

PRIVACY IMPACT ASSESSMENT (PIA)

PRESCRIBING AUTHORITY: DoD Instruction 5400.16, "DoD Privacy Impact Assessment (PIA) Guidance". Complete this form for Department of Defense (DoD) information systems or electronic collections of information (referred to as an "electronic collection" for the purpose of this form) that collect, maintain, use, and/or disseminate personally identifiable information (PII) about members of the public, Federal employees, contractors, or foreign nationals employed at U.S. military facilities internationally. In the case where no PII is collected, the PIA will serve as a conclusive determination that privacy requirements do not apply to system.

1. DOD INFORMATION SYSTEM/ELECTRONIC COLLECTION NAME:

NAVSUP Enterprise Web Portal

2. DOD COMPONENT NAME:

Department of the Navy

3. PIA APPROVAL DATE:

06/04/2018

Headquarters, Naval Supply Systems Command

SECTION 1: PII DESCRIPTION SUMMARY (FOR PUBLIC RELEASE)

a. The PII is: (Check one. Note: foreign nationals are included in general public.)

- | | |
|---|---|
| <input type="checkbox"/> From members of the general public | <input checked="" type="checkbox"/> From Federal employees and/or Federal contractors |
| <input type="checkbox"/> From both members of the general public and Federal employees and/or Federal contractors | <input type="checkbox"/> Not Collected (if checked proceed to Section 4) |

b. The PII is in a: (Check one)

- | | |
|--|---|
| <input type="checkbox"/> New DoD Information System | <input type="checkbox"/> New Electronic Collection |
| <input checked="" type="checkbox"/> Existing DoD Information System | <input type="checkbox"/> Existing Electronic Collection |
| <input type="checkbox"/> 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.

The NAVSUP Enterprise Web Portal is the combined web presence for Naval Supply Systems Command. It consists of the NAVSUP Public Website, MyNAVSUP Employee Intranet, and approximately 40 custom developed applications to enhance productivity within NAVSUP which are intended to improve productivity within NAVSUP or support logistics processes that are not handled by other systems. Also included within NAVSUP Enterprise Web is an Identity Management Suite used to authenticate users for NAVSUP IT systems.

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)

The NAVSUP Enterprise Web portal has an integrated identity management system used to control user access to all NAVSUP IT systems. For this purpose, the user's name, grade, organization, and Electronic Data Interchange Personal Identifier (EDIPI) are collected. For approval of telework agreements, the address for the employee's telework location and phone number are collected. Personnel management and budgeting applications that are part the NAVSUP Enterprise Web Portal contain Name, Activity, Billet Identification Number, General Schedule (GS) Job Series, Grade/ Step level, and position description number.

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.

Users can object to giving their Name, Organization, Telework location, and phone number as a condition for Telework approval.

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.

(2) If "No," state the reason why individuals cannot give or withhold their consent.

The employee can decline to provide requested information for home address as part of the telework approval process by selecting a cancel button during the telework request application process; however the employee's failure to provide the requested information for telework location may result in inability for the employee to participate in the program. The employee can also decline to provide information as part of the NAVSUP User Provisioning Common Access Card (CAC) Registration process and select a cancel button during the registration process but this may result in the inability to access NAVSUP IT systems as the NAVSUP User Provisioning system is used to enforce CyberSecurity requirements for two-factor authentication.

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.)

- | | | |
|--|--|---|
| <input type="checkbox"/> Privacy Act Statement | <input checked="" type="checkbox"/> Privacy Advisory | <input type="checkbox"/> Not Applicable |
|--|--|---|

h. With whom will the PII be shared through data exchange, both within your DoD Component and outside your Component? (Check all that apply)

Within the DoD Component

Specify.

Privacy Information within the NAVSUP Enterprise Web Portal will be used within NAVSUP only. Access to privacy protected information stored in the NAVSUP Identity Management System is limited to only IT administration personnel for this system and contractors directly supporting the identity management system. In isolated instances, identity management records can be shared with IT administrators for other NAVSUP IT systems if required for troubleshooting system access problems. Leave and Telework information access is limited to supervisory personnel. Other personnel information use is limited to personnel initiating and supporting the personnel hiring processing or Comptroller Office personnel who are tasked with manpower cost analysis.

Other DoD Components

Specify.

Other Federal Agencies

Specify.

State and Local Agencies

Specify.

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.)

Specify.

Contractor Name: Reyna Information Technology Services.

A separate contract clause is included in the contract regarding Privacy Act considerations. The contract clause requires the contractor to safeguard all privacy information, and ensure this data is accessed and maintained in accordance with applicable laws and regulations. If contractor access occurs to Privacy Act Information occurs, FAR 52.224-1 Clause (Privacy Act Notification) and 52.224-2 Clause (Privacy Act) apply.

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

Specify.

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

Individuals

Databases

Existing DoD Information Systems

Commercial Systems

Other Federal Information Systems

The Individual consents to use of information from their Common Access Card. Information collected includes user's name, grade, organization, and Electronic Data Interchange Personal Identifier (EDIPI). Employee Activity, Billet Identification Number, General Schedule (GS) Job Series, Grade/ Step level, and position description number are from the Navy Standard Integrated Personnel System (NSIPS).

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

E-mail

Official Form (Enter Form Number(s) in the box below)

Face-to-Face Contact

Paper

Fax

Telephone Interview

Information Sharing - System to System

Website/E-Form

Other (If Other, enter the information in the box below)

NAVSUP Enterprise Web Users enter their name, grade, organization and their EDIPI is collected from their common access card. User manually enters information for Telework address and Phone Number. Personnel information for budgeting and organizational management is obtained from the Navy Standard Integrated Personnel System (NSIPS). A custom web form is used to collect information for user registration to NAVSUP IT Systems. The web form does not replicate any existing Navy or DoD forms.

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.

Yes No

If "Yes," enter SORN System Identifier

SORN Identifier, not the Federal Register (FR) Citation. Consult the DoD Component Privacy Office for additional information or <http://dpcl.dod.mil/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.

l. 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.

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

(3) Retention Instructions.

SSIC 5000 - General Administrative and Management - Activities Administrative Operations Files. Destroy when 2 years old. (N1-NU-89-4) Chronological (Day) or Reading Files - Destroy when 3 months old. (N1-NU-89-4)

m. 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 statute 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.

5 U.S.C. Section 301 Departmental Regulations. Information required to assist official and employees of the Navy in the management, supervision, and administration of Navy personnel and the operations of related personnel affairs and functions.

n. 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 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.

Information is not collected from the Public for this system.