

## 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:**

DoDEA Employment Application System (EAS)

**2. DOD COMPONENT NAME:**

Department of Defense Education Activity

**3. PIA APPROVAL DATE:**

12/08/22

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

a. The PII is: (Check one. Note: Federal contractors, military family members, and foreign nationals are included in general public.)

- From members of the general public                       From Federal employees
- from both members of the general public and Federal employees                       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.

The Employment Application System (EAS) allows school-level professionals (i.e. teachers, school counselors, nurses, psychologists, occupational and physical therapists) seeking employment with the Department of Defense Education Activity (DoDEA) the ability to submit and manage their applications online.

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 required to apply for and validate school level positions, and for DoDEA and CHRA Human Resources staff to determine applicant educational qualification, employment eligibility, and employment verification.

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.

They can object to the collection by refusing to complete the application or some parts of it; However, failure to complete the application and disclose requested information may delay or prevent employment with DoDEA.

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.

See e. above.

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

**AUTHORITY:** 20 USC Sections 902, 903, and E.O. 9397.

**PRINCIPAL PURPOSE:** To collect information from applicants for teaching positions from which to determine educational qualification, employment eligibility, and employment verification. Information is covered by OPM/GOVT-5, "Recruiting Examining and Placement Records," <https://www.opm.gov/information-management/privacy-policy/som/opm-som-govt-5-recruiting-examining-and-placement-records.pdf>. Upon entry into Federal service the form maintained under OPM/GOVT-1, "General Personnel Records," <https://www.opm.gov/information-management/privacy-policy/som/opm-som-govt-1-general-personnel-records.pdf>.

ROUTINE USE(S): In addition to those disclosures generally permitted under 5 U.S.C. 552a(b) of the Privacy Act, the information contained therein may be disclosed outside the DoD as routine use pursuant to 5 U.S.C. 552a(b)(3). The Routine Uses published at <https://dpcl.d.defense.gov/Privacy/About-the-Office/DoD-Federal-Privacy-Rule/Appendix-C/>.

DISCLOSURE: Disclosure of the information requested on this form is voluntary. However, failure to disclose requested information may delay or prevent the processing of an application for a teaching position.

ADVISORY: The public reporting burden for this collection of information is estimated to average 30 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing the burden, to the Department of Defense, Washington Headquarters Services, Executive Services Directorate, Information Management Division, 4800 Mark Center Drive, Alexandria, VA 22350-3100 (0704-0370). Respondents should be aware that notwithstanding any other provision of law, no person shall be subject to any penalty for failing to comply with a collection of information if it does not display a currently valid OMB control number.

**h. With whom will the PII be shared through data/system exchange, both within your DoD Component and outside your Component?**

(Check all that apply)

- |                                                                                                                                                                                                                                                                            |          |                             |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|-----------------------------|
| <input checked="" type="checkbox"/> Within the DoD Component                                                                                                                                                                                                               | Specify. | Users, developers, HR staff |
| <input checked="" type="checkbox"/> Other DoD Components (i.e. Army, Navy, Air Force)                                                                                                                                                                                      | Specify. | CHRA                        |
| <input type="checkbox"/> Other Federal Agencies (i.e. Veteran's Affairs, Energy, State)                                                                                                                                                                                    | Specify. |                             |
| <input type="checkbox"/> State and Local Agencies                                                                                                                                                                                                                          | Specify. |                             |
| <input type="checkbox"/> 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. |                             |
| <input type="checkbox"/> 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 type="checkbox"/> Databases          |
| <input type="checkbox"/> Existing DoD Information Systems  | <input type="checkbox"/> Commercial Systems |
| <input type="checkbox"/> Other Federal Information Systems |                                             |

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

- |                                                                                   |                                                                                           |
|-----------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------|
| <input type="checkbox"/> E-mail                                                   | <input checked="" type="checkbox"/> Official Form (Enter Form Number(s) in the box below) |
| <input type="checkbox"/> In-Person Contact                                        | <input type="checkbox"/> Paper                                                            |
| <input type="checkbox"/> Fax                                                      | <input type="checkbox"/> Telephone Interview                                              |
| <input 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) |                                                                                           |

DoDEA Forms 5010, 5011, and 5013.

**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://dpcl.d.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.

I. 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. 202-06, 202-07, 202-08.2, 202-08.3, 202-08.4, 202-08.5, and 202-14.

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

(3) Retention Instructions.

Retention instructions can be found in the OSD RDS, under Series 200, DoD Management and Operations files, here: <https://www.dodea.edu/Offices/ExecutiveServices/RecordsManagement.cfm>.

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.

5010, 5011: 20 USC Sections 902, 903, and E.O. 9397.

5013: 10 USC Section 2164, 20 USC Sections 902, 903, and E.O. 9397.

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.

OMB no. 0704-0370 .