



PRIVACY IMPACT ASSESSMENT (PIA)

For the

Military Sealift Command Unified Civilian Mariner Payroll System (MSC-UCPS)

Department of the Navy - Military Sealift Command

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.

SORN authorities:

5 U.S.C. 301, Departmental Regulations
5 U.S.C. Chapter 53: Pay Rates and Systems
5 U.S.C. Chapter 55: Pay Administration
5 U.S.C. Chapter 81: Compensation for Work Injuries
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.

MSC-UCPS application is a required civilian payroll system that is used by the Military Sealift Command to document the time and attendance, and to pay the bi-weekly wages of over 6000 civilian mariners employed to man auxiliary and special mission ships managed by this command. UCPS consists of customized software developed specifically for MSC. UCPS supports a full range of payroll functions including base pay management, federal withholding, social security withholding, management of user allotments, and other standard civilian benefit and/or deduction withholding in accordance with standard federal civilian and associated labor union rules and regulations. UCPS also provides for full reporting of the financial results of the bi-weekly payroll into the command's Financial Management System. The system maintains history files (1993 to current), provides leave administration, allotments, Leave and Earnings Statements, and interfaces for direct deposits and other disbursements, as well as various reports. UCPS data output is dispatched to various federal, state, and local agencies, direct bank deposit, accounting, and disbursement of checks to several thousand employees.

Personal information includes: Name, Social Security Number, Date of Birth, Home Address, and Financial Information. Financial Information includes: Time & Attendance, Earnings, Deductions, Salary Payments, Leave Administration, Allotments, Leave & Earning Statements, W2 statements, Direct Deposit Information, Disbursement Information, Federal employee life insurance (FEGLI), Federal Employee Health Benefits (FEHB), Retirement contributions (CSRS/FERS/FERSRAE), Dental/Vision (FEDVIP), Flexible Spending Accounts (FSA), Union Dues, Charity withholdings, Federal Tax withholdings, Social Security withholdings, Medicare withholdings, Garnishment data, Thrift Savings Plan (TSP), Long Term Care (LTC).

UCPS is in the maintenance and operation phase of the IT System Development Life Cycle.

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

Where as all systems are at risk and vulnerable to unauthorized access or intrusions such as hacking Unified Civilian Mariner Payroll System (UCPS) data is processed on an accredited network in the Military Sealift Command (MSC) Legacy domain in accordance to DoD requirements and authorized by Designated Approving Authority at NETWARCOM. The risk that UCPS data could be compromised has been evaluated and determined to acceptable because the system has been properly secured with the appropriate administrative, technical and physical safeguards listed in this PIA.

The UCPS user risk concern is considered acceptable because all users are required to initially complete and annually re-take DoD approved training for Privacy Act and security awareness that addresses privacy issues, system use and information management.

All DoD users must be "Suitable" for employment before gaining any DoD system access. System access is controlled by an approved SAAR-N form (DD form 2875). A SAAR-N form can only be submitted for a user by their "Chain of command" authority. A user login ID is only issued after the SAAR-N is endorsed, validated and approved but the command Security Manager. Additionally, UCPS user access is restricted to those personnel who also meet the "Need to Know" access requirement.

In addition:

Common Access Card (CAC) network access to the NMCI network.

Citrix userID and password provides application access restrictions.

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

Access to the payroll spaces in building R48 on Naval Station Norfolk is restricted via swipe badge.

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.

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.

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.

UCPS does not collect information directly from the individual. Information is collected from Defense Civilian Personnel Data System (DCPDS), Military Sealift Command-Human Resources Management System (MSC-HRMS), Military Sealift Command-Department Head Afloat Management System (MSC-DHAMS). MSC Payroll Technicians also collect and post information in UCPS on behalf of the individual.

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.

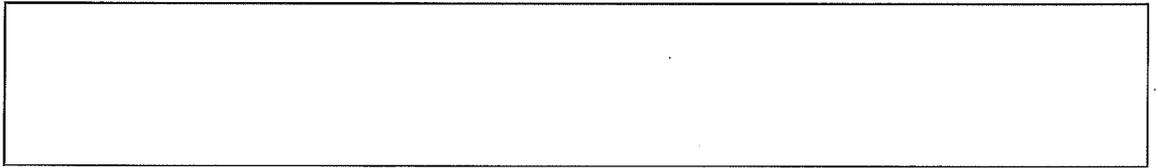
UCPS does not collect information directly from the individual. Information is collected from DCPDS, MSC-HRMS, MSC-DHAMS. MSC Payroll Technicians also collect and post information in UCPS on behalf of the individual.

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

- Privacy Act Statement Privacy Advisory
 Other None

Describe each applicable format.

UCPS does not collect information directly from the individual. Information is collected from DCPDS, MSC-HRMS, MSC-DHAMS. MSC Payroll Technicians also collect and post information in UCPS on behalf of the individual on a case basis to ensure information accuracy and completeness.



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.