

PART I: CAPITAL ASSET PLAN AND BUSINESS CASE (All Assets)

Agency Nuclear Regulatory Commission
Bureau
Account Title Salaries and Expenses
Account Identification Code 31-0200-0-1-276
Program Activity Waste Management
Name of Project Labor Cost Management System
Unique Project Identifier: 429-00-01-05-01-1020-00
(IT only)(See section 53)
Project Initiation Date January, 2003
Project Planned Completion Date: September, 2004
This Project is: Initial Concept X Planning _____ Full Acquisition _____ Steady State _____
Mixed Life Cycle _____

Project/useful segment is funded: Incrementally _____ Fully X

Was this project approved by OMB for previous Year Budget Cycle? Yes _____ No X

Did the Executive/Investment Review Committee approve funding for this project this year? Yes X No _____

Did the CFO review the cost goal? Yes X No _____

Did the Procurement Executive review the acquisition strategy? Yes X No _____

Is this investment included in your agency's annual performance plan or multiple agency annual performance plans? Yes X No _____

Does the project support homeland security goals and objectives, i.e., 1) improve border and transportation security, 2) combat bio-terrorism, 3) enhance first responder programs; 4) improve information sharing to decrease response times for actions and improve the quality of decision making? Yes _____ No X

Is this project information technology? (See section 300.4 for definition) Yes X No _____

For information technology projects only:

a. Is this Project a Financial Management System? (see section 53.3 for a definition) Yes _____ No X

If so, does this project address a FFMIA compliance area? Yes _____ No N/A

If yes, which compliance area? N/A

b. Does this project implement electronic transactions or record keeping that is covered by the Government Paperwork Elimination Act (GPEA)? Yes _____ No X

If so, is it included in your GPEA plan (and does not yet provide an electronic option)? Yes _____ No N/A

Does the project already provide an electronic option? Yes _____ No N/A

1 It is in the FY2004 budget request that the Commission is currently reviewing. It is not in the FY2003 President's budget.

Information in this record was released in accordance with the Freedom of Information

Act, exemptions 5

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- c. Was a privacy impact assessment performed for this project? Yes X No __
- d. Was this project reviewed as part of the FY 2002 Government Information Security Reform Act review process? Yes X No __
- (System is in early concept phase)
- d.1 If yes, were any weaknesses found? Yes No X
- d.2. Have the weaknesses been incorporated into the agency's corrective action plans? Yes No X
- e. Has this project been identified as a national critical operation or asset by a Project Matrix review or other agency determination? * Yes __ No X
- e.1 If no, is this an agency mission critical or essential service, system, operation, or asset (such as those documented in the agency's COOP Plan), other than those identified above as national critical infrastructures? Yes __ No X

* Preparations for NRC's Project Matrix Review are just underway. The Review will not be completed until the second Quarter FY 2003, at the earliest.

SUMMARY OF SPENDING FOR PROJECT STAGES

(In Millions)

(Estimates for BY+1 and beyond are for planning purposes only and do not represent budget decisions)²

	PY-1 and PY Earlier 2002	CY 2003	BY 2004
Planning:			
Budgetary Resources		0.166	
Outlays			
Acquisition :			
Budgetary Resources			0.346
Outlays			
Total, sum of stages:			
Budgetary Resources		0.166	0.346
Outlays			
Maintenance:			
Budgetary Resources			
Outlays			
Total, All Stages:			
Budgetary Resources		0.166	0.346
Outlays			

I. A. Project Description

1. Provide a brief description of this project and its status through your capital planning and investment control (CPIC) or capital programming "control" review for the current cycle.

The Labor Cost Management System (LCMS) is in the Concept (Select) phase of its life cycle. The objective of LCMS is to provide labor cost management information, aggregated at varying levels of detail, in a user friendly format. Examples of LCMS functionality include the ability to:

- (1) present budgeted vs. actual expenditures in Full Time Equivalent (FTE) and dollars at the a) Schedule C-3 (detailed budget estimate) level, b) planned accomplishment (aggregated budget estimate) level, and c) HRMS program and activity code level. These expenditures could also be cross-cut by fund type (salaries and benefits, travel, contract support etc.). This will allow managers to track budget vs. spending for the Nuclear Material Safety and Safeguards (NMSS) Operating Plan, the Strategic Plan, and the Nuclear Waste Fund.*
- (2) provide the direct and indirect components of staff time for a given RITS or TAC number (RITS and TAC numbers are codes used in NRC's time and attendance system to track labor expenditures) and comparisons of actual and planned FTE expenditures. This will allow managers to monitor time expenditures on direct effort vs. indirect effort activities - a significant productivity indicator.*
- (3) determine the costs needed to "qualify" staff, i.e., the resources expended to complete NRC's inspector and license qualification training programs. This will allow managers to better understand, plan, and account for the resource requirements needed for staff qualification programs.*
- (4) provide information on overtime hours by RITS and TAC codes. This will allow managers to realign budget estimates to reflect real work being performed.*
- (5) produce management reports currently generated from the NIH mainframe, including Staff Hours by Arena, Program, and Branch; Manpower Expenditure Report by Arena, Program, and Branch; Time Expenditure Report by Employee; Region Resource and Work Action Tracking Document; Casework Statistics Report. This will allow managers to generate needed manpower expenditure reports from their desktops.*

The first step in NRC's CPIC process, a Screening Form, has been approved for LCMS. Development of the Business Case (alternatives analysis, cost benefit analysis, etc.), the next step in NRC's CPIC process, will take place in FY 2003.

LCMS is in the conceptual stage, so not all requirements have been identified at this time. The acquisition strategy will prefer hardware, applications, and infrastructure already identified in the Technical Reference Model. If appropriate, we will perform a cost benefit risk analysis to explore the alternative of introducing new technology into the EA. If cost effective, we will pursue NRC's Environment Change Control process to explore the feasibility and cost-benefit of adding additional services to the Technical Reference Model.

2. What assumptions are made about this project and why?
There is a continuing need to reduce fees on licensees while maintaining the ability to ensure the health and safety of the public. Better cost management will contribute to this objective by providing NRC managers with up-to-date knowledge of the performance of their programs and whether they are meeting strategic plan and performance plan goals.

The existing agency-wide system for cost accounting provides information at a relatively high level and does not fulfill NMSS needs for a more detailed accounting of costs. Such information, which is currently available only through manual processes, is needed to (1) support the NRC's Biennial review of fees, (2) validate NMSS's budget model for FTE, (2) update the NMSS operating plan, and (3) provide management reports at varying levels of aggregation and time frames.

3. Provide any other supporting information derived from research, interviews, and other documentation. In March 2001, in culmination of an office wide effort to identify system requirements, a document, "NMSS Starfire Cost Management System Requirements" was presented and approved by representatives of all Divisions within NMSS. NMSS briefed OCFO and their Cost Management System contractors on this information at that time. Despite these efforts, NRC's HRMS/STARFIRE system, while providing significant functionality, does not currently satisfy NMSS's important cost accounting needs. As noted by the March 2002 review of the NMSS Program Analysis Team (PAT), the level of detail in HRMS/STARFIRE reports is insufficient to allow NMSS to develop standards for and monitor labor cost rates, an important expectation of the NMSS Executive Team. In addition, the lack of activity level cost information does not allow NMSS managers to track the progress of efficiency improvements mandated by the Executive Team.

I.B. Justification (All Assets)

1. How does this investment support your agency's mission and strategic goals and objectives?

NRC's Strategic Goals	NRC Strategies	Supports	How Does Your Initiative Support this NRC Goal and Objective?
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NRC's Strategic Goals	NRC Strategies	Supports	How Does Your Initiative Support this NRC Goal and Objective?
NRC Corporate Management Strategy 1: Employ innovative and sound business practices	<ul style="list-style-type: none"> Find new and better ways of doing business to increase effectiveness and efficiency of operations. Create and maintain a planning, budgeting, and performance management that is focused on outcomes and provides an effective tool for setting goals, allocating resources, tracking progress, measuring results, and identifying areas for improvement. Strengthen our financial systems and processes to ensure that... our financial information is better integrated with decision-making. 	X	<ul style="list-style-type: none"> The new system will improve the ability of NMSS to maintain effective cost management oversight. For example, it currently takes several days for PMDA staff to manipulate RITS data in order to compute the direct and indirect hours expended for an effort, add them together, and compare the total to the planned FTE expenditures. The new system functionality will significantly reduce the manual effort needed to perform this activity. The new system will improve the ability of NMSS managers to determine the performance of their programs by permitting them to better monitor implementation of the NRC strategic plan. It will provide information at varying levels of aggregation to allow managers to make meaningful comparisons of actual and planned expenditures, and adjust the implementation of their programs accordingly. By providing important financial information, in user-friendly form, at the NRC manager's desktop, the new system will be better integrated with NRC managers' decision-making process.
NRC Corporate Management Strategy 2: Sustain a high-performing, diverse workforce.	<ul style="list-style-type: none"> Base our human resource decisions on sound workforce planning and analysis. 	X	<ul style="list-style-type: none"> The new system will allow managers to track the expenditures of human resources by NMSS activity and will permit more rational analysis of workforce needs and planning for future projects. In particular, the ability to track direct vs. indirect labor expenditures should lead to more accurate expectations of workforce performance, and gains in efficiencies.

NRC's Strategic Goals	NRC Strategies	Supports	How Does Your Initiative Support this NRC Goal and Objective?
NRC Corporate Management Strategy 3: Provide proactive information management and information technology services.	<ul style="list-style-type: none"> • <i>Work jointly with program and support offices to integrate information technology and business planning as a means of achieving goals and strategies.</i> • <i>Make it easier for the staff to acquire, access, and use the information they need to perform their work.</i> 	X	<ul style="list-style-type: none"> ▪ <i>The development of the new system will be coordinated with the performance of the Licensing BPI, a joint effort to identify business process improvements and supporting IT requirements.</i> ▪ <i>The new system will provide financial information to NRC managers that will facilitate their ability to manage and control their projects.</i>

2. How does it support the strategic goals from the President's Management Agenda?

Presidents Management Agenda (PMA)	Supports	How Does Your Initiative Support This PMA Item?
Human Capital		
Competitive Sourcing		
Financial Performance	X	<i>The proposed system will improve NRC's financial performance by providing enhanced tools to NRC managers that will allow better financial management and control of their projects.</i>
E-Government		
Budget and Performance Integration	X	<i>The proposed system will allow for better budget and performance integration by providing the means of tracking labor cost expenditures at the activity level.</i>

- Are there any alternative sources in the public or private sectors that could perform this function?
No. Financial management and control of NMSS programs is inherently a governmental function and integral to supporting the mission of the agency.
- If so, explain why your agency did not select one of these alternatives.
This is not applicable because there are no alternative sources.
- Who are the customers for this project?
The main customers for this project include NMSS supervisors and project managers, and, indirectly, NMSS licensees. NMSS project managers will receive more useful cost information about their projects that will allow them to realize efficiencies in project performance. NMSS managers at the Section, Branch, Division, and Office level should derive similar efficiencies for their respective organizations. In addition, NMSS licensees will benefit from these efficiencies by the resulting reduction in fees.
- Who are the stakeholders of this project?

The main stakeholders for this project include NMSS managers at the Section, Branch, Division, and Office levels, NMSS project managers, and NMSS licensees.

7. If this is a multi-agency initiative, identify the agencies and organizations affected by this initiative.

Not applicable. This is not a multi-agency initiative.

8. How will this investment reduce costs or improve efficiencies?

By tracking labor costs at the activity level, and allowing comparisons with budgeted amounts, the new system will allow NMSS project managers to better manage and control the financial aspects of their licensing, inspection, and rulemaking activities. In addition, data obtained from the new system will allow for more realistic planning and budgeting of future projects.

9. List all other assets that interface with this asset: *Human Resource Management System (HRMS) Time and Labor (T&L), HRMS Cost Accounting System, Inspection Report Tracking System (IRTS), Contract Status Tracking System (COSTS), possibly Regulatory Information Tracking System (RITS).* Have these assets been reengineered as part of this project? Yes___, No_X_. *(However, Project is integrated with a Business Process Improvement Initiative on Licensing, which will use a structured methodology to address organizational and change management.)*

I.C. Performance Goals and Measures (All Assets)3

Fiscal Year	Strategic Goal(s) Supported	Existing Baseline	Planned Performance Improvement Goal	Actual Performance Improvement Results	Planned Performance Metric	Actual Performance Metric Results
2004						
2005	NRC Corporate Management Strategy 1: Employ innovative and sound business practices.	Manual manipulation of staff time expenditures for quarterly update of operating plan requires approximately 40 hours.	Automated process results in > 15% (6 hours) savings.		34 Hours of effort.	
		Manual manipulation of staff time expenditures for biennial review of fees requires approximately 40 hours.	Automated process results in > 15% (6 hours) savings.		34 Hours of effort.	
		Manual manipulation of staff time expenditures for updating NMSS budget model for FTE requires approximately 16 hours.	Automated process results in >15% (3 hours) savings.		13 Hours of effort.	
	NRC Corporate Management Strategy 2: Sustain a high-performing, diverse workforce.	None	Ability to track direct vs. indirect labor expenditures for any time frame		Feature is or is	

3 The labor cost management system is expected to *directly* improve the performance of various NMSS administrative functions performed by the Program Management, Policy Development and Analysis Staff (PMDA), as described in this table. In addition, the new system is expected to *indirectly* improve the performance of the project and program management functions within NMSS by providing a wide range of cost management information to project and program managers. The specific ways this information will be used cannot be fully enumerated at this time, however, in general, the new system will allow project and program managers to measure progress and compare that progress to budget predictions.

	NRC Corporate Management Strategy 3: Provide proactive information management and information technology services.	None	at any aggregation level. Ability to compare actual vs. planned (op plan) labor costs for any time frame at any aggregation level.		<u>not</u> available. Feature <u>is</u> or <u>is not</u> available.	
2006						
2007						

I.D. Program Management [All Assets]

1. Is there a program manager assigned to the project? If so, what is his/her name? Yes X No _____

Claudia Seelig/Team Leader, Program Analysis Team/301-415-7243.

2. Is there a contracting officer assigned to the project? If so, what is his/her name? Yes X No _____

Sharon Stewart/Contracting Officer, Division of Contracts and Property Management/301-415-7314

3. Is there an Integrated Project Team? Yes X No _____

Not officially assigned yet but are expected to include representatives from the following areas: IT infrastructure, Software management, Contracting, Programmatic (i.e., labor expenditure) expert.

3.A. If so, list the skill set represented. *IT infrastructure, Software management, Contracting, Programmatic (i.e., labor expenditure) expert.*

4. Is there a sponsor/owner? Yes X No _____

John Linehan/Director, Program Management, Policy Development and Analysis Staff (PMDA)/301-415-7780.

Part II: Additional Business Case Criteria for Information Technology**II. A. Enterprise Architecture****II.A.1 Business**

A. Is this project identified in your agency's enterprise architecture? If not, why?

No, the Labor Cost Management System is a new initiative and has not been specifically named in NRC's in-progress EA, although it is in compliance with the NRC EA, such as it is today. Even though this project is still in the conceptual stage, the NRC business need has been identified, a search for duplicative systems and alternatives is underway, and the project conforms to the NRC EA in its current state.

B. Explain how this project conforms to your departmental (entire agency) enterprise architecture.

This Labor Cost Management System falls within the scope of NRC's evolving EA. As such, this system supports the performance of the business functions identified in the agency enterprise business model, documented in the NRC publication, "NRC Enterprise Model," and provides the data required by NRC's internal operations/infrastructure intra-agency human resources business area and NRC's support delivery

of services planning and resource allocation business area. The LCMS utilizes products and components that are aligned with NRC's current application and technology standards and future direction as specified in NRC's existing technology planning documents. Although the NRC's existing technology planning documents are being updated, the current documents identify some core technology needs. These core technology needs are in the process of being updated and expanded through an evolving organizational EA governance process that will ensure that all current and future technology needs are vetted by NRC business managers to validate links to NRC business drivers for the identified technologies. When fully functional, NRC's integrated EA and CPIC processes will enable NRC to apply the same sound risk management strategies to its IT investments that have long characterized NRC's core business operations. NRC has also provided the Federal Enterprise Business Reference Model (FEBRM) with high level business functions and subfunctions derived from the "NRC Enterprise Model." NRC is working to uncover additional internal cross-cutting initiatives and has begun to look at other-agency business processes and State business processes to identify potential areas for collaborative efforts.

- C. Identify the Lines of Business and Sub-Functions within the Federal Enterprise Architecture Business Reference Model that will be supported by this initiative.
Since the FEA BRM is undergoing continual update, our responses are based upon the latest data that we have available.

FEABRM Lines of Business	FEABRM Subfunctions Supported
Human Resources Intra-agency (Internal Operations/Infrastructure)	Labor Management
Planning and Resource Allocation (Support Delivery of Services)	Budget Execution Budget Formulation

- D. Briefly describe how this initiative supports the identified Lines of Business and Sub-Functions of the Federal Business Architecture.

The new system will support the budget execution subfunction by allowing managers to better monitor implementation of NMSS's operating plan. It will provide information at varying levels of aggregation to allow managers to make meaningful comparisons of actual vs. budgeted expenditures, and to make appropriate adjustments if necessary.

The new system will support the budget formulation subfunction by providing management reports on actual manpower expenditures that will allow managers to develop more realistic manpower budget assumptions for their projects. The new system will also provide information on overtime hours by RITS and TAC codes. This will allow managers to realign budget estimates to reflect real work being performed.

The new system will support the Labor Management subfunction by providing the direct and indirect components of staff time for a given activity. This will allow managers to monitor and better manage time expenditures on direct effort vs. indirect effort activities – a significant productivity indicator. The new system will also determine the resources needed to "qualify" staff, i.e., the resources expended to complete NRC's inspector and license qualification training programs. This will allow managers to better understand, plan, and account for the resources required for staff qualification programs.

- E. Was this project approved through the EA Review committee at your agency?
Yes, the Labor Cost Management System was approved through the NRC EA Review Committee.
- F. What are the major process simplification/reengineering/design projects that are required as part of this initiative?

The Office of Nuclear Material Safety and Safeguards is undertaking a business process improvement review of its Licensing process, commencing in August, 2002. This undertaking will streamline the Licensing process and help establish requirements for this initiative..

- G. What are the major organization restructuring, training, and change management projects that are required? *Since this project is in the initial conceptual phase of the capital planning and investment control process, the scope of the required organizational restructuring, training, and change management has not yet been determined. The office uses a structured methodology for business process improvement that requires restructuring, training, and change management to be addressed. We anticipate that, for this project, training and change management activities will be required.*

- H. What are the Agency lines of business involved in this project?

Business Function	Subfunction	Definition
Human Resources Management	Staff Utilization (Manage Assignment of work.)	Monitor, assess and project FTE expenditures to determine staff utilization for current and future years.

- I. What are the implications for the agency business architecture? *This project is still at the conceptual stage but we anticipate no significant changes to the agency business architecture.*

II.A.2 Data

- A. What types of data will be used in this project? *Resource expenditure data (e.g., contract support, travel, staff time) from the following systems: Human Resource Management System (HRMS) Time and Labor (T&L), HRMS Cost Accounting System, Inspection Report Tracking System (IRTS), Contract Status Tracking System (COSTS), possibly Regulatory Information Tracking System (RITS).*
- B. Does the data needed for this project already exist at the Federal, State, or Local level? If so, what are your plans to gain access to that data? *The data already exists in NRC systems. We plan to work with the appropriate organizations within NRC to gain access to the data.*
- C. Are there legal reasons why this data cannot be transferred? If so, what are they and did you address them in the barriers and risk sections above? *There appear to be no legal reasons why this data cannot be transferred. No new information collection is planned.*
- B. If this initiative processes spatial data, identify planned investments for spatial data and demonstrate how the agency ensures compliance with the Federal Geographic Data Committee standards required by OMB Circular A-16. *This initiative does not plan to process spatial data.*

II.A.3 Application and Technology

- A. Discuss this initiative/project in relationship to the application and technology layers of the EA.

Include a discussion of hardware, applications, infrastructure, etc.

This project is at the initial concept stage. As project planning progresses, we will evaluate each iteration to ensure that we continue to achieve full compliance with the emerging EA for the agency. Project staff members will work with OCIO EA staff members to enable coordination and ensure that the LCMS will be in compliance with the application and technology layers of the EA and the migration plan as it is developed.

B. Are all of the hardware, applications, and infrastructure requirements for this project included in the EA Technical Reference Model? If not, please explain.

The LCMS is in the conceptual stage, so not all requirements have been identified at this time. Our acquisition strategy will require hardware, applications, and infrastructure already identified in the Technical Reference Model. As we refine the requirements, we will address any potential for collaboration and/or elimination of redundancy. We will seek to utilize OMB's Federal Enterprise Architecture (FEA) component solutions as they are made available and brought into alignment with NRC's agency enterprise architecture. Should an FEA component meet our requirements, we will require an acquisition strategy that will utilize proven FEA components aligned with our NRC enterprise architecture. We will perform a cost benefit risk analysis to determine the risks associated with our choices, and if applicable, address through the existing NRC Environment Change Control Process, the feasibility of quickly introducing new technologies into NRC's enterprise architecture, particularly any new FEA component technology that might better meet our needs. Those FEA components that can be integrated with our existing infrastructure will be represented in our NRC Technical Reference Model as they become available.

II. B. Security and Privacy

NOTE: Each category below must be addressed at the project (system/application) level, not at a program or agency level. Referring to security plans or other documents is not an acceptable response.

II.B.1. How is security provided and funded for this project (e.g., by program office or by the CIO through the general support system/network)?

Since this project is expected to run on the underlying NRC network infrastructure (general support system) OCIO is expected to provide for and fund the cost for security support services. The program office (NMSS) will pay for the administrative aspects of security such as the development of the Security Plan, Risk Assessment, Disaster Recovery Plan, security testing, security training, and system certification and accreditation.

A. What is the total dollar amount allocated to security for this project in FY 2004?

The total dollar amount allocated to security for this project in FY2004 is 75K.

II.B.2 Does the project (system/application) meet the following security requirements of the Government Information Security Reform Act, OMB policy, and NIST guidance?

Since this project is in the initial conceptual phase of the capital planning and investment control process, compliance with all security requirements of GISRA, OMB policy, and NIST guidance is being properly addressed at this time, and security compliance will be included with delivery of the system in FY2004.

A. Does the project (system/application) have an up-to-date security plan that meets the requirements of OMB policy and NIST guidance? What is the date of the plan?

Since this project is in the initial conceptual phase of the capital planning and investment control process, a security plan has not yet been developed. The current expectation is to develop the plan in FY2004.

B. Has the project undergone an approved certification and accreditation process? Specify the C&A methodology used (e.g., NIST guidance) and the date of the last review.

Since this project is in the initial conceptual phase of the capital planning and investment control process, it has not yet undergone an approved certification and accreditation process. At the appropriate time, it will go through the C&A process based on NIST guidance. Security certification and accreditation will rely heavily on the security services provided by underlying agency local area network, which was accredited in July 2002. Certification and accreditation for the future LCMS system is expected to occur in FY2004.

C. Have the management, operational, and technical security controls been tested for effectiveness? When were most recent tests performed?

Since this project is in the initial conceptual phase of the capital planning and investment control process, management, operational, and technical security controls have not yet been tested. They will be tested at the appropriate time and the tests will be repeated at an appropriate interval. These tests will be accomplished as part of the security certification testing for the system, which is scheduled to be completed in FY2004.

D. Have all system users been appropriately trained in the past year, including rules of behavior and consequences for violating the rules?

Since this project is in the initial conceptual phase of the capital planning and investment control process, there are currently no system users. At the appropriate lifecycle stage, users will be trained and held accountable for following the rules of behavior for the system. All NRC users currently complete a Computer Security Awareness course annually.

E. How has incident handling capability been incorporated into the system, including intrusion detection monitoring and audit log reviews? Are incidents reported to GSA's FedCIRC?

This is a new project in the conceptual stage. At the appropriate time in its lifecycle, planning for audit log generation and developing appropriate monitoring procedures will be implemented. The project manager will work with the OCIO to ensure that this application is included in the general support systems incident handling methodology and FedCIRC reporting is handled. The NRC CIO has an incident handling capability and intrusion detection monitoring capability in place on the existing local area network. Incidents are reported to FedCIRC.

- F. Is the system operated by contractors either on-site or at a contractor facility? If yes, does any such contract include specific security requirements required by law and policy? How are contractor security procedures monitored, verified, and validated by the agency?"

The system will be operated on site by Government staff, with assistance from contractor support provided agency-wide through the Office of the Chief Information Officer, for routine backups and operational support. The relevant contracts specify security requirements required by law and policy, and all security requirements will be specified in the statement of work for this contract. Each NRC information technology system undergoes an annual GISRA program review, utilizing the NIST self assessment process. The adequacy of the security procedures for all support contractors is monitored, verified, and validated during periodic program reviews, and also during the annual GISRA program review.

- II.B.3 How does the agency ensure the effective use of security controls and authentication tools to protect privacy for those systems that promote or permit public access?

This investment is not expected to promote or permit public access, nor will it contain privacy related information. Security controls are tested during the security certification testing process, prior to the system being put into operation.

- II.B.4 How does the agency ensure that the handling of personal information is consistent with relevant government-wide and agency policies.

The Labor Cost Management System is not expected to contain personal information on individuals. Security controls are tested during the security certification testing process, prior to the system being put into operation.

- II.B.5 If a Privacy Impact Assessment was conducted, please provide a copy to OMB.

The Labor Cost Management System does not contain personal information about individuals. A Privacy Impact Assessment has been completed.

II. C. Government Paperwork Elimination Act (GPEA)

- II.C.1 If this project supports electronic transactions or record-keeping that is covered by GPEA, briefly describe the transaction or record-keeping functions and how this investment relates to your agency's GPEA plan.

This project does not support electronic transactions or record-keeping that is covered by GPEA. The system provides for tracking and analysis of data collected from other systems.

- II.C.2 What is the date of your GPEA plan?

The latest GPEA plan is August, 2002.

- II.C.3 Identify any OMB Paperwork Reduction Act (PRA) control numbers from information collections that are tied to this investment. *There are no information collections no applicable control numbers associated with this initiative.*