



PRIVACY IMPACT ASSESSMENT (PIA)

For the

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| Department Head Afloat Management System (DHAMS) |
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| Department of the Navy - Military Sealift Command |
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SECTION 1: IS A PIA REQUIRED?

a. Will this Department of Defense (DoD) information system or electronic collection of information (referred to as an "electronic collection" for the purpose of this form) collect, maintain, use, and/or disseminate PII about members of the public, Federal personnel, contractors or foreign nationals employed at U.S. military facilities internationally? Choose one option from the choices below. (Choose (3) for foreign nationals).

- (1) Yes, from members of the general public.
- (2) Yes, from Federal personnel* and/or Federal contractors.
- (3) Yes, from both members of the general public and Federal personnel and/or Federal contractors.
- (4) No

* "Federal personnel" are referred to in the DoD IT Portfolio Repository (DITPR) as "Federal employees."

b. If "No," ensure that DITPR or the authoritative database that updates DITPR is annotated for the reason(s) why a PIA is not required. If the DoD information system or electronic collection is not in DITPR, ensure that the reason(s) are recorded in appropriate documentation.

c. If "Yes," then a PIA is required. Proceed to Section 2.

SECTION 2: PIA SUMMARY INFORMATION

a. Why is this PIA being created or updated? Choose one:

- New DoD Information System
- Existing DoD Information System
- Significantly Modified DoD Information System
- New Electronic Collection
- Existing Electronic Collection

b. Is this DoD information system registered in the DITPR or the DoD Secret Internet Protocol Router Network (SIPRNET) IT Registry?

- Yes, DITPR Enter DITPR System Identification Number
- Yes, SIPRNET Enter SIPRNET Identification Number
- No

c. Does this DoD information system have an IT investment Unique Project Identifier (UPI), required by section 53 of Office of Management and Budget (OMB) Circular A-11?

- Yes
- No

If "Yes," enter UPI

If unsure, consult the Component IT Budget Point of Contact to obtain the UPI.

d. 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 should be consistent.

- Yes
- No

If "Yes," enter Privacy Act SORN Identifier

DoD Component-assigned designator, not the Federal Register number.
Consult the Component Privacy Office for additional information or
access DoD Privacy Act SORNs at: <http://www.defenselink.mil/privacy/notices/>

or

Date of submission for approval to Defense Privacy Office

Consult the Component Privacy Office for this date.

e. Does this DoD information system or electronic collection have an 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

Enter OMB Control Number

Enter Expiration Date

No

f. Authority to collect information. A Federal law, Executive Order of the President (EO), or DoD requirement must authorize the collection and maintenance of a system of records.

(1) If this system has a Privacy Act SORN, the authorities in this PIA and the existing Privacy Act SORN should be the same.

(2) 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) Whenever possible, cite the specific provisions of the statute and/or EO that authorizes the operation of the system and the collection of PII.

(b) If a specific statute or EO does not exist, determine if an indirect statutory authority can be cited. An indirect 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) 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 should be identified.

NM5000-2 SORN authorities:

10 U.S.C. 5013, Secretary of the Navy
10 U.S.C. 5041, Headquarters, Marine Corps
E.O. 9397 (SSN), as amended.

NM07421-1 SORN 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
5 U.S.C. Chapters 53, 55, 61, and 63, Pay rates and systems, Pay Administration, Hours of Work, and Leave
31 U.S.C. Chapter 35, Accounting and Collections
DoD Financial Management Regulation (DoDFMR) 7000.14-R, Vol. 8, Chapter 5
E.O. 9397 (SSN), as amended.

g. Summary of DoD information system or electronic collection. Answers to these questions should be consistent with security guidelines for release of information to the public.

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

DHAMS consists of customized software developed specifically for MSC.

DHAMS is the shipboard extension for time and attendance supporting MSC payroll functions for Civilian Mariners as well as other administrative functions.

Personal information stored and processed is used to:

- * Support biweekly payroll accounting functions
- * Maintain Time and Attendance information
- * Issuance of Leave and Earnings Statements
- * Support leave administration
- * Develop crew lists
- * Develop manifest of passengers
- * Manage certification for DOD, DON, and Coast Guard Certifications

Personal information includes: Name, SSN, Citizenship, Gender, Date of Birth, Place of Birth, Home Telephone Number, Mailing/Home Address, Security Clearance, Spouse Information: name; Marital Status, Employment Information: billet; Naturalization Date, Coast Guard License Time, Lifeboat Endorsement, Work Permit Number; Emergency Contact Information: Next of Kin Name, Next of Kin Relationship, Next of Kin Address, Next of Kin Phone, Next of Kin, Other Phone; and Other Information: certifications, licenses, passport information: Passport Number, License/Certification Name and License/Certification Number; Financial Information: Time & Attendance, Earnings, Deductions, Salary Payments, Leave Administration Allotments, Leave & Earning Statements, Disbursement Information, Tax Exemption and Additional Tax, Daily Labor entries (Name, Duty Code, Earning Code, Sea/Shore Duty, Start and End Time, Total Hours, Pay Rate, Project Number, Billet, Tour), Draws (Regular, Special, Subsistence), Public Vouchers, and Collection Vouchers.

(2) Briefly describe the privacy risks associated with the PII collected and how these risks are addressed to safeguard privacy.

DHAMS complies with the minimum authentication requirements for individual users on DOD information systems per CJCSM 6510.01, Appendix A to Enclosure C, Authentication. The password encryption complies with NIST-certified algorithm as described in CJCSM 6510.01, Appendix H to Enclosure C. Access security is supported by the shipboard access restrictions, network security configuration and shipboard security operations.

Operating system patches and Information Assurance Vulnerability Alert (IAVA) updates are applied as instructed.

Data Transmission to and from ship is performed using Next Generation Wideband which is MSC's private point-to-point data exchange system (VPN) that compresses and encrypts data for transmission.

h. With whom will the PII be shared through data exchange, both within your DoD Component and outside your Component (e.g., other DoD Components, Federal Agencies)? Indicate all that apply.

Within the DoD Component.

Specify.

Other DoD Components.

Specify.

Other Federal Agencies.

Specify.

State and Local Agencies.

Specify.

Contractor (Enter name and describe the language in the contract that safeguards PII.)

Specify.

Unisys, U.S. Infotech, SRA International and Dynamic Network Enterprises, INC.

The contractor will have access to live data. Use of this data shall be in compliance with Privacy Act requirements, Public Law and applicable agency regulations. Violation may involve imposition of criminal penalties or civil action against the agency. Contract includes FAR clause.

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

Specify.

Port Authority Agencies - The Crew List is provided to the Port Authority agencies. It includes SSN, name, position, citizenship and date of birth.

i. Do individuals have the opportunity to object to the collection of their PII?

Yes

No

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

(2) If "No," state the reason why individuals cannot object.

Information is not collected directly from the individual. Mariners are issued the documents noted below, which they supply to the purser when they come on board ship. Information from these documents is entered into DHAMS by the purser:

- Merchant Mariner Document (MMD)
- Passport
- Licenses

If the Mariner failed to supply these documents the Mariner would not be employable.

j. 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.

Information is not collected directly from the individual. Mariners are issued the documents noted below, which they supply to the purser when they come on board ship. Information from these documents is entered into DHAMS by the purser:

- Merchant Mariner Document (MMD)
- Passport
- Licenses

If the Mariner failed to supply these documents the Mariner would not be employable.

k. What information is provided to an individual when asked to provide PII data? Indicate all that apply.

- | | |
|--|---|
| <input type="checkbox"/> Privacy Act Statement | <input type="checkbox"/> Privacy Advisory |
| <input type="checkbox"/> Other | <input checked="" type="checkbox"/> None |

Describe each applicable format.

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NOTE:

Sections 1 and 2 above are to be posted to the Component's Web site. Posting of these Sections indicates that the PIA has been reviewed to ensure that appropriate safeguards are in place to protect privacy.

A Component may restrict the publication of Sections 1 and/or 2 if they contain information that would reveal sensitive information or raise security concerns.