

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:

Marine Corps Recruiting Information Support System (MCRISS)

2. DOD COMPONENT NAME:

Department of the Navy/United States Marine Corps

3. PIA APPROVAL DATE:

04/30/19

SECTION 1: PII DESCRIPTION SUMMARY (FOR PUBLIC RELEASE)

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

- ☐ From members of the general public ☐ From Federal employees and/or Federal contractors
- ☒ From both members of the general public and Federal employees and/or Federal contractors ☐ Not Collected (if checked proceed to Section 4)

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

- ☐ New DoD Information System ☐ New Electronic Collection
- ☒ Existing DoD Information System ☐ Existing Electronic Collection
- ☐ 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.

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.

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)

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.

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.

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.

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 do not have 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 a Privacy Act Statement (PAS). Each form used for collecting information includes a PAS.

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

The applicant / officer candidate is counseled concerning the collection of PII during the recruitment process. Additionally, each form used for collecting information includes a Privacy Act Statement. Below is Marine Corps Recruiting Command's approved Privacy Act Statement:

PRIVACY ACT STATEMENT

AUTHORITY: Pursuant to 5 U.S.C. 522(a) Privacy Act (PA), 10 U.S.C. 5042, U.S.C. 301, 10 U.S.C. Chapters 31 and 32, MCO 1130.76B, MCO 1100.75F, MCO P1100.72C, MCRCO 1100.2, MCO 1100R.78A, MCRCO 1100.1, and E.O. 9397 (SSN), as amended.

PURPOSE: This form serves as the PA notification for the personal information collected in the Marine Corps Recruiting Information Support System (MCRIS), which is collected FOR OFFICIAL USE ONLY in order to determine and process an applicant's entry and assignment as an enlisted member or commissioned officer in the Marine Corps or Marine Corps Reserve, and to further conduct demographic, marketing, statistical, and/or sociological analysis to support the recruiting force.

ROUTINE USE: In addition to those disclosures generally permitted under section (b) of the PA, the information may specifically be disclosed outside the DoD as routine use compatible with the purposes for which the information is collected and maintained. The DoD Blanket Routine Uses apply to this system of records. See, http://www.dod.gov/pubs/foi/privacy/routine_uses.html

DISCLOSURES: Providing the requested information is VOLUNTARY. However, failure to provide complete information may result in ineligibility for consideration for enlistment or commissioning in the Marine Corps or Marine Corps Reserve.

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.

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)
United States Military Entrance Processing Command (MEPCOM) Electronic Service Oriented Architecture (eSOA)

☒ Other Federal Agencies

Specify.

Joint Personnel Adjudication System (JPAS)

☐ State and Local Agencies

Specify.

☐ 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.

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

Specify.

J.W. Thomas Marketing (JWT)
Center for Naval Analysis (CNA)

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

☒ Individuals

☐ Databases

☐ Existing DoD Information Systems

☐ Commercial Systems

☐ Other Federal Information Systems

The source of PII collected is the individual applying as an enlisted recruit applicant or officer candidate.

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

- | | |
|---|--|
| ☒ E-mail | ☐ Official Form (Enter Form Number(s) in the box below) |
| ☒ Face-to-Face Contact | ☒ Paper |
| ☐ Fax | ☒ Telephone Interview |
| ☐ Information Sharing - System to System | ☒ Website/E-Form |
| ☐ Other (If Other, enter the information in the box below) | |

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://dpold.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.

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. 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

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.

SF 86
 OMB No 3206-0005 - Expiration, 20191130
 OMB No 0703-0011 - Expiration 20190430
 OMB No 0703-0012 - Expiration 20190430