

# Joint Services Support (JSS) System PII Collection Instruments

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# 1 User Profile Form

The user profile form collects: state (affiliated with), unit, system-role, component, salutation/rank, name, and contact information (zip, city, state, country, phone, fax and email). If the registering user selects family member or volunteer system-role, home contact information is collected. Otherwise business contact information is collected. Not all fields are mandatory.

Note, OMB Control Number and Expiration Date: TBD

## 1.1 Screen 1 of 3

The screenshot shows a web browser window with the URL 'JSS'. The form contains the following sections:

- \*State Affiliation:** A dropdown menu with 'NGB' selected.
- Unit Affiliation (Optional):** A dropdown menu with '--None--' selected. Below it is a link: [Didn't find your unit?](#)
- Family Member:** A section with a 'Hide Roles' button and an expand/collapse icon. It contains three checkboxes:  Family Member,  Parent, and  Spouse.
- Service member:** A section with a 'Hide Roles' button and an expand/collapse icon. It contains six checkboxes:  Chaplain,  Retiree,  Commander/Command Team,  Service Member,  Family Liaison Officer (MPOC) ANG, and  Veteran.
- Volunteer Corps:** A section with a 'Hide Roles' button and an expand/collapse icon. It contains three checkboxes:  ANG Key Volunteer,  Volunteer,  FRG, and  Guard Teen Panel.
- School Educators & Administrators:** A section with a 'Hide Roles' button and an expand/collapse icon. It contains one checkbox:  School Educators & Administrators.
- State Paid Staff:** A section with a 'Hide Roles' button and an expand/collapse icon. It contains a grid of checkboxes for various roles:

<input type="checkbox"/> Airman & Family Readiness Program Manager	<input type="checkbox"/> Alt JFHQ SARC	<input type="checkbox"/> Alt Wing SARC
<input type="checkbox"/> ANG Victim Advocate	<input type="checkbox"/> ANG Wing SARC	<input type="checkbox"/> ARNG Deploying SARC
<input type="checkbox"/> ARNG SARC	<input type="checkbox"/> ARNG Victim Advocate	<input type="checkbox"/> Director of Psychological Health
<input type="checkbox"/> Employer Support Specialist	<input type="checkbox"/> FAC	<input type="checkbox"/> Family Program Assistant
<input type="checkbox"/> Family Readiness Support Assistant	<input type="checkbox"/> JFHQ SARC	<input type="checkbox"/> JFSAP
<input type="checkbox"/> Personal Finance Counselor	<input type="checkbox"/> Senior Family Readiness Support Assistant	<input type="checkbox"/> SFPD
<input type="checkbox"/> State Youth Coordinator	<input type="checkbox"/> State/Service Component Event Coordinator	<input type="checkbox"/> State/Service Site Event Coordinator
<input type="checkbox"/> Transition Assistance Advisor	<input type="checkbox"/> Wing DPH	<input type="checkbox"/> YRRP ANG Event Coordinator
<input type="checkbox"/> YRRP ANG Program Manager	<input type="checkbox"/> YRRP ARNG Event Coordinator	<input type="checkbox"/> YRRP ARNG Program Manager
- National Paid Staff:** A section with a 'View Roles' button and a dropdown arrow.
- Others:** A section with a 'View Roles' button and a dropdown arrow.

## 1.2 Screen 2 of 3

The screenshot displays the JSS application interface. At the top, there is a browser window with the URL 'JSS JSS'. Below the browser window, the main content area is divided into three sections:

- National Paid Staff**: A list of 30 roles, each with a checkbox. The roles are arranged in a grid. The roles listed are: ANG DPH, ARNG DPH, Emp Support National PM, Emp Support Regional PM, FMAP National PM, FMAP National Staff, FRA Program Manager, JSS Leadership, JSS Staff, NGB Chaplain, NGB Staff, NGB-FP Administrator, NGB-FP Staff, OSD-RA JFRC/Support Staff, OSD-RA National PM, OSD-RA Staff/LNO, OSD-RA YRRP Director, OSD-RA YRRP Information Analyst, OSD-RA YRRP Outreach Director, PHP National Operations Manager, PHP Program Director, PHP Program Manager, PHP Regional Manager, PHP Training Design & Coordinator, SAPR ANG PM, SAPR ARNG PM, SAPR Chief, SAPR National PM, SAPR National Training Manager, SAPR Staff, Service Component Assistant PM, Service Component PM, Service Deputy Assistant PM, Warrior Support National PM, Warrior Support Staff, YRRP ANG National PM, YRRP ANG National Reviewer, YRRP ARNG National PM, YRRP ARNG National Reviewer, YRRP National PM, and YRRP National Staff.
- Others**: A section with a 'Hide Roles' button and a search icon. It contains two items: 'Affinity Administrator' (unchecked) and 'Other' (checked).
- State Access**: A section with a dropdown arrow, 'Deselect All States', and 'Select All States' buttons. It lists 50 states and territories with checkboxes: Alabama (checked), Alaska, Arizona, Arkansas, ARNG-RC, California, Colorado, Connecticut, Delaware, District of Columbia, Florida, Georgia, Guam, Hawaii, Idaho, Illinois, Indiana, Iowa, Kansas, Kentucky, Louisiana, Maine, Maryland, Massachusetts, Michigan, Minnesota, Mississippi, Missouri, Montana, Nebraska, Nevada, New Hampshire, New Jersey, New Mexico, New York, NGB, North Carolina, North Dakota, Ohio, Oklahoma, Oregon, PEC, Pennsylvania, Puerto Rico, Rhode Island, South Carolina, South Dakota, TEC, Tennessee, Texas, U.S. Virgin Islands, Utah, Vermont, Virginia, Washington, West Virginia, Wisconsin, and Wyoming.

### 1.3 Screen 3 of 3

The screenshot shows a web browser window with a single tab titled "JSS JSS". The browser's address bar is empty. The main content area displays a "Profile" form with a dropdown menu set to "Profile". Below the header, the text "Provide contact and address information" is displayed. A grey instruction box states: "Instructions: Asterisk (\*) indicates a required field." The form contains the following fields and options:

- \*Status: Radio buttons for "Civilian" and "Military" (selected).
- \*Military Component: A dropdown menu showing "Air National Guard" and a "Civilian?" link.
- \*Military Rank: A dropdown menu showing "1 Lt".
- \*First Name: A text input field containing "John".
- \*Last Name: A text input field containing "Smith".
- Business Contact Information section:
  - \*Zip: A text input field containing "00000" and a "Load Address" button.
  - City: A text input field containing "Some City" and a state dropdown menu showing "Alabama".
  - Country: A dropdown menu showing "USA".
  - \*Business Phone: A text input field containing "(555) 555-5555 Ext.".
  - Business Fax: An empty text input field.
  - Business Cell Phone: An empty text input field.
  - Other Phone: An empty text input field.

Refer to the appendix for Privacy Policy, Terms of Use, and Acceptable Use Policy.

## 2 Event Registration Form

The event registration form collects information from users interested in attending events hosted by NGB J1 programs, across all Guard and Reserve components. The registration form collects component, salutation/rank, name, state (affiliated with), contact email, system-role and category (Attendee, VIP, Support Staff). The form may be customized by event staff to include additional data fields.

YRRP event registration form collects information in support of the Yellow Ribbon Reintegration Program mandate of Congress.

*Note, OMB Control Number and Expiration Date: TBD*

The screenshot shows a web browser window titled "Event Details" with a search bar and navigation icons. The main content area is titled "Event Details" and has a purple navigation bar with tabs for "Details", "Downloads", "Agenda", "Area Map", and "Registration". The "Registration" tab is active, and there are social media and utility icons (Share, Add to calendar, Print) to the right. Below the navigation bar, the "Registration" section contains a warning: "Registering for this event does not register you for a hotel stay." and a link "Preview Name Tag". The form fields are as follows:

- Preferred Contact Type: Radio buttons for "Both", "Primary" (selected), and "Secondary".
- Status: Dropdown menu with "Military" selected.
- Component: Dropdown menu with "Air National Guard" selected.
- Salutation/Rank: Dropdown menu with "1 Lt" selected.
- First Name: Text input field with "John".
- Last Name: Text input field with "Smith".
- State: Dropdown menu with "Alabama" selected.
- Email - Primary: Text input field with "test@test.com".
- Role: Dropdown menu with "--Select--" selected.
- Category: Dropdown menu with "--Select--" selected.

At the bottom of the form are "Back" and "Register" buttons. Below the form is a section titled "Group Registrants:" with a table header:

Edit	FirstName	LastName	Email	Status
No Records Found				

Collection of Social Security Number (SSN) and Date of Birth (DoB) from Service members (only) within event registration form is planned in the future – currently not in place. SSNs and DOBs will be required by Defense Manpower Data Center (DMDC) to validate Service member information to determine program eligibility.

### 3 Volunteer Activity Hours Form

Volunteer activities and associated hours are collected from volunteers.

Note, OMB Control Number and Expiration Date: TBD

The screenshot shows a web browser window titled "Volunteer Activity Edit" with the URL <https://www.jointservicesupport.org/VolunteerActivity/VolunteerActivityCreate.aspx?Page=VolunteerActivityLi>. The page content is titled "New Activity" and includes an "Instructions" box with the text: "Enter details of a volunteer activity by providing details below. You may record activities retroactively if you haven't had an opportunity to add past activities as of yet. When finished, click Submit!" and a "Help" link. Below the instructions is a "Set up" section with the following fields:

- Category: --Select--
- Level of Activity: State
- Activity: --Select--
- State of Activity: NGB
- Date: 09/24/2012
- Activity Hours: 0 h 0 m
- Travel: 0 h 0 m
- Preparation: 0 h 0 m
- Comments: (Text area, Maximum characters: 500)

At the bottom of the form are two buttons: "Cancel" and "Submit".

## 4 Civilian Employer Information (CEI) Form

This is a planned collection – currently not in place.

Users who will be required to submit their CEI (Air National Guard, Army National Guard and Air Force Reserve Service members) must provide their social security number (SSN) and Date of Birth (DoB) one-time only. All subsequent visits to update CEI will not require SSN and DoB, instead, JSS login information is used to authenticate user.

CEI will be collected in support of Uniformed Services Employment and Reemployment Rights Act (USERRA).

SSN and DoB will be collected to meet Defense Manpower Data Center (DMDC) requirement to report collected data to DMDC.

Note, OMB Control Number and Expiration Date: TBD

The screenshot shows a web browser window titled "JSS CEI - Update Your CEI". The form is set against a dark blue background and includes the following fields and options:

- Employment Status:** A dropdown menu with "--Select--" and a warning icon below it stating "Employment Status is required".
- Are You Self Employed?:** Radio buttons for "Yes" and "No".
- Your Position:** A text input field.
- Position Information:** A search bar with a magnifying glass icon.
- Position Start Date:** A date picker field.
- Employer Name:** A text input field.
- Employer Address:** A text input field with a link below it that says "Look up for address".
- Employer City:** A text input field.
- Employer State:** A dropdown menu with "--Select--".
- Employer Country:** A dropdown menu with "USA" selected.
- Employer Zip Code:** A text input field.
- I am a trained First Responder:** Radio buttons for "Yes" and "No".
- I authorize the release of my civilian skills information for additional uses by the RCs for considerations such as a call to active service outside of my primary or secondary military occupational skills.** Radio buttons for "Yes" and "No".

Refer to the appendix for Privacy Act Statement.

## 5 Appendix

### 5.1 User Profile Form

#### 5.1.1 Privacy Policy

This privacy policy statement has been developed to reflect our commitment to our users' privacy.

##### Why We Collect Your Information

In order for us to provide you with access to the full breadth of functionality on this website, we ask that you create a user profile, which consists of your Name, location, contact information, role and other details that allow us to communicate with you effectively and provide information relevant to you. We do not sell your information to third-parties outside of the organization. In addition, as with most web servers on the World Wide Web today, our server automatically logs information about the environment of each visitor to a website. This type of data-collection is standard, and consists of information that is not personally-identifiable, such as Browser type, Operating System, page response times, and information for statistical analysis to measure visitor interest areas and to provide you with the best experience possible when browsing our website.

##### How We Collect Information

Below are some of the ways in which information may be collected online and how it may be used.

- **IP Address Collection**

Our Web servers receive and temporarily record IP addresses from all users because this information is automatically reported by their browsers each time they access any JSS web page. We might use IP addresses for the following purposes:

- o Diagnosing service or technical problems reported by our users, our technical staff, or engineers affiliated with a specific IP-range-providing web company or ISP.
- o Determining general geographic area (region/locality) of IP address to serve relevant content and filter out irrelevant content for our users.
- o Estimate number of users visiting JSS from different countries/regions/localities.

- **Use of Cookies**

Our Web site may use cookies to keep track of the user's session for the purposes of enhancing the user experience. Cookies are small text files that are stored on a visitor's browser and are used for keeping track of settings or data for a particular Web site. Among other things, we may use cookies to deliver content specific to our users' interests.

- **Aggregate Information**

Aggregate information about which pages visitors access or visit (for example, links within the site, courses, etc.) is only used for internal review as we continue to improve our Web site.

- **User Profile**

A user profile is created with information that you provide to us and is used for authentication when you login to the site. It can also be used for a) verifying your identity should you wish to contact us, b) marketing information useful to the user, and c) displaying information on the site that is most relevant to the user.

#### Information Actively Provided by Our Visitors

There are several places where users may choose to provide personally identifiable information about themselves or others. Unless we tell you otherwise, we will use the information for the purpose the information was provided.

#### How You Can Access or Correct Your Information

You may review your profile online, have it deleted, and/or withdraw permission for its continued use by contacting us (see Contact Us section)

To protect your privacy and security, we will also take reasonable steps to verify your identity before granting access or making corrections.

#### Links

Our site contains links to other sites. We are not responsible for the privacy practices or the content of other such sites. We make best efforts to screen all sites accessible from us to ensure that they comply with the standards set by us.

#### Discussion Forums

We host discussion forums which are available for your use. You should **NEVER** disclose any personal information. You should not enter any forum on the Internet that requires you to disclose any personal information prior to entering. The forums are monitored by our staff regularly.

#### Online Surveys

Our occasional online surveys are voluntary and anonymous; they are used to improve our site and better serve our clients. When demographic information is collected, we do not ask for any personally identifying information.

#### Security

This site has security measures in place to protect the loss, misuse, and alteration of the information under our control.

## Children's Guidelines

We caution children that they should not divulge their personal information on the Web. Our forums are moderated, and while our moderators cannot prevent children from divulging personal information, they use their best efforts to ensure that personal information is not divulged. In compliance with **CHILDREN'S ONLINE PRIVACY PROTECTION ACT (COPPA)**, we not allow children of age 12 and under to register online. If during routine audits, such an account is found, appropriate measures are taken to remove from the system immediately.

## Acceptance of policy

By visiting our site, you accept the terms and conditions of this Privacy Policy, and consent to our collection, storage and use of your information, as described in this Privacy Policy and elsewhere in our Site. We reserve the right to modify this Privacy Policy at any time and from time to time. Your continued use of the site after we either personally notify you or generally post such changes will constitute your acceptance of those changes.

## Contacting Us

If you have any questions about this privacy statement, the practices of this site, or your dealings with National Guard Bureau J-1's Joint Services Support (JSS) sites, you can contact us by sending an email to [feedback@jointservicesupport.org](mailto:feedback@jointservicesupport.org) or by regular mail at the following address:

NGB J-1 Office  
111 S. George Mason Drive, Bldg 2,  
Arlington, Virginia 22204

### **5.1.2 Terms of Use**

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constitute or encourage conduct that would constitute a criminal offence or give rise to civil liability or otherwise violate any law;

infringe the intellectual property, privacy or other rights of any third party;

contain advertising or false or misleading statements; or

contain a computer virus or other disruptive or destructive components.

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### 5.1.3 Acceptable Use Policy

By accepting this document, you acknowledge and consent that when you access Department of Defense (DoD) information systems:

1. You are accessing a U.S. Government (USG) information system (IS) (which includes any device attached to this information system) that is provided for U.S. Government authorized use only.
2. You consent to the following conditions:
  - a. The U.S. Government routinely intercepts and monitors communications on this information system for purposes including, but not limited to, penetration testing, communications security (COMSEC) monitoring, network operations and defense, personnel misconduct (PM), law enforcement (LE), and counterintelligence (CI) investigations.
  - b. At any time, the U.S. Government may inspect and seize data stored on this information system.
  - c. Communications using, or data stored on, this information system are not private, are subject to routine monitoring, interception, and search, and may be disclosed or used for any U.S. Government-authorized purpose.
  - d. This information system includes security measures (e.g., authentication and access controls) to protect U.S. Government interests--not for your personal benefit or privacy.
3. Notwithstanding the above, using an information system does not constitute consent to personnel misconduct, law enforcement, or counterintelligence investigative searching or monitoring of the content of privileged communications or data (including work product) that are related to personal representation or services by attorneys, psychotherapists, or clergy, and their assistants. Under these circumstances, such communications and work product are private and confidential, as further explained below:
4. Nothing in this User Agreement shall be interpreted to limit the user's consent to, or in any other way restrict or affect, any U.S. Government actions for purposes of network administration, operation, protection, or defense, or for communications security. This includes all communications and data on an information system, regardless of any applicable privilege or confidentiality.
5. The user consents to interception/capture and seizure of ALL communications and data for any authorized purpose (including personnel misconduct, law enforcement, or counterintelligence investigation). However, consent to interception/capture or seizure of communications and data is not consent to the use of privileged communications or data for personnel misconduct,

law enforcement, or counterintelligence investigation against any party and does not negate any applicable privilege or confidentiality that otherwise applies.

6. Whether any particular communication or data qualifies for the protection of a privilege, or is covered by a duty of confidentiality, is determined in accordance with established legal standards and DoD policy. Users are strongly encouraged to seek personal legal counsel on such matters prior to using an information system if the user intends to rely on the protections of a privilege or confidentiality.
7. Users should take reasonable steps to identify such communications or data that the user asserts are protected by any such privilege or confidentiality. However, the user's identification or assertion of a privilege or confidentiality is not sufficient to create such protection where none exists under established legal standards and DoD policy.
8. A user's failure to take reasonable steps to identify such communications or data as privileged or confidential does not waive the privilege or confidentiality if such protections otherwise exist under established legal standards and DoD policy. However, in such cases the U.S. Government is authorized to take reasonable actions to identify such communication or data as being subject to a privilege or confidentiality, and such actions do not negate any applicable privilege or confidentiality.
9. These conditions preserve the confidentiality of the communication or data, and the legal protections regarding the use and disclosure of privileged information, and thus such communications and data are private and confidential. Further, the U.S. Government shall take all reasonable measures to protect the content of captured/seized privileged communications and data to ensure they are appropriately protected.
  - a. In cases when the user has consented to content searching or monitoring of communications or data for personnel misconduct, law enforcement, or counterintelligence investigative searching, (i.e., for all communications and data other than privileged communications or data that are related to personal representation or services by attorneys, psychotherapists, or clergy, and their assistants), the U.S. Government may, solely at its discretion and in accordance with DoD policy, elect to apply a privilege or other restriction on the U.S. Government's otherwise-authorized use or disclosure of such information.
  - b. All of the above conditions apply regardless of whether the access or use of an information system includes the display of a Notice and Consent Banner ("banner"). When a banner is used, the banner functions to remind the user of the conditions that are set forth in this User Agreement, regardless of whether the banner describes these conditions in full detail or provides a summary of such conditions, and regardless of whether the banner expressly references this User Agreement.

**As a user of an information system, I will adhere to the following security rules**

1. I will use Army information systems (computers, systems, and networks) only for authorized purposes.
2. I will not try to access data or use operating systems or programs, except as specifically authorized.
3. I know I will be issued a user identifier (user ID) and a password to authenticate my JSS account. After receiving them—
4. I will not allow anyone else to have or use my password. If I know that my password is compromised, I will report to my JSS Webmaster for a new one.
5. I will not run “sniffers” (utilities used to monitor network traffic, commonly used to Spy on other network users and attempt to collect their passwords) or any hacker-related software on my GC, Government IT system, or network.
6. If I observe anything on the system I am using that indicates inadequate security, I will immediately notify the site Webmaster. I know what constitutes a security incident and know that I must immediately report such incidents to the Webmaster
7. I will comply with security guidance issued by my SA and IASO.
8. I know that my actions as a user can greatly affect the security of the system and that my signature on this agreement indicates that I understand my responsibility as a user requires that I adhere to regulatory guidance.
9. I know I am subject to disciplinary action if I violate DOD computer policy. For U.S. personnel, this means that if I fail to comply with this policy, I may be subject to adverse administrative action or punishment under Article 92 of the Uniform Code of Military Justice (UCMJ). If I am not subject to the UCMJ, I may be subject to adverse action under the United States Code or Code of Federal Regulations.
10. Acknowledgement: I have read the above requirements regarding use of JSS access systems. I understand my responsibilities regarding these systems and the information contained in them.

## 5.2 Civilian Employer Information (CEI) Form

### 5.2.1 Privacy Act Statement

#### Data Collected

AUTHORITY: 38 U.S.C. 4333; 10 U.S.C. 10149, 12302; EO 9397

PRINCIPAL PURPOSE: To facilitate the interaction and communication between civilian employers and the Department of Defense (DoD) for purposes of informing employers of members of the Ready Reserve of their rights, benefits, and obligations under the Uniformed Services Employment and Reemployment Rights Act (USERRA) codified as Chapter 43 of 38 U.S.C., as well as provide the Department of Defense with information necessary to promulgate policies that enhance employer support to the Guard and Reserve under (Section 4333 of 38 U.S.C.). To ensure that members having critical civilian skills are not retained in the Ready Reserve in numbers beyond what the Department needs for those skills (Section 10149 of 10 U.S.C.). To assist the Department in effectively giving consideration to civilian employment necessary to maintain national health, safety and interest when considering members for recall (Section 12302 of 10 U.S.C.). Your social security number (SSN) and birth date will be used solely for the purpose of verifying your identity. To ensure that appropriate consideration is given to current employment-related information when pre-mobilization planning is conducted.

ROUTINE USES: To civilian employers of Ready Reservists for purposes of informing such employers of the rights, benefits, and obligations under the Uniformed Services Employment and Reemployment Rights Act. To ensure that members having critical civilian skills are not retained in the Ready Reserve in numbers beyond what the Department needs for those skills (Section 10149 of 10 U.S.C.). And to assist the Department to effectively give consideration to civilian employment necessary to maintain national health, safety and interest when considering members for recall (Section 12302 of 10 U.S.C.).

DISCLOSURE: Mandatory. In order to verify the requested information required, personnel are required to also provide their social security number and date of birth. Failure or refusal to provide employment-related information or providing false employment-related information may result in administrative action or punishment under Article 92 (dereliction of duty) and/or Article 107(false official statement), Uniform Code of Military Justice (SSN and birth date only: Voluntary).

#### Active Guard Reserve Information

AGR personnel are not required to provide Military employment information. However, if you currently have a Part Time Position, a Specified Volunteer Position or you are a student - please provide the relevant information.

#### Warning Notice and Consent to Monitor

YOU ARE ACCESSING A U.S. GOVERNMENT (USG) INFORMATION SYSTEM (IS) THAT IS PROVIDED FOR USG-AUTHORIZED USE ONLY. By using this IS (which includes any device attached to this IS), you consent

to the following conditions: The USG routinely intercepts and monitors communications on this IS for purposes including, but not limited to, penetration testing, COMSEC monitoring, network operations and defense, personnel misconduct (PM), law enforcement (LE), and counterintelligence (CI) investigations. At any time, the USG may inspect and seize data stored on this IS. Communications using, or data stored on, this IS are not private, are subject to routine monitoring, interception, and search, and may be disclosed or used for any USG-authorized purpose. This IS includes security measures (e.g., authentication and access controls) to protect USG interests--not for your personal benefit or privacy. Notwithstanding the above, using this IS does not constitute consent to PM, LE, or CI investigative searching or monitoring of the content of privileged communications, or work product, related to personal representation or services by attorneys, psychotherapists, or clergy, and their assistants. Such communications and work product are private and confidential. See [Terms of Use](#), and [Privacy Policy](#) for details.

Use of this DoD computer system, authorized or unauthorized, constitutes consent to monitoring of this system. Unauthorized use may subject you to criminal prosecution. Evidence of unauthorized use collected during monitoring may be used for administrative, criminal, or other adverse action. Use of this system constitutes consent to monitoring for these purposes.

**AUTHORIZED USER**

This CEI web site is for the sole use of the individual Service member.

**IF YOU ARE NOT AN AUTHORIZED USER, PLEASE EXIT IMMEDIATELY.**