

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:

HRD PERSONNEL SUITE

2. DOD COMPONENT NAME:

Washington Headquarters Service

3. PIA APPROVAL DATE:

06/01/22

Human Resources Directorate - Technology & Data Support Division (Systems)

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
- 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
- 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.

The HRD Personnel Suite is an interface that pulls information from multiple applications (authoritative sources) to perform manpower-related tasks, and general administrative tasks related to federal employees. Information pulled is used to support the WHS Human Resources Directorate with functions that span from WHS personnel accessing applications to verify human resource information as well as transfer information from system to system interfaces that are listed below:

1. Legacy MILPERS is a front-end Access 2010 application with Oracle back end utilized to manage personnel assignments for active and reserve military staff assigned to WHS-serviced activities, including OSD, the White House, 14 Field Activities and DoD agencies supported by WHS. This system also includes an automated process that extracts data from separate repositories and migrates it to the MILPERS database. Legacy MILPERS is still used by two field offices that have not migrated to the new, modern version.
2. The Historical Information System (HLIS) application is an Oracle 9.2.0.7 database that contains historical human resource data on employees prior to the deployment of the DCPDS. The data is utilized in processing queries and reports when historical data is requested. Client Server accessed through Access 2010 DB.
3. Personnel Process Improvement (PPI) is a custom application developed by HRD that allows PSD users to access the legacy Oracle database housing archived DCPDS data for current and former WHS employees. The archived DCPDS data contains historical personnel action information from previously processed Standard Form (SF) 50s (SF-50) that were not migrated into the new DCPDS.
4. GRB Web Assist is a COTS web application that provides the capability for accurately computing various complex estimates needed in assisting employees with their retirement decisions. GRB Web Assist creates professional retirement estimate reports, deposit/redeposit reports, and many more. A maximum of 15 concurrent users.
5. iCompass (WHS LMS SFTP) provides data feeds on a daily basis via FTP. It supports WHS and OSD and has data feeds from Active Directory, Legacy MILPERS and DCPDS. JSP provides the data feed, and a third party (LMS) handles the system. Supports FM HR DCPDS components (Army, DLA, Air Force).
6. DefenseReady Interface database is extract data from DLA HR that DefenseReady selects and pulls from the STAGING instance.

*Types of information: Full name, home address, hire date, work and home phone number, work and personal e-mail address, employment information, military records, position/title, rank/grade, DoD ID number, component, organizational unit address, social security number, records and financial 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)

Verification and Data Matching

e. Do individuals have the opportunity to object to the collection of their PII? Yes 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.

If the member objects to the release of PII information, that member can be removed. PII information is not created within the HRD Personnel Enclave. This is used for legacy reporting and therefore is dependent upon the information that is requested in support of civilian personnel management.

f. Do individuals have the opportunity to consent to the specific uses of their PII? Yes 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.

The Privacy Act statement for HRD Personnel Suite will give them the specific uses of their information and the specific location where the information resides. If the member objects to the release of PII information, that Information can be removed

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.)

Privacy Act Statement Privacy Advisory Not Applicable

AUTHORITY FOR MAINTENANCE OF THE SYSTEM: 5 U.S.C. Chapter 11, Office of Personnel Management; 10 U.S.C. 113, Secretary of Defense; 10 U.S.C. 136, Under Secretary of Defense for Personnel and Readiness; E.O. 9830, Amending the Civil Service Rules and Providing for Federal Personnel Administration, as amended; 29 CFR part 1614.601, EEO Group Statistics; DoD Directive 5105.53, Director of Administration and Management; and DoD Directive 5110.4, Washington Headquarters Services and E.O. 9397 (SSN), as amended.

PURPOSE: The HRD Personnel Suite is an interface that pulls information from multiple applications (authoritative sources) to perform manpower-related tasks, and general administrative tasks related to federal employees. The information pulled is used to support the WHS Human Resources Directorate with functions that span from WHS personnel accessing applications to verify human resource information as well as transfer information from system to system interfaces. In addition, information is used for analysis in order to meet Congressional and Federal reporting requirements.

ROUTINE USES: In addition to those disclosures generally permitted under 5 U.S.C. 552a(b) of the Privacy Act of 1974, as amended, the records contained herein may specifically be disclosed outside the DoD as a routine use pursuant to 5 U.S.C. 552a(b)(3) as listed in the applicable system of records notice located at: <https://dpcl.d.defense.gov/Portals/49/Documents/Privacy/SORNs/OSDJS/DHRA-23-DoD.pdf>.

DISCLOSURE: Voluntary; however, if the member objects to the release of PII information, that Information can be removed.

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)

- Within the DoD Component Specify.
- Other DoD Components (i.e. Army, Navy, Air Force) Specify.
- Other Federal Agencies (i.e. Veteran's Affairs, Energy, State) Specify.
- State and Local Agencies Specify.
- 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, 52.224-2, Privacy Act, and FAR 39.105 are included in the contract.) Specify.
- 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)

- Individuals Databases
- Existing DoD Information Systems Commercial Systems
- Other Federal Information Systems

iCompass acquire FM certification, Defense Ready (name, organization, grade)

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

- E-mail
- In-Person Contact
- Fax
- Information Sharing - System to System
- Other (If Other, enter the information in the box below)
- Official Form (Enter Form Number(s) in the box below)
- Paper
- Telephone Interview
- Website/E-Form

PPI, iCompass and Defense Ready database. HRD Personnel Suite is used for legacy reporting and therefore is dependent upon the information that is requested in support of civilian personnel management.

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

SORN Identifier, not the Federal Register (FR) Citation. Consult the DoD Component Privacy Office for additional information or <http://dpcl.dod.mil/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.

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

(3) Retention Instructions.

Temporary. Destroy when 3 years old, but longer retention is authorized if required for business use.

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.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM: 5 U.S.C. Chapter 11, Office of Personnel Management; 10 U.S.C. 113, Secretary of Defense; 10 U.S.C. 136, Under Secretary of Defense for Personnel and Readiness; E.O. 9830, Amending the Civil Service Rules and Providing for Federal Personnel Administration, as amended; 29 CFR part 1614.601, EEO Group Statistics; DoD Directive 5105.53, Director of Administration and Management; and DoD Directive 5110.4, Washington Headquarters Services and E.O. 9397 (SSN), as amended.

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.

Data is not being gathered from the public