1. DOD INFORMATION SYSTEM/ELECTRONIC COLLECTION NAME:

Military Sealift Command Human Resource Management System and Sea Service Letter Application (MSCHRMSSSLA)

2. DOD COMPONENT NAME:

Department of the Navy

3. PIA APPROVAL DATE:

03/02/21

USFFC MSC

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

☐ From both members of the general public and 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.

In order for MSC to successfully carry out its mission in an ever-changing environment, MSC needs a robust resource management and staffing system to quickly and efficiently place Civilian Mariners (CIVMARS) who work and sail on U.S. Government-owned MSC ships. MSCHRMSSSLA resides in the Civilian HRMS sub-domain of the HRM Business Mission Area (BMA), and supports the Civilian Personnel and Pay function by providing a comprehensive and flexible tool for managing the staffing, training, and employee relations for CIVMARS. MSC’s workforce goal is to attract, develop and care for a workforce capable of meeting MSC’s vision. This will be achieved through an increased emphasis on career development and by promoting each individual’s success by shaping, training and properly equipping the workforce. Implementing and maintaining a robust human resource management application allows the Military Sealift Fleet Support Command (MSFSC), which is charged with providing CIVMAR support and management oversight, to efficiently meet the aforementioned.

PII collected: name, other names used, SSN, citizenship, gender, birth date, place of birth, personal cell telephone number, home telephone number, personal email address, mailing/home address, security clearance, emergency contact, Medical Information (tracks medical information for current CIVMARS and applicants. Includes appointment scheduling for physicals, determinations, fit for duty information including drug testing and scheduling, drug free workplace); Disability Information (tracks the fit for duty for CIVMAR (high level information)); Employment Information (tracking the following information for the CIVMARS such as: terminations; disciplinary action tracking (DAT)- high level information; official personnel information; merit promotions information; separation information; CIVMAR assignments); and Education information (tracks CIVMAR competence and position competencies such as CIVMAR competency records, professional certification and credential data for ship assignments).

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)

Verification and identification for pay, staffing, training, and employee relations functions. The information is collected in accordance with requirements from the CSMP (Civil Service Mariner Procedures) and the Coast Guard.

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.

The PII collected is critical to ensuring the Civilian Mariner’s Human Resources (HR) record is complete. Refusal to provide any/all of the mandatory PII will result in the candidate de-screening during the hiring process.

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.
Civil Service Mariners are provided and sign a privacy act statement upon time of collection. The personal information collected is used for Human Resource purposes only.

**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.)**

- [X] Privacy Act Statement
- [ ] Privacy Advisory
- [ ] Not Applicable


ii. Purpose: The information is collected by the Coast Guard to determine whether an applicant meets the regulatory standards for issuance of a U.S. Merchant Mariner Credential (MMC). The Coast Guard evaluates an applicant’s qualifications to determine compliance with the national and international requirements for issuance of the MMC, any endorsement within the MMC, and medical certificate.

iii. Routine Uses: The information is used by authorized Coast Guard personnel who have a need for the record to determine whether an applicant is a safe and suitable person and qualifies for the MMC, any endorsement within the MMC, and medical certificate. In addition, the Coast Guard uses this information to maintain and update records of merchant mariner, documentation transactions. The information will not be shared outside of DHS except in accordance with the provisions of DHS/USCG-030 Merchant Seamen’s Records System of Records, 74 FR 30308 (June 25, 2009).

iv. Disclosure: Furnishing this information (including your SSN) is voluntary; however, failure to furnish the requested information may result in the non-issuance of the MMC, any endorsement within the MMC, and medical certificate.

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

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

- [X] Individuals
- [X] Existing DoD Information Systems
- [ ] Databases
- [ ] Commercial Systems
- [ ] Other Federal Information Systems
- [ ] Other Federal Information Systems

**Information systems:** DoD Defense Civilian Payroll System (DCPS) and Defense Travel System (DTS)

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

- [X] Information Sharing - System to System
- [ ] Other (If Other, enter the information in the box below)

**Forms:** CG_719B, CG_719C, CG_719K, CG_719KE, CG_719P, and CG_719S

**Information systems:** DoD Defense Civilian Payroll System (DCPS) and Defense Travel System (DTS)

**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 [NM05000-2, NM07421-1]

SORN Identifier, not the Federal Register (FR) Citation. Consult the DoD Component Privacy Office for additional information or http://dpclid.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. [DAA-GRS-2017-0007-00]

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

(3) Retention Instructions.

a. General HRMS Records; i. SSIC: 12000.50; ii. Retention: Temporary. Destroy after GAO audit or when 3 years old.

b. Employee Management Administrative Records; Records on routine office program support, administration, and human resources operations.; i. SSIC/GRS: 12000-18; GRS 2.2 010; ii. Retention: Temporary. Destroy when 3 years old, but longer retention is authorized if required for business use.

c. Employee Case records: Retain for 4 years after closure of case

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II. 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 statue 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 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).

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

Additional Authorities:
5 U.S.C. Chapter 81, COMPENSATION FOR WORK INJURIES

III. 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 [x] 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.

Operating documents and information or documentation processed and/or transmitted within an operational system...