Date of Approval: 10/18/2024
Questionnaire Number: 1354

Basic Information/Executive Summary

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

Common Enterprise Services Address Verification Service

Acronym:

CESAVS

Business Unit

Information Technology

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 Common Enterprise Service Address Verification Service (CESAVS) acts as an interface (or wrapper) around the United States Postal Service (USPS) address verification API. Its primary function is to ensure that U.S. domestic addresses are valid and properly formatted according to USPS standards. CESAVS also helps standardize addresses, correcting any discrepancies in formatting (such as abbreviations or capitalization) to match USPS guidelines. In addition to address verification, CESAVS offers ZIP code, city, and state lookup services. This means that if you provide certain address components, like a street address, CESAVS can return accurate information about the corresponding ZIP code, city, and state. This is especially useful for business units requiring consistent and accurate address data for operations like shipping, billing, and customer communication.

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).

Common Enterprise Service Address Verification Service (CESAVS) utilizes the United States Postal Service (USPS) API in a stateless manner, ensuring no data is saved or stored at any point. Below is the lifecycle process: 1. Input via API Gateway: A user submits an address to CESAVS through a secure API gateway. The gateway routes the request to the USPS API, handling the transmission securely without storing any data. 2. Request to USPS API: The API gateway forwards the address data to the USPS API in real time. No information is stored by CESAVS or the gateway during this step. 3. Response from USPS API via API Gateway: Once the USPS API processes the request, it returns the verified or corrected address to CESAVS via the same API gateway. The gateway securely delivers the data back to CESAVS without retaining any information. 4. Output: CESAVS immediately sends the USPS API response (address verification or correction) back to the user through the API gateway. At this point, the response is delivered directly to the user, and no data is saved by CESAVS. 5. End of Process: Once the response is delivered, the process concludes, and all information is effectively "destroyed." CESAVS remains stateless, with no data storage or retention. Each request is independent, requiring new input for each interaction. In summary, CESAVS operates as a real-time, stateless service. The API gateway manages secure communication between the user and the USPS API on both the request and return, ensuring no data is saved at any point in the process.

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

Address

Cite the authority for collecting SBU/PII/FTI (including SSN if relevant).

PII for personnel administration - 5 USC

Product Information (Questions)

1.1 Is this PCLIA a result of the Inflation Reduction Act (IRA)?

Yes

1.2 What is the IRA Initiative Number?

4.3

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?

No

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

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1.4 Is this a new system?

Yes

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.

211590

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

Readiness

2.1 If this system discloses any PII to any third party outside the IRS, does the system have a process in place to account for such disclosures in compliance with IRC 6103(p)(3)(A) or Subsection c of the Privacy Act? Contact Disclosure to determine if an accounting is required. Enter "Yes" or "No". If Exempt, type "Exempt".

No

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

Enterprise Services Governance Board

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

3.7 Describe the business process allowing an individual to access or correct their information.

If someone needed to correct their address, they would need to log into https://moversguide.usps.com/mgo/disclaimer and follow the steps. This is a process external to the IRS.

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

4.51 How many records in the system are attributable to IRS Employees? Enter “Under 50,000”, “50,000 to 100,000”, “More than 100,000” or “Not Applicable”.

Not Applicable, we are not storing any records.

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, we are not storing any records.

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”.

More than 10,000. The USPS should contain almost every address in the US.

4.6 How is access to SBU/PII determined and by whom?

This is an atypical system. This is an API call dressed as a service. For someone to gain access to our endpoint they must onboard with the API gateway team.

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?

No

Interfaces

Interface Type

Other Organization

Agency Name

United States Postal Service

Incoming/Outgoing

Both

Transfer Method

Secured channel via HTTPS

Other Transfer Method

Log Forwarding

Interface Type

IRS Systems, file, or database

Agency Name

API Gateway

Incoming/Outgoing

Both

Transfer Method

Secured channel via HTTPS

Interface Type

IRS Systems, file, or database

Agency Name

Common Enterprise Service Secure Code Repository

Incoming/Outgoing

Outgoing (Sending)

Transfer Method

Secured channel via HTTPS

Other Transfer Method
Pushing code through the CI/CD manual https

Interface Type
IRS Systems, file, or database
Agency Name
Enterprise Container Platform
Incoming/Outgoing
Both
Transfer Method
Secured channel via HTTPS

Interface Type
IRS Systems, file, or database
Agency Name
Enterprise Security Audit Trials
Incoming/Outgoing
Outgoing (Sending)
Transfer Method
Other
Other Transfer Method
TCP

Systems of Records Notices (SORNs)

SORN Number & Name
IRS 34.037 - Audit Trail and Security Records
Describe the IRS use and relevance of this SORN.
Enables record maintenance via API

Records Retention

What is the Record Schedule System?
General Record Schedule (GRS)
What is the retention series title?
GRS 3.2
What is the GRS/RCS Item Number?
010
What type of Records is this for?
Electronic

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

CESAVS uses GRS references for system and data security records. It is covered in GRS 3.2, item 010.

What is the disposition schedule?

The disposition schedule is Temporary. Destroy 1 year(s) after system is superseded by a new iteration or when no longer needed for agency/IT administrative purposes to ensure a continuity of security controls throughout the life of the system.

Data Locations

What type of site is this?

System

What is the name of the System?

Splunk

What is the sensitivity of the System?

Personally Identifiable Information (PII) including Linkable Data

Please provide a brief description of the System.

This is an aggregate of records and logs that document the sequence of activities and events related to the security of a platform or system as part of the enterprises security plan.

What are the incoming connections to this System?

TCP for port forwarding of logs.