

Date of Approval: April 5, 2017

PIA ID Number: **2542**

A. SYSTEM DESCRIPTION

1. Enter the full name and acronym for the system, project, application and/or database. EP/EO/GE AIMS Report Processing System, EARP

2. Is this a new system? No

2a. If **no**, is there a PIA for this system? Yes

If **yes**, enter the full name, acronym, PIA ID Number and milestone of the most recent PIA.

736 EP/EO/GE AIMS Report Processing System, EARP

Next, enter the **date** of the most recent PIA. 6/2/2014

Indicate which of the following changes occurred to require this update (check all that apply).

<u>No</u>	Addition of PII
<u>No</u>	Conversions
<u>No</u>	Anonymous to Non-Anonymous
<u>No</u>	Significant System Management Changes
<u>No</u>	Significant Merging with Another System
<u>No</u>	New Access by IRS employees or Members of the Public
<u>No</u>	Addition of Commercial Data / Sources
<u>No</u>	New Interagency Use
<u>No</u>	Internal Flow or Collection

Were there other system changes not listed above? Yes

If yes, explain what changes were made. Expiration of current PCLIA. This is a renewal.

3. Check the current ELC (Enterprise Life Cycle) Milestones (select all that apply)

<u>No</u>	Vision & Strategy/Milestone 0
<u>No</u>	Project Initiation/Milestone 1
<u>No</u>	Domain Architecture/Milestone 2
<u>No</u>	Preliminary Design/Milestone 3
<u>No</u>	Detailed Design/Milestone 4A
<u>Yes</u>	System Development/Milestone 4B
<u>Yes</u>	System Deployment/Milestone 5
<u>Yes</u>	Operations & Maintenance (i.e., system is currently operational)

4. Is this a Federal Information Security Management Act (FISMA) reportable system? No

A.1 General Business Purpose

5. What is the general business purpose of this system? Provide a clear, concise description of the system, application or database, the reason for the system, and the benefits to the IRS to use the information, and how the information will be used.

EARP is a system used for reviewing reports that identify statistical information regarding TE/GE examinations related to Exempt Organization / Employee Plans / Government Entities (EO/EP/GE) activities. The types of information provided on the reports are: • Time spent by IRS personnel (hours charged) conducting the exams. • Resources assigned for each exam. • Specific type of organization examined. EARP receives its data from the Audit Information Management System (AIMS). There is no direct data entry into EARP, rather the data is received from AIMS. EARP and AIMS both reside on separate mainframes. EARP is made up of several modules whereby those modules provide information for the three nontaxable entity types. There is no database associated with EARP, and data received from AIMS is stored in a flat file within one of the modules. Access to EARP is read-only and is via the reports from several modules. The error registers and some of the reports generated from those two modules contain taxpayer identification numbers (TINs), and names of organizations/examiner names.

B. PII DETAIL

6. Does the system use, collect, receive, display, store, maintain, or disseminate IR Code 6103 taxpayer information; or any type of Sensitive but Unclassified (SBU) or Personally Identifiable Information (PII)? Yes

6a. If **yes**, does the system use, collect, receive, display, store, maintain, or disseminate Social Security Numbers (SSN s) or tax identification numbers (i.e. last 4 digits, etc.)? Yes

If **yes**, check who the SSN (or tax identification number) is collected on.

Yes On Primary No On Spouse No On Dependent

If **yes**, check all types SSN s (or tax identification numbers) that apply to this system:

Yes	Social Security Number (SSN)
Yes	Employer Identification Number (EIN)
No	Individual Taxpayer Identification Number (ITIN)
No	Taxpayer Identification Number for Pending U.S. Adoptions (ATIN)
No	Practitioner Tax Identification Number (PTIN)

Describe the planned mitigation strategy and forecasted implementation date to mitigate or eliminate the use of SSN s (or tax identification numbers).

SSN and TIN/EIN (Employer identification number) are displayed on EARP error reports. TEGE employees analyze the element information displayed for the examined return and determine a resolution. SSNs for the accounts are not for the examination of the transaction related to the returns filed by Employee Plan Sponsors, foundation managers, disqualified persons and individuals that have prohibited transactions relating to the primary returns for TEGE. There isn't an alternative solution for use of SSNs because they identify individuals that have entered into transactions (excise tax, prohibited transactions, loans) which relate to the primary returns examined by TEGE agents. There is no planned mitigation strategy to eliminate the use of SSNs.

6b. Does this system contain other (non-SSN) PII that it uses, collects, receives, displays, stores, maintains, or disseminates? (i.e. Names, addresses, etc.) Yes

If **yes**, specify the information.

<u>Selected</u>	<u>PII Element</u>	<u>On Primary</u>	<u>On Spouse</u>	<u>On Dependent</u>
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No	Name	No	No	No
Yes	Mailing address	No	No	No
No	Phone Numbers	No	No	No
No	E-mail Address	No	No	No
No	Date of Birth	No	No	No
No	Place of Birth	No	No	No
No	SEID	No	No	No
No	Mother's Maiden Name	No	No	No
No	Protection Personal Identification Numbers (IP PIN)	No	No	No
No	Internet Protocol Address (IP Address)	No	No	No
No	Criminal History	No	No	No
No	Medical Information	No	No	No
No	Certificate or License Numbers	No	No	No
No	Vehicle Identifiers	No	No	No
No	Passport Number	No	No	No
No	Alien (A-) Number	No	No	No
No	Financial Account Numbers	No	No	No
No	Photographic Identifiers	No	No	No
No	Biometric Identifiers	No	No	No
No	Employment (HR) Information	No	No	No
No	Tax Account Information	No	No	No

6c. Does this system contain SBU information that is not PII, it uses, collects, receives, displays, stores, maintains, or disseminates? No

6d. Are there other types of SBU/PII used in the system? No

6e. Cite the authority for collecting SBU/PII (including SSN if relevant)

Yes	PII for federal tax administration is generally Internal Revenue Code Sections 6001, 6011, 6012e(a)
Yes	SSN for tax returns and return information is Internal Revenue Code Section 6109
No	SSN for personnel administration (IRS Employees) is 5 USC & Executive Order 9397
No	PII for personnel administration is 5 USC
No	PII about individuals for Bank Secrecy Act compliance 31 USC
No	Information by CI for certain money laundering cases may be 18 USC

6f. Has the authority been verified with the system owner? Yes

B.1 BUSINESS NEEDS AND ACCURACY

7. Explain the detailed business needs and uses for the SBU/PII, and how the SBU/PII is limited only to that which is relevant and necessary to meet the mission requirements of the system. If SSNs (or tax identification numbers) are used, explicitly explain why use of SSNs meets this criteria. Be specific.

The EIN, SSN, TIN, organization name, city/state, and examiner name are displayed on EARP error reports. This PII data, along with case specific information, allows the business unit to analyze the reason why the case was in error and not allowed to go forward to become part of the final statistics in the Management Information Reports (MIRs). If a case shows up in the error reports the business losses case accomplishment or inventory statistics. This displayed field is referenced to access other IRS systems to correct the case in error. Once corrected, it will pass all validations

and the business unit will see the case tallied in their final reports the following month. Also, a limited number of EO reports list the TIN and organization name. These particular reports deal with revocations.

8. How is the SBU/PII verified for accuracy, timeliness, and completeness? Explain how steps are taken to ensure that all information maintained by the system that is used by IRS to make any adverse determination about an individual's rights, benefits, and/or privileges is maintained with such accuracy, relevance, timeliness, and completeness as is reasonably necessary to assure fairness to the individual in the determination

Ensuring accuracy and completeness is a result of AIMS validations that take place prior to entering the EARP programs. EARP then takes the output from AIMS and runs the their data through its own validations. EARP does not manipulate any of the PII information, but it does validate certain PII fields for accuracy. The PII fields are only used as a reference field in the error reports. Regarding timeliness, EARP is a batch processing application with no user interaction. EARP is processed by scheduling computer time which is determined by the IT function. EARP generates error registers that display the PII fields monthly. The dates to run EARP are based on IRS' fiscal year AIMS cycles.

C. PRIVACY ACT AND SYSTEM OF RECORDS

9. Are 10 or more records containing SBU/PII maintained, stored, and/or transmitted by or through this system? Yes

9a. If **yes**, are records in the system retrieved by any personal identifier (e.g., name, SSN, Photograph, IP Address) for an individual? Yes

If **yes**, is there a System of Records Notice(s) or SORNs that addresses the PII records in this system? Yes

If **yes**, enter the SORN number(s) and the complete the name of the SORN.

<u>SORNS Number</u>	<u>SORNS Name</u>
Treasury/IRS 50.222	Tax Exempt/Government Entities (TEGE) Case Managem
Treasury/IRS 34.037	Audit and Security Records System
Treasury/IRS 42.008	Audit Information Management System

If **yes**, does the System of Records Notice(s) (SORN) published in the Federal Register adequately describe the records as required by the Privacy Act? Yes

D. RESPONSIBLE PARTIES

10. Identify the individuals for the following system roles. ## Official Use Only

E. INCOMING PII INTERFACES

11. Does the system receive SBU/PII from other system or agencies? Yes

11a. If **yes**, does the system receive SBU/PII from IRS files and databases? Yes

If **yes**, enter the files and databases.

<u>System Name</u>	<u>Current PIA?</u>	<u>PIA Approval Date</u>	<u>SA & A?</u>	<u>Authorization Date</u>
AIMS	Yes	12/15/2015	Yes	08/13/2015

11b. Does the system receive SBU/PII from other federal agency or agencies? No

11c. Does the system receive SBU/PII from State or local agency (-ies)? No

11d. Does the system receive SBU/PII from other sources? No

11e. Does the system receive SBU/PII from **Taxpayer** forms? No

11f. Does the system receive SBU/PII from **Employee** forms (such as the I-9)? No

F. PII SENT TO EXTERNAL ORGANIZATIONS

12. Does this system disseminate SBU/PII? Yes

12a. Does this system disseminate SBU/PII to other IRS Systems? Yes

If **yes**, identify the full name and acronym of the IRS system(s) that receive SBU/PII from this system.

<u>System Name</u>	<u>Current PIA?</u>	<u>PIA Approval Date</u>	<u>SA & A?</u>	<u>Authorization Date</u>
Returns Inventory and Classification System (RICS)	Yes	03/31/2017	Yes	10/04/2016

Identify the authority and for what purpose? Under Internal Revenue Code sections 6001, 6011, 6057 and 6058, RICS uses EARP data to monitor examination activity.

12b. Does this system disseminate SBU/PII to other Federal agencies? No

12c. Does this system disseminate SBU/PII to State and local agencies? No

12d. Does this system disseminate SBU/PII to IRS or Treasury contractors? No

12e. Does this system disseminate SBU/PII to other Sources? No

G. PRIVACY SENSITIVE TECHNOLOGY

13. Does this system use social media channels? No

14. Does this system use privacy-sensitive technologies such as mobile, cloud, global position system (GPS), biometrics, RFID, etc.? No

15. Does the system use cloud computing? No

16. Does this system/application interact with the public? No

H. INDIVIDUAL NOTICE AND CONSENT

17. Was/is notice provided to the individual prior to collection of information? No

17b. If **no**, why not? If information is not collected directly from an individual, please discuss the factors considered in deciding to collect information from third party sources. The information within EARP comes from another IRS System and its related forms. This system and its forms provide the Privacy Act Notice to individuals. EARP does not directly provide individuals the opportunity to decline from providing information and/or from consenting to particular uses of the information. Notice, consent and due process are provided via the IRS system and its related tax forms instructions, and pursuant to 5 USC

18. Do individuals have the opportunity to decline from providing information and/or from consenting to particular uses of the information? No

18b. If no, why not? The information within EARP comes from another IRS System and its related forms. This system and its forms provide the Privacy Act Notice to individuals. EARP does not directly provide individuals the opportunity to decline from providing information and/or from consenting to particular uses of the information. Notice, consent and due process are provided via the IRS system and its related tax forms instructions, and pursuant to 5 USC.

19. How does the system or business process ensure due process regarding information access, correction and redress?

The information within EARP comes from another IRS System and its related forms. This system and its forms provide the Privacy Act Notice to individuals. EARP does not directly provide individuals the opportunity to decline from providing information and/or from consenting to particular uses of the information. Notice, consent and due process are provided via the IRS system and its related tax forms instructions, and pursuant to 5 USC.

I. INFORMATION PROTECTION

20. Identify the owner and operator of the system (could be IRS owned and Operated; IRS owned, contractor operated; contractor owned and operated) IRS Owned and Operated

21. The following people have access to the system with the specified rights:

IRS Employees? Yes

<u>IRS Employees?</u>	Yes/No	Access Level(Read Only/Read Write/Administrator)
Users	Yes	Read-Only
Managers	No	
Sys. Administrators	No	
Developers	Yes	Read-Only

Contractor Employees? No

21a. How is access to SBU/PII determined and by whom? The Systems Change Control (SCC) team in the TE/GE BSP Office determines which PII fields are to be displayed in the error registers. Business users then reference the information on the error registers to access

other computer systems to correct the case in error. These Business users must submit a 5081 request to gain access to these EARP error reports. TE/GE places restrictions on and determines access based on user role. Users request this access through OL5081. Users are only granted access to EARP as necessary to fulfill the duties of their role. Through the access control mechanisms employed, the application establishes appropriate division of responsibility and separation of duties to eliminate conflict of interest in the responsibilities and duties of individuals Note: Developers only get read access for researching/solving production related issues.

- 21b. If computer matching occurs, can the business owner certify that it meets requirements of IRM 11.3.39 Disclosure of Official Information, Computer Matching & Privacy Protection Act ? Yes

I.1 RECORDS RETENTION SCHEDULE

22. Are these records covered under the General Records Schedule (GRS), or have a National Archives and Records Administration (NARA) archivist approved a Record Control Schedule (RCS) for the retention and destruction of official agency records stored in this system? Yes

- 22a. If **yes**, how long are the records required to be held under the corresponding RCS and how are they disposed of? In your response, please include the complete IRM number 1.15.XX and specific item number and title.

All records housed in the EARP system will be erased or purged from the system in accordance with approved retention periods. It is the official repository for data and documents and has National Archives approval to affect data disposition. Any records generated and maintained by the system will be managed according to requirements under IRM 1.15.1 and 1.15.6, and will be destroyed using IRS IRM 1.15.24, Item 81 and as coordinated with the IRS Records and Information Management (RIM) Program and IRS Records Officer. Per IRM 1.15.24, item 81 for EP/EO/GE Aims Report Processing System (EARP): -Destroy AIMS SC transaction processing file monthly. -Destroy monthly tape backup = 365 days. Up to 12 cycles of the transaction file are kept on disk per Calendar Year for back up purposes. -Destroy Fiscal Year date control files and plan data file annually. -Destroy processing files monthly - Destroy Report & Err Register print files 12 months after their creation -Destroy Backup Tape files upon retention period expiration (retentions vary between 60, 365, 450, or 1095 days depending on the data/print file content: -RICS data file backups = 60 days -Updated Master and Service Center Transaction data file backups = 365 days -Updated Master data file destroyed 12 months after creation -Report and Error Register data file backups = 450 days -Error Register and Report print file backup = 1095 days -Destroy data on (DIMF BIMF) master file when greater than 10 years, monthly.

I.2 SA&A OR ECM-R

23. Has the system been through SA&A (Security Assessment and Authorization) or ECM-R (Enterprise Continuous Monitoring Reauthorization)? No

- 23c. If **no**, is the system secured in accordance with all applicable federal, treasury, and IRS security policy, procedures, and requirements? Yes

23.1 Describe in detail the system s audit trail. The EARP application is classified as a tool and therefore does not follow an audit plan. Auditing is done by the Martinsburg Mainframe Support Services and Cyber Security.

J. PRIVACY TESTING

24. Does the system require a System Test Plan? No

24c. If **no**, please explain why. During unit testing, testers use a Test Case Specifications form to document the requirement tested and the test results. Testers use a Peer Review Defect and Resolution reports to document results of peer review testing. Test results are stored in Doctl.

K. SBU Data Use

25. Does this system use, or plan to use SBU Data in Testing? Yes

25a. If **yes**, was permission granted per the requirements of Form 14664, SBU Data Use Questionnaire or Form 14665, SBU Data Use Request?

Yes

If **yes**, provide the date the permission was granted. 6/9/2016

25b. If **yes**, was testing performed in conformance with IRM 10.5.8, Sensitive But Unclassified (SBU) Data Policy: Protecting SBU in Non-Production Environments? Yes

L. NUMBER AND CATEGORY OF PII RECORDS

26. Identify the number of individual records in the system for each category:

26a. IRS Employees: Not Applicable
26b. Contractors: Not Applicable
26c. Members of the Public: 100,000 to 1,000,000
26d. Other: No

If **other**, identify the category of records and the number of corresponding records (to the nearest 10,000).

M. CIVIL LIBERTIES

27. Does the system maintain any information describing how any individual exercises their rights guaranteed by the First Amendment? No

28. Is the system information used to conduct data-mining as defined in the *Implementing the 9/11 Commission Recommendations Act of 2007, Public Law 110-53, Section 804*? No

29. Will this system have the capability to identify, locate, and monitor individuals or groups of people? No

N. ACCOUNTING OF DISCLOSURES

30. Does the system include or require disclosure of tax or employee information to anyone other than IRS employees in the performance of their duties, or to the person to whom the information pertains or to a 3rd party pursuant to a Power of Attorney, tax or Privacy Act consent? No

End of Report
