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:
   TRIDENT REFIT FACILITY INFORMATION SYSTEM (TRFIS)

2. DOD COMPONENT NAME:
   Department of the Navy

3. PIA  APPROVAL DATE:
   11/27/19

U.S. FLEET FORCES COMMAND (USFFC)

SECTION 1: PII DESCRIPTION SUMMARY (FOR PUBLIC RELEASE)

a. The PII is: (Check one. Note: foreign nationals are included in general public.)
   - From members of the general public
   - From both members of the general public and Federal employees and/or Federal contractors
   - Not Collected (if checked proceed to Section 4)
   - From Federal employees and/or Federal contractors

b. The PII is in a: (Check one)
   - New DoD Information System
   - Existing DoD Information System
   - New Electronic Collection
   - Existing Electronic Collection

TRIDENT Refit Facility Information System (TRFIS) is used by management and employees to make and support managerial decisions that cannot be ascertained from the current maintenance system, Logistics Data System (LDS). TRFIS provides managers with personnel status and supporting employee pay data that can be used to support decisions and prepare briefs/presentations for the Commanding Officer. Manpower Module provides a means to track all personnel data such as employee Billet control numbers, grade level and positions. It also downloads data into the CRMM module which is used for transmission of payroll information to DFAS for organization employees. CRMM creates an electronic timecard for each employee in TRFIS. Deficiency tracking/reporting module is an automated means of tracking inspection and audit deficiencies throughout the enterprise. Overtime Crediting/Reporting module is an automated means of tracking employee overtime credit service as required by the current Collective Bargaining Agreement. Training/Qualifications Module is an automated means of tracking training and qualifications for each employee. Allows resource managers to identify & select mandatory command training, track qualifications, work center requirements based on position, choose from a vendor catalog of courses, set priority of individual training courses for employees, schedule training. Security Module is used by our command Security branch to maintain organization employee security clearance information, in support of tracking local accesses to restricted areas (badge access), completion of security based mandatory courses, Letters of Intent/Notification, and employee Courier Card access.

Personal information collected in the application/system is Name, SSN, Security Clearance information and other lower risk business specific information (as further identified in para 2.a.)

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)
   - Identification and Mission-related use.

   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.

   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.

For military members only: they can object to this collection however, orders to the organization would be canceled due to inability to verify clearance data. PII is not collected directly from civilian assigned personnel.

For military members only: they can consent to specific uses however, if consent was not obtained orders to the organization would be
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 [X]
- Privacy Advisory [ ]
- Not Applicable [ ]

AUTHORITY: Executive Order 10450, Public Law 99-474, the Computer Fraud and Abuse Act; and System of Records Notice: NM0500-2 Program Management and Locator System.

PRINCIPAL PURPOSE: To record user identification for the purpose of verifying the identities of individuals requesting access to Department of Defense (DOD) systems and information.

ROUTINE USES: The collection of data is used by Navy Personnel Supervisors/Managers, Administration Office, Security Managers, Information Assurance Managers, and System Administration with a need to know.

DISCLOSURE: Disclosure of this information is voluntary; however, failure to provide the requested information may impede, delay or prevent further processing of this request.

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 [X]
- Specify. TRIDENT Refit Facility, Kings Bay, GA (Internal use only; management, financial, human resource, and security personnel with a need to know)
- Other DoD Components [X]
- 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.
- 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)

- Individuals [ ]
- Databases [ ]
- Existing DoD Information Systems [X]
- Commercial Systems [ ]
- Other Federal Information Systems [ ]
- Specification: Existing DoD Information Systems: DCPDS, JPAS and/or NSIPS

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

- E-mail [ ]
- Official Form (Enter Form Number(s) in the box below)
- Face-to-Face Contact [X]
- Paper [ ]
- Fax [ ]
- Telephone Interview [ ]
- Information Sharing - System to System [ ]
- Website/E-Form [ ]
- Other (If Other, enter the information in the box below) [X]

Existing DoD Information Systems: DCPDS, JPAS and/or NSIPS. When on boarding an employee PII is manually retrieved (by HR personnel) from the appropriate system and then added to TRFIS for its intended purpose. Face to face is only used for military members where the SSN was not available in the appropriate DoN system. A PAS is provided to these employees if PII is directly collected.

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 [X]
- No [ ]

If "Yes," enter SORN System Identifier: NM07421-1, NM05000-2

SORN Identifier, not the Federal Register (FR) Citation. Consult the DoD Component Privacy Office for additional information or http://dpcld.defense.gov/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.

I. 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.

TRFIS does not contain record data requiring NARA registration. No federal records stored in TRFIS. All local records are temporary in nature for the duration of an employee's employment. PII related data is destroyed immediately following an employee's departure.

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 NM07421-1, Time and Attendance Feeder Records (August 15, 2007, 72 FR 45798), authorities:

SORN NM05000-2, Program Management and Locator System (January 24, 2008, 73 FR 4193), authorities:
10 U.S.C. 5013, Secretary of the Navy; 10 U.S.C. 5041, Headquarters, Marine Corps; and E.O. 9397 (SSN), as amended.

Other Authorities:
OPNAVINST 4000.57G, Logistics Support of the TRIDENT System, 19 Jan 2012

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.

TRFIS is a government only application/system with no collection from the public.