



## U.S. Department of Justice

Office of the Deputy Attorney General

Washington, D.C. 20530

May 30, 2006

## MEMORANDUM FOR HEADS OF DEPARTMENT COMPONENTS

FROM: Paul J. McNulty *ROM*  
Deputy Attorney General *by nyle*

Jane C. Horvath *JCH*  
Chief Privacy and Civil Liberties Officer

SUBJECT: Certification of Privacy Impact Assessments for All Applicable Information Technology Systems

This memorandum is a follow-up to a memorandum sent on February 13, 2006 by Dr. Paul R. Corts, Assistant Attorney General for Administration regarding Privacy Impact Assessment (PIA) certification. The purpose of this memorandum is to remind you of the importance of this certification. In particular, the Department needs each of you to review your information technology (IT) systems to determine whether you have completed PIAs on ninety percent (90%) of the applicable IT systems so that the Department can certify to the Office of Management and Budget (OMB) that it is ninety percent (90%) compliant with PIAs. This ninety-percent (90%) compliance benchmark is a new element of the President's Management Agenda (PMA) e-Government program scorecard.

It is important that the Department meet the OMB's ninety percent (90%) compliance threshold by the June 30, 2006 deadline. In addition to the statutory requirement to conduct PIAs, both the Administration and the Attorney General have stressed the importance of meeting PMA objectives.

To become compliant, the first step is for your component to determine whether a PIA is required for each of its IT systems. To help your component complete this initial task, attached is an inventory of your component's IT systems. For each IT system on the inventory, a Privacy Threshold Analysis (PTA) should be completed, and if necessary, a PIA should be completed. A copy of the PTA document, the Department's PIA Manual, and PIA Template can be downloaded at <http://www.usdoj.gov/pclo/pia.htm>. Due to time limitations, if the PTA indicates that a PIA is required, at this time your component should complete a short-form PIA. A full PIA can then be completed in the future.

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SUBJECT: CERTIFICATION OF PRIVACY IMPACT ASSESSMENTS FOR ALL  
APPLICABLE INFORMATION TECHNOLOGY SYSTEMS

If your component has already completed PIAs for its information systems and can certify full compliance, please send written certification to the Privacy and Civil Liberties Office (PCLO).

The PTA documentation should be completed by June 15, 2006 to ensure adequate time to complete any PIAs that your component determines are required. The completed PTAs should be forwarded to the PCLO. The Department's certification is required to be returned to OMB by June 30, 2006. Therefore, to coordinate the Department's response, the short-form PIAs must be completed by June 26, 2006. For purposes of this certification procedure, all PIAs will be reviewed and approved directly by the PCLO. If your component has questions about completing either the PTA document or the PIA, please consult the PIA Manual or contact Niels Quist in the Privacy and Civil Liberties Office at (202)616-5491.