PRIVACY IMPACT ASSESSMENT (PIA)

For the

Naval Education and Training Future Officer and Citizenship User System (NETFOCUS)
Department of Navy (DON) - Naval Education and Training Command (NETC)

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 | 1496 |

☐ **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 <u>retrieved</u> by name or other unique identifier. PIA and Privacy Act SORN information should be consistent.

☒ **Yes**   ☐ **No**

If "Yes," enter Privacy Act SORN Identifier | N01131-1 |

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 | 0703-0026 |

    Enter Expiration Date | 02/29/2012 |

☐ **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.

The enactment of Public Law 88-647 and codification in Title 10, U.S.C., Sec. 2031, authorized the military service sectaries to commission Junior Reserve Officers' Training Corps (NJROTC) programs. Title 10, U.S.C.. Sec. 2031 is the statutory basis for the NJROTC program.

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.

Naval Education & Training Future Officer and Citizenship User System (NETFOCUS) serves as the authoritative data source for the Naval Reserve Officer Training Corp (NROTC) and the Naval Junior Reserve Officer Training Corp (NJROTC) programs. NETFOCUS provides automated support for the management and administrative functions of the Naval Service Training Command (NSTC), Great lakes, Officer Development (OD) and Citizenship Development (CD) programs.

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

PII is initially collected from the NROTC and STA-21 program applicants. Prospective candidates apply online via web applications. NROTC candidates apply for the scholarship program via an automated web site, where the candidate is issued a user name and a Federal Information Security Management Act (FISMA)-compliant password. STA-21 scholarship candidates are required to have a common-access-card (CAC)/PIN. In each instance, the applicant can enter or view only his/her own data.

All Non-candidate user access is managed by authorized administrators within the NSTC OD and CD departments. Access is role-based and issued on a need-to-know basis. Access controls and privacy safeguards are in-compliance with established DoN and DoD policies, guidances and instructions.

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.
*Officer Personnel Information System (OPINS)
*Naval Personnel Command (NPC) PERS-4, PERS-802
*United States Naval Academy (USNA)
*Fund Administration and Standardized Document Automation System (FASTDATA)
*Standardized Accounted and Reporting System - Field Level (STARS-FL)
*Navy Exchange Command (NEXCOM)

☒ **Other DoD Components.**

Specify.
*Defense Finance and Accounting Service (DFAS)
*Department of Defense Medical Exam Review Board (DoDMERB)
*Defense Mapping Agency (DMA)

☐ **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. College Board SAT/ACT - Standardized Tests for College Admissions

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.

Privacy Act warnings are posted at the beginning of each website logon where the information is entered.

(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.

Privacy Act Statement is displayed at the beginning of each website entry page, acknowledgement of this statement is required to continue.

(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.	Electronic format is used.

DRAFT

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.