



PRIVACY IMPACT ASSESSMENT (PIA)

For the

Civilian Workflow Automation Tool (CWAT)
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Department of the Navy - Naval Air Systems Command (NAVAIR)

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.

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.

OPM/GOVT-7 Authorities:

5 U.S.C. 7201 Antidiscrimination; Right to Petition Congress, sections:

4A

4B

15A(1) and (2)

15B(11) and 15D(11)

Uniform Guidelines on Employee Selection Procedures (1978)

43 FR 38297 et seq. (August 25, 1978)

29 CFR 720.301

29 CFR 1613.301

OPM/GOVT-5 Authorities:

5 U.S.C. Special Authority

1302 Regulations

3109 Employment of experts and consultants; temporary or intermittent

3301, 3302, 3304, 3305, 3306, 3307, 3309, 3313, 3317, 3318, 3319, 3326, 4103, 4723, 5532, 5533

Standards of Ethical Conduct

Executive Order 9397 - Numbering System for Federal Accounts Relating to Individual Persons

OPM/GOVT-1 Authorities:

5 U.S.C. U.S. Code
2951 Reports to OPM
3372 General Provisions
4118 Training
8347 Administration; Regulations

Executive Order 9397, as amended by 13478, 9830, and 12107 Numbering System for Federal Accounts Relating to Individual Persons

NM05000-2 Authorities:

10 U.S.C. 5013, Secretary of the Navy
10 U.S.C. 5041, Headquarters, Marine Corps
E.O. 9397 (SSN) as amended

DPR 34 Authorities:

5 U.S.C. 301, Department Regulations
5 U.S.C. Chapters
11 OPM
13 Special Authorities
29 Commissions, Oaths, Records and Reports
31 Authority for Employment
33 Examination, Selection and Placement
41 Training
43 Performance Appraisals
51 Classification
53 Pay Rates and Systems
55 Pay Administration
61 Hours of Work
63 Leave
72 Antidiscrimination
75 Adverse Actions
83 Retirement
99 Department of Defense Personnel Authorities
5 U.S.C. 7201, Antidiscrimination Policy
10 U.S.C. 136, Under Secretary of Defense for Personnel and Readiness
Executive Order 9830, Amending the Civil Service Rules and Providing for Federal Personnel Administration, as amended
Executive Order 9397 (SSN) as amended
29 CFR 1614.601, EEO Group Statistics

Executive Order 13473 - Spousal Preference Eligibility September 28, 2008

CNICINST 5230.1, Total Workforce Management Services;
OPNAVINST 3440.17, Navy Installation Emergency Management Program

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 Civilian Workflow Automation Tool is designed to automate the staffing process by electronically

capturing the requirements for four staffing actions: Reassignments, Expedited Hiring Authority, Delegated Examining Authority, and Merit Promotion actions. Through this automation personal information will be collected from employees, candidates and through an interface with the Naval Air Warfare Center Aircraft Division's Warehouse Analytical Reporting System (WARS) which may provide data gathered from Navy ERP, DCPDS and Total Force Manpower & Management System (TFMMS).

The personal information collected includes: name, address, phone numbers, e-mail addresses, social security number, date of birth, place of birth, citizenship, gender, financial information, spouse information, medical information, disability information, employment information, military records, education information, emergency contact information including name, phone numbers and address; civilian hiring and personnel actions. Position information will also be collected and attached to the candidate information. This includes: pay plan, series, grade, position title, supervisory level, security clearance, drug testing requirements and disposition, position geographic location. In addition to data elements, documents containing privacy act information may be uploaded including, college transcripts, military documents such as the DD214, medical documentation for military and/or disability hires. Total Force Strategy and Management Department (TFS&MD) adheres to established PII regulations and records management rules to protect and dispose of PII.

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

The perceived threats of the data stored and used are primarily computer hackers, disgruntled employees, state sponsored information warfare and acts of nature (e.g., fire, flood, etc). All systems are at risk because they may be vulnerable to unauthorized intrusion and hacking. There are risks that the Civilian Workflow Automation Tool, with its extensive collection of PII could be compromised. Because of this possibility, appropriate security and access controls listed in this PIA are in place. Since the Civilian Workflow Automation Tool operates on the NMCI Network, there is a risk that security could be disabled for maintenance and other purposes. The risk would be that the security controls would not be reset. All systems are vulnerable to "insider threats". Civilian Workflow Automation Tool managers are vigilant to this threat by limiting system access to those individual who have a defined need to access the information. There are defined criteria to identify who should have access to the Civilian Workflow Automation Tool. These individuals have gone through extensive training; extensive background and employment investigations.

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/NAWCAD HIRING MANAGERS, NAVAIR COMPETENCY MANAGEMENT, NAWCAD TOTAL FORCE STRATEGY AND MANAGEMENT OFFICE; NAVY CIVILIAN HUMAN RESOURCES SERVICE CENTER NORTHEAST; NAVY OFFICE OF CIVILIAN HUMAN RESOURCES; NAVAIR SECURITY; NAVAIR/NAWCAD LEGAL

Other DoD Components.

Specify.

Other Federal Agencies.

Specify.

OFFICE OF PERSONNEL MANAGEMENT; MERIT SYSTEMS PROTECTION BOARD

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.

Individuals are not required to provide their PII data, however failure to provide this information will result in the agency's inability to process an employment application or job offer process. Public Law 104-134 (April 26, 1996)

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

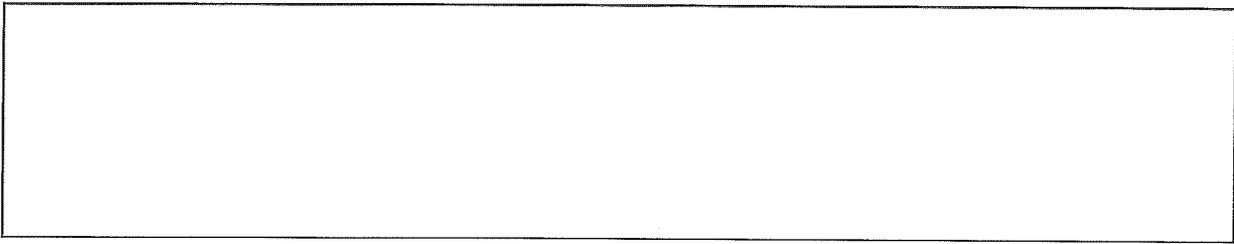
j. Do individuals have the opportunity to consent to the specific uses of their PII?

- Yes** **No**

(1) If "Yes," describe the method by which individuals can give or withhold their consent.

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

External candidates do sign an OF-306 form consenting to the use of their PII, however it does not list all the specific instances where PII may be accessed.



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.

Each official form contains a privacy act statement. Below is the Privacy Act Statement found on the SF-306.

The Office of Personnel Management is authorized to request this information under sections 1302, 3301, 3304, 3328, and 8716 of title 5, U. S. Code. Section 1104 of title 5 allows the Office of Personnel Management to delegate personnel management functions to other Federal agencies. If necessary, and usually in conjunction with another form or forms, this form may be used in conducting an investigation to determine your suitability or your ability to hold a security clearance, and it may be disclosed to authorized officials making similar, subsequent determinations. Your Social Security Number (SSN) is needed to keep our records accurate, because other people may have the same name and birth date. Public Law 104-134 (April 26, 1996) asks Federal agencies to use this number to help identify individuals in agency records. Giving us your SSN or any other information is voluntary. However, if you do not give us your SSN or any other information requested, we cannot process your application. Incomplete addresses and ZIP Codes may also slow processing.

ROUTINE USES: Any disclosure of this record or information in this record is in accordance with routine uses found in System Notice OPM/GOVT-1, General Personnel Records. This system allows disclosure of information to: training facilities; organizations deciding claims for retirement, insurance, unemployment, or health benefits; officials in litigation or administrative proceedings where the Government is a party; law enforcement agencies concerning a violation of law or regulation; Federal agencies for statistical reports and studies; officials of labor organizations recognized by law in connection with representation of employees; Federal agencies or other sources requesting information for Federal agencies in connection with hiring or retaining, security clearance, security or suitability investigations, classifying jobs, contracting, or issuing licenses, grants, or other benefits; public and private organizations, including news media, which grant or publicize employee recognitions and awards; the Merit Systems Protection Board, the Office of Special Counsel, the Equal Employment Opportunity Commission, the Federal Labor Relations Authority, the National Archives and Records Administration, and Congressional offices in connection with their official functions; prospective non-Federal employers concerning tenure of employment, civil service status, length of service, and the date and nature of action for separation as shown on the SF 50 (or authorized exception) of a specifically identified individual; requesting organizations or individuals concerning the home address and other relevant information on those who might have contracted an illness or been exposed to a health hazard; authorized Federal and non-Federal agencies for use in computer matching; spouses or dependent children asking whether the employee has changed from a self-and-family to a self-only health benefits enrollment; individuals working on a contract, service, grant, cooperative agreement, or job for the Federal government; non-agency members of an agency's performance or other panel; and agency-appointed representatives of employees concerning information issued to the employees about fitness-for-duty or agency-filed disability retirement procedures.

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.