PRIVACY IMPACT ASSESSMENT (PIA)

For the

Labor, Management, and Employee Relations (LMER)
Defense Logistics Agency (DLA)

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
☒		14349
	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

S370.10 - Labor Management Relations Records System

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.

Chapter 71 of Title 5 of the U.S. Code, Labor-Management Relations and E.O. 9397

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.

Records are maintained incident to the administration, processing, and resolution of unfair labor complaints, grievance-arbitrations, negotiability, and representation issues. Statistical data, with personal identifiers removed, may be used by management for reporting or policy evaluation purposes. Personal information collected by the system includes: Name; Truncated SSN; Mailing/Home Address; Disability Information; Employment Information.

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

Risk exposure of employee's private and personal information. The risks are minimized by physical, technical,and administrative controls. Data is available to only those Human Resource professionals whose job performance require access. System access is controlled by use of smart cards and role-based security which ensures access to the information in the system is limited by job requirement and authorization to view the data. Users sign a Privacy Act Information Acknowledgment Form and agree to maintain the confidentiality of information In accordance with DLAR 5400.21, DLA Privacy Act Program, and DoD 5500.7-R, Joint Ethics Regulations

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.

Human Resources Services personnel

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.

This system is automatically populated from the Defense Civilian Personnel Data System. The specific data fields are needed by DLA Human Resources Services to perform the administration, processing, and resolution of unfair labor complaints, grievance-arbitrations, negotiability, and representation issues. Statistical data, with personal identifiers removed, may be used by management for reporting or policy evaluation purposes.

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.

This system is automatically populated from the Defense Civilian Personnel Data System. The specific data fields are needed by DLA Human Resources Services to perform the administration, processing, and resolution of unfair labor complaints, grievance-arbitrations, negotiability, and representation issues. Statistical data, with personal identifiers removed, may be used by management for reporting or policy evaluation purposes.

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.

DCPDS

The information you provide to the Defense Civilian Personnel Data System (DCPDS) is covered by the Privacy Act of 1974. For questions regarding your personal information please contact your local Human Resources Office.
Authorities: 5 U.S.C. Chapters 11, 13, 29, 31, 33, 41, 43, 51, 53, 55, 61, 63, 72, 75, 83, and 99; 5 U. S.C. 7201; 10 USC 136; DoD Instruction 1400.25, volumes 1100 and 1401; 29 CFR 1614.601; and E. O.9397.

Principal Purposes: To allow civilian (appropriated fund and non-appropriated fund) employees in the

Department of Defense (DoD) to update personal information.
Routine Uses: None. The DoD 'Blanket Routine Uses' set forth at the beginning of OSD's compilation of systems of records notices apply to this system.
Disclosure: Voluntary. However, failure to provide or update your information may require manual HR processing or the absence of some information.

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.