

Department of Energy
Privacy Impact Assessment (PIA)

Name of Project: JAMIS Finance and Accounting System

Bureau: Department of Energy (DOE)

Project's Unique ID: N/A

Date: 03/09/2007

A. CONTACT INFORMATION:

1) Who is the person completing this document?

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2) Who is the system owner?

Donna Gallaher, U.S. Department of Energy, 3582 Collins Ferry Road, Suite 110
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3) Who is the system manager for this system or application?

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

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

Abel Lopez, Director, Freedom of Information Act and Privacy Act Office, ME-
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B. SYSTEM APPLICATION/GENERAL INFORMATION:

1) Does this system contain any information about individuals?

Yes

a. Is this information identifiable to the individual?

Yes

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

Yes

c. Is the information about current or previous contractor employees?

No

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

JAMIS is the support services contractor cost and accounting system for the Office of Legacy Management (LM). The system provides access to records that are maintained and used by the DOE to substantiate obligations and payments to individuals for goods and services received by the agency. The contractor also uses the system to generate invoices for services provided to the government.

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

42 U.S.C. 7101 et.seq.; 50 U.S.C. 2401 et. seq.; the GAO Policy and Procedures Manual; Statement of Federal Financial Accounting Standards published by the Government Accountability Office and the Office of Management and Budget; Debt Collection Improvement Act of 1996, 31 U.S.C. 3512; 5 U.S.C. 5701-09; Federal Property Management Regulations 101-107; Treasury Financial Manual; Executive Order 12009; and Executive Order 9397

C. DATA IN THE SYSTEM:**1) What categories of individuals are covered in the system?**

Current and former vendors who sold goods and services to an LM support services contractor.

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?**

The information is taken directly from vendors (the public) who do business with LM's contractor. The information includes company name, address, and vendor identification that may be a social security number.

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

N/A

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 information includes company name, address, and vendor identification that may be a social security number. The information is required to do business with the Government and for Form 1099 submitted to the Internal Revenue Service (IRS).

3) Accuracy, Timeliness, and Reliability

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

N/A

b. How will data be checked for completeness?

The data will be validated by LM's contractor as part of the procurement process.

c. Is the data current? What steps or procedures are taken to ensure the data is current and not out-of-date?

The data is verified for accuracy at the time it is submitted to LM's support service contractor, including completeness of data input.

d. Are the data elements described in detail and documented? If yes, what is the name of the document?

Data elements are described in the JAMIS data dictionary.

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 relevant and necessary for the contractor to procure services and goods and to provide invoices to LM for services provided.

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?

No

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

No

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

N/A

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

N/A

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

N/A

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.

Vendor identification (Social Security Number) in conjunction with vendor's name and address.

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

Form 1099s are generated for the vendor and the IRS.

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)?

The information is voluntarily provided by the vendor. However, if all information is not provided, services and products cannot be procured.

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 maintained in all sites?

JAMIS is only operated at one site.

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

Data is retained in accordance with the National Archives and Records Administration and with DOE Administrative Records Schedule 6: Accountable Officers Accounts Records, dated 6/17/02. (see <http://cio.doe.gov/documents/rs-DOEADM06.PDF>.)

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?

Data is retained in accordance with the National Archives and Records Administration and with DOE Administrative Records Schedule 6: Accountable Officers Accounts Records, dated 6/17/02. (see <http://cio.doe.gov/documents/rs-DOEADM06.PDF>.)

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

No new technologies employed or existing ones used differently.

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

There is no affect. DOE is not using technologies in ways not previously employed.

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

No, the system does not have the capability to identify, locate, and monitor individuals.

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 Privacy Act system of records notice does the system operate?

DOE-18 "Financial Accounting System".

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

No, the system was modified on March 28, 2005, at 70 FR 15618.

F. ACCESS TO DATA:

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

DOE contractor personnel will have access to the data in the system. Access is limited to contractor employees who are required to submit and process procurement data.

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

Access to data is restricted to contractor administrative and record staff at Grand Junction.

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

Authorized users have access to all data in the system.

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 access. The technical controls include restricted access via user-id and password based on user responsibility and job function. All system team members (Federal and contractor) are required to complete the Department of Energy Headquarters Annual Cyber Security Refresher Briefing or LM Annual Cyber Security Refresher Briefing as a necessary prerequisite for access to the system. Administrative controls include non-disclosure agreements and separation of duties so individuals only have access to the system for specific projects.

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 included in their contracts and other regulatory measures addressed?

Contractors are involved in the operation and maintenance of the system. Personal information from this system may be disclosed to these contractors and their officers and employees in performance of their contracts. Individuals provided

this type of information are subject to the same limitations 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 that they may obtain in accordance with the provisions of the Privacy Act and the requirements of the 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.

No other systems share data or have access to the data in the system.

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

Contractor Business Manager, Legacy Management

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?

System Owner

The Following Officials Have Approved this Document

1) System Manager

Jake K. Appetta Digitally signed by Jake
Appetta
Date: 2007.03.23
11:56:52 -04'00' (Date)

(Signature) _____ (Date)

Name:

Title:

2) Privacy Act Officer

Abel Lopez (Signature) 3/23/07 (Date)
Name: Abel Lopez

Title: Director, Freedom of Information Act and Privacy Act Officer

3) Senior Agency Official for Privacy

Ingrid Kolb (Signature) 3-26-07 (Date)
Name: Ingrid A.C. Kolb

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