Department of the Interior IT Security Program

Incident Qualifications and Certifications System

Privacy Impact Assessment

Version 1.0

Department of Interior
Office of the Chief Information Officer

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Revision/Change Record

Revision	Date	Authorization (Optional)	Revision/Change Description	Pages Affected
V1.00	October, 2003		Initial Release	All
V1.10	December, 2003		Additional question added as requested by BLM	4

Department of the Interior
Privacy Impact Assessment

A. CONTACT INFORMATION:

4) **Who is the Bureau/Office Privacy Act Officer who reviewed this document?**

Dennis Watkins, Records Administrator
Office of Fire and Aviation
(208) 387-5483
dennis_watkins@blm.gov

John Livornese, FOIA/PA Officer
BLM Washington Office
(202) 452-5013
john_livornese@blm.gov

B. SYSTEM APPLICATION/GENERAL INFORMATION:

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

Yes. The Incident Qualifications and Certification System (IQCS) is chartered to develop (design, construct, and implement) an information system that tracks training and certifications for Wildland Firefighters. Fundamental high-level business processes and functions include:

- Training management that includes items such as: student registration and class participation information.
- Workforce analysis that accurately reports in a timely manner the disposition, status and deficiencies of positions throughout the incident response community
- Tracking of personnel information related to an individual's qualification and certification currency and history that includes information such as: positions, position performance, training, physical fitness status, and external warrants.

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

The Incident Qualification and Certification (IQC) Program information directly supports two of the five DOI Government Performance Reporting Act (GPRA) mission goals. The goals are as follows:

Goal 1: "Protect the environment and preserve our nation's natural and cultural resources." This qualification and certification system ensures that only qualified individuals are assigned to protecting the environment and preserving our nation's natural and cultural resources. This protection responsibility is a primary mission for the Bureau as well as the Department of the Interior.

Goal 3: "Manage natural resources for a healthy environment and strong economy." This system ensures that only qualified individuals are assigned management roles in the oversight for natural resources to ensure the health of the environment. These management activities are conducted by individuals qualified and certified to conduct wildland fire suppression activities as well as prescribed burns and fuels reduction management activities.

Presently, there are three (3) non-networked incident qualification and certification systems in more than 100 locations being used by the wildland fire community. This redundancy has created data management problems for field units. There is high-level support from both senior management and the field for development of a single qualifications and certification system or systems that are interoperable which meets the needs of all participating agencies and the states. The success of the Federal fire mission depends on the Incident Qualification and Certification (IQC) Program's information. IQCS is a mission essential system because it can mitigate the potential for loss of life, personnel injuries and fire management liability.

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

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The creation and the maintenance of this system are authorized in accordance with provisions of 43 U.S.C. 1811e, 42 U.S.C. 1856a, 15 U.S.C. 2201, 5 U.S.C. 4118, 5 U.S.C. 3101, 16 U.S.C. 551C, 43 U.S.C. 1457, EO 10561, 620 DM 1.

4) 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.

The incident responder may decline to provide optional information at the time of entering the system or request the account manager to remove any existing optional information.

Currently, all users of the system sign a privacy act statement in accordance with The Privacy Act of 1974, as amended (5 U.S.C. 522 (a), and 43 CFR Part 2, Subpart D. when granted an account with IQCS.

C. DATA in the SYSTEM:

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

All Federal, State, Local, Special Interest Groups members, and Contractor employees with wildland fire qualifications who voluntarily provided information to be stored in 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?

Existing records maintained in current qualification systems will transfer electronically to populate base employee records. Subsequent data is provided by the individual for input to a local Account Manager.

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

Data for system control tables are obtained from the employing agencies of the incident responder. Bureau of Indian Affairs, Bureau of Land Management, Fish and Wildlife Service, US Forest Service, and National Park Service contributed data (e.g. Organization Code and Office Location Addresses).

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

Tribal organizations currently involved in the fire community and contained in the legacy system will migrate data to IQCS.

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

The IQCS database will maintain limited information about contract employees and training site locations.

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

Employee: Name, home address (optional), home telephone (optional), e-mail address (optional), work location, supervisor's name, fire course training, pertinent work or skill experience, pertinent licenses and certificates, date of birth, physical level achieved from pack test pertinent to position qualification, pass or failure of medical exam, exam date, and social security number.

Public: Name, address (optional), telephone (optional), e-mail address (optional), and social security number (optional).

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?

The Fire Directors (IFCC) chartered a formal engineering study to evaluate and define IQCS' current Program, information, and operational requirements. The National Wildfire Coordinating Group (NWCG) sanctioned the IQCS Information Engineering Investment Study in October 20, 1999 as its guide for identifying requirements and future actions. The business requirements have gone through further refinement with Subject Mater Experts (SME's) during the Design Phase and Construction Phase.

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?

The system is able to derive statistical data available for print at remote locations or downloaded to governmental equipment. Paper records are stored in file folders, in locked file cabinets until data input is verified. Any paper records that are not input into the system will be maintained in files. Electronic records are stored on disk, tape or other appropriate media.

Document and file retention is defined by bureau or agency rulings.

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

If the new data is relevant to the incident responder, account managers are responsible for entry of new data to the individual's record.

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

The system is able to define a workforce needs analysis based on various parameters that may have been previously difficult to impossible to generate.

Career pathways are more accurately identified and tracked for the incident responder.

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