

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:

NAVAIR Depot Maintenance System (NDMS)

2. DOD COMPONENT NAME:

Department of the Navy

3. PIA APPROVAL DATE:

08/31/20

NAVAIRSYSCOM (COMFRC)

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.

NAVAIR Depot Maintenance System (NDMS) is the Program of Record (POR) for Industrial Depot-level maintenance, repair, and overhaul. The key NDMS customers are the artisans, management, and production staff at the Industrial Fleet Readiness Centers (FRC), who provide Engine, Aircraft and Component support for the Navy warfighter, Navy Inventory Control Point/ Defense Logistics Agency (NAVICP/DLA), Executive Office of the President; Homeland Security (US Coast Guard, and US Customs); National Aeronautics and Space Administration (NASA); National Oceanic and Atmospheric Administration (NOAA); US State Department; and the US Department of Agriculture's Forestry Service.

As a system of systems, NDMS integrates the Government off the Shelf (GOTS) and Commercial off the Shelf (COTS) solutions, required to perform depot level maintenance, repair, modification of aircraft, engines, components and other aeronautical equipment and to perform manufacturing and prototyping operations. The main objectives of NDMS are to: 1) improve business performance in the depots while reducing depot unit repair costs, 2) increase depot response time efficiencies to increase weapon and system availability, and 3) standardize data and information systems to reduce the Automated Data Processing/Information Technology (ADP/IT) cost to improve information accuracy, consistency, and availability for management decision making.

NDMS provides the following operational activities:

- Maintenance Planning and Scheduling
- Capacity Management
- Maintenance Operations
- Kitting Management
- Supply/Material Management
- OSHA & Hazardous Material Management
- Facilities Management
- Financial Orchestration
- Labor Time and Attendance Management

NDMS - Time And Attendance (NDMS-TAA), is a GOTS subsystem, which maintains time and attendance data and labor distribution data for the Industrial FRCs. Actual data transfers are from NDMS-TAA to the Defense Industrial Financial Management System (DIFMS) (i.e. the Industrial FRC's financial system of record) and the Defense Civilian Pay System (DCPS). However, NDMS-TAA is currently migrating to Navy Enterprise Resource Planning (Navy ERP), which will replace DIFMS.

PII Information Collected: Employment Information: Leave Accrual; Work Location; Job Order Number; Task Order Number; Occupational Series; and Work Schedule and Time-Card Certification; Mailing/Home Address; Financial Information: Pay Period

Identification; Special Pay Categories; Rank/Grade; Security Information: Employee Security Clearance ; Name; Other ID Number:
Command Assigned Employee Number; SSN

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)

Data Matching

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.
- 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.
- 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 Commercial Systems
- Other Federal Information Systems

Existing DOD Information System: Defense Civilian Pay System (DCPS) and Database: Emailed Excel spreadsheet is provided by Human Resources to Accounting for entry into NDMS-TAA.

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

- | | |
|---|--|
| <input checked="" 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) | |

Existing DOD Information System: Defense Civilian Pay System (DCPS) and Database: Emailed Excel spreadsheet is provided by Human Resources to Accounting for entry into NDMS-TAA.

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.d.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.

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.

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:
5 U.S.C. 301, Departmental Regulations;
10 U.S.C. 5013, Secretary of the Navy;
10 U.S.C. 5041, Headquarters, Marine Corps; and
E.O. 9397 (SSN).

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.

NDMS does not collect PII on the public.