SECTION 1: IS A PIA REQUIRED?

a. Will this Department of Defense (DoD) information system or electronic collection of information (referred to as an "electronic collection" for the purpose of this form) collect, maintain, use, and/or disseminate PII about members of the public, Federal personnel, contractors or foreign nationals employed at U.S. military facilities internationally? Choose one option from the choices below. (Choose (3) for foreign nationals).

☐ (1) Yes, from members of the general public.
☒ (2) Yes, from Federal personnel* and/or Federal contractors.
☐ (3) Yes, from both members of the general public and Federal personnel and/or Federal contractors.
☐ (4) No

* "Federal personnel" are referred to in the DoD IT Portfolio Repository (DITPR) as "Federal employees."

b. If "No," ensure that DITPR or the authoritative database that updates DITPR is annotated for the reason(s) why a PIA is not required. If the DoD information system or electronic collection is not in DITPR, ensure that the reason(s) are recorded in appropriate documentation.

c. If "Yes," then a PIA is required. Proceed to Section 2.
SECTION 2: PIA SUMMARY INFORMATION

a. Why is this PIA being created or updated? Choose one:

☐ New DoD Information System  ☐ New Electronic Collection
☐ Existing DoD Information System  ☐ Existing Electronic Collection
☐ Significantly Modified DoD Information System

b. Is this DoD information system registered in the DITPR or the DoD Secret Internet Protocol Router Network (SIPRNET) IT Registry?

☐ Yes, DITPR  ☐ Yes, SIPRNET
☐ No

Enter DITPR System Identification Number

DITPR ID: 309  DITPR DON ID: 15826

Enter SIPRNET Identification Number

DITPR  ID: 309  DITPR DON ID: 15826

No

If unsure, consult the Component IT Budget Point of Contact to obtain the UPI.

If “Yes,” enter UPI

If unsure, consult the Component IT Budget Point of Contact to obtain the UPI.

c. Does this DoD information system have an IT investment Unique Project Identifier (UPI), required by section 53 of Office of Management and Budget (OMB) Circular A-11?

☐ Yes  ☐ No

If “Yes,” enter UPI

UII: 007-000005027

If unsure, consult the Component IT Budget Point of Contact to obtain the UPI.

If unsure, consult the Component IT Budget Point of Contact to obtain the UPI.

If “Yes,” enter Privacy Act SORN Identifier

NM07421-1

DoD Component-assigned designator, not the Federal Register number.

Consult the Component Privacy Office for additional information or access DoD Privacy Act SORNs at: http://www.defenselink.mil/privacy/notices/

or

Date of submission for approval to Defense Privacy Office

Consult the Component Privacy Office for this date.
e. Does this DoD information system or electronic collection have an OMB Control Number?
Contact the Component Information Management Control Officer or DoD Clearance Officer for this information.

This number indicates OMB approval to collect data from 10 or more members of the public in a 12-month period regardless of form or format.

☐ Yes

Enter OMB Control Number NDMS does not collect PII on the public.

Enter Expiration Date

☒ No

f. Authority to collect information. A Federal law, Executive Order of the President (EO), or DoD requirement must authorize the collection and maintenance of a system of records.

(1) If this system has a Privacy Act SORN, the authorities in this PIA and the existing Privacy Act SORN should be the same.

(2) Cite the authority for this DoD information system or electronic collection to collect, use, maintain and/or disseminate PII. (If multiple authorities are cited, provide all that apply.)

   (a) Whenever possible, cite the specific provisions of the statute and/or EO that authorizes the operation of the system and the collection of PII.

   (b) If a specific statute or EO does not exist, determine if an indirect statutory authority can be cited. An indirect authority may be cited if the authority requires the operation or administration of a program, the execution of which will require the collection and maintenance of a system of records.

   (c) DoD Components can use their general statutory grants of authority (“internal housekeeping”) as the primary authority. The requirement, directive, or instruction implementing the statute within the DoD Component should be identified.

SORN NM07421-1: Time and Attendance Feeder Records


Other authorities:

DoD Financial Management Regulation (DoDFMR) 7000.14-R; Volume 8: Civilian Pay Policy and Procedures; Volume 11B: Reimbursable Operations, Policy and Procedures - Working Capital Funds

g. Summary of DoD information system or electronic collection. Answers to these questions should be consistent with security guidelines for release of information to the public.

(1) Describe the purpose of this DoD information system or electronic collection and briefly describe the types of personal information about individuals collected in the system.

The NAVAIR Depot Maintenance System (NDMS) is a Depot production system that supports the resources required to perform depot level maintenance, repair, modification of aircraft, engines, components and other aeronautical equipment and to perform manufacturing and prototyping operations. The main objectives of NDMS are to: 1) improve business performance in the depots while reducing depot unit repair costs, 2) increase depot response time efficiencies to increase weapon and system availability, and 3) standardize data and information systems to reduce the Automated Data Processing/Information Technology (ADP/IT) cost to improve information accuracy, consistency, and availability for management decision making. NDMS supports the functions of acquiring, developing, implementing, and/or providing interfaces between selected migration and legacy systems. MRP II is the core business process/system in NAVAIR 6.0 that provides the resources required to perform depot level maintenance, repair, modification of aircraft, engines, components, and other aeronautical equipment and to perform manufacturing and prototyping operations. The key customer for NDMS is the 10,800 Depot level artisans who provide Engine, Aircraft and Component support for the Navy warfighter, Navy Inventory Control Point/Defense Logistics Agency (NAVICP/DTA), Executive Office of the President; Homeland Security (US Coast Guard, and US Customs); National Aeronautics and Space Administration (NASA); National Oceanic and Atmospheric Administration (NOAA); US State Department; and the US Department of Agriculture's Forestry Service.

The NAVAIR Depot Maintenance System (NDMS) is a system of systems. One subsystem of NDMS is Time and Attendance (TAA), which is a Defense Industrial Financial Management System (DIFMS) financial feeder system. NDMS and TAA are referred to in the DIFMS PIA. The NDMS TAA subsystem maintains time and attendance data and labor distribution data as listed in Section 3a(1). TAA information sent to DIFMS is used by the Defense Finance and Accounting Service (DFAS) as payroll data.

The following PII data is collected: Name; SSN; Other ID Number (i.e. Payroll Number); Mailing/Home Address; Security Clearance; Financial Information; Employment Information.

(2) Briefly describe the privacy risks associated with the PII collected and how these risks are addressed to safeguard privacy.

The NDMS TAA subsystem receives PII data entry and uses this PII for recording work accomplished by civilian, military, and contractor employees. In addition, NDMS TAA feeds DIFMS the specific information necessary to perform accurate payroll processing for an activities civilian employees.

In order to safeguard privacy PII information, entry and viewing is exclusively limited to the NDMS TAA Employee Master Record screen, which is controlled by a NDMS TAA privileged account access. This privileged account is only provided to personnel with a need-to-know.

h. With whom will the PII be shared through data exchange, both within your DoD Component and outside your Component (e.g., other DoD Components, Federal Agencies)? Indicate all that apply.

- [ ] Within the DoD Component.
  Specify. NAVAIR FRC Comptrollers and Senior Administrators.

- [x] Other DoD Components.
  Specify. Defense Industrial Financial Management System (DIFMS)
Other Federal Agencies.  
Specify.  

State and Local Agencies.  
Specify.  

Contractor  
(Enter name and describe the language in the contract that safeguards PII.)  
Specify.  

Other  
(e.g., commercial providers, colleges).  
Specify.  

i.  Do individuals have the opportunity to object to the collection of their PII?  

☒ Yes  ☐ No  

(1) If "Yes," describe method by which individuals can object to the collection of PII.  
Employees must read and sign a Privacy Act Statement as part of the new hire checklist. They can object at this point to providing the PII requested, but if they do not provide the PII they cannot be paid.

(2) If "No," state the reason why individuals cannot object.

j.  Do individuals have the opportunity to consent to the specific uses of their PII?  

☒ Yes  ☐ No  

(1) If "Yes," describe the method by which individuals can give or withhold their consent.  
Employees must read and sign a Privacy Act Statement. At the time they have the ability to designate which data they do or don’t want released. Should an individual refuse to disclose privacy data, that person cannot be paid.
(2) If "No," state the reason why individuals cannot give or withhold their consent.

k. What information is provided to an individual when asked to provide PII data? Indicate all that apply.

- [ ] Privacy Act Statement
- [ ] Privacy Advisory
- [x] Other
- [ ] None

Describe each applicable format.

PRIVACY ACT STATEMENT

AUTHORITY: 5 U.S.C. 301, Departmental Regulations; 10 U.S.C. 5013, Secretary of the Navy; 10 U.S.C. 5041, Headquarters, Marine Corps; E.O. 9397 (SSN), and SORN NM07421-1.

PURPOSE(S): Records are being collected and maintained for the purpose of tracking time and attendance and labor distribution data for civilian, military, and contractor labor against job order numbers for financial purposes.

ROUTINE USES: In addition to those disclosures generally permitted under 5 U.S.C. 552a(b) of the Privacy Act, these records or information contained therein may specifically be disclosed outside the DoD as a routine use pursuant to 5 U.S.C. 552a(b)(3) as follows; The DoD 'Blanket Routine Uses' that appear at the beginning of the Navy's compilation of systems of records notices apply to this system.

DISCLOSURE: Voluntary. However, failure to provide the requested information may impact individual's ability to participate in the program.

More information on the SORN may be found at the following link: https://dpcld.defense.gov/Privacy/SORNsIndex/DOD-wide-SORN-Article-View/Article/570455/nm07421-1/

NOTE:

Sections 1 and 2 above are to be posted to the Component's Web site. Posting of these Sections indicates that the PIA has been reviewed to ensure that appropriate safeguards are in place to protect privacy.

A Component may restrict the publication of Sections 1 and/or 2 if they contain information that would reveal sensitive information or raise security concerns.