Department of the Interior
Privacy Impact Assessment Template

Name of Project: Financial and Business Management System (FBMS)
Bureau: Office of the Secretary
Project's Unique ID: 010-00-01-01-01-1127-24

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 information about individuals?

Yes, FBMS contains the following privacy-related information:

- Grantee reported expenditures information used to obligate grant funding which includes grantee name, vendor/Duns number, address, and bank account number.
- Employee names will be part of AP vendor master files if employee has received an AP check (travel advances and vouchers). Data elements may include employee name, employee number, social security number, address, and bank account number.
- W2 and 1099 information will be extracted when employees have received travel advances and vouchers. This will require the basic employee master file information to be maintained in the FBMS application. That information will come from interface with FPPS.
- Vendor identifiable data may include vendor name, vendor number, address, and bank account number.

a. Is this information identifiable to the individual[1]?

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[1] "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).

Yes, the information as described above is characterized as personally identifiable information.

b. Is the information about individual members of the public?
Yes, the information as described above pertains to individuals that can be members of the public and/or employees.

c. Is the information about employees?
Yes, the information as described above pertains to individuals that can be members of the public and/or employees.

2) What is the purpose of the system/application?
FBMS is the consolidation of disparate, bureau-level financial and business management processes with a uniform set of processes that are standardized across all bureaus and offices within the Department.

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

FBMS was authorized to operate by Public Law 106-107

C. DATA in the SYSTEM:

1) What categories of individuals are covered in the system?
FBMS will support on-line transaction processing by external Grant Applicants, and DOI employees. The users of the Core Financials functionality of FBMS Deployment 2 are MMS and OSM Bureau employees. The users of the Financial Assistance functionality are external citizens and MMS, OSM, and FWS bureau employees.

The users of FBMS after Deployment 2 are

MMS, OSM, and FWS bureaus

External citizens who are grant applicants or grantees for programs offered by MMS, OSM and FWS

External citizens who are asked by DOI bureaus to be grant reviewer subject matter experts (SME)

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

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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).

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?

One source of data for the Core Financials component of FBMS will be the data currently residing in the MMS and OSM ABACIS application respectively, which are the legacy system being replaced by FBMS. This data will be converted into FBMS during Final Cutover Conversion activities. Subsequently, data will come from the:

- Paperwork generated during normal accounting activities (invoices, payments, etc.)
- Bureau (MMS, ODM) Finance Centers
- Department of Treasury
- IDEAS
- SPREADSHEETS delivered by Bureaus
- CCR for Vendor File
- FPPS for employee file
- E-GRANTS Plus
- Treasury for Bank File

The primary source of data for the Financial Assistance FBMS application is grant data from the MMS, OSM, and FWS Bureaus. This data was converted into FBMS during the go-live phase of the project on February 2005. The Financial Assistance components will use data coming from:

> Paperwork generated during the normal grant processing lifecycle (grant application & grantee reporting received via US Mail.)
> Grant applications received via the www.grants.gov web site
> Grant applications directly entered into FBMS via the World Wide Web (WWW)
> Grantee information entered directly into FBMS via the WWW
> On-line grant management data entered directly into FBMS via the DOI network

Data will always enter FBMS either through the on-line FBMS data entry screens or through interfaces. Regardless of the method, data will always be subject to the same set of business rules and validity checks.

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

The primary source of data for the Financial Assistance FBMS application is grant data from the MMS, OSM, and FWS Bureaus. In addition, the Department of Treasury will provide another source of data.

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

For Deployment 2, there are no tribal, state or local agencies providing data for use in the system.

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

- Paperwork generated during normal accounting activities (invoices, payments, etc.)
- IDEAS
- CCR for Vendor File
- FPPS for employee file
- E-GRANTS Plus
- Treasury for Bank File
- Paperwork generated during the normal grant processing lifecycle (grant application & grantee reporting received via US Mail.)
- Grant applications received via the www.grants.gov web site
- Grant applications directly entered into FBMS via the World Wide Web (WWW)
- Grantee information entered directly into FBMS via the WWW
- On-line grant management data entered directly into FBMS via the DOI network

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

- Grantee reported expenditures information used to obligate grant funding which includes grantee name, vendor/Duns number, address, and bank account number. If grantee is an employee or member of the public, social security number will replace vendor/Duns number.
- Employee names will be part of AP vendor master files if employee has received an AP check (travel advances and vouchers). Data elements may include employee name, employee number, social security number, address, and bank account number.
- W2 and 1099 information will be extracted when employees have received travel advances and vouchers. This will require the basic employee master file information to be maintained in the FBMS application. That information will come from interface with FPPS.
- Vendor identifiable data may include vendor name, vendor number, address, and bank account number.

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?**

   Yes

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?**

   Not applicable for FBMS Deployment 2.

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

Not applicable for FBMS Deployment 2.

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

Not applicable for FBMS Deployment 2.

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.)**

Not applicable for FBMS Deployment 2. All