



## PRIVACY IMPACT ASSESSMENT (PIA)

For the

HUMAN RESOURCES CIVILIAN PORTFOLIO (HRCP)

DEPARTMENT OF THE NAVY - DON/AA - OFFICE OF CIVILIAN HUMAN RESOURCES

### 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
- Existing DoD Information System
- Significantly Modified DoD Information System
- New Electronic Collection
- Existing Electronic Collection

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

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

Pending

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) Where possible, cite the specific provisions of the statute or EO that authorizes the operation of the system and the collection of PII.

(b) If a specific statute or EO does not apply, 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.

SORN N12293-1 authorities:

5 U.S.C. 301, Department Regulations; 5 U.S.C. Chapters 11, Office of Personnel Management; 13, Special Authority; 29, Commissions, Oaths and Records; 31, Authority for Employment; 33, Examination Selection, and Placement; 41, Training; 43, Performance Appraisal; 51, Classification; 53, Pay Rates and Systems; 55, Pay Administration; 61, Hours of Work; 63, Leave; 72, Antidiscrimination, Right to Petition Congress; 75, Adverse Actions; 83, Retirement; 99, Department of Defense National Security Personnel System; 5 U.S.C. 7201, Antidiscrimination Policy; 10 U.S.C. 136, Under Secretary of Defense for Personnel and Readiness; Executive Order 9830, Amending the Civil Service Rules and Providing for Federal Personnel Administration, as amended; 29 CFR 1614.601, EEO Group Statistics; Executive Order 9397 (SSN), as amended.

**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 is comprised of multiple DOD or DON mandated Human Resource programs and databases of record; used to execute transactional processing of civilian and foreign national direct employees for all functional phases within the human resources community. Programs and database of records include Benefits, Labor Relations, Employee Relations, Equal Employment Opportunity, TeleWorking, Reduction in Force, Official Personnel Folder Tracking, TSP, Health, Life Insurance, Retirement, and Department of Navy's Civilian Authoritative Data Source (data warehouse). System consists of multiple personnel record types relating to personnel, pay, benefits, and retirement transactions.

HRCP includes the application DON Reasonable Accommodation Tracker (DONRAT) (DADMS ID 77011) which is used for tracking reasonable accommodations.

Personal information collected includes: Name, SSN (full and truncated), DOB, DoD ID number, citizenship, gender, race/ethnicity, place of birth, home telephone number, personal email address, home address, security clearance, marital status, emergency contact, Other ID Number: Internal employee Id, and Billet Id Number; Disability information: Handicap Code and Information from the VA on certifying disability compensation for vet preference; Employment information: SF171, Application for Federal Employment, job experience, training, performance plans, interim appraisal, and promotion; Education information: DG05-Copy of School Transcript, DG15-Employee Application, certification and licensing;

Other:  
Benefits information: SF2810-Notice of change in health benefits and pay benefits entitlements;  
Retirement and Beneficiary information: SF 52-Designation of beneficiary, separation, retirement, and adverse & disciplinary action.

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

Limited risks are associated with the PII data collected due mainly to Command or Activity level reorganizations, where administrative officers and/or managers do not immediately notify and/or update the organizational changes within designated system. Limited risk - as approved access to PII information remains the "same" until change requests are received/processed.

HRCP infrastructure is secured within IA/CND Suite environment behind three separate firewalls; access to HRCP is limited to .mil/.gov domains; CAC enabled. User accounts, depending on level of requirement, require a SAAR, and System/Application signed user form (signed by Supervisor, HR POC, Security Officer, and HRSC) to ensure correct access is provided. Inactive user accounts are automatically disabled per IA requirements. All users must have current Privacy Act Training.

**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.

Authorized DON approved Enterprise or Command systems (such as Navy ERP, TWMS) receive data feed following (a) review of data requirements/justifications, (b) DADMS registered/approved applications, (c) transfer ONLY take place via Secure File Transfer Protocol (SFTP) to a .mil, and (d) MOA signed by OCHR and requesting Command/Activity.

HR Community users are authorized, upon receipt of completed/signed

request form, have capability to see/export data essential to support personnel actions/requirements. Whether PII data is included depends on case-by-case basis of the user submitting the request.

**Other DoD Components.**

Specify.

**Other Federal 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.

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

**Yes**

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

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

The majority of information collected is from other DoD information systems not the individual. Information collected from the individual is necessary to process new hire, adverse actions, or retirement benefits.

**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.

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

The majority of information collected is from other DoD information systems not the individual. Information collected from the individual is necessary to process new hire, adverse actions, or retirement benefits.

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.

The majority of information collected is from other DoD information systems. A PAS is provided when collecting information to process new hire, adverse actions, or retirement benefits.

**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.**

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