

APPENDIX F

Privacy Impact Assessment (PIA) Information Collection Checklist

Instructions: Please respond to each question buy entering an "X" in the appropriate column.
For questions 1-7, "how many" may be estimated. Return completed forms to the Privacy Officer.

Who Are You Collecting From?	YES/NO	How Many?
Are You Requesting Information From:	YES	12
1. ADF Direct Hire Staff?	YES	8
2. ADF Contractors (includes IC's and PSC's)?	YES	6
3. Other Federal Agencies?	NO	0
4. State, Local or Tribal Governments?	YES	3
5. Small Businesses, Educational or Non-profit Institutions?	NO	0
6. Public (US citizens or Legal Permanent Residents)?	YES	20
7. Non-US Citizens?	YES	

What Are You Collecting	YES/NO
8. Will the system contain any of the following which are personally identifiable information?	
8. (a) Name	YES
8. (b) Social Security Number	NO
8. (c) Date of Birth	NO
8. (d) Place of Birth	NO
8. (e) Mother's Maiden Name	NO
8. (f) Biometric Records (fingerprint, photograph, voice print, etc.)	NO
8. (g) Educational Records (transcripts, conduct reports, etc.)	NO
8. (h) Financial Records	NO
8. (i) Medical History	NO
8. (j) Criminal History	NO
8. (k) Employment History	NO

How Are You Collecting It?	YES/NO
9. Will the collection be manual or paber-based?	YES
10. Will the collection be electronic (server, e-mail, web-based, etc.)?	YES
11. Are records to be retrieved with database elements in ietms 8 (a-k)?	YES

12. What is the purpose of the collection of this information? Ans.: Press releases, website content, meeting agendas, brochures, external publications, etc.	
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13. How is this information going to be used after it is collected? Ans.: Used for website contact, brochures, externs publications, sending newsletters, etc.	
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14. Who will have access to the information? Ans.: General Public, Embassies, US State Department, ADF Staff	
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I. Contact Information

System Name:

1. Who is the individual completing this form?	Enter Response in this Column
Name	Larry P. Bevan
Role/Title	Chief Information Officer
Organization	US African Development Foundation
Telephone Number	202-673-3916 ext. 113
E-mail Address	lpbevan@usadf.gov

2. Who is the System Owner?	Enter Response in this Column
Name	Larry P. Bevan
Role/Title	Chief Information Officer
Organization	US African Development Foundation
Telephone Number	202-673-3916 ext. 113
E-mail Address	lpbevan@usadf.gov

3. Who is the System Manager for this system or application?	Enter Response in this Column
Name	Larry P. Bevan
Role/Title	Chief Information Officer
Organization	US African Development Foundation
Telephone Number	202-673-3916 ext. 113
E-mail Address	lpbevan@usadf.gov

4. Who is the Information Systems Security Officer (ISSO) who reviewed this document?	Enter Response in this Column
Name	Larry P. Bevan
Role/Title	Chief Information Officer
Organization	US African Development Foundation
Telephone Number	202-673-3916 ext. 113
E-mail Address	lpbevan@usadf.gov

5. Who is the Privacy Office individual reviewing this assessment?	Enter Response in this Column
Name	Larry P. Bevan
Role/Title	Chief Information Officer & Chief Privacy Officer (Acting)
Organization	US African Development Foundation
Telephone Number	202-673-3916 ext. 113
E-mail Address	lpbevan@usadf.gov

6. Who is the Senior Agency Official reviewing this assessment?	Enter Response in this Column
Name	Larry P. Bevan
Role/Title	Chief Information Officer & Chief Privacy Officer (Acting)
Organization	US African Development Foundation
Telephone Number	202-673-3916 ext. 113
E-mail Address	lpbevan@usadf.gov

II. System Information

System Information	Enter Response in this Column
<p>1. System Description: Include a description of the hardware & software platform on which the system resides, whether it resides on the USADF network or elsewhere (e.g., only at a Mission, Dept. of State, hosted by 3rd party, etc.)</p>	<p>Dell Power Edge Server running MS Windows 2008 (Operating System) Residing on the ADF Network</p>
<p>2. System Number: Provide uniquely identifying system number and number of associated funding vehicle/program, if different. [If OMB Exhibit 300 is filed for this system, provide that identification number]</p>	<p>ADF-002</p>
<p>3. Purpose of the System:</p> <p>a. What is the objective of this system? (e.g. to track direct hire benefits, to process financial transactions for bureau/office/program, to provide project-specific reports, etc.)</p> <p>b. Provide a description of the information in the system, functions the system performs, and how it supports USADF mission.</p> <p>c. Describe generally the modules and subsystems and their functions.</p>	<p>To provide public dissemination of knowledge about the Foundation and increase transparency</p> <p>As Above</p> <p>As Above</p>
<p>4. What legal authority authorizes the purchase or development of this system/application?</p> <p>List the statutory provisions or Executive Orders that authorize the maintenance of the information to meet an official program mission or goal.</p>	<p>MS 466</p>
<p>5. Phase of System Development Life Cycle (SDLC): (Select only ONE phase)</p>	<p><input type="checkbox"/> Initiation</p> <p><input type="checkbox"/> Development/Acquisition</p> <p><input type="checkbox"/> Impementation</p> <p><input checked="" type="checkbox"/> Operations/Maintenance</p> <p><input type="checkbox"/> Disposal</p>
<p>6. Has the system been designated as a:</p> <p>a. Major Application</p> <p>b. Minor Application</p> <p>c. General Support System</p>	<p><input checked="" type="checkbox"/> Yes (Check Appropriate designation)</p> <p><input checked="" type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input checked="" type="checkbox"/></p> <p><input type="checkbox"/> No</p>

II. System Information

System Information	
<p>7. Location of System: Enter where the system is or will be physically located. If the system is managed by an external entity or contractor, please also provide the name of the organization and/or contractor.</p> <p style="text-align: center;">Organization/Contractor (if applicable)</p>	<p>System is located in a secure, separately air-conditioned room at ADF headquarters.</p>
Name of the site	US African Development Foundation
Building name & room	Wide Area Network (WAN) Room, #1019
City	Washington
State	District of Columbia
ZIP	20005
<p>8. System Security Categorization:</p> <p>Has or will a System Security Categorization be conducted for this system?</p> <p>a. if yes, what is the final categorization?</p> <p>b. does the system process sensitive but unclassified data?</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p><input checked="" type="checkbox"/> Low <input type="checkbox"/> Moderate <input type="checkbox"/> High</p> <p><input checked="" type="checkbox"/> No</p>
<p>9. Has or will this system be granted an approval to operate as the result of a security Certification and Accreditation?</p>	<p style="text-align: right;">9/2008</p> <p><input checked="" type="checkbox"/> Yes ATO Date_____; Interim ATO Date_____</p> <p><input type="checkbox"/> No</p>
<p>10. Personally Identifiable Information (PII) about U.S. Citizens and/or Legal Resident Aliens:</p> <p>Does/Will the system collect, maintain, or share information that can be used to directly or indirectly identify an individual?</p> <p>(Data contained in any of the system's records, databases, files or documents.)</p>	<p><input checked="" type="checkbox"/> Yes (If yes, please indicate where backups are located.)</p> <p><input type="checkbox"/> No</p> <p><input checked="" type="checkbox"/> Yes (You must complete a PIA Worksheet)</p> <p><input type="checkbox"/> No (Privacy Impact Assessment is complete)</p>
<p>PII includes information about an individual that may include but is not limited to:</p> <p>Name, address, Social Security Number or other identifying number assigned to the person, telephone number, email address, biometric records (photo, fingerprint, DNA), medical history, criminal or background investigation records.</p>	

III. Collecting and Sharing Personally Identifiable Information (PII)

Question - Guidance	Enter Response in this Column
<p>1. Does/Will the System contain (store) PII within any database(s), record(s), file(s) or Web site(s) hosted by this system?</p> <p>Note: If yes, check all that apply. If the category of personal information is not listed, please check "Other" and identify the category.</p> <p>Please note: This question seeks to identify all personal information contained within the system. This includes any PII, whether or not it is subject to the Privacy Act; whether the individuals are employees, the public research subjects, or business partners, and whether provided voluntarily or collected by mandate. Later questions will try to understand the character of the data and its applicability to the requirements under The Privacy Act or other legislation.</p>	<p><input checked="" type="checkbox"/> Yes</p> <p><input type="checkbox"/> No</p> <p><input checked="" type="checkbox"/> Name</p> <p><input type="checkbox"/> Date of birth, race, gender</p> <p><input type="checkbox"/> Social Security Number (or another number originated by a government that specifically identifies and individual)</p> <p><input type="checkbox"/> Photographic Identifiers (photographic image, x-rays, video)</p> <p><input type="checkbox"/> Driver's License</p> <p><input type="checkbox"/> Biometric Identifiers (fingerprint, voiceprint, retinal scan, or DNA)</p> <p><input type="checkbox"/> Mother's Maiden Name</p> <p><input type="checkbox"/> Mailing Address</p> <p><input type="checkbox"/> Phone Numbers (telephone, facsimile, or cellular)</p> <p><input type="checkbox"/> Medical Information</p> <p><input type="checkbox"/> Financial Account Information and/or Numbers (checking or saving account numbers and/or PINs)</p> <p><input type="checkbox"/> Legal Documents, Records or Notes (divorce decrees, criminal records)</p> <p><input type="checkbox"/> E-mail Address</p> <p><input type="checkbox"/> Military /Employment Records</p> <p><input type="checkbox"/> Foreign Activities and/or Interests</p> <p><input type="checkbox"/> Other _____</p>
<p>2. Indicate all the categories of individuals about whom PII is or will be stored.</p>	<p><input checked="" type="checkbox"/> Employees</p> <p><input checked="" type="checkbox"/> Public citizens</p> <p><input type="checkbox"/> Patients</p> <p><input checked="" type="checkbox"/> Vendors/Suppliers/Contractors</p> <p><input checked="" type="checkbox"/> Business Partners/contacts (federal, state, local agencies)</p> <p><input checked="" type="checkbox"/> Other _____</p> <p style="text-align: right;">Grantees</p>

III. Collecting and Sharing Personally Identifiable Information (PII)

Question - Guidance	Enter Response in this Column
<p>3. Are records on the system (or will records on the system be) retrieved by one or more data elements?</p> <p>Note: If yes, check all that apply. If the category of personal information is not listed, please check "Other" and identify the category.</p> <p>Please note: This question seeks to identify all personal information contained within the system. This includes any PII, whether or not it is subject to the Privacy Act; whether the individuals are employees, the public research subjects, or business partners, and whether provided voluntarily or collected by mandate. Later questions will try to understand the character of the data and its applicability to the requirements under The Privacy Act or other legislation.</p>	<p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> No</p> <p><input type="checkbox"/> Name</p> <p><input type="checkbox"/> Date of birth, race, gender</p> <p><input type="checkbox"/> Social Security Number (or another number originated by a government that specifically identifies and individual)</p> <p><input type="checkbox"/> Photographic Identifiers (photographic image, x-rays, video)</p> <p><input type="checkbox"/> Driver's License</p> <p><input type="checkbox"/> Biometric Identifiers (fingerprint, voiceprint, retinal scan, or DNA)</p> <p><input type="checkbox"/> Mother's Maiden Name</p> <p><input type="checkbox"/> Mailing Address</p> <p><input type="checkbox"/> Phone Numbers (telephone, facsimile, or cellular)</p> <p><input type="checkbox"/> Medical Information</p> <p><input type="checkbox"/> Financial Account Information and/or Numbers (checking or saving account numbers and/or PINs)</p> <p><input type="checkbox"/> Legal Documents, Records or Notes (divorce decrees, criminal records)</p> <p><input type="checkbox"/> E-mail Address</p> <p><input type="checkbox"/> Military /Employment Records</p> <p><input type="checkbox"/> Foreign Activities and/or Interests</p> <p><input type="checkbox"/> Other _____</p>
<p>4. Are/Will records on 10 or more individuals containing PII (be) maintained, stored, transmmitted/passed through the system?</p>	<p><input checked="" type="checkbox"/> Yes</p> <p><input type="checkbox"/> No</p>

III. Collecting and Sharing Personally Identifiable Information (PII)

Question - Guidance	Enter Response in this Column
<p>5. Is the system (or will it be) subject to the Privacy Act?</p>	<p><input checked="" type="checkbox"/> Yes</p> <p><input type="checkbox"/> No</p>
<p>6. Has a Privacy Act System of Record (SOR) Notice been published in the Federal Register for this system?</p>	<p><input type="checkbox"/> Yes, provide the SORN #: _____; and the Federal Register Publication information: _____</p> <p><input type="checkbox"/> No, explain why a SORN was not published</p> <p><input type="checkbox"/> No PII is contained in the system</p> <p><input type="checkbox"/> PII is in the system, but records are not retrieved by PII</p> <p><input type="checkbox"/> Should have published an SOR, but was unaware of the requirements.</p> <p><input type="checkbox"/> System is required to have an SOR, but is not yet procured or operational</p> <p><input type="checkbox"/> Other _____</p>
<p>7. If a SOR Notice has been published, have major changes to the system occurred since publication?</p>	<p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> No</p> <p><input checked="" type="checkbox"/> N/A</p>
<p>8. Is the PII in the system voluntarily submitted (or will it be)?</p>	<p><input checked="" type="checkbox"/> Yes</p> <p><input type="checkbox"/> No, PII is extracted from AID 500-1</p>
<p>9. Does or will the system collect PII directly from individuals?</p>	<p><input checked="" type="checkbox"/> Yes</p> <p><input type="checkbox"/> No</p>
<p>Note: If yes, check all that apply. If the category of personal information is not listed, please check "Other" and identify the category.</p>	<p><input type="checkbox"/> Name</p> <p><input type="checkbox"/> Date of birth, race, gender</p> <p><input type="checkbox"/> Social Security Number (or another number originated by a government that specifically identifies and individual)</p> <p><input type="checkbox"/> Photographic Identifiers (photographic image, x-rays, video)</p> <p><input type="checkbox"/> Driver's License</p> <p><input type="checkbox"/> Biometric Identifiers (fingerprint, voiceprint, retinal scan, or DNA)</p> <p><input type="checkbox"/> Mother's Maiden Name</p> <p><input type="checkbox"/> Mailing Address</p>

III. Collecting and Sharing Personally Identifiable Information (PII)

Question - Guidance	Enter Response in this Column
<p>13. If data matching activities will occur, will the PII be de-identified, aggregated, or otherwise made anonymous?</p>	<p><input type="checkbox"/> Yes (If yes please describe)</p> <p><input type="checkbox"/> De-identified</p> <p><input type="checkbox"/> Aggregated</p> <p><input type="checkbox"/> Other</p> <p><input checked="" type="checkbox"/> No</p>
<p>14. How is shared information secured in transit?</p>	<p>Not Applicable</p>
<p>14a. Is a Memorandum of Understanding (MOU) or agreement in place with external organizations receiving PII from this system?</p>	<p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> No</p> <p><input checked="" type="checkbox"/> N/A</p>
<p>14b. Does the MOU or agreement stipulate how the external organization will protect the PII it receives?</p>	<p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> No (If no, explain how these security issues will be addressed)</p> <p><input checked="" type="checkbox"/> N/A</p>
<p>14c. Does the MOU or agreement stipulate how the external organization will protect the PII it receives?</p>	<p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> No (If no, explain how these security issues will be addressed to protect the PII shared)</p> <p><input checked="" type="checkbox"/> N/A</p>
<p>15. Has this system filed an Information Collection Request (ICR) Form (83-I) with OMB?</p>	<p><input type="checkbox"/> Yes, provide date of filing. _____</p> <p><input checked="" type="checkbox"/> No, describe justification for not filing an ICR: _____</p> <p>N/A</p>
<p>16. If an ICR from was submitted, what is the control number OMB issued for the system?</p>	<p><input type="checkbox"/> An ICR is not required for this system.</p> <p><input type="checkbox"/> ICR Control Number issued</p> <p><input type="checkbox"/> Control # still pending</p> <p>N/A</p>

IV. RETENTION, NOTICE AND REDRESS

Question - Guidance	Enter Response in this Column
<p>1. What is the retention period for the data in the system?</p> <p>Time data is kept live on system, time data is kept in off site archive, and when data is destroyed, if applicable.</p>	<p>There is no set schedule for retention of information on the ADF website.</p>
<p>2. How are individuals notified of collection of PII prior to the collection?</p> <p>Such as individual notice (attach copy), posted Privacy Act notice on form, System of Records Notice in Federal Register.</p>	<p>Information is voluntarily submitted.</p>
<p>3. Do individuals have the opportunity and/or right to decline providing information?</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A</p>
<p>4. Are individuals advised of the penalties or consequences of not providing requested information?</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A</p>
<p>5. Do individuals have the right to consent to particular uses of the information?</p>	<p><input checked="" type="checkbox"/> Yes (If yes, how does the individual exercise this right?) <input type="checkbox"/> No <input type="checkbox"/> N/A</p> <p>e.g. a personal quote may be sanctioned for the website, but not for the brochure or an individual may refuse to have a photo on the website</p>
<p>6. Are there procedures that permit individuals to gain access to their own information?</p>	<p><input checked="" type="checkbox"/> Yes, describe the procedures: _____ <input type="checkbox"/> No <input type="checkbox"/> N/A</p> <p>After they've verbally released information, they can go to the website. In 2009, individuals will be required to give written consent.</p>
<p>7. Is this system exempt from the amendment/correction provision of the Privacy Act?</p>	<p><input type="checkbox"/> Yes, cite the basis for the exemption or the source where the explanation may be found <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A</p>

V. Web Site Hosting

Question - Guidance	Enter Response in this Column
<p>6. Does/Will the web site have any information or pages directed at children? If Yes, the Children's Online Privacy Protection Act (COPPA) and OMB M-00-13 are all invoked.</p>	<p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>
<p>7. Does the web site collect PII from individuals?</p>	<p><input type="checkbox"/> Yes, identify what PII the system collects from the list below. <input checked="" type="checkbox"/> No</p>
<p>Note: If yes, check all that apply. If the category of personal information is not listed, please check "Other" and identify the category.</p>	<p><input type="checkbox"/> Name <input type="checkbox"/> Date of birth, race, gender <input type="checkbox"/> Social Security Number (or another number originated by a government that specifically identifies and individual) <input type="checkbox"/> Photographic Identifiers (photographic image, x-rays, video) <input type="checkbox"/> Driver's License <input type="checkbox"/> Biometric Identifiers (fingerprint, voiceprint, retinal scan, or DNA) <input type="checkbox"/> Mother's Maiden Name <input type="checkbox"/> Mailing Address</p>
<p>Please note: This question seeks to identify all personal information contained within the system. This includes any PII, whether or not it is subject to the Privacy Act; whether the individuals are employees, the public research subjects, or business partners, and whether provided voluntarily or collected by mandate. Later questions will try to understand the character of the data and its applicability to the requirements under The Privacy Act or other legislation.</p>	<p><input type="checkbox"/> Phone Numbers (telephone, facsimile, or cellular) <input type="checkbox"/> Medical Information <input type="checkbox"/> Financial Account Information and/or Numbers (checking or saving account numbers and/or PINs) <input type="checkbox"/> Legal Documents, Records or Notes (divorce decrees, criminal records) <input type="checkbox"/> E-mail Address <input type="checkbox"/> Military /Employment Records <input type="checkbox"/> Foreign Activities and/or Interests <input type="checkbox"/> Other _____</p>
<p>8. Does the web site share PII with:</p> <p>a) internal parties other than those employees of the Agency who maintain the record and who have a need for the record in the performance of their duties,</p>	<p><input checked="" type="checkbox"/> Yes</p> <p style="text-align: center;">General Public</p> <p>With whom? _____</p> <p>For what purpose? To disseminate information about ADF activities.</p> <p><input type="checkbox"/> No <input type="checkbox"/> N/A</p>

V. Web Site Hosting

Question - Guidance	Enter Response in this Column
<p>or</p> <p>b) external parties of the Agency?</p>	<p><input checked="" type="checkbox"/> Yes</p> <p style="text-align: center;">Public</p> <p>With whom? _____</p> <p>For what purpose? To disseminate information about ADF activities.</p> <p><input type="checkbox"/> No</p> <p><input type="checkbox"/> N/A</p>
<p>9. Are rules of conduct in place for access to PII on the web site?</p>	<p><input type="checkbox"/> Yes, identify all categories of users with access to PII on the system, and for what purposes the PII is used.</p> <p><input type="checkbox"/> No</p> <p><input checked="" type="checkbox"/> N/A</p>

VI. Administrative Controls

Question - Guidance	Enter Response in this Column
<p>1. Has a risk assessment been conducted for this system in which the presence of PII is specifically addressed?</p> <p>USADF must engage in a risk assessment process that ensures risk to Agency individuals, systems, and information is managed at an acceptable level.</p>	<p><input checked="" type="checkbox"/> Yes</p> <p><input type="checkbox"/> No</p> <p>No PII therefore no risk assessment to consider, however risk assessment has been done</p>
<p>2. If the system completed security accreditation, have there been major changes to the system since its last accreditation?</p> <p>USADF must engage in an assessment process that ensures existing technical security features are appropriate to the modified system.</p>	<p style="text-align: right;">9/2008</p> <p><input checked="" type="checkbox"/> Yes, enter date of system accreditation: _____.</p> <p>(If Yes, the modified system is required to undergo an update of the certification and accreditation process.)</p> <p><input type="checkbox"/> No</p>
<p>3. Have the minimum baseline security controls, as defined by NIST 800-53, been implemented on the system or the General Support System on which it operates?</p>	<p><input checked="" type="checkbox"/> Yes</p> <p><input type="checkbox"/> No</p>
<p>4. When were system security controls last reviewed?</p> <p>Security controls must be reviewed routinely to ensure sustained effectiveness even when no changes to the system have occurred.</p> <p>OMB Circular A-130 stipulates that a system's security controls should be reviewed when significant modifications are made to a system, but at least every three years. The scope and frequency of the review should be commensurate with the acceptable level of risk for the system.</p>	<p>Enter date of last security control review: _____ 9/2008 _____</p>
<p>5. Is there a system security plan for the system?</p> <p>The Privacy Act of 1974 and OMB Circular A-130 require procedures be in place to implement administrative, technical, and physical security controls for systems containing a system of records.</p>	<p><input checked="" type="checkbox"/> Yes, enter the date of the System Security Plan: _____ 9/2008</p> <p><input type="checkbox"/> No</p>
<p>6. Is there a contingency (or backup) plan for the system?</p> <p>The Privacy Act of 1974 and OMB Circular A-130 require procedures be in place for implementing a contingency plan for systems containing a system of records.</p>	<p><input checked="" type="checkbox"/> Yes</p> <p><input type="checkbox"/> No</p>

VI. Administrative Controls

Question - Guidance	Enter Response in this Column
<p>7. Are files backed up regularly? OMB Circular A-130 requires procedures be in place for protecting data on systems in the event the system and the information it contains is attacked or rendered unavailable.</p> <p>Agencies should devise a method for backing up information contained on the system at regular intervals.</p>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<p>8. Are the backup files stored offsite? Identify the alternative site for housing backup files.</p>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <p style="text-align: center;">Iron Mountain Federal Center Springfield, VA</p>
<p>9. Are there user manuals for the system? User reference manuals must describe how users who operate the system ensure PII is protected.</p>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <p style="text-align: center;">Manual Section 466 as well as a database User Guide</p> <p>If No, then OMB Circular A-130 requires that each Agency assure the security of the PII contained on each system to include training of users and employees of security controls in place.</p>
<p>10. Have personnel using the system been trained and made aware of their responsibilities to protect PII being collected and maintained?</p>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <p>If No, then OMB Circular A-130 requires that each Agency ensure the security of the PII contained on each system to include training of users and employees on the security controls in place on the system.</p>
<p>11. Who will have access to the PII on the system?</p>	<p>Check all that apply.</p> <input type="checkbox"/> Users <input type="checkbox"/> Administrators <input type="checkbox"/> Developers <input type="checkbox"/> Contractors <input checked="" type="checkbox"/> Public <p>Describe the purpose of each user's access to PII on this system.</p>
<p>12. Are methods in place to ensure least privilege (i.e. only individuals who need access to the PII are able to access it)?</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A <p>If Yes, then specify the methods used to enforce least privilege below.</p> <p>Least Privilege Enforcement Methods</p>

VI. Administrative Controls

Question - Guidance	Enter Response in this Column
<p>If contractors operate or use the system, do the contracts include clauses ensuring adherence to privacy provisions and practices?</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A</p>
<p>Are methods in place to ensure that access to PII is restricted to only those required to perform their official duties.</p>	<p><input checked="" type="checkbox"/> Yes (If yes, please specify method (s)) <input type="checkbox"/> No <input type="checkbox"/> N/A</p>
<p>Are there policies or guidelines in place for the retention and destruction of PII within the system:</p>	<p><input checked="" type="checkbox"/> Yes (If yes, please provide some detail about the policies/practices) <input type="checkbox"/> No <input type="checkbox"/> N/A</p> <p style="text-align: center;">Manual Section 466</p>

VII. Physical Controls

Question - Guidance	Enter Response in this Column
<p>1. Are physical access controls in place to protect this system? USADF must devise administrative, technical, and physical controls for each system to protect the PII it contains.</p> <p>OMB Circular A-130 requires that each Agency ensure the security of the PII contained on each system by implementing technical security controls.</p>	<p><input checked="" type="checkbox"/> Yes (If Yes, check all that apply in the list below.)</p> <p><input type="checkbox"/> Guards</p> <p><input checked="" type="checkbox"/> Identification Badges</p> <p><input checked="" type="checkbox"/> Key Cards</p> <p><input type="checkbox"/> Cipher Locks</p> <p><input type="checkbox"/> Biometrics</p> <p><input checked="" type="checkbox"/> Closed Circuit TV (CCTV)</p> <p><input checked="" type="checkbox"/> Locked Cabinet</p> <p><input type="checkbox"/> Other - Lock and Key, Alarm</p> <p><input type="checkbox"/> No</p> <p>If No, describe how appropriate security controls will be implemented for this system in accordance with the minimum baseline security controls defined in NIST 800-53, Recommended Security Controls for Federal Information Systems: _____</p> <p><input type="checkbox"/> N/A</p> <p>Sign-In Sheet</p>