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:
Military Sealift Command Financial Management System (MSC-FMS)

2. DOD COMPONENT NAME:
Department of the Navy

3. PIA APPROVAL DATE:
03/02/21

USFFC - Military Sealift Command

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 Federal employees and/or Federal contractors

☐ Not Collected (if checked proceed to Section 4)

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

☐ New DoD Information System

☐ New Electronic Collection

☒ Existing DoD Information System

☐ Existing Electronic Collection

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.

The Military Sealift Command (MSC) Financial Management System (FMS) does not solicit or collect PII from personnel; however, since MSC-FMS is sent PII from other systems that serve as the collection source of PII, this Privacy Impact Assessment has been filled out to provide details on the type of PII that is sent to MSC-FMS from Defense Civilian Payroll System (DCPS) and Defense Travel System (DTS).

DCPS transmits six DCPS files for capture of payroll expenses in MSC-FMS. Detail records include SSN and Employee Full Name. FMS summarizes the data into expenditure transactions and payroll offices and does not transmit the SSN or employee name any further. The detailed records are retained for history within the MSC-FMS system. Two of the six files, Subsistence Results and Bank Account Information, are inbound file processes with no accounting effect in the FMS General Ledger and are not used for reconciliation purposes.

DTS transmits approved travel orders to record the obligation in MSC-FMS. Travel orders include SSN and Employee Full Name. MSC-FMS uses the last 5 digits of the SSN and the Employee full name to match to the Employee master table in order to identify the employee on the obligation document. The original record transmitted from DTS is retained for history within the MSC-FMS system.

PII collected by MSC-FMS includes: Name, SSN, truncated SSN, and financial information: pay grade/rate, pay plan, bank name, type of bank account, account number, routing number; and leave and earnings information: vacation time, sick leave, annual leave, gross pay, payroll office number, service number, separation date, and your register number, etc.

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
- [x] 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)**

- [x] Within the DoD Component
- [ ] Other DoD Components
- [ ] Other Federal Agencies
- [ ] State and Local Agencies

*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.)*

- [x] CACI - US Citizens and have Secret Security Clearance. All Contractors are required to comply with Privacy Act and are trained annually.

- [ ] Deloitte - US Citizens and have Secret Security Clearance. All Contractors are required to comply with Privacy Act and are trained annually.

- [ ] FAR Privacy Clauses have been confirmed to be in both contracts.

- [ ] Other (e.g., commercial providers, colleges).

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

- [ ] Individuals
- [x] Existing DoD Information Systems
- [ ] Other Federal Information Systems

*Interface records including SSNs and financial information are transmitted to MSC-FMS from:*

- Defense Civilian Payroll System (DCPS)
- Defense Travel System (DTS)

**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
- [ ] Paper
- [ ] Fax
- [ ] Telephone Interview
- [x] Information Sharing - System to System
- [ ] Website/E-Form

- [ ] 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.

- [x] Yes
  - [ ] No

If "Yes," enter SORN System Identifier **NM07421-1**
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. [DAA-GRS-2013-0001-00]

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

(3) Retention Instructions.

Records must be retained for 10 years

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.


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.