



PRIVACY IMPACT ASSESSMENT (PIA)

For the

Military Sealift Command Financial Management System (MSC-FMS)
--

Department of the Navy - Military Sealift Command (MSC)

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** Enter DITPR System Identification Number
- Yes, SIPRNET** Enter SIPRNET Identification Number
- No**

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

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

d. Does this DoD information system or electronic collection require a Privacy Act System of Records Notice (SORN)?

A Privacy Act SORN is required if the information system or electronic collection contains information about U.S. citizens or lawful permanent U.S. residents that is retrieved by name or other unique identifier. PIA and Privacy Act SORN information should be consistent.

- Yes**
- No**

If "Yes," enter Privacy Act SORN Identifier

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

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 authorities:

5 U.S.C. 301, Departmental Regulations
10 U.S.C 5013, Secretary of the Navy
10 U.S.C 5042, Headquarters, Marine Corps
E.O. 9397 (SSN), as amended

Other authorities:

5 U.S.C. Chapter 53, PAY RATES AND SYSTEMS
5 U.S.C. Chapter 55, PAY ADMINISTRATION
5 U.S.C. Chapter 81, COMPENSATION FOR WORK INJURIES

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 Military Sealift Command (MSC) Financial Management System (FMS) does not solicit or collect PII from personnel, however since MSC-FMS is sent PII from other systems that serve as the collection source of PII, this Privacy Impact Assessment has been filled out to provide details on the type of PII that is sent to MSC-FMS from Defense Civilian Payroll System (DCPS) and Defense Travel System (DTS).

The Defense Civilian Payroll System (DCPS) transmits Gross Pay File for capture of payroll expenses in MSC-FMS. Detail records include SSN and Employee Full Name. FMS summarizes the data into expenditure transactions and does not transmit the SSN or employee name any further. The detailed records are retained for history within the MSC-FMS system.

The Defense Travel System (DTS) transmits approved travel orders to record the obligation in MSC-FMS. Travel orders include SSN and Employee Full Name. MSC-FMS uses the last 5 digits of the SSN and the Employee full name to match to the Employee master table in order to identify the employee on the obligation document. The original record transmitted from DTS is retained for history within the MSC-FMS system.

PII collected by MSC-FMS includes: Name, SSN, truncated SSN, and financial information: pay grade/rate, pay plan, bank name, type of bank account, account number, routing number; and leave and earnings information: vacation time, sick leave, annual leave, gross pay, payroll office number, service number, separation date, and your register number, etc...

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

The personally identifiable information (PII) described in ITEM 1 above is sent to MSC-FMS by other systems, and is not viewable or reportable from the FMS application. The information is accessible only through system maintenance and administration tools used by authorized (validated certifications) personnel. Furthermore, the PII data is stored in "raw" form: that is, the data is embedded in the message structure received from the source system with no identification of what it represents. There is no label or table column name that denotes the contents as PII.

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. MSC Headquarters personnel (N82 Accounting & Accounting Systems Division; N81 Budget & Funds certification division)

Other DoD Components.

Specify. Defense Finance and Accounting Services (DFAS)-Defense Civilian Pay System (DCPS); Defense Travel Management Office (DTMO)-Defense Travel System (DTS)

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.

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

PII is not collected directly from the individual.

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.

(2) If "No," state the reason why individuals cannot give or withhold their consent.

PII is not collected directly from the individual.

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

Privacy Act Statement

Privacy Advisory

Other

None

Describe each applicable format.

PII is not collected directly from the individual.

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.