



# Science and Support System - Moderate

General Support System  
Privacy Impact Assessment

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U.S. Department of the Interior  
U.S. Geological Survey

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## Privacy Impact Assessment

### SYSTEM/NAME TITLE:

**Name of Project:** Science and Support System - Moderate

**Bureau:** U. S. Geological Survey

**Project's Unique ID:**

#### A. CONTACT INFORMATION:

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#### B. SYSTEM APPLICATION/GENERAL INFORMATION:

##### 1) Does this system contain any information about individuals?

Yes, the system processes internal employee records. All of the assets covered by this PIA have been reviewed by the asset owner with assurance from line management the information detailed in Section E.9 is accurate.

**a. Is this information identifiable to the individual<sup>11</sup>? Yes**

**b. Is the information about individual members of the public? No**

**c. Is the information about employees? Yes**

##### 2) What is the purpose of the system/application?

The Science and Support System is a collection of general purpose and scientific computing hardware including desktops, handhelds, printers, scanners, file/print servers, switches/hubs/firewalls on the LAN, and software such as operating systems, desktop software licenses including the Microsoft Office suite, that supports science mission computing activities of distributed projects and applications that may not have an individual Exhibit 300. There are 106 individual assets and their unique applications. An asset can be a single IT system or group of IT systems that perform a specific function or functions. These USGS science mission-related functions support specialized applications and requirements for biology, earth science, etc. The Science and Support System is a System of Systems, with broad geographic locations supporting single function and multi-disciplined science missions within the USGS.

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<sup>11</sup> "Identifiable Form" - According to the OMB Memo M-03-22, this means information in an IT system or online collection: (i) that directly identifies an individual (e.g., name, address, social security number or other identifying number or code, telephone number, email address, etc.) or (ii) by which an agency intends to identify specific individuals in conjunction with other data elements, i.e., indirect identification. (These data elements may include a combination of gender, race, birth date, geographic indicator, and other descriptors).

**3) What legal authority authorizes the purchase or development of this system/application?**

The USGS is authorized for the purchase or development of the system/application.  
See authorization Table A below.

**C. DATA IN THE SYSTEM:**

**1) What categories of individuals are covered in the system?**

Employees, contractors, interns, volunteers, and emeritus are covered by this system.

**2) What are the sources of the information in the system?**

**a. Is the source of the information from the individual or is it taken from another source?  
If not directly from the individual, then what other source?**

Information is gathered from the individual employee for use in performance plans and security documentation in support of IT systems.

**b. What Federal agencies are providing data for use in the system?**

No other Federal agency is providing data.

**c. What Tribal, State and local agencies are providing data for use in the system?**

None

**d. From what other third party sources will data be collected?**

No data from third party sources is collected.

**e. What information will be collected from the employee and the public?**

The Information below will be collected and used by many of the assets within the USGS.  
An asset may use all or just parts of the information listed below.

- (1) Annual Performance Plans which include Employee Names and Social Security Numbers.
- (2) Annual Training Plans which include. Employee Names and Social Security Numbers.
- (3) Award Recommendations which include Employee Names and Social Security Numbers.
- (4) Employee Health Records which include. Employee Names, Social Security Numbers, Home addresses; and Home phone numbers.
- (5) Employee Safety Records which may include Employee Names, Social Security Numbers, Home addresses; and Home phone numbers.
- (6) Employee Training Records which include. Employee Names and Social Security Numbers.
- (7) Employee Worker Compensation Notices which include Employee Names and Social Security Numbers.

- (8) Letter of Employee Medical Restrictions which include. Employee Names, Social Security Numbers, Home addresses; and Home phone numbers.
- (9) Letter of Employee Terminations which include Employee Names and Social Security Numbers.
- (10) Bison Connect/Google Employee Addresses and Contact Records which include Employee Names, Home Addresses, and Home Phone Numbers.
- (11) Continuity of Operations Plans (COOP) which include Emergency Employee Phone Contact Trees. Employee Names, Home Addresses, and Home Phone Numbers.
- (12) Office Directories which may include Employee Names, Titles, Office Numbers, Office locations, Home Addresses, and Home Phone Numbers.
- (13) Office Occupant Emergency Plans (OEP) which may include Emergency Employee Phone Contact Trees, Emergency Employee Phone Contact Trees, Employee Names, Home Addresses, and Home Phone Numbers.
- (14) Contingency Plans which include Emergency Employee Phone Contact Trees. Employee Names, Home Addresses, and Home Phone Numbers.
- (15) Disciplinary Actions which include Employee Names and Social Security Numbers.
- (16) Emergency Response Plans which may include Employee Names, Home Addresses, and Home Phone Numbers.
- (17) Employee and contractor names and phone numbers.
- (18) Acquisition of goods and services.
- (19) Grants and cooperative agreements.
- (20) Contract files.
- (21) Personal property accountability records.
- (22) Manuscripts.

The above may be used as all or subsets for each asset within the enclave.

### **3) Accuracy, Timeliness, and Reliability**

#### **a. How will data collected from sources other than DOI records be verified for accuracy?**

No information is collected outside the DOI network.

#### **b. How will data be checked for completeness?**

Information is verified with the employees and the personnel department.

#### **c. Is the data current? What steps or procedures are taken to ensure the data is current and not out-of-date? Name the document (e.g., data models).**

Data is checked and updated as necessary by the employees to ensure that plans and information are accurate. Name and Social Security Number should change infrequently and can be verified with the personnel department to ensure accuracy.

- d. Are the data elements described in detail and documented?** If yes, what is the name of the document?

The list provided in Section C.2.e of this document contains a list of potential documents and the data elements that each may contain Personally Identifiable Information subject to the Privacy Act.

**D. ATTRIBUTES OF THE DATA:**

- 1) Is the use of the data both relevant and necessary to the purpose for which the system is being designed?**

Yes.

- 2) Will the system derive new data or create previously unavailable data about an individual through aggregation from the information collected, and how will this be maintained and filed?**

No, SSS does not create new data that was not previously supplied by employees. The records are part of performance plans and security information about systems on secured servers that have undergone the Assessment and Authorization process. Access controls are in place to ensure only authorized individuals can access the data. Security training is provided to employees for privacy information.

- 3) Will the new data be placed in the individual's record?**

Yes, any new data will become part of the employee's official record, for example annual performance plans and career progression plans. The security plans will be updated based on an interaction between the employee, the plan administrator, or the supervisor. All data will be included in the individual's record can be access by the employee.

- 4) Can the system make determinations about employees/public that would not be possible without the new data?**

No, the information is for organizational means and relates to employee records as well as security plans. New data will be about performance and career progression or simple changes to location information about the employee for contingency planning purposes.

- 5) How will the new data be verified for relevance and accuracy?**

Data is necessary for employee records and system plans. Accuracy is verified with the employee, supervisor and personnel department.

- 6) If the data is being consolidated, what controls are in place to protect the data from unauthorized access or use?**

Data is not being consolidated so the question does not apply.

- 7) If processes are being consolidated, are the proper controls remaining in place to protect the data and prevent unauthorized access? Explain.**

Processes are not currently being consolidated. Most of the information is stored on USGS computers and will utilize the operating system file permission controls to limit access to only authorized personnel. Printed copies will be stored in locked offices and locked filing cabinets and will only be done as necessary. The contingency planning documents will be stored off-site in a locked environment. These documents will only be accessed in the event of a disaster, if off-site printed copies are needed or if the document has undergone an update.

**8) How will the data be retrieved? Does a personal identifier retrieve the data? If yes, explain and list the identifiers that will be used to retrieve information on the individual.**

Data is retrieved through name look-ups not Social Security Number look-ups.

**9) What kinds of reports can be produced on individuals? What will be the use of these reports? Who will have access to them?**

Reports cannot be explicitly produced. All data or files are in compliance with current USGS Personnel procedures. Supervisors will have direct access to the data for management purposes only. "Reports" cannot be run on an ad-hoc basis.

**10) What opportunities do individuals have to decline to provide information (i.e., where providing information is voluntary) or to consent to particular uses of the information (other than required or authorized uses), and how individuals can grant consent.)**

Personnel are provided information relating to their rights to view, access or change information in online databases in accordance with USGS and federal policies, USGS DOI 319-1-H, Guide for Handling Privacy Act Records; and the Privacy Act of 1974, as amended, (5 U.S.C. 552a). Since much of the information is related to career progression, training and performance plans this information is required as part of employment.

**E. MAINTENANCE AND ADMINISTRATIVE CONTROLS:**

**1) If the system is operated in more than one site, how will consistent use of the system and data be maintained in all sites?**

This PIA represents many USGS facilities and locations. Consistency is provided through the application of federal law, rules and regulations, and DOI policies. Locations perform self-assessments and use Standard Operating Procedures to implement standard security controls.

**2) What are the retention periods of data in this system?**

Retention periods will vary somewhat by asset but will be done in accordance with DOI, USGS, and federal requirements and guidelines as outlined in USGS GRDS 432-1-S1, Chapter 400, Item #418-01b and any other applicable laws, rules or regulations.

**3) What are the procedures for disposition of the data at the end of the retention period? How long will the reports produced be kept? Where are the procedures documented?**

Procedures for disposition of data subject to the Privacy Act will be in accordance with USGS, GRDS 432-1-S1, Chapter 400, Item # 418-01b. Reports that contain information subject to the

Privacy Act cannot be generated by a system, but Employee Performance Plans and work history will be kept in accordance with all applicable OPM guidelines, Federal, DOI, and USGS rules and regulations.

**4) Is the system using technologies in ways that the DOI has not previously employed (e.g., monitoring software, Smart Cards, Caller-ID)?**

No, all information is using standard controls to which all facilities have access.

**5) How does the use of this technology affect public/employee privacy?**

Not applicable.

**6) Will this system provide the capability to identify, locate, and monitor individuals? If yes, explain.**

No, the system does not provide specific monitoring means. For those sites that have implemented Access Cards, employees' ingress and egress can be monitored as well as entry into sensitive facilities.

**7) What kinds of information are collected as a function of the monitoring of individuals?**

The monitoring of individuals primarily relates to performance plans and career progression. There is not anything specific to the system to monitor an individual's interaction with a system other than standard controls like audit logs and logon/logoff events.

**8) What controls will be used to prevent unauthorized monitoring?**

Standard network controls like firewalls and in places intrusion detection systems. Audit logs are also used. Standard operating system controls that limit access to only those personnel that need access to perform a job function are implemented.

**9) Under which Privacy Act systems of records notice does the system operate? Provide number and name.**

The assets in the Science and Support System operate under one or more of the following system of records.

- Interior Volunteer Services File System – Interior, DOI-05, published May 23, 2001;
- Employee Administrative Records—Interior, DOI—58, published April 20, 1999;
- Employee Training and Career Development Records—Interior, DOI—76, published May 18, 1999;
- DOI LEARN (Department-wide Learning Management System, Interior, DOI-16.
- Personnel Security Files—Interior, DOI--45
- Negotiated Grievance Procedures Files—Interior, DOI—78, published April 20, 1999;
- Interior Personnel Records—Interior, DOI—79, published April 23, 1999;
- Payroll, Attendance, Retirement, and Leave Records - Interior, DOI-85, published April 8, 2008;

- Acquisition of Goods and Services: FBMS—DOI—87, published July 28, 2008;
- Grants and Cooperative Agreements: FBMS – Interior, DOI-89, published July 28, 2008;
- Contract Files—Interior, USGS—5, published September 07, 1990;
- Personal Property Accountability Records--Interior, USGS-7, published November 9, 1998;
- Security--Interior, USGS-11, published December 19, 1998;
- Manuscript Processing-Interior, USGS-13, published January 07, 1998.

**10) If the system is being modified, will the Privacy Act system of records notice require amendment or revision? Explain.**

Each asset will need to review this when systems or processes are being modified. If the system is being modified, the Privacy Act System of Records Notice will be amended or revised accordingly.

**F. ACCESS DATA:**

**1) Who will have access to the data in the system? (E.g., contractors, users, managers, system administrators, developers, tribes, other)**

Supervisors and for Information Technology Plans system administrators will have access. Directories will be available to all employees in an office. Training records and other private information will be accessible only to specific and authorized individuals.

**2) How is access to the data by a user determined? Are criteria, procedures, controls, and responsibilities regarding access documented?**

Access to the data by a user is based on need to know. Performance Plans will only be available to supervisors and those with a need to know. Information Technology plans will only be available to those DOI and bureau personnel with a need to view or retain the information. Generally, the Information System Security Officer and Bureau Information Technology Security Managers (BITSM) personnel, or the asset owner, the supervisor, or the system administrator, if necessary, will have some access to the information. Procedures and security controls are required to be implemented to manage data access.

**3) Will users have access to all data on the system or will the user's access be restricted? Explain.**

Access is restricted based on need. Information stored on systems is tied specifically to permissions granted at the operating system level and written documentation is secured with only personnel that need access to the locked and secured locations having access to the data.

**4) What controls are in place to prevent the misuse (e.g., unauthorized browsing) of data by those having access? (Please list processes and training materials)**

Controls that are in place to prevent misuse are documented in the Science and Support System Security Plan which documents the details of how to handle sensitive electronic and printed information; to include the requirement for all individuals with access to sign a Rules of Behavior form that holds that person accountable for data protection.

Other controls that are in place include the Operating system file permissions and physical

controls such as locked doors and file cabinets to protect the information. Some assets within the enclave have implemented Active Directory Domain Security Policies to assist in the process of limiting access to systems and files that house sensitive information subject to the Privacy Act. Information sent via Lotus Notes can be encrypted using the application to protect the information if necessary for some of the assets.

**5) Are contractors involved with the design and development of the system and will they be involved with the maintenance of the system? If yes, were Privacy Act contract clauses inserted in their contracts and other regulatory measures addressed?**

Yes, clauses are required by the Federal Acquisitions Regulations which are followed by the USGS. As a part of the 18 point IT Approval Process, the following language is included:

Contract Language Required for IT Acquisitions

[If contractor will have access to a Privacy Act covered system of records, add the following paragraphs to the above.]

Work under this contract will involve design, development or operation of (access to) the following system(s) of records containing personal information protected by the Privacy Act (5 U.S.C. Section 552a).

System: [Identify covered system(s) to which the contractor may have access]

Work to be performed: [Summarize the nature of the contractor's use of such records, such as

User-level access to system containing protected records

Operation or maintenance of Privacy Act System of records or computers hosting such system

Design or modification of a Privacy Act system of records]

The contractor will not be required or permitted to respond to requests for Privacy Act data or to make decisions about releases of data under the Act. Contractor will ensure its employees are instructed to safeguard against improper use or release of such data and advise them that violation of the Act may involve criminal penalties. The contractor will comply with FAR clause 52.224-2, Privacy Act, incorporated herein by reference, and with DOI Privacy Act regulations at 43 CFR 2, Subpart D, available at: <http://www.doi.gov/foia/43cfrsub.html>

**6) Do other systems share data or have access to the data in the system? If yes, explain.**

Data is not shared with other systems.

**7) Who will be responsible for protecting the privacy rights of the public and employees affected by the interface?**

The System Owner/Asset owners are ultimately responsible for assuring proper use and privacy of the data. In some cases, an Asset will have an information owner with statutory or operational authority for specified information and responsibility for establishing the controls for its generation, collection, processing, dissemination, and disposal. This information owner is responsible for establishing the rules for appropriate use and protection of the subject information (e.g., rules of behavior).

**8) Will other agencies share data or have access to the data in this system (Federal, State, Local, Other (e.g., Tribal))?**

No, other agencies (outside DOI) do not have access to this data.

**9) How will the data be used by the other agency?**

Privacy Data is not shared with other applications or agencies.

**10) Who is responsible for assuring proper use of the data?**

The Asset owner is directly responsible for assuring proper use of the data in conjunction with the information owner and system administrator, who assists with the technical implementation of the controls.

**TABLE A - AUTHORIZATIONS**

- 2 U.S.C. 681-688 Congressional Budget and Impoundment Act of 1974, as amended.
- 5 U.S.C. 305 Classification Act of 1949, Civil Service et seq. Retirement Act, Federal Employees' Compensation Act, Federal Employees' Health Benefits Act, Performance Rating Act of 1950, Civil Service Reform Act of 1978, etc.
- 5 U.S.C. 552 [Freedom of Information Act](#).
- 5 U.S.C. 552a Privacy Act of 1974.
- 5 U.S.C. 8101 Federal Employees Compensation Act Amendment of 1960.
- 5 U.S.C. 8509 Omnibus Reconciliation Act of 1980.
- 7 U.S.C. 2201 Transfer of Functions from Secretary of Interior to Secretary of Agriculture Act of 1960. Under this Act, the USGS provides summary reports to the Forest Service on locatable minerals preparatory to exchanges of non- Federal lands for national forest lands or timber.
- 15 U.S.C. 631 et seq. Small Business Act.
- 15 U.S.C. 2901, 2908 The National Climate Program Act of 1978 established a national climate program to assist the Nation and the world to understand and respond to natural and man-induced climate processes and their implications.
- 15 U.S.C. 5652 The Land Remote Sensing Policy Act of 1992 enables the United States to maintain its leadership in land remote sensing by providing data continuity for the Landsat program. The Act assigns responsibility for the "National Satellite Land Remote Sensing Data Archive" to the Department of the Interior. The Act also authorizes and encourages the Department of the Interior and other Federal agencies to carry out research and development programs in applications of these data.
- 16 U.S.C. 1-4, 17j-2, 18f, 431-433, 461-467 National Park Service Organic Act, as amended and supplemented.
- 16 U.S.C. 661 et seq. Fish and Wildlife Coordination Act of March 10, 1934, (P. L. 79-732) authorizes the Secretary of the Interior to prepare plans to protect wildlife resources, to conduct surveys on public lands, and to accept funds or lands for related purposes; authorizes the investigation and reporting of proposed Federal actions that affect the development, protection, rearing, and stocking of all species of wildlife and their habitat in controlling losses, minimizing damages, and providing recommendations to minimize impacts on fish and wildlife resources.

- 16 U.S.C. 703-711 Migratory Bird Treaty Act of 1918, as amended, implements four international treaties that individually affect migratory birds common to the United States, Canada, Mexico, Japan, and the former Soviet Union. This Act establishes Federal responsibility for protection and management of migratory and nongame birds, including the establishment of season length based on scientific information relative to zones of temperature, distribution, abundance, breeding habits and times and lines of migratory flight of migratory birds. It also establishes the Secretary of the Interior's responsibility for bag limits, and other hunting regulations, and issuance of permits to band, possess, or otherwise make use of migratory birds.
- 16 U.S.C. 715 Migratory Bird Conservation Act of May 25, 1900, establishes the Migratory Bird Conservation Commission; authorizes the Secretary of the Interior to conduct investigations and publish documents related to North American Birds.
- 16 U.S.C. 742(a)-742d, 742e-742j-2 Fish and Wildlife Act of 1956 authorizes the Secretary of the Interior to conduct investigations, prepare and disseminate information, and make periodic reports to the public regarding the availability and abundance and the biological requirements of fish and wildlife resources; provides a comprehensive national fish and wildlife policy and authorizes the Secretary of the Interior to take steps required for the development, management, advancement, conservation, and protection of fisheries and wildlife resources through research, acquisition of refuge lands, development of existing facilities, and other means.
- 16 U.S.C. 753a The Fish and Wildlife Improvement Act of 1978 as amended by P.L. 95-616, authorizes the Secretary of the Interior to enter into cooperative agreements with colleges and universities, State fish and game agencies, and nonprofit organizations for the purpose of developing adequate, coordinated, cooperative research and training programs for fish and wildlife resources.
- 16 U.S.C. 931-939 Great Lakes Fishery Act of 1956 implements the Convention on Great Lakes Fisheries between the United States and Canada; authorizes construction, operation and maintenance of sea lamprey control works; and established the Great Lakes Fisheries Commission.
- 16 U.S.C. 1131 The Wilderness Act of 1964 and numerous subsequent related Acts require that the USGS and Bureau of Mines assess the mineral resources of each area proposed as wilderness or established as wilderness. The studies are to be on a planned and recurring basis.
- 16 U.S.C. 1361-1362, 1372-1384, 1401-1407 Marine Mammal Protection Act of 1972, as amended establishes a responsibility to conserve marine mammals with management authority vested in the Department of the Interior for the sea otter, walrus, polar bear, dugong, and manatee.
- 16 U.S.C. 1531-1543 Endangered Species Act of 1973, as amended provides for the conservation of threatened and endangered species of fish, wildlife, and plants; and authorizes establishment of cooperative agreements and grants-in-aid to States that establish and maintain active and adequate programs for endangered and threatened wildlife and plants.
- 16 U.S.C. 1600 et seq. Forest and Rangeland Renewable Resources Planning Act of 1974, as amended by the National Forest Management Act of 1976. The USGS is a party in an interagency agreement with the Bureau of Mines and the Forest Service to assess the mineral resources of National Forests.
- 16 U.S.C. 2801-2810 National Aquaculture Act of 1980 directs the Secretary of the Interior to participate in the development of a National Aquaculture Development Plan and authorizes research, development, and other activities to encourage the development of aquaculture in the United States.

- 16 U.S.C. 3141 et seq. As a result of the Alaska National Interest Lands Conservation Act (1980), the Geological Survey has made and may be called upon to make water studies pertinent to implementation of the act.
- 16 U.S.C. 3141-3150, 3161 The Alaska National Interest Lands Conservation Act of 1980. Section 1001 of the Act requires that the Geological Survey will assess the oil and gas potential of Federal lands north of 68 degrees north latitude, east of the National Petroleum Reserve and west of the Arctic National Wildlife Refuge, and participate in a review of the wilderness characteristics of the area. Section 1008 of the Act authorizes the Secretary to conduct studies, or collect and analyze information obtained by permittees, of the oil and gas potential of non-North Slope Federal lands. Section 1010 of the Act requires that the Secretary of the Interior assess the oil, gas, and other mineral potential, and expand the minerals data base, for all public lands in Alaska. This responsibility has been delegated to the USGS. Section 1011 of the Act requires an annual minerals report be presented to Congress; the preparation of this report also has been delegated to the USGS.
- 16 U.S.C. 3501 et seq. Coastal Barrier Resources Act of 1982 designates various underdeveloped coastal barrier islands, depicted by specific maps, for inclusion in the Coastal Barrier Resources System.
- 22 U.S.C. 3201 et seq. The Nuclear Non-Proliferation Act of 1978 provides that under Title V United States Assistance to Developing Countries the Geological Survey assists, through the State Department and Agency for International Development, in evaluation of nuclear facilities sites in other countries.
- 29 U.S.C. 651 Occupational Safety and Health Act of 1970.
- 30 U.S.C 21(a) The Mining and Minerals Policy Act of 1970 The Materials and Minerals Policy, Research and Development Act of 1980, emphasizes the USGS's responsibility to assess the mineral resources of the Nation.
- 30 U.S.C. 201 The Federal Coal Leasing Amendments Act of 1976 provides that no lease sale may be held on Federal lands unless the lands containing the coal deposits have been included in a comprehensive land-use plan. The Act provides that the Secretary is authorized and directed to conduct a comprehensive exploratory program designed to obtain sufficient data and information to evaluate the extent, location, and potential for developing the known recoverable coal resources within the coal lands. The USGS provides data and information from its coal research and field investigations which are useful to the Bureau of Land Management to meet the requirements of the coal leasing program.
- 30 U.S.C. 1026 Section 6 of the Geothermal Steam Act Amendments of 1988 requires the Secretary of the Interior to (1) maintain a monitoring program for significant thermal features within units of the National Park System, and (2) establish a research program to collect and assess data on the geothermal resources within units of the National Park System with significant thermal features in cooperation with the USGS. Section 8 of the Geothermal Steam Act Amendments of 1988 requires the USGS to conduct a study of the impact of present geothermal development in the vicinity of Yellowstone National Park on the thermal features within the park.
- 30 U.S.C. 1028 The Energy Policy Act of 1992 directs the USGS to establish a cooperative Government-private sector program with respect to hot dry rock geothermal energy resources on public lands, to convene a workshop of interested governmental and private parties to discuss the regional potential for hot dry rock geothermal energy in the Eastern U.S., and to submit a report to Congress containing a summary of the findings and conclusions of the work shop. The act also supports recurring assessments of the undiscovered oil and gas resources of

the United States.

- 30 U.S.C. 1121 The Geothermal Energy Research, Development and Demonstration Act of 1974 provides that the Department of the Interior is responsible for the evaluation and the assessment of the geothermal resource base, including the development of exploration technologies.
- 30 U.S.C. 1201 et seq. Surface Mining Control and Reclamation Act of 1977, as amended, established the Office of Surface Mining Reclamation and Enforcement (OSM). OSM depends in part upon the Geological Survey for a determination of the probable hydrologic consequences of mining and reclamation operations.
- 30 U.S.C. 1419 et seq. The Deep Seabed Hard Mineral Resources Act of 1980 provides authorization for conducting a continuing program of ocean research that "shall include the development, acceleration, and expansion, as appropriate, of the studies of the ecological, geological, and physical aspects of the deep seabed in general areas of the ocean where exploration and commercial development are likely to occur . . ." The USGS, based on expertise developed in regional offshore geologic investigations, provides geological and mineral resource expertise in responding to the requirements of the Act.
- 30 U.S.C 1601 et seq. The Mining and Minerals Policy Act of 1970 Materials and Minerals Policy, Research and Development Act of 1980, reemphasize the USGS's responsibility to assess the mineral resources of the Nation.
- 31 U.S.C. 97 Fees and Charges for Government Services and Things of Value. This section directs that each service or thing of value provided to a person be self sustaining to the extent possible. Further, the head of each agency may prescribe regulations establishing the charge for each service or thing of value. Each charge is to be fair, based on the costs to the Government or the value of the service or thing to the recipient, public policy or interest served, and other relevant facts.
- 31 U.S.C. 501 note Chief Financial Officers Act of 1990.
- 31 U.S.C. 1535 Economy Act of 1932, as amended, authorizes any agency to obtain goods and services from and reimburse any other agency.
- 31 U.S.C. 3501-3514 Budget Accounting and Procedures Act of 1950.
- 31 U.S.C. 3512 Federal Managers' Financial Integrity Act of 1982.
- 31 U.S.C. 3901-3906 Prompt Payment Act.
- 31 U.S.C. 6301 et seq. Federal Grant and Cooperative Agreement Act of 1977 provides criteria for distinguishing between contract, grant and cooperative agreement relationships and provides discretionary authority to vest title to equipment or other tangible personal property purchased with contract, grant or cooperative agreement funds in nonprofit research or higher education institutions.
- 33 U.S.C. 883(a) The Great Lakes Shoreline Mapping Act of 1987 in Section 3202(a) requires that the Director of the National Oceanic and Atmospheric Administration "...in consultation with the Director of the United States Geological Survey, shall submit to the Congress a plan for preparing maps of the shoreline of the Great Lakes under section 3203." The act further requires in Section 3203 that "...subject to authorization and appropriation of funds, the Director, in consultation with the Director of the United States Geological Survey, shall prepare maps of the shoreline areas of the Great Lakes."
- 33 U.S.C. 1251 et seq. Federal Water Pollution Control Act Amendments of 1972 and its successors, the Clean Water Act of 1977 and the Water Quality Act of 1987, authorize extensive water quality planning, studies, and monitoring under the direction primarily of the Environmental Protection Agency (EPA). The Geological Survey is called upon to participate in

many of these activities, partly by EPA and partly by State agencies in the Federal-State Cooperative Program. The act of 1987 includes new water quality work concerning Chesapeake Bay, the Great Lakes, Estuary and Clean Lakes Programs, and studies of water pollution problems in aquifers.

- 33 U.S.C. 2201 et seq. Water Resources Development Act of 1990, authorizes a program for planning, construction, and evaluation of measures for fish and wildlife habitat rehabilitation and enhancement; cooperative effort and mutual assistance for use, protection, growth, and development of the Upper Mississippi River system; implementation of a long-term resource monitoring program; and implementation of a computerized inventory and analysis systems.
- 33 U.S.C. 2701 et seq. The Oil Pollution Act of 1990, provides enhanced capabilities for oil spill response and natural resource damage assessment. Includes the identification of ecologically sensitive areas and the preparation of scientific monitoring and evaluation plans. Research is to be directed and coordinated by the National Wetlands Research Center.
- 40 U.S.C. 471 Federal Property and Administrative Services Act of 1949.
- 40 U.S.C 601 Public Buildings Amendment Act of 1972.
- 40 U.S.C. 606 Public Buildings Act of 1959.
- 41 U.S.C. 252 Competition in Contracting Act of 1984.
- 41 U.S.C. 601-613 Contract Disputes Act of 1978.
- 42 U.S.C. 300f et seq. Pursuant to the Safe Drinking Water Act, as amended, the Geological Survey and EPA have an interagency agreement covering aquifer studies conducted by the Survey relating to sole source aquifers.
- 42 U.S.C. 1006 et seq. Solid Waste Disposal Act of 1976.
- 42 U.S.C. 2021b et seq. Low-Level Radioactive Waste Policy Act (1980) required intra-State or multi-State (regional) arrangements for disposal of low-level radioactive waste by July 1, 1986. The Geological Survey provides geohydrologic research and technology to Federal and State agencies developing plans for low level waste management. The amending Act of 1985 included approval of seven interstate compacts.
- 42 U.S.C. 2210b, 2231 The Nuclear Regulatory Commission Authorization Act requires the Secretary of Energy to monitor and report to the President and Congress on the viability of the domestic uranium industry. Under a Memorandum of Understanding between the Department of Energy and the Department of the Interior, the USGS provides information on domestic uranium resources to the Energy Information Agency, beginning in FY 1985.
- 42 U.S.C. 4321 et seq. The National Environmental Policy Act of 1969 requires the Geological Survey to comply with Section 102(2)(C) which pertains to review of Environmental Impact Statements (EIS's) prepared by other agencies. The Geological Survey reviews EIS's for nuclear power plant sites and other critical facilities.
- 42 U.S.C. 4331 et seq. National Environmental Policy Act of 1969 (NEPA), requires prior to action determination that any major Federal action will not have a significantly adverse effect upon the environment. Consequently, the Geological Survey is called upon to provide technical review or inputs to resource related actions proposed by other Federal agencies.
- 42 U.S.C 5201 et seq. The Disaster Relief Act of 1974, Section 202(a), states that "The President shall insure that all appropriate Federal agencies are prepared to issue warnings of disasters to State and local officials." In addition, Section 202(b) states that "The President shall direct appropriate Federal agencies to provide technical assistance to State and local governments to insure that timely and effective disaster warning is provided." The Director of the Geological Survey, through the Secretary of the Interior, has been delegated the responsibility to issue disaster warnings "...for an earthquake, volcanic eruption, landslide, or other geologic

catastrophe."

- 42 U.S.C. 5845(c) The Energy Reorganization Act of 1974 directs all other Federal agencies to "...(2)...furnish to the [Nuclear Regulatory] Commission... such research services for the performance of its functions; and (3) consult and cooperate with the Commission on research development matters of mutual interest and provide such information and physical access to its facilities as will assist the Commission in acquiring the expertise necessary to perform its licensing and related regulatory functions." The USGS conducts geological mapping in areas where future nuclear reactor construction is anticipated and conducts topical investigations of various geologic processes that could imperil the safe operation of the reactors or other critical energy facilities.
- 42 U.S.C. 6901 et seq. Resource Conservation and Recovery Act of 1976 and the Hazardous and Solid Waste Amendments of 1984 require EPA to promulgate guidelines and regulations for identification and management of solid waste, including its disposal. The Geological Survey's expertise is a present and potential source of assistance to EPA in defining and predicting the hydrologic effects of waste disposal. Federal facilities to comply with air quality standards to the same extent as nongovernmental entities; and establishes requirements to prevent significant deterioration of air quality and, in particular, to preserve air quality in national parks, national wilderness areas, national monuments and national seashores.
- 42 U.S.C. 7701 et seq. The Earthquake Hazards Reduction Act of 1977 sets as a national goal the reduction in the risks of life and property from future earth quakes in the United States through the establishment and maintenance of a balanced earthquake program encompassing prediction and hazard assessment research, seismic monitoring and information dissemination. P.L. 101-614 reauthorizes the Act.
- 42 U.S.C. 8901 et seq. Acid Precipitation Act of 1980 (Title VII of the Energy Security Act) calls for an "Acid Precipitation Program and Carbon Dioxide Study." The Geological Survey is continuing some monitoring activities as well as quality assurance and quality control for the program.
- 42 U.S.C. 9601 et seq. Comprehensive Environmental Response, Compensation, and Liability Act of 1980 (CERCLA) establishes a superfund to pay in part for the massive cleanup programs needed at sites that are heavily contaminated with toxic wastes. The Geological Survey is called upon by EPA and State agencies to investigate and determine the extent of contamination and remedial measures at some of these sites.
- 42 U.S.C 10101 et seq. Nuclear Waste Policy Act of 1982 on disposal of high-level radioactive wastes defines DOE as lead agency with responsibility for siting, building, and operating high-level radioactive waste repositories. The law requires participation by the Geological Survey in a consultative and review role to the DOE. The Nuclear Waste Policy Amendments Act of 1987 (Title V of the Omnibus Budget Reconciliation Act of 1987) identifies the Yucca Mountain, Nevada, site as the first site to be studied to see if it is suitable for disposal of high level nuclear waste. The 1987 Act also provides that the Department of Energy conduct a survey of potentially suitable sites for a monitored retrievable storage (MRS) facility.
- 42 U.S.C. 10301, note Section 1121, the Water Resources Development Act of 1986 (P.L. 99-662), amends the Water Resources Research Act of 1984 by adding, as title III, "Ogallala Aquifer Research and Development." P.L. 104-147 amends the Water Resources Research Act of 1984 to extend authorization of appropriations through fiscal year 2000.
- 43 U.S.C. 31 et seq. The Organic Act of March 3, 1879, that established the Geological Survey, as amended (1962); and restated in annual appropriation acts. This section provides, among others, that the Geological Survey is directed to classify the public lands and examine the geological structure, mineral resources, and products within and outside the national domain.

This section also establishes the Office of the Director of the Geological Survey, under the Interior Department. The Director is appointed by the President by and with the advice and consent of the Senate. P.L. 102-285 Sec. 10(a) establishes United States Geological Survey as its official name.

- 43 U.S.C. 31, Section 4 of the Continental Scientific Drilling and Exploration Act of 1988 requires that "The Secretary of the Department of Energy, the Secretary of the Department of the Interior through the United States Geological Survey, and the Director of the National Science Foundation assure an effective, cooperative effort in furtherance of the Continental Scientific Drilling Program of the United States."
- 43 U.S.C. 38 Topographic surveys; marking elevations. This section provides for the establishment and location of permanent benchmarks used in the making of topographic surveys.  
publications of the Geological Survey shall consist of geological and economic maps illustrating the resources and classification of lands and other reports.
- 43 U.S.C. 42 Distribution of maps and atlases, etc. This section authorizes and directs the Director of the Geological Survey, upon the approval of the Secretary of the Interior, to distribute topographic and geologic maps and atlases of the United States. The prices and regulations are to be fixed by the Director with the approval of the Secretary. This Section further provides that copies of each map or atlas, not to exceed five hundred, shall be distributed gratuitously among foreign governments, departments of our own Government, literary and scientific associations, and to educational institutions or libraries.
- 43 U.S.C. 43 Copies to Senators, Representatives and Delegates. This section provides that one copy of each map and atlas shall be sent to each Senator, Representative, and Delegate in Congress, if published within his term, and that a second copy be placed at the disposal of each.
- 43 U.S.C. 44 Sale of transfers or copies of data. This section provides that the Geological Survey may furnish copies of maps to any person, concern, institution, State or foreign government.
- 43 U.S.C. 45 Production and sale of copies of photographs and records. This section authorizes the Geological Survey to produce and sell on a reimbursable basis, copies of aerial or other photographs, mosaics, and other official records.
- 43 U.S.C. 49 Extension of cooperative work to Puerto Rico. This section authorizes the making of topographic surveys in Puerto Rico by the Geological Survey.
- 43 U.S.C. 50 The share of the Geological Survey in any topographic mapping or water resources investigations carried on in cooperation with any State or municipality shall not exceed 50 per centum of the cost thereof.
- 43 U.S.C. 371 note Reclamation Projects Authorization and Adjustment Act of 1992.
- 43 U.S.C. 506 et seq. The Reclamation Safety of Dams Act of 1978 requires the Geological Survey to participate in direct interchange of science information with other agencies. Geologic data developed under the Geologic Hazards Surveys are applicable to dam safety analyses.
- 43 U.S.C. 1301 The Marine Protection, Research, and Sanctuaries Act of 1972 provides that the Secretary of Commerce must consult with the Secretary of Interior prior to designating marine sanctuaries. The USGS provides information regarding the energy and mineral resource potential in areas being considered for designation as marine sanctuaries.
- 43 U.S.C. 1318 Geological Survey; classes and sizes of publications. This section requires that publications of the Geological Survey shall include maps, folios, and atlases required by law. This Section further provides for printing and reprinting of Geological Survey reports and distribution to Congress and the Library of Congress.
- 43 U.S.C. 1334; 43 U.S.C. 1346 Outer Continental Shelf (OCS) Lands Act, authorizes the Secretary

of the Interior to prescribe rules and regulations to provide for the prevention of waste and conservation of the natural resources of the OCS; to conduct geological and geophysical explorations of the OCS; directs the Secretary of the Interior to conduct a study of any region in any gas and oil lease sale to obtain information necessary for assessment and management of environmental impacts on human, marine and coastal areas which may be affected by oil and gas development on such areas.

- 43 U.S.C. 1701 et seq. As part of the implementation of the Federal Land Policy and Management Act of 1976, the Bureau of Land Management (BLM) enlists the Geological Survey's hydrologic data base and expertise in connection with BLM's responsibility regarding coal reserves on and beneath Federal lands.
- 43 U.S.C. 1701 et seq.; 43 U.S.C. 1737 The Federal Land Policy and Management Act of 1976 (FLPMA) and the Studies, Cooperative Agreements, and Contributions Implementation Provisions, authorize the Secretary of the Interior to conduct investigations, studies, and experiments involving the management, protection, development, acquisition, and conveying of public lands; and to prepare and maintain inventories of all public land and resources.
- 43 U.S.C. 1865 The OCS Lands Act Amendments of 1978 provide for management of oil and natural gas in the Outer Continental Shelf and for other purposes. The Minerals Management Service is responsible for carrying out all functions in direct support of management of the OCS program. The USGS provides indirect support to the Department's management activities through its basic mission to examine the geological structure, mineral resources, and products of the national domain which, offshore, includes the EEZ.
- 44 U.S.C. 31 Records Management by Federal Agencies (Federal Records Act)
- 44 U.S.C. 33 Disposal of Records
- 44 U.S.C. 35 Paperwork Reduction Act.
- 44 U.S.C. 1318, 1319, and 1320
- 46 U.S.C. 31(a) and (b) The Coastal Zone Management Act of 1976 provide that each department, agency, and instrumentality of the Executive Branch of the Federal Government may assist the Secretary (of Commerce), on a reimbursable basis or otherwise, in carrying out research and technical assistance for coastal zone management.
- 50 U.S.C. 98 The Strategic and Critical Materials Stock Piling Act of 1946 as amended by its Revision Act of 1979. Section 8 of the Act supports the Survey's programs for assessment of domestic minerals, especially for strategic and critical minerals, to complement the Federal mineral stockpile program.
- P.L. 81-82, Arkansas River Compact and P.L. 82-231, Yellowstone River Compact Congress has granted its consent to many interstate water compacts. For such compacts, the Geological Survey provides administrative support for the Federal representative, usually appointed by the President. Also, the Geological Survey collects hydrologic data for 25 interstate compacts. The data collection is supported by the Water Resources Investigations activity.
- P. L. 92-516 Federal Environmental Pesticide Control Act of 1972 amended the 1947 Federal Insecticide, Fungicide and Rodenticide Control Act (P.L. 80-102) program for controlling the sale and distribution of "economic poisons"; requires registration of pesticides to avoid unreasonable adverse affects to humans or the environment.
- P.L. 93-322 Special Energy Research and Development Appropriation Act, 1975, provided funds "for energy research and development activities of certain departments ...." The Geological Survey's water resources investigations in coal hydrology support that legislation.
- P.L. 98-502 Single Audit Act of 1984.
- P.L. 101-397 Water Resources Research Act reauthorization through 1995 provides for water

resources research, information transfer, and student training in grants and contract programs that will assist the Nation and the States in augmenting their science and technology to discover practical solutions to water shortage and quality deterioration problems.

- P.L. 101-509 Section 529 The Federal Employees Pay Comparability Act of 1990.
- P.L. 101-549 The Clean Air Act Amendments of 1990 call for continuation of the National Acid Precipitation Assessment Program (NAPAP) that was established under the Acid Precipitation Act of 1980. The Secretary of the Interior is re named as a member of the task force that directs NAPAP. The Geological Survey has been an active participant in the research program and coordinates interagency monitoring of precipitation chemistry. The USGS National Coal Resources Data System was named by the Environmental Protection Agency as the official data base for information on coal quality. EPA, utility companies, and coal mining industries use the data base to estimate the amount of air pollution derived from coal-combustion.

- P.L. 101-606 The Global Change Research Act of 1990 established the United States Global Change Research Program aimed at understanding and responding to global change, including the cumulative effects of human activities and natural processes on the environment, to promote discussions toward international protocols in global change research, and for other purposes.
- P. L.101-646 Nonindigenous Aquatic Nuisance Prevention and Control Act of 1990, establishes a Federal program to prevent introduction of and to control the spread of introduced aquatic nuisance species and the brown tree snake.
- P.L. 102-285 National Geologic Mapping Act of 1992. Establishes in the U.S. Geological Survey a National Cooperative Geologic Mapping Program. Section 4(c) states "The objectives of the geologic mapping program shall include (1) determining the Nation's geologic framework through systematic development of geologic maps at scales appropriate to the geologic setting and the perceived applications, such maps to be contributed to the national geologic map data base; (2) development of a complementary national geophysical-map data base, geochemical-map data base, and a geochronologic and paleontologic data base that provide value-added descriptive and interpretive information to the geologic- map data base; (3) application of cost-effective mapping techniques that assemble, produce, translate and disseminate geologic-map information and that render such information of greater application and benefit to the public; and (4) development of public awareness for the role and application of geologic-map information to the resolution of national issues of land use management."
- P.L. 102-580 Water Resources Development Act of 1992 establishes a National Contaminated Sediment Task Force, with USGS as a Member, to conduct a comprehensive national survey of aquatic sediment quality.
- 49 Stat. 1894 Outdoor Recreation Act of June 23, 1936 authorizes the Secretary of the Interior to sponsor, engage in, and assist in research relating to outdoor recreation, directly or by contract or cooperative agreements, and make payments for such purposes; undertake studies and assemble information concerning outdoor recreation; and cooperate with educational institutions and others in order to assist in establishing education programs and activities and to encourage public use and benefits from outdoor recreation.

## WEB LINKS TO PRIVACY POLICY RESOURCES

### DEPARTMENT OF THE INTERIOR

- DOI regulations for implementing the Privacy Act (43 CFR Part 2 (2.45-2.79):  
<http://www.doi.gov/foia/43cfrsub.html>.
  - The DOI manual sections on the Privacy Act can be found at 383 DM Ch. 1-13  
<http://www.doi.gov/ocio/privacy/manual/index.html>
  - The DOI Privacy Program Homepage: <http://www.doi.gov/ocio/privacy/index.html>
  - DOI Privacy Act system of records notices and Government-wide notices:  
[http://www.doi.gov/ocio/privacy/List\\_doipa\\_notices\\_9.03.htm](http://www.doi.gov/ocio/privacy/List_doipa_notices_9.03.htm)
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### **Government**

### THE E-GOVERNMENT ACT OF 2002

- OMB Memo dated September 26, 2003 (M-03-22) on implementation of the section 208 privacy provisions of the E-Government Act of 2002:  
<http://www.whitehouse.gov/omb/memoranda/m03-22.html>
  - Department of Justice Guide on "Legal Considerations in Designing and Implementing Electronic Processes (implementation of GPEA) (see C. Assessing the Significance of Risk, and II. Legal Issues to Consider in "Going Paperless" at  
<http://www.cybercrime.gov/eprocess.htm>
  - Congressional Internet Caucus Advisory Committee Briefing Book on E-Government issues dated March 22, 2001 at <http://www.doi.gov/cgi-bin/intercept?http://www.netcaucus.org/books/egov2001/>. See Section on Privacy at <http://www.netcaucus.org/books/egov2001/pdf/key.pdf>
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### THE PRIVACY ACT (5 U.S.C. 552A)

- The Privacy Act of 1974, as amended (5 U.S.C. 552a):  
<http://www4.law.cornell.edu/uscode/5/552a.html>

Office of Management and Budget (OMB) regulations on the Privacy Act. Privacy Act Implementation, Guidelines and Responsibilities, 40 FR 28948 (July 9, 1975)

- M-99-05, Instructions on Complying with President's Memorandum of May 14, 1998, "Privacy and Personal Information in Federal Records" (January 7, 1999)
- OMB Circular A-130: Management of Federal Information Resources. See Appendix I for implementing the Privacy Act and transmittal memorandum:

<http://www.whitehouse.gov/omb/circulars/a130/a130trans4.html>

- OMB Privacy Policy Page: <http://www.whitehouse.gov/omb/privacy/index.html>
- OMB Privacy Act regulations on personnel records (5 CFR 297): <http://www.opm.gov/feddata/cfr297.txt>
- Department of Justice Privacy Act Overview [http://www.usdoj.gov/04foia/04\\_7\\_1.html](http://www.usdoj.gov/04foia/04_7_1.html)
- A Citizens Guide to the FOIA and Privacy Act <http://www.fas.org/sgp/foia/citizen.html>

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## BUDGET PROCESSES AND PRIVACY REQUIREMENTS

- See privacy requirements for Exhibit 300s at Office of Management and Budget (OMB) Circular A-11, Preparation and Submission of Budget Estimates, July 2000 (see Sections 31.8, 50.1, 50.2 & 58.3 and 300.1 at <http://www.whitehouse.gov/omb/circulars/a11/02toc.html>)

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## CONTRACTS AND PRIVACY REQUIREMENTS

- The Privacy Act, Section (m) addresses accountability for Privacy Act systems of records maintained by persons other than agency personnel: <http://www.doi.gov/cgi-bin/intercept?http://www4.law.cornell.edu/uscode/5/552a.html>
- The Federal Acquisition Regulations (FAR) requires that when an agency contracts for the design, development, or operation of a system of records on individuals on behalf of the agency to accomplish an agency function, the agency must apply the requirements of the Privacy Act to the contractor and its employees working on the contract (FAR 48 CFR 24.102(a) <http://www.arnet.gov/far/>). FAR Contracting Officer and System Manager responsibilities (See FAR at 48 CFR 24.103 <http://www.arnet.gov/far/>). Privacy clauses at 52.224-1 & 2 (<http://www.arnet.gov/far/farqueryframe.html>).

- DOI Acquisition Regulations (DIAR) 1452.224-1: <http://www.doi.gov/pam/1452-3.html#244-1%20>
  - DOI Privacy Act regulations on contracts (43 CFR 2.53): <http://www.doi.gov/foia/43cfrsub.html>
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## GAO REPORTS ON GOVERNMENT PRIVACY

- [GAO-03-304 ] Privacy Act: OMB Leadership Needed to Improve Agency Compliance dated June 2003 at <http://frwebgate.access.gpo.gov/cgi-bin/useftp.cgi?IPaddress=162.140.64.88&filename=d03304.pdf&directory=/diskb/wais/data/gao>
  - [GGD-00-191] Internet Privacy: Agencies' Efforts to Implement OMB's Privacy Policy at <http://frwebgate.access.gpo.gov/cgi-bin/useftp.cgi?IPaddress=162.140.64.21&filename=gg00191.pdf&directory=/diskb/wais/data/gao>
  - List of GAO reports on E-Government: <http://www.gao.gov/index.htm>
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## GEOGRAPHIC INFORMATION SYSTEMS (GIS) AND PRIVACY POLICY

- Federal Geographic Data Committee Privacy Policy established in 1999 at <http://www.fgdc.gov/fgdc/policies/privacypolicy.pdf>
  - Urban Regional Information Systems Association "Code of Ethics" (see section IV on Privacy) at [http://www.doi.gov/cgi-bin/intercept?http://www.urisa.org/ethics/code\\_of\\_ethics.htm](http://www.doi.gov/cgi-bin/intercept?http://www.urisa.org/ethics/code_of_ethics.htm)
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## INTERAGENCY DATA SHARING

- OMB memo on Interagency Sharing of Personal Data, December 20, 2000: <http://www.whitehouse.gov/omb/memoranda/m01-05.html>
  - General Accounting Office (GAO) Report of April 2001 (GAO-01-12SP) on Data Linkage and Privacy: <http://www.gao.gov/new.items/d01126sp.pdf>.
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## PRIVACY ACT SYSTEM OF RECORDS NOTICES AND PREPARING NOTICES

- DOI Privacy Act system of records notices and Government-wide notices: [http://www.doi.gov/ocio/privacy/List\\_doipa\\_notices\\_9.03.htm](http://www.doi.gov/ocio/privacy/List_doipa_notices_9.03.htm)
- Government Printing Office Drafting Handbook (see Ch. 3 on guidelines for Privacy Act System of Records Notices): <http://www.nara.gov/fedreg/ddhhome.html>
- Chapter 5 on "Privacy Act System of Records Notices" of the Department of the Interior Manual Section on the Privacy Act (see 383 DM 5 at <http://www.doi.gov/ocio/privacy/manual/383DM5.htm>)

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## PRIVACY IMPACT ASSESSMENTS

- DOI “Privacy Impact Assessment and Guide” at [http://www.doi.gov/ocio/privacy/Privacy\\_Impact\\_Assessment\\_9\\_16\\_02.doc](http://www.doi.gov/ocio/privacy/Privacy_Impact_Assessment_9_16_02.doc)
- OMB Memo dated September 26, 2003 (M-03-22) on implementation of the section 208 privacy provisions of the E-Government Act of 2002 (see Appendix A) <http://www.whitehouse.gov/omb/memoranda/m03-22.html>
- [Privacy Provisions of the E-government Act of 2002](#)
- Federal Chief Information Officer Council Model Information Technology Privacy Impact Assessment (PIA) (see Section. V. Checklist) at [http://www.cio.gov/Documents/pia\\_for\\_it\\_irs\\_model.pdf](http://www.cio.gov/Documents/pia_for_it_irs_model.pdf).

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## PRIVACY PROGRAM REVIEWS

- Sec. 3 of OMB Circular A-130: “Assignment of Responsibilities” for Federal Offices. (See required cyclical program reviews at [http://www.whitehouse.gov/omb/circulars/a130/a130appendix\\_i.html](http://www.whitehouse.gov/omb/circulars/a130/a130appendix_i.html))
- DOI Bureau Program Responsibilities (383 DM 3) <http://www.doi.gov/ocio/privacy/manual/383DM3.htm>

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## PRIVACY PROTECTION TIPS

- Federal Trade Commission (FTC) Website on Privacy Safeguards [http://www.ftc.gov/privacy/privacyinitiatives/promises\\_educ.html](http://www.ftc.gov/privacy/privacyinitiatives/promises_educ.html)
- What to do if your identity is stolen. (See FTC website at <http://www.consumer.gov/idtheft/>)

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## SAFEGUARDING AND DISPOSING OF PRIVACY ACT RECORDS

- See DOI Manual Section on the Privacy Act at 383 DM 8 <http://www.doi.gov/ocio/privacy/manual/383DM8.htm>
- See DOI Records Disposal guidelines at 384 DM 1 at <http://elips.doi.gov/elips/release/3431.htm>
- Federal Trade Commission (FTC) Website on Privacy Safeguards [http://www.ftc.gov/privacy/privacyinitiatives/promises\\_educ.html](http://www.ftc.gov/privacy/privacyinitiatives/promises_educ.html)

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## WEB PRIVACY POLICY

## 1. INTERIOR WEB PRIVACY POLICY NOTICES

- The official Departmental web privacy policy statement:  
<http://www.doi.gov/footer/privacy.html>
- For websites directed at children 13 years or under:  
<http://www.doi.gov/kids/childprivacy.htm>
- For websites that collect information from the public a specific notice must address the reason for the information collection, etc. See sample notices at:  
<https://www.volunteer.gov/gov/privacy.cfm> and  
<http://training.fws.gov/Documents/privacyactstmt.htm>
- The official Departmental web disclaimer statement:  
<http://www.doi.gov/footer/disclaim.html>
- DOI Webmaster/Pagemaster Checklist:  
[http://www.doi.gov/ocio/privacy/Webmaster\\_Checklist\\_12.03.doc](http://www.doi.gov/ocio/privacy/Webmaster_Checklist_12.03.doc)

## 2. CHILDREN'S ONLINE PRIVACY PROTECTION ACT REQUIREMENTS

- For pages directed at Children 13 years or under see the Federal Trade Commission guidance on complying with the Children's On-Line Privacy Protection Act at <http://www.ftc.gov/bcp/online/pubs/buspubs/coppa.htm>

## 3. GOVERNMENT WEB PRIVACY

- OMB Memo dated September 26, 2003 (M-03-22) on implementation of the section 208 privacy provisions of the E-Government Act of 2002. (See Appendix A, Section III on web requirements at: <http://www.whitehouse.gov/omb/memoranda/m03-22.html>)
- See OMB Privacy Guidance on Government web pages at:  
<http://www.whitehouse.gov/omb/inforeg/infopoltech.html#pg>

## WEBSITES RELATED TO PRIVACY

- OMB Webpage for Information Privacy, IT, and E-Government  
<http://www.whitehouse.gov/omb/inforeg/infopoltech.html>
- OMB Privacy Page: <http://www.whitehouse.gov/omb/privacy/index.html>
- DOI Information Technology Security Homepage: <http://www.doi.gov/ocio/security/>
- DOI Capital Planning Homepage (see tips on preparing privacy sections of the Exhibit 300)  
<http://www.doi.gov/ocio/cp/index.html>
- DOI Freedom of Information Act Homepage: <http://www.doi.gov/foia/>

Federal Trade Commission privacy initiatives: <http://www.ftc.gov/privacy/index.html>