

Department of the Interior
Privacy Impact Assessment

Name of Project: Facility Management Software System (FMSS)

Bureau: National Park Service

Project's Unique ID: 010-00-01-25-01-1010

DEAR System ID: DOI_NPS_13

A. CONTACT INFORMATION:

Felix A. Uribe
Privacy Officer
Bureau Chief of Information Security Office
1201 Eye St. NW, Washington, DC 20005
Telephone: 202-354-6925
Email: felix_uribe@nps.gov

B. SYSTEM APPLICATION/GENERAL INFORMATION:

1) Does this system contain any information about individuals?

Yes

a. Is this information identifiable to the individual¹?

Yes

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

No

c. Is the information about employees?

Yes

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

FMSS is a Major Application that assists facility managers in developing a plan for and managing inventory assets, determining the condition of the asset, planning work to bring the asset into a better operating condition, or identifying obsolete assets in the inventory. FMSS provides a work management process for scheduling work, performing preventive maintenance

and tracking the work performed on the asset. FMSS provides the means to generate maintenance backlog by asset.

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

Section 4(a) of PL 98-540 (16 USC 1a-8(a)) directs NPS to implement a maintenance management system to support maintenance and operations programs of the national park system.

C. DATA in the SYSTEM:

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

System users are employees, contractors and volunteers.

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?

Source of information is from the individual, their supervisor or other user at the park unit responsible for collecting Labor record information.

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

National Park Service

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

None

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

None

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

Information is not collected from the public and all information is work related. Information may include, at the discretion of the park unit, name, work address, work phone, work email address and position number.

3) Accuracy, Timeliness, and Reliability

a. How will data collected from sources other than DOI records be verified for accuracy?

Park account managers enter the data and/or are responsible for the accuracy of the information entered into the system.

b. How will data be checked for completeness?

Completeness of labor information is at the discretion of the park unit and is not enforced by the system.

c. Is the data current?

Park account managers are responsible to ensure that data collected for their park unit is current.

d. Are the data elements described in detail and documented?

Yes. The product documentation delivered with the Maximo software lists the elements of the Labor and Person tables as delivered with the product, and identifies which fields are indexed. PFMD's FMSS System Configuration Document identifies the FMSS-specific display and usage of the fields in the tables.

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?

The data collected is used by the parks to assign work and track labor resources.

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?

No

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

Not applicable.

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

Not applicable.

5) How will the new data be verified for relevance and accuracy?

Not applicable.

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

Labor information is not consolidated.

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

Labor information processes are not being consolidated.

- 8) How will the data be retrieved?**

Data can be retrieved by labor or person code, the unique auto generated number assigned by FMSS when a labor or person record is created, and the user's name.

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

Reports containing information on individuals include labor code, person code, name, work location, estimated pay rate, and supervisor. Reports are used for data auditing and resource tracking. Reports are available to all users.

- 10) 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.)**

Provision of information is at the discretion of the park unit. The application does not require that individual information be provided to create a record but procedures do require that a name be provided.

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?**

The system is accessed remotely from multiple park sites, but the data resides on the system at its AOC location. All users are trained in the proper use of the system before being granted access to it.

- 2) What are the retention periods of data in this system?**

Data is not presently archived but a data archiving procedure is being developed.

- 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?**

All data is presently maintained in the system. A data archiving and disposition procedure is being developed.

- 4) Is the system using technologies in ways that the DOI has not previously employed (e.g., monitoring software, Smart Cards, Caller-ID)?**

No

- 5) How does the use of this technology affect public/employee privacy?**

Not applicable.

- 6) Will this system provide the capability to identify, locate, and monitor individuals? If yes, explain.**

Yes. FMSS will begin monitoring user access to the system at a future date. Windows Active Directory currently provides access logs. Several FMSS applications provide user audit trails, such as who updated the record last or who approved a work order.

- 7) What kinds of information are collected as a function of the monitoring of individuals?**

Windows Active Directory logs of valid and invalid logon attempts are maintained on the NPS Active Directory Domain. FMSS will maintain logs of valid logons at a future date. There is no logging of user access to data.

- 8) What controls will be used to prevent unauthorized monitoring?**

NPS IT Security procedures requiring annual IT security training and user's acknowledgement of NPS Computer Use Responsibilities are in place and a warning message is displayed when a user logs into the system. Each of these addresses violations for unauthorized monitoring, use and access.

- 9) Under which Privacy Act systems of records notice does the system operate? Provide number and name.**

Not applicable, not a Privacy Act System.

- 10) If the system is being modified, will the Privacy Act system of records notice require amendment or revision? Explain.**

System is not being modified.

F. ACCESS TO DATA:

1) Who will have access to the data in the system?

All users having access to the Asset Management Reporting System (AMRS) have access to information contained in reports (see answer to D 9). All users having access to the Labor and Person applications have access to all labor information at their assigned alpha code. Users at a regional level and users at a national level have access to information at and below that level. All administrators have access to all information.

2) How is access to the data by a user determined?

Determinations of access to data by a user is made by the Park Account Manager (user at a park alpha code assigned the responsibility for approving user access) based on Signature Security Group definitions. All Signature Security Groups, except for Level 3 groups have at least read-only access to labor information (Labor and Person Applications).

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

All users having access to the Labor and Person applications have access to all labor records at their alpha code level and below. For example, NPS-wide users have systemwide access, Regional users have region-wide access and park users have access at their park and sub-parks if they exist.

4) What controls are in place to prevent the misuse (e.g., unauthorized browsing) of data by those having access?

See the answer to E.8.

5) Are contractors involved with the design and development of the system and will they be involved with the maintenance of the system?

Yes. Standard IT Scope of Work contract clauses are inserted into the contracts when new task orders and new contracts are written.

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

No

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

Not applicable.

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

No

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

Not applicable.

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

Not applicable.