



DEFENSE FINANCE AND ACCOUNTING SERVICE

**AUTOMATED TIME AND ATTENDANCE AND PRODUCTION
SYSTEM (ATAAPS)**

**IT Investment Unique Identifier -
007-97-01-01-02-0232-00**

PRIVACY IMPACT ASSESSMENT (PIA)

Point of Contact

[REDACTED]
Director, Civilian Payroll

Component Reviewing Official

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Prepared By

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December 2006

PRIVACY IMPACT ASSESSMENT

1. **Department of Defense Component.** Defense Finance and Accounting Service
2. **Name of Information Technology (IT) System.** Automated Time Attendance and Production System (ATAAPS)
3. **Budget System Identification Number.** 0232
4. **System Identification Number(s) (IT Registry/Defense IT Portfolio Repository (DITPR)).** DITPR ID No. 100
5. **IT Investment (OMB Circular A-11) Unique Identifier (if applicable).** 007-97-01-01-02-0232-00
6. **Privacy Act System of Records Notice Identifier (if applicable).** T-7335a
7. **OMB Information Collection Requirement Number (if applicable) and Expiration Date.** No
8. **Type of authority to collect information (statutory or otherwise).** 5 U.S.C. 301, Departmental Regulations; DoDFMR 7000.14-R, Vol. 8, and E.O. 9397 (SSN).
9. **Provide a brief summary or overview of the IT system (activity/purpose, present life cycle phase, system owner, system boundaries and interconnections, location of system and components, and system backup).**
 - a. **Activity/Purpose.** The ATAAPS program mission is to report time and attendance and manage labor. Its different functions are presented to the user in several application windows. The ATAAPS captures time and attendance (T&A) and labor and production (L&P) data for input to payroll and accounting systems. This system has been developed in accordance with regulatory, statutory, and financial information requirements relating to civilian applicable policies and procedures. The system is configured to support core financial requirements for DFAS, as well as provide civilian T&A services for its customers located at DoD and non-DoD activities worldwide.

The ATAAPS facilitates the collection of labor, and time and attendance data on a daily basis through the use of Mainframe, or Graphical User Interface (GUI) and Web screens. It provides the user a single, consolidated input method for reporting both labor and time and attendance information.
 - b. **Present Life Cycle Phase.** (from DITPR) Operations and Support.

- c. **System Owner.** [REDACTED] Director, Civilian Payroll, Defense Finance and Accounting Service, 250 Raby Avenue, Pensacola, FL 32509.
 - d. **System boundaries and interconnections.** Security boundary considerations begin with the ATAAPS input terminal and continue to the platforms that process the data input. Although the input computers do not necessarily belong to DFAS or the ATAAPS, security procedures are in place to address system risk. Interconnections occur between ATAAPS and the Defense Civilian Pay System (DCPS), as well as associated labor and accounting systems. Documentation describing each interface is obtainable from the Civilian Pay System Management Directorate's Information Assurance Office.
 - e. **System Location and Components.** The following location and component information addresses the mainframe and graphical user interface (GUI) ATAAPS applications:
 - Mainframe. Defense Information Systems Agency (DISA), St. Louis, MO.

 - GUI.
 - Department of the Army
 - Defense Logistics Agency
 - Defense Information Systems Agency
 - Defense Contract Management Agency
 - Joint Chiefs of Staff
 - Department of Energy
 - f. **System Backup.** Mainframe – DISA St. Louis, MO to DISA Ogden, UT
GUI – System is deployed in customer spaces and the customer designs and implements system backups.
10. **Describe what information in identifiable form will be collected and the nature and source of the information (e.g., names, Social Security Numbers, gender, race, other component IT systems, IT systems from agencies outside DoD, etc.)**
- a. **Information in Identifiable Form.** All data is collected outside of the ATAAPS system. Information includes: Name, Social Security Numbers or user name, time and attendance, leave balances as well as labor reporting to include leave and overtime/comprehensive time. This application is the vehicle used to collect time and attendance and labor information that is transferred to the DCPS for pay processing. DCPS data is subsequently sent to ATAAPS for input.

- b. **DFAS IT systems.** Defense Civilian Pay System (DCPS), which is processed at the DISA, Mechanicsburg, PA, processes all data received from customers via their ATAAPS. Pay is processed from the customer's ATAAPS data, and then reports are transmitted back to ATAAPS customers.
 - c. **DoD Component IT systems.** Several DoD components use the ATAAPS to collect T&A and labor, which they transmit directly to DCPS. DCPS transfers data to ATAAPS for labor and accounting purposes. No information is directly collected from any DoD Component IT systems.
 - d. **IT systems from agencies outside DoD.** The Department of Energy uses the ATAAPS to collect T&A and labor information which they transmit directly to DCPS. After pay processing occurs, data is transmitted to ATAAPS for labor and accounting purposes.
11. **Describe how the information will be collected (e.g. via the Web, via paper-based collection, etc.).** Data is collected on the Mainframe system by direct input into the ATAAPS. Each user logs into the system directly and inserts T&A and labor data into the mainframe system via dedicated secure web access. Data is input into the GUI system via a dedicated web connection. Users log in across the customers' local area network (LAN) or the wide area network (WAN) to the web server located in the specific network environment (either local or distributed).
 12. **Describe the requirement and why the information in identifiable form is to be collected (e.g., to discharge a statutory mandate, to execute a Component program, etc.)** Identifiable information is collected to report T&A data to the payroll system, and labor information to the appropriate accounting system. This information identifies the individual to receive their biweekly payment for hours worked.
 13. **Describe how the information in identifiable form will be used (e.g., to verify existing data, etc.).** This information is used to verify labor hours worked against project costs, and is used to report T&A to the Defense Civilian Pay System for pay processing purposes and to accounting systems for labor reporting.
 14. **Describe whether the system derives or creates new data about individuals through aggregation.** This is not applicable for the ATAAPS as no new data is created. ATAAPS is a timekeeping system and the tool used for submitting time and attendance and accounting data to the main payroll system DCPS and other accounting systems.
 15. **Describe with whom the information in identifiable form will be shared, both within the Component and outside the Component (e.g., other DoD Components, Federal agencies, etc.)** DoD components (including the

Department of the Air Force, Army, Navy), or Defense agencies. Mainframe customers are the Department of the Army. GUI customers include: Department of the Army, Defense Logistics Agency, Defense Information Systems Agency, Defense Contract Management Agency, the Joint Chiefs of Staff, and the Department of Energy.

16. **Describe any opportunities individuals will have to object to the collection of information in identifiable form about themselves or to consent to the specific uses of the information in identifiable form. Where consent is to be obtained, describe the process regarding how the individual is to grant consent.** No personal data is collected directly from an individual for the ATAAPS system. Individuals are provided the opportunity to object to the collection of their personal information, such as SSN, that is collected using various personnel forms when the individual becomes a federal government employee.
17. **Describe any information that is provided to an individual, and the format of such information (Privacy Act Statement, Privacy Advisory) as well as the means of delivery (e.g., written, electronic, etc.), regarding the determination to collect the information in identifiable form.** No data is provided to an individual from the ATAAPS system. Personal information is collected in the Human Resources Office. New employees fill out various hardcopy forms that contain Privacy Act Statements. These statements advise the individuals of the authority for collecting the data and how it will be used.
18. **Describe the administrative/business, physical, and technical processes and controls adopted to secure, protect, and preserve the confidentiality of the information in identifiable form.** Records are stored in office buildings protected by guards, controlled screening, use of visitor registers, electronic access, and/or locks. Access to records is limited to individuals who are properly screened and cleared on a need-to-know basis in the performance of their official duties. Passwords and digital signatures are used to control access to the systems data, and procedures are in place to deter and detect browsing and unauthorized access. Physical and electronic access are limited to persons responsible for servicing and authorized to use the record system.
19. **Identify whether the IT system or collection of information will require a System of Records(SOR) notice as defined by the Privacy Act of 1974, and as implemented by DoD Directive 5400.11-R, "DoD Privacy Program," November 11, 2004. If so, and a SOR notice has been published in the Federal Register, the Privacy Act System of Records Identifier must be listed in question 6 above. If not yet published, state when publication of the Notice will occur. A System of Record is required and has been submitted for pre-publication review, and will be published as soon as it is approved.**

20. Describe/evaluate any potential privacy risks regarding the collection, use, and sharing of the information in identifiable form. Describe/evaluate any privacy risks in providing individuals an opportunity to object/consent or in notifying individuals. Describe/evaluate further any risks posed by the adopted security measures.
- a. Describe/evaluate any potential privacy risks regarding the collection, use, and sharing of the information in identifiable form. None.
 - b. Describe/evaluate any privacy risks in providing individuals an opportunity to object/consent or in notifying individuals. This system uses the SSN to identify an employee. If the employee does not provide the SSN, then there is a risk that they will not receive their paycheck, and labor will not be appropriately reported that might affect budget reporting.
 - c. Describe/evaluate further any risks posed by the adopted security measures. Evaluation of the current ATAAPS security controls shows adequate measures are in place at this time. Security controls are reviewed annually for this system with results incorporated in the ATAAPS security accreditation package.
21. State classification of information/system and whether the PIA should be published or not. If not, provide rationale. If a PIA is planned for publication, state whether it will be published in full or summary form. The system classification is sensitive but unclassified. The publication of this PIA is approved in full form.

