



## PRIVACY IMPACT ASSESSMENT (PIA)

For the

Labor Management Support Information System (LMSIS)

Department of the Navy - Naval Facilities Engineering Command (NAVFAC)

### **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.

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), as amended

Additional authority:

NAVFACENGCOM Ltr 7100/8 Ser FMB/2417 Dtd 23 Mar 09, Budget Guidance for Naval Facilities Engineering Commands (FECs) and the Naval Facilities Engineering Service Center (NFESC).

**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 Labor Management Support Information System (LMSIS) provides labor accounting data to the Defense Working Capital Accounting System (DWAS) by processing Time and Attendance data from the Standard Labor Data Collection and Distribution Application (SLDCADA) to add specific Working Capital financial information for accounting purposes.

The Labor Management Support Information System (LMSIS) is a "feeder" program that interfaces labor information from the SLDCADA timekeeping program and payroll information from DCPS into the Defense Working Capital Fund Accounting System (DWAS).

LMSIS receives Time and Attendance data from the Standard Labor Data Collection and Distribution Application (SLDCADA) for further processing including: Labor Hours Reporting, Extension of Labor, and Distribution of Charges before preparing a file for submission to the Defense Working Capital Accounting System (DWAS). In addition, LMSIS receives a Gross Pay file from the Defense Civilian Payroll System (DCPS) and creates Payroll Reconciliation information as well as Fringe Benefits, Awards and Leave Lump Sum payment records for submission to DWAS in order to record financial information for accounting purposes.

PII collected includes: Name, SSN, financial information, employment information.

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

Privacy risks are primarily related to unauthorized disclosure of pay and benefit information to those who may not have appropriate clearance and "need-to-know." The PII in the data could be used for fraudulent purposes. System is protected by fire-walled networks and requires both CAC authentication and individual logon. All system data, including PII, is encrypted at rest. All client connections are encrypted via 128bit SSL.

**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.

**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.

The PII used by LMSIS is not provided directly by the employees but is brought in on-line or by feeder files from other DoD systems. PII is used to verify the labor and payroll information for cost accounting purposes.

**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.

There currently is no process for consent or objection in the LMSIS program.

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

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

Describe each applicable format.

Although individuals are not asked to provide any PII themselves, when a LMSIS user access the program there are Privacy Statements telling them that PII is involved and that precautions to safeguard should be taken.

**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.**