Department of the Interior
Privacy Impact Assessment

Name of Project: Oracle Federal Financials
Bureau: Office of the Secretary
Project's Unique ID: 010-00-01-01-01-1126-24-407-187

A. CONTACT INFORMATION:

1) **Who is the Bureau/Office Privacy Act Officer?**
Sue Ellen Sloca
OS/NBC Privacy Act Officer
1951 Constitution Avenue NW, MS 116 SIB
Washington, DC 20240
Phone: (202) 208-6045
Fax: (202) 219-2374
Email: Sue_Ellen_Sloca@nbc.gov

B. SYSTEM APPLICATION/GENERAL INFORMATION:

1) **Does this system contain any information about individuals?**

Yes.

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

Yes. It contains personal informational data such as:

- individual employees' names, home addresses, and phone numbers,
- individual employees' banking information such as bank routing symbol and account number,
- individual employees' social security numbers or other supplier number (vendor code),

[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).

- individual employees' travel credit card numbers and, in some instances,
- individual employees' bank card numbers.

It also contains personal transactional data such as travel expenses for each business related trip and cumulative travel expenses for a fiscal year, whether the employee is owed money by the agency or owes money, and government small purchase card purchases by type of purchase and by period.

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

No.

c. Is the information about employees?

(If yes and there is no information about members of the public, the PIA is required for the DOI IT Security C&A process, but is not required to be submitted with the OMB Exhibit 300 documentation).

Yes. See B. 1) a.

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

The purpose of the system is to support financial management for federal independent agencies by providing a standardized, automated capability for performing administrative control of funds, general accounting, billing and collecting, payments, management reporting, and regulatory reporting.

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

The Office of Management and Budget Circular A-127, Policies and Standards for Financial Management Systems authorizes the purchase or development of this system/application. This Circular is issued pursuant to the Chief Financial Officers Act (CFOs Act) of 1990, P.L. 101-576 and the Federal Managers' Financial Integrity Act of 1982, P.L. 97-255 (31 U.S.C. 3512 et seq.); and 31 U.S.C. Chapter 11.

C. DATA in the SYSTEM:

1) What categories of individuals are covered in the system?

Non-DOI Federal employees that can be divided into two sub-categories:

- Those that travel on work-related trips and require reimbursement of travel expenses.
- Those that have travel/small purchase government bank cards.

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

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?

The initial source of the information for the two sub-categories is the individual Federal employee. The initial source of information for the second category is from the bank card company and the individual Federal employee.

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

Refer to Client List attached.

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

N/A

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

N/A

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

See B. 1) and C. 2) a.

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 is relevant and necessary to:

- identify and reimburse Federal travelers with electronic funds transfers or Treasury checks,
- relate purchases and travel expenses on bank card bills to Federal employees with government bank card authority.

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?

N/A

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

N/A

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.)

In compliance with the Privacy Act of 1974, the following information is provided: Solicitation of the information on Standard Form 1012 is authorized by 5 U.S.C. Chap. 57 as implemented by the Federal Travel Regulations (41 CFR 301-304), E.O. 11609 of July 22, 1971, E.O. 11012 of March 27, 1962, E.O. 9397 of Nov. 22, 1943 and 26 U.S.C. 6011(b) and 6109.

The individual's Social Security Account Number (SSN) is solicited under the authority of the Internal Revenue Code (26 U.S.C 6011(b) and 6109) and E.O. 9397, Nov. 22, 1943, for use as a tax payer and/or employee identification number; disclosure is MANDATORY on vouchers claiming travel; and/or relocation allowance expense reimbursement which is, or may be, taxable income.

Disclosure of the individual's SSN and other requested information is voluntary in all other instances; however, failure to provide the information (other than SSN) required to support the claim may result in delay or loss of reimbursement.

For employees, the individuals grant consent when they sign the required documents in the orientation packet.

For contractors, the individuals grant consent when they sign the contractual agreement to perform services for government.