

DEPARTMENT OF DEFENSE
Defense Logistics Agency
Narrative Statement on a New System of Records
Under the Privacy Act of 1974

1. System identifier and name: S900.50, entitled "Labor Hours, Project and Workload Records."
2. Responsible official: Mr. David Griffin, Defense Logistics Agency, J6-UT Tailored Logistics Division Director, 2001 Mission Drive, Suite 2, New Cumberland, PA 17070-5004. Telephone (717) 770-6680; Email David.Griffin@dla.mil.
3. Purpose of establishing the system: The Defense Logistics Agency is proposing to add a system of records to its existing inventory of Privacy Act systems of records notices. The proposed system of records covers DLA military employees and contractors; and collects the records for the purpose of tracking workload / project activity for analysis and reporting purposes, time and attendance, and labor distribution data against projects for management and planning purposes; to maintain management records associated with the operations of the contract; to evaluate and monitor the contractor performance and other matters concerning the contract
4. Authority for the maintenance of the system: 5 U.S.C. 301, Departmental Regulations; 10 U.S.C. 136, Under Secretary of Defense for Personnel and Readiness; 5 U.S.C. Chapter 61, Hours of Work; Chapter 57, Travel, Transportation, and Subsistence; and Chapter 63, Leave; 41 U.S.C. 405a, Uniform Federal Procurement Regulations and Procedures; and FAR Part 16.601(b)(1).
5. Probable or potential effects on the privacy of individuals: There are no known or perceived adverse effects on individual privacy.
6. Is the system, in whole or in part, being maintained by a contractor? Yes. All contracts include the confidentially and Privacy Act statements as required by the FAR (subpart 24.1).
7. Steps taken to minimize risk of unauthorized access: Records are maintained in a controlled facility. Physical entry is restricted by the use of locks, guards, and is accessible only to authorized personnel. Access to computerized data is restricted by passwords, which are changed periodically. Access to record is limited to person(s) responsible for servicing the records in the performance of their official duties and who are properly screened and cleared for need-to-know. Individuals accessing the system of records are to have taken Information Assurance and Privacy Act training. The IT system that houses the system of records has gone through an accreditation process in accordance with the DOD Information Assurance, Certification, and Accreditation Process (DIACAP).
8. Routine use compatibility: Any release of information contained in this system of records outside of the DOD will be compatible with the purposes for which the information is collected and maintained. The DOD "Blanket Routine Uses" apply to this system of records.
9. OMB information collection requirements: **Title of collection: Employee Activity Guide for Labor Entry. Submission date to OMB: Pending.**
10. Supporting documentation: None.

S900.50

System name:

Labor Hours, Project and Workload Records.

System location:

Headquarters, Defense Logistics Agency, 8725 John J. Kingman Road, Stop 6226, Fort Belvoir, VA 22060-6221, and each Defense Logistics Agency (DLA) Field Activity. Official mailing addresses are published as an appendix to DLA's compilation of systems of records notices.

Categories of individuals covered by the system:

DLA military employees and contractors.

Categories of records in the system:

Records maintained include individual's name, User ID, position, supervisor/contracting officer's technical representative, timekeeper, project manager, system access level, organization and office location, contract company, email address and office telephone numbers; rate, work schedule, project and workload records, time and attendance, regular and overtime work hours and leave hours.

Authority for maintenance of the system:

5 U.S.C. 301, Departmental Regulations; 10 U.S.C. 136, Under Secretary of Defense for Personnel and Readiness; 5 U.S.C. Chapter 61, Hours of Work; Chapter 53, Pay Rates and Systems; Chapter 57, Travel, Transportation, and Subsistence; and Chapter 63, Leave; 41 U.S.C. 405a, Uniform Federal Procurement Regulations and Procedures; and FAR Part 16.601(b)(1).

Purpose(s):

The proposed system of records covers DLA military employees and contractors; and collects the records for the purpose of tracking workload / project activity for analysis and reporting purposes, time and attendance, and labor distribution data against projects for management and planning purposes; to maintain management records associated with the operations of the contract; to evaluate and monitor the contractor performance and other matters concerning the contract.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

In addition to those disclosures generally permitted under 5 U.S.C. 552a(b) of the Privacy Act, these records or information contained therein may specifically be disclosed outside the DOD as a routine use pursuant to 5 U.S.C. 552a(b)(3) as follows:

To the contractor's employer for the purpose of resolving any discrepancy in hours billed to DLA in accordance with FAR Clause 16.601 (b)(1). Records released include individual's name, User ID, position, company, project and workload records, time and attendance, regular and overtime work hours and leave hours.

The DOD "Blanket Routine Uses" also apply to this system of records.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Records are stored on paper and on electronic storage media.

Retrievability:

Records are retrieved by subject individual's name or User ID.

Safeguards:

Records are maintained in a controlled facility. Physical entry is restricted by the use of locks, guards, and is accessible only to authorized personnel. Access to computerized data is restricted by passwords, which are changed periodically. Access to record is limited to person(s) responsible for servicing the records in the performance of their official duties and who are properly screened and cleared for need-to-know. Individuals accessing the system of records are to have taken Information Assurance and Privacy Act training.

Retention and disposal:

Disposition pending (until the National Archives and Records Administration has approved the disposition of these records, treat these records as permanent).

System manager(s) and address:

EAGLE Project Manager, J6-UT Tailored Logistics Division, Defense Logistics Agency, 2001 Mission Drive, Suite 2, New Cumberland, PA 17070-5004. For a list of system managers at the DLA Field Activities, write to the EAGLE Project Manager.

Notification procedure:

Individuals seeking to determine whether information about themselves is contained in this system of records should address written inquiries to the HQ DLA Privacy Act Office, Headquarters, Defense Logistics Agency, ATTN: DGA(FOIA/Privacy), 8725 John J. Kingman Road, STOP 2533, Fort Belvoir, VA 22060-6221 or to the Privacy Act Officer of the DLA Field Activity where employed. Official mailing addresses are published as an appendix to DLA's compilation of systems of records notices.

Inquiry should contain the subject individual's full name, User ID, return mailing address, and organizational location of employee.

Record access procedures:

Individuals seeking access to information about themselves contained in this system of records should address written inquiries to the HQ DLA Privacy Act Office, Headquarters, Defense Logistics Agency, ATTN: DGA(FOIA/Privacy), 8725 John J. Kingman Road, STOP 2533, Fort Belvoir, VA 22060-6221 or to the Privacy Act Officer of the DLA Field Activity where employed. Official mailing addresses are published as an appendix to DLA's compilation of systems of records notices.

Inquiry should contain the subject individual's full name, User ID, return mailing address, and organizational location of employee.

Contesting record procedures:

The DLA rules for accessing records, for contesting contents, and appealing initial agency determinations are contained in 32 CFR part 323, or may be obtained from the HQ DLA Privacy Act Office, Headquarters, Defense Logistics Agency, ATTN: DGA(FOIA/Privacy), 8725 John J. Kingman Road, STOP 2533, Fort Belvoir, VA 22060-6221

Record source categories:

Subject individual, supervisors, timekeepers, project manager, contractor officers, contractor representatives, and managers.

Exemptions claimed for the system:

None.