

FBI PRIVACY THRESHOLD ANALYSIS (PTA)

NAME OF SYSTEM: [redacted]

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4. Means of accessing the system and transmitting information to and from the system:

[redacted]

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[redacted] guidelines as regulated by the CJIS and Security Divisions policies and procedures.

5. Who within FBI will have access to the information in the system and controls for ensuring that only authorized persons can access the information:

[redacted] has a limited number of required system personnel [redacted] that have access [redacted] [redacted] uses Microsoft Windows operating system user and group access controls to ensure only authorized personnel with Administrator rights can regulate access [redacted]

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6. Who outside the FBI will have access to the information in the system and controls for ensuring that only authorized persons can access the information:

No one outside the authorized FBI personnel and/or Contractors will have access unless otherwise authorized by CJIS and Security Division protocols and procedures.

7. Has this system been certified and accredited by the FBI Security Divisions? Yes No

Additionally, [redacted] has just recently (June 2008) received a 3 year ATO until 2011 by Security Division Accreditation Unit.

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8. Is this system encompassed within an OMB-300? Yes No Don't Know
(If yes, please attach copy of latest one.)

I. Was the system developed prior to April 17, 2003?

YES (If "yes," proceed to Question 1.)

NO (If "no," proceed to Section II.)

1. Has the system undergone any significant changes since April 17, 2003?

YES If "yes," please explain the nature of those changes:

[redacted] has integrated and implemented several changes to its [redacted] to incorporate the increased growth of users and workstations. Additionally several security-related changes were integrated for [redacted] All changes were implemented and followed the defined

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Sensitive But Unclassified (SBU)

FBI PRIVACY THRESHOLD ANALYSIS (PTA)

NAME OF SYSTEM:

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Management Protocols as defined by Bureau policy and procedures.

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(Continue to Question 2.)

NO (If "no," the PTA is complete and should be sent to FBI OGC's Privacy and Civil Liberties Unit (PCLU) for review, approval, and forwarding to DOJ's Privacy and Civil Liberties Office. Unless you are otherwise advised, no PIA is required.)

2. Do the changes involve the collection, maintenance, or dissemination of information in identifiable form about individuals?

YES (If "yes," please proceed to Question 3.)

NO (If "no," the PTA is complete and should be sent to FBI OGC's Privacy and Civil Liberties Unit (PCLU) for review, approval, and forwarding to DOJ's Privacy and Civil Liberties Office. Unless you are otherwise advised, no PIA is required.)

3. Is the system solely related to internal government operations?

YES If "yes," is this a Major Information System (as listed on OGC's FBINET website)?:

Yes. (If "yes," a full PIA is required.. PTA is complete.)

No. (If "no," the PTA is complete and should be sent to FBI OGC's Privacy and Civil Liberties Unit (PCLU) for review, approval, and forwarding to DOJ's Privacy and Civil Liberties Office. Unless you are otherwise advised, no PIA is required. (FBI and DOJ reviewing officials reserve the right to require a PIA.))

NO (If "no," go to section III to determine if a full or short-form PIA is required.)

II. For systems developed after April 17, 2003.

1. What is the purpose of the system? (Answer in detail unless details already provided in A. 2 above):

(Continue to Question 2.)

2. Does the system collect, maintain or disseminate information in identifiable form about individuals?

YES (If "yes," please proceed to Question 3.)

NO (If "no," the PTA is complete and should be sent to FBI OGC's Privacy and Civil Liberties Unit (PCLU) for review, approval, and forwarding to DOJ's Privacy and Civil Liberties Office. Unless you are otherwise advised, no PIA is required.)

Sensitive But Unclassified (SBU)

UNCLASSIFIED

FBI PRIVACY THRESHOLD ANALYSIS (PTA)
(equivalent to the DOJ Initial Privacy Assessment (IPA))

NAME OF SYSTEM / PROJECT: [REDACTED] b7E		
Derived From:	SYSTEM/PROJECT POC	FBI OGC/PCLU POC
Classified By:	Name: SA [REDACTED]	Name: AGC [REDACTED]
Reason:	Program Office: SET	Phone: [REDACTED]
Declassify On:	Division: National Security Branch	Room Number: 7338 JEH
	Phone: [REDACTED]	
	Room Number: 11700 JEH	

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FBI DIVISION INTERMEDIATE APPROVALS:

	Program Division:	FBIHQ Division: National Security Branch
Program Manager (or other appropriate executive as Division determines)	Signature: [REDACTED] Date signed: [REDACTED] Name: [REDACTED] Title: [REDACTED]	Signature: [REDACTED] Date signed: 02/19/2009 Name: SA [REDACTED] Title: [REDACTED] Program Manager
Division Review Officer	Signature: [REDACTED] Date signed: [REDACTED] Name: [REDACTED] Title: [REDACTED]	Signature: [REDACTED] Date signed: 02/19/2009 Name: SSA [REDACTED] Title: Assistant Section Chief

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After all division approvals, forward signed hard copy plus electronic copy to FBI OGC/PCLU (JEH 7338).

FINAL FBI APPROVAL / DETERMINATIONS / CONDITIONS:

PIA required: ___No ___Yes: SORN/SORN revision required: ___No ___Yes:	
Applicable SORN(s):	
Notify FBI RMD/RIDS per MIOG 190.2.3: ___No ___Yes	
Consult with RMD to identify/resolve any Federal records/electronic records issues: ___No ___Yes:	
Prepare/revise/add Privacy Act (e)(3) statements for related forms? ___No ___Yes-forms affected:	
Other:	
David C. Larson, Deputy General Counsel FBI Privacy and Civil Liberties Officer	Signature: [Signature] Date Signed: 2/25/2009

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FBI PRIVACY THRESHOLD ANALYSIS (PTA)

NAME OF SYSTEM / PROJECT: [REDACTED]

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Upon final FBI approval, FBI OGC/PCLU will distribute as follows:

1 - Signed original to file 190-HQ-CI321794 (fwd to JEH 1B204 via PA-520)

Copies (recipients please print/reproduce as needed for Program/Division file(s)):

1 - DOJ Office of Privacy and Civil Liberties (via e-mail to privacy@usdoj.gov)

(if classified, via hand delivery to 1331 Penn. Ave. NW, Suite 940, 20530)

2 - FBI OCIO / OIPP (JEH 9376, attn: [REDACTED])

1 - FBI SecD/AU (electronic copy: via e-mail to UC [REDACTED])

1 - RMD/RMAU (attn: [REDACTED])

2 - Program Division POC /Privacy Officer

2 - FBIHQ Division POC /Privacy Officer

1 - OGC/PCLU intranet

1 - PCLU UC

1 - PCLU Library

1 - PCLU Tickler

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FBI PRIVACY THRESHOLD ANALYSIS (PTA)

NAME OF SYSTEM / PROJECT: [REDACTED]

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I. INFORMATION ABOUT THE SYSTEM / PROJECT

1. Name of the system/project. Provide current name, any previous or anticipated name changes, and any associated acronyms:

[REDACTED]

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2. Briefly describe the system's/project's structure (including identification of any components/subsystems or parent system, if applicable).

[REDACTED]

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[REDACTED] is based on Microsoft SharePoint 2007 technology. SharePoint offers the ability to provide for role-based access based on permissions. [REDACTED] is housed on the FBI Intranet Environment and accessed via the FBINET Intranet. [REDACTED]

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[REDACTED]

3. What is the purpose for the system/project?

[REDACTED]

[REDACTED]

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[REDACTED]

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[REDACTED]

standardizes the use of SharePoint across Field Offices [REDACTED]

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[REDACTED]

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FBI PRIVACY THRESHOLD ANALYSIS (PTA)

NAME OF SYSTEM / PROJECT: [REDACTED]

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Field Offices have already [REDACTED] the use of SharePoint in the [REDACTED] are not encompassed within this PTA.

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4. Please provide a general summary of the nature of information in the system/project and how it will be used:

[REDACTED]

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[REDACTED] through the use of SharePoint and [REDACTED] shared within Field Offices. [REDACTED]

[REDACTED]

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5. Does the system/project collect, maintain, or disseminate any information about individuals in identifiable form, i.e., is information linked to or linkable to specific individuals (which is the definition of personally identifiable information (PII))?

NO. Stop. The IPA is now complete and after division approval(s) should be submitted to FBI OGC/PCLU for final FBI approval. Unless you are otherwise advised, no PIA is required.

YES. If yes, please continue.

6. Access

a. Describe the means of accessing the system/project and transmitting information to and from the system/project:

b. Describe who within the FBI will have access to the information in the system and the controls for ensuring that only authorized persons can access the information:

c. Describe who outside the FBI will have access to the information in the system/project and the controls for ensuring that only authorized persons can access the information:

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FBI PRIVACY THRESHOLD ANALYSIS (PTA)

NAME OF SYSTEM / PROJECT: [REDACTED]

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7. Does the system/project pertain only to government employees, contractors, or consultants?

..... NO

..... YES. If yes, provide a brief explanation of the quantity and type of information:

8. Is information about United States citizens or lawfully admitted permanent resident aliens retrieved from the system/project by name or other personal identifier?

..... NO YES

No information about U.S. citizens of lawfully admitted permanent resident aliens is retrieved from [REDACTED]

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9. Are Social Security Numbers collected, maintained or disseminated from the system/project?

..... NO

..... YES. If yes, for systems/projects **other than** those supporting law enforcement or intelligence activities:

- What is the purpose for the collection, maintenance or dissemination of SSNs?

- Is it feasible to eliminate SSNs from the system/project (please indicate why or why not)?

- In light of Federal policy to reduce the use of SSNs, is it feasible to minimize system/project-user access to SSNs in the system/project (why or why not)?

10. Does the system/project collect any information directly from the person who is the subject of the information?

..... NO

..... YES. If yes, for systems/projects **other than** those relating to criminal investigations, CT, or CI:

- Indicate how such information is collected:

- Identify by name and form number any forms used to request such information from the information subject (this includes paper or electronic forms):

- Are information subjects from whom information is directly collected provided a written Privacy Act (e)(3) statement (either on the collection form or via a separate notice)? Yes No

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FBI PRIVACY THRESHOLD ANALYSIS (PTA)

NAME OF SYSTEM / PROJECT: [REDACTED]

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11. Has the system undergone Certification & Accreditation (C&A) by the FBI Security Division (SecD)?

_____ NO. If no, please indicate reason; if C&A is pending, provide anticipated completion date:

_____ YES. If yes, please:
- Provide date of last C&A certification/re-certification:

_____ Don't Know

12. Is this system/project the subject of an OMB-300 budget submission?

_____ NO _____ Don't know

_____ YES. If yes, if the name of the OMB 300 is not the same as the name of the system/project, please provide OMB name:

13. Is this a national security system (as determined by the SecD)?

_____ NO _____ YES _____ Don't know

14. Status of System/ Project:

_____ This is a new system/ project in development. [Stop. The PTA is now complete and after division approval(s) should be submitted to FBI OGC/PCLU for final FBI approval and determination if PIA and/or other actions are required .]

_____ This is an existing system/project. [Continue to Section II.]

II. EXISTING SYSTEMS / PROJECTS

1. When was the system/project developed?

2. Has the system/project undergone any significant changes since April 17, 2003?

_____ NO. If no, proceed to next question (II.3).

_____ YES. If yes, indicate which of the following changes were involved (mark all boxes that apply):

_____ A conversion from paper-based records to an electronic system.

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FBI PRIVACY THRESHOLD ANALYSIS (PTA)

NAME OF SYSTEM / PROJECT:

[Redacted]

b7E

- _____ A change from information in a format that is anonymous or non-identifiable to a format that is identifiable to particular individuals.
- _____ A new use of an IT system/project, including application of a new technology, that changes how information in identifiable form is managed. (For example, a change that would create a more open environment and/or avenue for exposure of data that previously did not exist.)
- _____ A change that results in information in identifiable form being merged, centralized, or matched with other databases.
- _____ A new method of authenticating the use of and access to information in identifiable form by members of the public.
- _____ A systematic incorporation of databases of information in identifiable form purchased or obtained from commercial or public sources.
- _____ A new interagency use or shared agency function that results in new uses or exchanges of information in identifiable form.
- _____ A change that results in a new use or disclosure of information in identifiable form.
- _____ A change that results in new items of information in identifiable form being added into the system/project.
- _____ Changes do not involve a change in the type of records maintained, the individuals on whom records are maintained, or the use or dissemination of information from the system/project.
- _____ Other. [Please provide brief explanation]:

3. Does a PIA for this system/project already exist?

_____ NO

_____ YES. If yes, please provide date/title of the PIA:

The IPA is now complete and after division approval(s) should be submitted to FBI OGC/PCLU for final FBI approval and determination if PIA and/or other actions are required .

FBI Privacy Threshold Analysis (PTA) Cover Sheet (OGC/PCLU (Rev. 07/06/07))

NAME OF SYSTEM: b7E

FBI SYSTEM CONTACT PERSON Name: <input type="text"/> Program Office: <input type="text"/> (1124) Division: SecD Phone: <input type="text"/> Room Number: 1001 Penn Ave PA-555 Date PTA submitted for approval:	FBI OGC/PCLU POC Name: <input type="text"/> Phone: <input type="text"/> Room Number: 7338
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FBI DIVISION APPROVALS.

	Program Division: Security	FBIHQ Division: Security
Program Manager (or other appropriate executive as Division determines)	Signature: /s/ Date signed: 7/23/07 Name: <input type="text"/> Title: Unit Chief, <input type="text"/> SecD	Signature: /s/ Date signed: 7/23/07 Name: Paul S. White Title: Section Chief <input type="text"/>
Division Privacy Officer	Signature: /s/ Date signed: 7/23/07 Name: Jeffery J. Berkin Title: Acting AD, SecD	Signature: /s/ Date signed: 7/23/07 Name: Jeffery J. Berkin Title: Acting AD, SecD

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FINAL FBI APPROVAL:

FBI Privacy and Civil Liberties Officer	Signature: /s/ Date Signed: 7/30/07 Name: David C. Larson Title: Acting Deputy General Counsel
---	---

1 - Signed original to 190-HQ-C1321794

Copies:

- 1 - DOJ Privacy and Civil Liberties Office-Main Justice, Room 4259
- 2 - FBI OCIO / OIPP
- 1 - FBI SecD (electronic copy via e-mail)
- 2* - Program Division POC /Privacy Officer
- 2*- FBIHQ Division POC /Privacy Officer

- 1 - OGC\PCLU intranet website
- 1 - PCLU Library
- 1 - PCLU Tickler

(*please reproduce as needed for Program/Division file(s))

FBI PRIVACY THRESHOLD ANALYSIS (PTA)

(OGC/PCLU (Rev. 07/06/07))

NAME OF SYSTEM:

b7E

For efficiency, a system owner or program manager can be aided in making the determination of whether a Privacy Impact Assessment (PIA) is required by conducting and following Privacy Threshold Analysis (PTA).

Whether or not a PIA is required, the system owner/program manager should consult with the FBI Records Management Division (RMD) to identify and resolve any records issues relating to information in the system.

A PTA contains basic questions about the nature of the system in addition to a basic system description. The questions are as follows:

A. General System Description: Please briefly describe:

1. Type of information in the system:

a. If the system is solely related to internal government operations please provide a brief explanation of the quantity and type of employee/contractor information:

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2. Purpose for collecting the information and how it will be used:

Information contained in the

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FBI PRIVACY THRESHOLD ANALYSIS (PTA)

(OGC/PCLU (Rev. 07/06/07))

NAME OF SYSTEM:

b7E

3. The system's structure (including components/subsystems):

FBI PRIVACY THRESHOLD ANALYSIS (PTA)

(OGC/PCLU (Rev. 07/06/07))

NAME OF SYSTEM:

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NAME OF SYSTEM:

[Redacted]

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4. Means of accessing the system and transmitting information to and from the system:

[Redacted]

[Redacted]

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5. Who within FBI will have access to the information in the system and controls for ensuring that only authorized persons can access the information:

Each division CSO is responsible for

[Redacted]

[Redacted] and can only be accessed through a unique user login and password.

[Redacted]

[Redacted]

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[Redacted] User's shall safeguard their passwords per standard FBI security guidelines.

[Redacted]

[Redacted]

System servers will reside in secure, FBI-controlled space.

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6. Who outside the FBI will have access to the information in the system and controls for ensuring that only authorized persons can access the information:

[Redacted] (system troubleshooting and maintenance) may be able to access [Redacted] during on-site diagnostic and repair visits.

[Redacted]

[Redacted] and is aware of Privacy Act compliance requirements. Controls in place include pre-approved, supervised, on-site access for troubleshooting and technical assistance visits as well as network monitoring by the EOC.

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7. Has this system been certified and accredited by the FBI Security Division? __Yes _x_No

Ongoing Action. The system is projected to obtain full system accreditation.

8 Is this system encompassed within an OMB-300? __ Yes _x_No __Don't Know

I. Was the system developed prior to April 17, 2003?

__ YES (If "yes," proceed to Question 1.)

x NO (If "no," proceed to Section II.)

FBI PRIVACY THRESHOLD ANALYSIS (PTA)

(OGC/PCLU (Rev. 07/06/07))

NAME OF SYSTEM:

[Redacted]

b7E

1. Has the system undergone any significant changes since April 17, 2003?

__YES If "yes," please explain the nature of those changes:

__NO (If "no," the PTA is complete and should be sent to FBI OGC's Privacy and Civil Liberties Unit (PCLU) for review, approval, and forwarding to DOJ's Privacy and Civil Liberties Office. Unless you are otherwise advised, no PIA is required.)

2. Do the changes involve the collection, maintenance, or dissemination of information in identifiable form about individuals?

__YES (If "yes," please proceed to Question 3.)

__NO (If "no," the PTA is complete and should be sent to FBI OGC's Privacy and Civil Liberties Unit (PCLU) for review, approval, and forwarding to DOJ's Privacy and Civil Liberties Office. Unless you are otherwise advised, no PIA is required.)

3. Is the system solely related to internal government operations?

__YES If "yes," is this a Major Information System (as listed on OGC's FBINET website)?:

__Yes. (If "yes," a full PIA is required.. PTA is complete.)

__No. (If "no," the PTA is complete and should be sent to FBI OGC's Privacy and Civil Liberties Unit (PCLU) for review, approval, and forwarding to DOJ's Privacy and Civil Liberties Office. Unless you are otherwise advised, no PIA is required. (FBI and DOJ reviewing officials reserve the right to require a PIA.))

__NO (If "no," go to section III to determine if a full or short-form PIA is required.)

II. For systems developed after April 17, 2003.

1. What is the purpose of the system? (Answer in detail unless details already provided in A. 2 above):

[Redacted]

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[Redacted] have proven their worthiness and met current expectations. The technology [Redacted] capabilities [Redacted] [Redacted] has increased dramatically.

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[Redacted]

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NAME OF SYSTEM:

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accessed by authorized personnel within each respective Division.

2. Does the system collect, maintain or disseminate information in identifiable form about individuals?

YES (If "yes," please proceed to Question 3.)

NO (If "no," the PTA is complete and should be sent to FBI OGC's Privacy and Civil Liberties Unit (PCLU) for review, approval, and forwarding to DOJ's Privacy and Civil Liberties Office. Unless you are otherwise advised, no PIA is required.)

3. Is the system solely related to internal government operations?

YES If "yes," is this a Major Information System (as listed on OGC's FBINET website)?:

Yes. (If "yes," a full PIA is required.. PTA is complete.)

No. (If "no," the PTA is complete and should be sent to FBI OGC's Privacy and Civil Liberties Unit (PCLU) for review, approval, and forwarding to DOJ's Privacy and Civil Liberties Office. Unless you are otherwise advised, no PIA is required. (FBI and DOJ reviewing officials reserve the right to require a PIA.))

NO (If "no," go to section III to determine if a full or short-form PIA is required.)

III. Full or Short-Form PIA

1. Is the system a major information system (as listed on OGC's FBINET website)?

YES (If "yes," a full PIA is required. PTA is complete.)

NO (If "no," please continue to question 2.)

2. Does the system involve routine information AND have limited use/access?

YES A short-form PIA is required. (I.e., you need only answer Questions 1.1, 1.2, 2.1, 3.1, 4.1, 5.1 (if appropriate), 6.2, 6.3, and 8.9 of the PIA template.) Please note that FBI and DOJ reviewing officials reserve the right to require completion of a full PIA. (PTA is complete---forward with PIA.)

FBI PRIVACY THRESHOLD ANALYSIS (PTA)

(OGC/PCLU (Rev. 07/06/07))

NAME OF SYSTEM:

b7E

NO

(If "no," a full PIA is required. PTA is complete.)

FBI Privacy Threshold Analysis (PTA) Cover Sheet (OGC/PCLU (Rev. 1/17/07))

NAME OF SYSTEM: Explosives Reference Tool (EXPeRT)

FBI SYSTEM CONTACT PERSON

Name: [Redacted]
Program Office: Explosives Unit
Division: Laboratory
Phone: [Redacted]
Room Number: 4210
Date PTA submitted for approval: 31 JAN 2007

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FBI DIVISION APPROVALS.

	Program Division: Laboratory	FBIHQ Division: Laboratory
Program Manager (or other appropriate executive as Division determines)	Signature: Date signed: Name: Title:	Signature: /s/ Date signed: 31 Jan 07 Name: [Redacted] Title: Forensic Systems Program Mgr
Division Privacy Officer	Signature: Date signed: Name: Title:	Signature: /s/ Date signed: 2/8/07 Name: [Redacted] Title: Lab Division Privacy Officer

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FINAL FBI APPROVAL:

FBI Privacy and Civil Liberties Officer	Signature: /s/ Date Signed: 4/18/07 Name: Patrick W. Kelley Title: Deputy General Counsel
---	--

1 - Original signed copy to 190-HQ-C1321794

Copies:

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- 2*- FBIHQ Division POC /Privacy Officer

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- 1 - PCLU Library
- 1 - PCLU Ticker

(*please reproduce as needed for Program/Division file(s))

FBI PRIVACY THRESHOLD ANALYSIS (PTA)

NAME OF SYSTEM: Explosives Reference Tool (EXPeRT)

For efficiency, a system owner or program manager can be aided in making the determination of whether a Privacy Impact Assessment (PIA) is required by conducting and following Privacy Threshold Analysis (PTA).

A PTA contains basic questions about the nature of the system in addition to a basic system description. The questions are as follows:

A. General System Description: Please briefly describe:

1. Type of information in the system:

a. Reports of Results of Forensic Examinations of Evidence Submissions

b. Reference Material [Redacted]

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c. Explosives incident reports from FBI, other law enforcement agencies [Redacted]

2. Purpose for collecting the information and how it will be used:

a. Forensic Reports created by Lab Division examiners are maintained for future reference as an assist in conducting exams and answering queries for future cases.

b. Reference material assists the examiners in developing conclusions

c. Incident reports are maintained to help FBI examiners and other Law Enforcement Officials draw conclusions as to patterns and trends, find similar cases from which they can apply lessons learned, or tie cases or incidents together.

3. The system's structure (including components/subsystems):

[Redacted]

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4. Means of accessing the system and transmitting information to and from the system:

The system is accessed via a web browser from any network connected PC.

5. Who within FBI will have access to the information in the system and controls for ensuring that only authorized persons can access the information:

Access controls are maintained by the system Program Manager in the Lab Division Explosives Unit. Access is controlled by user accounts that are created by either the PM or the system SSO. Determination of who is authorized to be issued a system account is made by the Unit Chief of the Explosives Unit, Laboratory Division.

6. Who outside the FBI will have access to the information in the system and controls for ensuring that only authorized persons can access the information:

Access Controls for personnel outside the FBI are maintained and implemented as described above for FBI Personnel. Personnel from outside the FBI who may be granted access include members of [Redacted]

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Local Law Enforcement Agencies [Redacted]

[Redacted]

7. Has this system been certified and accredited by the FBI Security Divisions? _X_Yes _No

FBI PRIVACY THRESHOLD ANALYSIS (PTA)

NAME OF SYSTEM: Explosives Reference Tool (EXPeRT)

8 Is this system encompassed within an OMB-300? Yes No Don't Know

I. Was the system developed prior to April 17, 2003?

YES (If "yes," proceed to Question 1.)

NO (If "no," proceed to Section II.)

1. Has the system undergone any significant changes since April 17, 2003?

YES If "yes," please explain the nature of those changes:

(Continue to Question 2.)

NO (If "no," the PTA is complete and should be sent to FBI OGC's Privacy and Civil Liberties Unit (PCLU) for review, approval, and forwarding to DOJ's Privacy and Civil Liberties Office. Unless you are otherwise advised, no PIA is required.)

2. Do the changes involve the collection, maintenance, or dissemination of information in identifiable form about individuals?

YES (If "yes," please proceed to Question 3.)

NO (If "no," the PTA is complete and should be sent to FBI OGC's Privacy and Civil Liberties Unit (PCLU) for review, approval, and forwarding to DOJ's Privacy and Civil Liberties Office. Unless you are otherwise advised, no PIA is required.)

3. Is the system solely related to internal government operations?

YES If "yes," is this a Major Information System (as listed on OGC's FBINET website)?:

Yes. (If "yes," a full PIA is required.. PTA is complete.)

No. (If "no," the PTA is complete and should be sent to FBI OGC's Privacy and Civil Liberties Unit (PCLU) for review, approval, and forwarding to DOJ's Privacy and Civil Liberties Office. Unless you are otherwise advised, no PIA is required. (FBI and DOJ reviewing officials reserve the right to require a PIA.))

NO (If "no," go to section III to determine if a full or short-form PIA is required.)

II. For systems developed after April 17, 2003.

1. What is the purpose of the system? **The purpose of EXPeRT is to provide a system repository for laboratory forensic reports and explosives reference material to assist Laboratory Examiners and FBI Special Agent Bomb Technicians in investigating explosives related incidents .**

(Continue to Question 2.)

FBI PRIVACY THRESHOLD ANALYSIS (PTA)

NAME OF SYSTEM: Explosives Reference Tool (EXPeRT)

2. Does the system collect, maintain or disseminate information in identifiable form about individuals?

YES (If "yes," please proceed to Question 3.)

NO (If "no," the PTA is complete and should be sent to FBI OGC's Privacy and Civil Liberties Unit (PCLU) for review, approval, and forwarding to DOJ's Privacy and Civil Liberties Office. Unless you are otherwise advised, no PIA is required.)

3. Is the system solely related to internal government operations?

YES If "yes," is this a Major Information System (as listed on OGC's FBINET website)?:

Yes. (If "yes," a full PIA is required.. PTA is complete.)

No. (If "no," the PTA is complete and should be sent to FBI OGC's Privacy and Civil Liberties Unit (PCLU) for review, approval, and forwarding to DOJ's Privacy and Civil Liberties Office. Unless you are otherwise advised, no PIA is required. (FBI and DOJ reviewing officials reserve the right to require a PIA.))

NO (If "no," go to section III to determine if a full or short-form PIA is required.)

III. Full or Short-Form PIA

1. Is the system a major information system (as listed on OGC's FBINET website)?

YES (If "yes," a full PIA is required. PTA is complete.)

NO (If "no," please continue to question 2.)

2. Does the system involve routine information AND have limited use/access?

YES A short-form PIA is required. (I.e., you need only answer Questions 1.1, 1.2, 2.1, 3.1, 4.1, 5.1 (if appropriate), 6.2, 6.3, and 8.9 of the PIA template.) Please note that FBI and DOJ reviewing officials reserve the right to require completion of a full PIA. (PTA is complete---forward with PIA.)

NO (If "no," a full PIA is required. PTA is complete.)

FBI PRIVACY THRESHOLD ANALYSIS (PTA)

NAME OF SYSTEM / PROJECT:

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BIKR FBI Unique Asset ID: SYS-0000154

Derived From: Classified By: Reason: Declassify On:	SYSTEM/PROJECT POC Name: Elect. Eng'r <input type="text"/> Program Office: Cryptologic and Electronic Analysis Unit (CEAU) <i>05/16/11</i> Division: OTD Phone: <input type="text"/> Room Number: Engineering Research Facility	FBI OGC/PCLU POC Name: AGC <input type="text"/> Phone: <input type="text"/> Room Number: 7350 JEH
--	--	---

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FBI DIVISION INTERMEDIATE APPROVALS

	Program Manager (or other appropriate executive as Division determines)	Division Privacy Officer
Program Division: Operational Technology Division (OTD)	Signature: <input type="text"/> Date signed: <i>05/16/11</i> Name: SSA <input type="text"/> Title: UC, CEAU	Signature: <i>[Signature]</i> Date signed: <i>5/16/11</i> Name: SSA J. Clay Price Title: Section Chief, Tactical Ops. Section
FBIHQ Division:	Signature: Date signed: Name: Title:	Signature: Date signed: Name: Title:

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After all division approvals, forward signed hard copy plus electronic copy to FBI OGC/PCLU (JEH 7350).
(The FBI Privacy and Civil Liberties Officer's determinations, conditions, and/or final approval will be recorded on the following page.)

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FINAL FBI APPROVAL / DETERMINATIONS / CONDITIONS:

_____ PIA is required by the E-Government Act.

_____ PIA is to be completed as a matter of FBI/DOJ discretion.

Is PIA to be published on FBI.GOV (after any RMD FOIA redactions)? _____ Yes. _____ No (indicate reason):

PIA is not required for the following reason(s):

- System does not collect, maintain, or disseminate PII.
- _____ System is grandfathered (in existence before 4/17/2003; no later changes posing significant privacy risks).
- _____ Information in the system relates to internal government operations.
- _____ System has been previously assessed under an evaluation similar to a PIA.
- _____ No significant privacy issues (or privacy issues are unchanged).
- _____ Other:

Applicable SORN(s): _____ N/A _____


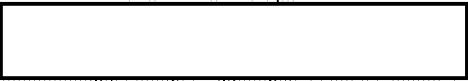

Notify FBI RMD/RIDS per MIOG 190.2.3? No _____ Yes--See sample EC on PCLU intranet website here:
http://home/DO/OGC/LTB/PCLU/PrivacyCivil%20Liberties%20Library/form_for_miog190-2-3_ec.wpd

SORN/SORN revision(s) required? _____ No _____ Yes

Prepare/revise/add Privacy Act (e)(3) statements for related forms? No _____ Yes

RECORDS. The program should consult with RMD to identify/resolve any Federal records/electronic records issues. The system may contain Federal records whether or not it contains Privacy Act requests and, in any event, a records schedule approved by the National Archives and Records Administration is necessary. RMD can provide advice on this as well as on compliance with requirements for Electronic Recordkeeping Certification and any necessary updates.

Other:

 Unit Chief Privacy and Civil Liberties Unit	Signature:  Date Signed: 5/27/11
James J. Landon, Deputy General Counsel FBI Privacy and Civil Liberties Officer	Signature:  Date Signed: 5/27/11

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UNCLASSIFIED//FOR OFFICIAL USE ONLY

I. INFORMATION ABOUT THE SYSTEM / PROJECT

1. Provide a general description of the system or project that includes: (a) name of the system/project, including associated acronyms; (b) structure of the system/project, including interconnections with other projects or systems; (c) purpose of the system/project; (d) nature of the information in the system/project and how it will be used; (e) who will have access to the information in the system/project; (f) and the manner of transmission to all users.

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Access to is limited to CEAU personnel, who sign in using their network user name and password. audit logs are maintained for ninety (90) days and then overwritten. was certified in 2008 and has the following risk levels: Confidentiality (High); Integrity (Low); and Availability (Low). It has authority to operate (ATO) through October 21, 2011.

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2. Does the system/project collect, maintain, or disseminate any information about individuals (i.e., a human being or natural person, regardless of nationality)?

NO [If no, STOP. The PIA is now complete and after division approval(s) should be submitted to FBI OGC/PCLU for final FBI approval. Unless you are otherwise advised, no PIA is required.]

YES [If yes, please continue.]

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Form Rev. 9/9/08

CHECKLIST FOR PRIVACY COMPLIANCE FOR
FBI ROUTINE DATABASES
(including comparable applications)

NAME OF SYSTEM / PROJECT: [REDACTED]
BIKR FBI Unique Asset ID: APP-0000128

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Derived From:	SYSTEM/PROJECT POC	FBI OGC/PCLU POC
Classified By:	Name: [REDACTED]	Name: AGC [REDACTED]
Reason:	Program Office: ITB	Phone: [REDACTED]
Declassify On:	Division: ITSD	Room Number: 7350 JEH
	Phone: [REDACTED]	
	Room Number: 8979 JEH	

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This checklist is based on the FBI Privacy Impact Assessment (PIA) for FBI Routine Databases of 4/7/08 as approved 8/29/08 (190-HQ-C1321794 Serial 432, 9/8/08). In accordance with the PIA, this checklist may be used in lieu of any additional PIA (or PTA), so long as every one of the twelve blocks below can be checked. This checklist should be completed by the database manager (or other appropriate official/ as determined by the division) and approved by the Division Privacy Officer.

A. Provide date checklist prepared: February 28, 2011

B. Provide a general description of the system or project that includes: name of the system/project, including associated acronyms; structure of the system/project, purpose; nature of the information in the system and how it will be used; who will have access to the information in the system and the manner of transmission to all users.

[REDACTED] application residing on the FBI's Administrative Mainframe and provides [REDACTED]
[REDACTED]

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C. Complete checklist (all must be checked as being accurate for this database/application):

1. Information in the system identifies individuals, either directly or indirectly. An individual can be identified indirectly through a combination of

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descriptors such as gender, race, birth data, geographic indicator, license number, or license plate number.¹

- 2. The system derives information from FBI records covered by existing Privacy Act system of records notices (http://foia.fbi.gov/rec_sys.htm) regardless of format in which those records are maintained and/or from information that is publicly available at no cost. (If information comes from FBI records that are not covered by existing systems of records notices, contact the PCLU.)
- 3. Neither commercial data nor paid subscription service data is included in the database unless that information is derived from existing FBI records.
- 4. The system can be accessed only by members of a particular office, unit, squad or other similar FBI entity and sharing of information is based strictly on an operational need to know.
- 5. The system is not used for purposes of pattern-based data mining.
- 6. Initial and continued access to the system is subject to permission controls enforced by FBI supervisory personnel, including the use of access passwords.
- 7. Access to the system can be audited.
- 8. The system is part of an established platform on which a Security Certification and Accreditation has been performed.
- * 9. The system was developed after April 17, 2003.²

* was deployed prior to April 17, 2003 and has not undergone any significant changes that would affect privacy since that time. While a PIA is not required, this PIA for has been prepared because the existing privacy documentation is more than three (3) years old.

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- 10. If the system maintains information about U.S. citizens or legal permanent residents, it is covered by a published Privacy Act System of Records Notice.
- 11. Records retention issues have been discussed with the Records Management Division.
- 12. Any personally identifiable information placed on a mobile device or on media that is transported outside FBI facilities must comply with the FBI policy on encryption and must be password protected.

¹ Systems that do not contain any personally identifiable information need not complete this checklist.

² Systems developed before April 17, 2003, and not modified since then are not required to conduct a PIA until a modification occurs that would change the privacy risks to information in the system.

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D. If a database contains information that may be considered sensitive/controversial or is maintained as part of a larger FBI program, the database administrator or program manager (or division privacy officer) must consult with the FBI's Office of the General Counsel, Privacy and Civil Liberties Unit about the potential need to assess the privacy risks in a separate PIA.

E. File Notes (summarize any additional information that may be warranted for record purposes, e.g., coordination with OGC, etc.):

OGC is developing a [redacted] but no deployment date has yet been scheduled.

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APPROVING OFFICIALS

Program Manager (or other appropriate official as division determines)	Division Privacy Officer
Signature: [redacted]	Signature: [redacted]
Date signed: 1/28/11	Date signed: 1/03/11
Name: [redacted]	Name: [redacted]
Title: Special Assistant to the Deputy General Counsel/Litigation Branch	Title: A/Unit Chief, Privacy and Civil Liberties Unit

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DISTRIBUTION:

- File signed original (or copies) in one or more official division/program files for documentation, inspection, records, and other oversight purposes.
- Forward copy to the FBI Privacy and Civil Liberties Unit (PCLU) (JEH 7350).

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~~SECRET~~ // UNCLASSIFIED WHEN SEPARATED FROM ATTACHMENT

FBI Privacy Threshold Analysis (PTA) Cover Sheet (OGC/PCLU (Rev. 1/17/07))

NAME OF SYSTEM b3
 b7E

FBI SYSTEM CONTACT PERSON

Name:
 Program Office: Data Acquisition Intercept Section /Special Projects Technology Unit
 Division: Operational Technology Division
 Phone:
 Room Number: ERF Annex
 Date PTA submitted for approval: 3/26/2007

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FBI DIVISION APPROVALS. A PIA (and/or PTA) should be prepared/approved by the cognizant program management in collaboration with IT, security, and end-user management and OGC/PCLU. (PIAs/PTAs relating to electronic forms/questionnaires implicating the Paperwork Reduction Act should also be coordinated with the RMD Forms Desk.) If the subject of a PTA/PIA is under the program cognizance of an FBIHQ Division, prior to forwarding to OGC the PTA/PIA must also be referred to the FBIHQ Division for program review and approval, if required by the FBIHQ Division.

	Program Division: Special Projects Technology Unit	FBIHQ Division: Operational Technology Division
Program Manager (or other appropriate executive as Division determines)	Signature: /S/ Date signed: 10/03/07 Name: <input type="text"/> Title: Program Manager	Signature: /S/ Date signed: 10/03/07 Name: <input type="text"/> Title: Program Manager
Division Privacy Officer	Signature: /S/ Date signed: 10/05/07 Name: SSA Charles Barry Smith Title: Section Chief	Signature: /S/ Date signed: 10/05/07 Name: SSA Charles Barry Smith Title: Section Chief

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Upon Division approval, forward signed hard copy plus electronic copy to OGC/PCLU (JEH Room 7338).

FINAL FBI APPROVAL:

FBI Privacy and Civil Liberties Officer	Signature: /S/ Date Signed: 10/31/07 Name: David C. Larson Title: Acting Deputy General Counsel
---	--

Upon final FBI approval, FBI OGC will distribute as follows:

1 - Original signed copy to 190-HQ-C1321794

Copies:

- 1 - DOJ Privacy and Civil Liberties Office-Main Justice, Room 4259
- 1 - FBI OCIO
- 1 - FBI SecD (electronic copy via e-mail)
- 2* - Program Division POC /Privacy Officer
- 2* - FBIHQ Division POC /Privacy Officer
- 1 - OGC/PCLU intranet website
- 1 - PCLU Library
- 1 - PCLU Tickler

(*please reproduce as needed for Program/Division file(s))

~~SECRET~~

FBI PRIVACY THRESHOLD ANALYSIS (PTA)

NAME OF SYSTEM:

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For efficiency, a system owner or program manager can be aided in making the determination of whether a Privacy Impact Assessment (PIA) is required by conducting and following Privacy Threshold Analysis (PTA).

A PTA contains basic questions about the nature of the system in addition to a basic system description. The questions are as follows:

A. General System Description: Please briefly describe:

1. Type of information in the system

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a. If the system is solely related to internal government operations please provide a brief explanation of the quantity and type of employee/contractor information:

(S)

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3. The system's structure (including components/subsystems)

(S)

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FBI PRIVACY THRESHOLD ANALYSIS (PTA)

NAME OF SYSTEM: [redacted]

b3
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[redacted]

(S) b1
b3
b7E

(S) 4. Means of accessing the system and transmitting information to and from the system: [redacted]

[redacted]

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5. Who within FBI will have access to the information in the system and controls for ensuring that only authorized persons can access the information: FBI employees with the requisite "need to know" are the only individuals allowed access to the system. End-users and administrators are the only individuals that have the ability to log on to the [redacted] Each Case Manager for a specific investigation will determine who will have access to his/her case.

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6. Who outside the FBI will have access to the information in the system and controls for ensuring that only authorized persons can access the information: No one outside of the FBI will have the capability to access the system and extract information. The Case Manager has the responsibility of disseminating case- related information if appropriate.

7. Has this system been certified and accredited by the FBI Security Divisions? Yes No
Certification and Accreditation is pending and is anticipated to be completed by December 2007.

8. Is this system encompassed within an OMB-300? Yes No Don't Know
(if yes, please attach copy of latest one.)

I. Was the system developed prior to April 17, 2003?

YES (If "yes," proceed to Question 1.)

NO (If "no," proceed to Section II.)

(S) [redacted]

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1. Has the system undergone any significant changes since April 17, 2003?

YES If "yes," please explain the nature of those changes:

(Continue to Question 2.)

NO (If "no," the PTA is complete and should be sent to FBI OGC's Privacy and Civil Liberties Unit (PCLU) for review, approval, and forwarding to DOJ's Privacy and Civil Liberties Office. Unless you are otherwise advised, no PIA is required.)

FBI PRIVACY THRESHOLD ANALYSIS (PTA)

NAME OF SYSTEM:

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2. Do the changes involve the collection, maintenance, or dissemination of information in identifiable form about individuals?

YES (If "yes," please proceed to Question 3.)

NO (If "no," the PTA is complete and should be sent to FBI OGC's Privacy and Civil Liberties Unit (PCLU) for review, approval, and forwarding to DOJ's Privacy and Civil Liberties Office. Unless you are otherwise advised, no PIA is required.)

3. Is the system solely related to internal government operations?

YES If "yes," is this a Major Information System (as listed on OGC's FBINET website)?:

Yes. (If "yes," a full PIA is required.. PTA is complete.)

No. (If "no," the PTA is complete and should be sent to FBI OGC's Privacy and Civil Liberties Unit (PCLU) for review, approval, and forwarding to DOJ's Privacy and Civil Liberties Office. Unless you are otherwise advised, no PIA is required. (FBI and DOJ reviewing officials reserve the right to require a PIA.))

NO (If "no," go to section III to determine if a full or short-form PIA is required.)

II. For systems developed after April 17, 2003.

1. What is the purpose of the system? (Answer in detail unless details already provided in A. 2 above):

(Continue to Question 2.)

2. Does the system collect, maintain or disseminate information in identifiable form about individuals?

YES (If "yes," please proceed to Question 3.)

NO (If "no," the PTA is complete and should be sent to FBI OGC's Privacy and Civil Liberties Unit (PCLU) for review, approval, and forwarding to DOJ's Privacy and Civil Liberties Office. Unless you are otherwise advised, no PIA is required.)

3. Is the system solely related to internal government operations?

YES If "yes," is this a Major Information System (as listed on OGC's FBINET website)?:

Yes. (If "yes," a full PIA is required.. PTA is complete.)

No. (If "no," the PTA is complete and should be sent to FBI OGC's Privacy and Civil Liberties Unit (PCLU) for

FBI PRIVACY THRESHOLD ANALYSIS (PTA)

NAME OF SYSTEM:

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review, approval, and forwarding to DOJ's Privacy and Civil Liberties Office. Unless you are otherwise advised, no PIA is required. (FBI and DOJ reviewing officials reserve the right to require a PIA.)

NO (If "no," go to section III to determine if a full or short-form PIA is required.)

III. Full or Short-Form PIA

1. Is the system a major information system (as listed on OGC's FBINET website)?

YES (If "yes," a full PIA is required. PTA is complete.)

NO (If "no," please continue to question 2.)

2. Does the system involve routine information AND have limited use/access?

YES A short-form PIA is required. (I.e., you need only answer Questions 1.1, 1.2, 2.1, 3.1, 4.1, 5.1 (if appropriate), 6.2, 6.3, and 8.9 of the PIA template.) Please note that FBI and DOJ reviewing officials reserve the right to require completion of a full PIA. (PTA is complete---forward with PIA.)

NO (If "no," a full PIA is required. PTA is complete.)

(OGC/PCLU Rev. 08/16/2010)

(OGC/PCLU (Rev. 08/16/2010))

FBI PRIVACY THRESHOLD ANALYSIS (PTA)

NAME OF SYSTEM / PROJECT: [REDACTED]

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BIKR FBI Unique Asset ID: SYS-0000087 and SYS-0000086

Derived From:	SYSTEM/PROJECT POC	FBI OGC/PCLU POC
Classified By:	Name: [REDACTED]	Name: [REDACTED]
Reason:	Program Office: ITSD [REDACTED]	Phone: [REDACTED]
Declassify On:	Division: ITSD	Room Number: 7350 (JEH)
	Phone: [REDACTED]	
	Room Number: 1333B (JEH)	

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FBI DIVISION INTERMEDIATE APPROVALS [complete as necessary consonant with Division policy]

	Program Manager (or other appropriate executive as Division determines)	Division Privacy Officer
Program Division: ITSD	Signature: [REDACTED] Date signed: 7-1-10 Name: [REDACTED] Title: Assistant Section Chief, [REDACTED]	Signature: [REDACTED] Date signed: 7-1-10 Name: [REDACTED] Title: Information Technology Specialist
FBIHQ Division: ITSD	Signature: [REDACTED] Date signed: 7-1-10 Name: [REDACTED] Title: Assistant Section Chief, [REDACTED]	Signature: [REDACTED] Date signed: 7-1-10 Name: [REDACTED] Title: Information Technology Specialist

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After all division approvals, forward signed hard copy plus electronic copy to FBI OGC/PCLU (JEH 7350). (The FBI Privacy and Civil Liberties Officer's determinations, conditions, and/or final approval will be recorded on the following page.)

[INSERT CLASSIFICATION/CONTROL MARKINGS, IF APPROPRIATE]

FINAL FBI APPROVAL / DETERMINATIONS / CONDITIONS: [This section will be completed by the FBI PCLU/PCLO following PTA submission. The PTA drafter should skip to the next page and continue.]

PIA is required by the E-Government Act.

PIA is to be completed as a matter of FBI/DOJ discretion.

Is PIA to be published on FBI.GOV (after any RMD FOIA redactions)? Yes. No (indicate reason):

PIA is not required for the following reason(s):

System does not collect, maintain, or disseminate PII.

System is grandfathered (in existence before 4/17/2003; no later changes posing significant privacy risks).

Information in the system relates to internal government operations.

System has been previously assessed under an evaluation similar to a PIA.

No significant privacy issues (or privacy issues are unchanged).

Other (describe):

Applicable SORN(s): FBI-002

Notify FBI RMD/RIDS per MIOG 190.2.3? No Yes--See sample EC on PCLU intranet website here:
http://home/DO/OGC/LTB/PCLU/PrivacyCivil%20Liberties%20Library/form_for_miog190-2-3_ec.wpd

SORN/SORN revision(s) required? No Yes (indicate revisions needed):

Prepare/revise/add Privacy Act (e)(3) statements for related forms? No Yes (indicate forms affected):

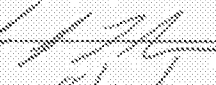
N/A

RECORDS. The program should consult with RMD to identify/resolve any Federal records/electronic records issues. The system may contain Federal records whether or not it contains Privacy Act requests and, in any event, a records schedule approved by the National Archives and Records Administration is necessary. RMD can provide advice on this as well as on compliance with requirements for Electronic Recordkeeping Certification and any necessary updates.

Other:

James J. Landon, Deputy General Counsel
And FBI Privacy and Civil Liberties Officer

Signature:
Date Signed:


5/20/11

[INSERT CLASSIFICATION/CONTROL MARKINGS, IF APPROPRIATE]

[INSERT CLASSIFICATION/CONTROL MARKINGS,
IF APPROPRIATE]

I. INFORMATION ABOUT THE SYSTEM / PROJECT

1. Provide a general description of the system or project that includes: (a) name of the system/project, including associated acronyms; (b) structure of the system/project, including interconnections with other projects or systems; (c) purpose of the system/project; (d) nature of the information in the system/project and how it will be used; (e) who will have access to the information in the system/project; (f) and the manner of transmission to all users. (This kind of information may be available in the System Security Plan, if available, or from a Concept of Operations document, and can be cut and pasted here.):

The FBI's [REDACTED] IT Services Division's

[REDACTED]

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[REDACTED]
the FBI's Investigative Mainframe and accessible through Secret Enclave/FBINET. [REDACTED]

[REDACTED]

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[REDACTED] with users consisting of primarily of Investigative Analysts, Special Agents, and other Field Office personnel [REDACTED]

[REDACTED]

[REDACTED]

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[REDACTED]

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[INSERT CLASSIFICATION/CONTROL MARKINGS,
IF APPROPRIATE]