

**Department of Energy**  
**Privacy Impact Assessment (PIA)**

**Name of Project:** moveLINQ  
**Bureau:** Department of Energy  
**Project's Unique ID:** N/A  
**Date:** July 15, 2008

**A. CONTACT INFORMATION**

**1. Who is the person completing this document?**

Terry Perry, Supervisory Accountant, U.S. Department of Energy,  
Energy Finance and Accounting Service Center,  
Office of the Chief Financial Officer  
19901 Germantown Road, Germantown, MD 20874  
Email: Terry.Perry@hq.doe.gov  
Phone#: (301) 903-9551

**2. Who is the system owner?**

Terry Perry, Supervisory Accountant, U.S. Department of Energy,  
Energy Finance and Accounting Service Center,  
Office of the Chief Financial Officer  
19901 Germantown Road, Germantown, MD 20874  
Email: Terry.Perry@hq.doe.gov  
Phone#: (301) 903-9551

**3. Who is the system manager for this system or application?**

Edward Golden, Program Manager, U.S. Department of Energy,  
Office of Corporate Information Systems (CF-40), 19901 Germantown Road  
Germantown, MD 20874  
Email: Ed.Golden@hq.doe.gov  
Phone#: (301) 903-5266

**4. Who is the IT Security Manager who reviewed this document?**

Phil Knopp  
Cyber Security Manager, U.S. Department of Energy  
[Phil.Knopp@hq.doe.gov](mailto:Phil.Knopp@hq.doe.gov), 301-903-0364

**5. Who is the Privacy Act Officer who reviewed this document?**

Jerry Hanley  
Chief Privacy Officer, U.S. Department of Energy  
[Jerry.Hanley@hq.doe.gov](mailto:Jerry.Hanley@hq.doe.gov), 202-287-1563

**B. SYSTEM APPLICATION/GENERAL INFORMATION****1. Does this system contain any information about individuals? Yes****a. Is this information identifiable to the individual? <sup>1</sup>**

Yes

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

Yes – the system stores dependent information – name, birth date, relationship, spouses salary. In the future, the system may accept entering the employee's and spouse's W-2s to calculate the Relocation Income Tax Allowance (RITA).

**c. Is the information about DOE or contractor employees?**

Yes

The system stores employee name, identification number (this is a number assigned by the employee and it is not the SSN), e-mail address, organization name, phone #s (home, work, cell), home address, dependent information, salary (annual and weekly gross pay). Note: SSN and unique Tax ID is a data element within the system; however, they are not currently being used. In addition, the system stores the Administrator e-mail and phone #.

The system supports the import of data entered via an employee questionnaire; however, this function is not currently being used. Currently, the system is not using the social security number as the identification number. This may need to change when an interface to STARS is developed. Payments are performed from the employee interface within STARS or by a secured transmission (via encrypted e-mail or fax) outside of MLINQS.

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

The System (moveLINQ) is a Web-based application used to generate documents associated with Permanent Change of Station moves. The system simplifies the expense management of government relocations and provides an intuitive user interface that allows users to easily manage and navigate through the complexities of government relocations. The system user(s) enter the appropriate information on

---

<sup>1</sup> "Identifiable Form" - According to the OMB Memo M-02-22, 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 descriptor).

a web-based form. Once the form is complete, the documents are printed or saved to a .pdf file. Printed documents are mailed to the PCS traveler for signature. PDF files are encrypted and sent via e-mail. Access is only via the DOE intranet and/or the DOE Virtual Private Network (VPN). The system is housed and hosted in the Office of the Chief Information Officer (OCIO) Application Hosting Environment (AHE) and only available to approved, authorized employees.

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

Department of Energy Authorization Act, Title 42, United States Code (U.S.C), Section 7101 et. seq., 50 U.S.C. 2401 et. seq.; Freedom of Information Act, 5 U.S.C. 552.

**C. DATA IN THE SYSTEM**

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

The categories of individuals include DOE Federal employees; however, contractors may be added as users to create documents. In addition, a contractor may be listed as the spouse if married to a Federal employee authorized a PCS move.

**2. What are the sources of information in the system?**

**a. Is the source of the information from the individual or is it taken from another source?**

moveLINQ currently obtains data directly from the individual applying for PCS by means of the user interface forms. In addition the System Administrator is responsible for setting up the user profiles and privileges. Reference data (e.g. tax tables, Per Diem, Mileage and Tax Rates, Expense info, Accounting Parts, Load rates, etc.) are currently part of the moveLINQ application. Future enhancements include: an automated interface with the Department's Standard Accounting and Reporting System (STARS)

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

Department of Energy

**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 individual and the public?**

The system stores employee name, identification number (this is a number assigned by the employee and it is not the SSN), e-mail address, organization name, phone #s (home, work, cell), home address, dependent information (name, relationship, DOB, salary), employee salary (annual and weekly gross pay). Note: SSN and unique Tax ID is a data element within the system; however, they are not currently being used. In addition, the system stores the Administrator e-mail and phone #.

The system supports the import of data entered via an employee questionnaire; however, this function is not currently being used. Currently, the system is not using the social security number as the identification number. This may need to change when an interface to STARS is developed. Payments are performed from the employee interface within STARS or by a secured transmission (via encrypted e-mail or fax) outside of MLINQS.

**3. Accuracy, Timeliness, and Reliability****a. How will data collected from sources other than DOE records be verified for accuracy?****b. How will data be checked for completeness?****c. Are the data current? What steps or procedures are taken to ensure the data are current and not out-of-date?**

The system does not verify the accuracy or completeness of the DOE federal employees or authorized user (other than normal edit routines and/or drop down menus). The data in the system is provided by the individual to whom it pertains. Therefore, it is determined that the information is accurate, timely and complete at the time it is provided. However, data input for the authorization and voucher is performed by different staff members. In addition, the CF-11 organization has an auditing staff to verify the voucher and the voucher is approved and signed by a management official of the program and/or field office of the person making the relocation.

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

Data elements are described in the movLINQ system manual and the system provides context sensitive online documentation to support end users use of the application.

**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?**

All data in the system is relevant and necessary for DOE to analyze, detect, review, respond, and track PCS activities.

- 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, the system does not derive new data or create previously unavailable data about an individual through aggregation from the information collected.

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

Documents created in MLINQS are placed in the employee's relocation file maintained in the Travel Team files.

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

No, the system cannot make determinations about employees

- 5. How will the new data be verified for relevance and accuracy?**

There is no new data to be verified.

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

Data is not being consolidated.

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

Processes are not being consolidated

- 8. How will 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.**

A moveLINQ user is set up in the system with specific roles and privileges. The system provides default authorization, voucher and RITA voucher forms, and provides standard and ad hoc reporting capabilities specific to the roles and responsibilities assigned by the System Administrator.

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

Permission to reports is role-based. Reports include: employee reports, destination reports, accounting reports (as configured in the accounting setup menu and accounting parts menu by the System Administrator), un-submitted voucher reports, and ad hoc reports.

10. **What opportunities do individuals have to decline to provide information (e.g., where providing information is voluntary) or to consent only to particular uses of the information (other than required or authorized uses)?**

Individuals who relocate at the expense of the Department are required to provide the required data inputs. The information is used to approve and plan PCS and to receive reimbursement for allowable PCS expenses.

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?**

Consistent use of this system throughout the DOE complex will be maintained by requiring user training and providing users with system operational documentation. In addition, moveLINQ is a web-based, centralized database application on the DOE intranet and housed and hosted within the OCIO AHE. As such, there is a consistent interface to the application from within the DOE environment regardless of physical location.

2. **What are the retention periods of data in the system?**

PCS Authorizations and Travel Vouchers are included in General Records Schedule 9- Travel and Transportation Records and the PCS vouchers are again covered in General Records Schedule 6- Accountable Officer's Accounts Records because reimbursements are made using them as the supporting documentation.

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?**

Documentation printed from MLINQS will be kept in the PCS folder for 6 years and 3 months.

4. **Is the system using technologies in ways that DOE 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?**

N/A.

**6. Will this system provide the capability to identify, locate, and monitor individuals?**

Yes. A user with System Administrator rights in moveLINQ would have the capability to identify the user, their Department organization, room number, and home address. However, the system does not monitor an employee.

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

None.

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

N/A.

**9. Under which PA system of records notice does the system operate?**

None

**10. If the system is being modified, will the PA system of records notice require amendment or revision?**

Until the system has the capability to sign documents electronically and maintain receipts in the system, it will not require a system of records. moveLINQ is just the means to enter data for the creation of a PDF document that will be printed and manually entered in the STARS database.

**F. ACCESS TO DATA**

**1. Who will have access to the data in the system?**

DOE Federal and contractor personnel who have a moveLINQ userid and are authorized registered moveLINQ users (approved by the System Owner), will have access to the data in the system, according to the user role assigned. Access to data in the system is strictly controlled based on job responsibility and function.

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

Access to data is determined by evaluation of personnel job responsibilities and functions. Based on the evaluation, the user is assigned permissions that are applied by the System Administrator as specified by the System Owner. System controls and integrity reports are reviewed on a regular basis to ensure users have the appropriate level of access.

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

Access will be restricted by job roles and responsibilities and controlled by built-in securities and application roles assigned.

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

Technical and administrative controls are in place to prevent the misuse of data by individuals with system access; by virtue of the role each user is assigned. The technical controls include restricted access via unique user-id and password with access/functional privileges commensurate with the user's job responsibilities. All system team members (Federal and contractor) are required to complete the Department of Energy Headquarters Annual Cyber Security Refresher Briefing as a necessary prerequisite for access to the system. Rules of behavior and consequences for violating the rules are agreed to by the users and a signed copy is retained by the System Owner. Administrative controls include separation of duties so individuals only have access to appropriate personal information, and use of system audit logs to monitor access and user activity in the system.

**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 PA contract clauses included in their contracts and other regulatory measures addressed?**

Yes. Contractors are involved in the maintenance and customization of the COTS-based system. They do not have access to DOE data as testing with live data is prohibited by DOE policy. Information may be disclosed to contractors and their officers and employees in performance of their contract. Individuals provided this information are subject to the same limitation applicable to DOE officers and employees under the Privacy Act, 5 U.S.C. 552a.

Pertinent contract language states that data covered by the Privacy Act may be disclosed to contractors and their officers and employees. Any information that is obtained or viewed shall be on a need-to-know basis. Contractors are required to safeguard all information they may obtain in accordance with the provisions of the Privacy Act and the requirements of DOE. The contractor shall ensure that all DOE documents and software processed, and the information contained therein, are protected from unauthorized use and mishandling by assigned personnel.

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

Currently, no other systems share data or have access to the data in the system. Future enhancements will include providing a file to the DOE Standard Accounting and Reporting System (STARS) using Secure File Transfer Protocol (SFTP). This allows STARS to reimburse individuals for allowable expenses for authorized relocations.



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

The moveLINQ System Owner is ultimately responsible for assuring proper use of the data, but the responsibility also lies with each individual with approved, authorized access (reference: Rules of Behavior).

**8. Will other agencies share data or have access to the data in this system?**

No.

**9. How will the data be used by the other agency?**

N/A.

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

The System Owner is ultimately responsible for assuring proper use of the data, but the responsibility also lies with each individual with approved, authorized access (reference: Rules of Behavior).

**PIA Approval Signatures**

*Original copy signed and on file with the DOE Privacy Office.*