

**Federal Labor Relations Authority
Privacy Impact Assessment
PRISM System
April 2016**

The Federal Labor Relations Authority

The FLRA is an independent administrative federal agency created by Title VII of the Civil Service Reform Act of 1978 (also known as the Federal Service Labor-Management Relations Statute) (the Statute). Pub. L. 95-454, 5 U.S.C. §7101 *et seq.* The Statute allows certain non-postal federal employees to organize, bargain collectively, and participate through labor organizations of their choice in decisions affecting their working lives.

The Statute establishes distinct components within the FLRA, including the Authority, the Office of the General Counsel of the Authority, and the Federal Service Impasses Panel. Presidential appointees are included in each of these three components. The FLRA structure also includes an Office of Administrative Law Judges. These components are depicted below in the order in which cases generally process through the FLRA. The business of the FLRA, and thus the FLRA mission, is to carry out five (5) primary statutory responsibilities as efficiently as possible and in a manner that gives full effect to the rights afforded employees and agencies under the Statute. Those five primary responsibilities are:

1. Resolving complaints of unfair labor practices (ULPs)
2. Determining the appropriateness of units for labor organization representation (REP)
3. Adjudicating exceptions to arbitrators' awards (ARB)
4. Adjudicating legal issues relating to the duty to bargain (NEG)
5. Resolving impasses during negotiations (Impasse)

The FLRA components exercise statutorily independent prosecutorial and adjudicative responsibilities, with different and separate legal roles. The Statute, however, requires the President to designate one of the Authority Members to serve also as the FLRA Chairman, the head of the agency. As the FLRA's chief executive and administrative officer, the FLRA Chairman is responsible for decisions regarding agency-wide administrative functions, such as purchasing, human resources, budgeting, finance, information technology, leasing of office space, and agency performance management. The Chairman carries out these duties through the Office of the Executive

Director. The Chairman has designated the FLRA's Solicitor to serve as Senior Agency Official for Privacy. The immediate staffs of the Authority Members, the Office of the General Counsel, and the Federal Service Impasses Panel (Panel) are under the general, day-to-day supervision of their respective Members or component heads. In addition, the Authority Members appoint Administrative Law Judges (ALJs) to hear and prepare decisions in cases involving alleged ULPs, as well as decisions involving applications for attorney fees filed pursuant to the Back Pay Act or the Equal Access to Justice Act. The FLRA also provides full staff support to two other organizations - - the Foreign Service Impasse Disputes Panel and the Foreign Service Labor Relations Board. The Authority, Office of the General Counsel, and Panel maintain their respective headquarters offices at a common site in Washington, DC. The FLRA Office of the General Counsel also includes staff in seven regional offices (Atlanta, Boston, Chicago, Dallas, Denver, San Francisco, Washington, D.C.).

The Agency's Information Resources Management Division (IRMD), led by its Chief Information Officer (CIO), operates and maintains the necessary Information Technology (IT) services to support the mission, including the Agency's network, servers, applications, databases, computers, and communication facilities.

Personally Identifiable Information (PII) & PRISM

PRISM is used to create, manage and report on procurement actions. PRISM stores pre-decisional, pre-award requisition/solicitation information and DUNS numbers of consultants who are providing a service for FLRA. The system stores contract numbers, identification of products/services purchased, socio-economic categories of vendors, and provides management tracking capabilities.

The PRISM modules will contain and publicly post the following information:
PRISM does not publicly post any PII information.

Why PRISM Collects Information

PRISM collects the PII in order to effectively manage procurement actions to increase productivity across the procurement process from requisitioning to closeout, minimize data entry, and maximize efficiency through electronic routing, workflow, and workload management.

How PRISM uses information

FLRA personnel enter contractor, acquisition, and award information. Subsequent actions, such as contract status change, closeout, etc. are also entered.

How PRISM Shares Information

In accordance with Sections A4 and A5 of the PRISM System Security Plan, PRISM is hosted off-site by Compusearch at Equinox in Sterling, Virginia. PRISM currently interfaces with:

- (1) Federal Procurement Data System Next Generation (FPDS-NG);
- (2) System for Award Management (SAM); and
- (3) Past Performance Information Retrieval System.

How PRISM Provides Notice and Consent

PRISM displays an approved system warning banner to alert users of notice and consent to monitoring prior to login.

How PRISM Ensures Data Accuracy

PRISM employs the data accuracy checks inherent in Oracle database software to ensure data validity and accuracy. The system has been reviewed to ensure, to the greatest extent possible, it is accurate, relevant, timely and complete via security testing and evaluation.

How PRISM Provides Redress

Validation checks are built into the application software that both prompt the user that an incorrect entry has been entered and must be corrected, and that a user has successfully input data.

How PRISM Secures Information

PRISM takes appropriate security measures to safeguard PII and other sensitive data. PRISM applies FLRA security standards, including but not limited to routine scans and monitoring, back-up activities, and background security checks of FLRA employees and contractors.

PII		
Role	Access	Safeguards
STAFF	Application and data set access only	Access is audited
ADMIN	Access to all system functions	Can only be granted by ADMIN level users

How Long PRISM Retains Information

PRISM retains PII information for a minimum of one year.

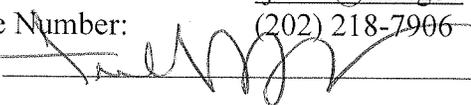
System of Records

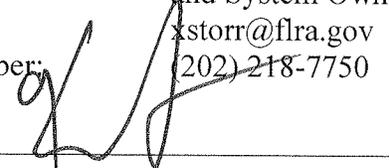
PRISM may contain information that should be included in a System of Records subject to the Privacy Act because it can be searched by an individual's name, corporate entity, service provided and address. The FLRA, however, does not routinely search PRISM by an individual's personal identifiers.

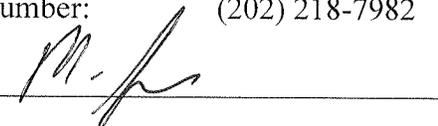
FLRA has certified and accredited the security of PRISM in accordance with FLRA information technology security standard requirements.

Approval and Signature

Certification: I have read and understand the purpose of this assessment. I have also accurately listed the personal data elements.

Name: Fred Jacob
Title: Solicitor and Senior Agency Official for Privacy
Email address: fjacob@flra.gov
Telephone Number: (202) 218-7906
Signature:  Date: 4/19/16

Name: Xavier Storr
Title: Director, Administrative Services Division
and System Owner
Email address: xstorr@flra.gov
Telephone Number: (202) 218-7750
Signature:  Date: 4/19/16

Name: Michael W. Jeffries
Title: Chief Information Officer
Email address: mjeffries@flra.gov
Telephone Number: (202) 218-7982
Signature:  Date: 4/19/16