all ports needed to allow inbound traffic. The traffic may be restricted by protocol, by service port, as well as by source IP address (individual IP or Classless Inter-Domain Routing (CIDR) block).

AWS services operate under a model of shared responsibility between the customer and AWS. AWS relieves customer burden by managing physical infrastructure and those components that enable virtualization. An example of this shared responsibility would be that a customer utilizing Amazon EC2 should expect AWS to operate, manage and control the components from the host operating system and virtualization layer down to the physical security of the facilities in which the service operates. In this case the customer should assume responsibility and management of, but not limited to, the guest operating system (including updates and security patches), other associated application software as well as the configuration of the AWS provided security group firewall. Customers should carefully consider the services they choose as their responsibilities vary depending on the services and their integration. It is possible for customers to enhance security and/or meet more stringent compliance requirements with the addition of items such as host-based firewalls, host-based intrusion detection/prevention, encryption and key management.

Physical Security

Amazon has many years of experience in designing, constructing, and operating large-scale datacenters. This experience has been applied to the AWS platform and infrastructure. AWS datacenters are housed in nondescript facilities. Physical access is strictly controlled both at the perimeter and at building ingress points by professional security staff utilizing video surveillance, intrusion detection systems, and other electronic means. Authorized staff must pass two-factor authentication a minimum of two times to access datacenter floors. All visitors and contractors are required to present identification and are signed in and continually escorted by authorized staff. AWS only provides datacenter access and information to employees and contractors who have a legitimate business need for such privileges. When an employee no longer has a business need for these privileges, his or her access is immediately revoked, even if they continue to be an employee of Amazon or Amazon Web Services. All physical access to datacenters by AWS employees is logged and audited routinely.

Environmental Safeguards

Amazon's data centers are state of the art, utilizing innovative architectural and engineering approaches.

Redundancy

AWS data centers are designed to anticipate and tolerate failure while maintaining service levels, and are built in clusters in various global regions. All of AWS' data centers are online and serving traffic; no data center is "cold." In case of failure, automated processes move traffic away from the affected area. Core applications are deployed t

PIA Approval

PIA Reviewer Approval: Promote

PIA Reviewer Name: Monika Edwards

Sr. Official for Privacy Approval: Promote

Sr. Official for Privacy Name: Mark A. Brown

Sign-off Date: 9/28/2011

Approved for Web Publishing: Yes

Date Published: May 23, 2012

06.3 HHS PIA Summary for Posting (Form) / OS ASA Parklawn Computer Room [System]

PIA SUMMARY AND APPROVAL COMBINED

PIA Summary

Is this a new PIA 2011?   No

If this is an existing PIA, please provide a reason for revision: PIA Validation

1. Date of this Submission: 8/31/2009

2. OPDIV Name: OS

3. Unique Project Identifier (UPI) Number: 009-90-02-00-01-0001-00

4. Privacy Act System of Records (SOR) Number (If response to Q.21 is Yes, a SORN number is required for Q.4): N/A

5. OMB Information Collection Approval Number: N/A

6. Other Identifying Number(s): N/A

7. System Name (Align with system Item name): Parklawn computer room

9. System Point of Contact (POC). The System POC is the person to whom questions about the system and the responses to this PIA may be addressed: Errol Brown

10. Provide an overview of the system: The Parklawn computer room is a data center facility located in HHS's Parklawn building.

13. Indicate if the system is new or an existing one being modified: Existing

17. Does/Will the system collect, maintain (store), disseminate and/or pass through PII within any database(s), record(s), file(s) or website(s) hosted by this system? (Note: This question seeks to identify any, and all, personal information associated with the system. This includes any PII, whether or not it is subject to the Privacy Act, whether the individuals are employees, the public, research subjects, or business partners, and whether provided voluntarily or collected by mandate. Later questions will try to understand the character of the data and its applicability to the requirements under the Privacy Act or other legislation. Does/Will the system collect, maintain (store), disseminate and/or pass through PII within any database(s), record(s), file(s) or website(s) hosted by this system?): No

21. Is the system subject to the Privacy Act? (If response to Q.19 is Yes, response to Q.21 must be Yes and a SORN number is required for Q.4): No

23. If the system shares or discloses IIF please specify with whom and for what purpose(s): This system does not collect, maintain or disseminate IIF.

30. Please describe in detail: (1) the information the agency will collect, maintain, or disseminate; (2) why and for what purpose the agency will use the information; (3) in this description, explicitly indicate whether the information contains PII; and (4) whether submission of personal information is voluntary or mandatory: This system does not collect, maintain or disseminate IIF.

**31. Please describe in detail any processes in place to: (1) notify and obtain consent from the individuals whose PII is in the system when major changes occur to the system (e.g.,

disclosure and/or data uses have changed since the notice at the time of the original collection); (2) notify and obtain consent from individuals regarding what PII is being collected from them; and (3) how the information will be used or shared.

(Note: Please describe in what format individuals will be given notice of consent [e.g., written notice, electronic notice, etc.]) This system does not collect, maintain or disseminate IIF.

32. Does the system host a website? (Note: If the system hosts a website, the Website Hosting Practices section is required to be completed regardless of the presence of PII): No

37. Does the website have any information or pages directed at children under the age of thirteen?: No

50. Are there policies or guidelines in place with regard to the retention and destruction of PII? (Refer to the C&A package and/or the Records Retention and Destruction section in SORN): No

54. Briefly describe in detail how the IIF will be secured on the system using administrative, technical, and physical controls.: This system does not collect, maintain or disseminate IIF.

PIA Approval

PIA Reviewer Approval: Promote

PIA Reviewer Name: Ruth Doerflein

Sr. Official for Privacy Approval: Promote

Sr. Official for Privacy Name: Terry L. Hurst

Sign-off Date: 9/1/2009

Approved for Web Publishing: Yes

Date Published: May 23, 2012

06.3 HHS PIA Summary for Posting (Form) / OS ASA Parklawn General Support System [System]

PIA SUMMARY AND APPROVAL COMBINED

PIA Summary

Is this a new PIA 2011?   No

If this is an existing PIA, please provide a reason for revision: PIA Validation

1. Date of this Submission: 8/31/2009

2. OPDIV Name: OS

3. Unique Project Identifier (UPI) Number: 009-00-02-00-01-0001-00

4. Privacy Act System of Records (SOR) Number (If response to Q.21 is Yes, a SORN number is required for Q.4): N/A

5. OMB Information Collection Approval Number: N/A

6. Other Identifying Number(s): N/A

7. System Name (Align with system Item name): PSC Parklawn GSS

9. System Point of Contact (POC). The System POC is the person to whom questions about the system and the responses to this PIA may be addressed: Errol Brown

10. Provide an overview of the system: The PSC Parklawn GSS is a series of networks that support the operations of the Parklawn building-based portion of PSC (including DCP).

13. Indicate if the system is new or an existing one being modified: Existing

17. Does/Will the system collect, maintain (store), disseminate and/or pass through PII within any database(s), record(s), file(s) or website(s) hosted by this system? (Note: This question seeks to identify any, and all, personal information associated with the system. This includes any PII, whether or not it is subject to the Privacy Act, whether the individuals are employees, the public, research subjects, or business partners, and whether provided voluntarily or collected by mandate. Later questions will try to understand the character of the data and its applicability to the requirements under the Privacy Act or other legislation. Does/Will the system collect, maintain (store), disseminate and/or pass through PII within any database(s), record(s), file(s) or website(s) hosted by this system?): No

21. Is the system subject to the Privacy Act? (If response to Q.19 is Yes, response to Q.21 must be Yes and a SORN number is required for Q.4): No

23. If the system shares or discloses IIF please specify with whom and for what purpose(s): This system does not collect, maintain or disseminate IIF.

30. Please describe in detail: (1) the information the agency will collect, maintain, or disseminate; (2) why and for what purpose the agency will use the information; (3) in this description, explicitly indicate whether the information contains PII; and (4) whether submission of personal information is voluntary or mandatory: This system does not collect, maintain or disseminate IIF.

31. Please describe in detail any processes in place to: (1) notify and obtain consent from the individuals whose PII is in the system when major changes occur to the system (e.g.,

disclosure and/or data uses have changed since the notice at the time of the original collection); (2) notify and obtain consent from individuals regarding what PII is being collected from them; and (3) how the information will be used or shared.

(Note: Please describe in what format individuals will be given notice of consent [e.g., written notice, electronic notice, etc.]) This system does not collect, maintain or disseminate IIF.

32. Does the system host a website? (Note: If the system hosts a website, the Website Hosting Practices section is required to be completed regardless of the presence of PII): No

37. Does the website have any information or pages directed at children under the age of thirteen?: No

50. Are there policies or guidelines in place with regard to the retention and destruction of PII? (Refer to the C&A package and/or the Records Retention and Destruction section in SORN): No

54. Briefly describe in detail how the IIF will be secured on the system using administrative, technical, and physical controls.: This system does not collect, maintain or disseminate IIF.

PIA Approval

PIA Reviewer Approval: Promote

PIA Reviewer Name: Ruth Doerflein

Sr. Official for Privacy Approval: Promote

Sr. Official for Privacy Name: Terry L. Hurst

Sign-off Date: 9/1/2009

Approved for Web Publishing: Yes

Date Published: May 23, 2012

06.3 HHS PIA Summary for Posting (Form) / OS ASA Payment Management System [System]

PIA SUMMARY AND APPROVAL COMBINED

PIA Summary

Is this a new PIA 2011? No

If this is an existing PIA, please provide a reason for revision: New Interagency Uses

1. Date of this Submission: 3/15/2012

2. OPDIV Name: OS

3. Unique Project Identifier (UPI) Number: 009-91-01-01-01-1021-00

4. Privacy Act System of Records (SOR) Number (If response to Q.21 is Yes, a SORN number is required for Q.4): 09-90-0024

5. OMB Information Collection Approval Number: No

6. Other Identifying Number(s): 009-90-01-01-01-3331-00

7. System Name (Align with system Item name): OS ASA Payment Management System

9. System Point of Contact (POC). The System POC is the person to whom questions about the system and the responses to this PIA may be addressed: Joseph "Hal" Baldwin

10. Provide an overview of the system: The Program Support Center (PSC), through the Division of Payment Management (DPM), provides grant payment and cash management services to all HHS agencies and ten (10) major non-HHS agencies on a fee for service basis. The Payment Management System (PMS) Major Application (MA) is a full service centralized grants payment and cash management system, supporting over 31,000 Grant Recipient Accounts. PMS is the largest grants payment and cash management system in the federal government. The System is fully automated to receive payment requests, edit the payment for accuracy and content, transmit the payment to either the Federal Reserve Bank or the U.S. Treasury for deposit into the grantee's bank account, and record the payment transactions and corresponding disbursements to the appropriate account(s).

PMS operates for the purpose of providing a central system capable of paying most Federal assistance grants, block grants, and contracts. The main purpose of this system is to serve as the fiscal intermediary between awarding agencies and the recipients of grants and contracts, with particular emphasis on:

· Expediting the flow of cash between the Federal government and recipients,

· Recording award authorizations that are initiated by the grant awarding agencies;

· Processing grant recipient requests for funds

· Transmitting recipient disbursement data back to the awarding agencies, and

· Managing cash flow advances to grant recipients.

13. Indicate if the system is new or an existing one being modified: Existing

17. Does/Will the system collect, maintain (store), disseminate and/or pass through PII within any database(s), record(s), file(s) or website(s) hosted by this system? (Note: This question seeks to identify any, and all, personal information associated with the system. This includes any PII, whether or not it is subject to the Privacy Act, whether the

individuals are employees, the public, research subjects, or business partners, and whether provided voluntarily or collected by mandate. Later questions will try to understand the character of the data and its applicability to the requirements under the Privacy Act or other legislation. Does/Will the system collect, maintain (store), disseminate and/or pass through PII within any database(s), record(s), file(s) or website(s) hosted by this system?): Yes

21. Is the system subject to the Privacy Act? (If response to Q.19 is Yes, response to Q.21 must be Yes and a SORN number is required for Q.4): Yes

23. If the system shares or discloses IIF please specify with whom and for what purpose(s): The PMS provides data to the agencies that utilize its grant payment services, the Federal Reserve Bank system, and the Treasury.

Agency databases, payment activity, disbursement activity, SF224 data, sync data, vendor data, and CAN data

30. Please describe in detail: (1) the information the agency will collect, maintain, or disseminate; (2) why and for what purpose the agency will use the information; (3) in this description, explicitly indicate whether the information contains PII; and (4) whether submission of personal information is voluntary or mandatory: The PMS maintains automated interfaces to grant awarding agencies.

(1) The information the agency collects, maintains, or disseminates is: The HHS standard financial record is exchanged to identify new grants and modification to existing grants. The PMS provides output to agencies with regard to disbursement data, synchronization data, SF224 data, and daily payment information to agencies that request it.

(2) All information exchanged between the PMS and agencies is intended to synchronize the systems with current financial information.

(3) The information contains PII in the form of; SSN, bank and routing data, IRS data, Personal Names, Personal Phone Numbers, and Personal Email Address.

(4) Submission of personal information is mandatory. DPM requires the grant recipients to provide hard copy of the 1199 direct deposit form for proper routing of banking information. In addition, the information in answer (3) of this section is required.

31. Please describe in detail any processes in place to: (1) notify and obtain consent from the individuals whose PII is in the system when major changes occur to the system (e.g., disclosure and/or data uses have changed since the notice at the time of the original collection); (2) notify and obtain consent from individuals regarding what PII is being collected from them; and (3) how the information will be used or shared.

(Note: Please describe in what format individuals will be given notice of consent [e.g., written notice, electronic notice, etc.]) (1) Notification and consent is obtained by the completion of the Grant Application, for changes, the PMS website directs users to the HHS Cybersecurity Team and/or the HHS Office of the Privacy Coordinator.

(2) Notification and consent is obtained by the completion of the Grant Application, which explicitly states the nature of the PII.

(3) The Grant Application includes the electronic processess whereby PII data is shared with awarding institutions, the Federal Reserve and other involved banking institutions. The Notice of Consent is in written format.

32. Does the system host a website? (Note: If the system hosts a website, the Website Hosting Practices section is required to be completed regardless of the presence of PII): Yes

37. Does the website have any information or pages directed at children under the age of thirteen?: No

50. Are there policies or guidelines in place with regard to the retention and destruction of PII? (Refer to the C&A package and/or the Records Retention and Destruction section in SORN): Yes

54. Briefly describe in detail how the IIF will be secured on the system using administrative, technical, and physical controls.: All data collected to support the processes of the PMS is stored in tables. The information is secured through multiple levels of security and access controls have been established to authenticate the user and to determine if the user has the authorization to perform actions requested. The access controls are supplemented with a secure network at both NIH and DPM.

Administrative Controls:
- C&A
- Approved SSP
- Contingency Plan
- Backups
- Offsite Storage
- User Manuals
- Contractor Agreements
- Least Privilege
- IIF Policy

Technical Controls:
- UserID and Passwords
- Firewall
- Virtual Private Network
- Intrustion Detection
- Process for monitoring and responding to security incidents
- Encryption
- CAC Cards
- PKI

Physical Controls:
- Guards
- ID Badges

- CCTV
- Keycards
-Kastle Keys
-Biometrics

PIA Approval

PIA Reviewer Approval: Promote

PIA Reviewer Name:

Sr. Official for Privacy Approval: Promote

Sr. Official for Privacy Name: Mark A. Brown

Sign-off Date: 3/27/2012

Approved for Web Publishing: Yes

Date Published: May 23, 2012

06.3 HHS PIA Summary for Posting (Form) / OS ASA Perry Point Local Area Network [System]

PIA SUMMARY AND APPROVAL COMBINED

PIA Summary

Is this a new PIA 2011?   Yes

If this is an existing PIA, please provide a reason for revision:

1. Date of this Submission: 8/31/2009

2. OPDIV Name: OS

3. Unique Project Identifier (UPI) Number: 009-91-01-06-02-1050-00

4. Privacy Act System of Records (SOR) Number (If response to Q.21 is Yes, a SORN number is required for Q.4): No

5. OMB Information Collection Approval Number: No

6. Other Identifying Number(s): No

7. System Name (Align with system Item name): P Point LAN

9. System Point of Contact (POC). The System POC is the person to whom questions about the system and the responses to this PIA may be addressed: Irene Grubb

10. Provide an overview of the system: The Perry Point LAN provides local connectivity.

13. Indicate if the system is new or an existing one being modified: Existing

17. Does/Will the system collect, maintain (store), disseminate and/or pass through PII within any database(s), record(s), file(s) or website(s) hosted by this system? (Note: This question seeks to identify any, and all, personal information associated with the system. This includes any PII, whether or not it is subject to the Privacy Act, whether the individuals are employees, the public, research subjects, or business partners, and whether provided voluntarily or collected by mandate. Later questions will try to understand the character of the data and its applicability to the requirements under the Privacy Act or other legislation. Does/Will the system collect, maintain (store), disseminate and/or pass through PII within any database(s), record(s), file(s) or website(s) hosted by this system?): No

21. Is the system subject to the Privacy Act? (If response to Q.19 is Yes, response to Q.21 must be Yes and a SORN number is required for Q.4): No

23. If the system shares or discloses IIF please specify with whom and for what purpose(s): No

30. Please describe in detail: (1) the information the agency will collect, maintain, or disseminate; (2) why and for what purpose the agency will use the information; (3) in this description, explicitly indicate whether the information contains PII; and (4) whether submission of personal information is voluntary or mandatory: No

31. Please describe in detail any processes in place to: (1) notify and obtain consent from the individuals whose PII is in the system when major changes occur to the system (e.g., disclosure and/or data uses have changed since the notice at the time of the original

collection); (2) notify and obtain consent from individuals regarding what PII is being collected from them; and (3) how the information will be used or shared.

(Note: Please describe in what format individuals will be given notice of consent [e.g., written notice, electronic notice, etc.]) No

32. Does the system host a website? (Note: If the system hosts a website, the Website Hosting Practices section is required to be completed regardless of the presence of PII): No

37. Does the website have any information or pages directed at children under the age of thirteen?: No

50. Are there policies or guidelines in place with regard to the retention and destruction of PII? (Refer to the C&A package and/or the Records Retention and Destruction section in SORN): No

54. Briefly describe in detail how the IIF will be secured on the system using administrative, technical, and physical controls.: No

PIA Approval

PIA Reviewer Approval: Promote

PIA Reviewer Name: Ruth M. Doerflein

Sr. Official for Privacy Approval: Promote

Sr. Official for Privacy Name: Terry L. Hurst

Sign-off Date: 9/1/2009

Approved for Web Publishing: Yes

Date Published: May 23, 2012

06.3 HHS PIA Summary for Posting (Form) / OS ASA Personal Property Facility Local Area Network [System]

PIA SUMMARY AND APPROVAL COMBINED

PIA Summary

Is this a new PIA 2011?   Yes

If this is an existing PIA, please provide a reason for revision:

1. Date of this Submission: 8/31/2009

2. OPDIV Name: OS

3. Unique Project Identifier (UPI) Number: None

4. Privacy Act System of Records (SOR) Number (If response to Q.21 is Yes, a SORN number is required for Q.4): No

5. OMB Information Collection Approval Number: No

6. Other Identifying Number(s): No

7. System Name (Align with system Item name): PPF Local Area Network

9. System Point of Contact (POC). The System POC is the person to whom questions about the system and the responses to this PIA may be addressed: Debbie Orfe

10. Provide an overview of the system: The PPF LAN provides local connectivity for the Personal Property Facility offices and warehouse.

13. Indicate if the system is new or an existing one being modified: Existing

17. Does/Will the system collect, maintain (store), disseminate and/or pass through PII within any database(s), record(s), file(s) or website(s) hosted by this system? (Note: This question seeks to identify any, and all, personal information associated with the system. This includes any PII, whether or not it is subject to the Privacy Act, whether the individuals are employees, the public, research subjects, or business partners, and whether provided voluntarily or collected by mandate. Later questions will try to understand the character of the data and its applicability to the requirements under the Privacy Act or other legislation. Does/Will the system collect, maintain (store), disseminate and/or pass through PII within any database(s), record(s), file(s) or website(s) hosted by this system?): No

21. Is the system subject to the Privacy Act? (If response to Q.19 is Yes, response to Q.21 must be Yes and a SORN number is required for Q.4): No

23. If the system shares or discloses IIF please specify with whom and for what purpose(s): No

30. Please describe in detail: (1) the information the agency will collect, maintain, or disseminate; (2) why and for what purpose the agency will use the information; (3) in this description, explicitly indicate whether the information contains PII; and (4) whether submission of personal information is voluntary or mandatory: No

31. Please describe in detail any processes in place to: (1) notify and obtain consent from the individuals whose PII is in the system when major changes occur to the system (e.g., disclosure and/or data uses have changed since the notice at the time of the original

collection); (2) notify and obtain consent from individuals regarding what PII is being collected from them; and (3) how the information will be used or shared.

(Note: Please describe in what format individuals will be given notice of consent [e.g., written notice, electronic notice, etc.]) No

32. Does the system host a website? (Note: If the system hosts a website, the Website Hosting Practices section is required to be completed regardless of the presence of PII): No

37. Does the website have any information or pages directed at children under the age of thirteen?: No

50. Are there policies or guidelines in place with regard to the retention and destruction of PII? (Refer to the C&A package and/or the Records Retention and Destruction section in SORN): No

54. Briefly describe in detail how the IIF will be secured on the system using administrative, technical, and physical controls.: No

PIA Approval

PIA Reviewer Approval: Promote

PIA Reviewer Name: Ruth Doerflein

Sr. Official for Privacy Approval: Promote

Sr. Official for Privacy Name: Terry L. Hurst

Sign-off Date: 9/1/2009

Approved for Web Publishing: Yes

Date Published: May 23, 2012

06.3 HHS PIA Summary for Posting (Form) / OS ASA Physical Access Control System [System]

PIA SUMMARY AND APPROVAL COMBINED

PIA Summary

Is this a new PIA 2011? Yes

If this is an existing PIA, please provide a reason for revision: Not Applicable

1. Date of this Submission: 9/30/2010

2. OPDIV Name: OS

3. Unique Project Identifier (UPI) Number: N/A

4. Privacy Act System of Records (SOR) Number (If response to Q.21 is Yes, a SORN number is required for Q.4): 09-40-0013

5. OMB Information Collection Approval Number: N/A

6. Other Identifying Number(s): N/A

7. System Name (Align with system Item name): OS ASA Physical Access Control System

9. System Point of Contact (POC). The System POC is the person to whom questions about the system and the responses to this PIA may be addressed: David Peterson

10. Provide an overview of the system: The purpose of PACS is to interface with the Parklawn local physical access control systems, centralizing the various events, alarms and physical access credentials in addition to providing the required authoritative identity data from the HHS identity management system (HHSIdentity).

13. Indicate if the system is new or an existing one being modified: New

17. Does/Will the system collect, maintain (store), disseminate and/or pass through PII within any database(s), record(s), file(s) or website(s) hosted by this system? (Note: This question seeks to identify any, and all, personal information associated with the system. This includes any PII, whether or not it is subject to the Privacy Act, whether the individuals are employees, the public, research subjects, or business partners, and whether provided voluntarily or collected by mandate. Later questions will try to understand the character of the data and its applicability to the requirements under the Privacy Act or other legislation. Does/Will the system collect, maintain (store), disseminate and/or pass through PII within any database(s), record(s), file(s) or website(s) hosted by this system?): Yes

21. Is the system subject to the Privacy Act? (If response to Q.19 is Yes, response to Q.21 must be Yes and a SORN number is required for Q.4): Yes

23. If the system shares or discloses IIF please specify with whom and for what purpose(s): Not applicable

30. Please describe in detail: (1) the information the agency will collect, maintain, or disseminate; (2) why and for what purpose the agency will use the information; (3) in this description, explicitly indicate whether the information contains PII; and (4) whether submission of personal information is voluntary or mandatory: This system will collect information from individual employees. Access permissions are then set for individuals within

this system to provide facility access. IIF is contained and submissions are mandatory to gain facility access.

31. Please describe in detail any processes in place to: (1) notify and obtain consent from the individuals whose PII is in the system when major changes occur to the system (e.g., disclosure and/or data uses have changed since the notice at the time of the original collection); (2) notify and obtain consent from individuals regarding what PII is being collected from them; and (3) how the information will be used or shared.

(Note: Please describe in what format individuals will be given notice of consent [e.g., written notice, electronic notice, etc.]) This information is used for in-house access control only.

32. Does the system host a website? (Note: If the system hosts a website, the Website Hosting Practices section is required to be completed regardless of the presence of PII): Yes

37. Does the website have any information or pages directed at children under the age of thirteen?:

50. Are there policies or guidelines in place with regard to the retention and destruction of PII? (Refer to the C&A package and/or the Records Retention and Destruction section in SORN):

54. Briefly describe in detail how the IIF will be secured on the system using administrative, technical, and physical controls.: IIF is secured using:

Administrative controls include roles and responsibilities to provide for access using the concepts of least privileges and separation of duties. Certification and accreditation activities are performed to ensure security controls are in place and operating as designed.

Technical controls are in place to limit access to only those requiring it and only for those purposes intended and authorized by the system owner. These include UserID, password, IDS and firewalls.

Physical controls to the system are provided by ITSC and include guards, ID badges, key cards, cipher locks and CCTV.

PIA Approval

PIA Reviewer Approval:

PIA Reviewer Name: Ruth M. Doerflein

Sr. Official for Privacy Approval: Promote

Sr. Official for Privacy Name: OS Senior Official for Privacy

Sign-off Date: 9/30/2010

Approved for Web Publishing: Yes

Date Published: May 23, 2012

06.3 HHS PIA Summary for Posting (Form) / OS ASA PropShop [System]

PIA SUMMARY AND APPROVAL COMBINED

PIA Summary

Is this a new PIA 2011? No

If this is an existing PIA, please provide a reason for revision: PIA Validation

1. Date of this Submission: 7/13/2009

2. OPDIV Name: OS

3. Unique Project Identifier (UPI) Number: 009-91-01-06-02-1020-00

4. Privacy Act System of Records (SOR) Number (If response to Q.21 is Yes, a SORN number is required for Q.4): 09-90-0024

5. OMB Information Collection Approval Number: No

6. Other Identifying Number(s): No

7. System Name (Align with system Item name): PropShop Web Ordering System

9. System Point of Contact (POC). The System POC is the person to whom questions about the system and the responses to this PIA may be addressed: Debbie Orfe

10. Provide an overview of the system: To enable items and services to be ordered online by DHHS/Federal agencies.

PropShop is critical for providing customer's access 24/7 to requesting products or services from the LSB.

13. Indicate if the system is new or an existing one being modified: Existing

17. Does/Will the system collect, maintain (store), disseminate and/or pass through PII within any database(s), record(s), file(s) or website(s) hosted by this system? (Note: This question seeks to identify any, and all, personal information associated with the system. This includes any PII, whether or not it is subject to the Privacy Act, whether the individuals are employees, the public, research subjects, or business partners, and whether provided voluntarily or collected by mandate. Later questions will try to understand the character of the data and its applicability to the requirements under the Privacy Act or other legislation. Does/Will the system collect, maintain (store), disseminate and/or pass through PII within any database(s), record(s), file(s) or website(s) hosted by this system?): Yes

21. Is the system subject to the Privacy Act? (If response to Q.19 is Yes, response to Q.21 must be Yes and a SORN number is required for Q.4): Yes

23. If the system shares or discloses IIF please specify with whom and for what purpose(s): The information is shared with the PSC Business Office which uses PRICES for billing customers. Additionally, customers receive an order confirmation by e-mail.

30. Please describe in detail: (1) the information the agency will collect, maintain, or disseminate; (2) why and for what purpose the agency will use the information; (3) in this description, explicitly indicate whether the information contains PII; and (4) whether submission of personal information is voluntary or mandatory: The information collected is name, mailing address, phone numbers, financial account information, and e-mail address for the

purpose of mailing, shipping or delivering an order. In addition, the financial information is required to bill the customer for the product or service provided.

31. Please describe in detail any processes in place to: (1) notify and obtain consent from the individuals whose PII is in the system when major changes occur to the system (e.g., disclosure and/or data uses have changed since the notice at the time of the original collection); (2) notify and obtain consent from individuals regarding what PII is being collected from them; and (3) how the information will be used or shared.

(Note: Please describe in what format individuals will be given notice of consent [e.g., written notice, electronic notice, etc.]) Customers fill in an order page on the website, some PII data is required to complete the order. All LSB customers must follow the same steps to complete an order.   The HHS privacy policy is available electronically by the posting of a link at the bottom of the front page of the site.

32. Does the system host a website? (Note: If the system hosts a website, the Website Hosting Practices section is required to be completed regardless of the presence of PII): Yes

37. Does the website have any information or pages directed at children under the age of thirteen?: No

50. Are there policies or guidelines in place with regard to the retention and destruction of PII? (Refer to the C&A package and/or the Records Retention and Destruction section in SORN): Yes

54. Briefly describe in detail how the IIF will be secured on the system using administrative, technical, and physical controls.: Users connect through VPN Firewall Brick; which prevents unauthenticated traffic from entering a protected firewall perimeter. It also provides cryptographic protection against attacks by requiring strong end user authentication. Users are authenticated using strong User IDs and passwords.

Administrative Controls:

- C&A completed

- Approved System Security Plan

- Contingency Plan

- Backups

- Offsite storage

- User Manuals

- Contractor Agreements

- Least Privilege

- IIF Policy

Technical Controls:

- UserID and Passwords

- Firewall

- Intrusion Detection

- Encryption
- Process for monitoring and responding to security incidents

Physical Controls:
- ID Badges
- Cipher Locks
- CCTV

PIA Approval

PIA Reviewer Approval: Promote

PIA Reviewer Name: Ruth Doerflein

Sr. Official for Privacy Approval: Promote

Sr. Official for Privacy Name: Suzi Connor

Sign-off Date: 8/17/2007

Approved for Web Publishing: Yes

Date Published: May 23, 2012

06.3 HHS PIA Summary for Posting (Form) / OS ASA Revenue, Invoicing, and Cost Estimation System [System]

PIA SUMMARY AND APPROVAL COMBINED

PIA Summary

Is this a new PIA 2011?   No

If this is an existing PIA, please provide a reason for revision: PIA Validation

1. Date of this Submission: 8/16/2007

2. OPDIV Name: OS

3. Unique Project Identifier (UPI) Number: 009-91-01-06-02-1014-00

4. Privacy Act System of Records (SOR) Number (If response to Q.21 is Yes, a SORN number is required for Q.4): 09-90-0024

5. OMB Information Collection Approval Number: No

6. Other Identifying Number(s): No

7. System Name (Align with system Item name): PSC Revenue, Invoicing, and Cost Estimation System (PRICES)

9. System Point of Contact (POC). The System POC is the person to whom questions about the system and the responses to this PIA may be addressed: Mary Woolston

10. Provide an overview of the system: A financial system for the management of a fee for service business. It contains four (4) modules: costing & pricing, forecasting, billing and a web-based customer viewer. PRICES is a system used by the PSC to manage the agency's business operations and facilitate such functions as product costing & pricing, obligation planning, customer invoicing and on-line bill viewing, and cost center management reporting.

13. Indicate if the system is new or an existing one being modified: Existing

17. Does/Will the system collect, maintain (store), disseminate and/or pass through PII within any database(s), record(s), file(s) or website(s) hosted by this system? (Note: This question seeks to identify any, and all, personal information associated with the system. This includes any PII, whether or not it is subject to the Privacy Act, whether the individuals are employees, the public, research subjects, or business partners, and whether provided voluntarily or collected by mandate. Later questions will try to understand the character of the data and its applicability to the requirements under the Privacy Act or other legislation. Does/Will the system collect, maintain (store), disseminate and/or pass through PII within any database(s), record(s), file(s) or website(s) hosted by this system?): Yes

21. Is the system subject to the Privacy Act? (If response to Q.19 is Yes, response to Q.21 must be Yes and a SORN number is required for Q.4): No

23. If the system shares or discloses IIF please specify with whom and for what purpose(s): Cost and estimated demand information used in the development of rates is presented to the HHS Service and Supply Fund Board during our annual rate approval process. Service provision and billing information is provide to customer program management and fiscal staff to support collection of reimbursements.

30. Please describe in detail: (1) the information the agency will collect, maintain, or disseminate; (2) why and for what purpose the agency will use the information; (3) in this description, explicitly indicate whether the information contains PII; and (4) whether submission of personal information is voluntary or mandatory: The PRICES costing/pricing module allows cost center managers to input projected cost data, demand forecasts, etc. to enable calculation of fee-for-service rates. As our rates are developed using strict full-cost recovery models, this information is key in setting our product prices. The PRICES billing module allows collection of essential information from PSC functional areas about units of service provided, to whom, POCs, projects to be charged, etc. This information results in actual invoices processed in the core financial system and collection of funds from customers for services delivered. All data collected is essential in documenting that services were provided and serves as the basis for reimbursement to the PSC.

31. Please describe in detail any processes in place to: (1) notify and obtain consent from the individuals whose PII is in the system when major changes occur to the system (e.g., disclosure and/or data uses have changed since the notice at the time of the original collection); (2) notify and obtain consent from individuals regarding what PII is being collected from them; and (3) how the information will be used or shared.

(Note: Please describe in what format individuals will be given notice of consent [e.g., written notice, electronic notice, etc.]) The costing and pricing exercise is performed annually and reviewed a mid-year. The PSC Business Office issues an e-mail datacall to Service Directors and cost center managers including guidance for entry of costs and demand into PRICES. Managers obtain this information from historical documents, accounting reports, and other information available to them on future trends, etc. They are informed that the rates developed through PRICES will become, upon approval of the Board, the PSC's published rates for the following fiscal year. o Billing information is collected as services are performed. In most cases, bills will be determined by output of other systems or activities (i.e. FTE counts from HR systems) but in the case of variable services received, providers will record the "who, what, when, and where" and use this information to generate bills. When customers are asked for this information, billers have been instructed to inform them that this information is necessary for billing purposes. Failure to provide the necessary information would likely result in the PSC's inability to offer services to the customer, as all service costs must be recouped through fee revenues.

32. Does the system host a website? (Note: If the system hosts a website, the Website Hosting Practices section is required to be completed regardless of the presence of PII): No

37. Does the website have any information or pages directed at children under the age of thirteen?: No

50. Are there policies or guidelines in place with regard to the retention and destruction of PII? (Refer to the C&A package and/or the Records Retention and Destruction section in SORN): Yes

54. Briefly describe in detail how the IIF will be secured on the system using administrative, technical, and physical controls.: Administrative controls:

- C&A completed 7/5/6

- approved System Security Plan

- Contingency Plan

- System backups
- Offsite storage
- User manuals
- Contractor agreements
- Least Privilege access
- IIF policy

Technical Controls:
- UserID and Passwords
- Firewall
- Intrusion Detection
- Process for monitoring and responding to security incidents

Physical Controls:
- Guards
- ID Badges
- Cipher Locks
- CCTV

PIA Approval

PIA Reviewer Approval: Promote

PIA Reviewer Name: Ruth Doerflein

Sr. Official for Privacy Approval: Promote

Sr. Official for Privacy Name: Suzi Connor

Sign-off Date: 8/17/2007

Approved for Web Publishing: Yes

Date Published: May 23, 2012

06.3 HHS PIA Summary for Posting (Form) / OS ASA SAMHSA Local Area Network [System]

PIA SUMMARY AND APPROVAL COMBINED

PIA Summary

Is this a new PIA 2011? No

If this is an existing PIA, please provide a reason for revision: PIA Validation

1. Date of this Submission: 8/31/2009

2. OPDIV Name: OS

3. Unique Project Identifier (UPI) Number: 009-90-02-00-01-0001-00

4. Privacy Act System of Records (SOR) Number (If response to Q.21 is Yes, a SORN number is required for Q.4): N/A

5. OMB Information Collection Approval Number: N/A

6. Other Identifying Number(s): N/A

7. System Name (Align with system Item name): SAMHSA General Support System

9. System Point of Contact (POC). The System POC is the person to whom questions about the system and the responses to this PIA may be addressed: Errol Brown

10. Provide an overview of the system: The SAMHSA GSS is a local area network supporting operations of the HHS/SAMHSA operating division.

13. Indicate if the system is new or an existing one being modified: Existing

17. Does/Will the system collect, maintain (store), disseminate and/or pass through PII within any database(s), record(s), file(s) or website(s) hosted by this system? (Note: This question seeks to identify any, and all, personal information associated with the system. This includes any PII, whether or not it is subject to the Privacy Act, whether the individuals are employees, the public, research subjects, or business partners, and whether provided voluntarily or collected by mandate. Later questions will try to understand the character of the data and its applicability to the requirements under the Privacy Act or other legislation. Does/Will the system collect, maintain (store), disseminate and/or pass through PII within any database(s), record(s), file(s) or website(s) hosted by this system?): No

21. Is the system subject to the Privacy Act? (If response to Q.19 is Yes, response to Q.21 must be Yes and a SORN number is required for Q.4): No

23. If the system shares or discloses IIF please specify with whom and for what purpose(s): The system does not collect, maintain or disseminate IIF.

30. Please describe in detail: (1) the information the agency will collect, maintain, or disseminate; (2) why and for what purpose the agency will use the information; (3) in this description, explicitly indicate whether the information contains PII; and (4) whether submission of personal information is voluntary or mandatory: The system does not collect, maintain or disseminate IIF.

31. Please describe in detail any processes in place to: (1) notify and obtain consent from the individuals whose PII is in the system when major changes occur to the system (e.g.,

disclosure and/or data uses have changed since the notice at the time of the original collection); (2) notify and obtain consent from individuals regarding what PII is being collected from them; and (3) how the information will be used or shared.

(Note: Please describe in what format individuals will be given notice of consent [e.g., written notice, electronic notice, etc.]) The system does not collect, maintain or disseminate IIF.

32. Does the system host a website? (Note: If the system hosts a website, the Website Hosting Practices section is required to be completed regardless of the presence of PII): No

37. Does the website have any information or pages directed at children under the age of thirteen?: No

50. Are there policies or guidelines in place with regard to the retention and destruction of PII? (Refer to the C&A package and/or the Records Retention and Destruction section in SORN): No

54. Briefly describe in detail how the IIF will be secured on the system using administrative, technical, and physical controls.: The system does not collect, maintain or disseminate IIF.

PIA Approval

PIA Reviewer Approval: Promote

PIA Reviewer Name: Ruth Doerflein

Sr. Official for Privacy Approval: Promote

Sr. Official for Privacy Name: Terry L. Hurst

Sign-off Date: 9/1/2009

Approved for Web Publishing: Yes

Date Published: May 23, 2012

06.3 HHS PIA Summary for Posting (Form) / OS ASA Security and Privacy Online Reporting Tool [System]

PIA SUMMARY AND APPROVAL COMBINED

PIA Summary

Is this a new PIA 2011?   No

If this is an existing PIA, please provide a reason for revision: PIA Validation

1. Date of this Submission: 2/2/2011

2. OPDIV Name: OS

3. Unique Project Identifier (UPI) Number: 009-00-02-00-03-0010-00

4. Privacy Act System of Records (SOR) Number (If response to Q.21 is Yes, a SORN number is required for Q.4): N/A - System is not subject to the Privacy Act and thus does not require a SORN.

5. OMB Information Collection Approval Number: N/A

6. Other Identifying Number(s): N/A

7. System Name (Align with system Item name): OS ASA Security and Privacy Online Reporting Tool (SPORT)

9. System Point of Contact (POC). The System POC is the person to whom questions about the system and the responses to this PIA may be addressed: Sara Hall

10. Provide an overview of the system: SPORT collects and maintains all security and privacy data points and metrics on HHS' FISMA information systems. The Primavera ProSight Fast Track for FISMA and Privacy Compliance application, a commercial off-the-shelf (COTS) product, is the primary component of the SPORT system. This COTS product enables the SPORT system to deliver IT services that allow agencies to capture, assess, manage, and report on the overall posture of information security programs and systems. As the HHS Enterprise FISMA tool, SPORT serves as the Department's authoritative IT FISMA system inventory. HHS uses information stored in SPORT for quarterly and annual FISMA reporting to the OMB, POA&M oversight, PIA, and Federal Information Processing Standard (FIPS) 199 system security categorization. Furthermore, SPORT enables the HHS CISO to conduct internal oversight reviews and to respond to the Office of Inspector General (OIG) and various other data calls. SPORT's scorecards provide executive-level snapshot reports to assist senior management in information security decision making. Additionally, SPORT enables users to export data from the tool and attach this information to the document repository for historical purposes. The document repository, a module within the SPORT application, also allows users to upload other system security-related artifacts.

SPORT supports a combined user base of approximately 250 active users. SPORT users include Operating Division (OPDIV) Administrators, CISOs and ISSOs; System Owners; System Reviewers; PIA Reviewers, Senior Officials for Privacy (SOP); and PIA Editors.

13. Indicate if the system is new or an existing one being modified: Existing

17. Does/Will the system collect, maintain (store), disseminate and/or pass through PII within any database(s), record(s), file(s) or website(s) hosted by this system? (Note: This

question seeks to identify any, and all, personal information associated with the system. This includes any PII, whether or not it is subject to the Privacy Act, whether the individuals are employees, the public, research subjects, or business partners, and whether provided voluntarily or collected by mandate. Later questions will try to understand the character of the data and its applicability to the requirements under the Privacy Act or other legislation. Does/Will the system collect, maintain (store), disseminate and/or pass through PII within any database(s), record(s), file(s) or website(s) hosted by this system?): No

21. Is the system subject to the Privacy Act? (If response to Q.19 is Yes, response to Q.21 must be Yes and a SORN number is required for Q.4): No

23. If the system shares or discloses IIF please specify with whom and for what purpose(s): N/A - The system does not share PII.

30. Please describe in detail: (1) the information the agency will collect, maintain, or disseminate; (2) why and for what purpose the agency will use the information; (3) in this description, explicitly indicate whether the information contains PII; and (4) whether submission of personal information is voluntary or mandatory: Information collected in this system does not constitute PII. According to HHS PIA Policy, "systems that collect PII 'permitting the physical or online contacting of a specific individual…employed [by] the Federal Government' [See E-Government Act of 2002 http://frwebgate.access.gpo.gov/cgi-bin/getdoc.cgi?db name=107_cong_public_laws&docid=f:publ347.107.pdf] are an exception. Under these circumstances, only the PIA Summary is required for that system."

SPORT collects and maintains all HHS systems' IT security data necessary for quarterly and annual FISMA reporting, POA&M management, system PIA, FIPS 199 system security categorization, FISMA system inventory maintenance. POA&M management includes the tracking of system and program related security weaknesses. Security categorization includes the identification of information types maintained by a particular system and the potential impact (High, Moderate, Low) resulting from compromises to confidentiality, integrity, and availability. System Inventory maintenance includes the state of the system (stage, lifecycle, classification), contact information (ISSO, DAA/AO, system owner, program manager), and the status of security and privacy information (C&A, SSP, risk assessment, system security control review and testing, contingency planning and testing, configuration management, and PIA).

31. Please describe in detail any processes in place to: (1) notify and obtain consent from the individuals whose PII is in the system when major changes occur to the system (e.g., disclosure and/or data uses have changed since the notice at the time of the original collection); (2) notify and obtain consent from individuals regarding what PII is being collected from them; and (3) how the information will be used or shared.

(Note: Please describe in what format individuals will be given notice of consent [e.g., written notice, electronic notice, etc.]) The information collected in this system does not constitute PII.

32. Does the system host a website? (Note: If the system hosts a website, the Website Hosting Practices section is required to be completed regardless of the presence of PII): No

37. Does the website have any information or pages directed at children under the age of thirteen?:

50. Are there policies or guidelines in place with regard to the retention and destruction of PII? (Refer to the C&A package and/or the Records Retention and Destruction section in SORN):

54. Briefly describe in detail how the IIF will be secured on the system using administrative, technical, and physical controls.: Administrative – SPORT has a system contingency plan which, when activated, calls upon the SPORT System Owner, SPORT system administrators, and HHS security staff and contractors, to reconstitute system operations . SPORT files are backed-up regularly and stored offsite. Least privileged access is granted, and user manuals are available to identify user roles and responsibilities.

Technical – Access controls are articulated through existing Department policies and procedures represented in the Secure One HHS Information Security Program Policy and the corresponding guidance document, HHS Information Security Program Handbook. Session termination is configured for a 30 minute timeout after which a session will be terminated. Remote access may be granted but only in instances in which the user is first connected to the HHS network via Virtual Private Network (VPN) encrypted tunnel. No wireless access to the application is allowed, nor are direct connections between the application and portable and mobile devices permitted.

Physical - SPORT is considered an application. As such, it is dependent on the overall general support system and the environment in which that system resides for the proper implementation of physical and environmental security controls. OS/ITO is primarily responsible for ensuring these controls are properly implemented and regularly evaluated.

PIA Approval

PIA Reviewer Approval: Promote

PIA Reviewer Name: Jane Laroussi (contractor)

Sr. Official for Privacy Approval: Promote

Sr. Official for Privacy Name: Mark Brown

Sign-off Date: 2/4/2011

Approved for Web Publishing: Yes

Date Published: May 23, 2012

06.3 HHS PIA Summary for Posting (Form) / OS ASA Service Tracking Management [System]

PIA SUMMARY AND APPROVAL COMBINED

PIA Summary

Is this a new PIA 2011? No

If this is an existing PIA, please provide a reason for revision: PIA Validation

1. Date of this Submission: 10/12/2011

2. OPDIV Name: OS

3. Unique Project Identifier (UPI) Number: 009-91-01-06-02-1015-00

4. Privacy Act System of Records (SOR) Number (If response to Q.21 is Yes, a SORN number is required for Q.4): 09-15-0004

5. OMB Information Collection Approval Number: N/A

6. Other Identifying Number(s): N/A

7. System Name (Align with system Item name): Service Tracking and Management (STM)

9. System Point of Contact (POC). The System POC is the person to whom questions about the system and the responses to this PIA may be addressed: David Fisher

10. Provide an overview of the system: STM provides a complete set of tools to define the interagency agreements between FOH and its customer agencies, collect evidence of the fulfillment of those agreements, and provide external financial systems the information they need to bill for services rendered. STM also provides tools to view reports against data stored within it

13. Indicate if the system is new or an existing one being modified: Existing

17. Does/Will the system collect, maintain (store), disseminate and/or pass through PII within any database(s), record(s), file(s) or website(s) hosted by this system? (Note: This question seeks to identify any, and all, personal information associated with the system. This includes any PII, whether or not it is subject to the Privacy Act, whether the individuals are employees, the public, research subjects, or business partners, and whether provided voluntarily or collected by mandate. Later questions will try to understand the character of the data and its applicability to the requirements under the Privacy Act or other legislation. Does/Will the system collect, maintain (store), disseminate and/or pass through PII within any database(s), record(s), file(s) or website(s) hosted by this system?): Yes

21. Is the system subject to the Privacy Act? (If response to Q.19 is Yes, response to Q.21 must be Yes and a SORN number is required for Q.4): Yes

23. If the system shares or discloses IIF please specify with whom and for what purpose(s): N/A

30. Please describe in detail: (1) the information the agency will collect, maintain, or disseminate; (2) why and for what purpose the agency will use the information; (3) in this description, explicitly indicate whether the information contains PII; and (4) whether submission of personal information is voluntary or mandatory: Medical notes and employee information in addition to personal identifying information.

31. Please describe in detail any processes in place to: (1) notify and obtain consent from the individuals whose PII is in the system when major changes occur to the system (e.g., disclosure and/or data uses have changed since the notice at the time of the original collection); (2) notify and obtain consent from individuals regarding what PII is being collected from them; and (3) how the information will be used or shared.

(Note: Please describe in what format individuals will be given notice of consent [e.g., written notice, electronic notice, etc.]) Records in this system are obtained from-- a. The individual to whom the records pertain. b. Agency employee health unit staff. c. Federal and private sector medical practitioners and treatment facilities. d. Supervisors/managers and other agency officials. e. Other agency records. Clients will be informed in writing of the confidentiality provisions. Secondary disclosure of information, which was released, is prohibited without client consent.

32. Does the system host a website? (Note: If the system hosts a website, the Website Hosting Practices section is required to be completed regardless of the presence of PII): Yes

37. Does the website have any information or pages directed at children under the age of thirteen?: No

50. Are there policies or guidelines in place with regard to the retention and destruction of PII? (Refer to the C&A package and/or the Records Retention and Destruction section in SORN): Yes

54. Briefly describe in detail how the IIF will be secured on the system using administrative, technical, and physical controls.: Information in the system is protected by management, operational, and technical controls comensurate with the level of sensitivity of that information, including:

- Data is stored in a password protected data system

- Data system is protected by network firewalls

- Computer systems maintained at secured government site.

- Credit card cards have all but last four digits masked

- Users can enter SSN or Query on SSN to validate a person's identity, but can not retrieve SSN for viewing.

- Standard Reports do not display SSN.

- Only specialized reports provided directly to authorized agency reps include this information. These reports can only be run by a select group of people and are provided physically via US Mail directed to the authorized person.

PIA Approval

PIA Reviewer Approval: Promote

PIA Reviewer Name: Ruth Doerflein

Sr. Official for Privacy Approval: Promote

Sr. Official for Privacy Name: Suzi Connor

Sign-off Date: 8/17/2007

Approved for Web Publishing: Yes

Date Published: May 23, 2012

06.3 HHS PIA Summary for Posting (Form) / OS ASA Silver Spring Center Local Area Network [System]

PIA SUMMARY AND APPROVAL COMBINED

PIA Summary

Is this a new PIA 2011?   No

If this is an existing PIA, please provide a reason for revision: PIA Validation

1. Date of this Submission: 8/31/2009

2. OPDIV Name: OS

3. Unique Project Identifier (UPI) Number: 009-90-02-00-01-0001-00

4. Privacy Act System of Records (SOR) Number (If response to Q.21 is Yes, a SORN number is required for Q.4): N/A

5. OMB Information Collection Approval Number: N/A

6. Other Identifying Number(s): N/A

7. System Name (Align with system Item name): OS ASAM SSC LAN

9. System Point of Contact (POC). The System POC is the person to whom questions about the system and the responses to this PIA may be addressed: Scott Funk

10. Provide an overview of the system: The SSC LAN is a local area network supporting the operations of the Silver Spring Center based portion of the HHS/PSC (HRS).

13. Indicate if the system is new or an existing one being modified: Existing

17. Does/Will the system collect, maintain (store), disseminate and/or pass through PII within any database(s), record(s), file(s) or website(s) hosted by this system? (Note: This question seeks to identify any, and all, personal information associated with the system. This includes any PII, whether or not it is subject to the Privacy Act, whether the individuals are employees, the public, research subjects, or business partners, and whether provided voluntarily or collected by mandate. Later questions will try to understand the character of the data and its applicability to the requirements under the Privacy Act or other legislation. Does/Will the system collect, maintain (store), disseminate and/or pass through PII within any database(s), record(s), file(s) or website(s) hosted by this system?): No

21. Is the system subject to the Privacy Act? (If response to Q.19 is Yes, response to Q.21 must be Yes and a SORN number is required for Q.4): No

23. If the system shares or discloses IIF please specify with whom and for what purpose(s): The system does not collect, maintain or disseminate IIF.

30. Please describe in detail: (1) the information the agency will collect, maintain, or disseminate; (2) why and for what purpose the agency will use the information; (3) in this description, explicitly indicate whether the information contains PII; and (4) whether submission of personal information is voluntary or mandatory: The system does not collect, maintain or disseminate IIF.

31. Please describe in detail any processes in place to: (1) notify and obtain consent from the individuals whose PII is in the system when major changes occur to the system (e.g.,

disclosure and/or data uses have changed since the notice at the time of the original collection); (2) notify and obtain consent from individuals regarding what PII is being collected from them; and (3) how the information will be used or shared.

(Note: Please describe in what format individuals will be given notice of consent [e.g., written notice, electronic notice, etc.]) The system does not collect, maintain or disseminate IIF.

32. Does the system host a website? (Note: If the system hosts a website, the Website Hosting Practices section is required to be completed regardless of the presence of PII): No

37. Does the website have any information or pages directed at children under the age of thirteen?: No

50. Are there policies or guidelines in place with regard to the retention and destruction of PII? (Refer to the C&A package and/or the Records Retention and Destruction section in SORN): No

54. Briefly describe in detail how the IIF will be secured on the system using administrative, technical, and physical controls.: The system does not collect, maintain or disseminate IIF.

PIA Approval

PIA Reviewer Approval: Promote

PIA Reviewer Name: Ruth Doerflein

Sr. Official for Privacy Approval: Promote

Sr. Official for Privacy Name: Terry L. Hurst

Sign-off Date: 9/1/2009

Approved for Web Publishing: Yes

Date Published: May 23, 2012

06.3 HHS PIA Summary for Posting (Form) / OS ASA Web Application Vulnerability Scanning System [System]

PIA SUMMARY AND APPROVAL COMBINED

PIA Summary

Is this a new PIA 2011? No

If this is an existing PIA, please provide a reason for revision: PIA Validation

1. Date of this Submission: 9/1/2009

2. OPDIV Name: OS

3. Unique Project Identifier (UPI) Number: 009-00-03-00-02-0025-00

4. Privacy Act System of Records (SOR) Number (If response to Q.21 is Yes, a SORN number is required for Q.4): N/A

5. OMB Information Collection Approval Number: N/A

6. Other Identifying Number(s): N/A

7. System Name (Align with system Item name): OS ASRT Watchfire

9. System Point of Contact (POC). The System POC is the person to whom questions about the system and the responses to this PIA may be addressed: Dan Galik

10. Provide an overview of the system: Automates the analysis of online properties to identify issues that jeopardize HHS's identity and reputation, mitigates online risk by identifying and alerting executives about privacy and data security issues, and provides an inventory and technology map of their entire online presence.

13. Indicate if the system is new or an existing one being modified: Existing

17. Does/Will the system collect, maintain (store), disseminate and/or pass through PII within any database(s), record(s), file(s) or website(s) hosted by this system? (Note: This question seeks to identify any, and all, personal information associated with the system. This includes any PII, whether or not it is subject to the Privacy Act, whether the individuals are employees, the public, research subjects, or business partners, and whether provided voluntarily or collected by mandate. Later questions will try to understand the character of the data and its applicability to the requirements under the Privacy Act or other legislation. Does/Will the system collect, maintain (store), disseminate and/or pass through PII within any database(s), record(s), file(s) or website(s) hosted by this system?): No

21. Is the system subject to the Privacy Act? (If response to Q.19 is Yes, response to Q.21 must be Yes and a SORN number is required for Q.4): No

23. If the system shares or discloses IIF please specify with whom and for what purpose(s): N/A

30. Please describe in detail: (1) the information the agency will collect, maintain, or disseminate; (2) why and for what purpose the agency will use the information; (3) in this description, explicitly indicate whether the information contains PII; and (4) whether submission of personal information is voluntary or mandatory: Analyzes HHS online

information to improve information integrity, security, and inventory. Contains no IIF information.

31. Please describe in detail any processes in place to: (1) notify and obtain consent from the individuals whose PII is in the system when major changes occur to the system (e.g., disclosure and/or data uses have changed since the notice at the time of the original collection); (2) notify and obtain consent from individuals regarding what PII is being collected from them; and (3) how the information will be used or shared.

(Note: Please describe in what format individuals will be given notice of consent [e.g., written notice, electronic notice, etc.]) N/A

32. Does the system host a website? (Note: If the system hosts a website, the Website Hosting Practices section is required to be completed regardless of the presence of PII): Yes

37. Does the website have any information or pages directed at children under the age of thirteen?: No

50. Are there policies or guidelines in place with regard to the retention and destruction of PII? (Refer to the C&A package and/or the Records Retention and Destruction section in SORN): No

54. Briefly describe in detail how the IIF will be secured on the system using administrative, technical, and physical controls.: N/A

PIA Approval

PIA Reviewer Approval: Promote

PIA Reviewer Name: Ruth M. Doerflein

Sr. Official for Privacy Approval: Promote

Sr. Official for Privacy Name: Terry L. Hurst

Sign-off Date: 9/1/2009

Approved for Web Publishing: Yes

Date Published: May 23, 2012

06.3 HHS PIA Summary for Posting (Form) / OS ASA Web Warehouse Inventory Management System [System]

PIA SUMMARY AND APPROVAL COMBINED

PIA Summary

Is this a new PIA 2011?   No

If this is an existing PIA, please provide a reason for revision: PIA Validation

1. Date of this Submission: 3/4/2010

2. OPDIV Name: OS

3. Unique Project Identifier (UPI) Number: 009-91-01-06-02-1018-00

4. Privacy Act System of Records (SOR) Number (If response to Q.21 is Yes, a SORN number is required for Q.4): No

5. OMB Information Collection Approval Number: No

6. Other Identifying Number(s): No

7. System Name (Align with system Item name): Web Warehouse Inventory Management System (WebWIMS)

9. System Point of Contact (POC). The System POC is the person to whom questions about the system and the responses to this PIA may be addressed: Debbie Orfe

10. Provide an overview of the system: Provides inventory management, space control, order entry, receiving, and storage functionality for the AOS Personal Property Facility in Gaithersburg.

WebWIMS provides material handling, inventory control, and employee assignment using radio frequency (narrow band wireless) and barcode technology with optional interfaces to conveyors, carousels, picking devices, etc. A wireless technology is required to accommodate the constant movement of product, mobility of users, and accommodate the demands for real time data in internal inventory control and space management. In addition, data is gathered to support workload and performance monitoring for PSC KPI program and MEO reporting to QASP.

13. Indicate if the system is new or an existing one being modified: Existing

17. Does/Will the system collect, maintain (store), disseminate and/or pass through PII within any database(s), record(s), file(s) or website(s) hosted by this system? (Note: This question seeks to identify any, and all, personal information associated with the system. This includes any PII, whether or not it is subject to the Privacy Act, whether the individuals are employees, the public, research subjects, or business partners, and whether provided voluntarily or collected by mandate. Later questions will try to understand the character of the data and its applicability to the requirements under the Privacy Act or other legislation. Does/Will the system collect, maintain (store), disseminate and/or pass through PII within any database(s), record(s), file(s) or website(s) hosted by this system?): Yes

21. Is the system subject to the Privacy Act? (If response to Q.19 is Yes, response to Q.21 must be Yes and a SORN number is required for Q.4): No

23. If the system shares or discloses IIF please specify with whom and for what purpose(s): Internal Branch Employees.

PSC/Business Office - manual interface with PRICES for billing customers, Customer courtesy copy

30. Please describe in detail: (1) the information the agency will collect, maintain, or disseminate; (2) why and for what purpose the agency will use the information; (3) in this description, explicitly indicate whether the information contains PII; and (4) whether submission of personal information is voluntary or mandatory: Information will be collected for order entry purposes. All LSB employees require access to conduct their daily duties.

31. Please describe in detail any processes in place to: (1) notify and obtain consent from the individuals whose PII is in the system when major changes occur to the system (e.g., disclosure and/or data uses have changed since the notice at the time of the original collection); (2) notify and obtain consent from individuals regarding what PII is being collected from them; and (3) how the information will be used or shared.

(Note: Please describe in what format individuals will be given notice of consent [e.g., written notice, electronic notice, etc.]) Paper/verbal data will be collected and entered by Branch employees. Electronic notifications will be used to convey the information to the employees. The employees will need to make a decision on cancelling any order.

32. Does the system host a website? (Note: If the system hosts a website, the Website Hosting Practices section is required to be completed regardless of the presence of PII): No

37. Does the website have any information or pages directed at children under the age of thirteen?: No

50. Are there policies or guidelines in place with regard to the retention and destruction of PII? (Refer to the C&A package and/or the Records Retention and Destruction section in SORN): Yes

54. Briefly describe in detail how the IIF will be secured on the system using administrative, technical, and physical controls.: Full suite of controls in accordance with SP 800-53. See the Security plan for details. Administrative:- Certification and Accreditation- System Security Plan- Contingency Plan- Backups and off-site storage- User Manuals- Training- Contractor privacy clauses- Least privledge- Policy and guidelines for IIF Technical:- UserID and passwords- Firewall- Encryption- Intrusion Detection System- Privacy/security incidents process Physical:- ID Badges- Cipher locks- CCTV

PIA Approval

PIA Reviewer Approval: Promote

PIA Reviewer Name: Ruth Doerflein

Sr. Official for Privacy Approval: Promote

Sr. Official for Privacy Name: Suzi Connor

Sign-off Date: 8/17/2007

Approved for Web Publishing: Yes

Date Published: May 23, 2012

06.3 HHS PIA Summary for Posting (Form) / OS ASFR Automated Financial Statement System [System]

PIA SUMMARY AND APPROVAL COMBINED

PIA Summary

Is this a new PIA 2011? No

If this is an existing PIA, please provide a reason for revision: PIA Validation

1. Date of this Submission: 8/31/2009

2. OPDIV Name: OS

3. Unique Project Identifier (UPI) Number: 009-90-01-06-02-0004-00

4. Privacy Act System of Records (SOR) Number (If response to Q.21 is Yes, a SORN number is required for Q.4): N/A

5. OMB Information Collection Approval Number: N/A

6. Other Identifying Number(s): N/A

7. System Name (Align with system Item name): Automated Financial Statement System

9. System Point of Contact (POC). The System POC is the person to whom questions about the system and the responses to this PIA may be addressed: Katherine Lee

10. Provide an overview of the system: Collects OPDIVs' financial statement data to generate the HHS-wide year-end and quarterly statements

13. Indicate if the system is new or an existing one being modified: Existing

17. Does/Will the system collect, maintain (store), disseminate and/or pass through PII within any database(s), record(s), file(s) or website(s) hosted by this system? (Note: This question seeks to identify any, and all, personal information associated with the system. This includes any PII, whether or not it is subject to the Privacy Act, whether the individuals are employees, the public, research subjects, or business partners, and whether provided voluntarily or collected by mandate. Later questions will try to understand the character of the data and its applicability to the requirements under the Privacy Act or other legislation. Does/Will the system collect, maintain (store), disseminate and/or pass through PII within any database(s), record(s), file(s) or website(s) hosted by this system?): No

21. Is the system subject to the Privacy Act? (If response to Q.19 is Yes, response to Q.21 must be Yes and a SORN number is required for Q.4): No

23. If the system shares or discloses IIF please specify with whom and for what purpose(s): N/A

30. Please describe in detail: (1) the information the agency will collect, maintain, or disseminate; (2) why and for what purpose the agency will use the information; (3) in this description, explicitly indicate whether the information contains PII; and (4) whether submission of personal information is voluntary or mandatory: OPDIV financial data is collected to produce a consolidated financial statement for HHS -- for year-end and quarterly submissions to OMB. The data used is not confidential, not sensitive, and not private. No IIF information is collected.

31. Please describe in detail any processes in place to: (1) notify and obtain consent from the individuals whose PII is in the system when major changes occur to the system (e.g., disclosure and/or data uses have changed since the notice at the time of the original collection); (2) notify and obtain consent from individuals regarding what PII is being collected from them; and (3) how the information will be used or shared.

(Note: Please describe in what format individuals will be given notice of consent [e.g., written notice, electronic notice, etc.]) N/A

32. Does the system host a website? (Note: If the system hosts a website, the Website Hosting Practices section is required to be completed regardless of the presence of PII): Yes

37. Does the website have any information or pages directed at children under the age of thirteen?: No

50. Are there policies or guidelines in place with regard to the retention and destruction of PII? (Refer to the C&A package and/or the Records Retention and Destruction section in SORN): No

54. Briefly describe in detail how the IIF will be secured on the system using administrative, technical, and physical controls.: N/A

PIA Approval

PIA Reviewer Approval: Promote

PIA Reviewer Name: Ruth M. Doerflein

Sr. Official for Privacy Approval: Promote

Sr. Official for Privacy Name: Terry L. Hurst

Sign-off Date: 9/1/2009

Approved for Web Publishing: Yes

Date Published: May 23, 2012

06.3 HHS PIA Summary for Posting (Form) / OS ASFR Departmental Contracts Information System [System]

PIA SUMMARY AND APPROVAL COMBINED

PIA Summary

Is this a new PIA 2011?   No

If this is an existing PIA, please provide a reason for revision: PIA Validation

1. Date of this Submission: 8/13/2007

2. OPDIV Name: OS

3. Unique Project Identifier (UPI) Number: 009-90-01-06-02-0002-00

4. Privacy Act System of Records (SOR) Number (If response to Q.21 is Yes, a SORN number is required for Q.4): N/A

5. OMB Information Collection Approval Number: N/A

6. Other Identifying Number(s): N/A

7. System Name (Align with system Item name): Departmental Contracts Information System

9. System Point of Contact (POC). The System POC is the person to whom questions about the system and the responses to this PIA may be addressed: Fred Evans

10. Provide an overview of the system: The DCIS mission is to provide the data collection and reporting capabilities needed to enable HHS to comply with the reporting requirements mandated by Public Law 93-400 for the reporting of procurement actions.

13. Indicate if the system is new or an existing one being modified: Existing

17. Does/Will the system collect, maintain (store), disseminate and/or pass through PII within any database(s), record(s), file(s) or website(s) hosted by this system? (Note: This question seeks to identify any, and all, personal information associated with the system. This includes any PII, whether or not it is subject to the Privacy Act, whether the individuals are employees, the public, research subjects, or business partners, and whether provided voluntarily or collected by mandate. Later questions will try to understand the character of the data and its applicability to the requirements under the Privacy Act or other legislation. Does/Will the system collect, maintain (store), disseminate and/or pass through PII within any database(s), record(s), file(s) or website(s) hosted by this system?): No

21. Is the system subject to the Privacy Act? (If response to Q.19 is Yes, response to Q.21 must be Yes and a SORN number is required for Q.4): No

23. If the system shares or discloses IIF please specify with whom and for what purpose(s): N/A

30. Please describe in detail: (1) the information the agency will collect, maintain, or disseminate; (2) why and for what purpose the agency will use the information; (3) in this description, explicitly indicate whether the information contains PII; and (4) whether submission of personal information is voluntary or mandatory: DCIS provides a single system capability within HHS that collects, edits and stores information on individual

procurement and contracting actions executed by the Operating Divisions (OPDIVs) and other HHS offices. No IIF information is collected.

31. Please describe in detail any processes in place to: (1) notify and obtain consent from the individuals whose PII is in the system when major changes occur to the system (e.g., disclosure and/or data uses have changed since the notice at the time of the original collection); (2) notify and obtain consent from individuals regarding what PII is being collected from them; and (3) how the information will be used or shared.

(Note: Please describe in what format individuals will be given notice of consent [e.g., written notice, electronic notice, etc.]) N/A

32. Does the system host a website? (Note: If the system hosts a website, the Website Hosting Practices section is required to be completed regardless of the presence of PII): Yes

37. Does the website have any information or pages directed at children under the age of thirteen?: No

50. Are there policies or guidelines in place with regard to the retention and destruction of PII? (Refer to the C&A package and/or the Records Retention and Destruction section in SORN): No

54. Briefly describe in detail how the IIF will be secured on the system using administrative, technical, and physical controls.: N/A

PIA Approval

PIA Reviewer Approval: Promote

PIA Reviewer Name: Ruth Doerflein

Sr. Official for Privacy Approval: Promote

Sr. Official for Privacy Name: Suzi Connor

Sign-off Date: 8/14/2007

Approved for Web Publishing: Yes

Date Published: May 23, 2012

06.3 HHS PIA Summary for Posting (Form) / OS ASFR Financial Information Reporting System [System]

PIA SUMMARY AND APPROVAL COMBINED

PIA Summary

Is this a new PIA 2011?   No

If this is an existing PIA, please provide a reason for revision: PIA Validation

1. Date of this Submission: 7/23/2009

2. OPDIV Name: OS

3. Unique Project Identifier (UPI) Number: none

4. Privacy Act System of Records (SOR) Number (If response to Q.21 is Yes, a SORN number is required for Q.4): N/A

5. OMB Information Collection Approval Number: N/A

6. Other Identifying Number(s): N/A

7. System Name (Align with system Item name): Financial Information Reporting System

9. System Point of Contact (POC). The System POC is the person to whom questions about the system and the responses to this PIA may be addressed: Edward A. Martin

10. Provide an overview of the system: Used in the development of outlay estimating, tracking spending, and tracking apportionments. It provides a repository for detailed historical obligations and outlay data for all uncancelled appropriation fiscal years. It also provides rates for accounts and budget activities for "waterfall tables" used in developing outlay estimates for the President's Budget and required to be submitted in support of the Department's outlay estimates.

13. Indicate if the system is new or an existing one being modified: Existing

17. Does/Will the system collect, maintain (store), disseminate and/or pass through PII within any database(s), record(s), file(s) or website(s) hosted by this system? (Note: This question seeks to identify any, and all, personal information associated with the system. This includes any PII, whether or not it is subject to the Privacy Act, whether the individuals are employees, the public, research subjects, or business partners, and whether provided voluntarily or collected by mandate. Later questions will try to understand the character of the data and its applicability to the requirements under the Privacy Act or other legislation. Does/Will the system collect, maintain (store), disseminate and/or pass through PII within any database(s), record(s), file(s) or website(s) hosted by this system?):
No

21. Is the system subject to the Privacy Act? (If response to Q.19 is Yes, response to Q.21 must be Yes and a SORN number is required for Q.4): No

23. If the system shares or discloses IIF please specify with whom and for what purpose(s):
N/A

30. Please describe in detail: (1) the information the agency will collect, maintain, or disseminate; (2) why and for what purpose the agency will use the information; (3) in this description, explicitly indicate whether the information contains PII; and (4) whether

submission of personal information is voluntary or mandatory: FIRS is used in developing outlay estimates for the President's Budget and required to support the HHS estimates. It also provides the official summary of Treasury outlay reports, apportionment logging and tracking to permit the HHS OPDIVs to find out the status of their apportionments as they move from HHS to OMB and back.

31. Please describe in detail any processes in place to: (1) notify and obtain consent from the individuals whose PII is in the system when major changes occur to the system (e.g., disclosure and/or data uses have changed since the notice at the time of the original collection); (2) notify and obtain consent from individuals regarding what PII is being collected from them; and (3) how the information will be used or shared.

(Note: Please describe in what format individuals will be given notice of consent [e.g., written notice, electronic notice, etc.]) N/A

32. Does the system host a website? (Note: If the system hosts a website, the Website Hosting Practices section is required to be completed regardless of the presence of PII): Yes

37. Does the website have any information or pages directed at children under the age of thirteen?: No

50. Are there policies or guidelines in place with regard to the retention and destruction of PII? (Refer to the C&A package and/or the Records Retention and Destruction section in SORN): No

54. Briefly describe in detail how the IIF will be secured on the system using administrative, technical, and physical controls.: N/A

PIA Approval

PIA Reviewer Approval: Promote

PIA Reviewer Name: Ruth Doerflein

Sr. Official for Privacy Approval: Promote

Sr. Official for Privacy Name: Suzi Connor

Sign-off Date: 8/17/2007

Approved for Web Publishing: Yes

Date Published: May 23, 2012

06.3 HHS PIA Summary for Posting (Form) / OS ASFR Grants.gov [System]

PIA SUMMARY AND APPROVAL COMBINED

PIA Summary

Is this a new PIA 2011? No

If this is an existing PIA, please provide a reason for revision: PIA Validation

1. Date of this Submission: 9/14/2011

2. OPDIV Name: OS

3. Unique Project Identifier (UPI) Number: 009-00-01-99-01-0160-24

4. Privacy Act System of Records (SOR) Number (If response to Q.21 is Yes, a SORN number is required for Q.4): N/A

5. OMB Information Collection Approval Number: N/A

6. Other Identifying Number(s): PMT: HHS3

7. System Name (Align with system Item name): Grants.gov -- Find and Apply

9. System Point of Contact (POC). The System POC is the person to whom questions about the system and the responses to this PIA may be addressed: Boris Desouza

10. Provide an overview of the system: Grants.gov is one of the PMA E-Gov initiatives and has deployed two Government-wide grants mechanisms: Find and Apply. The Find mechanism allows Federal agencies to post funding opportunities on Grants.gov and allows potential applicants to search for and view these opportunities. All grant-making agencies were publishing funding opportunities by October 2003. The Apply mechanism allows agencies to post their application packages on Grants.gov and allows applicants to download the packages and complete them offline and submit them online through Grants.gov. The Apply mechanism was launched on October 31, 2003. In order to post funding opportunities or apply for grants, users are required to register with the site. In addition, Grants.gov provides a system-to-system (S2S) web service interface that allows organizations to submit grant applications directly from their systems to agency systems. Grants.gov operates a Contact Center at a state-of-the-art secure hosting facility to support agency and applicant users. Grants.gov also operates a forms factory to develop (electronic) forms for the grants-making agencies. Grants.gov's day-to-day activities are managed by the Grants.gov Program Management Office.

13. Indicate if the system is new or an existing one being modified: Existing

17. Does/Will the system collect, maintain (store), disseminate and/or pass through PII within any database(s), record(s), file(s) or website(s) hosted by this system? (Note: This question seeks to identify any, and all, personal information associated with the system. This includes any PII, whether or not it is subject to the Privacy Act, whether the individuals are employees, the public, research subjects, or business partners, and whether provided voluntarily or collected by mandate. Later questions will try to understand the character of the data and its applicability to the requirements under the Privacy Act or other legislation. Does/Will the system collect, maintain (store), disseminate and/or pass through PII within any database(s), record(s), file(s) or website(s) hosted by this system?): Yes

21. Is the system subject to the Privacy Act? (If response to Q.19 is Yes, response to Q.21 must be Yes and a SORN number is required for Q.4): No

23. If the system shares or discloses IIF please specify with whom and for what purpose(s): Grants.gov contains the following PII records:

· Applications containing contact info and background/qualification-type info about the grantee-applicants if required by the grant-offering-agency; and

· User registration info for individuals who serve as points of contact for grantor-agencies & grantees (regardless of whether the grantee is an entity or an individual).

However, HHS does not retrieve any of the information by an individual's name or other personal identifier:

· Applications are retrieved by funding opportunity identifier (agency identifier). Only the grant-offering agency is able to retrieve; HHS & applicants can't retrieve.

· User registration info for grantor-agencies is retrieved by organization report (agency identifier). Only the pertinent agency is able to retrieve; HHS can't retrieve.

· User registration info for entity grantees is retrieved by organization report (grantee-entity identifier). Only the pertinent grantee-entity Main POC is able to retrieve; HHS can't retrieve.

· User registration info for any grantees who are individuals is retrieved by grantee name/personal identifier, but retrieval is done only by that individual grantee (e.g., if necessary for the grantee to update his/her telephone number). HHS can't retrieve, and grantor-agency can't retrieve.

User registration info is only needed/used by a grant-offering-agency or a grantee, for purposes of maintaining/updating its own list of validated users within its own organization who it allows to have access to its records in Grants.gov. In the case of an individual grantee, his/her registration info doesn't include the organization report because the individual grantee is the only user & is the Main POC. All forms in the application packages must be approved by OMB and all applications are linked to a specific grant opportunity, never to an individual. All applications are permanently removed from Grants.gov 180 days after receipt from the applicant.

30. Please describe in detail: (1) the information the agency will collect, maintain, or disseminate; (2) why and for what purpose the agency will use the information; (3) in this description, explicitly indicate whether the information contains PII; and (4) whether submission of personal information is voluntary or mandatory: Grants.gov contains the following PII records:

· Applications containing contact info and background/qualification-type info about the grantee-applicants if required by the grant-offering-agency; and

· User registration info for individuals who serve as points of contact for grantor-agencies & grantees (regardless of whether the grantee is an entity or an individual).

However, HHS does not retrieve any of the information by an individual's name or other personal identifier:

· Applications are retrieved by funding opportunity identifier (agency identifier). Only the grant-offering agency is able to retrieve; HHS & applicants can't retrieve.

· User registration info for grantor-agencies is retrieved by organization report (agency identifier). Only the pertinent agency is able to retrieve; HHS can't retrieve.

· User registration info for entity grantees is retrieved by organization report (grantee-entity identifier). Only the pertinent grantee-entity Main POC is able to retrieve; HHS can't retrieve.

· User registration info for any grantees who are individuals is retrieved by grantee name/personal identifier, but retrieval is done only by that individual grantee (e.g., if necessary for the grantee to update his/her telephone number). HHS can't retrieve, and grantor-agency can't retrieve.

User registration info is only needed/used by a grant-offering-agency or a grantee, for purposes of maintaining/updating its own list of validated users within its own organization who it allows to have access to its records in Grants.gov. In the case of an individual grantee, his/her registration info doesn't include the organization report because the individual grantee is the only user & is the Main POC. All forms in the application packages must be approved by OMB and all applications are linked to a specific grant opportunity, never to an individual. All applications are permanently removed from Grants.gov 180 days after receipt from the applicant.

31. Please describe in detail any processes in place to: (1) notify and obtain consent from the individuals whose PII is in the system when major changes occur to the system (e.g., disclosure and/or data uses have changed since the notice at the time of the original collection); (2) notify and obtain consent from individuals regarding what PII is being collected from them; and (3) how the information will be used or shared.

(Note: Please describe in what format individuals will be given notice of consent [e.g., written notice, electronic notice, etc.]) (1) PMO communicates to users whenever any system changes are made as part of the change management process. If an individual modifies their registration data none of those changes are communicated to anybody other than the user that changed their information (via email notification directly to the user).

(2) Users are notified that they must verify that they are able to obtain a user name and password and that the registration process helps to ensure that someone really is who he/she claims to be. They are also informed that the registration information is only collected to ensure that users have a legitimate purpose for using the site.

(3) The registration information is not disclosed or shared with any other systems and only individual users can edit or view their personal contact information. The application package forms indicate to users when PII requested in the application packages is required and how it will be used.

32. Does the system host a website? (Note: If the system hosts a website, the Website Hosting Practices section is required to be completed regardless of the presence of PII): Yes

37. Does the website have any information or pages directed at children under the age of thirteen?: No

50. Are there policies or guidelines in place with regard to the retention and destruction of PII? (Refer to the C&A package and/or the Records Retention and Destruction section in SORN): No

54. Briefly describe in detail how the IIF will be secured on the system using administrative, technical, and physical controls.: The Grants.gov personnel (staff and contractors), systems and processes comply with NIST 800-53 controls for a Moderate Application which include administrative, technical and physical controls.

PIA Approval

PIA Reviewer Approval: Promote

PIA Reviewer Name: Ruth M. Doerflein

Sr. Official for Privacy Approval: Promote

Sr. Official for Privacy Name: Mark A. Brown

Sign-off Date: 9/26/2011

Approved for Web Publishing: Yes

Date Published: May 23, 2012

06.3 HHS PIA Summary for Posting (Form) / OS ASFR HHS Consolidated Acquisition System [System]

PIA SUMMARY AND APPROVAL COMBINED

PIA Summary

Is this a new PIA 2011?   No

If this is an existing PIA, please provide a reason for revision: PIA Validation

1. Date of this Submission: 6/15/2010

2. OPDIV Name: OS

3. Unique Project Identifier (UPI) Number: 009-00-02-00-01-0040-00

4. Privacy Act System of Records (SOR) Number (If response to Q.21 is Yes, a SORN number is required for Q.4): 09-90-0411

5. OMB Information Collection Approval Number: N/A

6. Other Identifying Number(s): N/A

7. System Name (Align with system Item name): OS ASFR HHS Consolidated Acquisition System (HCAS)

9. System Point of Contact (POC). The System POC is the person to whom questions about the system and the responses to this PIA may be addressed: Nancy Gunderson

10. Provide an overview of the system: To realize an enterprise solution for acquisition across the Department, HHS established the HCAS Project Management Office (PMO), within the office of the Assistant Secretary of Administration and Management (ASAM). The PMO will deliver a standardized global Purchase Request Information System (PRISM) for all operational contracting components within HHS that utilize Unified Financial Management System (UFMS) (referred to as HCAS clients). HHS will deploy HCAS to the following ten HCAS client contracting offices: AHRQ, ASPR, CDC, FDA, PSC Division of Acquisition Management, PSC Perry Point, PSC Cooperative Administrative Service Unit (Kansas City), HRSA, IHS, and SAMHSA. The mission of the HCAS PMO is to design, plan, configure, and implement HCAS as efficiently as possible, coordinating with other relevant HHS e-government and enterprise projects to maximize integration.

Once implemented, HCAS will replace the varying PRISM configurations that currently exist across HHS in addition to replacing other legacy acquisition systems and manual processes, resulting in one solution for capturing HHS acquisition transactions for integration with UFMS.. In the long term, a consolidated PRISM facilitates and enables a single solution for integrating acquisition with financial management (one interface between HCAS and UFMS) and other mixed financial management systems.

13. Indicate if the system is new or an existing one being modified: Existing

17. Does/Will the system collect, maintain (store), disseminate and/or pass through PII within any database(s), record(s), file(s) or website(s) hosted by this system? (Note: This question seeks to identify any, and all, personal information associated with the system. This includes any PII, whether or not it is subject to the Privacy Act, whether the individuals are employees, the public, research subjects, or business partners, and whether

provided voluntarily or collected by mandate. Later questions will try to understand the character of the data and its applicability to the requirements under the Privacy Act or other legislation. Does/Will the system collect, maintain (store), disseminate and/or pass through PII within any database(s), record(s), file(s) or website(s) hosted by this system?): Yes

21. Is the system subject to the Privacy Act? (If response to Q.19 is Yes, response to Q.21 must be Yes and a SORN number is required for Q.4): Yes

23. If the system shares or discloses IIF please specify with whom and for what purpose(s): The HCAS system itself collects information necessary to support a procurement relationship between HHS and the vendor community. There are limited instances where an individual's information in identifiable form (IIF) will be collected in order to facilitate a transaction in HCAS. In addition to names of contracting who serve as HHS buyers, HCAS collects and maintains IIF for service fellows and sole proprietorships that provide vendor services as individuals.

30. Please describe in detail: (1) the information the agency will collect, maintain, or disseminate; (2) why and for what purpose the agency will use the information; (3) in this description, explicitly indicate whether the information contains PII; and (4) whether submission of personal information is voluntary or mandatory: Acquisition processes supported by HCAS include acquisition planning, solicitation, contract creation and approval, contract award and award closeout, and contract performance monitoring and management. To support these business processes, IIF contained in HCAS may include the following: vendor and contracting officer names, vendor mailing addresses, phone numbers, vendor financial account information, legal documents, web URLs, email addresses, vendor education records, and vendor tax ID numbers (TIN) or social security numbers.

Social security numbers of vendors may be captured within HCAS under certain circumstances where a TIN is not available. In order for vendors to obtain the benefit of contracting with HHS, either a TIN or SSN is required. Provision of this information by the vendor is elective and again, is only used when a vendor TIN is not available.

31. Please describe in detail any processes in place to: (1) notify and obtain consent from the individuals whose PII is in the system when major changes occur to the system (e.g., disclosure and/or data uses have changed since the notice at the time of the original collection); (2) notify and obtain consent from individuals regarding what PII is being collected from them; and (3) how the information will be used or shared.

(Note: Please describe in what format individuals will be given notice of consent [e.g., written notice, electronic notice, etc.]) All notification for the use and protection of private information will be conveyed in writing during training and by electronic notice. By completing and signing a new user application, HCAS users will be aware of what IIF is being collected and how it will be used.

32. Does the system host a website? (Note: If the system hosts a website, the Website Hosting Practices section is required to be completed regardless of the presence of PII): Yes

37. Does the website have any information or pages directed at children under the age of thirteen?: No

50. Are there policies or guidelines in place with regard to the retention and destruction of PII? (Refer to the C&A package and/or the Records Retention and Destruction section in SORN): Yes

54. Briefly describe in detail how the IIF will be secured on the system using administrative, technical, and physical controls.: In the C&A process, HCAS used NIST 800-53a security controls and established the required level of security measures, including end user IDs, passwords, group accounts, a certified facility, background screening on system administrators. Security controls will be reviewed annually, at a minimum.

PIA Approval

PIA Reviewer Approval:

PIA Reviewer Name: Ruth M. Doerflein

Sr. Official for Privacy Approval: Promote

Sr. Official for Privacy Name: Terry L. Hurst

Sign-off Date: 7/13/2010

Approved for Web Publishing: Yes

Date Published: May 23, 2012

06.3 HHS PIA Summary for Posting (Form) / OS ASFR HHS Property Management Information System [System]

PIA SUMMARY AND APPROVAL COMBINED

PIA Summary

Is this a new PIA 2011?   Yes

If this is an existing PIA, please provide a reason for revision:

1. Date of this Submission: 8/16/2007

2. OPDIV Name: OS

3. Unique Project Identifier (UPI) Number: 009-00-01-06-01-0021-00

4. Privacy Act System of Records (SOR) Number (If response to Q.21 is Yes, a SORN number is required for Q.4): No

5. OMB Information Collection Approval Number: No

6. Other Identifying Number(s): No

7. System Name (Align with system Item name): OS ASAM HHS Property Management Information System (PMIS)

9. System Point of Contact (POC). The System POC is the person to whom questions about the system and the responses to this PIA may be addressed: Jack Sweeney

10. Provide an overview of the system: PMIS is a Web-based application, running on an Oracle database and developed by Sunflower, Inc. The application is utilized for fixed asset accounting and is maintained by the Logistics Services Branch (LSB). PMIS is used for recording capitalized property to the general ledger of PSC.

13. Indicate if the system is new or an existing one being modified: New

17. Does/Will the system collect, maintain (store), disseminate and/or pass through PII within any database(s), record(s), file(s) or website(s) hosted by this system? (Note: This question seeks to identify any, and all, personal information associated with the system. This includes any PII, whether or not it is subject to the Privacy Act, whether the individuals are employees, the public, research subjects, or business partners, and whether provided voluntarily or collected by mandate. Later questions will try to understand the character of the data and its applicability to the requirements under the Privacy Act or other legislation. Does/Will the system collect, maintain (store), disseminate and/or pass through PII within any database(s), record(s), file(s) or website(s) hosted by this system?): Yes

21. Is the system subject to the Privacy Act? (If response to Q.19 is Yes, response to Q.21 must be Yes and a SORN number is required for Q.4): No

23. If the system shares or discloses IIF please specify with whom and for what purpose(s): The system will not share or disclose IIF with other agencies within HHS, agencies external to HHS, or other people or organizations outside HHS.

30. Please describe in detail: (1) the information the agency will collect, maintain, or disseminate; (2) why and for what purpose the agency will use the information; (3) in this description, explicitly indicate whether the information contains PII; and (4) whether

submission of personal information is voluntary or mandatory: PMIS will collect asset, custodial, and location information to support fixed asset accounting and to record capitalized property to the general ledger of PSC. IIF information collected and stored includes names, phone numbers and email addresses of asset custodians. Submission of personal information is involuntary.

31. Please describe in detail any processes in place to: (1) notify and obtain consent from the individuals whose PII is in the system when major changes occur to the system (e.g., disclosure and/or data uses have changed since the notice at the time of the original collection); (2) notify and obtain consent from individuals regarding what PII is being collected from them; and (3) how the information will be used or shared.

(Note: Please describe in what format individuals will be given notice of consent [e.g., written notice, electronic notice, etc.]) Notification and consent beyond the employees agreement that IIF information will be used for the performance and execution of their work respoonsibilities is not made.

32. Does the system host a website? (Note: If the system hosts a website, the Website Hosting Practices section is required to be completed regardless of the presence of PII): Yes

37. Does the website have any information or pages directed at children under the age of thirteen?: No

50. Are there policies or guidelines in place with regard to the retention and destruction of PII? (Refer to the C&A package and/or the Records Retention and Destruction section in SORN): Yes

54. Briefly describe in detail how the IIF will be secured on the system using administrative, technical, and physical controls.: IIF will be secured using password based identification and authentication policies and technology, network firewalls, virus scanning software, intrusion detection technology, physical secutiy controls and preventative social engeneering best practices.

PIA Approval

PIA Reviewer Approval: Promote

PIA Reviewer Name: Ruth Doerflein

Sr. Official for Privacy Approval: Promote

Sr. Official for Privacy Name: Suzi Connor

Sign-off Date: 8/16/2007

Approved for Web Publishing: Yes

Date Published: May 23, 2012

06.3 HHS PIA Summary for Posting (Form) / OS ASFR Program Performance Tracking System [System]

PIA SUMMARY AND APPROVAL COMBINED

PIA Summary

Is this a new PIA 2011?   Yes

If this is an existing PIA, please provide a reason for revision:

1. Date of this Submission: 9/1/2009

2. OPDIV Name: OS

3. Unique Project Identifier (UPI) Number: None

4. Privacy Act System of Records (SOR) Number (If response to Q.21 is Yes, a SORN number is required for Q.4): N/A

5. OMB Information Collection Approval Number: N/A

6. Other Identifying Number(s): N/A

7. System Name (Align with system Item name): OS ASRT Program Performance Tracking System (PPTS)

9. System Point of Contact (POC). The System POC is the person to whom questions about the system and the responses to this PIA may be addressed: Akim Adechoubou

10. Provide an overview of the system: The ASRT provides analytical support and recommendations on budget, performance, and program policy issues. The office maintains active communication with OMB and the Congress and must have consistent access to reliable performance information in a timely manner.

HHS seeks to modify NIH's Program Performance Management System (PPMS) to create one centralized Program Performance Tracking System (PPTS) for all Operating and Staff Divisions (OPDIVs and STAFFDIVs) (i.e., agencies) within HHS. Each OPDIV and STAFFDIV has its own performance management system (electronic or manual). NIH's current system already meets many of the HHS identified requirements listed throughout this document.

The Center for Information Technology (CIT), NIH, is managing one of the HHS' initiatives to consolidate and manage the IT lifecycle of servers and applications within the Department. The CIT consolidates and centralizes application management to drive down costs, improve reliability, and enhance security. The CIT is located at the NIH in Bethesda, MD. HHS Program Performance Tracking System (PPTS) will reside at CIT during the entire project lifecycle. The CIT provides a variety of operations and control services for applications hosted within its infrastructure, including hardware maintenance to ensure optimal application performance. The CIT team maintains the operating systems and databases, performs upgrades, monitors technical issues, and manages patches and the upgrade path. HHS (ASRT) has established a Memorandum of Understanding with NIH's CIT to support the acquisition of software, design, modification, installation, configuration, testing, training and hosting of the performance system.

13. Indicate if the system is new or an existing one being modified: New

17. Does/Will the system collect, maintain (store), disseminate and/or pass through PII within any database(s), record(s), file(s) or website(s) hosted by this system? (Note: This question seeks to identify any, and all, personal information associated with the system. This includes any PII, whether or not it is subject to the Privacy Act, whether the individuals are employees, the public, research subjects, or business partners, and whether provided voluntarily or collected by mandate. Later questions will try to understand the character of the data and its applicability to the requirements under the Privacy Act or other legislation. Does/Will the system collect, maintain (store), disseminate and/or pass through PII within any database(s), record(s), file(s) or website(s) hosted by this system?): No

21. Is the system subject to the Privacy Act? (If response to Q.19 is Yes, response to Q.21 must be Yes and a SORN number is required for Q.4): No

23. If the system shares or discloses IIF please specify with whom and for what purpose(s): NO

30. Please describe in detail: (1) the information the agency will collect, maintain, or disseminate; (2) why and for what purpose the agency will use the information; (3) in this description, explicitly indicate whether the information contains PII; and (4) whether submission of personal information is voluntary or mandatory: The agency will track performance information across the Department. The system will allow for access of performance information via a web-based interface and will result in a robust analytical capability for performance measurement and reporting, and for informing budget decisions.

31. Please describe in detail any processes in place to: (1) notify and obtain consent from the individuals whose PII is in the system when major changes occur to the system (e.g., disclosure and/or data uses have changed since the notice at the time of the original collection); (2) notify and obtain consent from individuals regarding what PII is being collected from them; and (3) how the information will be used or shared.

(Note: Please describe in what format individuals will be given notice of consent [e.g., written notice, electronic notice, etc.]) The Program Performance Tracking System (PPTS) does not collect any personal information associated to the system.

32. Does the system host a website? (Note: If the system hosts a website, the Website Hosting Practices section is required to be completed regardless of the presence of PII): Yes

37. Does the website have any information or pages directed at children under the age of thirteen?:

50. Are there policies or guidelines in place with regard to the retention and destruction of PII? (Refer to the C&A package and/or the Records Retention and Destruction section in SORN):

54. Briefly describe in detail how the IIF will be secured on the system using administrative, technical, and physical controls.: No collection IIF information in the system

PIA Approval

PIA Reviewer Approval: Promote

PIA Reviewer Name: Ruth M. Doerflein

Sr. Official for Privacy Approval: Promote

Sr. Official for Privacy Name: Terry L. Hurst
Sign-off Date: 9/1/2009
Approved for Web Publishing: Yes
Date Published: May 23, 2012

06.3 HHS PIA Summary for Posting (Form) / OS ASFR Tracking Accountability in Government Grants System [System]

PIA SUMMARY AND APPROVAL COMBINED

PIA Summary

Is this a new PIA 2011? No

If this is an existing PIA, please provide a reason for revision: PIA Validation

1. Date of this Submission:

2. OPDIV Name: OS

3. Unique Project Identifier (UPI) Number: 009-90-01-06-02-0003-00

4. Privacy Act System of Records (SOR) Number (If response to Q.21 is Yes, a SORN number is required for Q.4): N/A

5. OMB Information Collection Approval Number: N/A

6. Other Identifying Number(s): none

7. System Name (Align with system Item name): OS ASRT Tracking Accountability of Government Grants System

9. System Point of Contact (POC). The System POC is the person to whom questions about the system and the responses to this PIA may be addressed: John Etcheverry

10. Provide an overview of the system: The TAGGS database is a central repository for grants awarded by the twelve HHS Operating Divisions (OPDIVs). TAGGS tracks obligated grant funds at the transaction level. The TAGGS database is a central repository for grants awarded by the twelve HHS Operating Divisions (OPDIVs). TAGGS tracks obligated grant funds at the transaction level.

13. Indicate if the system is new or an existing one being modified: Existing

17. Does/Will the system collect, maintain (store), disseminate and/or pass through PII within any database(s), record(s), file(s) or website(s) hosted by this system? (Note: This question seeks to identify any, and all, personal information associated with the system. This includes any PII, whether or not it is subject to the Privacy Act, whether the individuals are employees, the public, research subjects, or business partners, and whether provided voluntarily or collected by mandate. Later questions will try to understand the character of the data and its applicability to the requirements under the Privacy Act or other legislation. Does/Will the system collect, maintain (store), disseminate and/or pass through PII within any database(s), record(s), file(s) or website(s) hosted by this system?): No

21. Is the system subject to the Privacy Act? (If response to Q.19 is Yes, response to Q.21 must be Yes and a SORN number is required for Q.4): No

23. If the system shares or discloses IIF please specify with whom and for what purpose(s): N/A

30. Please describe in detail: (1) the information the agency will collect, maintain, or disseminate; (2) why and for what purpose the agency will use the information; (3) in this description, explicitly indicate whether the information contains PII; and (4) whether

submission of personal information is voluntary or mandatory: Tracks HHS-obligated grant funds. Does not contain IIF information.

31. Please describe in detail any processes in place to: (1) notify and obtain consent from the individuals whose PII is in the system when major changes occur to the system (e.g., disclosure and/or data uses have changed since the notice at the time of the original collection); (2) notify and obtain consent from individuals regarding what PII is being collected from them; and (3) how the information will be used or shared.

(Note: Please describe in what format individuals will be given notice of consent [e.g., written notice, electronic notice, etc.]) N/A

32. Does the system host a website? (Note: If the system hosts a website, the Website Hosting Practices section is required to be completed regardless of the presence of PII): Yes

37. Does the website have any information or pages directed at children under the age of thirteen?: No

50. Are there policies or guidelines in place with regard to the retention and destruction of PII? (Refer to the C&A package and/or the Records Retention and Destruction section in SORN): No

54. Briefly describe in detail how the IIF will be secured on the system using administrative, technical, and physical controls.: N/A

PIA Approval

PIA Reviewer Approval: Promote

PIA Reviewer Name:

Sr. Official for Privacy Approval: Promote

Sr. Official for Privacy Name: Terry L. Hurst

Sign-off Date: 9/1/2009

Approved for Web Publishing: Yes

Date Published: May 23, 2012

06.3 HHS PIA Summary for Posting (Form) / OS ASFR Unified Financial Management System [System]

PIA SUMMARY AND APPROVAL COMBINED

PIA Summary

Is this a new PIA 2011?   No

If this is an existing PIA, please provide a reason for revision: PIA Validation

1. Date of this Submission: 9/3/2010

2. OPDIV Name: OS

3. Unique Project Identifier (UPI) Number: 009-00-01-01-01-0001-00

4. Privacy Act System of Records (SOR) Number (If response to Q.21 is Yes, a SORN number is required for Q.4): 09-90-0024

5. OMB Information Collection Approval Number: N/A

6. Other Identifying Number(s): none

7. System Name (Align with system Item name): OS ASRT Unified Financial Management System

9. System Point of Contact (POC). The System POC is the person to whom questions about the system and the responses to this PIA may be addressed: Sheila Conley

10. Provide an overview of the system: The Unified Financial Management System (UFMS) is a business management tool designated to provide timely and reliable information to improve financial, business and operational functions within HHS. UFMS is designated to satisfy 3 categories of financial management systems requirements mandated by the Federal Financial Management Improvement Act (FFMIA). These are: 1) Federal financial management systems requirements promulgated by OMB and the Joint Financial Management Improvement Program (JFMIP); 2) federal accounting standards; and 3) the United States Standard General Ledger at the transaction level.

13. Indicate if the system is new or an existing one being modified: Existing

17. Does/Will the system collect, maintain (store), disseminate and/or pass through PII within any database(s), record(s), file(s) or website(s) hosted by this system? (Note: This question seeks to identify any, and all, personal information associated with the system. This includes any PII, whether or not it is subject to the Privacy Act, whether the individuals are employees, the public, research subjects, or business partners, and whether provided voluntarily or collected by mandate. Later questions will try to understand the character of the data and its applicability to the requirements under the Privacy Act or other legislation. Does/Will the system collect, maintain (store), disseminate and/or pass through PII within any database(s), record(s), file(s) or website(s) hosted by this system?): Yes

21. Is the system subject to the Privacy Act? (If response to Q.19 is Yes, response to Q.21 must be Yes and a SORN number is required for Q.4): Yes

23. If the system shares or discloses IIF please specify with whom and for what purpose(s): The information will be shared between the Office of the Secretary (OS), Centers for Disease Control (CDC), Food and Drug Administration (FDA), National Institutes of Health (NIH),

Administration on Aging (AoA), Administration for Children and Families (ACF), Agency for Healthcare Research and Quality (AHRQ), Health Resources and Services Administration (HRSA), Indian Health Service (IHS), Substance Abuse and Mental Health Services Administration (SAMHSA), Centers for Medicare and Medicaid Services (CMS), the U.S. Department of the Treasury, and the U.S. Department of Defense.

30. Please describe in detail: (1) the information the agency will collect, maintain, or disseminate; (2) why and for what purpose the agency will use the information; (3) in this description, explicitly indicate whether the information contains PII; and (4) whether submission of personal information is voluntary or mandatory: The system will collect transactional and accounting data to meet functional requirements for Core financial management functions: General Ledger, Budget Execution, Payment and Receipt Management, Cost Management, Commitments and Obligations, and Reporting.

31. Please describe in detail any processes in place to: (1) notify and obtain consent from the individuals whose PII is in the system when major changes occur to the system (e.g., disclosure and/or data uses have changed since the notice at the time of the original collection); (2) notify and obtain consent from individuals regarding what PII is being collected from them; and (3) how the information will be used or shared.

(Note: Please describe in what format individuals will be given notice of consent [e.g., written notice, electronic notice, etc.]) The information will be keyed into the database. The information may come directly from the private individual source or from other offices within the UFMS boundaries. All notification for the use and protection of private information will be convedyed in writing during training and by electronic notice. Although the need to share this information outside the UFMS system boundaries is not required, it could be in the future. Processes are still being developed to determine how consent will be given with regard to what information is collected and how it will be shared.

32. Does the system host a website? (Note: If the system hosts a website, the Website Hosting Practices section is required to be completed regardless of the presence of PII): No

37. Does the website have any information or pages directed at children under the age of thirteen?: No

50. Are there policies or guidelines in place with regard to the retention and destruction of PII? (Refer to the C&A package and/or the Records Retention and Destruction section in SORN): Yes

54. Briefly describe in detail how the IIF will be secured on the system using administrative, technical, and physical controls.: The system will be secured by methods prescribed in the System Security Plan (SSP). The SSP calls for system life-cycle practices for Federal financial systems. The methods employed include risk assessments and implementation of management, operational, and technical controls.

PIA Approval

PIA Reviewer Approval:

PIA Reviewer Name: Ruth M. Doerflein

Sr. Official for Privacy Approval: Promote

Sr. Official for Privacy Name: Terry L. Hurst

Sign-off Date: 9/1/2009

Approved for Web Publishing: Yes
Date Published: May 23, 2012

06.3 HHS PIA Summary for Posting (Form) / OS ASH Commissioned Corps Business Process Management System [System]

PIA SUMMARY AND APPROVAL COMBINED

PIA Summary

Is this a new PIA 2011? No

If this is an existing PIA, please provide a reason for revision:

1. Date of this Submission: 3/23/2012

2. OPDIV Name: OS

3. Unique Project Identifier (UPI) Number: 009-91-01-06-02-1020-00

4. Privacy Act System of Records (SOR) Number (If response to Q.21 is Yes, a SORN number is required for Q.4): 09-40-0001

5. OMB Information Collection Approval Number: N/A

6. Other Identifying Number(s): N/A

7. System Name (Align with system Item name): Commissioned Corps Business Process Management

9. System Point of Contact (POC). The System POC is the person to whom questions about the system and the responses to this PIA may be addressed: CAPT Eric Shih

10. Provide an overview of the system: The CCBPM system supports business process flow and document management. The CCBPM provides the backbone infrastructure for the Commissioned Corps electronic Officer Personnel Folders (eOPFs) and provides the support for the Corps Promotions and Assimilations Boards. The system indexes and stores validated documents related to Corps Officer careers, including application documents, license certificates, transcripts, evaluation reports, award certificates, and personnel orders. The system also controls the business processes for the Corps Promotions and Assimilations boards.

13. Indicate if the system is new or an existing one being modified: Existing

17. Does/Will the system collect, maintain (store), disseminate and/or pass through PII within any database(s), record(s), file(s) or website(s) hosted by this system? (Note: This question seeks to identify any, and all, personal information associated with the system. This includes any PII, whether or not it is subject to the Privacy Act, whether the individuals are employees, the public, research subjects, or business partners, and whether provided voluntarily or collected by mandate. Later questions will try to understand the character of the data and its applicability to the requirements under the Privacy Act or other legislation. Does/Will the system collect, maintain (store), disseminate and/or pass through PII within any database(s), record(s), file(s) or website(s) hosted by this system?): Yes

21. Is the system subject to the Privacy Act? (If response to Q.19 is Yes, response to Q.21 must be Yes and a SORN number is required for Q.4): Yes

23. If the system shares or discloses IIF please specify with whom and for what purpose(s): The system discloses PII to Agency Liaisons and Chief Professional Officers so that they can provide career counseling to officers as well as perform certain agency-specific personnel actions

that require the PII. The system also discloses PII to HR specialists, who perform Human Resource functions (Awards, Personnel Orders) using the data.

30. Please describe in detail: (1) the information the agency will collect, maintain, or disseminate; (2) why and for what purpose the agency will use the information; (3) in this description, explicitly indicate whether the information contains PII; and (4) whether submission of personal information is voluntary or mandatory: (1) The collected information is the Officer's personnel data, which includes transcripts for their qualifying degree, various service documents, employment data, which includes awards history and performance reviews, and other data associated with an officer's career. (2) The Corps uses this data as the personnel folder for the Officer. (3) Yes, the information does PII. The PII is as follows: full name, personal mailing address, personal phone numbers, certifications, medical record numbers, medical notes, personal financial account information, personal email address, education records, military status, and employment status. 4) Submission of personal information is mandatory. It is not possible to perform HR tasks or manage the officer without this data.

31. Please describe in detail any processes in place to: (1) notify and obtain consent from the individuals whose PII is in the system when major changes occur to the system (e.g., disclosure and/or data uses have changed since the notice at the time of the original collection); (2) notify and obtain consent from individuals regarding what PII is being collected from them; and (3) how the information will be used or shared.

(Note: Please describe in what format individuals will be given notice of consent [e.g., written notice, electronic notice, etc.]) 1a. We communicate major changes to the system using 3 channels of communication: electronic mail, messages in the ViewStar application itself, and via the Commissioned Corps bulletin.

1b. Changes to the way the ViewStar data is handled must be driven by changes to Corps policies. Corps policy changes have a well-defined process for initiation, analysis, and implementation. The process includes gathering feedback from Corps officers, either through Corps Liaisons or by Working Integrated Policy Teams.

2. When an Officer applies to the Corps, they are notified via the application materials how their data will be used. Officers consent to the IIF use by sending the data in to the Corps as part of their application process. Officers also sign the data collection forms.

3. The information is used as part of the application process.

32. Does the system host a website? (Note: If the system hosts a website, the Website Hosting Practices section is required to be completed regardless of the presence of PII): Yes

37. Does the website have any information or pages directed at children under the age of thirteen?:

50. Are there policies or guidelines in place with regard to the retention and destruction of PII? (Refer to the C&A package and/or the Records Retention and Destruction section in SORN):

54. Briefly describe in detail how the IIF will be secured on the system using administrative, technical, and physical controls.: Administrative: All requests for user accounts in the system must be justified by the user's supervisor and approved by the system owner. Each Officer's data is maintained and monitored by the officer. Signed Rules of Behavior forms collected from the users on a regular basis. Sign in log for the server room.

Technical: Accounts are individual, with usernames and complex passwords. Role based access to data. Data servers protected by firewalls. Audit tables.

Physical: Building has controlled access, which includes Guards, metal detectors, ID-based access. Server room access controlled by key card and cipher lock.

PIA Approval

PIA Reviewer Approval: Promote

PIA Reviewer Name:

Sr. Official for Privacy Approval: Promote

Sr. Official for Privacy Name: Mark A. Brown

Sign-off Date: 3/30/2012

Approved for Web Publishing: Yes

Date Published: May 23, 2012

06.3 HHS PIA Summary for Posting (Form) / OS ASH Division of Commissioned Personnel Local Area Network [System]

PIA SUMMARY AND APPROVAL COMBINED

PIA Summary

Is this a new PIA 2011?   Yes

If this is an existing PIA, please provide a reason for revision:

1. Date of this Submission: 9/1/2009

2. OPDIV Name: OS

3. Unique Project Identifier (UPI) Number: 009-91-01-09-02-1020-00

4. Privacy Act System of Records (SOR) Number (If response to Q.21 is Yes, a SORN number is required for Q.4): No

5. OMB Information Collection Approval Number: No

6. Other Identifying Number(s): No

7. System Name (Align with system Item name): OS OPHS Division of Commissioned Personnel Local Area Network

9. System Point of Contact (POC). The System POC is the person to whom questions about the system and the responses to this PIA may be addressed: William Knight

10. Provide an overview of the system: The DCP LAN provides local connectivity for the DCP office.

13. Indicate if the system is new or an existing one being modified: Existing

17. Does/Will the system collect, maintain (store), disseminate and/or pass through PII within any database(s), record(s), file(s) or website(s) hosted by this system? (Note: This question seeks to identify any, and all, personal information associated with the system. This includes any PII, whether or not it is subject to the Privacy Act, whether the individuals are employees, the public, research subjects, or business partners, and whether provided voluntarily or collected by mandate. Later questions will try to understand the character of the data and its applicability to the requirements under the Privacy Act or other legislation. Does/Will the system collect, maintain (store), disseminate and/or pass through PII within any database(s), record(s), file(s) or website(s) hosted by this system?): No

21. Is the system subject to the Privacy Act? (If response to Q.19 is Yes, response to Q.21 must be Yes and a SORN number is required for Q.4): No

23. If the system shares or discloses IIF please specify with whom and for what purpose(s): No

30. Please describe in detail: (1) the information the agency will collect, maintain, or disseminate; (2) why and for what purpose the agency will use the information; (3) in this description, explicitly indicate whether the information contains PII; and (4) whether submission of personal information is voluntary or mandatory: No

31. Please describe in detail any processes in place to: (1) notify and obtain consent from the individuals whose PII is in the system when major changes occur to the system (e.g., disclosure and/or data uses have changed since the notice at the time of the original collection); (2) notify and obtain consent from individuals regarding what PII is being collected from them; and (3) how the information will be used or shared.

(Note: Please describe in what format individuals will be given notice of consent [e.g., written notice, electronic notice, etc.]) No

32. Does the system host a website? (Note: If the system hosts a website, the Website Hosting Practices section is required to be completed regardless of the presence of PII): No

37. Does the website have any information or pages directed at children under the age of thirteen?: No

50. Are there policies or guidelines in place with regard to the retention and destruction of PII? (Refer to the C&A package and/or the Records Retention and Destruction section in SORN): No

54. Briefly describe in detail how the IIF will be secured on the system using administrative, technical, and physical controls.: No

PIA Approval

PIA Reviewer Approval: Promote

PIA Reviewer Name: Ruth M. Doerflein

Sr. Official for Privacy Approval: Promote

Sr. Official for Privacy Name: Terry L. Hurst

Sign-off Date: 9/1/2009

Approved for Web Publishing: Yes

Date Published: May 23, 2012

06.3 HHS PIA Summary for Posting (Form) / OS ASH Office of Disease Prevention and Health Promotion Web Sites System [System]

PIA SUMMARY AND APPROVAL COMBINED

PIA Summary

Is this a new PIA 2011? No

If this is an existing PIA, please provide a reason for revision: PIA Validation

1. Date of this Submission: 6/10/2011

2. OPDIV Name: OS

3. Unique Project Identifier (UPI) Number: 009-90-01-06-02-0248-00

4. Privacy Act System of Records (SOR) Number (If response to Q.21 is Yes, a SORN number is required for Q.4): Need SORN number

5. OMB Information Collection Approval Number: Not Applicable

6. Other Identifying Number(s): Not Applicable

7. System Name (Align with system Item name): OS ASH Office of Disease Prevention and Health Promotion Web Sites

9. System Point of Contact (POC). The System POC is the person to whom questions about the system and the responses to this PIA may be addressed: Carter Blakey

10. Provide an overview of the system: The NHIC mandate is to provide a single point of access to the full range of health information for consumers and professionals that is available from public agencies; professional, nonprofit, and educational organizations, and other appropriate resources.

Specifically, NHIC support includes four broad areas:

·   Prevention content development and management, including databases, Web site content, and editorial services and publications.

·   Web site management, including several major Federal portals and additional sites supporting ODPHP activities and HHS initiatives.

·   Collaborative workspace utilizing Web 2.0, social networking features and tools for health professionals and intermediaries to exchange ideas to further ODPHP mission.

·   Information and referral services, including mail, e-mail, and telephone response.

13. Indicate if the system is new or an existing one being modified: Existing

17. Does/Will the system collect, maintain (store), disseminate and/or pass through PII within any database(s), record(s), file(s) or website(s) hosted by this system? (Note: This question seeks to identify any, and all, personal information associated with the system. This includes any PII, whether or not it is subject to the Privacy Act, whether the individuals are employees, the public, research subjects, or business partners, and whether provided voluntarily or collected by mandate. Later questions will try to understand the character of the data and its applicability to the requirements under the Privacy Act or other legislation. Does/Will the system collect, maintain (store), disseminate and/or pass through PII within any database(s), record(s), file(s) or website(s) hosted by this system?): Yes

21. Is the system subject to the Privacy Act? (If response to Q.19 is Yes, response to Q.21 must be Yes and a SORN number is required for Q.4): Yes

23. If the system shares or discloses IIF please specify with whom and for what purpose(s): General public blogs and informational posts specifically volunteered by individuals.

30. Please describe in detail: (1) the information the agency will collect, maintain, or disseminate; (2) why and for what purpose the agency will use the information; (3) in this description, explicitly indicate whether the information contains PII; and (4) whether submission of personal information is voluntary or mandatory: All submission of IIF is voluntary. The information is used to sign up to mailing lists, and submit comments/info on the site. Information is also collected for visiting scholar applications. This information includes resume, references, name, phone number and email.

31. Please describe in detail any processes in place to: (1) notify and obtain consent from the individuals whose PII is in the system when major changes occur to the system (e.g., disclosure and/or data uses have changed since the notice at the time of the original collection); (2) notify and obtain consent from individuals regarding what PII is being collected from them; and (3) how the information will be used or shared.

(Note: Please describe in what format individuals will be given notice of consent [e.g., written notice, electronic notice, etc.]) Any IIF collected, is collected voluntarily, the individual agrees to the "Privacy & Security" and FOIA disclaimers.

32. Does the system host a website? (Note: If the system hosts a website, the Website Hosting Practices section is required to be completed regardless of the presence of PII): Yes

37. Does the website have any information or pages directed at children under the age of thirteen?:

50. Are there policies or guidelines in place with regard to the retention and destruction of PII? (Refer to the C&A package and/or the Records Retention and Destruction section in SORN):

54. Briefly describe in detail how the IIF will be secured on the system using administrative, technical, and physical controls.: All IIF collected resides on servers in a government secured facility. All remote server access is restricted on as needed basis and is password protected.

PIA Approval

PIA Reviewer Approval:

PIA Reviewer Name: Ruth M. Doerflein

Sr. Official for Privacy Approval: Promote

Sr. Official for Privacy Name: OS Senior Official for Privacy

Sign-off Date: 9/30/2010

Approved for Web Publishing: Yes

Date Published: May 23, 2012

06.3 HHS PIA Summary for Posting (Form) / OS ASH Think Cultural Health [System]

PIA SUMMARY AND APPROVAL COMBINED

PIA Summary

Is this a new PIA 2011?   Yes

If this is an existing PIA, please provide a reason for revision:

1. Date of this Submission: 9/7/2011

2. OPDIV Name: OS

3. Unique Project Identifier (UPI) Number: none

4. Privacy Act System of Records (SOR) Number (If response to Q.21 is Yes, a SORN number is required for Q.4): In process

5. OMB Information Collection Approval Number: None

6. Other Identifying Number(s): Unknown

7. System Name (Align with system Item name): OS OPHS Think Cultural Health

9. System Point of Contact (POC). The System POC is the person to whom questions about the system and the responses to this PIA may be addressed: Guadalupe Pacheco

10. Provide an overview of the system: The 5 Think Cultural Health websites offer tools and resources to promote cultural competency in health care. Free online courses are offered which provide continuing education units for health professionals who enroll online and successfully complete the various cultural competency modules. The websites are accessed externally via the internet.

13. Indicate if the system is new or an existing one being modified: Existing

17. Does/Will the system collect, maintain (store), disseminate and/or pass through PII within any database(s), record(s), file(s) or website(s) hosted by this system? (Note: This question seeks to identify any, and all, personal information associated with the system. This includes any PII, whether or not it is subject to the Privacy Act, whether the individuals are employees, the public, research subjects, or business partners, and whether provided voluntarily or collected by mandate. Later questions will try to understand the character of the data and its applicability to the requirements under the Privacy Act or other legislation. Does/Will the system collect, maintain (store), disseminate and/or pass through PII within any database(s), record(s), file(s) or website(s) hosted by this system?): Yes

21. Is the system subject to the Privacy Act? (If response to Q.19 is Yes, response to Q.21 must be Yes and a SORN number is required for Q.4): Yes

23. If the system shares or discloses IIF please specify with whom and for what purpose(s): OPHS/OMH authorized staff use the data collected to a) call users' attention to OMH programs of interest, b) report continuing education fulfillment to CineMed, c) as required by subpoena, court order or other legal process, and d) provide products or services requested by the user.

30. Please describe in detail: (1) the information the agency will collect, maintain, or disseminate; (2) why and for what purpose the agency will use the information; (3) in this

description, explicitly indicate whether the information contains PII; and (4) whether submission of personal information is voluntary or mandatory: To receive and maintain site accreditation, the accreditation agency requires the collection of certain personal information. Also, as part of the contractual requirement to OMH, bi-yearly evaluation reports are produced that provide information on the number of users per curriculum; how many continuing education units have been granted; what the course completion rate is per program, etc. As part of that analysis, the contractor includes a breakdown of users by gender, age group, and other data elements to understand the user community, and to target appropriate outreach activities, if necessary. In these reports, this information is presented in the aggregate and is not broken down by individual.

Specific data elements in the system are Name, Personal Email Address, Desired Username, Password, and Certificate Type, Degree, Personal Mailing Address, Personal Phone Number, Gender, Age Group, Ethnicity, Race, Employment Setting, Profession, and for DCPR website only - Emergency Responder's License Level and Type, License Number, State of License, License Expiration Date, Number of years worked in field of disaster preparation, response and/or recovery. Of all the data elements previously mentioned, PIIs are Name, Personal Email Address, Personal Mailing Address, and Personal Phone Number. Submission of the data elements previously mentioned are mandatory to complete the Registration process.

31. Please describe in detail any processes in place to: (1) notify and obtain consent from the individuals whose PII is in the system when major changes occur to the system (e.g., disclosure and/or data uses have changed since the notice at the time of the original collection); (2) notify and obtain consent from individuals regarding what PII is being collected from them; and (3) how the information will be used or shared.

(Note: Please describe in what format individuals will be given notice of consent [e.g., written notice, electronic notice, etc.]) There is a link to the OMH privacy policy at the bottom of each webpage.

32. Does the system host a website? (Note: If the system hosts a website, the Website Hosting Practices section is required to be completed regardless of the presence of PII): Yes

37. Does the website have any information or pages directed at children under the age of thirteen?:

50. Are there policies or guidelines in place with regard to the retention and destruction of PII? (Refer to the C&A package and/or the Records Retention and Destruction section in SORN):

54. Briefly describe in detail how the IIF will be secured on the system using administrative, technical, and physical controls.: TCH uses the technical, operational, and physical security controls as required by NIST guidance in order to minimize the overall risk to PII. If a security incident does occur, it will be immediately reported to the OS CISO and through him, to the HHS PII Breach Response Team. They will analyze the incident, determine its impact, limit its damage, and restore normal processing.

Also - to expand on the answers to item 53 above:

	Equinix Data Center	Astute
Guards:	Yes	No

ID Badges:	No	No
Key Cards:	No	Yes
Cipher Locks:	Yes	No
Biometrics	Yes	No
CCTV	Yes	No

PIA Approval

PIA Reviewer Approval: Promote

PIA Reviewer Name:

Sr. Official for Privacy Approval: Promote

Sr. Official for Privacy Name: Mark A. Brown

Sign-off Date: 9/28/2011

Approved for Web Publishing: Yes

Date Published: May 23, 2012

06.3 HHS PIA Summary for Posting (Form) / OS ASH U.S. Public Health Service Web Site [System]

PIA SUMMARY AND APPROVAL COMBINED

PIA Summary

Is this a new PIA 2011?   No

If this is an existing PIA, please provide a reason for revision:

1. Date of this Submission: 2/21/2012

2. OPDIV Name: OS

3. Unique Project Identifier (UPI) Number: none

4. Privacy Act System of Records (SOR) Number (If response to Q.21 is Yes, a SORN number is required for Q.4): N/A

5. OMB Information Collection Approval Number: N/A

6. Other Identifying Number(s): N/A

7. System Name (Align with system Item name): U.S. Public Health Service Web Site (www.USPHS.gov)

9. System Point of Contact (POC). The System POC is the person to whom questions about the system and the responses to this PIA may be addressed: CAPT Eric Shih

10. Provide an overview of the system: www.USPHS.gov is an informational site used as a marketing and recruitment tool for the Commissioned Corps.   It contains information regarding the Commissioned Corp (e.g. description, how to join, etc.), professions within the Commissioned Corp, student opportunities, link for applying, resource links, and other general information.

13. Indicate if the system is new or an existing one being modified: Existing

17. Does/Will the system collect, maintain (store), disseminate and/or pass through PII within any database(s), record(s), file(s) or website(s) hosted by this system? (Note: This question seeks to identify any, and all, personal information associated with the system. This includes any PII, whether or not it is subject to the Privacy Act, whether the individuals are employees, the public, research subjects, or business partners, and whether provided voluntarily or collected by mandate. Later questions will try to understand the character of the data and its applicability to the requirements under the Privacy Act or other legislation. Does/Will the system collect, maintain (store), disseminate and/or pass through PII within any database(s), record(s), file(s) or website(s) hosted by this system?): No

21. Is the system subject to the Privacy Act? (If response to Q.19 is Yes, response to Q.21 must be Yes and a SORN number is required for Q.4): No

23. If the system shares or discloses IIF please specify with whom and for what purpose(s): N/A

30. Please describe in detail: (1) the information the agency will collect, maintain, or disseminate; (2) why and for what purpose the agency will use the information; (3) in this description, explicitly indicate whether the information contains PII; and (4) whether

submission of personal information is voluntary or mandatory: (1) No information collected. This is an information only website. The information on the site provides the following information:

- About the Commissioned Corps
- Professions within the Corps (do, pay and benefits, requirements, and officer bios)
- Mental Health/Behavioral Health (profession descriptions, pay/benefits, requirements, bios)
- Student Opportunities (job opportunities, training information, request information, talk to a recruiter information, link to applicant screening website)
- Apply Now (link to application website)
- Newsroom (Commissioned Corps in the news articles)
- Active Duty PHS Officers (information for Commissioned Corps intranet for officers on active duty)
- Supervisors (Resources for Supervisors of U.S. Public Health Service Commissioned Corps Officers: Working Together Toward a Common Goal)
- Video Tours, Duty Stations Maps, Core Values, News and Features, Officer Video Profiles, Questions and Answers

(2) This is general information regarding the Commissioned Corps. More details are provided above.

(3) There is no PII. The web site does have a 'Contact Us' form which asks visitors to provide information that is considered PII (Name, email, phone number, and address). However, there is no storage of the data filled in on the page. The information is sent in an email to OSPHS@hhs.gov.

(4) There is no submission or information. N/A

31. Please describe in detail any processes in place to: (1) notify and obtain consent from the individuals whose PII is in the system when major changes occur to the system (e.g., disclosure and/or data uses have changed since the notice at the time of the original collection); (2) notify and obtain consent from individuals regarding what PII is being collected from them; and (3) how the information will be used or shared.

(Note: Please describe in what format individuals will be given notice of consent [e.g., written notice, electronic notice, etc.]) (1) N/A. There is no PII.

(2) N/A. There is no PII.

(3) N/A. There is no PII.

32. Does the system host a website? (Note: If the system hosts a website, the Website Hosting Practices section is required to be completed regardless of the presence of PII): Yes

37. Does the website have any information or pages directed at children under the age of thirteen?:

50. Are there policies or guidelines in place with regard to the retention and destruction of PII? (Refer to the C&A package and/or the Records Retention and Destruction section in SORN):

54. Briefly describe in detail how the IIF will be secured on the system using administrative, technical, and physical controls.: Not Applicable. There is no PII.

PIA Approval

PIA Reviewer Approval: Promote

PIA Reviewer Name:

Sr. Official for Privacy Approval: Promote

Sr. Official for Privacy Name: Mark A. Brown

Sign-off Date: 3/8/2012

Approved for Web Publishing: Yes

Date Published: May 23, 2012

06.3 HHS PIA Summary for Posting (Form) / OS ASPA HealthCare Insurance Portal [System]

PIA SUMMARY AND APPROVAL COMBINED

PIA Summary

Is this a new PIA 2011?   Yes

If this is an existing PIA, please provide a reason for revision: Not Applicable

1. Date of this Submission: 9/30/2010

2. OPDIV Name: OS

3. Unique Project Identifier (UPI) Number:

4. Privacy Act System of Records (SOR) Number (If response to Q.21 is Yes, a SORN number is required for Q.4): Not Applicable

5. OMB Information Collection Approval Number: Not Applicable

6. Other Identifying Number(s): None

7. System Name (Align with system Item name): OS ASPA HealthCare Insurance Portal

9. System Point of Contact (POC). The System POC is the person to whom questions about the system and the responses to this PIA may be addressed: Craig LaFond

10. Provide an overview of the system: HCIP is a database-driven web application that allows users to search for health coverage. The system returns multiple options and gives the user a way to get additional information on their options.

13. Indicate if the system is new or an existing one being modified: New

17. Does/Will the system collect, maintain (store), disseminate and/or pass through PII within any database(s), record(s), file(s) or website(s) hosted by this system? (Note: This question seeks to identify any, and all, personal information associated with the system. This includes any PII, whether or not it is subject to the Privacy Act, whether the individuals are employees, the public, research subjects, or business partners, and whether provided voluntarily or collected by mandate. Later questions will try to understand the character of the data and its applicability to the requirements under the Privacy Act or other legislation. Does/Will the system collect, maintain (store), disseminate and/or pass through PII within any database(s), record(s), file(s) or website(s) hosted by this system?): No

21. Is the system subject to the Privacy Act? (If response to Q.19 is Yes, response to Q.21 must be Yes and a SORN number is required for Q.4): No

23. If the system shares or discloses IIF please specify with whom and for what purpose(s): Not Applicable

30. Please describe in detail: (1) the information the agency will collect, maintain, or disseminate; (2) why and for what purpose the agency will use the information; (3) in this description, explicitly indicate whether the information contains PII; and (4) whether submission of personal information is voluntary or mandatory: No PII is collected.

31. Please describe in detail any processes in place to: (1) notify and obtain consent from the individuals whose PII is in the system when major changes occur to the system (e.g.,

disclosure and/or data uses have changed since the notice at the time of the original collection); (2) notify and obtain consent from individuals regarding what PII is being collected from them; and (3) how the information will be used or shared.

(Note: Please describe in what format individuals will be given notice of consent [e.g., written notice, electronic notice, etc.]) No PII is collected.

32. Does the system host a website? (Note: If the system hosts a website, the Website Hosting Practices section is required to be completed regardless of the presence of PII): Yes

37. Does the website have any information or pages directed at children under the age of thirteen?:

50. Are there policies or guidelines in place with regard to the retention and destruction of PII? (Refer to the C&A package and/or the Records Retention and Destruction section in SORN):

54. Briefly describe in detail how the IIF will be secured on the system using administrative, technical, and physical controls.: No PII is collected.

PIA Approval

PIA Reviewer Approval: Promote

PIA Reviewer Name: Ruth M. Doerflein

Sr. Official for Privacy Approval: Promote

Sr. Official for Privacy Name: OS Senior Official for Privacy

Sign-off Date: 9/30/2010

Approved for Web Publishing: Yes

Date Published: May 23, 2012

06.3 HHS PIA Summary for Posting (Form) / OS ASPA HHS Enterprise Portal [System]

PIA SUMMARY AND APPROVAL COMBINED

PIA Summary

Is this a new PIA 2011? No

If this is an existing PIA, please provide a reason for revision: PIA Validation

1. Date of this Submission: 8/16/2007

2. OPDIV Name: OS

3. Unique Project Identifier (UPI) Number: 009-00-02-00-02-0003-00

4. Privacy Act System of Records (SOR) Number (If response to Q.21 is Yes, a SORN number is required for Q.4): N/A

5. OMB Information Collection Approval Number: N/A

6. Other Identifying Number(s): N/A

7. System Name (Align with system Item name): HHS Enterprise Portal

9. System Point of Contact (POC). The System POC is the person to whom questions about the system and the responses to this PIA may be addressed: Prudence Goforth

10. Provide an overview of the system: To provide integrated collaboration and application access across the HHS enterprise. To provide employees with instant access to timely information on the vital health and human service programs that reside within HHS. To reach employees directly and quickly with information in a form they can readily use. The Web Portal will facilitate collaboration among the thirteen agencies and numerous Department-level offices that comprise HHS.

13. Indicate if the system is new or an existing one being modified: Existing

17. Does/Will the system collect, maintain (store), disseminate and/or pass through PII within any database(s), record(s), file(s) or website(s) hosted by this system? (Note: This question seeks to identify any, and all, personal information associated with the system. This includes any PII, whether or not it is subject to the Privacy Act, whether the individuals are employees, the public, research subjects, or business partners, and whether provided voluntarily or collected by mandate. Later questions will try to understand the character of the data and its applicability to the requirements under the Privacy Act or other legislation. Does/Will the system collect, maintain (store), disseminate and/or pass through PII within any database(s), record(s), file(s) or website(s) hosted by this system?): No

21. Is the system subject to the Privacy Act? (If response to Q.19 is Yes, response to Q.21 must be Yes and a SORN number is required for Q.4): No

23. If the system shares or discloses IIF please specify with whom and for what purpose(s): N/A

30. Please describe in detail: (1) the information the agency will collect, maintain, or disseminate; (2) why and for what purpose the agency will use the information; (3) in this description, explicitly indicate whether the information contains PII; and (4) whether

submission of personal information is voluntary or mandatory: work-related information for collaboration purposes no IIF information will be collected

31. Please describe in detail any processes in place to: (1) notify and obtain consent from the individuals whose PII is in the system when major changes occur to the system (e.g., disclosure and/or data uses have changed since the notice at the time of the original collection); (2) notify and obtain consent from individuals regarding what PII is being collected from them; and (3) how the information will be used or shared.

(Note: Please describe in what format individuals will be given notice of consent [e.g., written notice, electronic notice, etc.]) N/A

32. Does the system host a website? (Note: If the system hosts a website, the Website Hosting Practices section is required to be completed regardless of the presence of PII): Yes

37. Does the website have any information or pages directed at children under the age of thirteen?: No

50. Are there policies or guidelines in place with regard to the retention and destruction of PII? (Refer to the C&A package and/or the Records Retention and Destruction section in SORN): No

54. Briefly describe in detail how the IIF will be secured on the system using administrative, technical, and physical controls.: N/A

PIA Approval

PIA Reviewer Approval: Promote

PIA Reviewer Name: Ruth Doerflein

Sr. Official for Privacy Approval: Promote

Sr. Official for Privacy Name: Suzi Connor

Sign-off Date: 8/17/2007

Approved for Web Publishing: Yes

Date Published: May 23, 2012

06.3 HHS PIA Summary for Posting (Form) / OS ASPE HealthData.gov [System]

PIA SUMMARY AND APPROVAL COMBINED

PIA Summary

Is this a new PIA 2011?   Yes

If this is an existing PIA, please provide a reason for revision:

1. Date of this Submission: 10/25/2011

2. OPDIV Name: OS

3. Unique Project Identifier (UPI) Number: none

4. Privacy Act System of Records (SOR) Number (If response to Q.21 is Yes, a SORN number is required for Q.4): SORN is not required. Retrieval is primarily done by health topic. There may be instances where e-mails are accessed, however even in those cases, primary retrieval will still occur by health topic.

5. OMB Information Collection Approval Number: N/A

6. Other Identifying Number(s): N/A

7. System Name (Align with system Item name): HealthData.gov

9. System Point of Contact (POC). The System POC is the person to whom questions about the system and the responses to this PIA may be addressed: Gregory Downing

10. Provide an overview of the system: HealthData.gov is a one-stop shop for health related federal datasets where innovators and researchers can engage with the government. The site provides the ability to:

· 	Aggregate all federal health-related datasets in one searchable location

· Facilitate a positive feedback loop for federal dataset owners and dataset users

· Modify site content and data release strategy to better respond to citizen feedback and need

· Discuss the evolution of the health data ecosystem with the public

· Link to a partner Apps Expo site where applications using health data are showcased

HealthData.gov was developed jointly by the U.S. Department of Health and Human Services (HHS) and the U.S. General Services Administration (GSA). The datasets in the catalogue are provided by a wide range of Federal Agencies and Offices. The upkeep and maintenance of the site will continue to be a joint collaboration between HHS and GSA.

The intended audience for this site is innovators who seek to

create applications using federal datasets and knowledgeable citizens who may wish to access federal datasets for analysis purposes.

13. Indicate if the system is new or an existing one being modified: New

17. Does/Will the system collect, maintain (store), disseminate and/or pass through PII within any database(s), record(s), file(s) or website(s) hosted by this system? (Note: This question seeks to identify any, and all, personal information associated with the system.

This includes any PII, whether or not it is subject to the Privacy Act, whether the individuals are employees, the public, research subjects, or business partners, and whether provided voluntarily or collected by mandate. Later questions will try to understand the character of the data and its applicability to the requirements under the Privacy Act or other legislation. Does/Will the system collect, maintain (store), disseminate and/or pass through PII within any database(s), record(s), file(s) or website(s) hosted by this system?): Yes

21. Is the system subject to the Privacy Act? (If response to Q.19 is Yes, response to Q.21 must be Yes and a SORN number is required for Q.4): No

23. If the system shares or discloses IIF please specify with whom and for what purpose(s): The PII collected will have minimal information about those submitting information and will be used internally for the purposes of requesting additional information, when needed, about the data resource.

30. Please describe in detail: (1) the information the agency will collect, maintain, or disseminate; (2) why and for what purpose the agency will use the information; (3) in this description, explicitly indicate whether the information contains PII; and (4) whether submission of personal information is voluntary or mandatory: The information that the agency will collect include a person's name, his/her e-mail address, and his/her suggestion for the site. The agency will use the suggestions to improve the usability and content found on HealthData.gov. The person's name and e-mail address is used to identify the suggestion and also to allow the agency to get back in touch with the person for clarification purposes only. The requested information contains PII. If submitting a suggestion, submission of personal information is mandatory.

31. Please describe in detail any processes in place to: (1) notify and obtain consent from the individuals whose PII is in the system when major changes occur to the system (e.g., disclosure and/or data uses have changed since the notice at the time of the original collection); (2) notify and obtain consent from individuals regarding what PII is being collected from them; and (3) how the information will be used or shared.

(Note: Please describe in what format individuals will be given notice of consent [e.g., written notice, electronic notice, etc.]) Individuals will be notified through electronic notice (via e-mail or a popup form) regarding major changes to the notice of consent.

32. Does the system host a website? (Note: If the system hosts a website, the Website Hosting Practices section is required to be completed regardless of the presence of PII): Yes

37. Does the website have any information or pages directed at children under the age of thirteen?:

50. Are there policies or guidelines in place with regard to the retention and destruction of PII? (Refer to the C&A package and/or the Records Retention and Destruction section in SORN):

54. Briefly describe in detail how the IIF will be secured on the system using administrative, technical, and physical controls.: The system hosts minimal PII - only e-mail addresses of individuals who choose to register with healthdata.gov and comment. These are protected through strong access controls and training by administrative users on the appropriate use and handling of PII.

PIA Approval

PIA Reviewer Approval: Promote

PIA Reviewer Name: Kristofor O'Neal

Sr. Official for Privacy Approval: Promote

Sr. Official for Privacy Name: Mark A. Brown

Sign-off Date: 10/26/2011

Approved for Web Publishing: Yes

Date Published: May 23, 2012

06.3 HHS PIA Summary for Posting (Form) / OS ASPR Disaster Response Conference System [System]

PIA SUMMARY AND APPROVAL COMBINED

PIA Summary

Is this a new PIA 2011? No

If this is an existing PIA, please provide a reason for revision:

1. Date of this Submission: 3/20/2012

2. OPDIV Name: OS

3. Unique Project Identifier (UPI) Number: none

4. Privacy Act System of Records (SOR) Number (If response to Q.21 is Yes, a SORN number is required for Q.4): SORN in development (March 2012)

5. OMB Information Collection Approval Number: Not Applicable

6. Other Identifying Number(s): None

7. System Name (Align with system Item name): OS ASPR Disaster Response Conference System

9. System Point of Contact (POC). The System POC is the person to whom questions about the system and the responses to this PIA may be addressed: Barry Harp

10. Provide an overview of the system: Cisco Meeting Place provides NDMS with the ability to communicate via voice and web conferencing with disaster response teams (federal employees and public citizens who are called to duty). The system comprises of one Audio and Central Database server with in a Linux Kernel environment, and 2 windows servers to serve the web, gateway and notification services for the system.

13. Indicate if the system is new or an existing one being modified: New

17. Does/Will the system collect, maintain (store), disseminate and/or pass through PII within any database(s), record(s), file(s) or website(s) hosted by this system? (Note: This question seeks to identify any, and all, personal information associated with the system. This includes any PII, whether or not it is subject to the Privacy Act, whether the individuals are employees, the public, research subjects, or business partners, and whether provided voluntarily or collected by mandate. Later questions will try to understand the character of the data and its applicability to the requirements under the Privacy Act or other legislation. Does/Will the system collect, maintain (store), disseminate and/or pass through PII within any database(s), record(s), file(s) or website(s) hosted by this system?): Yes

21. Is the system subject to the Privacy Act? (If response to Q.19 is Yes, response to Q.21 must be Yes and a SORN number is required for Q.4): Yes

23. If the system shares or discloses IIF please specify with whom and for what purpose(s): Only with the users accounts. The system maintains NDMS team members personal email address for the purpose of sending them notifications of new meetings, as well as personal phone numbers for the system to call out to the team members for invitation to a voice call.

30. Please describe in detail: (1) the information the agency will collect, maintain, or disseminate; (2) why and for what purpose the agency will use the information; (3) in this description, explicitly indicate whether the information contains PII; and (4) whether submission of personal information is voluntary or mandatory: 1. NDMS team identification: Personal Phone numbers and personal email addresses

2. Send out meeting notifications, and to invite participants to conference calls

3. Yes the information contains PII in the form of personal phone numbers and email addresses.

4. Mandatory if available.

31. Please describe in detail any processes in place to: (1) notify and obtain consent from the individuals whose PII is in the system when major changes occur to the system (e.g., disclosure and/or data uses have changed since the notice at the time of the original collection); (2) notify and obtain consent from individuals regarding what PII is being collected from them; and (3) how the information will be used or shared.

(Note: Please describe in what format individuals will be given notice of consent [e.g., written notice, electronic notice, etc.]) 1. When users request accounts to the system NDMS requests their information for the purposes of creating their account.

2. The users are informed of the collection of information in order to establish their account the PII is needed so that is can be created. Consent is given when the users reply back to the request for the information in the form of electronic mail.

3. The information is purely for notifications and conference call invites.

32. Does the system host a website? (Note: If the system hosts a website, the Website Hosting Practices section is required to be completed regardless of the presence of PII): Yes

37. Does the website have any information or pages directed at children under the age of thirteen?:

50. Are there policies or guidelines in place with regard to the retention and destruction of PII? (Refer to the C&A package and/or the Records Retention and Destruction section in SORN):

54. Briefly describe in detail how the IIF will be secured on the system using administrative, technical, and physical controls.: The system is located with in a government building that is secured by a PIV card reader and a list of access man tainted by HHH physical security. There are a select few accounts that have administrative access to the servers and to the client administrative application. Passwords are enforced to be changed every 90 days.

PIA Approval

PIA Reviewer Approval: Promote

PIA Reviewer Name:

Sr. Official for Privacy Approval: Promote

Sr. Official for Privacy Name: Mark A. Brown

Sign-off Date: 3/27/2012

Approved for Web Publishing: Yes

Date Published: May 23, 2012

06.3 HHS PIA Summary for Posting (Form) / OS ASPR Electronic Medical Record [System]

PIA SUMMARY AND APPROVAL COMBINED

PIA Summary

Is this a new PIA 2011?   No

If this is an existing PIA, please provide a reason for revision: Internal Flow or Collection

1. Date of this Submission: 9/28/2011

2. OPDIV Name: OS

3. Unique Project Identifier (UPI) Number: None

4. Privacy Act System of Records (SOR) Number (If response to Q.21 is Yes, a SORN number is required for Q.4): 09-90-0040

5. OMB Information Collection Approval Number: n/a

6. Other Identifying Number(s): n/a

7. System Name (Align with system Item name): OS ASPR Electronic Medical Records (patient treatment and tracking system) currently known as DMIS (Disaster Medical Information Suite)

9. System Point of Contact (POC). The System POC is the person to whom questions about the system and the responses to this PIA may be addressed: Capt. H.Allen Dobbs

10. Provide an overview of the system: The National Disaster Medical System(NDMS) operates pursuant to 42 U.S.C 300hh-11, and it resides in the Department of Health and Human Services under Assistant Secretary for Preparedness. The NDMS functions under a coordinated effort between HHS, the Department Of Home Land Security (DHS), the Department of Defense (DoD), and the Department of Veteran Affairs (VA) working in collaboration with the states and other appropriate public or private entities. When NDMS members are activated by the secretary of HHS to provide health services, health-related social services, other appropriate auxiliary services to respond to the needs of victims of a public health emergency or other cause for activation as described in 42 U.S.C. 300hh-11 (a)(3), they collect data that identifies the patient, such as name, address, contact information, prior medical history, history of present illness, current medications, allergies and all treatment information. The treatment information includes, but not limited to, symptoms, vital signs, diagnosis, procedures, orders, and medications prescribed. The medical records could also include x-rays, labs results, and provider's comments relative to their observations about the patient. The information is contained in a system called the Disaster Medical Information Suite (DMIS) which is comprised of the Electronic Medical Record (EMR), the Health Information Repository (HIR) and Joint Patient and Assessment Tracking System (JPATS),This information collected is pursuant to the Privacy of Act (5 U.S.C. 552a)

13. Indicate if the system is new or an existing one being modified: Existing

17. Does/Will the system collect, maintain (store), disseminate and/or pass through PII within any database(s), record(s), file(s) or website(s) hosted by this system? (Note: This question seeks to identify any, and all, personal information associated with the system. This includes any PII, whether or not it is subject to the Privacy Act, whether the

individuals are employees, the public, research subjects, or business partners, and whether provided voluntarily or collected by mandate. Later questions will try to understand the character of the data and its applicability to the requirements under the Privacy Act or other legislation. Does/Will the system collect, maintain (store), disseminate and/or pass through PII within any database(s), record(s), file(s) or website(s) hosted by this system?): Yes

21. Is the system subject to the Privacy Act? (If response to Q.19 is Yes, response to Q.21 must be Yes and a SORN number is required for Q.4): Yes

23. If the system shares or discloses IIF please specify with whom and for what purpose(s): We recently requested an update to the SORN to broaden the list of organization that receive patient information to ensure that the patient receives the best care possible. The new wording in the SORN is "ESF 8 is a coordinated effort between federal, state, local, and private partners. As such, the medical treatment and movement of patients is a shared responsibility between the ESF 8 partnership agencies involved in medical responses. The medical and demographic information collected during the treatment of a patient is shared with the partners to ensure that patients treated receive the maximum level of health care possible."

30. Please describe in detail: (1) the information the agency will collect, maintain, or disseminate; (2) why and for what purpose the agency will use the information; (3) in this description, explicitly indicate whether the information contains PII; and (4) whether submission of personal information is voluntary or mandatory: (1) The information collected in the DMIS systems is provided directly from the patient or someone accompanying them when they present at a treatment facility. They types of information in these systems include: name, address, contact information, prior medical history, history of present illness, current medications, allergies and all treatment information. The treatment information includes, but not limited to, symptoms, vital signs, diagnosis, procedures, orders, and medications prescribed. The medical records could also include x-rays, labs results, and provider's comments relative to their observations about the patient.

(2) The information collected is used to document all of the treatment provided to the patient while they are in the care of an ESF8 provider. This information is critical for patient safety and need to be available to all the groups that may treat the patient along their entire continuum of care. The de-identified (information without the PII) is used for health epidemiology studies and public health studies.

(3) The data in DMIS does contain PII

(4) All patients, and anyone accompanying them, are recorded in a DMIS system for accountability. This is a mandatory option to make sure HHS has records for who is in their care and to make sure there are adequate resources are provided.

31. Please describe in detail any processes in place to: (1) notify and obtain consent from the individuals whose PII is in the system when major changes occur to the system (e.g., disclosure and/or data uses have changed since the notice at the time of the original collection); (2) notify and obtain consent from individuals regarding what PII is being collected from them; and (3) how the information will be used or shared.

(Note: Please describe in what format individuals will be given notice of consent [e.g., written notice, electronic notice, etc.]) (1) Major changes to the disclosures and data uses are

reflected in the SORN which is public record. Since demographic and contact information is not required in the system, patients will need to refer to the SORN for these types of changes.

(2)   When patients arrive at a treatment site they authorize their approval to be treated directly in the Electronic Medical Record.

(3)   When patients arrive at a treatment site they authorize their approval to be treated directly in the Electronic Medical Record.

32. Does the system host a website? (Note: If the system hosts a website, the Website Hosting Practices section is required to be completed regardless of the presence of PII): Yes

37. Does the website have any information or pages directed at children under the age of thirteen?:

50. Are there policies or guidelines in place with regard to the retention and destruction of PII? (Refer to the C&A package and/or the Records Retention and Destruction section in SORN):

54. Briefly describe in detail how the IIF will be secured on the system using administrative, technical, and physical controls.: The patient data, once gathered in the field, cannot be erased nor changed. Changes to the patient data or medical information can be done only by means of an addendum. Unique identifiers are associated with personnel who create any input or addendums to the patient's medical records. The data, once created into a medical record is considered closed.

Data from the field EMR application is transmitted to the HIR on a defined basis. Once this data is in the HIR, the PII can only be seen by the Office of the Chief Medical Officer personnel and their delegates. All other HIR users can only see information that is stripped of PII.

The HIR is secured behind the HHS firewall which is located in an approved HHS data hosting facility.

When the EMR systems return from the field, all information is removed from the computers and they are restored to an empty database.

PIA Approval

PIA Reviewer Approval:

PIA Reviewer Name: Jaime Robinson

Sr. Official for Privacy Approval: Promote

Sr. Official for Privacy Name: Mark A. Brown

Sign-off Date: 9/29/2011

Approved for Web Publishing: Yes

Date Published: May 23, 2012

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06.3 HHS PIA Summary for Posting (Form) / OS ASPR MedicalCounterMeasures.gov [System]

PIA SUMMARY AND APPROVAL COMBINED

PIA Summary

Is this a new PIA 2011? No

If this is an existing PIA, please provide a reason for revision: PIA Validation

1. Date of this Submission: 9/30/2010

2. OPDIV Name: OS

3. Unique Project Identifier (UPI) Number: 009-90-01-06-02-4103-00

4. Privacy Act System of Records (SOR) Number (If response to Q.21 is Yes, a SORN number is required for Q.4): Not Applicable

5. OMB Information Collection Approval Number: Not Applicable

6. Other Identifying Number(s): Not Applicable

7. System Name (Align with system Item name): OS ASPR MedicalCounterMeasures.gov

9. System Point of Contact (POC). The System POC is the person to whom questions about the system and the responses to this PIA may be addressed: Bob Williams

10. Provide an overview of the system: MCM.gov website provides a central point to communicate with manufacturers of vaccines, drugs, therapies and diagnostic tools for public health medical emergencies.

13. Indicate if the system is new or an existing one being modified: Existing

17. Does/Will the system collect, maintain (store), disseminate and/or pass through PII within any database(s), record(s), file(s) or website(s) hosted by this system? (Note: This question seeks to identify any, and all, personal information associated with the system. This includes any PII, whether or not it is subject to the Privacy Act, whether the individuals are employees, the public, research subjects, or business partners, and whether provided voluntarily or collected by mandate. Later questions will try to understand the character of the data and its applicability to the requirements under the Privacy Act or other legislation. Does/Will the system collect, maintain (store), disseminate and/or pass through PII within any database(s), record(s), file(s) or website(s) hosted by this system?): Yes

21. Is the system subject to the Privacy Act? (If response to Q.19 is Yes, response to Q.21 must be Yes and a SORN number is required for Q.4): No

23. If the system shares or discloses IIF please specify with whom and for what purpose(s): IIF is disclosed to our interagency partners for the purposes of responding to user requests. Prior to submitting IIF, users must agree to share their information with other agencies. Though the site is operated by HHS, the site clearly states that content and answers to questions are the responsibilities of a number of interagency partners.

30. Please describe in detail: (1) the information the agency will collect, maintain, or disseminate; (2) why and for what purpose the agency will use the information; (3) in this description, explicitly indicate whether the information contains PII; and (4) whether

submission of personal information is voluntary or mandatory:
MedicalCountermeasures.gov only maintains/collects voluntarily submitted IIF (name, business phone number, business e-mail, business fax number) as a means to enable the government to contact companies to discuss product information that has been submitted through the MedicalCountermeasures.gov system and as a way of maintaining security controls as required by federal law.

Any information submitted on comment forms, forum registration, meeting request forms, and other submissions to MedicalCountermeasures.gov is provided by submitters voluntarily.

Users can access the portions of the site that provide publicly available information without logging into the site.

31. Please describe in detail any processes in place to: (1) notify and obtain consent from the individuals whose PII is in the system when major changes occur to the system (e.g., disclosure and/or data uses have changed since the notice at the time of the original collection); (2) notify and obtain consent from individuals regarding what PII is being collected from them; and (3) how the information will be used or shared.

(Note: Please describe in what format individuals will be given notice of consent [e.g., written notice, electronic notice, etc.]) (1) As submissions are voluntary and used only to contact users in response to a request, there are no processes in place to review or maintain that information. Records are accumulating under GRS 16, Item 5, Project Control Files. "Destroy 1 year after the year in which the project is closed." Project is closed when the product is licensed or withdrawn from consideration by the company. When the company file is destroyed, the IFF will be deleted.

(2) Users are notified of their privacy rights via the Privacy Policy link, which is located at the bottom of each page. In addition, users receive notification when logging into the system. Individuals will be given notice of consent by 1) a link to the privacy policy page and 2) a notification of the privacy policy upon login.

32. Does the system host a website? (Note: If the system hosts a website, the Website Hosting Practices section is required to be completed regardless of the presence of PII): Yes

37. Does the website have any information or pages directed at children under the age of thirteen?:

50. Are there policies or guidelines in place with regard to the retention and destruction of PII? (Refer to the C&A package and/or the Records Retention and Destruction section in SORN):

54. Briefly describe in detail how the IIF will be secured on the system using administrative, technical, and physical controls.: The security precautions taken by the facility are covered in detain in their SAS-70 report.

PIA Approval

PIA Reviewer Approval: Promote

PIA Reviewer Name: Ruth M. Doerflein

Sr. Official for Privacy Approval: Promote

Sr. Official for Privacy Name: OS Senior Official for Privacy
Sign-off Date: 9/30/2010
Approved for Web Publishing: Yes
Date Published: May 23, 2012

06.3 HHS PIA Summary for Posting (Form) / OS ASPR MedMap [System]

PIA SUMMARY AND APPROVAL COMBINED

PIA Summary

Is this a new PIA 2011? Yes

If this is an existing PIA, please provide a reason for revision:

1. Date of this Submission: 5/23/2011

2. OPDIV Name: OS

3. Unique Project Identifier (UPI) Number: none

4. Privacy Act System of Records (SOR) Number (If response to Q.21 is Yes, a SORN number is required for Q.4): No

5. OMB Information Collection Approval Number: N/A

6. Other Identifying Number(s): N/A

7. System Name (Align with system Item name): Os ASPR MedMap

9. System Point of Contact (POC). The System POC is the person to whom questions about the system and the responses to this PIA may be addressed: Robert Shankman 202-205-4748

10. Provide an overview of the system: MedMap is a secure Geographic Information System (GIS) based, electronic, interactive mapping application. This application incorporates information from numerous sources both internal and external to HHS. It will include other federal and public agencies such as (NOAA, USGS as well as other NGOs) into a single visual environment for enhanced situational awareness, assessment, and management of resources for planning, response to a natural, man-made or pandemic events. This system will support functions such as policy analysis, planning, course of action comparison, incident management, and training. It supports the needs of decision makers at various levels   within HHS and other federal agencies to provide enhanced situational awareness at a level of granularity needed for all responders including regional emergency coordinators and teams in the field. It is also able to display and provide details on medical care sites, resources and mobilization points and provide analytical tools for planning and preparedness efforts. During a large event such as an improvised explosive device (IED) or hurricane, there is the need to immediately determine medical care sites, resources and mobilization points and modify information as it becomes available and changes. Rapidly changing conditions and the potential need for a large regional or national response requires extensive pre-planning and a highly flexible system as well as the ability for data from the field to seamlessly get to aid in leadership physically removed from the scene to aid in the planning of the event's response. MedMap is able to display many different datasets and information feeds including local data feeds to help all involved work with a more complete aggregation of data, thus allowing for more coordinated decision making and response. With a fully customizable interface, individual users are able to define and incorporate the data layers that they need for a specific event or need.

13. Indicate if the system is new or an existing one being modified: New

17. Does/Will the system collect, maintain (store), disseminate and/or pass through PII within any database(s), record(s), file(s) or website(s) hosted by this system? (Note: This question seeks to identify any, and all, personal information associated with the system.

This includes any PII, whether or not it is subject to the Privacy Act, whether the individuals are employees, the public, research subjects, or business partners, and whether provided voluntarily or collected by mandate. Later questions will try to understand the character of the data and its applicability to the requirements under the Privacy Act or other legislation. Does/Will the system collect, maintain (store), disseminate and/or pass through PII within any database(s), record(s), file(s) or website(s) hosted by this system?): No

21. Is the system subject to the Privacy Act? (If response to Q.19 is Yes, response to Q.21 must be Yes and a SORN number is required for Q.4): No

23. If the system shares or discloses IIF please specify with whom and for what purpose(s): N/A

30. Please describe in detail: (1) the information the agency will collect, maintain, or disseminate; (2) why and for what purpose the agency will use the information; (3) in this description, explicitly indicate whether the information contains PII; and (4) whether submission of personal information is voluntary or mandatory: 1. The system does not no collect, maintain, or disseminate any PII data. The system store Geographical mapping information only.

2. The information is used to track geographical of resources for disaster operations. It supports functions such as policy analysis, planning, course of action   comparison, incident management, and training.

3. The system doe not contain any PII.

4. The system does not contain PII therefore PII is neither submitted nor stored.

31. Please describe in detail any processes in place to: (1) notify and obtain consent from the individuals whose PII is in the system when major changes occur to the system (e.g., disclosure and/or data uses have changed since the notice at the time of the original collection); (2) notify and obtain consent from individuals regarding what PII is being collected from them; and (3) how the information will be used or shared.

(Note: Please describe in what format individuals will be given notice of consent [e.g., written notice, electronic notice, etc.]) 1. The system does not contain PII so it is not necessary to notify and/or obtain consent from individuals regarding major changes in the system. However when changes are made in the system, users of the system are notified of the changes that affect usability through training.

2. The system does not contain PII therefore PII is not collected from them. The information that is collected in the system is geographical information about hospitals all over the United states

3. The system does not contain PII. The information within the system is shared through a secure web interface

32. Does the system host a website? (Note: If the system hosts a website, the Website Hosting Practices section is required to be completed regardless of the presence of PII): No

37. Does the website have any information or pages directed at children under the age of thirteen?:

50. Are there policies or guidelines in place with regard to the retention and destruction of PII? (Refer to the C&A package and/or the Records Retention and Destruction section in SORN):

54. Briefly describe in detail how the IIF will be secured on the system using administrative, technical, and physical controls.: No

PIA Approval

PIA Reviewer Approval: Promote

PIA Reviewer Name: Jane Laroussi

Sr. Official for Privacy Approval: Promote

Sr. Official for Privacy Name: Mark A. Brown

Sign-off Date: 5/23/2011

Approved for Web Publishing: Yes

Date Published: May 23, 2012

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06.3 HHS PIA Summary for Posting (Form) / OS ASPR Mission Support Center-Frederick [System]

PIA SUMMARY AND APPROVAL COMBINED

PIA Summary

Is this a new PIA 2011? Yes

If this is an existing PIA, please provide a reason for revision: Not Applicable

1. Date of this Submission: 3/22/2012

2. OPDIV Name: OS

3. Unique Project Identifier (UPI) Number: N/A

4. Privacy Act System of Records (SOR) Number (If response to Q.21 is Yes, a SORN number is required for Q.4): Not Applicable

5. OMB Information Collection Approval Number: Not Applicable

6. Other Identifying Number(s): Not Applicable

7. System Name (Align with system Item name): OS ASPR Missions Support Center - Frederick

9. System Point of Contact (POC). The System POC is the person to whom questions about the system and the responses to this PIA may be addressed: Barry Harp

10. Provide an overview of the system: The mission of the Assistant Secretary for Preparedness and Response (ASPR), Mission Support Center (MSC) is to provide a safe, security compliant, and controlled environment for critical HHS telecommunications and information systems to support ASPR's response and steady-state Mission as well as the Department's Continuity of Operations (COOP) essential functions. Assistant Secretary for Preparedness and Response (ASPR), Mission Support Center (MSC) provides a Data Center or similar environment for systems and architecture to support the Department's National Response Framework, Emergency Essential Function (ESF) #8 functions and continuity facility functions in support of Continuity Operations (COOP). The infrastructure of the Assistant Secretary for Preparedness and Response (ASPR), Mission Support Center (MSC) consists of facilities and infrastructure such as Data Centers and Telco Closets, compliant security access systems and controls, telecommunications and VOIP infrastructure, virtual infrastructure, and information systems/technology hardware that is capable of hosting telecommunications equipment, servers, and applications for HHS OPDIVs and STAFFDIVs that require redundancy in their systems to support mission essential functions.

13. Indicate if the system is new or an existing one being modified: New

17. Does/Will the system collect, maintain (store), disseminate and/or pass through PII within any database(s), record(s), file(s) or website(s) hosted by this system? (Note: This question seeks to identify any, and all, personal information associated with the system. This includes any PII, whether or not it is subject to the Privacy Act, whether the individuals are employees, the public, research subjects, or business partners, and whether provided voluntarily or collected by mandate. Later questions will try to understand the character of the data and its applicability to the requirements under the Privacy Act or other legislation. Does/Will the system collect, maintain (store), disseminate and/or pass

through PII within any database(s), record(s), file(s) or website(s) hosted by this system?): No

21. Is the system subject to the Privacy Act? (If response to Q.19 is Yes, response to Q.21 must be Yes and a SORN number is required for Q.4): No

23. If the system shares or discloses IIF please specify with whom and for what purpose(s): No

30. Please describe in detail: (1) the information the agency will collect, maintain, or disseminate; (2) why and for what purpose the agency will use the information; (3) in this description, explicitly indicate whether the information contains PII; and (4) whether submission of personal information is voluntary or mandatory: 1. Virtual Server Files, System Backup files, Firewall rule sets, Federal Phone system voicemails.

2. To maintain infrastructure to support ASPR, OS COOP, and response logistical operations

3. No PII is contained within the system.

4. No PII is contained within the system, therefore this question does not apply.

31. Please describe in detail any processes in place to: (1) notify and obtain consent from the individuals whose PII is in the system when major changes occur to the system (e.g., disclosure and/or data uses have changed since the notice at the time of the original collection); (2) notify and obtain consent from individuals regarding what PII is being collected from them; and (3) how the information will be used or shared.

(Note: Please describe in what format individuals will be given notice of consent [e.g., written notice, electronic notice, etc.]) 1. Not Applicable

2. Not Applicable

3. Not Applicable

32. Does the system host a website? (Note: If the system hosts a website, the Website Hosting Practices section is required to be completed regardless of the presence of PII): No

37. Does the website have any information or pages directed at children under the age of thirteen?:

50. Are there policies or guidelines in place with regard to the retention and destruction of PII? (Refer to the C&A package and/or the Records Retention and Destruction section in SORN):

54. Briefly describe in detail how the IIF will be secured on the system using administrative, technical, and physical controls.: Not Applicable

PIA Approval

PIA Reviewer Approval: Promote

PIA Reviewer Name:

Sr. Official for Privacy Approval: Promote

Sr. Official for Privacy Name: Mark A. Brown

Sign-off Date: 3/30/2012

Approved for Web Publishing: Yes

Date Published: May 23, 2012

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06.3 HHS PIA Summary for Posting (Form) / OS DAB Automated Case Tracking System [System]

PIA SUMMARY AND APPROVAL COMBINED

PIA Summary

Is this a new PIA 2011?   No

If this is an existing PIA, please provide a reason for revision: PIA Validation

1. Date of this Submission: 9/1/2009

2. OPDIV Name: OS

3. Unique Project Identifier (UPI) Number: 009-90-01-06-02-0005-00

4. Privacy Act System of Records (SOR) Number (If response to Q.21 is Yes, a SORN number is required for Q.4): N/A

5. OMB Information Collection Approval Number: N/A

6. Other Identifying Number(s): none

7. System Name (Align with system Item name): OS DAB Automated Case Tracking System

9. System Point of Contact (POC). The System POC is the person to whom questions about the system and the responses to this PIA may be addressed: Neil Kaufman

10. Provide an overview of the system: Tracks status of DAB cases via automation. Separate modules for each DAB division.

13. Indicate if the system is new or an existing one being modified: Existing

17. Does/Will the system collect, maintain (store), disseminate and/or pass through PII within any database(s), record(s), file(s) or website(s) hosted by this system? (Note: This question seeks to identify any, and all, personal information associated with the system. This includes any PII, whether or not it is subject to the Privacy Act, whether the individuals are employees, the public, research subjects, or business partners, and whether provided voluntarily or collected by mandate. Later questions will try to understand the character of the data and its applicability to the requirements under the Privacy Act or other legislation. Does/Will the system collect, maintain (store), disseminate and/or pass through PII within any database(s), record(s), file(s) or website(s) hosted by this system?): No

21. Is the system subject to the Privacy Act? (If response to Q.19 is Yes, response to Q.21 must be Yes and a SORN number is required for Q.4): No

23. If the system shares or discloses IIF please specify with whom and for what purpose(s): N/A

30. Please describe in detail: (1) the information the agency will collect, maintain, or disseminate; (2) why and for what purpose the agency will use the information; (3) in this description, explicitly indicate whether the information contains PII; and (4) whether submission of personal information is voluntary or mandatory: Information enables DAB staff to track status of their various cases. Does not contain IIF information.

31. Please describe in detail any processes in place to: (1) notify and obtain consent from the individuals whose PII is in the system when major changes occur to the system (e.g.,

disclosure and/or data uses have changed since the notice at the time of the original collection); (2) notify and obtain consent from individuals regarding what PII is being collected from them; and (3) how the information will be used or shared.

(Note: Please describe in what format individuals will be given notice of consent [e.g., written notice, electronic notice, etc.]) N/A

32. Does the system host a website? (Note: If the system hosts a website, the Website Hosting Practices section is required to be completed regardless of the presence of PII): Yes

37. Does the website have any information or pages directed at children under the age of thirteen?: No

50. Are there policies or guidelines in place with regard to the retention and destruction of PII? (Refer to the C&A package and/or the Records Retention and Destruction section in SORN): No

54. Briefly describe in detail how the IIF will be secured on the system using administrative, technical, and physical controls.: N/A

PIA Approval

PIA Reviewer Approval: Promote

PIA Reviewer Name: Ruth M. Doerflein

Sr. Official for Privacy Approval: Promote

Sr. Official for Privacy Name: Terry L. Hurst

Sign-off Date: 9/1/2009

Approved for Web Publishing: Yes

Date Published: May 23, 2012

06.3 HHS PIA Summary for Posting (Form) / OS OCR Program Information Management System [System]

PIA SUMMARY AND APPROVAL COMBINED

PIA Summary

Is this a new PIA 2011? No

If this is an existing PIA, please provide a reason for revision: PIA Validation

1. Date of this Submission: 12/5/2011

2. OPDIV Name: OS

3. Unique Project Identifier (UPI) Number: 009-90-01-06-02-0001-00

4. Privacy Act System of Records (SOR) Number (If response to Q.21 is Yes, a SORN number is required for Q.4): 09-90-0052

5. OMB Information Collection Approval Number: 0990-0269

6. Other Identifying Number(s): N/A

7. System Name (Align with system Item name): Program Information Management System

9. System Point of Contact (POC). The System POC is the person to whom questions about the system and the responses to this PIA may be addressed: Jane Allen

10. Provide an overview of the system: Case tracking, document management and executive information. The Program Information Management System (PIMS) was developed to allow OCR to manage more effectively its program information needs and to integrate all of OCR's various business processes, including all its compliance activities, to allow for real time access and results reporting and other varied information management needs. Among other things, PIMS was developed to support the collection of compliance related and other identifying information needed for OCR to complete compliance activities and determinations. Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975 and other statutes that prohibit discrimination by programs or entities that receive Federal financial assistance from HHS; Federally- conducted programs in cases involving disability-based discrimination under Section 504 of the Rehabilitation Act; state and local public entities in cases involving disability-based discrimination under Title II of the Americans with Disabilities Act; certain health plans, health clearinghouses and health care providers with respect to enforcement of the standards for privacy of individually identifiable health information under the privacy rule issued pursuant to the Health Insurance Portability and Accountability Act (HIPAA).

13. Indicate if the system is new or an existing one being modified: Existing

17. Does/Will the system collect, maintain (store), disseminate and/or pass through PII within any database(s), record(s), file(s) or website(s) hosted by this system? (Note: This question seeks to identify any, and all, personal information associated with the system. This includes any PII, whether or not it is subject to the Privacy Act, whether the individuals are employees, the public, research subjects, or business partners, and whether provided voluntarily or collected by mandate. Later questions will try to understand the character of the data and its applicability to the requirements under the Privacy Act or

other legislation. Does/Will the system collect, maintain (store), disseminate and/or pass through PII within any database(s), record(s), file(s) or website(s) hosted by this system?): Yes

21. Is the system subject to the Privacy Act? (If response to Q.19 is Yes, response to Q.21 must be Yes and a SORN number is required for Q.4): Yes

23. If the system shares or discloses IIF please specify with whom and for what purpose(s): DoJ, EEOC, Federal Mediation & Conciliation Service, other Federal agencies, Congressional offices (but only in response to forwarded constitutent inquiries) -- as part of routine uses as specified in Syxstem of Records notice. permitting disclosure to a congressional office, allows subject individuals to obtain assistance from their representatives in Congress, should they so desire. Such disclosure would be made only pursuant to the request of the individual. allows disclosure to the Department of Justice or a court in the event of litigation. allows referral to the appropriate agency, in the event that a System of Records maintained by this agency to carry out its functions indicates a violation or potential violation of law. allows disclosure of records to contractors for the purpose of processing or refining records in the system Complaints involving alleged age discrimination are referred to the Federal Mediation and Conciliation Service consistent with the regulations implementing the Age Discrimination Act of 1975. Certain employment cases may be referred to the Equal Employment Opportunity Commission. In each of these instances, the allegations themselves are forwarded, but the data on the cases resident in OCR's PIMS system is not forwarded.

30. Please describe in detail: (1) the information the agency will collect, maintain, or disseminate; (2) why and for what purpose the agency will use the information; (3) in this description, explicitly indicate whether the information contains PII; and (4) whether submission of personal information is voluntary or mandatory: The mandatory fields for the new forms are: name, contact information, whether the complaint is being filed on behalf of someone else, the basis for the complaint (e.g., race/color/national origin, age, religion, gender (male/female), disability, violation of the privacy of protected health information), the entity against which the complaint is being filed, when the incident(s) occurred, a brief description of what happened and the complainant's signature. In some situations, the law requires OCR to get the complainant's signature, in other cases it is voluntary. In addition, several voluntary fields are included to assist OCR in processing the complaint and to provide appropriate customer service. Those fields are: an alternate person to contact if the complainant cannot be reached; whether this complaint has been filed with other agencies or is the basis of a lawsuit and, if so, to identify where else the complaint has been filed; and whether the complainant needs special accommodations for OCR to communicate with them (e.g. Braille, TDD). We also have included a limited number of questions to be answered on a voluntary basis to help us better assess whether we are adequately reaching and providing service to populations whose rights are covered by our statutory authorities. These questions concerning the complainant or the person on whose behalf a complaint has been filed, are: ethnicity, race, primary language spoken (if other than English), and the means by which the complainant learned about being able to file complaints with the Office for Civil Rights. Failure to answer the voluntary questions will not affect OCR's decision to process a complaint. Use of these forms is voluntary. Alternatively, a complainant may choose to submit a complaint in the form of a letter, or electronically. In its Medicare certification process, each applicant for certification responds to OCR's data request. The questions pertain to the policies and procedures of nondiscrimination; communication with persons who are Limited English proficient or sensory impaired; required notices; provision of

auxiliary aids to persons with sensory, manual or speech impairments; grievance procedures for disability discrimination allegations; and information regarding restrictions based on age. The information received in response to a data request does not normally include personally identifiable information.

31. Please describe in detail any processes in place to: (1) notify and obtain consent from the individuals whose PII is in the system when major changes occur to the system (e.g., disclosure and/or data uses have changed since the notice at the time of the original collection); (2) notify and obtain consent from individuals regarding what PII is being collected from them; and (3) how the information will be used or shared.

(Note: Please describe in what format individuals will be given notice of consent [e.g., written notice, electronic notice, etc.]) For individual complaints, the initial information is collected from the complainant, or someone acting on their behalf. It is collected using one of OCR's two approved complaint forms for discrimination complaints and health information privacy complaints, which are available for downloading from OCR's web site. Alternatively, a complainant may choose to submit a complaint in the form of a letter, or electronically. OCR's two complaint forms each contain a privacy notice describing how the complainants information will be used. The discrimination notice is similar to the following health information privacy notice: "Filing a complaint with OCR is voluntary. However, without the information requested above, OCR may be unable to proceed with your complaint. We collect this information under authority of the Privacy Rule issued pursuant to the Health Insurance Portability and Accountability Act of 1996. We will use the information you provide to determine if we have jurisdiction and, if so, how we will process your complaint. Information submitted on this form is treated confidentially and is protected under the provisions of the Privacy Act of 1974. Names or other identifying information about individuals are disclosed when it is necessary for investigation of possible health information privacy violations, for internal systems operations, or for routine uses, which include disclosure of information outside the Department for purposes associated with health information privacy compliance and as permitted by law. It is illegal for a covered entity to intimidate, threaten, coerce, discriminate or retaliate against you for filing this complaint or for taking any other action to enforce your rights under the Privacy Rule. You are not required to use this form. You also may write a letter or submit a complaint electronically with the same information. To submit an electronic complaint, go to our web site at: http://www.hhs.gov/ocr/privacyhowtofile.htm. To mail a complaint see reverse page for OCR Regional addresses." In addition, for all complaints received that OCR initially determines are within our jurisdiction, complainants receive an acknowledgment letter that includes a fact sheet titled Protecting Personal Information in Complaint Investigations. This fact sheet describes how the information is protected by OCR, how a person can request a copy of their file under the Freedom of Information Act, to what other government agencies OCR may legally give the complainants information (see Section 4 above), and what protections are in place if someone else requests the complainants file. Where investigation of a complaint requires providing the complainants name to the covered entity against whom the complaint is filed, the complainant is always asked to sign a consent form allowing release of their name to the covered entity. Similarly, if investigation of the complaint requires acquiring the complainants medical record from the covered entity, the complainant is asked to sign an authorization allowing OCR to request the information.

32. Does the system host a website? (Note: If the system hosts a website, the Website Hosting Practices section is required to be completed regardless of the presence of PII): No

37. Does the website have any information or pages directed at children under the age of thirteen?: No

50. Are there policies or guidelines in place with regard to the retention and destruction of PII? (Refer to the C&A package and/or the Records Retention and Destruction section in SORN): No

54. Briefly describe in detail how the IIF will be secured on the system using administrative, technical, and physical controls.: Only authorized OCR users whose official duties require the use of such information have access to the information in the system. No users outside of OCR have access to PIMS. Specific access is structured around need and is determined by the person's role in the organization. Access is managed through the use of electronic access control lists, which regulate the ability to read, change and delete information in the system. Each OCR user has read access to designated information in the system, with the ability to modify only their own submissions or those of others within their region or group. Data identified as confidential is so designated and only specified individuals are granted access. The system maintains an audit trail of all actions against the data base. All electronic data is stored on servers maintained in locked facilities with computerized access control allowing access to only those support personnel with a demonstrated need for access. A database is kept of all individuals granted security card access to the room, and all visitors are escorted while in the room. The server facility has appropriate environmental security controls, including measures to mitigate damage to automated information system resources caused by fire, electricity, water and inadequate climate controls. Access control to servers, individual computers and databases includes a required user log-on with a password, inactivity lockout to systems based on a specified period of time, legal notices and security warnings at log-on, and remote access security that allows user access for remote users (e.g., while on government travel) under the same terms and conditions as for users within the office. System administrators have appropriate security clearance. Printed materials are filed in secure cabinets in secure Federal facilities with access based on need as described above for the automated component of the PIMS system.

PIA Approval

PIA Reviewer Approval: Promote

PIA Reviewer Name: Monika Edwards

Sr. Official for Privacy Approval: Promote

Sr. Official for Privacy Name: Mark Brown

Sign-off Date: 12/5/2011

Approved for Web Publishing: Yes

Date Published: May 23, 2012

06.3 HHS PIA Summary for Posting (Form) / OS OGC Matter Tracking System [System]

PIA SUMMARY AND APPROVAL COMBINED

PIA Summary

Is this a new PIA 2011? No

If this is an existing PIA, please provide a reason for revision: PIA Validation

1. Date of this Submission: 9/1/2009

2. OPDIV Name: OS

3. Unique Project Identifier (UPI) Number: 009-90-01-06-02-0138-00

4. Privacy Act System of Records (SOR) Number (If response to Q.21 is Yes, a SORN number is required for Q.4): N/A

5. OMB Information Collection Approval Number: N/A

6. Other Identifying Number(s): N/A

7. System Name (Align with system Item name): OS OGC Matter Tracking System

9. System Point of Contact (POC). The System POC is the person to whom questions about the system and the responses to this PIA may be addressed: John Shimabukuro

10. Provide an overview of the system: A centralized system that enables a sophisticated analysis of not only current but also projected workloads across the enterprise. It provides a robust data capture, workflow, timekeeping, and reporting solution set that enables better strategic planning and performance-based budgeting.

13. Indicate if the system is new or an existing one being modified: Existing

17. Does/Will the system collect, maintain (store), disseminate and/or pass through PII within any database(s), record(s), file(s) or website(s) hosted by this system? (Note: This question seeks to identify any, and all, personal information associated with the system. This includes any PII, whether or not it is subject to the Privacy Act, whether the individuals are employees, the public, research subjects, or business partners, and whether provided voluntarily or collected by mandate. Later questions will try to understand the character of the data and its applicability to the requirements under the Privacy Act or other legislation. Does/Will the system collect, maintain (store), disseminate and/or pass through PII within any database(s), record(s), file(s) or website(s) hosted by this system?): No

21. Is the system subject to the Privacy Act? (If response to Q.19 is Yes, response to Q.21 must be Yes and a SORN number is required for Q.4): No

23. If the system shares or discloses IIF please specify with whom and for what purpose(s): OGC attorneys, paralegals and legal staff

30. Please describe in detail: (1) the information the agency will collect, maintain, or disseminate; (2) why and for what purpose the agency will use the information; (3) in this description, explicitly indicate whether the information contains PII; and (4) whether submission of personal information is voluntary or mandatory: Every piece of information -- notes, case development information, legal research, correspondence, pleadings, evidence,

court calendars, task lists, statutes of limitations and other critical deadlines, time and expense entries, budgets, and e-mails -- is automatically placed in the right electronic matter file under the matter and client numbers used by an organizations accounting system. No IIF information is collected or maintained in MTS.

31. Please describe in detail any processes in place to: (1) notify and obtain consent from the individuals whose PII is in the system when major changes occur to the system (e.g., disclosure and/or data uses have changed since the notice at the time of the original collection); (2) notify and obtain consent from individuals regarding what PII is being collected from them; and (3) how the information will be used or shared.

(Note: Please describe in what format individuals will be given notice of consent [e.g., written notice, electronic notice, etc.]) N/A

32. Does the system host a website? (Note: If the system hosts a website, the Website Hosting Practices section is required to be completed regardless of the presence of PII): Yes

37. Does the website have any information or pages directed at children under the age of thirteen?: No

50. Are there policies or guidelines in place with regard to the retention and destruction of PII? (Refer to the C&A package and/or the Records Retention and Destruction section in SORN): No

54. Briefly describe in detail how the IIF will be secured on the system using administrative, technical, and physical controls.: N/A

PIA Approval

PIA Reviewer Approval: Promote

PIA Reviewer Name: Ruth M. Doerflein

Sr. Official for Privacy Approval: Promote

Sr. Official for Privacy Name: Terry L. Hurst

Sign-off Date: 9/1/2009

Approved for Web Publishing: Yes

Date Published: May 23, 2012

06.3 HHS PIA Summary for Posting (Form) / OS OMH Minority Health Website [System]

PIA SUMMARY AND APPROVAL COMBINED

PIA Summary

Is this a new PIA 2011? Yes

If this is an existing PIA, please provide a reason for revision: Not Applicable

1. Date of this Submission: 9/28/2011

2. OPDIV Name: OS

3. Unique Project Identifier (UPI) Number: none

4. Privacy Act System of Records (SOR) Number (If response to Q.21 is Yes, a SORN number is required for Q.4): 09–90–0161

5. OMB Information Collection Approval Number: None

6. Other Identifying Number(s): Unknown

7. System Name (Align with system Item name): Minority Health Website (MHW)

9. System Point of Contact (POC). The System POC is the person to whom questions about the system and the responses to this PIA may be addressed: Blake Crawford

10. Provide an overview of the system: The mission of the Office of Minority Health (OMH) is to improve and protect the health of racial and ethnic minority populations through the development of health policies and programs that will eliminate health disparities. The Minority Health Website (MHW), www.minorityhealth.hhs.gov is a new name for the website, www.omhrc.gov and will be hosted on a new web server, OMHRC01N at the Parklawn Data Center. The content of minorityhealth.hhs.gov is identical to www.omhrc.gov. Some of the website topic areas include minority health funding resources, minority health data/statistics, cultural competency, minority health topics, an e-learning application on conducting minority health program evaluations, and a calendar of events of special interest to minority populations. The purpose of the website name change is to comply with naming requirements established by HHS. The web server is being replaced due to normal lifecycle replacement. The website is accessed externally via the internet.

13. Indicate if the system is new or an existing one being modified: Existing

17. Does/Will the system collect, maintain (store), disseminate and/or pass through PII within any database(s), record(s), file(s) or website(s) hosted by this system? (Note: This question seeks to identify any, and all, personal information associated with the system. This includes any PII, whether or not it is subject to the Privacy Act, whether the individuals are employees, the public, research subjects, or business partners, and whether provided voluntarily or collected by mandate. Later questions will try to understand the character of the data and its applicability to the requirements under the Privacy Act or other legislation. Does/Will the system collect, maintain (store), disseminate and/or pass through PII within any database(s), record(s), file(s) or website(s) hosted by this system?): Yes

21. Is the system subject to the Privacy Act? (If response to Q.19 is Yes, response to Q.21 must be Yes and a SORN number is required for Q.4): Yes

23. If the system shares or discloses IIF please specify with whom and for what purpose(s): PII is shared with those who need to know/OMH/HHS Federal Staff & partners. The general public has access to the National Partnership for Action partners list.

30. Please describe in detail: (1) the information the agency will collect, maintain, or disseminate; (2) why and for what purpose the agency will use the information; (3) in this description, explicitly indicate whether the information contains PII; and (4) whether submission of personal information is voluntary or mandatory: The Personally Identifiable Information (PII) collected, depending on the purpose of the collection, may include name, e-mail address, mailing address, education (degree, year earned, institution name), phone number, fax number, title/position, race, language proficiency, experience with specific populations, dietary restriction and resume. The purpose of this collection is varied:

a. Public request for information/mailing list.

b. Public interest in the Resource Persons Network program (volunteers who aid Community Based Organizations).

c. Contacts for public events – National Minority Events across county have conference/event details. The contact information is used to verify conferences/events before posting them to the website.

d. Interest in partnering on the National Partnership for Action campaign. Contact info is used to pursue discussions and negotiations with potential partners.

e. Tracking completion of an e-learning application.

f. Register for events coordinated by the Office of Minority Health (OMH).

Submission of PII is voluntary.

31. Please describe in detail any processes in place to: (1) notify and obtain consent from the individuals whose PII is in the system when major changes occur to the system (e.g., disclosure and/or data uses have changed since the notice at the time of the original collection); (2) notify and obtain consent from individuals regarding what PII is being collected from them; and (3) how the information will be used or shared.

(Note: Please describe in what format individuals will be given notice of consent [e.g., written notice, electronic notice, etc.]) There is a link to the Office of Minority Health Privacy Policy at the bottom of each webpage.

32. Does the system host a website? (Note: If the system hosts a website, the Website Hosting Practices section is required to be completed regardless of the presence of PII): Yes

37. Does the website have any information or pages directed at children under the age of thirteen?:

50. Are there policies or guidelines in place with regard to the retention and destruction of PII? (Refer to the C&A package and/or the Records Retention and Destruction section in SORN):

54. Briefly describe in detail how the IIF will be secured on the system using administrative, technical, and physical controls.: MHW utilizes the technical, operational, and physical security controls as required by NIST guidance in order to minimize the overall risk to PII. Verisign certificate will be implemented to protect PII. If a security incident does occur, it will be immediately reported to the OS CISO and through him, to the HHS PII Breach Response Team. They will analyze the incident, determine its impact, limit its damage, and restore normal processing.

PIA Approval

PIA Reviewer Approval: Promote

PIA Reviewer Name:

Sr. Official for Privacy Approval: Promote

Sr. Official for Privacy Name: Mark A. Brown

Sign-off Date: 9/28/2011

Approved for Web Publishing: Yes

Date Published: May 23, 2012

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