
Department of the Interior
Privacy Impact Assessment

February 19, 2013

Name of Project: Reclamation Mission Support System (RMSS) GSS
Bureau: Bureau of Reclamation (BOR)
Project's Unique ID: 010-10-01-03-01-1047-00

A. CONTACT INFORMATION:

Who is the Bureau/Office Privacy Act Officer who reviewed this document? (Name, organization, and contact information).

Regina Magno-Judd
BOR Privacy Officer
Denver Federal Center
Denver, CO 80225
Phone: (303) 445-2056
Fax: (303) 445-6575
Email: rmagnojudd@usbr.gov

B. SYSTEM APPLICATION/GENERAL INFORMATION:

1) Does this system contain any information about individuals?

The RMSS GSS does not specifically¹ contain any personally identifiable information (PII); however, the following RMSS GSS hosted **major** applications do contain PII:

- The Corporate Data Warehouse (CDW) major application provides BOR user communities with access to timely, reliable information by creating and provisioning a consolidated financial, human resource, and performance goals and metrics data repository. This eliminates the need for creating and maintaining data and reports from separate transaction systems. Data types include employee data, financial data, organization codes and other information used for payroll processing. Since CDW is considered a major application, its PII is described in a separate PIA, the *CDW Privacy Impact Assessment*.
- The Interior Department Electronic Acquisition System (IDEAS)-Procurement Desktop (PD) major application, part of the Department's IDEAS, may contain information about individuals within government vendor data. IDEAS-PD contains large, small, and sole proprietorship business information that identifies the name of the company and the company's Tax Identification Number (TIN) issued by the Internal Revenue Service (IRS). Some small businesses choose to use their personal names as their business name and their Social Security Number (SSN) as their TIN. BOR has no control over such use.

¹ The RMSS GSS is a system of computer nodes and an interconnecting network transport medium providing basic communication and hosting services. It is not designed or characterized to support the transmission, processing, or storage of privacy information. Any such traffic, storage, or processing on the GSS is uncontrolled and is the responsibility of the application or individual utilizing the GSS services to protect.

Although IDEAS-PD is a Departmental system, BOR's subsystem component is supported by RMSS and is considered a major application; its PII is described in a separate PIA, the *IDEAS-PD Privacy Impact Assessment*.

- The Electronic Time and Attendance System (ETAS) major application is BOR-wide application that provides a common means for BOR employees and management to enter, validate, and approve time and attendance (T&A) data. The system contains employee personal information including names and corresponding Social Security Numbers (SSNs). Although efforts are made to maintain segregation between names and SSNs, both types of information do reside within the system. Since ETAS is considered a major application, its PII is described in a separate PIA, the *ETAS Privacy Impact Assessment*.
- The Capital Assessment and Resource Management Application (CARMA) is a BOR-wide major application that is identified as a sub-component of the DOI Enterprise-wide Asset Management (Maximo) system. It provides a common means for DOI (BOR) staff to manage capital and human resource assets. The system contains employee personal information derived from the DOI Federal Personnel and Payroll System (FPPS). Since CARMA is considered a major application, its PII is described in a separate PIA, the *CARMA Privacy Impact Assessment*.

a. Is this information identifiable to the individual²?

- RMSS GSS – N/A
- CDW Major Application – Yes. Refer to the *CDW Privacy Impact Assessment*.
- ETAS Major Application – Yes. Refer to the *ETAS Privacy Impact Assessment*
- IDEAS-PD Major Application – Yes. Refer to the *IDEAS-PD Privacy Impact Assessment* Although not required by law, some businesses choose to use their personal names as their company name and their social security number (SSN) as their company's TIN.
- CARMA Major Application – Yes. Refer to the *CARMA Privacy Impact Assessment*

b. Is the information about individual members of the public?

- RMSS GSS – N/A.
- CDW Major Application – No. Refer to the *CDW Privacy Impact Assessment*.
- IDEAS-PD Major Application – Yes. See B.1) a., bullet 5, above.
- ETAS Major Application – No. Refer to the *ETAS Privacy Impact Assessment*.
- CARMA Major Application – No. Refer to the *CARMA Privacy Impact Assessment*.

c. Is the information about employees?

- RMSS GSS – N/A.
- CDW Major Application – Yes. Refer to the *CDW MA Privacy Impact Assessment*.

² "Identifiable Form" - According to the OMB Memo M-03-22, this means information in an IT system or online collection: (i) that directly identifies an individual (e.g., name, address, social security number or other identifying number or code, telephone number, email address, etc.) or (ii) by which an agency intends to identify specific individuals in conjunction with other data elements, i.e., indirect identification. (These data elements may include a combination of gender, race, birth date, geographic indicator, and other descriptors).

- IDEAS-PD Minor Application – No.
- ETAS Major Application – Yes. Refer to the *ETAS Privacy Impact Assessment*.
- CARMA Major Application – Yes. Refer to the *CARMA Privacy Impact Assessment*.

2) What is the purpose of the system/application?

- The RMSS GSS provides general infrastructure support for a number of business- and mission-related applications used by a wide variety of BOR employees. The RMSS GSS hosts major applications, including those identified above as containing PII (i.e., CDW, IDEAS-PD, ETAS, CARMA). It also hosts other major and non-major (minor) applications that support the overall mission of BOR.

2a) What Minor Applications are hosted by this system?

See Appendix A.

3) What legal authority authorizes the purchase or development of this system/application?

- The Paperwork Reduction Act of 1995 (Public Law 104-13) requires federal agencies to minimize the paperwork burden for individuals, small businesses, educational and nonprofit institutions, Federal contractors, State, local and tribal governments, and other persons resulting from the collection of information.
- The E-Government Act of 2002 (Public Law 107-347) requires federal agencies to develop and promote electronic government processes.
- The President's Management Agenda to expand e-Government authorized the purchase of IDEAS-PD to automate the procurement process.

C. DATA IN THE SYSTEM:

1) What categories of individuals are covered in the system?

- RMSS GSS – N/A
- CDW Major Application – Employees
- ETAS Major Application – Employees
- IDEAS-PD Major Application – Vendors doing business with the Government
- CARMA Major Application – Employees

2) What are the sources of the information in the system?

a. Is the source of the information from the individual or is it taken from another source? If not directly from the individual, then what other source?

- RMSS GSS – From the businesses themselves.
- CDW Major Application – Refer to the *CDW MA Privacy Impact Assessment*.
- IDEAS-PD Major Application – The source of any individual information in IDEAS-PD is the vendors themselves. Some confirmation can be accomplished by comparing the

submitted information to GSA's Central Contracting Registry (CCR). Vendors who wish to do business with the Federal Government are required to register in CCR. Vendors can voluntarily submit their information to individual agency components employing IDEAS-PD.

- ETAS Major Application – Refer to the *ETAS Privacy Impact Assessment*.
- CARMA Major Application – Refer to the *CARMA Privacy Impact Assessment*.

b. What Federal agencies are providing data for use in the system?

- RMSS GSS – N/A.
- CDW Major Application – Refer to the *CDW Privacy Impact Assessment*.
- IDEAS-PD Major Application – Refer to the *IDEAS-PD Privacy Impact Assessment*.
- ETAS Major Application – Refer to the *ETAS Privacy Impact Assessment*.
- CARMA Major Application – Refer to the *CARMA Privacy Impact Assessment*.

c. What Tribal, State and local agencies are providing data for use in the system?

- RMSS GSS – N/A.
- CDW Major Application – None. Refer to the *CDW Privacy Impact Assessment*.
- IDEAS-PD Major Application – None. Refer to the *IDEAS-PD Privacy Impact Assessment*.
- ETAS Major Application – None. Refer to the *ETAS Privacy Impact Assessment*.
- CARMA Major Application – None. Refer to the *CARMA Privacy Impact Assessment*.

d. From what other third party sources will data be collected?

N/A.

e. What information will be collected from the employee and the public?

- RMSS GSS – N/A.
- CDW Major Application – Refer to the *CDW Privacy Impact Assessment*.
- IDEAS-PD Major Application – Refer to the *IDEAS-PD Privacy Impact Assessment*.
- ETAS Major Application – Refer to the *ETAS Privacy Impact Assessment*.
- CARMA Major Application – Refer to the *CARMA Privacy Impact Assessment*.

D. ATTRIBUTES OF THE DATA:

1) Is the use of the data both relevant and necessary to the purpose for which the system is being designed?

- RMSS GSS – N/A.
- CDW Major Application – Yes. Refer to the *CDW Privacy Impact Assessment*.
- IDEAS-PD Major Application – Yes, the use of the data is both relevant and necessary for the purpose of IDEAS-PD. The awards of federal contracts are only authorized by

CCR registered vendors. If the vendor is not registered in CCR, IDEAS-PD will not allow an award to be processed.

- ETAS Major Application – Yes. Refer to the *ETAS Privacy Impact Assessment*.
- CARMA Major Application – Yes. Refer to the *CARMA Privacy Impact Assessment*.

2) Will the system derive new data or create previously unavailable data about an individual through aggregation from the information collected, and how will this be maintained and filed?

- RMSS GSS – N/A.
- CDW Major Application – Refer to the *CDW MA Privacy Impact Assessment*.
- IDEAS-PD Major Application – No, IDEAS-PD is neither designed to collect individual information nor to aggregate this information.
- ETAS Major Application – Refer to the *ETAS Privacy Impact Assessment*.
- CARMA Major Application – Refer to the *CARMA Privacy Impact Assessment*.

3) Will the new data be placed in the individual's record?

- RMSS GSS – N/A.
- CDW Major Application – Refer to the *CDW MA Privacy Impact Assessment*.
- IDEAS-PD Major Application – N/A.
- ETAS Major Application – Refer to the *ETAS Privacy Impact Assessment*.
- CARMA Major Application – Refer to the *CARMA Privacy Impact Assessment*.

4) Can the system make determinations about employees/public that would not be possible without the new data?

- RMSS GSS – N/A.
- CDW Major Application – Refer to the *CDW MA Privacy Impact Assessment*.
- IDEAS-PD Major Application – No, IDEAS-PD is not used to make determinations about employees. IDEAS-PD validates vendor submitted data against the CCR to ensure the eligibility of a vendor to do business with the Federal Government.
- ETAS Major Application – Refer to the *ETAS Privacy Impact Assessment*.
- CARMA Major Application – Refer to the *CARMA Privacy Impact Assessment*.

5) What opportunities do individuals have to decline to provide information (i.e., where providing information is voluntary) or to consent to particular uses of the information (other than required or authorized uses), and how individuals can grant consent.)

- RMSS GSS – N/A
- CDW Major Application – Refer to the *CDW MA Privacy Impact Assessment*.
- IDEAS-PD Major Application – IDEAS-PD contains information about individuals within government vendor data obtained from the vendors themselves. Vendors must enter this data in order to use IDEAS-PD. It is the same data that is in CCR, the federally mandated electronic vendor registry owned by GSA. Only vendors registered in CCR can conduct

business with the Federal Government, per the FAC-C 2001-16, FAR Case 2002-18 and FAR Final Rule, October 01, 2003.

- ETAS Major Application – Refer to the *ETAS Privacy Impact Assessment*
- CARMA Major Application – Refer to the *CARMA Privacy Impact Assessment*

6) If the data is being consolidated, what controls are in place to protect the data from unauthorized access or use?

None – Data is not being consolidated. N/A.

7) If processes are being consolidated, are the proper controls remaining in place to protect the data and prevent unauthorized access? Explain.

No – Processes are not being consolidated.

8) How will the data be retrieved? Does a personal identifier retrieve the data? If yes, explain and list the identifiers that will be used to retrieve information on the individual.

- RMSS GSS – N/A
- CDW Major Application – Refer to the *CDW Privacy Impact Assessment*.
- IDEAS-PD Major Application – Refer to the *IDEAS-PD Privacy Impact Assessment*.
- ETAS Major Application – Refer to the *ETAS Privacy Impact Assessment*.
- CARMA Major Application – Refer to the *CARMA Privacy Impact Assessment*.

9) What kinds of reports can be produced on individuals? What will be the use of these reports? Who will have access to them?

- RMSS GSS – N/A.
- CDW Major Application – Refer to the *ETAS Privacy Impact Assessment*.
- IDEAS-PD Major Application – Refer to the *IDEAS-PD Privacy Impact Assessment*.
- ETAS Major Application – Refer to the *ETAS Privacy Impact Assessment*.
- CARMA Major Application – Refer to the *CARMA Privacy Impact Assessment*.

10) What opportunities does do individuals have to decline to provide information (i.e., where providing information is voluntary) or to consent to particular uses of the information (other than required or authorized uses), and how individuals can grant consent).

- RMSS GSS – N/A.
- CDW Major Application – Refer to the *CDW Privacy Impact Assessment*.
- IDEAS-PD Major Application – IDEAS-PD contains information about individuals within government vendor data obtained from the vendors themselves. Vendors must enter this data in order to use IDEAS-PD. It is the same data that is in the CCR, the federally mandated electronic vendor registry owned by GSA. Only vendors registered in CCR can conduct business with the Federal Government, per the FAC-C 2001-16, FAR Case 2002-18 and FAR Final Rule, October 1, 2003.
- ETAS Major Application – Refer to the *ETAS Privacy Impact Assessment*.
- CARMA Major Application – Refer to the *CARMA Privacy Impact Assessment*.

E. MAINTENANCE AND ADMINISTRATIVE CONTROLS:

-
- 1) **If the system is operated in more than one site, how will consistent use of the system and data be maintained in all sites?**
N/A.
- 2) **What are the retention periods of data in this system?**
N/A. RMSS is a general support system and provides computing resources and network services for other systems and applications. Refer to the documentation for individual systems/applications hosted by RMSS for details regarding the retention of data.
- 3) **What are the procedures for disposition of the data at the end of the retention period? How long will the reports produced be kept? Where are the procedures documented?**
N/A. RMSS is a general support system and provides computing resources and network services for other systems and applications. Refer to the documentation for individual systems/applications hosted by RMSS for details regarding the disposition of data.
- 4) **Is the system using technologies in ways that the DOI has not previously employed (e.g., monitoring software, Smart Cards, Caller-ID)?**
No – Technologies are not used in ways that DOI has previously not employed. It should be noted, however, that the majority of telephones use some form of caller-ID.
- 5) **How does the use of this technology affect public/employee privacy?**
Technologies are not used in ways that DOI has previously not employed. N/A.
- 6) **Will this system provide the capability to identify, locate, and monitor individuals? If yes, explain.**
Yes – BlackBerrys, iPhones and iPads all have geolocation services enabled. But it is not used by Reclamation for monitoring purposes nor is it required. Device users can turn off the geolocation services on any of these devices.
- 7) **What kinds of information are collected as a function of the monitoring of individuals?**
- RMSS GSS – N/A.
 - CDW Major Application – None. Refer to the *CDW Privacy Impact Assessment*.
 - IDEAS-PD Major Application – None. Refer to the *IDEAS-PD Privacy Impact Assessment*.
 - ETAS Major Application – None. Refer to the *ETAS Privacy Impact Assessment*.
 - CARMA Major Application – None. Refer to the *CARMA Privacy Impact Assessment*.
- 8) **What controls will be used to prevent unauthorized monitoring?**
- RMSS GSS – N/A.
 - CDW Major Application – Refer to the *CDW Privacy Impact Assessment*.
 - IDEAS-PD Major Application – Refer to the *IDEAS-PD Privacy Impact Assessment*.
 - ETAS Major Application – Refer to the *ETAS Privacy Impact Assessment*.
 - CARMA Major Application – Refer to the *CARMA Privacy Impact Assessment*.
- 9) **Under which Privacy Act system of records notice does the system operate? Provide number and name.**
N/A – RMSS is not a system of record.
- 10) **If the system is being modified, will the Privacy Act system of records notice require amendment or revision? Explain.**
-

No – There is no system of record notice for RMSS. RMSS is not a system of record.

F. ACCESS TO DATA:

- 1) Who will have access to the data in the system?** (e.g., contractors, users, managers, system administrators, developers, tribes, other)

Contractors, users, managers, and system administrators all have access to resources that are a part of RMSS. Access to RMSS resources is controlled through Active Directory and the individual access controls associated with RMSS-hosted applications.

- 2) How is access to the data by a user determined?** Are criteria, procedures, controls, and responsibilities regarding access documented?

- RMSS GSS – RMSS is a general support system and provides computing resources and network services for other systems and applications. Refer to the documentation for individual systems/applications hosted by RMSS for details regarding access to the data maintained by these systems. Access to RMSS resources is controlled via Active Directory based upon user needs.
- CDW Major Application – Refer to the *CDW Information System Security Plan*.
- IDEAS-PD Major Application – Refer to the *IDEAS-PD Information System Security Plan*.
- ETAS Major Application – Refer to the *ETAS Information System Security Plan*.
- CARMA Major Application – Refer to the *CARMA Information System Security Plan*.

- 3) Will users have access to all data on the system or will the user's access be restricted?** Explain.

RMSS is a general support system and provides computing resources and network services for other systems and applications. Refer to the documentation for individual systems/applications hosted by RMSS for details regarding access to the data maintained by these systems. Access to RMSS resources is controlled via Active Directory based upon user needs. Not all data resources are accessible to every user.

- 4) What controls are in place to prevent the misuse (e.g., unauthorized browsing) of data by those having access?** (Please list processes and training materials.)

RMSS is a general support system and provides computing resources and network services for other systems and applications. Refer to the documentation for individual systems/applications hosted by RMSS for details regarding the protection of data from unauthorized browsing.

- 5) Are contractors involved with the design and development of the system and will they be involved with the maintenance of the system?** If yes, were Privacy Act contract clauses inserted into their contracts and other regulatory measures addressed?

Yes. Yes.

- 6) Do other systems share data or have access to the data in the system?** If yes, explain.

No. RMSS is a general support system and provides computing resources and network services for other systems and applications. Refer to the documentation for individual systems/applications hosted by RMSS for details regarding shared access to the data maintained by these systems.

- 7) Who will be responsible for protecting the privacy rights of the public and employees affected by the interface?**

N/A.

- 8) Will other agencies share data or have access to the data in this system (Federal, State, Local, Other e.g., Tribal)?**

No. RMSS is a general support system and provides computing resources and network services for other systems and applications. Refer to the documentation for individual systems/applications hosted by RMSS for details regarding shared access to the data maintained by these systems.

9) How will the data be used by the other agency?

N/A.

10) Who is responsible for assuring proper use of the data?

N/A.

Appendix A

What minor applications are hosted by this system?

MINOR APPLICATION NAME³	DATA TYPES
Microsoft Office Suite	<p>Services Delivery: Controls and Oversight, Regulatory Development, Planning and Resource Allocation, Internal Risk Management and Mitigation, Public Affairs, Legislative Relations, General Government</p> <p>Resources Management: Administrative Management, Human Resources, Information Technology Management</p> <p>Mission: Disaster Management, Natural Resources, Energy, Environmental Management, Workforce Management, General Sciences and Innovation, Knowledge Creation and Management, Regulatory Compliance and Enforcement</p>
Governance, Risk, and Compliance (GRC)	Mission: Regulatory Compliance and Enforcement
Microsoft Exchange	(see data types for Microsoft Office Suite, above)
Active Directory (AD)	<p>Services Delivery: General Government</p> <p>Resources Management: Administrative Management, Information and Technology Management</p>
Federal Activities Inventory Reform (FAIR)	<p>Services Delivery: Controls and Oversight, Planning and Resource Allocation</p> <p>Resources Management: Administrative Management, Human Resources</p>
Domain Name Services (DNS)	Resources Management: Information and Technology Management
Voucher Express	Resources Management: Administrative Management, Financial Management
Proposal and Performance Contract Management System (PropC)	Mission: Natural Resources, Energy, Environmental Management, General Sciences and Innovation, Knowledge Creation and Management, Regulatory Compliance and Enforcement, Public Good Creation and Management, Federal Financial Assistance
Regional SF-52 Vacancy Tracking System *	Resources Management: Administrative Management, Human Resources
Financial Feeders RMSS Subsystems **	Resources Management: Administrative Management, Financial Management

³ Numerous other minor applications supporting scientific, program/project management, systems/engineering management, engineering, cyber security, planning, testing, development, and administrative support are hosted by RMSS. The list is too extensive to provide in this document. The minor applications listed are indicative of the type of applications hosted and, in some instances, represent those considered the most sensitive from a RMSS security perspective.

* Refer to the RMSS Great Plains Regional Subsystem Privacy Impact Assessment for the SF-52 Vacancy Tracking System, dated 11/24/2009, for additional information.

** Federal Financial System (FFS): Monthly reports are written to a SharePoint server managed in RMSS. This is a process that began in March 2010. And replaces the former process of writing this information to CD. These reports do not contain privacy or PII data. They contain financial data only. Access is only given to those who need it to perform their job functions. Additionally, the Department of Interior owns FFS. See the DOI FFS Privacy Impact Assessment at:
http://www.doi.gov/ocio/privacy/PDF/PublicPIA_OS_FFS_02_08.pdf.

Federal Personnel and Payroll System (FPPS): Access is restricted in certain areas of the Denver Office where privacy information is stored. The Human Resources Office requires visitors to enter through one door where a secretary is stationed. Also, in the Human Resources Office, privacy documents are filed in locks cabinets and there is a shredding station to shred sensitive documents. Additionally, the Department of Interior owns FPPS. See the DOI FPPS Privacy Impact Assessment at:
http://www.doi.gov/ocio/privacy/PDF/FPPS_FEB10.pdf.

Hyperion: Any of the 32 system users can print out financial statements at a variety of locations. Hyperion reports contain only financial information that is eventually published as part of a more comprehensive DOI monthly and yearly financial reports.

Labor Cost: Labor Cost bi-monthly reports are written to a SharePoint server managed in RMSS. This is a process that began in March 2010 and replaces the former process of writing this information to CD. These reports include privacy data. Access to the SharePoint site is limited. Access to the locked cabinet is limited to only a few users.

Program and Budget System (PABS): A Privacy Impact Assessment was performed on PABS as part of the C&A process in 2009. It was determined that PABS has no Privacy Data. PABS is no longer considered a major IT portfolio and no longer requires its own Privacy Impact Assessment.