

## 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.

**1. DOD INFORMATION SYSTEM/ELECTRONIC COLLECTION NAME:**

National Language Service Corps (NLSC) Records

**2. DOD COMPONENT NAME:**

Defense Human Resources Activity

**3. PIA APPROVAL DATE:**

Defense Language and National Security Office (DLNSEO)

### SECTION 1: PII DESCRIPTION SUMMARY (FOR PUBLIC RELEASE)

**a. The PII is:** (Check one. Note: foreign nationals are included in general public.)

- |   |  |
|---|--|
| <input checked="" type="checkbox"/> From members of the general public  | <input type="checkbox"/> From Federal employees and/or Federal contractors |
| <input type="checkbox"/> From both members of the general public and Federal employees and/or Federal contractors | <input type="checkbox"/> Not Collected (if checked proceed to Section 4)   |

**b. The PII is in a:** (Check one)

- |  |  |
|--|--|
| <input type="checkbox"/> New DoD Information System                    | <input type="checkbox"/> New Electronic Collection                 |
| <input type="checkbox"/> Existing DoD Information System               | <input checked="" type="checkbox"/> Existing Electronic Collection |
| <input type="checkbox"/> Significantly Modified DoD Information System |  |

**c. Describe the purpose of this DoD information system or electronic collection and describe the types of personal information about individuals collected in the system.**

The National Language Service Corps (NLSC) Records is a web-based system to allow U.S. citizens with language and special skills to self identify these skills for the purpose of temporary employment on an intermittent work schedule for service opportunities in the DoD or another department or agency of the United States requesting foreign language support determined to be in the national interest of the United States. Forms that mirror the web-based collection are also electronically available for submission in hard copy or by email. The information collected is from individuals to support the mission of the NLSC. The categories of information collected are: full name; other names used; citizenship; home address; e-mail address; home and mobile telephone numbers; verification of 18 years of age; education level; legal status, security clearances, employment information; foreign language(s) spoken, foreign language proficiency levels, origin of foreign language(s) spoken, English proficiency levels, date of birth, place of birth, Social Security Number, disability self-designation, ethnicity/race self designation, banking information (account number and routing numbers), gender, I-9 Supporting Documents that establish both identity and employment authorization (i.e. Passport Number, Driver's License Number, etc.). Upon submission of completed forms, a unique identifier is assigned to each participant in this program.

**d. Why is the PII collected and/or what is the intended use of the PII?** (e.g., verification, identification, authentication, data matching, mission-related use, administrative use)

PII is collected for mission-related and administrative uses for the support of the NLSC. The collected information is used to screen applicants language proficiency to become NLSC members as well as sending them on assignments CONUS and OCONUS representing the NLSC and its partners.

**e. Do individuals have the opportunity to object to the collection of their PII?**  Yes  No

(1) If "Yes," describe the method by which individuals can object to the collection 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 printed on DD Forms 2932, 2933 and 2934; however, failure to provide information may result in non-enrollment in the NLSC, and refusal to grant access to member areas of the NLSC portal. In regards to the federalization process, any failure to provide certain information will make them ineligible to become temporarily employed as a Special Government Employee (SGE) who can support the NLSC's mission on an intermittent work schedule.

**f. 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 provide information voluntarily. Privacy Act Statement is printed on DD Forms 2932, 2933 and 2934; however, failure to provide information may result in non-enrollment in the NLSC, and refusal to grant access to member areas of the NLSC portal. When DoD

Components or another department or agency of the United States request temporary short-term foreign language services, members are offered opportunities to use their language skills. Members are advised that their information will be forwarded for consideration for that 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.

g. When an individual is asked to provide PII, a Privacy Act Statement (PAS) and/or a Privacy Advisory must be provided. (Check as appropriate and provide the actual wording.)

- Privacy Act Statement       Privacy Advisory       Not Applicable

Privacy Act Statements, as required by 5 U.S.C. 552a(e)(3), are printed on DD Form 2932, 2933, 2934, and provided at the collection point. The statement provides 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 paper and electronic collection forms. AUTHORITY: 5 U.S.C. 301, Departmental Regulations; 1 O 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)); 50 U.S.C. 1913, National Language Service Corps.

PRINCIPAL PURPOSE(S): 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, to identify and contact NLSC members, and assist in the temporary employment of a subset within the NLSC membership.

ROUTINE USE(S): In addition to those disclosures generally permitted under 5 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 5 U.S.C. 552a(b)(3) as follows:

To another department or agency of the United States in need of temporary short-term foreign language services, where government employees are required or desired.

The DoD Blanket Routine Uses at <http://dpclo.defense.gov/Privacy/SORNsIndex/BlanketRoutineUses.aspx> may apply.

DISCLOSURE: Voluntary; however, failure to provide information may result in non-enrollment in the NLSC and refusal to grant access to member areas of the NLSC portal. In regards to the federalization process, any failure to provide certain information will make them ineligible to become temporarily employed as a Special Government Employee (SGE) who can support the NLSC's mission on an intermittent work schedule.

h. With whom will the PII be shared through data exchange, both within your DoD Component and outside your Component? (Check all that apply)

- Within the DoD Component

Specify. The information will be shared within the NLSC by program personnel who require the records in the performance of their official duties.

- Other DoD Components

Specify. To another department or agency of the United States in need of temporary short-term foreign language services, where government employees are required or desired.

- Other Federal Agencies

Specify. To another department or agency of the United States in need of temporary short-term foreign language services, where government employees are required or desired.

- State and Local Agencies

Specify. To other state and local agencies in need of temporary short-term foreign language services, where government employees are required or desired.

- Contractor (Name of contractor and describe the language in the contract that safeguards PII. Include whether FAR privacy clauses, i.e., 52.224-1, Privacy Act Notification, 52.224-2, Privacy Act, and FAR 39.105 are included in the contract.)

Specify. Booz Allen Hamilton Inc.  
Contract # GS00Q14OADU108  
The Contractor and all Contractor personnel with access to or responsibility for nonpublic Government data under this contract shall:  
8.1.1 Comply with:  
DoD Instruction (DoDI) 8500.1, Cybersecurity  
The Privacy Act (5 U.S.C. 552a)  
DoD 5400.11-R, and DoD Directive 5400.11, DoD Privacy Program  
DoD 6025.18-R, DoD Health Information Privacy Regulation  
DoD 5200.2-R, Personnel Security Program  
HSPD-12, Homeland Security Presidential Directive.

- Other (e.g., commercial providers, colleges).

Specify.

i. Source of the PII collected is: (Check all that apply and list all information systems if applicable)

- |  |   |
|--|---|
| <input checked="" type="checkbox"/> Individuals                      | <input checked="" type="checkbox"/> Databases |
| <input checked="" type="checkbox"/> Existing DoD Information Systems | <input type="checkbox"/> Commercial Systems   |
| <input type="checkbox"/> Other Federal Information Systems           |   |

DMDC Reporting System (DRS), Export of Transition Assistance Program Data of newly separating service members.

**j. How will the information be collected?** (Check all that apply and list all Official Form Numbers if applicable)

- |   |   |
|---|---|
| <input checked="" type="checkbox"/> E-mail  | <input checked="" type="checkbox"/> Official Form (Enter Form Number(s) in the box below) |
| <input type="checkbox"/> Face-to-Face Contact                                     | <input checked="" type="checkbox"/> Paper   |
| <input type="checkbox"/> Fax  | <input checked="" type="checkbox"/> Telephone Interview                                   |
| <input checked="" type="checkbox"/> Information Sharing - System to System        | <input checked="" type="checkbox"/> Website/E-Form  |
| <input type="checkbox"/> Other (If Other, enter the information in the box below) |   |

DD2932  
 DD2933  
 DD2934  
 SD 436 Conditions of Employment for Experts and Consultants  
 I-9 Employment Eligibility Verification  
 SF 144 Statement of Prior Federal Service  
 SF 256 Self Identification of Handicap  
 SF 181 Race and Ethnicity Identification  
 Disqualification Statement  
 Safeguarding Military Information  
 DLA 1712 DoD Telephone Notice  
 SF 1152 Designation of Beneficiary  
 SF 1199a Direct Deposit Sign Up Form  
 W-4 Federal Tax Form  
 State Tax Form (if applicable)  
 Defense Travel System Application Form

**k. 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 must be consistent.

- Yes     No

If "Yes," enter SORN System Identifier   

SORN Identifier, not the Federal Register (FR) Citation. Consult the DoD Component Privacy Office for additional information or <http://dpclid.defense.gov/Privacy/SORNs/>  
 or

If a SORN has not yet been published in the Federal Register, enter date of submission for approval to Defense Privacy, Civil Liberties, and Transparency Division (DPCLTD). Consult the DoD Component Privacy Office for this date

If "No," explain why the SORN is not required in accordance with DoD Regulation 5400.11-R: Department of Defense Privacy Program.

**l. What is the National Archives and Records Administration (NARA) approved, pending or general records schedule (GRS) disposition authority for the system or for the records maintained in the system?**

(1) NARA Job Number or General Records Schedule Authority.   

(2) If pending, provide the date the SF-115 was submitted to NARA.   

(3) Retention Instructions.

Item 1: NLSC Member Files -- TEMPORARY Destroy/Delete 4 yrs after termination of membership  
 Item 2: Applications of Non-enrollees -- TEMPORARY Destroy when 4 yrs old

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 statute or Executive Order.

- (1) If this system has a Privacy Act SORN, the authorities in this PIA and the existing Privacy Act SORN should be similar.
- (2) 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.

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