

PRIVACY IMPACT ASSESSMENT (PIA)

PRESCRIBING AUTHORITY: DoD Instruction 5400.16, "DoD Privacy Impact Assessment (PIA) Guidance". Complete this form for Department of Defense (DoD) information systems or electronic collections of information (referred to as an "electronic collection" for the purpose of this form) that collect, maintain, use, and/or disseminate personally identifiable information (PII) about members of the public, Federal employees, contractors, or foreign nationals employed at U.S. military facilities internationally. In the case where no PII is collected, the PIA will serve as a conclusive determination that privacy requirements do not apply to system.

1. DOD INFORMATION SYSTEM/ELECTRONIC COLLECTION NAME:

Business Information Management System (BIMS)

2. DOD COMPONENT NAME:

Department of the Navy

3. PIA APPROVAL DATE:

06/27/19

Naval Facilities Engineering Command (NAVFAC)

SECTION 1: PII DESCRIPTION SUMMARY (FOR PUBLIC RELEASE)

a. The PII is: (Check one. Note: foreign nationals are included in general public.)

- | | |
|---|---|
| <input type="checkbox"/> From members of the general public | <input checked="" type="checkbox"/> From Federal employees and/or Federal contractors |
| <input type="checkbox"/> From both members of the general public and Federal employees and/or Federal contractors | <input type="checkbox"/> Not Collected (if checked proceed to Section 4) |

b. The PII is in a: (Check one)

- | | |
|--|---|
| <input type="checkbox"/> New DoD Information System | <input type="checkbox"/> New Electronic Collection |
| <input checked="" type="checkbox"/> Existing DoD Information System | <input type="checkbox"/> Existing Electronic Collection |
| <input type="checkbox"/> Significantly Modified DoD Information System | |

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

BIMS exchanges data with ABS:

- Sends cost data (details direct data of actual hours, cost and revenue by business line number) and manpower data (personnel name, pay grade) to ABS for reporting.
- Retrieves budget data consisting of monthly budget execution information to assist in identifying overhead cost centers and direct product/services and Cost Center Statement Report (CCR) data from ABS for reporting.

BIMS exchanges data with ieFACMAN:

- Sends employee data to ieFACMAN for internal housekeeping and reporting.
- Retrieves DWAS financial job order data (job orders, order dates, order balances, order amounts and order resources) from ieFACMAN for reporting.

BIMS retrieves gross pay data from LMSIS used to create labor reconciliation reports.

BIMS functions as NITC's enterprise data warehouse (EDW). Data is extracted from the NITC hosted systems, transformed for storing in the proper format and then loaded into the final BIMS enterprise database: BIMS EDW. The EDW provides the ability for NITC to integrate data from all of the business systems hosted at NITC into a single database and data model. This streamlined approach allows for ease of reporting and data analysis.

d. Why is the PII collected and/or what is the intended use of the PII? (e.g., verification, identification, authentication, data matching, mission-related use, administrative use)

BIMS is a data-warehouse that collects PII to data match, report on cost data, report on DWAS financial job order data, transfer employee data for internal housekeeping and reporting, and create labor reconciliation reports.

BIMS additionally functions as NITC's enterprise data warehouse (EDW). Data is extracted from the NITC hosted systems, transformed for storing in the proper format and then loaded into the final BIMS enterprise database: BIMS EDW. This core component of NITC's business intelligence (BI), the EDW provides the ability for NITC to integrate data from all of the business systems hosted at NITC into a single database and data model. This streamlined approach allows for ease of reporting and data analysis.

The PII collected is collected for administrative, business and financial management.

The PII collected from the NITC Hosted business systems is for ease collected for analysis and ease of reporting.

e. Do individuals have the opportunity to object to the collection of their PII? Yes No

(1) If "Yes," describe the method by which individuals can object to the collection of PII.

(2) If "No," state the reason why individuals cannot object to the collection of PII.

PII is not collected directly from the individual.

f. 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.

g. When an individual is asked to provide PII, a Privacy Act Statement (PAS) and/or a Privacy Advisory must be provided. (Check as appropriate and provide the actual wording.)

Privacy Act Statement Privacy Advisory Not Applicable

PII is not collected directly from the individual.

h. With whom will the PII be shared through data exchange, both within your DoD Component and outside your Component? (Check all that apply)

Within the DoD Component

Specify.

NAVFAC activities including Total Force/Human Resources personnel; Comptroller/Financial Management personnel; and Business Directorate/Analytics personnel

Other DoD Components

Specify.

Other Federal Agencies

Specify.

State and Local Agencies

Specify.

Contractor (Name of contractor and describe the language in the contract that safeguards PII. Include whether FAR privacy clauses, i.e., 52.224-1, Privacy Act Notification, 52.224-2, Privacy Act, and FAR 39.105 are included in the contract.)

Specify.

V-Solv-It safeguards for shared data are covered in Non-Disclosure Forms and SAAR-N forms are maintained. Contract N39430-13-D-1231 incorporates 52.224-2 clause by reference on page 123. Other clauses will be added when modifications are made in June and September 2019 which are the next available opportunities.

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

Specify.

i. Source of the PII collected is: (Check all that apply and list all information systems if applicable)

- | | |
|--|---|
| <input type="checkbox"/> Individuals | <input type="checkbox"/> Databases |
| <input checked="" type="checkbox"/> Existing DoD Information Systems | <input type="checkbox"/> Commercial Systems |
| <input type="checkbox"/> Other Federal Information Systems | |

Existing DoD information system:

1. Defense Working Capital Accounting System (DWAS).
2. NITC Hosted Business systems, eMASS Numbers: 6939, 6942, 3508, 4625 and 6384.

j. How will the information be collected? (Check all that apply and list all Official Form Numbers if applicable)

- | | |
|---|--|
| <input type="checkbox"/> E-mail | <input type="checkbox"/> Official Form (Enter Form Number(s) in the box below) |
| <input type="checkbox"/> Face-to-Face Contact | <input type="checkbox"/> Paper |
| <input type="checkbox"/> Fax | <input type="checkbox"/> Telephone Interview |
| <input checked="" type="checkbox"/> Information Sharing - System to System | <input type="checkbox"/> Website/E-Form |
| <input type="checkbox"/> Other (If Other, enter the information in the box below) | |

k. 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 must be consistent.

- Yes No

If "Yes," enter SORN System Identifier

SORN Identifier, not the Federal Register (FR) Citation. Consult the DoD Component Privacy Office for additional information or <http://dpcl.dod.mil/Privacy/SORNs/>
or

If a SORN has not yet been published in the Federal Register, enter date of submission for approval to Defense Privacy, Civil Liberties, and Transparency Division (DPCLTD). Consult the DoD Component Privacy Office for this date

If "No," explain why the SORN is not required in accordance with DoD Regulation 5400.11-R: Department of Defense Privacy Program.

l. What is the National Archives and Records Administration (NARA) approved, pending or general records schedule (GRS) disposition authority for the system or for the records maintained in the system?

(1) NARA Job Number or General Records Schedule Authority.

(2) If pending, provide the date the SF-115 was submitted to NARA.

(3) Retention Instructions.

BIMS does not contain record data.

m. What is the authority to collect information? A Federal law or Executive Order must authorize the collection and maintenance of a system of records. For PII not collected or maintained in a system of records, the collection or maintenance of the PII must be necessary to discharge the requirements of a statute or Executive Order.

- (1) If this system has a Privacy Act SORN, the authorities in this PIA and the existing Privacy Act SORN should be similar.
- (2) If a SORN does not apply, 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) Cite the specific provisions of the statute and/or EO that authorizes the operation of the system and the collection of PII.
 - (b) If direct statutory authority or an Executive Order does not exist, indirect statutory 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) If direct or indirect authority does not exist, 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 must be identified.

SORN N05220-1, Data Warehouse Business Intelligence System (DWBIS) (December 23, 2015, 80 FR 79869), authorities: 10 U.S.C. 5013, Secretary of the Navy; 10 U.S.C Chapter 87, Defense Acquisition Workforce; DoD 5200.2-R, Department of Defense Personnel Security Program; DoDD 8570.1-M, Information Assurance Workforce Improvement Program; and SECNAV M-5510.30, Department of Navy Personnel Security Program.

SORN N05230-1, Total Workforce Management Services (TWMS) (October 20, 2010, 75 FR 64715), authorities: 10 U.S.C. 5013, Secretary of the Navy; 10 U.S.C. 5041, Headquarters, Marine Corps; CNICINST 5230.1, Total Workforce Management Services; OPNAVINST 3440.17, Navy Installation Emergency Management Program and 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)

n. Does this DoD information system or electronic collection have an active and approved Office of Management and Budget (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 No Pending

- (1) If "Yes," list all applicable OMB Control Numbers, collection titles, and expiration dates.
- (2) If "No," explain why OMB approval is not required in accordance with DoD Manual 8910.01, Volume 2, "DoD Information Collections Manual: Procedures for DoD Public Information Collections."
- (3) If "Pending," provide the date for the 60 and/or 30 day notice and the Federal Register citation.

This is a component internal information collection that does not collect information from members of the public.