

PRIVACY IMPACT ASSESSMENT (PIA)

PRESCRIBING AUTHORITY: DoD Instruction 5400.16, "DoD Privacy Impact Assessment (PIA) Guidance". Complete this form for Department of Defense (DoD) information systems or electronic collections of information (referred to as an "electronic collection" for the purpose of this form) that collect, maintain, use, and/or disseminate personally identifiable information (PII) about members of the public, Federal employees, contractors, or foreign nationals employed at U.S. military facilities internationally. In the case where no PII is collected, the PIA will serve as a conclusive determination that privacy requirements do not apply to system.

1. DOD INFORMATION SYSTEM/ELECTRONIC COLLECTION NAME:

DefenseReady - Enterprise Business Application Suite (EBAS)

2. DOD COMPONENT NAME:

Department of Defense Inspector General

3. PIA APPROVAL DATE:

12/07/21

SECTION 1: PII DESCRIPTION SUMMARY (FOR PUBLIC RELEASE)

a. The PII is: (Check one. Note: Federal contractors, military family members, and foreign nationals are included in general public.)

- From members of the general public
From Federal employees
[X] from both members of the general public and Federal employees
Not Collected (if checked proceed to Section 4)

b. The PII is in a: (Check one.)

- New DoD Information System
New Electronic Collection
Existing DoD Information System
[X] Existing Electronic Collection
Significantly Modified DoD Information System

c. Describe the purpose of this DoD Information system or electronic collection and describe the types of personal information about individuals collected in the system.

DefenseReady allows DoD OIG staff to organize, manage, and track personnel, billets, training, security clearance data, personnel readiness data, and make it available in a web interface to DoD OIG managers and employees without having to access multiple authoritative systems from which the data is synchronized. Data is synchronized and/or manually entered from the Defense Civilian Personnel Data System (DCPDS) and Fourth Estate Manpower Tracking System (FMTS). The records contain PII such as: Name, Social Security Number (SSN), other ID number (DoD Employee ID / EDIPI), medical information, citizenship, legal status, gender, race/ethnicity, birth date, place of birth, personal cell telephone number, home telephone number, personal email address, mailing/home address, security clearance, disability information, employment information, military records, emergency contact, and education information.

d. Why is the PII collected and/or what is the intended use of the PII? (e.g., verification, identification, authentication, data matching, mission-related use, administrative use)

PII is collected for verification, identification, authentication, and mission-related and administrative use, in managing personnel requirements.

e. Do individuals have the opportunity to object to the collection of their PII? [ ] Yes [X] No

- (1) If "Yes," describe the method by which individuals can object to the collection of PII.
(2) If "No," state the reason why individuals cannot object to the collection of PII.

Information is collected and maintained in accordance with all applicable rules and regulations as required to carry out the mission of the DoD OIG under the IG Act.

f. Do individuals have the opportunity to consent to the specific uses of their PII? [ ] Yes [X] No

- (1) If "Yes," describe the method by which individuals can give or withhold their consent.
(2) If "No," state the reason why individuals cannot give or withhold their consent.

Information is used in accordance with all applicable rules and regulations as required to carry out the mission of the DoD OIG under the IG Act.

g. When an individual is asked to provide PII, a Privacy Act Statement (PAS) and/or a Privacy Advisory must be provided. (Check as appropriate and provide the actual wording.)

- [X] Privacy Act Statement
[X] Privacy Advisory
[ ] Not Applicable

A Privacy Act Statement will apply when DefenseReady collects information directly from an individual. A Privacy Act Advisory is provided at the point of collection, such as Defense Civilian Personnel Data System (DCPDS) and Fourth Estate Manpower Tracking System (FMTS).

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**h. With whom will the PII be shared through data/system exchange, both within your DoD Component and outside your Component?**  
(Check all that apply)

- |   |          |                                 |
|---|----------|---------------------------------|
| <input checked="" type="checkbox"/> Within the DoD Component  | Specify. | As required for agency mission. |
| <input checked="" type="checkbox"/> Other DoD Components (i.e. Army, Navy, Air Force)   | Specify. | As required for agency mission. |
| <input checked="" type="checkbox"/> Other Federal Agencies (i.e. Veteran's Affairs, Energy, State)  | Specify. | As required for agency mission. |
| <input type="checkbox"/> State and Local Agencies   | Specify. |                                 |
| <input type="checkbox"/> Contractor (Name of contractor and describe the language in the contract that safeguards PII. Include whether FAR privacy clauses, i.e., 52.224-1, Privacy Act Notification, 52.2242, Privacy Act, and FAR 39.105 are included in the contract.) | Specify. |                                 |
| <input type="checkbox"/> Other (e.g., commercial providers, colleges).  | Specify. |                                 |

**i. Source of the PII collected is:** (Check all that apply and list all information systems if applicable)

- |  |   |
|--|---|
| <input checked="" type="checkbox"/> Individuals                      | <input checked="" type="checkbox"/> Databases |
| <input checked="" type="checkbox"/> Existing DoD Information Systems | <input type="checkbox"/> Commercial Systems   |
| <input type="checkbox"/> Other Federal Information Systems           |   |

Existing DoD systems, such as Defense Civilian Personnel Data System (DCPDS) and Fourth Estate Manpower Tracking System (FMTS).

**j. How will the information be collected?** (Check all that apply and list all Official Form Numbers if applicable)

- |  |  |
|--|--|
| <input type="checkbox"/> E-mail  | <input type="checkbox"/> Official Form (Enter Form Number(s) in the box below) |
| <input type="checkbox"/> In-Person Contact   | <input type="checkbox"/> Paper   |
| <input type="checkbox"/> Fax   | <input type="checkbox"/> Telephone Interview                                   |
| <input checked="" type="checkbox"/> Information Sharing - System to System                   | <input checked="" type="checkbox"/> Website/E-Form                             |
| <input checked="" type="checkbox"/> Other (If Other, enter the information in the box below) |  |

Directly from individual.

**k. Does this DoD Information system or electronic collection require a Privacy Act System of Records Notice (SORN)?**

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 retrieved by name or other unique identifier. PIA and Privacy Act SORN information must be consistent.

Yes  No

If "Yes," enter SORN System Identifier **S700.30; OPM/GOVT-10; DPR 39 DoD**

SORN Identifier, not the Federal Register (FR) Citation. Consult the DoD Component Privacy Office for additional information or <http://dpclld.defense.gov/Privacy/SORNs/>  
or

If a SORN has not yet been published in the Federal Register, enter date of submission for approval to Defense Privacy, Civil Liberties, and Transparency Division (DPCLTD). Consult the DoD Component Privacy Office for this date

If "No," explain why the SORN is not required in accordance with DoD Regulation 5400.11-R: Department of Defense Privacy Program.

**l. What is the National Archives and Records Administration (NARA) approved, pending or general records schedule (GRS) disposition authority for the system or for the records maintained in the system?**

(1) NARA Job Number or General Records Schedule Authority.

Unscheduled

(2) If pending, provide the date the SF-115 was submitted to NARA.

(3) Retention Instructions.

Do not delete or transfer until DoD OIG receives NARA-approved disposition authority.

**m. What is the authority to collect information? A Federal law or Executive Order must authorize the collection and maintenance of a system of records. For PII not collected or maintained in a system of records, the collection or maintenance of the PII must be necessary to discharge the requirements of a statute or Executive Order.**

(1) If this system has a Privacy Act SORN, the authorities in this PIA and the existing Privacy Act SORN should be similar.

(2) If a SORN does not apply, 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) Cite the specific provisions of the statute and/or EO that authorizes the operation of the system and the collection of PII.

(b) If direct statutory authority or an Executive Order does not exist, indirect statutory 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) If direct or indirect authority does not exist, DoD Components can use their general statutory grants of authority ("internal housekeeping") as the primary authority. The requirement, directive, or instruction implementing the statute within the DoD Component must be identified.

Public Law 95-452 as amended, Inspector General Act of 1978;  
5 U.S.C. § 301, Regulations for the Government of the Department;  
10 U.S.C. § 113, Secretary of Defense;  
10 U.S.C. § 136, Under Secretary of Defense for Personnel and Readiness.

**n. Does this DoD information system or electronic collection have an active and approved Office of Management and Budget (OMB) Control Number?**

Contact the Component Information Management Control Officer or DoD Clearance Officer for this information. This number indicates OMB approval to collect data from 10 or more members of the public in a 12-month period regardless of form or format.

Yes  No  Pending

(1) If "Yes," list all applicable OMB Control Numbers, collection titles, and expiration dates.

(2) If "No," explain why OMB approval is not required in accordance with DoD Manual 8910.01, Volume 2, "DoD Information Collections Manual: Procedures for DoD Public Information Collections."

(3) If "Pending," provide the date for the 60 and/or 30 day notice and the Federal Register citation.

OMB control number not required; system does not collect records from 10 or more members of the public in a 12-month period.