PRIVACY IMPACT ASSESSMENT (PIA)

For the

Military Spouse Employment Partnership (MSEP) Career Portal
Military Community and Family Policy, Office of the Deputy Assistant Secretary of Defense

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: 12977
- ☐ **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: In process

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.: Pending

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) 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.

10 U.S.C. 136, Under Secretary of Defense for Personnel and Readiness; 10 U.S.C. 1784, Employment Opportunities for Military Spouses; 10 U.S.C. 1784a, Education and Training Opportunities for Military Spouses to Expand Employment and Portable Career Opportunities; and DoD Instruction 1342.22, Military Family Readiness.

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.

PURPOSE: MSEP connects military spouses with companies seeking to hire military spouse employees, via comprehensive information, tools and resources.

Records may also be used as a management tool for statistical analysis, tracking, reporting, evaluating program effectiveness and conducting research.

TYPES OF PERSONAL INFORMATION COLLECTED:
Military Spouse – Name, Date of Birth, ethnicity, gender, MSEP Career Portal username and password, email address, current job type, current salary, current hourly wage, address, phone number, best time to call, preferred job type, preferred industry of work, minimum desired salary, minimum desired hourly wage, season planned to begin work (When do you plan to begin?), work experience (job title, company name, industry, employment dates, job description and duties, personal experience and achievements), education (degree level, additional degree details, field of study, dates, institution name, summary), credentials/ certifications (credential or certification name, date of receipt, state of receipt, institution name, summary)

Military Sponsor – Pay Grade, Branch of Service, Status (Active Duty, National Guard, Reserve)

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

RISK: Unauthorized access to records and identity theft.

The MSEP Career Portal is hosted on a DoD Information Assurance Certification and Accreditation Process (DIACAP) accredited infrastructure in the Defense Information System Agency (DISA) Defense Enterprise Computing Centers (DECC) and is part of the Military Community and Family Policy Military Community Outreach (MC&FP MCO) enclave Authority to Operate (ATO). The system and data are housed in the DISA DECC and the system is only accessible to authorized personnel. The system is designed with access controls and enforces DoD password and lockout policies. Access to personally identifiable information (PII) is restricted to only authorized personnel with appropriate need to know and the completion of appropriate annual information assurance and privacy training. PII data is protected by encryption with the use of DoD signed Secure Sockets Layer (SSL) certificates.

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.

☐ **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. To authorized DoD MSEP contractors for the purpose of responding to military spouse needs as they relate to employment readiness.

To authorized DoD contractors and grantees for the purpose of supporting research studies concerned with the effectiveness of the MSEP program on military spouse employment.

To MSEP Partners for the purpose of searching for military spouse employment candidates.

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.

Participants can object to providing PII to access the MSEP Career Portal; however, failure to provide the information requested may limit their ability to participate in the program.

(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.

Participants can ask that they not be contacted for additional follow up (i.e., quality assurance).

(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.

Authority for maintenance of the system :
10 U.S.C. 136, Under Secretary of Defense for Personnel and Readiness; 10 U.S.C. 1784, Employment Opportunities for Military Spouses; 10 U.S.C. 1784a, Education and Training Opportunities for Military Spouses to Expand Employment and Portable Career Opportunities; and DoD Instruction 1342.22, Military Family Readiness.

Purpose(s):
MSEP connects military spouses with companies seeking to hire military spouse employees, via comprehensive information, tools and resources. Records may also be used as a management tool for statistical analysis, tracking, reporting, evaluating program effectiveness and conducting research.

Routine Uses:
To authorized DoD MSEP contractors for the purpose of responding to military spouse needs as they relate to employment readiness.

To authorized DoD contractors and grantees for the purpose of supporting research studies concerned with the effectiveness of the MSEP program on military spouse employment.

To MSEP Partners for the purpose of searching for military spouse employment candidates.
Law Enforcement Routine Use: If a system of records maintained by a DoD Component to carry out its functions indicates a violation or potential violation of law, whether civil, criminal, or regulatory in nature, and whether arising by general statute or by regulation, rule, or order issued pursuant thereto, the relevant records in the system of records may be referred, as a routine use, to the agency concerned, whether federal, state, local, or foreign, charged with the responsibility of investigating or prosecuting such violation or charged with enforcing or implementing the statute, rule, regulation, or order issued pursuant thereto.

Congressional Inquiries Disclosure Routine Use: Disclosure from a system of records maintained by a DoD Component may be made to a congressional office from the record of an individual in response to an inquiry from the congressional office made at the request of that individual.

Disclosure to the Department of Justice for Litigation
Routine Use: A record from a system of records maintained by a DoD Component may be disclosed

as a routine use to any component of the Department of Justice for the purpose of representing the Department of Defense, or any officer, employee or member of the Department in pending or potential litigation to which the record is pertinent.

Disclosure of Information to the National Archives and Records Administration Routine Use: A record from a system of records maintained by a DoD Component may be disclosed as a routine use to the National Archives and Records Administration for the purpose of records management inspections conducted under authority of 44 U.S.C. 2904 and 2906.

Data Breach Remediation Purposes Routine Use: A record from a system of records maintained by a Component may be disclosed to appropriate agencies, entities, and persons when (1) The Component suspects or has confirmed that the security or confidentiality of the information in the system of records has been compromised; (2) the Component has determined that as a result of the suspected or confirmed compromise there is a risk of harm to economic or property interests, identity theft or fraud, or harm to the security or integrity of this system or other systems or programs (whether maintained by the Component or another agency or entity) that rely upon the compromised information; and (3) the disclosure made to such agencies, entities, and persons is reasonably necessary to assist in connection with the Components efforts to respond to the suspected or confirmed compromise and prevent, minimize, or remedy such harm.

The DoD Blanket Routine Uses set forth at the beginning of the Secretary of Defense (OSD) compilation of systems of records notices may apply to this system. The complete list of DoD Blanket Routine Uses can be found online at: http://dpcld.defense.gov/Privacy/SORNsIndex/BlanketRoutineUses

DISCLOSURE: Voluntary. However, failure to provide the information requested may limit your ability to participate in the program.

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.

SECTION 3: PIA QUESTIONNAIRE and RISK REVIEW

a. For the questions in subparagraphs 3.a.(1) through 3.a.(5), indicate what PII (a data element alone or in combination that can uniquely identify an individual) will be collected and describe the source, collection method, purpose, and intended use of the PII.

(1) What PII will be collected? Indicate all individual PII or PII groupings that apply below.

☒ Name	☐ Other Names Used	☐ Social Security Number (SSN)
☐ Truncated SSN	☐ Driver's License	☐ Other ID Number
☐ Citizenship	☐ Legal Status	☒ Gender
☒ Race/Ethnicity	☒ Birth Date	☐ Place of Birth
☒ Personal Cell Telephone Number	☒ Home Telephone Number	☒ Personal Email Address
☒ Mailing/Home Address	☐ Religious Preference	☐ Security Clearance
☐ Mother's Maiden Name	☐ Mother's Middle Name	☒ Spouse Information
☒ Marital Status	☐ Biometrics	☐ Child Information
☐ Financial Information	☐ Medical Information	☐ Disability Information
☐ Law Enforcement Information	☒ Employment Information	☐ Military Records
☐ Emergency Contact	☒ Education Information	☒ Other

If "Other," specify or explain any PII grouping selected.	Military spouse - MSEP Career Portal username and password, current job type, current salary, current hourly wage, address, phone number, best time to call, preferred job type, preferred industry of work, minimum desired salary, minimum desired hourly wage, season planned to begin work (When do you plan to begin?), work experience (job title, company name, industry, employment dates, job description and duties, personal experience and achievements), education (degree level, additional degree details, field of study, dates, institution name, summary), credentials/certifications (credential or certification name, date of receipt, state of receipt, institution name, summary). Military sponsor – Pay grade, Branch of Service, status (Active Duty, National Guard, and Reserve).

(2) What is the source for the PII collected (e.g., individual, existing DoD information systems, other Federal information systems or databases, commercial systems)?

Individual, and MSEP Partner XML Feeds.

(3) How will the information be collected? Indicate all that apply.

☐	**Paper Form**	☐	**Face-to-Face Contact**
☐	**Telephone Interview**	☐	**Fax**
☐	**Email**	☒	**Web Site**
☒	**Information Sharing - System to System**		
☐	**Other**		

(4) Why are you collecting the PII selected (e.g., verification, identification, authentication, data matching)?

To gather adequate information to develop and maintain an appropriate resume for the participant. Resumes will be utilized by MSEP Partners to search for military spouse employees.

(5) What is the intended use of the PII collected (e.g., mission-related use, administrative use)?

Mission and administrative related use.

b. Does this DoD information system or electronic collection create or derive new PII about individuals through data aggregation? (See Appendix for data aggregation definition.)

☐ **Yes** ☒ **No**

If "Yes," explain what risks are introduced by this data aggregation and how this risk is mitigated.

c. Who has or will have access to PII in this DoD information system or electronic collection? Indicate all that apply.

☒ **Users** ☐ **Developers** ☒ **System Administrators** ☒ **Contractors**

☒ **Other**

Access to PII in this system is restricted to those who require the data in the performance of their official duties.

d. How will the PII be secured?

(1) Physical controls. Indicate all that apply.

☒ **Security Guards**	☒ **Cipher Locks**
☒ **Identification Badges**	☒ **Combination Locks**
☐ **Key Cards**	☐ **Closed Circuit TV (CCTV)**
☐ **Safes**	☐ **Other**

(2) Technical Controls. Indicate all that apply.

☒ **User Identification**	☐ **Biometrics**
☒ **Password**	☒ **Firewall**
☒ **Intrusion Detection System (IDS)**	☐ **Virtual Private Network (VPN)**
☒ **Encryption**	☒ **DoD Public Key Infrastructure Certificates**
☒ **External Certificate Authority (CA) Certificate**	☒ **Common Access Card (CAC)**
☐ **Other**	

(3) Administrative Controls. Indicate all that apply.

☒ **Periodic Security Audits**

☒ **Regular Monitoring of Users' Security Practices**

☒ **Methods to Ensure Only Authorized Personnel Access to PII**

☒ **Encryption of Backups Containing Sensitive Data**

☒ **Backups Secured Off-site**

☐ **Other**

e. Does this DoD information system require certification and accreditation under the DoD Information Assurance Certification and Accreditation Process (DIACAP)?

☒ **Yes. Indicate the certification and accreditation status:**

☐	**Authorization to Operate (ATO)**	**Date Granted:**	
☒	**Interim Authorization to Operate (IATO)**	**Date Granted:**	7/9/15
☐	**Denial of Authorization to Operate (DATO)**	**Date Granted:**	
☐	**Interim Authorization to Test (IATT)**	**Date Granted:**	

☐ **No, this DoD information system does not require certification and accreditation.**

f. How do information handling practices at each stage of the "information life cycle" (i.e., collection, use, retention, processing, disclosure and destruction) affect individuals' privacy?

All employees, contractors, and subcontractors who will have access to participant information will be advised of the sensitive nature of the information, that the records are subject to the requirements of the Privacy Act of 1974, and that unauthorized disclosures of information may result in the imposition of possible criminal penalties.

Destroy/delete when 5 years old or when no longer needed for operational purposes, whichever is later.

g. For existing DoD information systems or electronic collections, what measures have been put in place to address identified privacy risks?

In addition to the information provided in the question above:

The MSEP Career Portal is hosted on a DoD Information Assurance Certification and Accreditation Process (DIACAP) accredited infrastructure in the Defense Information System Agency (DISA) Defense Enterprise Computing Centers (DECC) and is part of the Military Community and Family Policy Military Community Outreach (MC&FP MCO) enclave Authority to Operate (ATO). The system and data are housed in the DISA DECC and the system is only accessible to authorized personnel. The system is designed with access controls and enforces DoD password and lockout policies. Access to personally identifiable information (PII) is restricted to only authorized personnel with appropriate need to know and the completion of appropriate annual information assurance and privacy training. PII data is protected by encryption with the use of DoD signed Secure Sockets Layer (SSL) certificates.

h. For new DoD information systems or electronic collections, what measures are planned for implementation to address identified privacy risks?

N/A. Existing system.

SECTION 4: REVIEW AND APPROVAL SIGNATURES

Prior to the submission of the PIA for review and approval, the PIA must be coordinated by the Program Manager or designee through the Information Assurance Manager and Privacy Representative at the local level.

Program Manager or Designee Signature	MENTZER.CHARLES.E.1162312169 Digitally signed by MENTZER.CHARLES.E.1162312169 DN: c=US, o=U.S. Government, ou=DoD, ou=PKI, ou=DODEA, cn=MENTZER.CHARLES.E.1162312169 Date: 2015.09.15 08:20:57 -04'00'
Name:	C. Eddy Mentzer
Title:	Associate Director, Office of Family Readiness Policy
Organization:	PR/MC&FP
Work Telephone Number:	571-372-0857
DSN:	372-0857
Email Address:	charles.e.mentzer2.civ@mail.mil
Date of Review:	15 September 2015
Other Official Signature (to be used at Component discretion)	
Name:	
Title:	
Organization:	
Work Telephone Number:	
DSN:	
Email Address:	
Date of Review:	

Other Official Signature (to be used at Component discretion)	
Name:	
Title:	
Organization:	
Work Telephone Number:	
DSN:	
Email Address:	
Date of Review:	
Component Senior Information Assurance Officer Signature or Designee	JACKS.YVETTE.R.1513080774 Digitally signed by JACKS.YVETTE.R.1513080774 DN: c=US, o=U.S. Government, ou=DoD, ou=PKI, ou=DODEA, cn=JACKS.YVETTE.R.1513080774 Date: 2015.10.26 08:24:38 -04'00'
Name:	Yvette Jacks
Title:	Chief Information Security Officer
Organization:	Department of Defense Education Activity
Work Telephone Number:	571-372-1438
DSN:	
Email Address:	yvette.jacks@hq.dodea.edu
Date of Review:	10/23/2015
Component Privacy Officer Signature	SHORT.MARY.V.1229496880 Digitally signed by SHORT.MARY.V.1229496880 DN: c=US, o=U.S. Government, ou=DoD, ou=PKI, ou=OSD, cn=SHORT.MARY.V.1229496880 Date: 2015.07.20 14:22:06 -04'00'
Name:	Mary V. Short
Title:	OSD/JS Privacy Office
Organization:	ESD/OSD/JS Privacy Office
Work Telephone Number:	571-372-0444
DSN:	
Email Address:	mary.v.short.civ@mail.mil
Date of Review:	

Component CIO Signature (Reviewing Official)	DOBSON.LENWOOD.JR.1102376966 Digitally signed by DOBSON.LENWOOD.JR.1102376966 DN: c=US, o=U.S. Government, ou=DoD, ou=PKI, ou=DODEA, cn=DOBSON.LENWOOD.JR.1102376966 Date: 2015.10.27 09:45:30 -04'00'
Name:	Lenwood Dobson
Title:	Deputy Chief Information Officer
Organization:	Department of Defense Education Activity
Work Telephone Number:	571-372-1420
DSN:	
Email Address:	Lenwood.Dobson@hq.dodea.edu
Date of Review:	27 October 2015

Publishing:

Only Sections 1 and 2 of this PIA will be published. Each DoD Component will maintain a central repository of PIAs on the Component's public Web site. DoD Components will submit an electronic copy of each approved PIA to the DoD CIO at: pia@osd.mil.

If the PIA document contains information that would reveal sensitive information or raise security concerns, the DoD Component may restrict the publication of the assessment to include Sections 1 and 2.

APPENDIX

Data Aggregation. Any process in which information is gathered and expressed in a summary form for purposes such as statistical analysis. A common aggregation purpose is to compile information about particular groups based on specific variables such as age, profession, or income.

DoD Information System. A set of information resources organized for the collection, storage, processing, maintenance, use, sharing, dissemination, disposition, display, or transmission of information. Includes automated information system (AIS) applications, enclaves, outsourced information technology (IT)-based processes and platform IT interconnections.

Electronic Collection. Any collection of information enabled by IT.

Federal Personnel. Officers and employees of the Government of the United States, members of the uniformed services (including members of the Reserve Components), and individuals entitled to receive immediate or deferred retirement benefits under any retirement program of the United States (including survivor benefits). For the purposes of PIAs, DoD dependents are considered members of the general public.

Personally Identifiable Information (PII). Information about an individual that identifies, links, relates or is unique to, or describes him or her (e.g., a social security number; age; marital status; race; salary; home telephone number; other demographic, biometric, personnel, medical, and financial information). Also, information that can be used to distinguish or trace an individual's identity, such as his or her name; social security number; date and place of birth; mother's maiden name; and biometric records, including any other personal information that is linked or linkable to a specified individual.

Privacy Act Statements. When an individual is requested to furnish personal information about himself or herself for inclusion in a system of records, providing a Privacy Act statement is required to enable the individual to make an informed decision whether to provide the information requested.

Privacy Advisory. A notification informing an individual as to why information is being solicited and how such information will be used. If PII is solicited by a DoD Web site (e.g., collected as part of an email feedback/ comments feature on a Web site) and the information is not maintained in a Privacy Act system of records, the solicitation of such information triggers the requirement for a privacy advisory (PA).

System of Records Notice (SORN). Public notice of the existence and character of a group of records under the control of any agency from which information is retrieved by the name of the individual or by some identifying number, symbol, or other identifying particular assigned to the individual. The Privacy Act of 1974 requires this notice to be published in the Federal Register upon establishment or substantive revision of the system, and establishes what information about the system must be included.