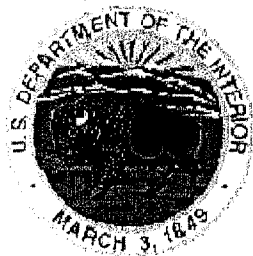


**Appendix A. CBS Privacy Impact Assessment**



**Collections and Billings System (CBS)  
Privacy Impact Assessment**

**August 7, 2006**

United States Department of the Interior  
Bureau of Land Management  
National Business Center  
Denver Federal Center  
Denver, Colorado 80225-0047

**A. SYSTEM IDENTIFICATION**

1) **System Name:** Collections and Billings System

2) **Acronym/Abbreviation:** CBS

**3) Organizational Responsibility**

The following organization has overall responsibility for the operation, maintenance and security for the CBS system:

Bureau of Land Management  
Business & Fiscal Resources Directorate  
National Business Center (BC600)  
Denver Federal Center, Building 50  
Denver, CO 80225  
(303) 236 8857

**B. CONTACT INFORMATION:**

**C. SYSTEM APPLICATION/GENERAL INFORMATION:****1) Does this system contain any personal information about individuals?**

It is estimated that less than 20% of the information in the system applies to individuals.

In light of the Paperwork Reduction Reauthorization Act, as amended 1995 (44 U.S.C. 3507, steps were taken to minimize the amount of personal data to be maintained. Only personal data essential to maintaining accounting and financial information associated with normal accounting functions of the BLM are in the system.

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

The Collections and Billings System (CBS) provides a single electronic database containing standard and consistent data on payments made by BLM's customers; the system can be used to prepare bills for the use of public lands and other goods and services that the BLM offers. This data provides Bureau employees with a centralized source for financial, collections, and billings information.

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

The authority to maintain this system of record is found in 31 U.S.C. 3512; 31 U.S.C. 3711 through 3719; 41 CFR 301-304; the Treasury Financial Manual; the Debt Collection Act of 1982, Public Law 97-365, 96 Stat. 1749, as amended by Public Law 98-167, 97 Stat. 1104; and the Debt Collection Act of 1996, Public Law 104-134, 110 Stat. 1321 (6) 26 U.S.C. 6103 (m)(2) and U.S.C. 5514.

**D. DATA IN THE SYSTEM:****1) What categories of individuals are covered in the system?**

Individuals, State and local governments, public land/resource users, recreational land users, vendors, other Federal government agencies, and private-sector entities doing financial business with the BLM.

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

The financial information is based on the revenues collected by the Bureau throughout the business day. Other financial information is downloaded from the DOI FFS on a nightly basis.

**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?**

The financial information is derived from the revenues collected by the Bureau throughout the business day. Other financial information is downloaded from the DOI FFS on a nightly basis.

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

None.

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

The CBS neither contains nor collects any data from Tribal, State, or local agencies.

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

The CBS does not collect data from third party sources.

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

No employee information other than official government-issued credit card transactions will be collected. Customer financial records (name, credit card number, address of customer, and tax identification) will be collected.

**E. 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?**

CBS provides Bureau employees with a centralized source of key financial, collection, and billing transaction data essential to the BLM'S financial management program.

**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?**

CBS does not derive new data or create previously unavailable data about individuals nor does it duplicate any other existing automated systems in the BLM or any other agency. CBS provides centralized access for all BLM offices nationwide on collections and billings data.

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

Not Applicable

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

No.





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

This system is for BLM internal use only.

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

CBS is not being modified.

**G.**