

OPM Personnel Investigations Processing System Imaging System (OPIS)

Privacy Impact Assessment

1. IT System or Electronic Information Collection Identification

a. Who is completing the initial screening assessment?

OPIS IT Project Manager, ISB/ASG/CIS/MSD/OPM.

b. Who is the IT system or electronic information collection owner?

Supervisory FOI/P Specialist, PAG/FOI/CIPS/FISD/OPM.

c. What is the IT system or electronic information collection name?

OPM Personnel Investigations Processing System
Imaging System (OPIS).

d. Does the activity represent a new or significantly modified IT system or information collection?

Yes.

e. Is this an IT system or project or an electronic information collection?

IT system or project.

f. What is the Unique Project Identifier (UPI)?

027-00-01-02-02-1040-00-315-179.

g. Will this IT system or electronic information collection use web technology?

No.

h. What is the purpose of the IT system or electronic information collection and why is the information being collected?

Provide an electronic representation of case paper files to expedite the processing of investigations processing.

i. What is the IT system or electronic information collection status?

Development, Operational.

j. Is the IT system or electronic information collection operated by OPM staff, contractor staff, or a combination of OPM and contractor staff?

Combination of OPM staff and contractor staff.
Booz-Allen, RSA, List.

k. Where is the IT system or electronic information collection physically located?

Pennsylvania and Washington, D.C.

2. Initial Screening Assessment

a. Is an OMB mandated PIA required for this IT system or electronic information collection?

Yes.

- b. Does the system or electronic information collection contain or collect any Personally Identifiable Information (PII)?**

Yes.

- c. Is this an IT system that collects PII on members of the public?**

No.

- d. Is this an electronic information collection that collects PII on members of the public?**

No.

- e. Is this an electronic information collection that collects PII on Federal employees?**

No.

3. The PIA

3.1. Nature and Source of Information to Be Collected

- a. What is the nature of the information to be collected?**

The information retained in the system is necessary to identify specific documents that are stored in the system and its relation to investigative information retained in PIPS. The system performs no collection activity with the exception of indexing information.

- b. What is the source of the information?**

Other sources such a databases, web sites, etc.

3.2. Reason for Collection of Information

a. Why is the information being collected?

The information retained in the system is necessary to identify specific documents that are stored in the system and its relation to investigative information retained in PIPS. The system performs no collection activity with the exception of indexing information.

b. Is there legal authority for collecting the information?

Yes.
5 CFR 731.104.

3.3. Intended Use of the Collected Information

a. What is the intended use of the information?

The information retained in the system is necessary to identify specific documents that are stored in the system and its relation to investigative information retained in PIPS. The system performs no collection activity with the exception of indexing information.

b. For major IT investments as defined in OMB Circular A-11, a high-level data flow diagram must be prepared?

Yes.

3.4. Purpose and Identification of Information to Be Shared

a. Does the system share Personally Identifiable Information (PII) in any form?

No.

b. Who will have access to the PII on the system?

Users and Administrators.

c. Is information part of a computer matching program?

No.

3.5. Opportunities Individuals Have to Decline to Provide Information or to Consent to Particular Uses of the Information

a. Is providing information voluntary?

N/A. This system performs no collection activity.

b. Are individuals informed about required or authorized uses of the information?

N/A. This system performs no collection activity.

c. Will other uses be made of the information than those required or authorized?

No.

3.6. Security of Information

a. Has the system been authorized to process information?

Yes.

b. Is an annual review of the IT system or electronic information collection conducted as required by the Federal Information Security Management Act (FISMA)?

Yes.

c. Are security controls annually tested as required by FISMA?

Yes.

d. Are contingency plans tested annually as required by FISMA?

Yes.

e. Have personnel using the system been trained and made aware of their responsibilities for protecting the PII being collected and maintained?

Yes.

f. Are rules of behavior in place for individuals who have access to the PII on the system?

Yes.

General users, System/database, administrators, developers, etc.

3.7. System of Records as Required by the Privacy Act, 5 U.S.C. 552a

a. Are records on the system routinely retrieved by a personal identifier?

Yes.

The Privacy Act applies.

b. Has a Privacy Act System of Records Notice (SORN) been published in the Federal Register?

Yes.

OPM/Central – 9: Personnel Investigations Records.

c. Does the SORN address all of the required categories of information about the system?

Yes

System name; System classification; System location; Categories of individuals covered by the system; Categories of records; Authority of maintenance; Purpose, Routine uses of records maintained; Disclosure to consumer reporting agencies; Policies and practices for storing, retrieving, accessing, retaining, and disposing of records; System Manager and contact information; Notification procedure; Record access procedure; Contesting record procedure; Record source categories; System exempted from certain provisions of the Act.

d. Has any of the information in the SORN changed since the information was published?

No.

e. Are processes in place for periodic review of Personally Identifiable Information contained in the system to ensure that it is timely, accurate, and relevant?

Yes.

Schedule Number: 3.INV;

Item No: 2-7 Investigations;

Disposition: 3 months – 10 years;

Last Job Number: N9-478-02-15.

4. Certification

A PIA is required and the OPM Chief Privacy Officer signed the PIA on August 2, 2007.