

AMENDMENT TO A FISH AND WILDILFE SERVICE MANUAL CHAPTER

Series: Administrative Procedure
Part 204: Privacy Act
Chapter 01: Privacy Program, dated 04/22/2024
Amendment Number: 1
<p>Purpose: The Department of the Interior released a memo entitled “Improving the Oversight and Implementation of Privacy Impact Assessments” in response to findings from the Office of Inspector General about deficiencies related to privacy documentation and requirements for information systems. Bureaus were required to take action to reinforce these privacy requirements. As a result, we are updating 204 FW 1 to clarify that:</p> <ol style="list-style-type: none">1. System owners and the Associate Privacy Officer (APO) must review Privacy Impact Assessments (PIA) for systems on an annual basis to ensure they remain accurate; and2. The Service’s Associate Chief Information Officer is both the Authorizing Official for all information systems and responsible for reviewing PIAs, assessments, and other privacy artifacts before authorizing a system to operate.

Actions:

1. Add the authority below as section 1.4M and re-letter the remaining subsections:

M. [Office of the Chief Information Officer Memorandum, “Improving the Oversight and Implementation of Privacy Impact Assessments,” November 1, 2024.](#)

2. Update section 1.5C(6):

FROM:

(6) Monitoring and assessing the effectiveness of privacy controls over time and conducting PIAs whenever changes and modifications are made to the system;

TO:

(6) Monitoring and assessing the effectiveness of privacy controls over time, coordinating with the APO to review PIAs on an annual basis, and conducting new PIAs whenever changes and modifications are made to the system;

3. Add new subsection (7) under section 1.6, Table 1-1C:

(7) Reviewing and assessing PIAs, privacy controls, and other documentation before granting an information system authorization to operate.

4. Add new subsection (f) under section 1.6, Table 1-1E(10):

(f) Review PIAs and other applicable privacy documentation on an annual basis or whenever changes or modifications are made to systems.

/sgd/ Stephen Guertin
DEPUTY DIRECTOR

Date: December 16, 2024