

Date of Approval: 08/15/2024
Questionnaire Number: 1419

Basic Information/Executive Summary

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

Automated Substitute for Return

Business Unit

Small Business and Self Employed

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.

The ASFR System is an IRS-developed National Standards Application written in MicroFocus Common Business Oriented Language (COBOL) and Unix Shell programs. It is a batch-processing application that performs complex computations and tax calculations enabling tax examiners to issue accurate notices and assessments based on Information Returns Processing (IRP) information. The ASFR system acquires income information for taxpayers who have not filed tax returns for a given year and calculates their tax liability. This data is received from the Taxpayer Delinquency Investigation (TDI) and IRP systems. Once a case has been created, the ASFR system sends a thirty-day letter to the taxpayer detailing their tax liability and requesting that they file a return. A dummy tax return is then filed by ASFR. If a return is filed by the taxpayer, or proof that a return was not required is presented, the case is considered satisfied and is closed in ASFR. If no response is received, the system sends a ninety-day letter, which is a substitute for return. After the designated suspense period, if the taxpayer has not responded, the tax liability is then assessed, and appropriate

transactions are posted to the Individual MasterFile through the End of Day (EOD) programs. After these postings, the ASFR case is closed and is passed to the Automated Collection System (ACS) for further collection activity.

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).

Performs complex computations and tax calculations enabling tax examiners to issue accurate notices and assessments based on Information Returns Processing (IRP) information. The ASFR system acquires income information for taxpayers who have not filed tax returns for a given year and calculates their tax liability. This data is received from the Taxpayer Delinquency Investigation (TDI) and IRP systems. Once a case has been created, the ASFR system sends a thirty-day letter to the taxpayer detailing their tax liability and requesting that they file a return. A dummy tax return is then filed by ASFR. If a return is filed by the taxpayer, or proof that a return was not required is presented, the case is considered satisfied and is closed in ASFR. If no response is received, the system sends a ninety-day letter, which is a substitute for return. After the designated suspense period, if the taxpayer has not responded, the tax liability is then assessed, and appropriate transactions are posted to the Individual Masterfile through the End of Day (EOD) programs. After these postings, the ASFR case is closed and is passed to the Automated Collection System (ACS) for further collection activity.

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

Address, Centralized Authorization File (CAF), Employer Identification Number, Employment Information, Federal Tax Information (FTI), Individual Taxpayer Identification Number (ITIN), Internet Protocol Address (IP Address), Name, Social Security Number (including masked or last four digits), Standard Employee Identifier (SEID), Tax ID Number, Telephone Numbers

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

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

Application

1.35 Is there a data dictionary for this system?

Yes

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

The ASFR application accumulates income information for taxpayers who have not filed tax returns for a given year and calculates their tax liability. This PII/SBU data is received from Taxpayer Delinquency Investigation (TDI) and Information Returns Processing (IRP) systems. TDI resides on the UNISYS mainframe at the XXXXXXXXXXXX Computing Center (XCC). IRP resides on the IBM Mainframe in XCC. Once a case has been created from the SBU/PII data received, ASFR sends a thirty-day letter package to the taxpayer detailing their tax liability and requesting they file a return. If a return is filed by the taxpayer, or proof that a return was not required is presented, the case is considered satisfied and is closed off ASFR. If no response is received, ASFR sends a ninety-day letter package, which is a substitute for return. Letter packages sent from ASFR to the taxpayer contain SBU/PII data. Two weeks prior to the tax liability getting assessed, a dummy tax return is then filed by ASFR. This dummy return is created by ASFR transactions, containing PII/SBU data, and sent to Standardized IDRS Access (SIA) Tier II. When the tax liability is assessed, additional posting transactions containing PII/SBU data from ASFR is sent to SIA, and then to Master File through End of Day (EOD) programs. After these postings, the ASFR case is closed and is passed to the Automated Collection System (ACS) for further collection activity. ASFR account screens are audited, and data is ingested into SPLUNK daily. All PII/SBU data is encrypted per the Data at Rest Mandate.

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?

7309

1.7 What are the changes and why?

Finding based on a Security Assessment Report (SAR) - Table 12

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.

ABA ID #210090

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

Execution

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

Customer Advisory Board (CAB)

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

3.3 Does this system use cloud computing?

No

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

No

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

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

ASFR Tax Examiner - read and write access

ASFR Managers - read and write access

ASFR Analysts - read and write access

ASFR Database Coordinator - read and write access, and are privileged users

No contractors identified with this application

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”.
Not applicable

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 the data is determined by the manager based on a user’s position and need-to-know. The manager will request a user be added via the Business Entitlement Access Request System (BEARS) system. Each employee must be granted access to ASFR in writing. Specific permissions (Read, Write, Modify, Delete, and Print) are defined via BEARS and set (activated) by the Database Coordinator (DBC) prior to the employee being allowed operating system and ASFR access. A user’s access to the data terminates when it is no longer required. The DBC oversees and reviews all user access.

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?
No risk has been identified.

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 Email and one of the following SBU Data Use Forms, Questionnaire (F14664) or Request(F14665) or the approved Recertification (F14659). Select Yes to indicate that you will upload the Approval email and one of the SBU Data Use forms.
Yes

Interfaces

Interface Type
IRS Systems, file, or database
Agency Name
AUR
Incoming/Outgoing
Incoming (Receiving)

Transfer Method
Electronic File Transfer Utility (EFTU)

Interface Type

IRS Systems, file, or database
Agency Name
IDRS
Incoming/Outgoing
Both
Transfer Method
Electronic File Transfer Utility (EFTU)

Interface Type

IRS Systems, file, or database
Agency Name
NOTCON
Incoming/Outgoing
Outgoing (Sending)
Transfer Method
Electronic File Transfer Utility (EFTU)

Interface Type

IRS Systems, file, or database
Agency Name
NDS
Incoming/Outgoing
Incoming (Receiving)
Transfer Method
Electronic File Transfer Utility (EFTU)

Interface Type

IRS Systems, file, or database
Agency Name
Splunk
Incoming/Outgoing
Outgoing (Sending)
Transfer Method
Other
Other Transfer Method
Universal Forwarder

Interface Type

IRS Systems, file, or database
Agency Name
Business Objects
Incoming/Outgoing

Outgoing (Sending)
Transfer Method
Electronic File Transfer Utility (EFTU)

Interface Type
IRS Systems, file, or database
Agency Name
IRP Masterfile
Incoming/Outgoing
Both
Transfer Method
Electronic File Transfer Utility (EFTU)

Interface Type
IRS Systems, file, or database
Agency Name
SIA
Incoming/Outgoing
Both
Transfer Method
Electronic File Transfer Utility (EFTU)

Interface Type
IRS Systems, file, or database
Agency Name
Control D
Incoming/Outgoing
Outgoing (Sending)
Transfer Method
Electronic File Transfer Utility (EFTU)

Systems of Records Notices (SORNs)

SORN Number & Name

IRS 26.020 - Taxpayer Delinquency Investigation Files

Describe the IRS use and relevance of this SORN.

It's a promise to the public that the IRS will not do anything with their individual information other than what's described in the published notice. A SORN must correctly describe the IRS use of the records to give sufficient transparency to the public.

SORN Number & Name

IRS 22.061 - Information Return Master File

Describe the IRS use and relevance of this SORN.

A SORN serves as a promise to the public that the IRS will not do anything with their individual information other than what's described in the published notice. A SORN must correctly describe the IRS use of the records to give sufficient transparency to the public.

SORN Number & Name

IRS 34.037 - Audit Trail and Security Records

Describe the IRS use and relevance of this SORN.

To identify and track any unauthorized accesses to sensitive but unclassified information and potential breaches or unauthorized disclosures of such information or inappropriate use of government computers to access Internet sites for any purpose forbidden by IRS policy (e.g., gambling, playing computer games, or engaging in illegal activity), or to detect electronic communications sent using IRS systems in violation of IRS security policy. SPLUNK is a downstream system where ASFR audit logs are captured and stored.

SORN Number & Name

IRS 24.047 - Audit Underreporter Case Files

Describe the IRS use and relevance of this SORN.

To reconcile discrepancies between tax returns and information returns filed.

SORN Number & Name

IRS 42.021 - Compliance Programs and Projects Files

Describe the IRS use and relevance of this SORN.

To track information relating to special programs and projects to identify non-compliance schemes and to select individuals involved in such schemes for enforcement actions.

Records Retention

What is the Record Schedule System?

Record Control Schedule (RCS)

What is the retention series title?

IRS Electronic Tax Administration

What is the GRS/RCS Item Number?

RCS 32, item 39

What type of Records is this for?

Electronic

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

IRS Electronic Tax Administration

What is the disposition schedule?

AUTHORIZED DISPOSITION Delete when 3 years old or when no longer needed for administrative, legal, audit or other operational purposes, whichever is sooner.