

Date of Approval: 04/19/2024  
Questionnaire Number: 1109

## Basic Information/Executive Summary

What is the name of your project (system, database, pilot, product, survey, social media site, etc.)?

On Line Notice Review, OLNLR

Business Unit

Taxpayer Services

Preparer

# For Official Use Only

Subject Matter Expert

# For Official Use Only

Program Manager

# For Official Use Only

Designated Executive Representative

# For Official Use Only

Executive Sponsor

# For Official Use Only

Executive Summary: Provide a clear and concise description of your project and how it will allow the IRS to achieve its mission.

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), C# Web application and OLNLR web site.

## Personally Identifiable Information (PII)

Will this project use, collect, receive, display, store, maintain, or disseminate any type of Sensitive but Unclassified (SBU), Personally Identifiable Information (PII), or Federal Tax Information (FTI)?

Yes

Please explain in detail how this project uses sensitive data from inception to destruction (data lifecycle).

OLNR is a quality control tool. Its main goal is to improve the accuracy of notices sent to taxpayers. The OLN 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. OLN 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.

Please select all types of Sensitive but Unclassified data (SBU)/Personally Identifiable Information (PII)/Federal Tax Information (FTI) that this project uses.

Address  
Employer Identification Number  
Federal Tax Information (FTI)  
Internet Protocol Address (IP Address)  
Name  
Other  
Social Security Number (including masked or last four digits)  
Standard Employee Identifier (SEID)  
Tax ID Number

Please explain the other type(s) of PII that this project uses.

Tax Account Information

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

PII for federal tax administration - generally IRC Sections 6001 6011 or 6012  
SSN for tax returns and return information - IRC section 6109

## **Product Information (Questions)**

1.1 Is this PCLIA a result of the Inflation Reduction Act (IRA)?

No

1.2 What is the IRA Initiative Number?

This PCLIA is not part of IRA Initiative. The purpose of this PCLIA is to update the existing OLN PCLIA, PIA ID # 6691.

1.3 What type of project is this (system, project, application, database, pilot/proof of concept, power platform/visualization tool)?

System

1.35 Is there a data dictionary for this system?

No

1.36 Explain in detail how PII and SBU data flow into, through and out of this system.

The Tax Examiners use the OLN application to verify and correct taxpayers' data with the most current information available within the IRS. This data is passed to backend programs for further processing before notices are mailed to taxpayers.

1.4 Is this a new system?

No

1.5 Is there a Privacy and Civil Liberties Impact Assessment (PCLIA) for this system?

Yes

1.6 What is the PCLIA number?

6691

1.7 What are the changes and why?

The changes are updates made to the SORN because of the FISMA 24 Annual Security Control Assessment (ASCA).

1.8 If the system is on the As-Built-Architecture, what is the ABA ID of the system? If this PCLIA covers multiple applications shown on the ABA, please indicate the ABA ID for each application covered separated by a comma.

210827

1.9 What OneSDLC State is the system in (Allocation, Readiness, Execution)?

Execution

1.95 If this system has a parent system, what is the PCLIA Number of the parent system?

6075

2.1 If this system discloses any PII to any third party outside the IRS, does the system have a process in place to account for such disclosures in compliance with IRC 6103(p)(3)(A) or Subsection c of the Privacy Act? Contact Disclosure to determine if an accounting is required. Enter "Yes" or "No". If Exempt, type "Exempt".

The system does not disclose any PII to any third party outside the IRS.

2.2 Please provide the full name of and acronym of the governance board or Executive Steering Committee (ESC) this system reports to.

Corporate Data Domain Governance Board (CP GB)

3.1 Does your project/system involve any use of artificial intelligence (AI), including virtual assistant, chat bot, and robotic process automation, as defined in Executive Order 13960?

No

3.2 What is the methodology used and what database is training your AI?

Not Applicable

3.3 Does this system use cloud computing?

No

3.4 Is there a breach/incident plan on file?

Not Applicable

3.5 Does the data physically reside in systems located in the United States and its territories and is all access and support of this system performed from within the United States and its territories?

Yes

3.6 Does this system interact with the public through a web interface?

No

3.7 Describe the business process allowing an individual to access or correct their information.

Individuals cannot access this system. Taxpayers who receive notices always have the right to interact with the IRS to correct any misinformation to their tax account. No final determinations are made by ONLINE NOTICE REVIEW. Only the printing of tax notices. Publication 1 "Your Rights as a Taxpayer" explains the rights of the taxpayer, which includes the right to challenge the IRS' position and be heard; and the right to appeal an IRS decision in an independent forum.

4.1 Who owns and operates the system (IRS Owned and Operated, IRS Owned and Contractor Operated, Contractor Owned and Operated)?

IRS Owned and Operated

4.2 If a contractor owns or operates the system, does the contractor use subcontractors?

No. A contractor does not own or operate the system.

4.3 What PII/SBU data does the subcontractor have access to?

Subcontractors does not have access to PII/SBU data. Subcontractors are not used for this system.

4.5 Identify the roles and their access level to the PII data. For contractors, indicate whether their background investigation is complete or not.

IRS Employees: Users - Read and Write

Managers - Read and Write

Sys. Administrators - Read and Write

Developers - No access

4.51 How many records in the system are attributable to IRS Employees? Enter "Under 50,000", "50,000 to 100,000", "More than 100,000" or "Not Applicable".

Not Applicable

4.52 How many records in the system are attributable to contractors? Enter "Under 5,000", "5,000 to 10,000", "More than 10,000" or "Not Applicable".

Not Applicable

4.53 How many records in the system are attributable to members of the public? Enter "Under 5,000", "5,000 to 10,000", "More than 10,000" or "Not Applicable".

More than 10,000

4.54 If records are attributable to a category not mentioned above in 4.51 through 4.53, please identify the category and the number of corresponding records to the nearest 10,000. If none, enter "Not Applicable".

Not Applicable

4.6 How is access to SBU/PII determined and by whom?

Access to Online Notice Review, is requested via the Business Entitlement Access Request System (BEARS). Access is granted on a need-to-know basis. The BEARS enrollment process requires that an authorized manager approve access requests on a case-by-case basis. Access approval is based on the Users role(s) and responsibilities. Users are given the minimum set of privileges required to perform their regular and recurring work assignments; they are restricted from changing the boundaries of their access without management approval. The employee's access will be terminated once they no longer require access to the Database. Deletion from the active access role is also performed through BEARS.

5.1 Please describe any privacy risks, civil liberties and/or security risks identified for the system that need to be resolved and what is the mitigation plan?

Not Applicable

5.11 Is there a Risk Assessment Form and Tool (RAFT) associated with this system on file with your organization or the IRS Risk Office.

No

5.2 Does this system use or plan to use SBU data in a non-production environment?  
Yes

5.3 Please upload the approved SBU Data Use Questionnaire or Request. If the request has been recertified, please upload the approved recertification form. Select Yes to indicate that you will upload the SBU Data Use form.

SBU Use form uploaded.

## Interfaces

### Interface Type

IRS Systems, file, or database

### Agency Name

Individual Master File

### Incoming/Outgoing

Both

### Transfer Method

Electronic File Transfer Utility (EFTU)

### Interface Type

IRS Systems, file, or database

### Agency Name

Business Master File

### Incoming/Outgoing

Both

### Transfer Method

Electronic File Transfer Utility (EFTU)

## Systems of Records Notices (SORNs)

### SORN Number & Name

IRS 34.037 - Audit Trail and Security Records

Describe the IRS use and relevance of this SORN.

The NRPS programs pass data files to OLNLR, so the Tax Examiners could correct and update the notice accuracy. Once the system/cycle of data is closed out, OLNLR produces output files that is sent back to NRPS for further backend processing.

**SORN Number & Name**

IRS 24.030 - Customer Account Data Engine Individual Master File

Describe the IRS use and relevance of this SORN.

The NRPS programs pass data files to OLNLR, so the Tax Examiners could correct and update the notice accuracy. Once the system/cycle of data is closed out, OLNLR produces output files that is sent back to NRPS for further backend processing.

**SORN Number & Name**

IRS 24.046 - Customer Account Data Engine Business Master File

Describe the IRS use and relevance of this SORN.

The NRPS programs pass data files to OLNLR, so the Tax Examiners could correct and update the notice accuracy. Once the system/cycle of data is closed out, OLNLR produces output files that is sent back to NRPS for further backend processing.

## Records Retention

What is the Record Schedule System?

Record Control Schedule (RCS)

What is the retention series title?

RCS Chapter 29 for Tax Administration - Wage and Investment Records

What is the GRS/RCS Item Number?

115

What type of Records is this for?

Electronic

Please provide a brief description of the chosen GRS or RCS item.

Records Control Schedule (RCS) Document 115 under RCS Chapter 29 for Tax Administration - Wage and Investment Records

What is the disposition schedule?

Source data is transmitted from the Notice Review Processing System (NRPS): AUTHORIZED DISPOSITION -Cut off at end of processing year. Delete/Destroy one year after cutoff. (2) System Data: (a) Notice, On-Line Notice History (Batch), and On-Line Notice History (Disposition) Centralized Data Base - AUTHORIZED DISPOSITION - Cut off after end of the processing year. Delete/Destroy 4 years after cutoff. (b) Centralized Data Base (Statistical Only) - AUTHORIZED DISPOSITION - Cut off after end of the processing year. Delete/Destroy when 20 years old or when no longer needed for statistical and analytical functions, whichever is sooner. (c) Data

Base Tables used to generate original and changed values of Notices - AUTHORIZED DISPOSITION -Delete/Destroy when 3 months old or when no longer needed for Notice change processing or review. (d) Data Base Tables used in the Search Batch and Search Disposition features of the Application. - AUTHORIZED DISPOSITION - Delete/Destroy when 3 years old or when no longer needed for reporting purposes. (e) Audit Logs and Data Bases. AUTHORIZED DISPOSITION - Cut off after end of the processing year. Delete/Destroy 4 years after cutoff. (3) Outputs: Outputs to the On Line Notice Review (OLNR) Application constitute the NRP30 and NRP31 Files and other data - AUTHORIZED DISPOSITION - Cut off after end of the processing year. Delete/Destroy 1 year after cutoff.

What is the Record Schedule System?

Record Control Schedule (RCS)

What is the retention series title?

RCS Chapter 29 for Tax Administration - Wage and Investment Records

What is the GRS/RCS Item Number?

12990

What type of Records is this for?

Electronic

Please provide a brief description of the chosen GRS or RCS item.

Records Control Schedule (RCS) Document 12990 under RCS Chapter 29 for Tax Administration - Wage and Investment Records, item 116.

What is the disposition schedule?

Source data is transmitted from the Notice Review Processing System (NRPS): AUTHORIZED DISPOSITION -Cut off at end of processing year. Delete/Destroy one year after cutoff. (2) System Data: (a) Notice, On-Line Notice History (Batch), and On-Line Notice History (Disposition) Centralized Data Base - AUTHORIZED DISPOSITION - Cut off after end of the processing year. Delete/Destroy 4 years after cutoff. (b) Centralized Data Base (Statistical Only) - AUTHORIZED DISPOSITION - Cut off after end of the processing year. Delete/Destroy when 20 years old or when no longer needed for statistical and analytical functions, whichever is sooner. (c) Data Base Tables used to generate original and changed values of Notices - AUTHORIZED DISPOSITION -Delete/Destroy when 3 months old or when no longer needed for Notice change processing or review. (d) Data Base Tables used in the Search Batch and Search Disposition features of the Application. - AUTHORIZED DISPOSITION - Delete/Destroy when 3 years old or when no longer needed for reporting purposes. (e) Audit Logs

and Data Bases. AUTHORIZED DISPOSITION - Cut off after end of the processing year. Delete/Destroy 4 years after cutoff. (3)  
Outputs: Outputs to the On Line Notice Review (OLNR)  
Application constitute the NRP30 and NRP31 Files and other data  
- AUTHORIZED DISPOSITION - Cut off after end of the processing year. Delete/Destroy 1 year after cutoff.

## Data Locations

What type of site is this?

Environment

What is the name of the Environment?

OLNR System (Production)

What is the sensitivity of the Environment?

Sensitive But Unclassified (SBU)

What is the URL of the item, if applicable?

<https://vdwsmemwebolnrt.ds.irsnet.gov/olnr>

Please provide a brief description of the Environment.

The OLNK WEB application resides on the Windows Server/IIS platform. There are three OLNK databases utilized for the updating and reviewing of settlement notices. They are OLNKLoad, OLNK, and OLNKHistory. Those databases utilize SQL 2019 and reside on a Windows 2019 server (GSS-30). OLNK is utilized for the review and modification (if necessary) of settlement notices sent to taxpayers by the IRS. OLNK receives a sample of settlement notices for review to ensure that taxpayers are receiving complete and accurate settlement notices.

What are the incoming connections to this Environment?

OLNK receives data from several NRPS programs, including nrp61, nrp69, nrp13 and nrp28. Both ECC-MEM and ECC-MTB mainframes use the Encrypted File Transfer Utility (EFTU) process to place input data and retrieve output data from the campuses' OLNK servers. Files are encrypted prior to transfer between the mainframes and the OLNK servers.

What are the outgoing connections from this Environment?

OLNK sends encrypted updated notice data via EFTU back to NRPS for further processing.