



U.S. Department of the Interior PRIVACY IMPACT ASSESSMENT

Introduction

The Department of the Interior requires PIAs to be conducted and maintained on all IT systems whether already in existence, in development or undergoing modification in order to adequately evaluate privacy risks, ensure the protection of privacy information, and consider privacy implications throughout the information system development life cycle. This PIA form may not be modified and must be completed electronically; hand-written submissions will not be accepted. See the DOI PIA Guide for additional guidance on conducting a PIA or meeting the requirements of the E-Government Act of 2002. See Section 6.0 of the DOI PIA Guide for specific guidance on answering the questions in this form.

NOTE: See Section 7.0 of the DOI PIA Guide for guidance on using the DOI Adapted PIA template to assess third-party websites or applications.

Name of Project				Date	
National Indian Oil and Gas Evaluation Management System (NIOGEMS)				06-03-2015	
Bureau/Office			Bureau/Office Contact Title		
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Section 1. General System Information

A. Is a PIA required?

Yes

Yes, information is collected from or maintained on

Members of the general public

B. What is the purpose of the system?

The Division of Energy and Mineral Development (DEMD) has developed the National Indian Oil and Gas Evaluation Management System (NIOGEMS) to allow the Bureau of Indian Affairs (BIA) and other Department of the Interior (DOI) resource managers to readily access financial, realty, geo-technical information and complex resource data gleaned from other data systems/sources, for tracking and making decisions on leasing, developing, and managing energy/mineral resources. NIOGEMS is a map-oriented computer application for managing reservation oil and gas lease, well, production data, and other energy/mineral resources at the Tribal and Bureau resource manager's offices. The system is

designed to assist oil and gas producing Indian Tribes to achieve their goals towards self-governance. Tribal resource managers and DOI offices need to readily access financial, realty, geo-technical information and complex resource data for management decisions on leasing, developing and managing minerals. These required data-sets are obtained from DOI systems and commercial sources: BIA Trust Asset and Accounting Management System (TAAMS), which includes Tribal data; Office of Natural Resources Revenue (ONRR) Minerals Revenue Management Support System (MRMSS), which includes information on managing royalties and resources; Bureau of Land Management (BLM) Legacy Re-host System (LR2000), which includes publically available information regarding land descriptions and land agreements that does not contain personally identifiable information (PII) data; IHS Energy Well & Production, a commercial data source containing well drilling information and well production information that does not include PII; and other reference spatial data such as roads, streams, lakes, cities which are made available to the authorized NIOGEMS users through a single application. The NIOGEMS system data is provided to Tribal Offices after all PII data has been removed. The NIOGEMS system does not collect data, but provides read-only data from other systems to assist Tribal and Bureau resource managers. The data is available to the NIOGEMS user in a read-only reference mode and is purged then replaced with current data on a monthly cycle.

The purpose of NIOGEMS is to address the findings from the Inspector General:

NIOGEMS was reviewed by the DOI's Office of Inspector General (IG) in their report: "OIL AND GAS LEASING IN INDIAN COUNTRY: AN OPPORTUNITY FOR ECONOMIC DEVELOPMENT, Report No.: CR-EV-BIA-0001-2011, September 2012" The IG listed NIOGEMS as a part of promising technologies and practices for oil and gas in Indian country. The report states: "Technologies and practices beneficial to BIA oil and gas development have been implemented only sparingly across Indian lands. IEED has developed software known as the National Indian Oil and Gas Evaluation Management System (NIOGEMS). This represents a significant improvement over the current Trust Asset and Accounting Management System database for managing oil and gas activities, including leasing and production data, by incorporating geospatial information as well as a digital mapping capability. The Wind River Agency in Wyoming reported a tenfold improvement in productivity for certain realty activities after implementing NIOGEMS." The IG conclusion was to task the Assistant Secretary for Indian Affairs to "Direct IEED to accelerate the deployment of NIOGEMS to additional tribes and BIA agency offices and address incompatibility issues."

C. What is the legal authority?

BIA holds primary responsibility for the stewardship of Indian Trust lands, specifically, the conservation and protection of the land, within the Trust responsibility of managing the resources in the best interest of the Indian mineral owner. NIOGEMS supports the BIA mission to fulfill its Trust responsibilities and promote self-determination on behalf of Tribal Governments, American Indians, and Alaska Natives. The primary statutes defining these responsibilities are:

1. The Act of March 3, 1909 (allotted land) allows for the general leasing of natural resources on allotted lands, without specific direction or procedure. The Act provides for negotiated lease sales for natural resources.
2. The 1938 Indian Mineral Leasing Act (Tribal land) provides for the competitive leasing of lands owned by a Tribe, group, or band of Indians.
3. The 1982 Indian Mineral Development Act (IMDA), codified at 25 USC §§ 2101-2108 (hereinafter referred to as the '82 Act), was enacted to permit Tribes to enter into certain agreements for the disposition of their Tribal mineral resources. The '82 Act allows Tribes to enter into any joint venture, operating, production sharing, service, managerial, lease or other agreement, or any amendment, supplement, or other modification of such agreement, providing for the exploration, extraction, processing, or other development of oil, gas, uranium, coal, geothermal, or other energy or non-energy mineral resources in which such Tribe owns a beneficial or restricted interest, or provides for the sale or other disposition of the production or products of such mineral resources.
4. The Energy Policy Act of 2005 amends Title XXVI of the Indian Energy Policy Act of 1992 (25 USC 3501), which provided for development of vertically integrated energy industries on Indian reservations to assist in achieving energy self-sufficiency. The Energy Policy Act allows Tribes to create a Tribal Energy Resource Agreement (TERA) that allows an Indian Tribe, at its own discretion, to enter into a lease or business agreement for the purpose of energy resource development.

D. Why is this PIA being completed or modified?

Significantly Modified Information System

E. Is this information system registered in CSAM?

Yes

Enter the UII Code and the System Security Plan (SSP) Name

010-000000069

F. List all minor applications or subsystems that are hosted on this system and covered under this privacy impact assessment.

Subsystem Name	Purpose	Contains PII	Describe
None	NA	No	

G. Does this information system or electronic collection require a published Privacy Act System of Records Notice (SORN)?

Yes

List Privacy Act SORN Identifier(s)

NIOGEMS contains information obtained from Privacy Act systems of records: BIA-04, Trust Asset and Accounting Management System (TAAMS); MMS-1, Mineral Lease and Royalty Accounting Files (Minerals Revenue Management Support System (MRMSS)); and may contain information from LLM-32, Land and Minerals Authorization Tracking System.

H. Does this information system or electronic collection require an OMB Control Number?

No

Section 2. Summary of System Data

A. What PII will be collected? Indicate all that apply.

- Name
- Citizenship
- Gender
- Birth Date
- Group Affiliation
- Marital Status
- Biometrics
- Other Names Used
- Truncated SSN
- Legal Status
- Place of Birth
- Other
- Religious Preference
- Security Clearance
- Spouse Information
- Financial Information
- Medical Information
- Disability Information
- Credit Card Number
- Law Enforcement
- Education Information
- Emergency Contact
- Driver's License
- Race/Ethnicity
- Social Security Number (SSN)
- Personal Cell Telephone Number
- Tribal or Other ID Number
- Personal Email Address
- Mother's Maiden Name
- Home Telephone Number
- Child or Dependent Information
- Employment Information
- Military Status/Service
- Mailing/Home Address

Specify the PII collected.

Owner identification number (which contains the Tribal Enrollment Number) assigned to each individual Indian owner and Tract_ID. The TAAMS and MRMSS systems contain additional PII data but NIOGEMS only pulls the PII fields indicated above. The information loaded to NIOGEMS includes both Tribal and individual Indian owners. Individual Indian owner PII data is purged from the NIOGEMS database before it is distributed to the Tribal offices. The Tract_ID includes a reservation link that can be used to indicate a reservation that the land is included in. Financial information contains the leasing terms (royalty rate, royalty paid, rental rate, and bonus bid).

B. What is the source for the PII collected? Indicate all that apply.

- Individual Tribal agency DOI records State agency
 Federal agency Local agency Third party source Other

C. How will the information be collected? Indicate all that apply.

- Paper Format Face-to-Face Contact Fax Telephone Interview
 Email Web Site Other Information Shared Between Systems

Describe

The specified data items are downloaded from the TAAMS and MRMSS systems including PII data. The format of these downloads is an ASCII (man-readable) file. The NIOGEMS Data Technicians will import these data files, utilizing tools developed for them, into the DataBuild NIOGEMS database located on servers accessible only to authorized Technicians. Once the data build process has been completed for the month, the database on the read-only Production NIOGEMS system is purged and a copy of the DataBuild database is copied to the Production system (again in a read-only state) to be used for technical reference. The DataBuild NIOGEMS database is then purged of all PII data and a copy of specific Reservation/Tribal data is encrypted, copied to a DVD, and mailed to the respective Tribes for their installations of NIOGEMS. The NIOGEMS database at Tribal sites is purged and replaced with the read-only database that was provided to them.

D. What is the intended use of the PII collected?

The PII data maintained in NIOGEMS is used by DOI personnel to assist with managing energy/mineral resources. Additionally this information (land tracts and/or leases) can be retrieved by name or owner identification of individual Native American land owners, upon their request at DOI offices.

PII data contained in the NIOGEMS system will be used by authorized DOI government employees as technical reference to fulfill their job responsibilities as they relate to decisions on leasing, developing and managing energy and minerals in Indian Country. PII data contained within NIOGEMS is a subset of the same data that authorized DOI employees could obtain by accessing either TAAMS or MRMSS. These uses are described in the respective TAAMS and MRMSS PIAs and SORNs. The individual Indian confidential/PII data is removed from the reservations' NIOGEMS database when being prepared prior to distribution to Tribal offices. The resulting database still contains the tribal lands/leasing information which is required for them to manage their lands.

E. With whom will the PII be shared, both within DOI and outside DOI? Indicate all that apply.

- Within the Bureau/Office

Describe the bureau or office and how the data will be used.

NIOGEMS will be used for managing reservation oil and gas lease, well, production data, and other energy/mineral resources. It allows BIA and other supporting DOI resource managers to readily access financial, realty, geo-technical information and complex resource data gleaned from other data systems/sources, for tracking and making decisions on leasing, developing, and managing energy/mineral resources. After removal of the PII data, the NIOGEMS database is shared with Tribal offices listed below. No other non-DOI offices have access to the NIOGEMS system.

- Other Bureaus/Offices

Describe the bureau or office and how the data will be used.

NIOGEMS will be used for managing reservation oil and gas lease, well, production data, and other energy/mineral resources. It allows BIA, OST, BLM, ONRR, and other supporting DOI resource managers to readily access financial, realty, geo-technical information and complex resource data gleaned from other data systems/sources, for tracking and making decisions on leasing, developing, and managing energy/mineral resources.

- Other Federal Agencies

- Tribal, State or Local Agencies

Describe the Tribal, state or local agencies and how the data will be used.

Tribes are provided information relating to tribal lands/leasing information which is required for them to manage their lands. All PII data is removed from a reservation's database and these databases are made available to the individual Tribal Energy offices, Tribal Taxation, Water Quality, Planning and Grants, and Roads departments.

NIOGEMS will be used for managing reservation oil and gas lease, well, production data, and other energy/mineral resources. It allows BIA and other supporting DOI resource managers to readily access financial, realty, geo-technical information and complex resource data gleaned from other data systems/sources, for tracking and making decisions on leasing, developing, and managing energy/mineral resources. After removal of the PII data, the NIOGEMS database is shared with Tribal offices as stated above. No other non-DOI offices have access to the NIOGEMS system.

Contractor

Describe the contractor and how the data will be used.

Many of the DEMD Data Technicians are DOI contractors that download data from the source systems, including PII data, and load the data into the NIOGEMS Databuild database. After completing the data build procedures, the Data Technicians will copy the completed databases to the production system.

Other Third Party Sources

F. Do individuals have the opportunity to decline to provide information or to consent to the specific uses of their PII?

No

State the reason why individuals cannot object or why individuals cannot give or withhold their consent.

Data in NIOGEMS is obtained from DOI systems of records, not directly from individuals, so individuals have no opportunity to consent or decline.

G. What information is provided to an individual when asked to provide PII data? Indicate all that apply.

Privacy Act Statement

Privacy Notice

Other

None

H. How will data be retrieved? List the identifiers that will be used to retrieve information (e.g., name, case number, etc.).

An authorized NIOGEMS user will be able to retrieve Indian tract(s) and display them on a map by the owner name(s), individual owner ID(s) or Indian tract number(s). For these retrieved tracts, the user will also be able to display leasing information if the tract(s) have been leased. Conversely the user can select an Indian tract(s) from a map and display the tract information including Indian owner names and IDs.

I. Will reports be produced on individuals?

Yes

What will be the use of these reports? Who will have access to them?

DEMD Data Technicians will generate reports, which may include information on individuals; these reports are used in the verification process for accuracy and completeness. Any reports containing PII data are destroyed by the data technicians following the verification process.

Section 3. Attributes of System Data

A. How will data collected from sources other than DOI records be verified for accuracy?

DEMD data technicians on a quarterly schedule will select random data items (leases, agreements and wells) from the NIOGEMS database to test for accuracy and completeness. A document containing details of each item will be printed from the NIOGEMS database and compared to the source data contained in TAAMS, MRMSS, LR2000 and IHS Energy Well & Production databases. Discrepancies in accuracy and completeness will be noted in the test reports and resolved. The DEMD NIOGEMS office will retain all test result reports but destroy any document containing PII data.

B. How will data be checked for completeness?

DEMD data technicians on a quarterly schedule will select random data items (leases, agreements and wells) from the NIOGEMS database to test for accuracy and completeness. A document containing details of each item will be printed from the NIOGEMS database and compared to the source data contained in TAAMS, MRMSS, LR2000 and IHS Energy Well & Production databases. Discrepancies in accuracy and completeness will be noted in the test reports and resolved. The DEMD NIOGEMS office will retain all test result reports but destroy any document containing PII data.

C. What procedures are taken to ensure the data is current? Identify the process or name the document (e.g., data models).

The NIOGEMS Data Technicians follow a monthly schedule to update the NIOGEMS Databuild System with the current source data from BLM LR2000 agreements, TAAMS ownership and leases, and IHS Energy well information and well production. If a data source is unavailable, then the prior month's data will be retained and used. Dates that the data was pulled from the source systems are added to the NIOGEMS database and will be displayed for the users when they log into NIOGEMS. The Data Technicians will then create a monthly distribution dataset that is copied to the NIOGEMS Production System and the Data Technicians will then load the dataset for use by the production users. These procedures are documented in the NIOGEMS documentation library.

D. What are the retention periods for data in the system? Identify the associated records retention schedule for the records in this system.

Records contained within the NIOGEMS are retained and disposed of in accordance with applicable department or bureau records schedules approved by the National Archives and Records Administration (NARA) for each type of record.

Applicable Records Retention Schedules for NIOGEMS are as followed:

1. Indian Affairs Records Schedule Series: 2200-NIOGEMS. Permanent.

Duplicate copy of records off-line are created and physically transferred to the National Archives. Subsequent legal transfer of the records will be as jointly agreed to between DOI and NARA, as specified in NARA standards applicable at the time of transfer.

NARA Job Number: N1-075-07-016

2. Department Records Schedule Series: DRS 1.4, item 0013. Temporary.

Cut off when superseded or obsolete. See records manual for specific criteria that may determine when a record is obsolete or superseded. Destroy no later than 3 years after cut-off.

NARA Job Number: DAA-0048-2013-0001

E. What are the procedures for disposition of the data at the end of the retention period? Where are the procedures documented?

PII is disposed of by shredding or erased in accordance with applicable NARA guidelines, Department Manual, Department and/or Indian Affairs Records Schedules, Indian Affairs Records Management Manual, and standard operating policy and procedures.

F. Briefly describe privacy risks and how information handling practices at each stage of the "information lifecycle" (i.e., collection, use, retention, processing, disclosure and destruction) affect individual privacy.

NIOGEMS has a domain group policy for access by non-privileged users and privileged users. NIOGEMS has in place an established Rules of Behavior for all DOI users. These policies describe how sensitive information is to be safeguarded. There is no risk associated with respect to Tribal users because they do not have access to PII data which had been removed. Tribal users are all non-privileged users and do not have access to government equipment or servers. The tribal users receive an encrypted DVD with Tribal information that contains no PII, to upload on their own purchased equipment. DEMD federal employees/contractors of the government (DEMD data technicians) are privileged users who are assigned with the data technician role which has read, write and delete privileges to the data being built in the Databuild servers. These technicians delete all PII before the Tribal users receive the DVD with data. The DEMD Data Technicians have access to the data build server which is used to prepare the NIOGEMS database to be accessed by the DOI NIOGEMS users. The Data Technicians remove individual Indian PII data from the database before sending the reservations data to the Tribal offices. DOI users are privileged users accessing the full NIOGEMS data for those reservations to which they have responsibility (for example, a Wind River realty specialist will only have access to NIOGEMS information for the Wind River reservation, they cannot access Fort Berthold reservation data). DOI bureau/office users have access to their approved reservations and can produce printable reports & maps with images, such as roads, streams, and wells, and access other features, such as pipelines and transmission lines, within the reservation.

Section 4. PIA Risk Review

A. Is the use of the data both relevant and necessary to the purpose for which the system is being designed?

Yes

Explanation

NIOGEMS supports the BIA mission to fulfill its Trust responsibilities and promote self-determination on behalf of Tribal Governments, American Indians, and Alaska Natives. It allows Tribal, BIA and other supporting DOI resource managers to readily access financial, realty, geo-technical information and complex resource data gleaned from other data systems/sources, for tracking and making decisions on leasing, developing, and managing energy/mineral resources. The inclusion of certain personal data is done to provide the BIA and other Indian supportive DOI agencies the ability to help individual land owners at a NIOGEMS supported reservation.

B. Does this system or electronic collection derive new data or create previously unavailable data about an individual through data aggregation?

Yes

Explain what risks are introduced by this data aggregation and how these risks will be mitigated.

The NIOGEMS application does not derive new data about individuals. However, there may be a risk of creating new data or data aggregation as information in NIOGEMS is obtained from multiple DOI systems and publically available record sources. Any risk is mitigated by controls established to limit access to data, using encryption and other safeguards for PII, and limiting the use of PII to that which is necessary to perform official functions related to managing reservation oil and gas leases, well and production values, and other resources.

C. Will the new data be placed in the individual's record?

No

D. Can the system make determinations about individuals that would not be possible without the new data?

No

E. How will the new data be verified for relevance and accuracy?

There is no new data created and thus the need to verify is not applicable.

F. Are the data or the processes being consolidated?

Yes, data is being consolidated

Describe the controls that are in place to protect the data from unauthorized access or use.

Data is consolidated from TAAMS, MRMSS, LR2000, IHS Energy Well & Production, and other reference spatial data (roads, streams, lakes, cities, etc.). NIOGEMS has physical, technical and administrative controls in place to safeguard the data and protect against unauthorized access or use, loss, or compromise. Access, identification, authentication, and other privacy and security controls follow NIST 800-53 standards and DOI privacy and security policies.

G. Who will have access to data in the system or electronic collection? Indicate all that apply.

- Users
- Developers
- System Administrator
- Contractors
- Other

Describe

Tribal entities which receive Tribal land and well information with any PII removed.

H. How is user access to data determined? Will users have access to all data or will access be restricted?

Access to NIOGEMS data is limited to authorized DOI employees who have an official need to know based on their role and job function. NIOGEMS requires user name and password for identification and authentication. Users are not permitted to access information or data outside of their need to know basis.

I. Are contractors involved with the design and/or development of the system, or will they be involved with the maintenance of the system?

Yes

Were Privacy Act contract clauses included in their contracts and other regulatory measures addressed?

NIOGEMS contractors follow the privacy contract clauses as required by the FAR.

J. Is the system using technologies in ways that the DOI has not previously employed (e.g., monitoring software, SmartCards or Caller ID)?

No

K. Will this system provide the capability to identify, locate and monitor individuals?

No

L. What kinds of information are collected as a function of the monitoring of individuals?

The NIOGEMS current version does not have the capability to identify or monitor individuals.

M. What controls will be used to prevent unauthorized monitoring?

Collected data is well protected in accordance with the established Privacy Act procedures, and by a combination of user id, password, and access control list(s). Only a very small group of authorized personnel have a need-to-know based limited access to the system data. Limited numbers of authorized users have privileged access to various systems, monitoring tools, devices, or management reports. No Anonymous access is allowed. All users are required to go through an annual IT security awareness and privacy awareness training. All users are expected to follow the rules of behavior for the system.

N. How will the PII be secured?

(1) Physical Controls. Indicate all that apply.

- | | | | |
|--|--|---|--|
| <input checked="" type="checkbox"/> Security Guards | <input checked="" type="checkbox"/> Secured Facility | <input checked="" type="checkbox"/> Identification Badges | <input type="checkbox"/> Combination Locks |
| <input checked="" type="checkbox"/> Key Cards | <input type="checkbox"/> Closed Circuit Television | <input type="checkbox"/> Safes | <input checked="" type="checkbox"/> Locked Offices |
| <input checked="" type="checkbox"/> Locked File Cabinets | <input type="checkbox"/> Cipher Locks | <input type="checkbox"/> Other | |

(2) Technical Controls. Indicate all that apply.

- | | |
|---|---|
| <input checked="" type="checkbox"/> Password | <input checked="" type="checkbox"/> Intrusion Detection System (IDS) |
| <input checked="" type="checkbox"/> Firewall | <input checked="" type="checkbox"/> Virtual Private Network (VPN) |
| <input type="checkbox"/> Encryption | <input type="checkbox"/> Public Key Infrastructure (PKI) Certificates |
| <input checked="" type="checkbox"/> User Identification | <input checked="" type="checkbox"/> Personal Identity Verification (PIV) Card |
| <input type="checkbox"/> Biometrics | |
| <input type="checkbox"/> Other | |

(3) Administrative Controls. Indicate all that apply.

- | | |
|--|--|
| <input type="checkbox"/> Periodic Security Audits | <input checked="" type="checkbox"/> Regular Monitoring of Users' Security Practices |
| <input checked="" type="checkbox"/> Backups Secured Off-site | <input checked="" type="checkbox"/> Methods to Ensure Only Authorized Personnel Have Access to PII |
| <input checked="" type="checkbox"/> Rules of Behavior | <input type="checkbox"/> Encryption of Backups Containing Sensitive Data |
| <input checked="" type="checkbox"/> Role-Based Training | <input checked="" type="checkbox"/> Mandatory Security, Privacy and Records Management Training |
| <input type="checkbox"/> Other | |

O. Who will be responsible for protecting the privacy rights of the public and employees? This includes officials responsible for addressing Privacy Act complaints and requests for redress or amendment of records.

The NIOGEMS System Owner and Information System Security Officer are responsible for assuring proper use of data and protecting the privacy rights of the public and employees, and for establishing the controls for the generation, collection, processing, dissemination, and disposal of all sensitive PII in this system. Additionally, the NIOGEMS System Owner will be responsible for establishing the rules for appropriate use and protection of the subject information (e.g.,

rules of behavior). The Privacy Act system managers for the related systems are responsible for addressing any Privacy Act complaints and requests access, redress, or amendment of records in consultation with the Bureau Privacy Officer.

P. Who is responsible for assuring proper use of the data and for reporting the loss, compromise, unauthorized disclosure, or unauthorized access of privacy protected information?

The NIOGEMS System Owner is directly responsible for assuring proper use of the data in conjunction with the Information System Security Officer and system administrator, who assists with the technical implementation of the controls. The NIOGEMS System Owner is responsible for reporting any loss, compromise, unauthorized disclosure, or unauthorized access of privacy protected information to the Information System Security Officer and to the Privacy Officer. Privacy Act system managers for the related systems are responsible for assuring proper use of Privacy Act records within their area of responsibility as well as reporting and remediating any data compromise in consultation with the Bureau Privacy Officer.