

## Welcome to the PIA for FY 2011!

Congress passed the E-Government Act of 2002 to encourage the use of Web-based Internet applications or other information technology by Government agencies, with the intention of enhancing access to government information and services and increasing the effectiveness, efficiency, and quality of government operations.

To combat public concerns regarding the disclosure of private information, the E-Government Act mandated various measures, including the requirement that Federal agencies conduct a Privacy Impact Assessment (PIA) for projects with information technology systems that collect, maintain, and/or disseminate "personally identifiable information" of the public. Personally identifiable information, or "personal information," is information that may be used to identify a specific person.

The Privacy Act and VA policy require that personally identifiable information only be used for the purpose(s) for which it was collected, unless consent (opt-in) is granted. Individuals must be provided an opportunity to provide consent for any secondary use of information, such as use of collected information for marketing.

### Directions:

VA 6508 is the directive which outlines the PIA requirement for every System/Application/Program.

If you find that you can't click on checkboxes, make sure that you are: 1) Not in "design mode" and 2) you have enabled macros.

PIA Website: [http://vawww.privacy.va.gov/Privacy\\_Impact\\_Assessments.asp](http://vawww.privacy.va.gov/Privacy_Impact_Assessments.asp)

### Roles and Responsibilities:

Roles and responsibilities for the specific process are clearly defined for all levels of staff in the VA Directive 6508 referenced in the procedure section of this document.

- a. The Privacy Officer is responsible for the overall coordination and review of the PIA to ensure compliance with VA Directive 6508.
- b. Records Officer is responsible for supplying records retention and deletion schedules.
- c. Information Technology (IT) staff responsible for the privacy of the system data will perform a PIA in accordance with VA Directive 6508 and to immediately report all anomalies to the Privacy Service and appropriate management chain.
- d. Information Security Officer (ISO) is responsible for assisting the Privacy Officer and providing information regarding security controls.
- e. The CIO is responsible for ensuring that the systems under his or her jurisdiction undergo a PIA. This responsibility includes identifying the IT systems; coordinating with the Privacy Officer, Information Security Officer, and others who have concerns about privacy and security issues; and reviewing and approving the PIA before submission to the Privacy Service.

### Definition of PII (Personally Identifiable Information)

Information in identifiable form that is collected and stored in the system that either directly identifies and individual by name, address, social security number, telephone number, e-mail address, biometric identifiers, photograph, or other unique numbers, codes or characteristics or combined, indirect identify an individual such as a combination of gender, race, birth date, geographical indicators, license number is also considered PII.

### Macros Must Be Enabled on This Form

Microsoft Office 2003: To enable macros, go to: 1) Tools > Macros > Security - Set to Medium; 2) Click OK; 3) Close the file and when reopening click on Enable Macros at the prompt.

Microsoft Office 2007: To enable macros, go to: 1) Office Button > Prepare > Excel Options > Trust Center > Trust Center Settings > Macro Settings > Enable

All Macros; 2) Click OK

Final Signatures

Final Signatures are digitally signed or wet signatures on a case by case basis. All signatures should be done when all modifications have been approved by the VA Privacy Service and the reviewer has indicated that the signature is all that is necessary to obtain approval.

Privacy Impact Assessment Uploaded into SMART

Privacy Impact Assessments should be uploaded into C&A section of SMART.

All PIA Validation Letters should be emailed to [christina.pettit@va.gov](mailto:christina.pettit@va.gov) to received full credit for submission.

## (FY 2011) PIA: System Identification

Program or System Name: CDCO > AITC > VA > OES > VA INTRANET QUORUM (VAIQ)  
 OMB Unique System / Application / Program Identifier (AKA: UPID #): Not in SMART.

VA INTRANET QUORUM, (aka VA Strategic Communication System (VASCS)) manages executive level correspondence and controlled documents. VASCS is a web-based, scalable commercial off the shelf (COTS) solution; the shelf name is Intranet Quorum (IQ) owned by Lockheed Martin Information Technology (LMIT). Enhances the essential functionality to manage executive level correspondence and controlled documents by providing effective search and management reporting capabilities, e-mail notification capabilities, & access/security restrictions for a variety of sensitive actions and documents. Enables VA to: better manage informed, timely, accurate, & consistent correspondence responses to veterans, their families, Congress, and the White House. It implements a secure structure for correspondence management that allows for storage of data while restricting access. A veteran-centric approach to meeting VA's correspondence needs and is the foundation of the Secretary's correspondence priorities, for faster responses to Veteran's & families.

Description of System/ Application/ Program:

Facility Name: Austin Information Technology Center (AITC)

| Title:                                   | Name:           | Phone:         | Email:   |
|--|-----------------|----------------|--|
| Privacy Officer:                         | Amy Howe        | (512) 326-6217 | <a href="mailto:amy.howe1@va.gov">amy.howe1@va.gov</a>         |
| Information Security Officer:            | James Graham Jr | (202)461-6894  | <a href="mailto:james.graham@va.gov">james.graham@va.gov</a>   |
| System Owner/ Chief Information Officer: | John Rucker     | (512) 326-6422 | <a href="mailto:john.rucker@va.gov">john.rucker@va.gov</a>     |
| Information Owner:                       | Ken Greenberg   | (202) 461-4869 | <a href="mailto:ken.greenberg@va.gov">ken.greenberg@va.gov</a> |
| Other Titles:                            |                 |                |  |

Person Completing Document: Kathy On (512) 326-6025 [kathy.on@va.gov](mailto:kathy.on@va.gov)

Other Titles:

Date of Last PIA Approved by VACO Privacy Services: (MM/YYYY): 11/2009

Date Approval To Operate Expires: ATO expires on 09/2013

|   |                                       |
|---|---------------------------------------|
| What specific legal authorities authorize this program or system:   | Title 38, United States Code, 501(c). |
| What is the expected number of individuals that will have their PII stored in this system:  | 100,000-999,999                       |
| Identify what stage the System / Application / Program is at:   | Operations/Maintenance                |
| The approximate date (MM/YYYY) the system will be operational (if in the Design or Development stage), or the approximate number of years the system/application/program has been in operation. | Since 09/2009                         |
| Is there an authorized change control process which documents any changes to existing applications or systems?  | Yes                                   |
| If No, please explain:  |                                       |
| Has a PIA been completed within the last three years?   | Yes                                   |

Please check the appropriate boxes and continue to the next TAB and complete the remaining questions on this form.

- Have any changes been made to the system since the last PIA?
- Is this a PIV system/application/program collecting PII data from Federal employees, contractors, or others performing work for the VA?
- Will this system/application/program retrieve information on the basis of name, unique identifier, symbol, or other PII data?
- Does this system/application/program collect, store or disseminate PII/PHI data?
- Does this system/application/program collect, store or disseminate the SSN?

If there is no Personally Identifiable Information on your system , please complete TAB 7 & TAB 12. ( See Comment for Definition of PII)

## (FY 2011) PIA: System of Records

|  |   |
|--|---|
| Is the data maintained under one or more approved System(s) of Records? If the answer above no, please skip to row 15.                     | Yes   |
| For each applicable System(s) of Records, list:  |   |
| 1. All System of Record Identifier(s) (number):  | EDMS 92VA045  |
| 2. Name of the System of Records:  | Electronic Document Management System (EDMS) - VA   |
| 3. Location where the specific applicable System of Records Notice may be accessed (include the URL):                                      | <a href="http://www.rms.oit.va.gov/SOR_Records/92VA045.asp">http://www.rms.oit.va.gov/SOR_Records/92VA045.asp</a> |
| Have you read, and will the application, system, or program comply with, all data management practices in the System of Records Notice(s)? | Yes   |
| Does the System of Records Notice require modification or updating?  | No  |
|  | (Please Select Yes/No)  |
| Is PII collected by paper methods?   | Yes   |
| Is PII collected by verbal methods?  | Yes   |
| Is PII collected by automated methods?   | Yes   |
| Is a Privacy notice provided?  | Yes   |
| Proximity and Timing: Is the privacy notice provided at the time of data collection?   | Yes   |
| Purpose: Does the privacy notice describe the principal purpose(s) for which the information will be used?                                 | Yes   |
| Authority: Does the privacy notice specify the effects of providing information on a voluntary basis?                                      | Yes   |
| Disclosures: Does the privacy notice specify routine use(s) that may be made of the information?   | Yes   |

## (FY 2011) PIA: Notice

Please fill in each column for the data types selected.

| Data Type   | Collection Method | What will the subjects be told about the information collection?  | How is this message conveyed to them? | How is a privacy notice provided? |
|---|-------------------|---|---------------------------------------|-----------------------------------|
| Veteran or Primary Subject's Personal Contact Information (name, address, telephone, etc) | Paper             | Individuals voluntarily provide information via paper forms and telephone calls to the VA, in pursuit of getting their needs/requests addressed. Privacy notice is provided via the Internet site ( <a href="http://www.va.gov/privacy/">http://www.va.gov/privacy/</a> ) and published in the Federal Register | Written                               | Written                           |
| Family Relation (spouse, children, parents, grandparents, etc)                            | Paper             | Dependent information may contain name, address, phone number, and e-mail address. Information is provided by the individual voluntarily in order to efficiently respond to his/her request.  | Written                               | Written                           |
| Service Information   | Paper             | Service information may contain years and name of the unit service entity. Information is provided by the individual voluntarily in order to efficiently respond to his/her request.  | Written                               | Written                           |

|                             |       |   |         |         |
|-----------------------------|-------|---|---------|---------|
| Medical Information         | Paper | Medical information may contain medical reports, prescription information, and psychiatric diagnosis. Information is provided by the individual voluntarily in order to efficiently respond to his/her request. | Written | Written |
| Criminal Record Information | Paper | Personal information may contain police/criminal report. Information is provided by the individual voluntarily in order to efficiently respond to his/her request.  | Written | Written |
| Guardian Information        | Paper | Guardian information may contain name, address, phone number, and e-mail Address. Information is provided by the individual voluntarily in order to efficiently respond to his/her request.                     | Written | Written |
| Education Information       | Paper | Education information may contain the individual's highest education level. Information is provided by the individual voluntarily in order to efficiently respond to his/her request.                           | Written | Written |
| Benefit Information         | Paper | Benefit Information is provided by the individual voluntarily in order to efficiently respond to his/her request.   | Written | Written |

Other personal information may indirectly contain the individual's gender, race, financial status, marital status, employment status, or political affiliation. Information is provided by the individual voluntarily in order to efficiently respond to his/her request.

|                 |       |  |         |         |
|-----------------|-------|--|---------|---------|
| Other (Explain) | Paper |  | Written | Written |
|-----------------|-------|--|---------|---------|

| Data Type   | Is Data Type Stored on your system? | Source<br>(If requested, identify the specific file, entity and/or name of agency) | Is data collection Mandatory or Voluntary? | Additional Comments |
|---|-------------------------------------|--|--|---------------------|
| Veteran or Primary Subject's Personal Contact Information (name, address, telephone, etc) | Yes                                 | Veteran  | Voluntary                                  | Written             |
| Family Relation (spouse, children, parents, grandparents, etc)                            | Yes                                 | Veteran  | Voluntary                                  | Written             |
| Service Information   | Yes                                 | Veteran  | Voluntary                                  | Written             |
| Medical Information   | Yes                                 | Veteran  | Voluntary                                  | Written             |
| Criminal Record Information   | Yes                                 | Veteran  | Voluntary                                  | Written             |
| Guardian Information  | Yes                                 | Veteran  | Voluntary                                  | Written             |
| Education Information   | Yes                                 | Veteran  | Voluntary                                  | Written             |
| Benefit Information   | Yes                                 | Veteran  | Voluntary                                  | Written             |
| Other (Explain)   |                                     |  |  |                     |
| Other (Explain)   |                                     |  |  |                     |
| Other (Explain)   |                                     |  |  |                     |

(FY 2011) PIA: Data Sharing

| Organization                      | Name of Agency/Organization   | Do they access this system? | Identify the type of Data Sharing and its purpose. | Is PII or PHI Shared? | What is the procedure you reference for the release of information?   |
|-----------------------------------|---|-----------------------------|--|-----------------------|---|
|                                   |   |                             | Veterans Information                               |                       |   |
| Internal Sharing: VA Organization | VACO, VHA, VBA, NCA, and field offices (regional offices, VHA Medical Centers, VA outpatient clinics, Veterans Integrated Service Network (VISN) offices, and NCA Memorial Service Network (MSN) offices. The expansion of VA Intranet Quorum to VA field offices reduces the need for redundant systems, and allows for more consistent and accurate method of collaborating on responses to correspondence.   | Yes                         | Veterans information                               | Both PII & PHI        | For the implementation of VA Intranet Quorum, only persons holding VA internally issued licenses will have access to the VA Intranet Quorum system and data. Because VA Intranet Quorum will be a closed system no personal information will be transmitted via e-mail. Correspondence outside of VACO and with outside entities such as Congress or other Federal agencies are handled by local office correspondence policies and procedures. |
| Other Veteran Organization        | Sharing information in response to the Veterans organizations' written request in accordance with the routine uses in the published System of Records Notice. Information may be provided to a third party acting on an individual's behalf, such as agencies of Federal, state, local and tribal governments, Foreign governments; veterans service organizations; representatives of private or commercial entities in response to a request made by the individual to the third party and concerning that individual's VA records. Such information will be provided as authorized by law.   | No                          |  | Both PII & PHI        | Correspondence outside of VACO and with outside entities such as Congress or other Federal agencies are handled by local office correspondence policies and procedures. However, user access will VA Intranet Quorum will only be granted after a VA Form 9957 has been filled out and signed appropriately.  |
| Other Federal Government Agency   | the White House, members of Congress, and other Federal agencies may refer correspondence to the VA that falls within the VA jurisdiction. VA would provide the referring agency office with notice or copy to indicate that the response was provided to their constituent. VA may disclose the records in this system that it determines are relevant to a suspected violation or reasonably imminent violation of law, whether civil, criminal or regulatory in nature, and whether arising by general or program statute or by regulation, rule or order issued pursuant thereto, to a Federal, state, local, tribal or foreign agency charged with the responsibility of investigating or prosecuting such violation, or charged with enforcing or implementing the statute, regulation or order issued pursuant thereto. VA may disclose the records in proceedings before a court or adjudicative body before which VA is authorized to appear when VA, a VA official or employee, the United States, or an individual or entity for whom the United States is providing representation is a party to litigation or has an interest in such litigation, and VA determines that the use of such records is relevant and necessary to the litigation, provided, however, that in each case, the agency determines that disclosure of the records is a use of the information contained in the records that is compatible with the purpose for which the records were collected. Information may be provided to Members of Congress or staff persons in response to an inquiry from an individual to Members of Congress, made at the request of the individual and concerning that | Yes                         | Veterans information                               | Both PII & PHI        | Correspondence outside of VACO and with outside entities such as Congress or other Federal agencies are handled by local office correspondence policies and procedures. However, user access will VA Intranet Quorum will only be granted after a VA Form 9957 has been filled out and signed appropriately.  |
| State Government Agency           |   | No                          |  |                       |   |
| Local Government Agency           |   | No                          |  |                       |   |
| Research Entity                   |   | No                          |  |                       |   |

|                        |                       |     |                                 |                |   |
|------------------------|-----------------------|-----|---------------------------------|----------------|---|
| Other Project / System |                       |     |                                 |                | During performance of sysadm duties. User access for VA Intranet Quorum will only be granted after a VA Form 9957 has been filled out and signed appropriately.                   |
|                        | System administrators | Yes | System information              | N/A            |   |
| Other Project / System |                       |     |                                 |                | COTS software installation team and help desk support. User access for VA Intranet Quorum will only be granted after a VA Form 9957 has been filled out and signed appropriately. |
|                        | LMIT Contractors      | Yes | System and veterans information | Both PII & PHI |   |
| Other Project / System |                       | No  |                                 |                |   |

---

(FY 2011) PIA:

**Access to Records**

information from another system gather No  
Please enter the name of the system gather Yes

If information is gathered from an individual, is the information provided:

Through a Written Request  
 Submitted in Person  
 Online via Electronic Form

Is there a contingency plan in place to process information when the system is down? Yes

---

**Secondary Use**

Will PII data be included with any secondary use request? No

if yes, please check all that apply:

Drug/Alcohol Counseling  Research  Sickle Cell  Mental Health  HIV  Other (Please Explain)

authorizing access to this Answer:

## (FY 2011) PIA: Program Level Questions

Does this PIA form contain any sensitive information that could cause harm to the Department of Veterans Affairs or any party if disclosed to the public?

No

If Yes, Please Specify:

Explain how collected data are limited to required elements:

Answer: The collected data is only limited to what the veteran or system users input and validate.

How is data checked for completeness?

Answer: VA Intranet Quorum data is verified by the information owner and tracked until its destruction.

What steps or procedures are taken to ensure the data remains current and not out of date?

Answer: Data owners review their data within VA Intranet Quorum and validate it.

How is new data verified for relevance, authenticity and accuracy?

Answer: New data is verified by the data owner and also users that are responsible for processing that data.

Additional Information: (Provide any necessary clarifying information or additional explanation for this section.)

Answer:

## (FY 2011) PIA: Retention & Disposal

What is the data retention period?

Answer: Determined by the type of record that it is, i.e. records that contain substantive information relating to official activities, the substance of which has not been incorporated into official files, those records would be destroyed or deleted when 2 years old. VA HBK 6300.1 Records Management Procedures explains the Records Control Schedule procedures.

Explain why the information is needed for the indicated retention period?

Answer: The agencies retain information in support of issue reference and/or legal purposes.

What are the procedures for eliminating data at the end of the retention period?

Answer: Data is not eliminated, it is controlled in accordance with NARA control schedules determined by agency involved. VA HBK 6300.1 Records Management Procedures explains the Records Control Schedule procedures.

Where are these procedures documented?

Answer: VA HBK 6300.1 Records Management Procedures explains the Records Control Schedule procedures.

How are data retention procedures enforced?

Answer: VA Directive 6300, Records and Information Management contains the policies and responsibilities for VA's Records and Information Management program. VA Handbook 6300.1, Records Management Procedures, contains mandatory procedures for the proper management of records effectively and efficiently throughout their life cycle. Neither the directive or handbook is a Records Control Schedule. Procedures are enforced by Records Management Staff and VA Records Officers.

Has the retention schedule been approved by the National Archives and Records Administration (NARA)

Yes

Additional Information: (Provide any necessary clarifying information or additional explanation for this section.)

Answer:

---

(FY 2011) PIA: Children's Online Privacy Protection Act (COPPA)

---

Will information be collected through the internet from children under age 13?

No

If Yes, How will parental or guardian approval be obtained?

Answer:

---

## (FY 2011) PIA: Security

Is the system/application/program following IT security Requirements and procedures required by federal law and policy to ensure that information is appropriately secured. Yes

Has the system/application/program conducted a risk assessment, identified appropriate security controls to protect against that risk, and implemented those controls.. Yes

Is security monitoring conducted on at least a quarterly basis to ensure that controls continue to work properly, safeguarding the information? Yes

Is security testing conducted on at least a quarterly basis to ensure that controls continue to work properly, safeguarding the information? Yes

Are performance evaluations conducted on at least a quarterly basis to ensure that controls continue to work properly, safeguarding the information? Yes

If 'No' to any of the 3 questions above, please describe why:

Answer:

Is adequate physical security in place to protect against unauthorized access? Yes

If 'No' please describe why:

Answer:

Explain how the project meets IT security requirements and procedures required by federal law.

Answer: Prior to production, a Certification and Accreditation with the Authority to Operate will be complete. Prior to receiving access, the user must complete and sign User Access Request Form. The user acknowledges and signs he/she will abide by the VA Rules of Behavior. The user also must complete mandatory security and privacy awareness training. Separate Rules of Behavior will be established for the application/system administrators with privileged accounts, including application, database, and alternate system administrators.

Explain what security risks were identified in the security assessment? (Check all that apply)

- |  |   |   |
|--|---|---|
| <input type="checkbox"/> Air Conditioning Failure          | <input checked="" type="checkbox"/> Data Disclosure                       | <input type="checkbox"/> Hardware Failure             |
| <input type="checkbox"/> Chemical/Biological Contamination | <input type="checkbox"/> Data Integrity Loss                              | <input type="checkbox"/> Identity Theft               |
| <input type="checkbox"/> Blackmail                         | <input checked="" type="checkbox"/> Denial of Service Attacks             | <input checked="" type="checkbox"/> Malicious Code    |
| <input type="checkbox"/> Bomb Threats                      | <input type="checkbox"/> Earthquakes                                      | <input checked="" type="checkbox"/> Power Loss        |
| <input type="checkbox"/> Burglary/Break In/Robbery         | <input type="checkbox"/> Eavesdropping/Interception                       | <input type="checkbox"/> Sabotage/Terrorism           |
| <input checked="" type="checkbox"/> Cold/Frost/Snow        | <input checked="" type="checkbox"/> Errors (Configuration and Data Entry) | <input checked="" type="checkbox"/> Storms/Hurricanes |
| <input checked="" type="checkbox"/> Communications Loss    | <input checked="" type="checkbox"/> Fire (False Alarm, Major, and Minor)  | <input type="checkbox"/> Substance Abuse              |
| <input type="checkbox"/> Computer Intrusion                | <input checked="" type="checkbox"/> Flooding/Water Damage                 | <input type="checkbox"/> Theft of Assets              |
| <input checked="" type="checkbox"/> Computer Misuse        | <input type="checkbox"/> Fraud/Embezzlement                               | <input type="checkbox"/> Theft of Data                |
| <input type="checkbox"/> Data Destruction                  |   | <input type="checkbox"/> Vandalism/Rioting            |

Data Destruction

Fraud/Embezzlement

Vandalism/Rioting

Answer: (Other Risks)

---

Explain what security controls are being used to mitigate these risks. (Check all that apply)

- |  |   |   |
|--|---|---|
| <input checked="" type="checkbox"/> Access Control                                       | <input checked="" type="checkbox"/> Contingency Planning              | <input checked="" type="checkbox"/> Personnel Security                    |
| <input checked="" type="checkbox"/> Audit and Accountability                             | <input checked="" type="checkbox"/> Identification and Authentication | <input checked="" type="checkbox"/> Physical and Environmental Protection |
| <input checked="" type="checkbox"/> Awareness and Training                               | <input checked="" type="checkbox"/> Incident Response                 | <input checked="" type="checkbox"/> Risk Management                       |
| <input checked="" type="checkbox"/> Certification and Accreditation Security Assessments |   |   |
| <input checked="" type="checkbox"/> Configuration Management                             | <input checked="" type="checkbox"/> Media Protection                  |   |

Answer: (Other Controls)

---

## PIA: PIA Assessment

---

Identify what choices were made regarding the project/system or collection of information as a result of performing the PIA.

Answer: None

---

Availability Assessment: If the data being collected is not available to process for any reason what will the potential impact be upon the system or organization?  
(Choose One)

- |                                     |   |
|-------------------------------------|---|
| <input type="checkbox"/>            | The potential impact is <b>high</b> if the loss of availability could be expected to have a severe or catastrophic adverse effect on operations, assets or individuals. |
| <input checked="" type="checkbox"/> | The potential impact is <b>moderate</b> if the loss of availability could be expected to have a serious adverse effect on operations, assets or individuals.            |
| <input type="checkbox"/>            | The potential impact is <b>low</b> if the loss of availability could be expected to have a limited adverse effect on operations, assets or individuals.                 |

---

Integrity Assessment: If the data being collected has been corrupted for any reason what will the potential impact be upon the system or organization?  
(Choose One)

- |                                     |  |
|-------------------------------------|--|
| <input type="checkbox"/>            | The potential impact is <b>high</b> if the loss of integrity could be expected to have a severe or catastrophic adverse effect on operations, assets or individuals. |
| <input checked="" type="checkbox"/> | The potential impact is <b>moderate</b> if the loss of integrity could be expected to have a serious adverse effect on operations, assets or individuals.            |
| <input type="checkbox"/>            | The potential impact is <b>low</b> if the loss of integrity could be expected to have a limited adverse effect on operations, assets or individuals.                 |

---

Confidentiality Assessment: If the data being collected has been shared with unauthorized individuals what will the potential impact be upon the system or organization? (Choose One)

- |                                     |  |
|-------------------------------------|--|
| <input checked="" type="checkbox"/> | The potential impact is <b>high</b> if the loss of confidentiality could be expected to have a severe or catastrophic adverse effect on operations, assets or individuals. |
| <input type="checkbox"/>            | The potential impact is <b>moderate</b> if the loss of confidentiality could be expected to have a serious adverse effect on operations, assets or individuals.            |
| <input type="checkbox"/>            | The potential impact is <b>low</b> if the loss of confidentiality could be expected to have a limited adverse effect on operations, assets or individuals.                 |

---

The controls are being considered for the project based on the selections from the previous assessments?

The minimum security requirements for our high impact system cover seventeen security-related areas with regard to protecting the confidentiality, integrity, and availability of VA information systems and the information processed, stored, and transmitted by those systems. The security-related areas include: access control; awareness and training; audit and accountability; certification, accreditation, and security assessments; configuration management; contingency planning; identification and authentication; incident response; maintenance; media protection; physical and environmental protection; planning; personnel security; risk assessment; systems and services acquisition; system and communications protection; and system and information integrity. Our facility employs all security controls in the respective high impact security control baseline unless specific exceptions have been allowed based on the tailoring guidance provided in NIST Special Publication 800-53 and specific VA directives.

---

Please add additional controls:

---

## (FY 2011) PIA: Additional Comments

Add any additional comments or information that may have been left out for any question. Please indicate the question you are responding to and then add your comments.

Continuation from tab 5, 8B: VA may disclose the records in proceedings before a court or adjudicative body before which VA is authorized to appear when VA, a VA official or employee, the United States, or an individual or entity for whom the United States is providing representation is a party to litigation or has an interest in such litigation, and VA determines that the use of such records is relevant and necessary to the litigation, provided, however, that in each case, the agency determines that disclosure of the records is a use of the information contained in the records that is compatible with the purpose for which the records were collected. Information may be provided to Members of Congress or staff persons in response to an inquiry from an individual to Members of Congress, made at the request of the individual and concerning that individual's VA records. Such information will be provided as authorized by law. Information may be provided to a third party acting on an individual's behalf, such as agencies of Federal, state, local and tribal governments, Foreign governments, veterans service organizations, representatives of private or commercial entities in response to a request made by the individual to the third party and concerning that individual's VA records. Such information will be provided as authorized by law. VA may compile statistical information using records contained in DCMS, except for identification information of a veteran such as name, address or social security number. This information may be disclosed to other VA facilities, members of Congress, other Federal agencies, state, local and tribal governments. VA will determine that the use of such statistical information is relevant and necessary, and that disclosure of the information contained in the records is compatible with the purpose for which the records were collected. Disclosure may be made during reviews by the National Archives and Records Administration in records management inspections conducted under authority of 44 U.S.C. 2904 and 2906. VA may disclose relevant information to the Department of Justice and United States Attorneys in defense or prosecution of litigation involving the United States.

## (FY 2011) PIA: VBA Minor Applications

Which of these are sub-components of your system?

|                        |  |  |
|------------------------|--|--|
| Access Manager         | Automated Sales Reporting (ASR)        | Automated Folder Processing System (AFPS)                                  |
| Actuarial              | BCMA Contingency Machines              | Automated Medical Information Exchange II (AIME II)                        |
| Appraisal System       | Benefits Delivery Network (BDN)        | Automated Medical Information System (AMIS)290                             |
| ASSISTS                | Centralized Property Tracking System   | Automated Standardized Performace Elements Nationwide (ASPEN)              |
| Awards                 | Common Security User Manager (CSUM)    | Centralized Accounts Receivable System (CARS)                              |
| Awards                 | Compensation and Pension (C&P)         | Committee on Waivers and Compromises (COWC)                                |
| Baker System           | Control of Veterans Records (COVERS)   | Compensation and Pension (C&P) Record Interchange (CAPRI)                  |
| Bbraun (CP Hemo)       | Control of Veterans Records (COVERS)   | Compensation & Pension Training Website                                    |
| BDN Payment History    | Control of Veterans Records (COVERS)   | Corporate Waco, Indianapolis, Newark, Roanoke, Seattle (Corporate WINRS)   |
| BIRLS                  | Courseware Delivery System (CDS)       | Distribution of Operational Resources (DOOR)                               |
| C&P Payment System     | Dental Records Manager                 | Educational Assistance for Members of the Selected Reserve Program CH 1606 |
| C&P Training Website   | Education Training Website             | Electronic Performance Support System (EPSS)                               |
| CONDO PUD Builder      | Electronic Appraisal System            | Enterprise Wireless Messaging System (Blackberry)                          |
| Corporate Database     | Electronic Card System (ECS)           | Financial Management Information System (FMI)                              |
| Data Warehouse         | Electronic Payroll Deduction (EPD)     | Hearing Officer Letters and Reports System (HOLAR)                         |
| EndoSoft               | Eligibility Verification Report (EVR)  | Inquiry Routing Information System (IRIS)                                  |
| FOCAS                  | Fiduciary Beneficiary System (FBS)     | Modern Awards Process Development (MAP-D)                                  |
| Inforce                | Fiduciary STAR Case Review             | Personnel and Accounting Integrated Data and Fee Basis (PAID)              |
| INS - BIRLS            | Financial and Accounting System (FAS)  | Personal Computer Generated Letters (PCGL)                                 |
| Insurance Online       | Insurance Unclaimed Liabilities        | Personnel Information Exchange System (PIES)                               |
| Insurance Self Service | Inventory Management System (IMS)      | Personnel Information Exchange System (PIES)                               |
| LGY Home Loans         | LGY Centralized Fax System             | Post Vietnam Era educational Program (VEAP) CH 32                          |
| LGY Processing         | Loan Service and Claims                | Purchase Order Management System (POMS)                                    |
| Mobilization           | Loan Guaranty Training Website         | Reinstatement Entitelment Program for Survivors (REAPS)                    |
| Montgomery GI Bill     | Master Veterans Record (MVR)           | Reserve Educational Assistance Program CH 1607                             |
| MUSE                   | Mental Health Asisstant                | Service Member Records Tracking System                                     |
| Omicell                | National Silent Monitoring (NSM)       | Survivors and Dependents Education Assistance CH 35                        |
| Priv Plus              | Powerscribe Dictation System           | Systematic Technical Accuracy Review (STAR)                                |
| RAI/MDS                | Rating Board Automation 2000 (RBA2000) | Training and Performance Support System (TPSS)                             |
| Right Now Web          | Rating Board Automation 2000 (RBA2000) | VA Online Certification of Enrollment (VA-ONCE)                            |
| SAHSHA                 | Rating Board Automation 2000 (RBA2000) | VA Reserve Educational Assistance Program                                  |
| Script Pro             | Records Locator System                 | Veterans Appeals Control and Locator System (VACOLS)                       |
| SHARE                  | Review of Quality (ROQ)                | Veterans Assistance Discharge System (VADS)                                |
| SHARE                  | Search Participant Profile (SPP)       | Veterans Exam Request Info System (VERIS)                                  |
| SHARE                  | Spinal Bifida Program Ch 18            | Veterans Service Representative (VSR) Advisor                              |
| Sidexis                | State Benefits Reference System        | Vocational Rehabilitation & Employment (VR&E) CH 31                        |
| Synquest               | State of Case/Supplemental (SOC/SSOC)  | Waco Indianapolis, Newark, Roanoke, Seattle (WINRS)                        |

VBA Data Warehouse  
VBA Training Academy  
Veterans Canteen Web  
VIC  
VR&E Training Website  
Web LGY

Telecare Record Manager  
VBA Enterprise Messaging System  
Veterans On-Line Applications (VONAPP)  
Veterans Service Network (VETSNET)  
Web Electronic Lender Identification

Web Automated Folder Processing System (WAFPS)  
Web Automated Reference Material System (WARMS)  
Web Automated Verification of Enrollment  
Web-Enabled Approval Management System (WEAMS)  
Web Service Medical Records (WebSMR)  
Work Study Management System (WSMS)

Explain any minor application that are associated with your installation that does not appear in the list above. Please provide name, brief description, and any comments you may wish to include.

|  |
|--|
| Name   |
| Description                                  |
| Comments                                     |
| Is PII collected by this min or application? |
| Does this minor application store PII?       |
| If yes, where?                               |
| Who has access to this data?                 |

|  |
|--|
| Name   |
| Description                                  |
| Comments                                     |
| Is PII collected by this min or application? |
| Does this minor application store PII?       |
| If yes, where?                               |
| Who has access to this data?                 |

|  |
|--|
| Name   |
| Description                                  |
| Comments                                     |
| Is PII collected by this min or application? |
| Does this minor application store PII?       |
| If yes, where?                               |
| Who has access to this data?                 |

(FY 2011) PIA: VISTA Minor Applications

Which of these are sub-components of your system?

|             |                    |                             |                                     |
|-------------|--------------------|-----------------------------|-------------------------------------|
| ASISTS      | Beneficiary Travel | Accounts Receivable         | Adverse Reaction Tracking           |
| Bed Control | Care Management    | ADP Planning (PlanMan)      | Authorization/ Subscription         |
| CAPRI       | Care Tracker       | Bad Code Med Admin          | Auto Replenishment/ Ward Stock      |
| CMOP        | Clinical Reminders | Clinical Case Registries    | Automated Info Collection Sys       |
| Dental      | CPT/ HCPCS Codes   | Clinical Procedures         | Automated Lab Instruments           |
| Dietetics   | DRG Grouper        | Consult/ Request Tracking   | Automated Med Info Exchange         |
| Fee Basis   | DSS Extracts       | Controlled Substances       | Capacity Management - RUM           |
| GRECC       | Education Tracking | Credentials Tracking        | Capacity Management Tools           |
| HINQ        | Engineering        | Discharge Summary           | Clinical Info Resource Network      |
| IFCAP       | Event Capture      | Drug Accountability         | Clinical Monitoring System          |
| Imaging     | Extensible Editor  | EEO Complaint Tracking      | Enrollment Application System       |
| Kernal      | Health Summary     | Electronic Signature        | Equipment/ Turn-in Request          |
| Kids        | Incident Reporting | Event Driven Reporting      | Gen. Med.Rec. - Generator           |
| Lab Service | Intake/ Output     | External Peer Review        | Health Data and Informatics         |
| Letterman   | Integrated Billing | Functional Independence     | ICR - Immunology Case Registry      |
| Library     | Lexicon Utility    | Gen. Med. Rec. - I/O        | Income Verification Match           |
| Mailman     | List Manager       | Gen. Med. Rec. - Vitals     | Incomplete Records Tracking         |
| Medicine    | Mental Health      | Generic Code Sheet          | Interim Mangement Support           |
| MICOM       | MyHealthEVet       | Health Level Seven          | Master Patient Index VistA          |
| NDBI        | National Drug File | Hospital Based Home Care    | Missing Patient Reg (Original) A4EL |
| NOIS        | Nursing Service    | Inpatient Medications       | Order Entry/ Results Reporting      |
| Oncology    | Occurrence Screen  | Integrated Patient Funds    | PCE Patient Care Encounter          |
| PAID        | Patch Module       | MCCR National Database      | Pharmacy Benefits Mangement         |
| Prosthetics | Patient Feedback   | Minimal Patient Dataset     | Pharmacy Data Management            |
| QUASER      | Police & Security  | National Laboratory Test    | Pharmacy National Database          |
| RPC Broker  | Problem List       | Network Health Exchange     | Pharmacy Prescription Practice      |
| SAGG        | Progress Notes     | Outpatient Pharmacy         | Quality Assurance Integration       |
| Scheduling  | Record Tracking    | Patient Data Exchange       | Quality Improvement Checklist       |
| Social Work | Registration       | Patient Representative      | Radiology/ Nuclear Medicine         |
| Surgery     | Run Time Library   | PCE Patient/ HIS Subset     | Release of Information - DSSI       |
| Toolkit     | Survey Generator   | Security Suite Utility Pack | Remote Order/ Entry System          |
| Unwinder    | Utilization Review | Shift Change Handoff Tool   | Utility Management Rollup           |
| VA Fileman  | Visit Tracking     | Spinal Cord Dysfunction     | CA Verified Components - DSSI       |
| VBECS       | VistALink Security | Text Integration Utilities  | Vendor - Document Storage Sys       |
| VDEF        | Women's Health     | VHS & RA Tracking System    | Visual Impairment Service Team ANRV |
| VistALink   |                    | Voluntary Timekeeping       | Voluntary Timekeeping National      |

Explain any minor application that are associated with your installation that does not appear in the list above. Please provide name, brief description, and any comments you may wish to include.

|   |
|---|
| Name  |
| Description                                 |
| Comments                                    |
| Is PII collected by this minor application? |
| Does this minor application store PII?      |
| If yes, where?                              |
| Who has access to this data?                |

|   |
|---|
| Name  |
| Description                                 |
| Comments                                    |
| Is PII collected by this minor application? |
| Does this minor application store PII?      |
| If yes, where?                              |
| Who has access to this data?                |

|   |
|---|
| Name  |
| Description                                 |
| Comments                                    |
| Is PII collected by this minor application? |
| Does this minor application store PII?      |
| If yes, where?                              |
| Who has access to this data?                |

(FY 2011) PIA: Minor Applications

Which of these are sub-components of your system?

|   |   |                                     |
|---|---|-------------------------------------|
| 1184 Web  | ENDSOFT   | RAFT                                |
| A4P   | Enterprise Terminology Server & VHA Enterprise Terminology Services | RALS                                |
| Administrative Data Repository (ADR)                        | ePROMISE  | Remedy Application                  |
| ADT   | EYECAP  | SAN                                 |
| Agent Cashier   | Financial and Accounting System (FAS)                               | Scanning Exam and Evaluation System |
| Air Fortress  | Financial Management System   | Sentillion                          |
| Auto Instrument   | Genesys   | Stellant                            |
| Automated Access Request                                    | Health Summary Contingency  | Stentor                             |
| BDN 301   | ICB   | Tracking Continuing Education       |
| Bed Board Management System                                 | KOWA  | Traumatic Brain Injury              |
| Cardiff Teleform  | Lynx Duress Alarm   | VA Conference Room Registration     |
| Cardiology Systems (stand alone servers from the network)   | MHTP  | VAMedSafe                           |
| CHECKPOINT  | Microsoft Active Directory  | VBA Data Warehouse                  |
| Clinical Data Repository/Health Data Repository             | Microsoft Exchange E-mail System                                    | VHAHUNAPP1                          |
| Combat Veteran Outreach Committee on Waiver and Compromises | Military/Vet Eye Injury Registry                                    | VHAHUNFPC1                          |
| CP&E  | Mumps AudioFAX  | VISTA RAD                           |
| Crystal Reports Enterprise                                  | NOAHLINK  | Whiteboard                          |
| Data Innovations  | Omnicell  |                                     |
| DELIVEREX   | Onvicord (VLOG)   |                                     |
| DICTATION-Power Scribe                                      | Optifill  |                                     |
| DRM Plus  | P2000 ROBOT   |                                     |
| DSIT  | PACS database   |                                     |
| DSS Quadramed   | Personal Computer Generated Letters                                 |                                     |
| EDS Whiteboard (AVJED)                                      | PICIS OR  |                                     |
| EKG System  | PIV Systems   |                                     |
| Embedded Fragment Registry                                  | Q-Matic   |                                     |
|   | QMSI Prescription Processing  |                                     |

Explain any minor application that are associated with your installation that does not appear in the list above. Please provide name, brief description, and any comments you may wish to include.

|   |
|---|
| Name  |
| Description                                 |
| Comments                                    |
| Is PII collected by this minor application? |
| Does this minor application store PII?      |
| If yes, where?                              |
| Who has access to this data?                |

|   |
|---|
| Name  |
| Description                                 |
| Comments                                    |
| Is PII collected by this minor application? |
| Does this minor application store PII?      |
| If yes, where?                              |
| Who has access to this data?                |

|   |
|---|
| Name  |
| Description                                 |
| Comments                                    |
| Is PII collected by this minor application? |
| Does this minor application store PII?      |
| If yes, where?                              |
| Who has access to this data?                |

## (FY 2011) PIA: Final Signatures

Facility Name: CDCO > AITC > VA > OES > VA INTRANET QUORUM (VAIQ)

| Title: | Name: | Phone: | Email: |
|--------|-------|--------|--------|
|--------|-------|--------|--------|

|                  |          |                |                  |
|------------------|----------|----------------|------------------|
| Privacy Officer: | Amy Howe | (512) 326-6217 | amy.howe1@va.gov |
|------------------|----------|----------------|------------------|

Digital Signature Block

|                               |                 |               |                     |
|-------------------------------|-----------------|---------------|---------------------|
| Information Security Officer: | James Graham Jr | (202)461-6894 | james.graham@va.gov |
|-------------------------------|-----------------|---------------|---------------------|

Digital Signature Block

|  |             |                |                    |
|--|-------------|----------------|--------------------|
| System Owner/ Chief Information Officer: | John Rucker | (512) 326-6422 | john.rucker@va.gov |
|--|-------------|----------------|--------------------|

Digital Signature Block

|                    |               |                |                      |
|--------------------|---------------|----------------|----------------------|
| Information Owner: | Ken Greenberg | (202) 461-4869 | ken.greenberg@va.gov |
|--------------------|---------------|----------------|----------------------|

Digital Signature Block

|               |   |   |   |
|---------------|---|---|---|
| Other Titles: | 0 | 0 | 0 |
|---------------|---|---|---|

Digital Signature Block

Date of Report: 11/1/10

OMB Unique Project Identifier: Not in SMART.

Project Name: CDCO > AITC > VA > OES > VA INTRANET QUORUM (VAIQ)

# (FY 2011) PIA: Final Signatures

Facility Name:

CDCO > AITC > VA > OES > VA INTRANET QUORUM (VAIQ)

Title:

Name:

Phone:

Email:

Privacy Officer:

Amy Howe

(512) 326-6217

amy.howe1@va.gov

Digital Signature Block

Information Security Officer:

James Graham Jr

(202) 461-6894

james.graham@va.gov

 11/19/2010

System Owner/ Chief Information Officer:

John Rucker

(512) 326-6422

john.rucker@va.gov

Digital Signature Block

Information Owner:

Ken Greenberg

(202) 461-4869

ken.greenberg@va.gov

Digital Signature Block

Other Titles:

0

0

0

Digital Signature Block

Date of Report:

11/1/10

OMB Unique Project Identifier

Not in SMART.

CDCO > AITC > VA > OES > VA

Project Name

INTRANET QUORUM (VAIQ)

(FY 2011) PIA: Final Signatures

Facility Name: AITC

| Title: | Name: | Phone: | Email: |
|--------|-------|--------|--------|
|--------|-------|--------|--------|

|                  |          |              |  |
|------------------|----------|--------------|--|
| Privacy Officer: | Amy Howe | 512-326-6217 | <a href="mailto:Amy.Howe1@va.gov">Amy.Howe1@va.gov</a> |
|------------------|----------|--------------|--|

Digital Signature Block

Information Security Officer:

Digital Signature Block

|   |             |              |  |
|---|-------------|--------------|--|
| System Owner/Chief Information Officer: | John Rucker | 512-326-6422 | <a href="mailto:John.Rucker@va.gov">John.Rucker@va.gov</a> |
|---|-------------|--------------|--|

  
Digital Signature Block

Information Owner:

Digital Signature Block

Other Titles:

Digital Signature Block

Date of Report:

OMB Unique Project Identifier

Project Name