PRIVACY IMPACT ASSESSMENT (PIA)

For the

SSCLTS - Labor Transfer System
AMC-RDECOM

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**
- ☐ **New Electronic Collection**
- ☒ **Existing DoD Information System**
- ☐ **Existing Electronic Collection**
- ☐ **Significantly Modified DoD Information System**

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 (DITPR 3416) (AITR DA04607)
- ☐ **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 T7509

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.

5 U.S.C. 301 Departmental Regulation; Department of Defense Financial Management Regulation (DODFMR) 7000.14-R, Volume 5; 31 U.S.C. Sections 3511, 3512, and 3513; and 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.

The automated Labor Transfer System (LTS) was developed to provide a simple, timely and accurate means of researching, reviewing and transferring labor data at the individual employee level. It contains employee names and social security numbers. It provides ad hoc query capabilities, printing of query results, transfer of all types of labor hours and charges, and a number of canned reports at summary and detailed levels, to include, but not limited to Labor Utilization, Labor Detail, Transfers, Negative Balances, Overtime & Compensatory Time Paid, Employee, and Activity Graphs. It contains two fiscal years of data. Data is extracted from the Standard Operations & Maintenance Army Research and Development System (SOMARDS), one of the Army standard financial data processing systems, labor detail file and labor master database and is loaded into LTS in coordination with the SOMARDS processing schedule. All transactions created from LTS are processed into SOMARDS using Transaction Code 621 (Commit/Obligate/Expense/ Disburse By Others, Civilian Labor) in order to allow the exact transfer of charges. LTS users consist of those that are responsible for processing SOMARDS financial accounting. Benefits are allocated to base pay on the basis of number and type of hours and/or dollars incurred as appropriate. LTS has drastically reduced the number of hours and, consequently, funding previously required to create and process labor transfers. LTS is a web-based Oracle application which resides on a Unix/Sun Server located at SSC.

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

The Labor Transfer System does not collect PII directly, but retrieves it from an existing DOD System, the Standard Operations & Maintenance Army Research and Development System (SOMARDS), one of the Army standard financial data processing systems. The Labor Transfer System uses PII in order to transfer labor costs associated with specific individuals. Social security numbers are safeguarded by the following methods:
(i) only displaying the last 4 digits of the social security number in the user interface and on reports,
(ii) by data at rest (DAR) encryption of the social security number (via Oracle's Obfuscation Toolkit while in a database table,
(ii) by DAR encryption of whole files via the OpenSSL toolkit at the OS level, and
(iv) by using DISA's secure file gateway and secure file transfer protocol (sftp) to encrypt the data during 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. Defense Finance and Accounting Services via SOMARDS Application

☐ **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.

N/A. The Labor Transfer System does not collect PII directly, but retrieves it from an existing DOD System, the Standard Operations & Maintenance Army Research and Development System (SOMARDS), one of the Army standard financial data processing systems.

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.

In order for employees to get paid, financial accounting must be performed and PII is a requirement of the Standard Operations & Maintenance Army Research and Development System (SOMARDS).

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.	N/A (The Labor Transfer System does not collect PII directly, but retrieves it from an existing DOD System, the Standard Operations & Maintenance Army Research and Development System (SOMARDS), one of the Army standard financial data processing systems.)

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.