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:

Computer Aided Dispatch / Records Management System

2. DOD COMPONENT NAME:

Pentagon Force Protection Agency

3. PIA APPROVAL DATE:

02/24/23

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
- [x] 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
- [x] 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 record incident details related to investigations or inquiries into incidents under PFPA jurisdiction. Records may be used to develop threat analysis products, reports, and assessments on groups and individuals that have harmed, or have attempted harm; made direct or indirect threats; have a specific interest in high ranking Office of the Secretary of Defense (OSD) personnel, the DoD workforce, or the Pentagon Facilities; or have engaged in organized criminal activity that would impact the Pentagon Facilities. In addition, used to record updates if additional evidence is gathered following initial contact. The incident report contains any or all of the following categories of information: Name; other names used; Social Security Number (SSN); citizenship; legal status; gender; race/ethnicity; medical, employment, and education information; military records; driver's license; other identification numbers (e.g., DoD ID, passport, etc.); date and place of birth; home and office address; home, work, and cell phone numbers; personal e-mail address; photos taken at the scene; personal property information (e.g., vehicle, photographic equipment); biometric information (e.g., fingerprints); handwriting samples (e.g., scans of letters written by the subject mailed to the facility); child information or spouse information (e.g., existence, present location); medical information (e.g., medical response calls); emergency contact, and incident number.

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 use, namely law enforcement and threat investigation.

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 collection of PII.

(2) If "No," state the reason why individuals cannot object to the collection of PII.

Disclosure is voluntary, however, failure to provide requested information may result in the individual being subject to arrest if a criminal act has occurred. Once in custody, disclosure is voluntary and non-disclosure notated in the arrest record.

f. Do individuals have the opportunity to consent to the specific uses of their PII? [ ] Yes [x] 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 who have broken the law will be prosecuted; information will be used accordingly.

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

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.	Pentagon Officers and Supervisors, Records Clerks, Investigators
☒ Other DoD Components	Specify.	Law Enforcement Defense Data Exchange
☒ Other Federal Agencies	Specify.	Federal agencies that employ individuals involved in an incident or inquiry. Agencies charged with the responsibilities of investigating or prosecuting such violation or charged with enforcing or implementing the statute, rule, regulation, or order issued pursuant thereto for the purpose of supporting law enforcement efforts
☒ State and Local Agencies	Specify.	State or local agencies that employ individuals involved in an incident or inquiry. Agencies charged with the responsibilities of investigating or prosecuting such violation or charged with enforcing or implementing the statute, rule, regulation, or order issued pursuant thereto for the purpose of supporting law enforcement efforts
☒ 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.	Bowhead: IT Administrators whose contract adheres to the Privacy Act of 1974
☒ Other *(e.g., commercial providers, colleges).*	Specify.	Insurance agencies representing an individual who has been the subject of an investigation or police inquiry into incidents occurring at the Pentagon and other facilities under the jurisdiction of PFPA.

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

Individuals provide PII to officers eithery verbially or via documentation (e.g. driver's license). Also information is learned from other Federal Databases such as National Crime Information Center (NCIC)

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)*

Generally officers enter information into the system after face-to-face contact with individuals.

Investigators may gather information from phone calls.

Officers also run queries in the National Crime Information Center (NCIC)/Virginia Crime Information Network of individuals or their vehicle tags and any positive findings are added to the incident report. The two systems are not currently interfaced however; data from NCIC is entered manually

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 DPFPA-05

SORN Identifier, not the Federal Register (FR) Citation. Consult the DoD Component Privacy Office for additional information or http://dpcld.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. GRS 4.2 item 20

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

(3) Retention Instructions.

Non-criminal records are destroyed one year after case is closed. Criminal records are cut off when a case is closed. Files are destroyed 15 years after the cut-off.

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.

(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.

10 U.S.C. 2674, Operation and control of Pentagon Reservation and defense facilities in the National Capital Region; 28 CFR 23, Criminal Intelligence Systems Operating Policies-Operating principles; DoD Directive (DoDD) 5105.68, Pentagon Force Protection Agency (PFPA); DoDD 5200.27, Acquisition of Information Concerning Persons and Organizations not Affiliated with the Department of Defense; DoD Instruction (DoDI) 0-2000.22, Designation and Physical Protection of DoD High Risk Personnel; DoDI 5525.18, Law Enforcement Criminal Intelligence (CRIMINT) in DoD; Administrative Instruction 30, Force Protection on the Pentagon Reservation; and E.O.9397 (SSN), as amended.

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 Control Number: 0704-0522, Collection Title: "Police Dispatch and Investigatory Records" Expires: 3/31/2024