

Department of Justice
Justice Management Division



Privacy Impact Assessment Addendum
for the
Justice Security Tracking and Adjudication Record System
(JSTARS): COVID Check Module

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EXECUTIVE SUMMARY

The COVID Check module resides within the Justice Security Tracking and Adjudication Record System (JSTARS). COVID Check will allow the Department of Justice (DOJ or the Department) to meet its COVID-19 vaccination attestation requirements mandated by the *Safer Federal Workforce Task Force COVID-19 Workplace Safety: Agency Model Safety Principles* issued on July 29, 2021. The initial JSTARS Privacy Impact Assessment (PIA) was approved on May 2, 2008,¹ and amended on April 14, 2010,² December 17, 2011³ and May 7, 2018.⁴ This PIA addendum has been prepared because the COVID Check module will provide a mechanism for individuals to submit personal medical information in identifiable form into a separate module within JSTARS.⁵

Section 1: JSTARS Background

JSTARS is a secure, web-based application accessible over the DOJ network, which automates the tracking of personnel security investigation activities for the DOJ. JSTARS is used by personnel security staff to process personnel security and medical information and transactions on employees, contractors, and other personnel processed for fitness, suitability, and eligibility for a security clearance, and/or eligibility to occupy a sensitive position.

Personnel security tasks accomplished within JSTARS include, but are not limited to: processing pre-employment waivers of prerequisite investigations; processing reciprocity requests; adjudicating initial background investigations and re-investigations for fitness, suitability and/or eligibility to occupy a sensitive position; and processing National Security Information clearances, Sensitive Compartmented Information access requests, and clearance certifications. JSTARS is currently used by all components of the Department.

Section 2: Description of COVID Check and what Information it Collects

COVID Check is a new module within JSTARS that will enable the DOJ workforce to attest to their COVID-19 vaccination status. The COVID Check module resides in the JSTARS infrastructure—a High Risk/unclassified system that is Certified, Accredited, and FISMA compliant.

¹ The JSTARS PIA can be found at: <https://www.justice.gov/sites/default/files/jmd/legacy/2014/02/24/pia-jstars-05022008.pdf>.

² The April 2010 JSTARS PIA Addendum can be found at: <https://www.justice.gov/sites/default/files/jmd/legacy/2014/07/06/jstars-pia-addendum.pdf>.

³ The December 2011 JSTARS PIA Addendum can be found at: <https://www.justice.gov/sites/default/files/jmd/legacy/2013/09/22/jstars-pia-addendum2.pdf>.

⁴ The May 2018 JSTARS PIA Addendum can be found at: https://www.justice.gov/JSTARS_iReport/download

⁵ Unless otherwise indicated in this PIA Addendum, the COVID Check module incorporates the documented assessments conducted and published in the JSTARS PIA and its addenda.

Individuals who have undergone their prerequisite security vetting to work in the Department will access the COVID Check module through a webpage placed on the intranet sites of their respective DOJ components, as well as through the use of an application deployed to the employee's government-furnished cellular telephone.

Upon clicking on the webpage link, users will be asked to provide their last name, the last five digits of their Social Security Account Number (SSN), and their date of birth. This information is required in order for JSTARS to confirm the identity of the individual and then open a separate JSTARS COVID Check case file, maintained separately from the employee's security personnel file.

COVID Check may collect, maintain, use, and disseminate personnel medical information as described in the JSTARS PIA and its addenda. Such information may include, but is not limited to: full name; SSN; vaccination status; the nature and dates of vaccinations the individual may have received; and COVID-19 test results.

Users will utilize the system to submit their COVID-19 vaccination attestation, instead of emailing or otherwise sending the attestation to their supervisor, avoiding the risks associated with broad distribution of sensitive health information.

Section 3: How COVID Check Information will be Used and Shared

Department employees will be required to complete and attest to the accuracy of their COVID-19 vaccination status. Through the COVID Check module, each user, after submitting their identifying information, and identifying the designated recipient of COVID-19 vaccination attestations for their component, will select one of four options: (1) I have been fully vaccinated, (2) I have started but not yet completed the vaccination process, (3) I have not been vaccinated, or (4) I decline to respond. Each individual will be required to attest to the accuracy and truthfulness of the information provided in the form and acknowledge that they have read the notice provided pursuant to the Privacy Act. Once the information is submitted to COVID Check, it will be maintained in JSTARS and only be accessible by the designated recipient of COVID-19 vaccination attestations for the specified component and JSTARS system administrators. The information submitted by the individual will be maintained in a electronic case file which is entirely separate from their personnel and security case files with access limited to designated individuals who need to know an individual's COVID status.

Each individual's vaccination attestation will be used to determine the required health and safety guidelines that the individual must adhere to when in a Department worksite, and to allow the individuals' supervisor to ensure the individual adheres to these guidelines. The vaccination attestation information will be retained in accordance with the Department's System of Record

Notices, including, but not limited to, JUSTICE/JMD-025, Personal Public Health Emergency Records System, 86 Fed. Reg. 20739 (4-21-2021).

In addition to the use of this personally identifiable information for supervisory purposes, the data entered by individuals will also be used to generate Department-wide as well as component-specific vaccination statistics, that will be used for workforce health and safety planning, oversight and accountability functions, and other policy making activities.

Section 4: Legal Authorities, Policies, or Agreements

- Executive Order No. 13,991, *Protecting the Federal Workforce and Requiring Mask-Wearing*, issued January 20, 2020.
- *Safer Federal Workforce Task Force COVID-19 Workplace Safety: Agency Model Safety Principles*, issued July 29, 2021.
- Executive Order No. 12,196, Occupational Safety and Health Programs for Federal Employees, issued February 26, 1980.
- 5 U.S.C. 7902, Occupational safety and health programs for Federal employees.

Section 5: Privacy Impact

JSTARS currently maintains sensitive background investigation information including personally identifiable information on DOJ employees, contractors, volunteers, consultants, and other individuals whose background investigations are adjudicated by DOJ. The integration of iReport in 2018 resulted in a new medium of collecting information from individuals regarding their background investigations, and additional information being received and added to the security file of these same individuals. The addition of the COVID Check module will expand the current data collection beyond security information to encompass an individual's medical information, primarily their COVID-19 vaccination status.

The information received will be safeguarded in JSTARS by the same procedures outlined in the existing JSTARS PIA and its addenda. Consistent with the JSTARS PIA and its addenda, in all cases, information will be collected, used, maintained, and disseminated in accordance with the Privacy Act, 5 U.S.C. § 552a (2012). Individuals will be provided with a Privacy Act Statement stating the reasons for collecting information, the consequences of failing to provide the requested information, and explains how the information is used. In addition, notice is provided to the public of the existence of this system through System of Records Notices, including, but not limited to, JUSTICE/JMD-025, Personal Public Health Emergency Records System, 86 Fed. Reg. 20739 (4-21-2021).

Prior to choosing to utilize the COVID Check module to collect, retain, and analyze the COVID-19 vaccination status of the Department workforce, a variety of automated options were considered, including commercially available third-party applications. The Justice Management Division evaluated the security, applicability, and potential privacy impact of these options

before determining that the COVID Check module provided the most accessible and secure option for collecting and storing this type of personal medical information. The integration of the COVID Check module into JSTARS appears to provide better protections for personal privacy than other available alternatives, such as the uncontrolled distribution of medical information on components' email servers. Furthermore, the statistical information it will make available, will allow the Department's leadership to exercise more effective oversight and accountability of this program, and ultimately protect the health and safety of the Department's workforce.