



## PRIVACY IMPACT ASSESSMENT (PIA)

For the

Employee Activity Guide for Labor Entry (EAGLE)
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Defense Logistics Agency (DLA)
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### **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
- Existing DoD Information System
- Significantly Modified DoD Information System
- New Electronic Collection
- Existing Electronic Collection

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
- 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

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**

0704-0452

**Enter Expiration Date**

02/29/2012

**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.

S340.10 -- 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; 5 U.S.C. 301, Departmental Regulations; 10 U.S.C. 136, Under Secretary of Defense for Personnel and Readiness; 31 U.S.C., Chapter 35, Accounting and Collection; and E.O. 9397 (SSN), as amended.

S900.50 -- 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), Time-and-Materials, Labor-Hour, and Letter Contracts.

**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.

EAGLE provides DLA with a single IT system to collect data on DLA Civilians for the purpose tracking time and attendance data to include overtime and leave hours, to track accounting information and workload / project activity for analysis and reporting purposes; for statistical reporting on leave and overtime use/usage patterns, number of employees teleworking, etc.; and for costing capabilities. Information is provided through database feeds from the Defense Finance and Accounting Service for the purpose of issuing payroll to DLA civilian employees. Civilian employee personally identifiable information (PII) maintained includes the individual's name, Social Security Number, User ID, date of birth, citizenship, pay rate, and leave balances.

For DLA Military members and DLA contractors data is collected 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. Military employee and contractor PII maintained include individual's name and User ID.

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

Threats: Records and disks are maintained in limited access or monitored work area with access limited to those individuals requiring access to perform official duties. Physical entry by unauthorized persons is restricted by the use of locks, guards, or administrative procedures. Computer terminals are controlled with Common Access Cards (CAC), and computer screens automatically lock after a preset period of inactivity with re-entry controlled by Common Access Cards (CAC). Individuals accessing this system of records are to have taken Information Assurance and Privacy Act training.

Dangers: There are no dangers in providing notice of the collection or allowing an individual to object/consent. Therefore, individuals are given this opportunity at times of notice publication and data collection via a Privacy Act Statement. Individuals are free to raise objections if new threats are perceived.

Risks: The security risks associated with maintaining data in an electronic environment have been mitigated through administrative, technical, and physical safeguards. The safeguards in place are commensurate with the risk and magnitude of harm resulting from the loss, misuse, or unauthorized access to or modification of the data.

**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.

**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.

External to DLA/DoD: Records regarding contractor information is disclosed outside of DLA/DoD for the purpose of resolving any discrepancy in hours billed to DLA with the contractor's 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.

**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.

Privacy Act systems of records notices have been published in the Federal Register with a 30 day public comment period. The EAGLE application screen that collects personal data will contain a Privacy Act Statement, as required by 5 U.S.C. 552a(e)(3), allowing the individual to make an informed decision about providing the data. Individuals may raise an objection with the HQ DLA Privacy Act office during the comment period, during data collection, or at any time thereafter. If no objections are received, consent is presumed.

(2) If "No," state the reason why individuals cannot object.

**j. Do individuals have the opportunity to consent to the specific uses of their PII?**

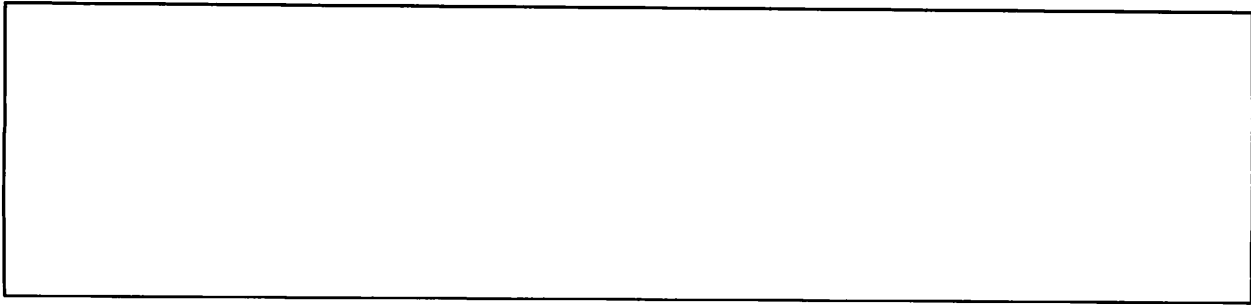
**Yes**

**No**

(1) If "Yes," describe the method by which individuals can give or withhold their consent.

Privacy Act systems of records notices were published in the Federal Register with a 30 day public comment period. Forms that collect personal data will contain a Privacy Act Statement, as required by 5 U.S.C. 552a (e)(3), allowing the individual to make an informed decision about providing the data or participating in the program. Individuals may raise an objection with the HQ DLA Privacy Act office during the comment period, during data collection, or at any time after the program is launched. If no objections are received, consent is presumed.

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



**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.

On the EAGLE web application for DLA Civilian Employees:

Authority: 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; 5 U.S.C. 301, Departmental Regulations; 10 U.S.C. 136, Under Secretary of Defense for Personnel and Readiness; 31 U.S.C., Chapter 35, Accounting and Collection; and E.O. 9397 (SSN).

Purpose(s): Records are used to prepare time and attendance records, to record employee pay rates and status, including overtime, the use of leave, and work absences; to track workload, project activity for analysis and reporting purposes; for statistical reporting on leave and overtime use/usage patterns, number of employees teleworking, etc.; and to answer employee queries on leave, overtime, and pay. Information from this system of records is provided to the Defense Finance and Accounting Service for the purpose of issuing payroll to DLA civilian employees.

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: The DoD "Blanket Routine Uses" set forth at [http://www.defenselink.mil/privacy/notices/dla/dla\\_preamble.shtml](http://www.defenselink.mil/privacy/notices/dla/dla_preamble.shtml) apply to this system.

Disclosure is Voluntary: Providing the requested data is voluntary. However, failure to provide all the data requested may result in our inability to prepare civilian time and attendance records for payroll purposes.

Rules of Use: Rules for collecting, using, retaining, and safeguarding this information are contained in DLA Privacy Act System Notice S340.10, entitled "DLA Civilian Time and Attendance, Project and Workload Records" available at <http://www.defenselink.mil/privacy/notices/dla/S340-10.shtml>

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On the EAGLE web application for 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](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.

**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.**