



## PRIVACY IMPACT ASSESSMENT (PIA)

For the

Manpower On-line Management System (MOMS)
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Defense Threat Reduction Agency (DTRA)
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### **SECTION 1: IS A PIA REQUIRED?**

**a. Will this Department of Defense (DoD) information system or electronic collection of information (referred to as an "electronic collection" for the purpose of this form) collect, maintain, use, and/or disseminate PII about members of the public, Federal personnel, contractors or foreign nationals employed at U.S. military facilities internationally? Choose one option from the choices below. (Choose (3) for foreign nationals).**

- (1) Yes, from members of the general public.
- (2) Yes, from Federal personnel\* and/or Federal contractors.
- (3) Yes, from both members of the general public and Federal personnel and/or Federal contractors.
- (4) No

\* "Federal personnel" are referred to in the DoD IT Portfolio Repository (DITPR) as "Federal employees."

**b. If "No," ensure that DITPR or the authoritative database that updates DITPR is annotated for the reason(s) why a PIA is not required. If the DoD information system or electronic collection is not in DITPR, ensure that the reason(s) are recorded in appropriate documentation.**

**c. If "Yes," then a PIA is required. Proceed to Section 2.**

**SECTION 2: PIA SUMMARY INFORMATION**

**a. Why is this PIA being created or updated? Choose one:**

- New DoD Information System
- Existing DoD Information System
- Significantly Modified DoD Information System
- New Electronic Collection
- Existing Electronic Collection

**b. Is this DoD information system registered in the DITPR or the DoD Secret Internet Protocol Router Network (SIPRNET) IT Registry?**

- Yes, DITPR** Enter DITPR System Identification Number
- Yes, SIPRNET** Enter SIPRNET Identification Number
- No**

**c. Does this DoD information system have an IT investment Unique Project Identifier (UPI), required by section 53 of Office of Management and Budget (OMB) Circular A-11?**

- Yes**
- No**

If "Yes," enter UPI

If unsure, consult the Component IT Budget Point of Contact to obtain the UPI.

**d. Does this DoD information system or electronic collection require a Privacy Act System of Records Notice (SORN)?**

A Privacy Act SORN is required if the information system or electronic collection contains information about U.S. citizens or lawful permanent U.S. residents that is retrieved by name or other unique identifier. PIA and Privacy Act SORN information should be consistent.

- Yes**
- No**

If "Yes," enter Privacy Act SORN Identifier

DoD Component-assigned designator, not the Federal Register number.  
Consult the Component Privacy Office for additional information or  
access DoD Privacy Act SORNs at: <http://www.defenselink.mil/privacy/notices/>

or

**Date of submission for approval to Defense Privacy Office**

Consult the Component Privacy Office for this date.

**e. Does this DoD information system or electronic collection have an OMB Control Number?**

Contact the Component Information Management Control Officer or DoD Clearance Officer for this information.

This number indicates OMB approval to collect data from 10 or more members of the public in a 12-month period regardless of form or format.

**Yes**

**Enter OMB Control Number**

**Enter Expiration Date**

**No**

**f. Authority to collect information. A Federal law, Executive Order of the President (EO), or DoD requirement must authorize the collection and maintenance of a system of records.**

(1) If this system has a Privacy Act SORN, the authorities in this PIA and the existing Privacy Act SORN should be the same.

(2) Cite the authority for this DoD information system or electronic collection to collect, use, maintain and/or disseminate PII. (If multiple authorities are cited, provide all that apply.)

(a) Whenever possible, cite the specific provisions of the statute and/or EO that authorizes the operation of the system and the collection of PII.

(b) If a specific statute or EO does not exist, determine if an indirect statutory authority can be cited. An indirect authority may be cited if the authority requires the operation or administration of a program, the execution of which will require the collection and maintenance of a system of records.

(c) DoD Components can use their general statutory grants of authority ("internal housekeeping") as the primary authority. The requirement, directive, or instruction implementing the statute within the DoD Component should be identified.

5 U.S.C., 1302, 2951, 3301, 3372, 4118, 8347, and Executive Orders 9397, 9830, and 12107.

**g. Summary of DoD information system or electronic collection. Answers to these questions should be consistent with security guidelines for release of information to the public.**

(1) Describe the purpose of this DoD information system or electronic collection and briefly describe the types of personal information about individuals collected in the system.

The Manpower On-Line Management System (MOMS) provides control for tracking the Agency's approximately 2240 civilian and military manpower authorizations; on-board personnel (military, civilian, Inter-Governmental Act (IPA) on loan from other Agencies), positions undergoing recruitment action, and various functional codes involving commercial activities; and the DoD Acquisition Workforce and security clearance requirements on positions. The system contains capabilities to produce pre-set reports and queries, and it allows users to set specific parameters for unique queries against the MOMS data. MOMS data is provided quarterly to the Defense Manpower Data Center (DMDC) IAW DoDI 7730.64 and OSD (P&R) IM IAW DoDI 8260.03.

MOMS data is an extract of the Defense Civilian Personnel Data System (DCPDS) combined with manually keyed data extracted from the USA, USAF, USMC, and USN service personnel data systems. The PII in its records includes social security number (SSN), name, gender, race/ethnicity, data of birth, disability information, pay grade, rank, date of rank, end of tour date, and salary information. Data is retrieved by SSN or Position Number.

(2) Briefly describe the privacy risks associated with the PII collected and how these risks are addressed to safeguard privacy.

Privacy risks to the individual associated with the collected PII are unauthorized access to the data or possible misuse of the data.

System Access Controls safeguard privacy. These access controls limit access to the application and/or specific functional areas of the application. These controls consist of privileges, general access, password control, and discretionary access control. Additionally, each user is associated with one or more roles. Each role provides some combination of privileges to a subset of the database contents. Users are granted only those privileges that are necessary for their job requirements. The same roles that protect the database tables also determine which buttons and menu items are enabled for the user currently logged on.

SSN and date of birth are removed from the file extract viewed by non-personnel officials within the Agency.

Further controls on the use of information within MOMS include the training of users on the authorized use and proper handling of the PII data. MOMS data is strictly limited to support personnel who are legally authorized to receive that information and have a need to see that information.

**h. With whom will the PII be shared through data exchange, both within your DoD Component and outside your Component (e.g., other DoD Components, Federal Agencies)? Indicate all that apply.**

**Within the DoD Component.**

Specify.

MOMS PII is used by DTRA's human resource managers and specialists to track the Agency's civilian and military manpower authorizations, on-board personnel (military, civilian, IPA on loan from other Agencies), positions undergoing recruitment action, various functional codes involving commercial activities, and position requirements regarding DoD Acquisition Workforce and security clearance.

**Other DoD Components.**

Specify.

An extract of MOMS manpower and unit organizational data is provided quarterly to the DMDC in Seaside, CA, IAW DoDI 7730.64 where the data is used to provide information for oversight and evaluation of programs and

policies on staffing, inventory imbalances, manpower use and mix, personnel staffing and training, and units.

An extract of MOMS force structure organizational data is provided quarterly to the OSD Org Server located at the Norfolk Fleet Forces Command, Norfolk, VA, IAW DoDI 8260.03. Authorized force structure organization data serves as the common basis for sharing accurate and relevant data among organizations within DoD. This is done to establish an Organizational and Force Structure Construct to provide the framework and the foundation to link authorization data together with actual organizations, equipment, and personnel as authorized by law, as well as other associated resource, readiness, and capability information.

**Other Federal Agencies.**

Specify.

**State and Local Agencies.**

Specify.

**Contractor** (Enter name and describe the language in the contract that safeguards PII.)

Specify.

**Other** (e.g., commercial providers, colleges).

Specify.

**i. Do individuals have the opportunity to object to the collection of their PII?**

**Yes**

**No**

(1) If "Yes," describe method by which individuals can object to the collection of PII.

(2) If "No," state the reason why individuals cannot object.

MOMS is not a firsthand data collection. MOMS data is an extract of the DCPDS combined with manually entered extracts of the military service personnel data systems. However, all personal data contained in MOMS was voluntarily given by the subject individual when they entered federal service/employment at DTRA. The individual provided his/her information for the purpose of personnel/pay related transactions and authorized release of this information for those purposes.

**j. Do individuals have the opportunity to consent to the specific uses of their PII?**

Yes

No

(1) If "Yes," describe the method by which individuals can give or withhold their consent.

(2) If "No," state the reason why individuals cannot give or withhold their consent.

MOMS data is an extract of the DCPDS combined with extracts of the military service personnel data systems. All personal data contained in MOMS was voluntarily given by the subject individual but not specifically for MOMS. The individual provided his/her information for the purpose of personnel/pay related transactions and authorized release of this information for those purposes.

**k. What information is provided to an individual when asked to provide PII data?** Indicate all that apply.

Privacy Act Statement

Privacy Advisory

Other

None

Describe each applicable format.

When the initial data collection occurred upon entry into the Federal civil service system or one of the U.S. military services, there was a Privacy Act Statement on the form(s) that listed the Authority, Principal Purpose for Soliciting the Information, Routine Uses, and Whether the Disclosure is Voluntary or Mandatory.