

EAGLE – Project Time Record – OMB information request Feb 11, 2014

(EAGLE is a CAC-enabled system. All employees have an icon on their desktop that they click on to enter the EAGLE system. The screen below is what they see as they access the system.)

1st. Consent to Monitoring:

EAGLE Consent to Monitoring

You are accessing a U.S. Government (USG) Information System (IS) that is provided for USG-authorized use only.

By using this IS (which includes any device attached to this IS), you consent to the following conditions:

- The USG routinely intercepts and monitors communications on this IS for purposes including, but not limited to, penetration testing, COMSEC monitoring, network operations and defense, personnel misconduct (PM), law enforcement (LE), and counterintelligence (CI) investigations.
- At any time, the USG may inspect and seize data stored on this IS.
- Communications using, or data stored on, this IS are not private, are subject to routine monitoring, interceptions, and search, and may be disclosed or used for any USG-authorized purpose.
- This IS includes security measures (e.g., authentication and access controls) to protect USG interests—not for your personal benefit or privacy.
- Notwithstanding the above, using this IS does not constitute consent to PM, LE, or CI investigative searching or monitoring of the content of privileged communications, or work product, related to personal representation or services by attorneys, psychotherapists, or clergy, and their assistants. Such communications and work product are private and confidential. See User Agreement for details.

(After “accepting” from the first screen, the next screen appears with the Agency Disclosure Statement and Privacy Act Statement.)

2nd. Privacy Act

EAGLE Privacy Act Statement

DLA Contractors and Military Personnel

Authority: 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): 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: 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 Defense Logistics Agency 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" set forth at http://www.defenselink.mil/privacy/notices/dla/dla_preamble.shtml apply to this system.

Rules of Use: Rules for collecting, using, retaining, and safeguarding this information are contained in DLA Privacy Act System Notice S900.50, entitled "Labor Hours, Project and Workload Records" available at <http://www.defenselink.mil/privacy/notices/dla/s900-50.shtml>

Office of Management and Budget (OMB): In accordance with the Paperwork Reduction Act, EAGLE has received OMB approval; control number: 0704 – 0452 Title: Project Time Record System.

AGENCY DISCLOSURE NOTICE

The public reporting burden for this collection of information is estimated to average 15 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information.

Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing the burden, to the Department of Defense, Washington Headquarters Services, Executive Services Directorate, Information Management Division, 4800 Mark Center Drive, Alexandria, VA 22350-3100 (0704-0452).

Respondents should be aware that notwithstanding any other provision of law, no person shall be subject to any penalty for failing to comply with a collection of information if it does not display a currently valid OMB control number.

Contact Us Accessibility/Section 508

Local intranet | Protected Mode: Off

(After “accepting” on the second screen, the user comes to the third screen where all of their time and attendance data is entered. After the data is entered, the user ‘submits’ via the drop down menu under Timesheet at the top of the page. Upon submitting the info, the user simply exits EAGLE.)

3rd. User Application - Input Screen

The screenshot displays the EAGLE User application interface within a Windows Internet Explorer browser window. The interface is divided into several sections:

- Navigation Bar:** Includes the EAGLE logo, a Timesheet dropdown menu, and a Reports dropdown menu.
- Timesheet Table:** A table with columns for Day, Day Start, Out 1, In 1, Lunch Out, Lunch In, Out 2, In 2, Day End, and Hours. The data shows a 0.00 hour entry for Sun 2/9 and a 8.00 hour entry for Mon 2/10 (from 06:00 to 14:40).
- Pay Period Summary:** A table titled "Pay Period Charges for 02/09/2014 to 02/22/2014" with columns for Daily Total, Reg, Prem, Leave, AE, AU, Total, and Time Total. The values are: Reg: 8.00, Prem: 0.00, Leave: 8.00, AE: 0.00, AU: 0.00, Total: 16.00, Time Total: 8.00.
- User Information:** A box on the right side of the summary section displays "ALEX, DANIEL (2474)" and "Not Submitted".
- Task Entry Table:** A table with columns for Day, Category, Task, SubTask, Element, HrCd, RsnCd, Hours, and InjuryNum. It lists various tasks such as "DLA AVIATION ASSISTANCE" and "DLA EUROPE & AFRIC ASSISTANCE" with corresponding hours.
- Footer:** A banner at the bottom of the application area reads "FOR OFFICIAL USE ONLY".