



PRIVACY IMPACT ASSESSMENT (PIA)

For the

Workforce Shaping (WS)
Department of the Navy - 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.

SECTION 2: PIA SUMMARY INFORMATION

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

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

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:

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

Other authorities:

5 U.S.C. 301, Departmental Regulations
E.O. 10450, Security Requirements for Government Employment
OPNAVINST 3710.7U, Naval Air Training and Operational Procedures

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.

Workforce Shaping (WS). The objective of the Workforce Shaping system is to support the NAVAIR Command Staffing process.

Command Staffing is an annual Command-level process to: 1) identify and capture planned workload and elevate staffing decisions, and 2) ensure workforce risks are properly balanced across the entire PEO/Command portfolio of work, now and in the future. The goals of the Command Staffing Process are to:

-- Utilize a common structure and 'language' to describe our demand for work (our demand signals, based on specific program events and activities), the required work output (our Intermediate Products), and the estimate to produce that output

-- Reinforce the roles and responsibilities for determining and staffing workload under CAO/IPT, including the shared accountability that demanders and suppliers have in ensuring program/project success

-- Provide leadership insight into and visibility of staffing levels across the portfolio of PEO, Command, and external agency customers, allowing for optimization of resources and proper balancing of staffing-related risk

-- Ensure visibility, transparency, and consistency in the development of manpower projections that feed multiple programming/budget processes across Resource Sponsors (i.e., N1, N4, N8), and provide for program authority and stakeholder review of those requirements prior to external release

The SSN is collected for Civilian employees to reconcile active employees and attributes to the monthly employee file received from the Warehouse Analytical Reporting System (WARS). The collection of the SSN will be eliminated from WS by the end of 2011.

Personal information collected by WS includes: Name, SSN, employment information, military records, and education information. Grade, rank, naval officer billet classification (NOBC), and naval enlisted classification (NEC) are collected for military personnel supporting NAVAIR via entry screens within the application.

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

The Workforce Shaping system stores the SSN of civilian NAVAIR employees in order to interface with the employee information file received from the Warehouse Analytical Reporting System (WARS) used to populate employee data (Last name, first name, UIC, organization, acquisition information, grade, occupational series, business area and site). The Workforce Shaping tool stores manually entered data (Last name, first name, grade, rank, naval officer billet classification (NOBC) and naval enlisted classification (NEC)) for military personnel. The Workforce Shaping Tool application requires CAC card access to the system. The data is encrypted via https access. Monthly account checks verify that all active accounts are still required users and remove access for any users that no longer require it. Additionally, the system uses roles to further restrict access to the PII to only those with a need to be able to access and update it.

Since Workforce Shaping Tool operates on the NMCI Network, there is a risk that security controls could be disabled for maintenance and other purposes. The risk would be that the security controls would not be reset. This risk is somewhat mitigated by setting up notification for the server team whenever the system is unavailable, so that they can verify that all security controls are put back in place after system restarts and patches.

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.

Data is exchanged within NAVAIR to the 7.2.2 MIS team to populate the data warehousing system and with NAVMAC to update billet attributes to the Total Force Manpower Management System (TFFMS) system.

Other DoD Components.

Specify.

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 in the Workforce Shaping tool is not collected from the individual. PII is received from WARS and/or entered into Workforce Shaping by NAVAIR Military Personnel Coordinators via entry screens.

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 in the Workforce Shaping tool is not collected from the individual. PII is received from WARS and/or entered into Workforce Shaping by NAVAIR Military Personnel Coordinators via entry screens.

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

- | | |
|--|---|
| <input type="checkbox"/> Privacy Act Statement | <input type="checkbox"/> Privacy Advisory |
| <input type="checkbox"/> Other | <input checked="" type="checkbox"/> None |

Describe each applicable format.

PII in the Workforce Shaping tool is not collected from the individual. PII is received from WARS and/or entered into Workforce Shaping by NAVAIR Military Personnel Coordinators via entry screens.

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.