



## PRIVACY IMPACT ASSESSMENT (PIA)

For the

Marine Corps Recruiting Information Support System (MCRISS)

Department of Navy - United States Marine Corps (USMC)

### **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**

SF 86, OMB No 3206-0005

**Enter Expiration Date**

31 Aug 2016

**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 301 - Departmental Regulations  
10 U.S.C. 133 - Under Secretary of Defense for Acquisition, Technology, and Logistics  
10 U.S.C. 136 - Under Secretary of Defense for Personnel and Readiness  
10 U.S.C. 503 - Enlistments, recruiting campaigns; compilation of directory information  
10 U.S.C. 513 - Enlistments: Delayed Entry Program  
10 U.S.C. 1092a - Persons entering the armed forces: baseline health data  
10 U.S.C. 145 - Director of Small Business Programs  
10 U.S.C. 1704 - Service acquisition executives: authorities and responsibilities  
10 U.S.C. 5013 - Secretary of the Navy  
10 U.S.C. 5042 - Headquarters, Marine Corps: general duties  
10 U.S.C. 5043 - Commandant of the Marine Corps  
10 U.S.C. 12102 - Reserve Component: qualifications  
10 U.S.C. 12103 - reserve Component: terms  
E.O 9397 (SSN) - Numbering System for Federal Accounts Relating to Individual Persons  
Marine Corps Order (MCO) 1130.51F - Medical Remedial Enlistment Program  
MCO 1130.52F - Armed Service Military Personnel Accession Testing Programs  
MCO 1130.53R - Enlistment Incentive Programs  
MCO 1130.56D - Total Force Recruiting  
MCO 1130.61A - Enlistment of American Citizens Residing Outside the United States  
MCO 1130.62B - Command Recruiting Program

MCO 1130.65A - Total Force Recruiting Quality Control  
MCO 1130.76C - Conduct of Recruiting Operations  
MCO 1130.80A - Prior Service and Reserve Augmentation Enlistments into the Regular Marine Corps  
MCO 1133R.26E - Reserve Optional Enlistment Program (ROEP)  
MCO 1150.1A - Recruiting Support Officer 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.

To provide recruiters, administrators, and decision makers with information necessary, which may influence the decision to select/non-select an individual for enlistment or commissioning in the U.S. Marine Corps (i.e., personal history, education, professional qualifications, mental aptitude, and other individualized items).

To provide historical data for comparison of current applicants with those selected in the past.

To collect an initial data record which will be transitioned to the manpower and pay system, thereby reducing redundancy and duplicity.

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

The data contained in MCRISS is exposed to privacy threats such as: identity theft, unsolicited marketing, loss of equipment, disgruntled employee, acts of nature (fire, flood, etc.), sabotage, computer hackers, and information warfare. To provide a layer of protection, access is provided on a need-to-know basis via a valid Public Key Infrastructure (PKI) solution.

Mitigation(s):

- 1) All MCRISS users receive security training to keep users aware of security requirements.
- 2) Access controls: Only users with Government approved accounts and a need-to-know are able to view data published by MCRISS through a PKI Common Access Card (CAC) enabled authentication process. All MCRISS users and supporting contractors receive mandatory Marine Corps sponsored Privacy Act and PII protection and spillage training annually, which covers safe handling procedures for receiving, viewing, printing, forwarding, storage and shredding of PII.
- 3) Confidentiality & Integrity: Only those users with the System Administrator role are able to provide access to MCRISS.

Access to MCRISS is provided on a need to know basis and via a valid Public Key Infrastructure (PKI) enabled authentication. Physical Security: MCRISS is hosted in the Marine Corps Recruiting Command (MCRC) secure hosting facility located in Quantico, VA.

**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.

Marine Corps Total Force System (MCTFS)  
Marine Corps Training Information Management System (MCTIMS)  
Operational Data Store Enterprise (ODSE)  
Total Force Data Warehouse (TFDW)

**Other DoD Components.**

Specify.

Defense Manpower Data Center (DMDC)



**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**  **No**

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

During the interview portion of the recruitment process, the applicant / officer candidate is counseled concerning the collection of PII data. In order to process applicants / officer candidates into the military service, PII must be collected. PII data is required for health, pay, and training systems. If the applicant / officer candidate refuses or objects to the collection of PII then the enlistment process is terminated.

(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.

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

Individuals do not have the opportunity to consent to specific uses of their PII. Individuals are given the opportunity to consent to the total use of their PII by completing and signing the Navy Marine Corps (NAVMC 11000) Privacy Act Statement for the Marine Corps Personnel and Pay records.

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

- Privacy Act Statement
- Other
- Privacy Advisory
- None

Describe each applicable format.

The applicant / officer candidate is counseled concerning the collection of PII during the recruitment process.

Navy Marine Corps (NAVMC 11000) is the Privacy Act Statement for the Marine Corps Personnel and Pay Records.

**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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