



## PRIVACY IMPACT ASSESSMENT (PIA)

For the

Data Housing And Reports Tool (DHART)

Department of the Navy - 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://dpclid.defense.gov/Privacy/SORNs.aspx>

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**

OMB package submitted.

**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.

SORN NM01500-2, Department of the Navy (DON) Education and Training Records, (November 22, 2010, 75 FR71083) authorities:

10 U.S.C. 5013, Secretary of the Navy; 10 U.S.C. 5041, Headquarters, Marine Corps; OPNAVINST 1510.10C, Corporate Enterprise Training Activity Resource System (CeTARS), Catalog of Navy Training Courses and Student Reporting Requirements; MCO 1580.7E Schools Inter-service Training; and E.O. 9397 (SSN), as amended.

SORN NM05580-2, Law Enforcement Officer Eligibility and Credential Records, (DRAFT), authorities:

10 U.S.C. 5013, Secretary of the Navy; 10 U.S.C. 5041, Headquarters, Marine Corps function, composition; 18 U.S.C. 922, Unlawful Acts; 18 U.S.C. 926B and 926C, Carrying of concealed firearms by qualified retired law enforcement officers; DoD Instruction 5525.12 Implementation of the Law Enforcement Officers Safety Act of 2004 (LEOSA); and E.O.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.

DHART is a thin client training data application that provides tracking of student records for Commandant of the Marine Corps, Plans, Policy & Operations (PP&O), Security Division, Law Enforcement Branch (PSL), 2111 Eisenhower Avenue, Alexandria, VA 22314. POC name: Mr Jeff Johnson, YN3, Head, Supporting Establishment Law Enforcement. Purpose of this system is to record course and training demands, requirements, and achievements; analyze student groups or courses; provide academic and performance evaluation in response to official inquiries; provide guidance and counseling to students; prepare required reports; and for other training administration and planning purposes. Records are also used in support of LEOSA Credentialing.

PII collected: Name, SSN (full and truncated), DoD ID number, Citizenship, Gender, Birth Date, Place of Birth, Personal Cell Telephone Number, Home Telephone Number, Personal Email Address, mailing/Home Address, Security Clearance, Medical Information, Law Enforcement Information, Employment Information, Education Information.

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

Access is provided on a need-to-know basis only. Paper records are maintained in file cabinets under the control of authorized personnel during working hours. The office space in which the file cabinets are located is locked outside of official working hours. Computer terminals are located in supervised areas. Access is controlled by password and/or Primary Key Infrastructure (PKI)/Common Access Card (CAC). Computerized records maintained in a controlled area are accessible only to authorized personnel. Records are maintained in a controlled facility. Physical entry is restricted by the use of locks, guards, and is accessible only to authorized personnel. Physical and electronic access is restricted to designated individuals having a need to know in the performance of official duties and who are properly screened and cleared for need-to-know.

**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.

Contractor : Homeland Security Solutions, Inc (HSSI). From the Contract: "HSSI is in full compliance with SECNAVINST 5211.5E in the collection and storage of Personal Identity Information (PII) to include documentation, training, and IT

processes and has taken the necessary steps to be included in the DOD System of Records, listed within NM01500-2 (DON) Training and System Record."

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.

When an individual is requested to furnish personal information about himself or herself for inclusion in a system of records, a Privacy Act Statement (PAS) is required regardless of the medium used to collect the information (paper or electronic forms, personal interviews, telephonic interviews, or other methods). The statement enables the individual to make an informed decision whether to provide the information requested. Personal information obtained without a PAS shall not be incorporated into any system of records.

The following disclosure is within this form: "Provision of the requested information is voluntary. However, failure to provide the information may result in your training not being properly recorded in your training file and/or your request for LEOSA credentials not being processed, which may impact your qualification as a military policeman/police officer and for staffing to certain billets."

(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.

Individuals are informed of the purpose for collection of their PII within the Privacy Act Statement and give their consent upon the signing of such form.

(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.**

- |   |   |
|---|---|
| <input checked="" type="checkbox"/> Privacy Act Statement | <input type="checkbox"/> Privacy Advisory |
| <input type="checkbox"/> Other                            | <input type="checkbox"/> None             |

Describe each applicable format.

The following information is offered to each individual within the Marine Corps Police Student Information form:

**AUTHORITY:** 10 U.S.C. 5013, Secretary of the Navy; 10 U.S.C. 5041, Headquarters, Marine Corps; OPNAVINST 1510.10C, Corporate Enterprise Training Activity Resource System (CeTARS), Catalog of Navy Training Courses and Student Reporting Requirements; MCO 1580.7E Schools Inter-service Training; 18 U.S.C. 922, Unlawful Acts; 18 U.S.C. 926B and 926C, Carrying of concealed firearms by qualified retired law enforcement officers; DoD Instruction 5525.12 Implementation of the Law Enforcement Officers Safety Act of 2004 (LEOSA); and E.O. 9397 (SSN), as amended.

**PRINCIPAL PURPOSE:** Information collected by this form will be used by the Commandant of the Marine Corps (PSL) and installation Provost Marshal's Offices/Marine Corps Police Departments to document required Marine Corps training and to support LEOSA credentialing.

**ROUTINE USES:** Information will only be accessed by installation Provost Marshal's Offices/Marine Corps Police Departments personnel with a need to know to support the purpose. Information may be disclosed to the Department of Justice so that such information can be included in the National Instant Criminal Background Check System which may be used by firearm licensees (importers, manufacturers or dealers) to determine whether individuals are qualified to receive or possess firearms and ammunition. In addition, information may be disclosed under the specified routine uses published in the authorizing SORNs, NM01500-2 Department of the Navy (DON) Education and Training Records and NM05580-2, Law Enforcement Officer Eligibility and Credential Records, available at <http://dpclid.defense.gov/Privacy/SORNsIndex/DOD-Component-Notices/NavyUSMC-Article-List/>.

**DISCLOSURE:** Provision of the requested information is voluntary. However, failure to provide the information may result in your training not being properly recorded in your training file and/or your request for LEOSA credentials not being processed, which may impact your qualification as a military policeman/police officer and for staffing to certain billets.

**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.**