A. SYSTEM DESCRIPTION

1. Enter the full name and acronym for the system, project, application and/or database. Online Notice Review, OLNR

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.

    Online Notice Review, OLNR, MS4B

    Next, enter the **date** of the most recent PIA.   2/16/2012

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

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

    Were there other system changes not listed above?   No

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

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

4. Is this a Federal Information Security Management Act (FISMA) reportable system?   Yes

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.

OLNR is an independent, non-major application that allows Tax Examiners (TE) to review and edit Tax Examiners (TE) notices (a.k.a. Computer Paragraphs or CPs) on-line. It eliminates much of the manual work involved in the clerical and TE processes. There are three key components to the application: A Microsoft SQL Server database management system (DBMS), Visual Basic Desktop application and OLNR Web site.

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	Yes	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).

Nothing planned, but we are aware of Agency initiatives and are willing to participate

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.

Selected	PII Element	On Primary	On Spouse	On Dependent
Yes	Name	Yes	Yes	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

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B.1 BUSINESS NEEDS AND ACCURACY

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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.

   OLNR is a quality control tool. Its main goal is to improve the accuracy of notices sent to taxpayers. The OLNR system contains PII information. This PII comes directly from taxpayers filing their tax return. The PII includes all the common information provided on tax forms. This information is necessary for the Tax Examiners (TEs) to perform a thorough review, update and reconcile notices before notices are mailed out to the taxpayers. OLNR allows the TEs to review and correct notices with the most up-to-date information available within the IRS before notices are mailed out to taxpayers.

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

To verify the accuracy, timeliness and completeness, the Tax Examiners working OLNR PII data use the Quick Prints from Notice Review Processing System (NRPS), Control-D web and Integrated Data Retrieval System (IDRS) to determine the correct notice data and update the record as appropriate

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.

SORNS Number	**SORNS Name**
24.030	Treas/IRS 24.030 IMF
24.046	Treas/IRS 24.046 BMF
34.037	Treas/IRS 34.037 Audit Trail and Security Records
00.001	Treas/IRS 00.001 Correspondence

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. N/A

E. INCOMING PII INTERFACES

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

System Name	Current PIA?	PIA Approval Date	SA & A?	Authorization Date
Business Master File & Individual Master File Notices, BMFIMFNOT	Yes	12/12/2013	No	

Identify the authority and for what purpose?   After notice information is verified/corrected/deleted as appropriate, we forward that information to the BMFIMFNOT section's programs that produce the actual notices that are mailed to taxpayers. Additionally, the notices that are not reviewed are sent in the same fashion.

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.   We do not collect from third party sources

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 is received from the Master File. Information is only used to generate the notice

19. How does the system or business process ensure due process regarding information access, correction and redress?
Taxpayers who receive notices always have the right to interact with the IRS in order to correct any mis-information to their tax account. No final determinations are made by ONLINE NOTICE REVIEW. Only the printing of tax notices

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

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

Contractor Employees?   No

21a. How is access to SBU/PII determined and by whom? The TE must submit a 5081 request to receive the appropriate access to the PII data in the OLNR system. The TE's Supervisor is the approver of the TE's request to access the OLNR system.

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 ? Not Applicable

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.

> OLNR system data has been approved for destruction by NARA under Job No. N1-58-09-30. This includes various temporary retention periods for the Centralized Data Base for Notices Reviewed, the Centralized Database of stripped down information for statistical analysis, the Data Base Tables used to generate the original and changed values of Notices, the Data Base Tables used to generate reports in the Search Batch and Search disposition features of the Application, and Audit Data Files. These disposition authorities are published in Records Control Schedule (RCS) Document 12990 under RCS Chapter 29 for Tax Administration - Wage and Investment Records, item 116.

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)?   Yes

    23a. If **yes**, what date was it completed?   5/3/2013

23.1 Describe in detail the system s audit trail.   From the OlnrWeb Manager home page you can click on: BatchAudit RetypesAudit DispositionAudit All of which will display original and changed values that occurred to all impacted fields on a given taxpayer notice record, including the SEID of the Tax Examiner who performed the change and the date it was changed. The BatchAudit, RetypesAudit, and DispositionAudit allows you to enter the system and cycle and specific fields such as the sequence number or table that you're looking to audit during a current open cycle, or leave the field blank and receive all the changes for that record. The closed cycles allows you to access the full cycle for audits on retypes, disposition, and batch changes. The files can be saved to Print. OLNR is an on line interactive processing application. It receives flat files from NRPS and loads the files into tables on a Relational database. Tax Examiners bring up specific accounts and retype fields as needed and close the notice, saving the changes to the database. After the review period the close out process takes the updated tables in the database and copies the data to a flat file for transfer to the NRPS backend programs.

J. PRIVACY TESTING

24. Does the system require a System Test Plan? Yes

    24b. If **yes**, Is the test plan in process or completed: Completed

        24.3 If **completed/ or in process,** describe what testing and validation activities have been conducted or are in progress to verify and validate that the applicable Privacy Requirements (listed in header) have been met?
        The Planned Maintenance BSR was approved upon the Milestone Exit Review. The requirements checklist is completed and in DocIT.

        24b.1. If **completed**, where are the test results stored (or documentation that validation has occurred confirming that requirements have been met)?   requisite pro repository (reqpro)

        24b.2. If **completed**, were all the Privacy Requirements successfully tested?   Yes

        24.2 If **completed**, are there any residual system privacy, civil liberties, and/or security risks identified that need to be resolved? No

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.   12/9/2014
        If **no**, explain why not.

    25b. **If yes**, was testing performed in conformance with IRM 10.8.8 Information Technology (IT) Security, Sensitive But Unclassified (SBU) Data Policy?   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: More than 1,000,000
    26d. Other: No

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