



PRIVACY IMPACT ASSESSMENT (PIA)

For the

Supervisors' Desk (SUPDESK)

Department of the Navy - NAVSEA - SEA 04
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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.

SORN Authorities:

NM05000-2

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

NM07421-1

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

Additional Authorities:

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 Collection; DoD Financial Management Regulation (DoDFMR) 7000.14-R, Vol. 8 Chapter 5

SSN Justification Memo dated 22 Aug 11, as written, is still valid and under approval in DITPR DON #8965.

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.

The Supervisors' Desk (SUPDESK) application facilitates a supervisor's job by providing a coherent single-source view of the majority of the administrative and job management information needed by the supervisor on a regular basis. SUPDESK allows the supervisor to directly submit accurate and timely data to the Shipyard Management Information System (SYMIS) and other relevant automated systems. Information is retrieved by SUPDESK from various sources and provided to the supervisor in an on-line, easy-to-use format.

The Rationalized Application (PPPP) - Pre and Post Payroll Processes (PPPP) is a Navy mission support Automated Information System (AIS), which retains time and attendance and labor transactions, which contain the employee's name, employee number, and Social Security Number (SSN). It also maintains an abbreviated version of the Defense Civilian Pay System (DCPS), Master Employee Record (MER), which includes name, and SSN. The PPPP prepares the interface from the time and attendance system (Supervisors' Desk) to be transferred to the DCPS, it also prepares the labor interface to the Cost Application and Supplemental Administration Employee Manual System (SAEM) from labor data returned from DCPS; and provides for preparation of the Civilian Personnel Reporting System (CPRRS) report.

PII collected includes: Name, Badge Number, SSN, Address, Home phone, Cell phone, Emergency Contact, Birth date, Gender, Marital Status, Financial Information (Pay grade, step and rate), Medical Information (leave usage, leave reason).

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

The system is subject to a range of generic threats similar to those applicable to most government information systems. Potential threats are natural, inherent in the system design, attributed to unauthorized personnel, and from authorized personnel who make mistakes. Perimeter fences, guards, and controlled access procedures are in place to prevent physical threats. The system is a password controlled system as well as CAC enabled to prevent unauthorized personnel. Access to information restricted to employees with direct functional need to know. Password complexity requirements are enforced and historical logs of access are maintained and will assist in assuring only appropriate personnel have access to the database. User roles are also in place to prevent mistakes handling the data.

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.

Employee Supervisors and Department resource managers for personnel management, Comptroller/payroll personnel and Application Administrators for troubleshooting purposes

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.

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.

PII is not collected directly from 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.

PII is not collected directly from 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.

PII is not collected directly from the individual.

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.