

# 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:**

CWBI - CIVIL WORKS BUSINESS INTELLIGENCE

**2. DOD COMPONENT NAME:**

United States Army

**3. PIA APPROVAL DATE:**

US Army Corps of Engineers

**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.**

CWBI directly supports the Corps of Engineers Civil Works in the area of performance measures for Water Resources by consolidating, integrating, and displaying geospatial data in the business areas of Navigation, Environmental Stewardship, Safety, Recreation, Hydropower, Flood Risk Management, and Regulatory and providing one-time, single point data entry for these systems. The system includes a data warehouse that merges financial data with the business function output and inventory data to produce performance measures of efficiency and effectiveness for the Operations and Maintenance community. Life-cycle phase is mixed operations and maintenance. CWBI databases are located on servers at the two processing centers within the USACE Enterprise Infrastructure Services USACE network. CWBI data tables are not directly linked to other USACE data tables for data sharing although data is uploaded to and/or extracted from other USACE data tables; CWBI does not interconnect with any system outside the USACE production environment. System backup is provided using servers located at the processing centers.

The Recreation module in the database includes the following primary personal information: individual's name, height, weight, eye color, date of birth, drivers license number, social security number, telephone number, and vehicle information: tag number, year, make, and color. The source of this information is directly from the individual record subject.

The Regulatory database includes the following primary personal information: individual's name, address, telephone number, fax number, and email address. The source of this information is directly from the individual record subject, a member of the public.

**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)

Regulatory: The Mission of the Regulatory system is to assist in the processing of permit applications from individuals in order to allow reasonable development while protecting the Nation's waters and wetlands.

**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.

Regulatory: Personal data is voluntarily given by the applicant and collected via electronic forms on the Internet Accessible segment of the USACE network or manual forms submitted to the district USACE Regulatory office. The ePermit form contains an applicable privacy statement.

**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.

Regulatory: Personal data is voluntarily given by the applicant and collected via electronic forms on the Internet Accessible segment of the

USACE network or manual forms submitted to the district USACE Regulatory office. The ePermit form contains an applicable privacy statement.

**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

Regulatory: Individual voluntarily fills out the ENG 4345 standard form that has the Privacy Act Statement on the face of the form. Form is approved by OMB No. 0710-0003.

**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)

Within the DoD Component

Specify.

Regulatory data is shared with the district USACE Regulatory office for processing permits

Other DoD Components (i.e. Army, Navy, Air Force)

Specify.

Other Federal Agencies (i.e. Veteran's Affairs, Energy, State)

Specify.

Regulatory data will be shared among state regulatory agencies to enable processing of joint federal and state permit applications

State and Local Agencies

Specify.

Regulatory data will be shared among state regulatory agencies to enable processing of joint federal and state permit applications.

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.

Standard contract language should be contained in the contracts; however, as contracts are renewed the new standard statement per DoD memorandum "DoD Component Responsibility to Ensure Government Contract Compliance with the Privacy Act" (28 JAN 2015) shall replace current statements.

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)

Individuals

Databases

Existing DoD Information Systems

Commercial Systems

Other Federal Information Systems

The system uses the source of this information directly from the individual record subject.

**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)

In-Person Contact

Paper

Fax

Telephone Interview

Information Sharing - System to System

Website/E-Form

Other (If Other, enter the information in the box below)

Forms will be used by individuals and their agents to collect information in the field. That information may be submitted to USACE Regulatory in support of individuals' requests for regulatory actions. Regulatory requests/applications are often submitted via email.

**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.

**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.

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

(3) Retention Instructions.

Dock permit files are destroyed 6 years after expiration of permits/applications and then until no longer needed for conducting business. Dredging and dumping permit (standard permits field offices) records are destroyed seven years after revocation, expiration or removal of the object to which the permit pertains. Harbor lines approval records are permanent. Non-action construction permits are destroyed after expiration but not longer than 6 years. Standard permits are kept until no longer needed but not longer than 6 years. Rejected standard permit applications are destroyed three years after denial. Violation of Refuse Act files destroyed when no longer needed for business but not longer than 6 years. Official record copies used for litigation will be destroyed with those files.

**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.

Regulatory authority: Rivers and Harbors Acts of 1890 (superseded) and 1899 (33 U.S.C. 401, et seq.); Section 10 (33 U.S.C. 403).  
Clean Water Act, Sections 301 & 404 (33 USC 1311 & 1344)

**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.