

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:

SOS IMCOM - INSTALLATION MANAGEMENT COMMAND SURVIVOR OUTREACH SERVICE SYSTEM

2. DOD COMPONENT NAME:

United States Army

3. PIA APPROVAL DATE:

09/09/20

Headquarters Installation Management Command, G9

SECTION 1: PII DESCRIPTION SUMMARY (FOR PUBLIC RELEASE)

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

- | | |
|--|--|
| <input type="checkbox"/> From members of the general public | <input type="checkbox"/> From Federal employees and/or Federal contractors |
| <input checked="" 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 checked="" type="checkbox"/> Existing DoD Information System | <input 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 purpose of the information system is to collect surviving member information when seeking program assistance for Fallen Soldiers benefits. This module is utilized by Active Duty Army, Army Reserve, National Guard survivor outreach service program personnel for client intake. The information system also has the capability to generate analytical reports which are provided to higher headquarters as needed.

The types of personal information collected in the system are name, birth date, home cell phone, home mailing address and personal email address, Military Status, Service branch, vehicle decal number, alternate phone number, Defense Casualty Information Processing System (DCIPS) ID.

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 SOS module is the initial survivor information collection point when seeking program assistance for benefits.

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.

Survivor information is not required, however failure to provide the requested information may impede personnel from being able to assist individuals effectively.

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.

Survivor information is not required, however failure to provide the requested information may impede personnel from being able to assist individuals effectively.

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.)

- | | | |
|---|---|---|
| <input checked="" type="checkbox"/> Privacy Act Statement | <input type="checkbox"/> Privacy Advisory | <input type="checkbox"/> Not Applicable |
|---|---|---|

PRIVACY ACT STATEMENT

AUTHORITY: 10 U.S.C. 1475, Death gratuity: death of members on active duty or inactive duty training and of certain other persons; 10 U.S.C. 7013, Secretary of the Army; Army Regulation 608-1, Army Community Service, DoDI 1300.18, Department of Defense (DoD) Personnel Casualty Matters, Policies, and Procedures; Army Regulation (AR) 638-8, Army Casualty Program; AR 638-2, Army Mortuary Affairs Program.

PURPOSE: The purpose of the information system is to collect surviving member information when seeking program assistance for Fallen Soldiers benefits. This module is utilized by Active Duty Army, Army Reserve, National Guard survivor outreach service program personnel for client intake. The information system also has the capability to generate analytical reports which are provided to higher headquarters as needed.

ROUTINE USES: In addition to those disclosures generally permitted under 5 U.S.C. 552a(b) of the Privacy Act, these records or information contained therein may specifically be disclosed outside the DoD as a routine use pursuant to 5 U.S.C. 552a(b)(3).

DISCLOSURE : Voluntary. However, failure to provide the requested information may impede Army Community Service personnel from being able to assist individuals effectively.

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. USA Garrisons, Army Reserve, National Guard

Other DoD Components

Specify.

Other Federal Agencies

Specify.

State and Local Agencies

Specify.

GTRI - The CONTRACTOR: shall not electronically process any personal information in any way that does not comply with applicable privacy policies, including but not limited to, adhering to the Department of Army regulation requirements in handling, processing, and protecting Personally Identifiable Information (PII).

(1)The CONTRACTOR shall follow the same regulatory policies, procedures, and guidance as a Government agency to include, Privacy Act of 1974 (5USC 552a), DoD5400.11-R, and 32 CFR Part 505.

(2)As directed by the Agency's Program Manager, the contractor shall incorporate by this contract the administrative, technical, and physical safeguards as required by the Privacy Impact Assessment to protect any and all Government data as well as assessing these safeguards throughout the life cycle of this contract. Further, if there is a change/new use/application of new technologies that creates new privacy risks the contractor shall notify the Program manager and establish additional appropriate safeguards of PII to this system to ensure that all data required under this contract is protected. The Contractor shall also ensure the confidentiality, integrity, and availability of Government data in compliance with all applicable laws and regulations, including data breach reporting and response requirements, in accordance with DFARS Subpart224.1 (Protection of Individual Privacy), which incorporates by reference DoDD5400.11, "DoD Privacy Program," May 8, 2007, and DoD 5400.11-R, "DoD Privacy Program," May 14, 2007.

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.

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

Manual input of information from DCIPS, no cross functional system interface or electronic transfer with DCIPS.

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

Defense Casualty Information Processing System (DCIPS) information transfer.

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://dpdd.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.

Temporary, Destroy when superseded, obsolete, or when customer requests the agency to remove the records.

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.

10 U.S.C. 1475, Death gratuity: death of members on active duty or inactive duty training and of certain other persons; 10 U.S.C. 7013, Secretary of the Army; Army Regulation 608-1, Army Community Service, DoDI 1300.18, Department of Defense (DoD) Personnel

Casualty Matters, Policies, and Procedures; Army Regulation (AR) 638-8, Army Casualty Program; AR 638-2, Army Mortuary Affairs Program
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.

Submission pending review and request from RMDA.