PRIVACY IMPACT ASSESSMENT (PIA)

PRESCRIBING AUTHORITY: DoD Instruction 5400.16, "DoD Privacy Impact Assessment (PIA) Guidance". Complete this form for Department of Defense (DoD) information systems or electronic collections of information (referred to as an "electronic collection" for the purpose of this form) that collect, maintain, use, and/or disseminate personally identifiable information (PII) about members of the public, Federal employees, contractors, or foreign nationals employed at U.S. military facilities internationally. In the case where no PII is collected, the PIA will serve as a conclusive determination that privacy requirements do not apply to system.

system. 1. DOD INFORMATION SYSTEM/ELECTRONIC COLLECTION NAME:				
National Language Service Corps (NLSC) Records				
2. DOD COMPONENT NAME:				3. PIA APPROVAL DATE:
Defense Human Resources Activity			7	
Defense Language and National Security Office (DLNSEO)				
SECTION 1: PII DESCRIPTION S	UMMA	RY (FOR PUBLIC RELEASE)		
a. The PII is: (Check one. Note: foreign nationals are included in general pub	lic.)			
X From members of the general public		From Federal employees and/or	Fed	eral contractors
From both members of the general public and Federal employees and/or Federal contractors		Not Collected (if checked proceed	d tc	Section 4)
b. The PII is in a: (Check one)				
New DoD Information System		New Electronic Collection		
Existing DoD Information System	X	Existing Electronic Collection		
Significantly Modified DoD Information System				
c. Describe the purpose of this DoD information system or electronic co collected in the system. The National Language Service Corps (NLSC) Records is a web-base	ed syst	em to allow U.S. citizens with	lar	guage and special skills to self
identify these skills for the purpose of temporary employment on an i another department or agency of the United States requesting foreign States. Forms that mirror the web-based collection are also electronic collected is from individuals to support the mission of the NLSC. The citizenship; home address; e-mail address; home and mobile telephon security clearances, employment information; foreign language(s) spot spoken, English proficiency levels, date of birth, place of birth, Social designation, banking information (account number and routing number employment authorization (i.e. Passport Number, Driver's License N is assigned to each participant in this program.	langu ally av e categ e num oken, t l Secu ers), g umber	age support determined to be invailable for submission in hard gories of information collected abers; verification of 18 years of foreign language proficiency lerity Number, disability self-detender, I-9 Supporting Document, etc.). Upon submission of contractions of the properties	of a vel sign	the national interest of the United by or by email. The information is full name; other names used; ge; education level; legal status, s, origin of foreign language(s) nation, ethnicity/race self that establish both identity and leted forms, a unique identifier
 d. Why is the PII collected and/or what is the intended use of the PII? (e. administrative use) 	g., ver	ification, identification, authentication	ın, ı	data matching, mission-related use,
PII is collected for mission-related and administrative uses for the su applicants language proficiency to become NLSC members as well a the NLSC and its partners.				
e. Do individuals have the opportunity to object to the collection of their	PII?	X Yes No		
(1) If "Yes," describe the method by which individuals can object to the collect	tion of	PII.		
(2) If "No," state the reason why individuals cannot object to the collection of	PII.			
Individuals provide information voluntarily. Privacy Act Statement is provide information may result in non-enrollment in the NLSC, and r to the federalization process, any failure to provide certain information Special Government Employee (SGE) who can support the NLSC's results.	efusal on will	to grant access to member area make them ineligible to become	as o	of the NLSC portal. In regards temporarily employed as a
f. Do individuals have the opportunity to consent to the specific uses of	their P	II? X Yes No		
(1) If "Yes," describe the method by which individuals can give or withhold the	eir con	sent.		
(2) If "No," state the reason why individuals cannot give or withhold their cons	sent.			
Individuals provide information voluntarily. Privacy Act Statement is provide information may result in non-enrollment in the NLSC, and r				

Components or another department or agency of the United States request temporary short-term foreign language services, members are directed opportunities to use their language skills. offered apportunities to use their language skills in the state of their language state their information will be forwarded for consideration for that particular opportunity and that the information provided emains safeguarded within the National Language Services (Crops. At any time, members may define the opportunity to volunters use of their language skills. • Whom an individual is asked to provide PIL, a Privacy Act Statement (PAS) and/or a Privacy Act Statement provide the activative to the program, the name and number of the Privacy Act Statement, as required by \$1.US.C. \$322(0)(3) are printed on DID Form 2932, 2933, 2934, and provided at the collection point. The statement is provides the following: collection purpose, authorities, external uses, nature of the program, the name and number of the Privacy Act Statement (PAS) and the collection point. The statement is included on paper and electronic collection forms. AUTHORITY: \$1 U.S.C. 301, Departmental Regulations; 1 O U.S.C. 131, Office of the screening of the program, the name and number of the Privacy Act States. Deb Dicective \$124.02, Under Secretary of Defense for Personnel and Readiness (USD (PAS)); 5 U.S.C. 1913, National Language Service Corps. PRINCIPLA PURPOSIG(\$) To allow U.S. citizens with language skills to self-identify their skills for the purpose of temporary employment on an intermittent work schedule or service opportunities in support of DoD or another department or agency of the United States. The information will be used to determine applicants eligibility for NLSC membership. ROUTHOR USE(\$5): In addition to these disclosures generally remitted under \$1 U.S.C.\$326(0) of the Privacy Act of 1974, as amended, the records or information will be said to the DoD as a routine use pursuant to \$1 U.S.C.\$532(0) of the Privacy Act of 1974, as amended, the re			4.					
particular opportunity and that the information provided remains safeguarded within the National Language Service Corps. At any time, members may decline the opportunity to volunteer use of their language skills. 9. When an individual is asked to provide PII, a Privacy Advisory Not Applicable Privacy Ad Statement Privacy Ad Statement Privacy Ad Statement Privacy Ad Statement Privacy Advisory Not Applicable Privacy Ad Statement (PAS) and/or a Privacy Advisory must be provided. (Check as appropriate and provide the following: collection purpose, authorities, external uses, nature of the program, the name and number of the Privacy Act System of Records Notice governing the collection, and an electronic link to the system notice. The statement is included on page and electronic collection forms. AUTHORITY: SUS. 20, 30, 1, Departmental Regulations; 10 U.S. C. 131, Office of the Secretary of Defense; DoD Directive \$124.02, Under Secretary of Defense for Personnel and Readiness; (USD (P&R); 50 U.S.C. 1913, National Language Service Corpor and electronic collection from an intermittent work; schedule or service opportunities in support of DoD or another department or agency of the United States. The information will be used to determine applicants' eligibility for NLSC membership, to identify and contact NLSC membership. ROUTINE USE(S): In addition to those disclosures generally permitted under \$ U.S.C. 552a(b) of the Privacy Act of 1974, as amended, the records or information therein may be disclosed outside the DoD as a routine use pursuant to \$ U.S.C. 552a(b); as followers that the properties of the Privacy Act of 1974, as amended, the records or information therein may be disclosed outside the DoD as a routine use pursuant to \$ U.S.C. 552a(b); as followers are all the privacy South of the Privacy Act of 1974, as amended, the records in from the privacy Act of 1974, as amended, the records in from the privacy Act of 1974, as amended, the records in from the U.S.C. 552a(b); and the privacy Act of 1974, as ame								
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Other (e.g., commercial providers, colleges). Specify.					,			
		Other (e.g. semmanist and id-	m collogoo)	Cmc-if.				
i. Source of the PII collected is: (Check all that apply and list all information systems if applicable)	Ц	Outer (e.g., commercial provide)	s, wileges).	ъреспу.				
	i. So	urce of the PII collected is: (Che	eck all that apply and list all informa	ation systems if a	applicable)			

X	Individuals	X	Databases		
X	Existing DoD Information Systems		Commercial Systems		
	Other Federal Information Systems				
DM	DMDC Reporting System (DRS), Export of Transition Assistance Program Data of newly separating service members.				
j. Ho	w will the information be collected? (Check all that apply and list all Offic	ial Fo	rm Numbers if applicable)		
X	E-mail	X	Official Form (Enter Form Number(s) in the box below)		
	Face-to-Face Contact	X	Paper		
\Box	Fax	X	Telephone Interview		
×	Information Sharing - System to System	×	Website/E-Form		
\Box	Other (If Other, enter the information in the box below)				
DDD DDD SDD I-9 SF	2932 2934 436 Conditions of Employment for Experts and Consultants Employment Eligibility Verification 144 Statement of Prior Federal Service 256 Self Identification of Handicap 181 Race and Ethnicity Identification qualification Statement eguarding Military Information A 1712 DoD Telephone Notice 1152 Designation of Beneficiary 1199a Direct Deposit Sign Up Form 4 Federal Tax Form 1199a Direct Deposit Sign Up Form 4 Federal Tax Form 12 Tax Form (if applicable) 13 Fense Travel System Application Form 14 Does this DoD Information system or electronic collection require a Priviacy Act SORN is required if the information system or electronic collection 15 Yes No 16 No 17 No 18 Identifier, not the Federal Register (FR) Citation. Consult the DoD Compacy/SORNs/ or 18 ORN has not yet been published in the Federal Register, enter date of subsision (DPCLTD). Consult the DoD Component Privacy Office for this date 16 No," explain why the SORN is not required in accordance with DoD Regulation of the system or for the records maintained in the system? 16 NARA Job Number or General Records Schedule Authority. 17 NARA Job Number or General Records Schedule Authority. 18 Petention Instructions.	oonenissi	ains information about U.S. citizens or lawful permanent U.S. residents that in must be consistent. It Privacy Office for additional information or http://dpcld.defense.gov/ ion for approval to Defense Privacy, Civil Liberties, and Transparency 00.11-R: Department of Defense Privacy Program.		
Iten	1: NLSC Member Files TEMPORARY Destroy/Delete 4 yrs aff				
Iten	2: Applications of Non-enrollees TEMPORARY Destroy when	4 yrs	sold		

m. What is the authority to collect information? A Federal law or Executive Order must authorize the collection and maintenance of a system of records. For PII not collected or maintained in a system of records, the collection or maintenance of the PII must be necessary to discharge the requirements of a statue or Executive Order.
 If this system has a Privacy Act SORN, the authorities in this PIA and the existing Privacy Act SORN should be similar. If a SORN does not apply, 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) Cite the specific provisions of the statute and/or EO that authorizes the operation of the system and the collection of PII.
(b) If direct statutory authority or an Executive Order does not exist, indirect statutory 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) If direct or indirect authority does not exist, 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 must be identified.
5 U.S.C. 301, Departmental Regulations; 10 U.S.C. 131, Office of the Secretary of Defense; DoD Directive 5124.02, Under Secretary of Defense for Personnel and Readiness (USD(P&R)); and 50 U.S.C. 1913, National Language Service Corps."
n. Does this DoD information system or electronic collection have an active and approved Office of Management and Budget (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.
X Yes No Pending
 (1) If "Yes," list all applicable OMB Control Numbers, collection titles, and expiration dates. (2) If "No," explain why OMB approval is not required in accordance with DoD Manual 8910.01, Volume 2, " DoD Information Collections Manual: Procedures for DoD Public Information Collections." (3) If "Pending," provide the date for the 60 and/or 30 day notice and the Federal Register citation.
CONTROL NUMBER. OMB No. 0704-0449. OMB approval expires. Nov 30, 2018