

U.S. Nuclear Regulatory Commission

Privacy Impact Assessment

(Designed to collect the information necessary to make relevant determinations regarding the applicability of the Privacy Act, the Paperwork Reduction Act information collections requirements, and record management requirements.)

for the

General Services Administration (GSA)

ACQUISITION CAREER MANAGEMENT INFORMATION SYSTEM (ACMIS)

Date: September 30, 2007

A. GENERAL SYSTEM INFORMATION

1. Provide brief description of the system:

The Acquisition Career Management Information System (ACMIS) is a government-wide, web-accessible database system, which is accessed through a standard web browser (Internet Explorer). It was developed by the Federal Acquisition Institute (FAI)/General Services Administration (GSA), in partnership with the Office of Federal Procurement Policy, Office of Management and Budget, collect information to track, verify, update, and manage the careers of Federal employees in acquisition occupations and to manage the funds and the size and strength of the Federal acquisition workforce. The use of the ACMIS by Federal agencies is mandatory.

2. What agency function does it support?

ACMIS supports the Office of Administration (ADM), Division of Contracts (DC) function to maintain updated training records of the acquisition workforce, as directed by the Clinger-Cohen Act (41 USC 433(d)).

3. Describe any modules or subsystems, where relevant, and their functions.

N/A

4. Points of Contact:

NAME	TITLE	OFFICE	TELEPHONE
Carolyn Cooper	Project Manager	ADM/DC/PPT	415-6737
Mary Denney	Technical Project Manager	ADM/DO/PM DA	415-6598
Mary Lynn Scott	Business Project Manager	ADM/DC/DO	415-7305
Timothy Hagan	Executive Sponsor	ADM/DO	415-6222

5. Does this Privacy Impact Assessment (PIA) support a proposed new system or a proposed modification to an existing system?

- a. New System Modify Existing System Other (Explain)

*Not an NRC system. This system belongs to GSA/FAI.

- b. If modifying an existing system, has a PIA been prepared before?

Not by NRC.

- (1) If yes, provide the date approved and ADAMS accession number.

B. INFORMATION COLLECTED AND MAINTAINED

(These questions are intended to define the scope of the information requested as well as the reasons for its collection. Section 1 should be completed only if information is being collected about individuals. Section 2 should be completed for information being collected that is not about individuals.)

1. INFORMATION ABOUT INDIVIDUALS

- a. Does this system collect information about individuals?

Yes.

- (1) If yes, what group(s) of individuals (e.g., Federal employees, Federal contractors, licensees, general public) is the information about?

Federal employees in acquisition and contracting jobs, including personnel in the 1100 occupational series, contracting officers, and other employees performing acquisition, contracting, and procurement functions for Federal agencies.

- b. What information is being maintained in the system about individuals (describe in detail)?

Records may include but are not limited to:

- (1) Biographical data such as name, birth date, and educational level;
- (2) work related data such as service computation date and retirement information, duty station, occupational series and grade, and Social Security Number; and
- (3) training records.

Also includes: gender, military service, agency, e-mail address, position/title (business qualifications), work phone number, required mandatory training, warrant level, requirements waivers (if necessary), Individual Development Plan, Certifications.

- c. Is the information being collected from the subject individuals?

Yes

- (1) If yes, what information is being collected from the individuals?

Name
Social Security Number
Date of Birth
Gender
Service Computation Date
Military Service
Grade Requirements
Grade
Agency
Email Address
Position/Title (Business Qualifications)
Work Phone Number
Required Mandatory Training
Warrant Level
Requirements Waivers (if necessary)
Individual Development Plan (optional)
Certifications
Current and previous job history
Education
Training

- d. Will the information be collected from 10 or more individuals who are **not** Federal employees?

No.

- (1) If yes, does the information collection have OMB approval?

(a) If yes, indicate the OMB approval number:

e. Is the information being collected from internal files, databases, or systems?

No information collected from NRC internal files, databases, or system.

(1) If yes, identify the files/databases/systems and the information being collected.

f. Is the information being collected from an external sources(s)?

Yes.

(1) If yes, what is the source(s) and what type of information is being collected?

Information about employees is also collected from the Office of Personnel Management (OPM).

Files provided are: Central Personnel Data File (CPDF) Standard Code Tables Data, CPDF personnel Office Identifier Records, Federal Acquisition Institute (FAI) Status Records, FAI Dynamic Records, SSN/Name Mappings.

g. How will this information be verified as current, accurate, and complete?

Employee will verify their information as current, accurate and complete. The supervisor for each employee will audit all employee data. Because this data is loaded into a referential database, all data must fulfill all database referential integrity rules. In addition, OPM CPDF data files are updated on a quarterly basis.

h. How will the information be collected (e.g. form, data transfer)?

Data transfer from OPM CPDF data.

Employee completes an online data collection form.

i. What legal authority authorizes the collection of this information?

Section 37 of the Office of Federal Procurement Policy Act (41 U.S.C. 433).

j. What is the purpose for collecting this information?

To facilitate the career management of Federal employees in acquisition occupations; to ensure that employees meet mandated training

requirements; and to effectively manage training funds and the size and qualifications of the Federal acquisition workforce. The system provides to management and to employees in the system up-to-date information on employee certification levels, qualification standards, academic degrees, mandatory and other pertinent training, and warrant status.

2. **INFORMATION NOT ABOUT INDIVIDUALS**

- a. What type of information will be maintained in this system (describe in detail)?

N/A

- b. What is the source of this information? Will it come from internal agency sources and/or external sources? Explain in detail.

N/A

- c. What is the purpose for collecting this information?

N/A

C. **USES OF SYSTEM AND INFORMATION**

(These questions will identify the use of the information and the accuracy of the data being used.)

1. Describe all uses made of the information.

System information may be accessed and used by employees themselves and their supervisors, designated analysts and managers, and training centers, to track, verify, and update system information. Designated program managers will use the information to manage training funds and the size and strength of the Federal acquisition workforce.

2. Is the use of the information both relevant and necessary for the purpose for which the system is designed?

Yes.

3. Who will ensure the proper use of the information?

Project Managers, System Administrators, and Director, FAI/GSA.

4. Are the data elements described in detail and documented?

Yes.

- a. If yes, what is the name of the document that contains this information and where is it located?

Detailed data element dictionary (DED) has been developed for ACMIS. GSA maintains the document.

5. Will the system derive new data or create previously unavailable data about an individual through aggregation from the information collected?

No.

- a. If yes, how will aggregated data be maintained, filed, and utilized?
- b. How will aggregated data be validated for relevance and accuracy?
- c. If data are consolidated, what *controls* protect it from unauthorized access, use, or modification?

6. How will the information be *retrieved* from the system (be specific)?

Records are retrievable by name and/or Social Security Number. Group records are retrieved by organizational code.

Employees can retrieve information about themselves by name and social security number. An employee's supervisor can access an employee's data only if the employee has granted them access rights. Statistics about an agency can be retrieved by the agency Acquisition Career Manager, who will only have access to information about their agency.

7. Will this system provide the capability to identify, locate, and monitor (e.g., track, observe) individuals?

No.

- a. If yes, explain.

(1) What controls will be used to prevent unauthorized monitoring?

8. Describe the report(s) that will be produced from this system.

Reports and queries are controlled by user access levels and include:

Grade Demographics
Distribution
Attrition/Separations
Retirements
Hires Statistics
Hires Average Age
Losses Statistics
Retirement Eligibility By Agency
College Graduate By Agency and Grade
Employment by Metropolitan Statistical Area

a. What are the reports used for?

To fulfill the requirement to analyze acquisition workforce data while also making useful information available to agency managers, as well as the acquisition community.

b. Who has access to these reports?

Acquisition Career Manager, Team Leaders, and Branch Chiefs for each agency, only for agency data.

D. RECORDS RETENTION AND DISPOSAL

(These questions are intended to establish whether the information contained in this system has been scheduled, or if a determination has been made that a general record schedule can be applied to the information contained in this system. Reference NUREG-0910, "NRC Comprehensive Records Disposition Schedule.")

1. Has a retention schedule for this system been approved by the National Archives and Records Administration (NARA)?

No

a. If yes, list the disposition schedule.

2. Is there a General Records Schedule (GRS) that applies to information in this system?

Yes.

a. If yes, list the disposition schedule.

GRS 1.

System records are retained and disposed of according to GSA records maintenance and disposition schedules and the requirements of the National Archives and Records Administration.

Data is maintained in the system for 10 years after an employee separation or job change to a non-ACMIS job series.

3. If unscheduled, what are your retention requirements for the information maintained in this system? How long must the material be maintained to meet your programmatic needs?

E. ACCESS TO DATA

1. INTERNAL ACCESS

- a. What organizations (offices) will have access to the information in the system?

Within NRC, Acquisition Workforce Managers and Supervisors within the Office of Administration.

- (1) For what purpose?

To monitor agency employee mandatory acquisition training.

- (2) Will access be limited?

Yes. Access is limited by roles and responsibilities. The system uses role based access and only lets users see their own data or in the case of Administrators or Supervisors, can only see the data for the agency assigned to them.

- b. Will other systems share or have access to information in the system?

No NRC systems will share or have access to this information.

- c. How will information be transmitted or disclosed?

This is a Web-based system.

- d. What controls will prevent the misuse (e.g., unauthorized browsing) of information by those having access?

The data will be password protected and audit trails will be maintained.

- e. Are criteria, procedures, controls, and responsibilities regarding access documented?

Yes.

- (1) If yes, where?

The access criteria, procedures, controls and responsibilities are documented by OFPP/OMB in the ACMIS Manual.

2. **EXTERNAL ACCESS**

- a. Will external agencies/organizations/public share or have access to the information in this system?

Yes.

- (1) If yes, who.

All Federal agencies will have access to “their” information in the system. OPM/Federal Acquisition Institute (FAI) will have access to all workforce information.

- b. What information will be shared/disclosed and for what purpose?

System information may be accessed and used by employees themselves and their supervisors, designated analysts and managers, and training centers, to track, verify, and update system information. Designated program managers will use the information to manage training funds and the size and strength of the Federal acquisition workforce.

- c. How will this information be transmitted/disclosed?

The information is access/disclosed via secure Web page.

F. **TECHNICAL ACCESS AND SECURITY**

- 1. Describe security controls used to limit access to the system (e.g., passwords). Explain.

Access is limited to authorized individuals with passwords. Access authorization will limited to roles and responsibilities. The database is maintained behind a firewall certified by the National Computer Security Association.

2. Will the system be accessed or operated at more than one location (site)?

System will be operated at Federal Acquisition Institute/GSA site and be accessible by all Federal agencies through Web access.

- a. If yes, how will consistent use be maintained at all sites?

Access will be limited to need to perform specific duties.

3. Which user group(s) (e.g., system administrators, project manager, etc.) have access to the system?

FAI/GSA System Administrators and Project Managers and individual agency System Administrator.

4. Will a record of their access to the system be captured?

Yes.

- a. If yes, what will be collected?

Audit trails collect user id and date/time created/updated.

5. Will contractors have access to the system?

No NRC contractors will have access.

- a. If yes, for what purpose?

N/A

6. What auditing measures and technical safeguards are in place to prevent misuse of data?

The data will be password protected and audit trails will be maintained in this system.

7. Are the data secured in accordance with FISMA requirements?

Yes.

- a. If yes, when was Certification and Accreditation last completed?

September 15, 2006 memo signed by Emily Murphy, GSA, Chief Acquisition Officer, Office of the Chief Acquisition Officer

PRIVACY IMPACT ASSESSMENT REVIEW/APPROVAL

(For Use by OIS/IRSD/RFPSB Staff)

System Name: ACQUISITION CAREER MANAGEMENT INFORMATION SYSTEM (ACMIS)

Submitting Office: Office of Administration (ADM)

A. PRIVACY ACT APPLICABILITY REVIEW

Privacy Act is not applicable.

Privacy Act is applicable.

Privacy Act is applicable. Creates a new system of records. FOIA/PA Team will take the lead to prepare the system notice.

Privacy Act is applicable. Currently covered under System of Records, NRC- . Modification to the system notice is required. FOIA/PA Team will take the lead to prepare the following changes:

Comments:

This General Services Administration (GSA) published notice of the establishment of this system of record in the *Federal Register* on November 6, 2000, at 65 FR 66544. GSA Privacy Act System of Records GSA/OAP-2, "Acquisition Career Management Information System (ACMIS)."

Reviewer's Name	Title	Date
Sandra S. Northern	Privacy Program Officer	October 29, 2007

B. INFORMATION COLLECTION APPLICABILITY DETERMINATION

No OMB clearance is needed.

OMB clearance is needed.

Currently has OMB Clearance. Clearance No. _____

Comments:

ACMIS is a government-wide, web-accessible database system, accessed through a standard web browser, and was developed by the Federal Acquisition Institute (FAI)/General Services Administration (GSA), in partnership with the Office of Federal Procurement Policy, Office of Management and Budget, to collect information to track, verify, update, and manage the careers of Federal employees in acquisition occupations and to manage the funds and the size and strength of the Federal acquisition workforce. The use of the ACMIS by Federal agencies is mandatory. This system does not capture information from 10 or more non-government employees, and therefore, does not require OMB Clearance.

Reviewer's Name	Title	Date
Christopher J. Colburn	Senior Analyst	November 5, 2007

C. RECORDS RETENTION AND DISPOSAL SCHEDULE DETERMINATION

No record schedule required.

Additional information is needed to complete assessment.

Needs to be scheduled.

Existing records retention and disposition schedule covers the system - no modifications needed.

Records retention and disposition schedule must be modified to reflect the following:

Comments:

Covered under the General Records Schedule 1, Item 29.b.

Reviewer's Name	Title	Date
Tracy L. Clark	Records Management Analyst	10/30/07

D. BRANCH CHIEF REVIEW AND CONCURRENCE

X This IT system **does not** collect, maintain, or disseminate information in identifiable form from or about members of the public.

 This IT system **does** collect, maintain, or disseminate information in identifiable form from or about members of the public.

I concur in the Privacy Act, Information Collections, and Records Management reviews:

 /RA/

Date 11/13/2007

Margaret A. Janney, Chief
Records and FOIA/Privacy Services Branch
Information and Records Services Division
Office of Information Services

**TRANSMITTAL OF PRIVACY IMPACT ASSESSMENT/
PRIVACY IMPACT ASSESSMENT REVIEW RESULTS**

TO: Timothy F. Hagan, Director, Office of Administration	
Name of System: Acquisition Career Management Information System (ACMIS)	
Date RFPSB received PIA for review: October 23, 2007	Date RFPSB completed PIA review: November 13, 2007
Noted Issues: This system is maintained under GSA Privacy Act System of Records GSA/OAP-2, "Acquisition Career Management Information System (ACMIS)." This system contains personally identifiable information (PII). No information collection issues.	
Margaret A. Janney, Chief Records and FOIA/Privacy Services Branch Office of Information Services	Signature/Date: /RA/ 11/13/2007
<i>Copies of this PIA will be provided to:</i> <i>James C. Corbett, Director Business Process Improvement and Applications Division Office of Information Services</i> <i>Kathy L. Lyons-Burke, CISSP Senior IT Security Officer (SITSO)/Chief Information Security Officer (CISO) Office of Information Services</i>	