


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



**Privacy Impact Assessment**  
**for the**  
**Weather and Climate Infrastructure Services (WCCIS)**  
**NOAA8860**

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

Approved by:  \_\_\_\_\_, DOC Chief Privacy Officer

Date approved: 6/19/2014

# U.S. Department of Commerce Privacy Impact Assessment NOAA/ Weather and Climate Infrastructure Services (WCCIS)

**Unique Project Identifier:** 006-000311300 00-48-01-17-02-00

## **Introduction: System Description**

The National Centers for Environmental Prediction (NCEP) provide timely, accurate and continually improving worldwide forecast guidance products. NCEP, a critical part of the National Oceanic and Atmospheric Administration's National Weather Service, is the starting point for nearly all weather forecasts in the United States. NCEP is comprised of nine centers. Each center has a specific responsibility for a portion of the NCEP products and services suite, yet they all work together toward the common goal of providing information that can be used to save lives, protect property, and create economic opportunity. Preparation and issuance of products is dependent on a complex interaction of many information resources.

NOAA8860 is comprised of six critical sub-systems which are NCEP Central Operations (NCO), Weather Prediction Center (WPC), Ocean Prediction Center (OPC), Environmental Modeling Center (EMC), Climate Prediction Center (CPC) and the National Hurricane Center (NHC). All of the sub systems are located in College Park Maryland except NHC which is located in Miami, Florida.

**NCO** provides the means for project managers, program managers, administrators, Meteorologist, Mathematician, Hydrologists, Oceanographers, Support Physical Scientist and administrative support personnel to process and analyze data in a systematic comprehensive, accurate, clear and manageable manner. *PII is collected for the purpose of facilitating completion of required business processes and administrative tasks.*

**WPC** provides forecast, guidance, and analysis products and services to support the daily public forecasting activities of the National Weather Service (NWS) and its customers, as well as tailoring support to other government agencies in emergency and special situations.

**OPC** originates and issues marine warnings and forecasts and continually monitors and analyzes maritime data. Guidance on marine atmospheric variables is provided to National Weather Forecast Offices with offshore and coastal responsibilities and other marine related programs, including direct support for all national and international marine users.

**EMC** develops numerical models to provide model-based forecast guidance for weather, marine, and climate forecasts at NCEP and the National Weather Service. In support of this mission, EMC a) improves the NWS numerical models through a broad program of research in data assimilation and modeling, b) develops, improves, and monitors operational data assimilation systems and models of the atmosphere, ocean, and land and c) pursues its research and development program internally as well as cooperatively with scientists from Universities, NOAA Laboratories and other government agencies, and the international scientific community

CPC provides climate services to the users in federal, state, and local governments and the research community. Services include prediction of climate variability, monitoring of the climate system, development of databases for determining current state of climate, and analysis and assessment of origins of climate anomalies and their linkages to the rest of the climate system. CPC activities and interests cover time scales ranging from weeks to seasons and include land, ocean, and atmosphere extending from surface into the stratosphere.

NHC issues forecast advisories, watches, warnings for tropical cyclones over the Atlantic (including the Gulf of Mexico and Caribbean) basin and the eastern Pacific basin east of 140 degrees west longitude. NHC backs up the Central Pacific Hurricane Center for tropical cyclones forecasts, watches and warnings from 140 degrees west longitude to the dateline. The Tropical Analysis and Forecast Branch of the NHC operate 24 hours/day every day. NHC conducts tropical weather analysis, weather discussions, issue marine forecasts and warnings for the Atlantic, the eastern north Pacific and portions of the eastern South Pacific Ocean.

Authority for civil service employment:  
5 U.S.C. 301.

This is a high impact system.

**Section 1: Information in the System**

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

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

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

<b>Work-Related Data (WRD)</b>					
a. Occupation	X	d. Telephone Number	X	g. Salary	X
b. Job Title	X	e. Email Address	X	h. Work History	
c. Work Address	X	f. Business Associates			
i. Other work-related data (specify):					

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

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

<b>Other Information (specify)</b>					

1.2 Indicate sources of the PII/BII in the system. Check all that apply.

<b>Directly from Individual about Whom the Information Pertains</b>					
In Person	X	Hard Copy: Mail/Fax	X	Online	
Telephone	X	Email	X		
Other (specify):					

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

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

**Section 2: Purpose of the System**

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

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

**Section 3: Use of the System**

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

The primary purpose of collecting information is to support NCO customers. The information is collected for the purpose of facilitating completion of required business processes. Processes may include managing job vacancies, developing statistical reports for budget execution and human resource activities, continuity of operations (COOP) execution and performing other related administrative tasks, e.g., training, travel, awards, facility management, security clearance requests, and NOAA Common Access Card (CAC) issuance.

The information, names, addresses and email addresses, collected from employees and contractors, is used to manage account information for access control to systems and web applications; names and email addresses of employees and contractors are used to direct the public to appropriate personnel within the organization; and for emergency, disaster recovery, and continuity of operations.

Personally identifiable information is collected from NOAA/NCO staff, NOAA/NCO internal partners, and customers (e.g., trainees). Personally identifiable information is collected manually by staff using required forms, or by mail, e-mail or fax. Information is entered by authorized NCO staff into the proper storage facility (e.g., database, secure paper files, etc.).

**Section 4: Information Sharing**

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

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

<input type="checkbox"/>	The PII/BII in the system will not be shared.
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**Section 5: Notice and Consent**

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

<input type="checkbox"/>	Yes, notice is provided pursuant to a system of records notice published in the Federal Register and discussed in Section 6.	
X	Yes, notice is provided by other means.	Specify how: Individuals are notified on applicable Web pages when they apply for employment or need system access.
<input type="checkbox"/>	No, notice is not provided.	Specify why not:

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

<input type="checkbox"/>	Yes, individuals have an opportunity to decline to provide PII/BII.	Specify how:
X	No, individuals do not have an opportunity to decline to provide PII/BII.	The information is required for the effective administration of the center, including continuity of operations in case of an emergency. Individuals are provided an explanation for why the information must be provided and links to the NOAA privacy policy are provided.

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

<input type="checkbox"/>	Yes, individuals have an opportunity to consent to particular uses of their PII/BII.	Specify how:
X	No, individuals do not have an	Individual federal employees and contractors are required to

	opportunity to consent to particular uses of their PII/BII.	provide the information as a condition of employment. The information is required for the effective administration of the center, including continuity of operations in case of an emergency. Individuals are provided an explanation for why the information must be provided and links to the NOAA privacy policy are provided.
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5.4 Indicate whether and how individuals have an opportunity to review/update PII/BII pertaining to them.

X	Yes, individuals have an opportunity to review/update PII/BII pertaining to them.	Specify how: Users may request to review their information in person through the on-site trusted agent or applicable program administrator. Users must provide the program administrator with any updates to their PII.
	No, individuals do not have an opportunity to review/update PII/BII pertaining to them.	Specify why not:

## **Section 6: Administrative and Technological Controls**

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

	All users signed a confidentiality agreement.
	All users are subject to a Code of Conduct that includes the requirement for confidentiality.
	Staff received training on privacy and confidentiality policies and practices.
X	Access to PII/BII is restricted to authorized personnel only.
X	The information is secured in accordance with FISMA requirements. Provide date of most recent Assessment and Authorization: <u>3-27-14</u>
X	The Federal Information Processing Standard (FIPS) 199 security impact category for this system is a moderate or higher.
X	NIST 800-122 recommended security controls for protecting PII/BII are in place and functioning as intended; or have an approved Plan of Action and Milestones (POAM). See Appendix A.
X	Contractors that have access to the system are subject to information security provisions in their contracts required by DOC policy.
	Other (specify):

## **Section 7: Privacy Act**

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

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

X	Yes, this system is covered by an existing system of records notice. Provide the system name and number: Department #18, Employees' Personnel Files Not Covered by Notices of Other Agencies, covers the personnel information in this system.
	Yes, a system of records notice has been submitted to the Department for approval on (date).
	No, a system of records is not being created.

**Section 8: Retention of Information**

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

X	There is an approved record control schedule. Provide the name of the record control schedules: NARA GRS  GRS 1, Civilian Personnel Records – Correspondence, reports and other records relating to the administration and operation of personnel functions (N1-GRS-81-10 item 1)  NOAA Record Schedules Chapter 300  302 General Personnel Program Files 303 Recruitment and Employment Files 304 Employee Performance, Utilization, and Training Files 305 Position Classification, Pay and Allowance Files 306 Attendance and Leave Files
	No, there is not an approved record control schedule. Provide the stage in which the project is in developing and submitting a records control schedule:
X	Yes, retention is monitored for compliance to the schedule.
	No, retention is not monitored for compliance to the schedule. Provide explanation: