

**Department of the Interior**  
**Privacy Impact Assessment**

**Name of Project:** Momentum  
**Bureau:** Office of the Secretary  
**Project's Unique ID:** 010-00-01-01-01-1126-24

**A. CONTACT INFORMATION:**

**1) Who is the Bureau/Office Privacy Act Officer?**

Sue Ellen Sloca  
OS/NBC Privacy Act Officer  
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**B. SYSTEM APPLICATION/GENERAL INFORMATION:**

**1) Does this system contain any personal information about individuals?**

**a. Is this information identifiable to the individual<sup>1</sup>?**

Yes. It contains personal informational data such as:

- individual employees' names, home addresses, and phone numbers,
- individual employees' banking information such as bank routing symbol and account number,

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<sup>1</sup> "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).

- individual employees' social security numbers or other supplier number (vendor code),
- individual employees' travel credit card numbers and, in some instances,
- individual employees' bank card numbers.

It also contains personal transactional data such as travel expenses for each business related trip and cumulative travel expenses for a fiscal year, whether the employee is owed money by the agency or owes money, and government small purchase card purchases by type of purchase and by period.

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

No.

**c. Is the information about employees?**

Yes. See B. 1) a.

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

The purpose of the system is to support financial management by providing a standardized, automated capability for performing administrative control of funds, general accounting, billing and collecting, payments, management reporting, and regulatory reporting.

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

The Domestic Volunteer Service Act of 1973, as amended; the National and Community Service Act of 1990, as amended, and the Budget and Accounting Procedures Act of 1950, as amended; the Chief Financial Officer Act of 1990; and the Debt Collection Improvement Act of 1996. **CNS**

12 U.S.C. 2243, 2252; 40 U.S.C. 471 et seq. **FCA**

Budget and Accounting Act of 1921; Budget and Accounting Procedures Act of 1950; Federal Communications Commissions Authorization Act of 1989 and 31 U.S.C. 525. **FCC**

5 U.S.C. 5701 et seq.; 29 U.S.C. 153, 155, 106, and 161 (4) **NLRB**

**C. DATA in the SYSTEM:**

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

Federal employees and AmeriCorps Volunteers. **CNS**

Current and former employees. **AOC, FCA, USCP**

All Commission employees. **FCC**

Individuals reimbursed for expenses in connection with the official functions of the NLRB; i.e., travel on official business, witness fees, FOIA Request, and transportation expenses, and miscellaneous expenses. **NLRB**

**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?**

Data in this system is obtained from documents submitted by individuals covered by the system as well as documents issued by Corporation officials involved with managing, disbursing funds, and collecting debts. **CNS**

Federal employees, as well as, persons, corporations, or governmental entities that make bids or offers to FCA or enter into leases or other agreements with FCA. FCA employees who prepare or audit contractual actions. **FCA**

Individual employees. **AOC, FCC, USCP**

Travel vouchers, witness vouchers, and lodging and miscellaneous receipts submitted by the individual; travel orders submitted by Agency officials; subpoenas; claims for reimbursements; and miscellaneous correspondence and information related thereto. **NLRB**

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

The following agencies provide data for use in the system: the Farm Credit Administration, the National Labor Relations Board, the Corporation for National and Community Services, and the Federal Communications Commission.

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

N/A

**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?**

See B. 1) and C. 2) a.

**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?**

Each individual agency determines if the use of the data is relevant and necessary to carry out financial operations of the Agency. The data is not used in a manner other than that for which the system was designed.

**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?**

N/A

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

N/A

**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.)**

In compliance with the Privacy Act of 1974, the following information is provided: Solicitation of the information on Standard

Form 1012 is authorized by 5 U.S.C. Chap. 57 as implemented by the Federal Travel Regulations (41 CFR 301-304), E.O. 11609 of July 22, 1971, E.O. 11012 of March 27, 1962, E.O. 9397 of Nov. 22, 1943 and 26 U.S.C. 6011(b) and 6109.

The individual's Social Security Account Number (SSN) is solicited under the authority of the Internal Revenue Code (26 U.S.C 6011(b) and 6109) and E.O. 9397, Nov. 22, 1943, for use as a tax payer and/or employee identification number; disclosure is **MANDATORY** on vouchers claiming travel; and/or relocation allowance expense reimbursement which is, or may be, taxable income.

Disclosure of the individual's SSN and other requested information is voluntary in all other instances; however, failure to provide the information (other than SSN) required to support the claim may result in delay or loss of reimbursement.

For employees, the individuals grant consent when they sign the required documents in the orientation packet.

For contractors, the individuals grant consent when they sign the contractual agreement to perform services for government.