PRIVACY IMPACT ASSESSMENT (PIA)

For the

Personnel Administration Applications
US Army Medical Command - DHP Funded Web Site

SECTION 1: IS A PIA REQUIRED?

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

☐ (1) Yes, from members of the general public.

☐ (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

* "Federal personnel" are referred to in the DoD IT Portfolio Repository (DITPR) as "Federal employees."

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.

SECTION 2: PIA SUMMARY INFORMATION

a. Why is this PIA being created or updated? Choose one:

☐ **New DoD Information System** ☐ **New Electronic Collection**

☒ **Existing DoD Information System** ☐ **Existing Electronic Collection**

☐ **Significantly Modified DoD Information System**

b. Is this DoD information system registered in the DITPR or the DoD Secret Internet Protocol Router Network (SIPRNET) IT Registry?

☐ **Yes, DITPR** Enter DITPR System Identification Number

☐ **Yes, SIPRNET** Enter SIPRNET Identification Number

☒ **No**

c. Does this DoD information system have an IT investment Unique Project Identifier (UPI), required by section 53 of Office of Management and Budget (OMB) Circular A-11?

☐ **Yes** ☒ **No**

If "Yes," enter UPI

If unsure, consult the Component IT Budget Point of Contact to obtain the UPI.

d. 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 should be consistent.

☒ **Yes** ☐ **No**

If "Yes," enter Privacy Act SORN Identifier 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 of submission for approval to Defense Privacy Office
Consult the Component Privacy Office for this date.

e. Does this DoD information system or electronic collection have an 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**

Enter OMB Control Number

Enter Expiration Date

☒ **No**

f. Authority to collect information. A Federal law, Executive Order of the President (EO), or DoD requirement must authorize the collection and maintenance of a system of records.

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

(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 their general statutory grants of authority ("internal housekeeping") as the primary authority. The requirement, directive, or instruction implementing the statute within the DoD Component should be identified.

5 U.S.C. 1302, 2951, 3301, 3372, 4118, 8347, and Executive Orders 9397, 9830, and 12107.

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 Personnel Plus (PPLUS) is a corporate, enterprise application that enables the US Army Public Health Command (USAPHC) Director of Human Resources (G1) to maintain employee data and produce reports of the work force strength in support of established manpower and budgetary programs and procedures; verify employment; provide locator and emergency notification data; provide salary data for current and projected fiscal guidance, personnel data for current and projected staffing requirements; provide suspense system for within grade increases, length of service awards, performance ratings, pay adjustments and tenure groups; provide data for retirement processing, individual personnel actions; provide incentive awards information; and for other managerial studies, records, and reports. In addition, PPLUS provides information to other USAPHC enterprise systems to maintain accountability of Soldiers; address developmental needs and facilitate growth while preparing the organization for future challenges; provide phone data for the logistics of phone lines; provide contact information for network access, tracking of subject matter experts, work/service orders, inspection and auditing of laboratory studies, training, task distribution; provide shipping and contact information to complete associated requests for service;

The Personnel Administration applications covered in this PIA include PPLUS, Recognition Awards (RECA), Phones (PHON), Personnel Network User Name Update (PERNETUP), Personnel Employee (PERSEMP), Individual Development Plan (IDP), Technical POC (TPOC), Military Absence (MILABS), Mission Services (MSRV), Facilities Management (FACIL), Critical Phase Inspection (CPI), TASKERS (TSKR), SAFETY (SAFT), USAPHC Badging System, "Send Word Now" Emergency Alert Notification System (EANS) G3 Tasking System (G3TSKS)

PII collected includes Name, Social Security Number, Birth Date, Gender, Citizenship, Race/Ethnicity, Spouse Name, Emergency Contact, Rater Name, Senior Rater Name, Handicapped Status, Key Person/ Mission Essential Employee Status, Military Status, Work Desk Phone, Work Mobile Phone, Work E-mail Address, Network Username, Mailing/Home Address, Home Telephone Number, Personal Mobile Phone, Personal E-mail Address, Employment and Education Information.

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

The privacy risks associated with the PII collected are unauthorized access and unauthorized disclosure of PII. Security safeguards are in place to mitigate these risks.

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.

☒ **Within the DoD Component.**

Specify. USAPHC Division Chiefs, Directors and other upper management personnel as requested.

☒ **Other DoD Components.**

Specify. Defense Information Systems Agency (DISA)

☐ **Other Federal Agencies.**

Specify.

☐ **State and Local Agencies.**

Specify.

☒ **Contractor** (Enter name and describe the language in the contract that safeguards PII.)

Specify. Link Solutions, Inc. provide information technology (IT) staff to support USAPHC. These contract employees are required to comply with the Privacy Act and Health Insurance Portability and Accountability Act provisions and complete the following annual mandatory training:
- Privacy Act and Health Insurance Portability and Accountability Act (HIPAA) Training.
- Information Assurance User Awareness Training.

Contract IT support staff are also required to adhere to: AR 25-2, Information Systems Security; AR 380-5, Information Security program; AR 380-40, Security Policy for Safeguarding and Controlling Communications; and DoD Information Assurance Certification and Accreditation Process (DIACAP).

☐ **Other** (e.g., commercial providers, colleges).

Specify.

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

☒ **Yes** ☐ **No**

(1) If "Yes," describe method by which individuals can object to the collection of PII.

An individual can object to the collection of PII by not supplying the information. However, failure to provide all requested information will result in inaccurate information in the system and inaccurate reports. It also could prevent the Command from contacting an individual in the event of an emergency.

(2) If "No," state the reason why individuals cannot object.

j. 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.

Individuals can give or withhold their consent to the specific uses of their PII during the initial interview. However, withholding their consent to a specific use of their PII could adversely affect the administrative processes supported by this system.

(2) If "No," state the reason why individuals cannot give or withhold their consent.

k. What information is provided to an individual when asked to provide PII data? Indicate all that apply.

☒ **Privacy Act Statement** ☒ **Privacy Advisory**

☐ **Other** ☐ **None**

Describe each applicable format.

1. With some of the applications covered in this PIA, PII is simply displayed on the form/web site and a Privacy Advisory is provided. Individuals do not directly participate in the PII collection process for these applications. The following Privacy Act Warning is annotated on the online request form/web site:

PRIVACY ACT WARNING

Information contained in this system is subject to the Privacy Act of 1974 (5 U.S.C.552A, as amended). Personal information contained in this system may be used only by authorized persons in the conduct of official business. Any individual responsible for unauthorized disclosure or misuse of personal information may be subject to fines up to $5,000.

2. For the other applications covered in this PIA where users are solicited to provide PII, a Privacy Act Statement is provided. The following Privacy Act Statement is annotated on the online request form/web site:

PRIVACY ACT STATEMENT

AUTHORITY: 5 U.S.C. 1302, 2951, 3301, 3372, 4118, 8347, and Executive Orders 9397, 9830, and 12107.

PRINCIPAL PURPOSES(S): The purpose of the Personnel Plus (PPLUS) is to provide an information system for use within the USAPHC in order to maintain employee data and produce reports of the work force strength in support of established manpower and budgetary programs and procedures; verify employment; provide locator and emergency notification data; provide salary data for current and projected fiscal guidance, personnel data for current and projected staffing requirements; provide suspense system for within grade increases, length of service awards, performance ratings, pay adjustments and tenure groups; provide data for retirement processing, individual personnel actions; provide incentive awards information; and for other managerial studies, records, and reports. In addition, PPLUS provides information to other USAPHC enterprise systems to maintain accountability of Soldiers; address developmental needs and facilitate growth while preparing the organization for future challenges; provide phone data for the logistics of phone lines; provide contact information for network access, tracking of subject matter experts, work/service orders, inspection and auditing of laboratory studies, training, task distribution; provide shipping and contact information to complete associated requests for service.

ROUTINE USES(S): Information provided will be used only within USAPHC and will not be released to any other staff activity.

DISCLOSURE: Information is voluntary, however, failure to provide all requested information will result in inaccurate information in the system and inaccurate reports. It also could prevent the Command from contacting an individual in the event of an emergency.

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.