

PRIVACY IMPACT ASSESSMENT (PIA)

For the

Open Source Corporate Management Information System (OS-CMIS)

Defense Information Systems Agency (DISA)

SECTION 1: IS A PIA REQUIRED?

| a. Will this Department of Defense (DoD) information system or electronic collection of |
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| nformation (referred to as an "electronic collection" for the purpose of this form) collect, |
| naintain, use, and/or disseminate PII about members of the public, Federal personnel, |
| contractors or foreign nationals employed at U.S. military facilities internationally? Choos |
| one option from the choices below. (Choose (3) for foreign nationals). |
| |

| (1) Yes, from members of the general public | lic. |
|---------------------------------------------|------|
|---------------------------------------------|------|

(2) Yes, from Federal personnel* and/or Federal contractors.

(3) Yes, from both members of the general public and Federal personnel and/or Federal contractors.

☐ (4) No

- b. If "No," ensure that DITPR or the authoritative database that updates DITPR is annotated for the reason(s) why a PIA is not required. If the DoD information system or electronic collection is not in DITPR, ensure that the reason(s) are recorded in appropriate documentation.
- c. If "Yes," then a PIA is required. Proceed to Section 2.

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^{* &}quot;Federal personnel" are referred to in the DoD IT Portfolio Repository (DITPR) as "Federal employees."

SECTION 2: PIA SUMMARY INFORMATION

| a. | a. Why is this PIA being created or updated? Choose one: | | | | | | |
|----|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|-------------|---------|-----------------------|-----------------------------------------------------|
| | | New DoD Informa | tion System | 1 | | New Electron | nic Collection |
| | \boxtimes | Existing DoD Info | rmation Sys | stem | | Existing Elec | tronic Collection |
| | | Significantly Modi System | ified DoD In | formatio | n | | |
| | | s DoD information Network (SIPRNE | | | d in | the DITPR or the | e DoD Secret Internet Protocol |
| | \boxtimes | Yes, DITPR | Enter DITP | PR System | n Ider | ntification Number | 7464 |
| | | Yes, SIPRNET | Enter SIPR | NET Iden | itifica | tion Number | |
| | | No | | | | | |
| | | this DoD informa on 53 of Office of | | | | | que Project Identifier (UPI), required lar A-11? |
| | | Yes | | \boxtimes | No | | |
| | lf "Ye | es," enter UPI | | | | | |
| | | If unsure, | consult the C | Componen | t IT B | Sudget Point of Conta | act to obtain the UPI. |
| | cords | Notice (SORN)? | - | | | | quire a Privacy Act System of |
| | A Privacy Act SORN is required if the information system or electronic collection contains information about U.S. citizens or lawful permanent U.S. residents that is <u>retrieved</u> by name or other unique identifier. PIA and Privacy Act SORN information should be consistent. | | | | | | |
| | \boxtimes | Yes | | | No | | |
| | If "Ye | es," enter Privacy A | ct SORN id | entifier | | OPM/GOVT-1 | |
| | | DoD Component-assigned designator, not the Federal Register number. Consult the Component Privacy Office for additional information or access DoD Privacy Act SORNs at: http://www.defenselink.mil/privacy/notices/ | | | | | |
| | | or | | | | | |
| | Date o | of submission for a Consult the Co | | | | | |

| e. Donta | oes this DoD information system or act the Component Information Manageme | electronic collection have an OMB Control Number? ent Control Officer or DoD Clearance Officer for this information. | | | | | |
|----------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------|--|--|--|--|--|
| | This number indicates OMB approval to c regardless of form or format. | ollect data from 10 or more members of the public in a 12-month period | | | | | |
| |] Yes | | | | | | |
| | Enter OMB Control Number | | | | | | |
| | Enter Expiration Date | | | | | | |
| \boxtimes | No | | | | | | |
| f. Au requi | thority to collect information. A Fed rement must authorize the collectio | deral law, Executive Order of the President (EO), or DoD n and maintenance of a system of records. | | | | | |
| | (1) If this system has a Privacy Act SO SORN should be the same. | ORN, the authorities in this PIA and the existing Privacy Act | | | | | |
| | (2) Cite the authority for this DoD information system or electronic collection to collect, use, maintain and/or disseminate PII. (If multiple authorities are cited, provide all that apply.) | | | | | | |
| | (a) Whenever possible, cite the specific provisions of the statute and/or EO that authorizes the operation of the system and the collection of PII. | | | | | | |
| | (b) If a specific statute or EO does not exist, determine if an indirect statutory authority can be cited. An indirect authority may be cited if the authority requires the operation or administration of a program, the execution of which will require the collection and maintenance of a system of records. | | | | | | |
| | (c) DoD Components can use housekeeping") as the primary authorit statute within the DoD Component sho | their general statutory grants of authority ("internal y. The requirement, directive, or instruction implementing the uld be identified. | | | | | |
| | The authority allows OS-CMIS to collect | the following data: | | | | | |
| | - Executive Order 9397 OF 23 November Numbers as account numbers for individ | r 1943, allows a federal department to utilize Social Security ual persons. | | | | | |
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- g. Summary of DoD information system or electronic collection. Answers to these questions should be consistent with security guidelines for release of information to the public.
 - (1) Describe the purpose of this DoD information system or electronic collection and briefly describe the types of personal information about individuals collected in the system.

| The system provides the capability to access a centralized location of data and enables users to |
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| review, create, update, and delete data based on the respective account permissions as built by the |
| database administrator(s). The system provides management information such as: Quarterly Readiness |
| Review (ORR) topics, individual employee data such as training records and DISA Joint Table of |
| Distribution (JTD), special MPS data for groups such as Payroll, Automation, and Security. The |
| system collects SSNs, names, addresses, grades, home phone numbers, areas of employment, supervisors |
| and other information necessary to execute an effective human resource capability. |
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| |

(2) Briefly describe the privacy risks associated with the PII collected and how these risks are addressed to safeguard privacy.

h. With whom will the PII be shared through data exchange, both within your DoD Component and outside your Component (e.g., other DoD Components, Federal Agencies)? Indicate all that apply.

| \boxtimes | Within the DoD Component. | | | | |
|-------------|----------------------------------------------------------------------------------------|----------------------------------------------|--|--|--|
| | Specify. | DISA Human Resources, Manpower, and Security | | | |
| \boxtimes | Other DoD Components. | | | | |
| | Specify. | DFAS and DAU, as appropriate | | | |
| | Other Feder | al Agencies. | | | |
| | Specify. | | | | |
| | State and Local Agencies. | | | | |
| | Specify. | | | | |
| | Contractor (Enter name and describe the language in the contract that safeguards PII.) | | | | |
| | Specify. | | | | |
| | Other (e.g., commercial providers, colleges). | | | | |
| | Specify. | | | | |

| Do | individ | uals have the opportunity to object to the collection of their PII? |
|---------------|-----------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| \boxtimes | Yes | □ No |
| | (1) If "Y | Yes," describe method by which individuals can object to the collection of PII. |
| colle | ected. L | em log-on, individuals are presented with a banner that advises that this data is to be Jpon accepting a position with the agency, the individual is advised of his/her privacy by Act Statement" on each form collecting this information. |
| (| (2) If "N | No," state the reason why individuals cannot object. |
| | | |
| | | |
| o in | dividu | als have the opportunity to consent to the specific uses of their PII? |
| \boxtimes | Yes | No |
| (| 1) If "Y | es," describe the method by which individuals can give or withhold their consent. |
| Indiv ager | riduals a icy. Ger | re afforded this opportunity at the time of and throughout their employment with the nerally, this is done prior to use of PII data or at the individual's request. |
| | | |
| (2 | 2) If "N | o," state the reason why individuals cannot give or withhold their consent. |
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| c. What information is provided to an individual when asked to provide PII data? Indicate all that apply. | | | |
|-----------------------------------------------------------------------------------------------------------|-----------------------------------------|----------|---------------------------------------|
| ⊠ Priva | cy Act Statement | | Privacy Advisory |
| Other | r | | None |
| Describe each applicable format. | A "Privacy Act Statement" is affixed to | o each v | web-page where PII data is collected. |

NOTE:

Sections 1 and 2 above are to be posted to the Component's Web site. Posting of these Sections indicates that the PIA has been reviewed to ensure that appropriate safeguards are in place to protect privacy.

A Component may restrict the publication of Sections 1 and/or 2 if they contain information that would reveal sensitive information or raise security concerns.