

## 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:**

Non-combatant Tracking System (NTS) & Evacuation Tracking and Accountability System (ETAS)

**2. DOD COMPONENT NAME:**

Department of Defense Human Resources Activity

**3. PIA APPROVAL DATE:**

Defense Manpower Data Center

### 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.)

- |                                                                                                   |                                                                          |
|---------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------|
| <input type="checkbox"/> From members of the general public                                       | <input type="checkbox"/> From Federal employees                          |
| <input checked="" type="checkbox"/> from both members of the general public and Federal employees | <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.**

Repatriation centers will use this information to track and account for individuals evacuated from emergency situations and assist in security requested relocation and assistance services, and recording and recovering relocation costs. ETAS units will collect information to triage or manage a large number of personnel in CONUS-based situations. The types of personal information being collected on individuals include: Social Security Number (SSN), Passport Number, Foreign ID Number, US Driver License Number, DoD ID, Evacuee ID (assigned bracelet/triage tag/other ID), Name, Date of Birth, Sex, Country of Citizenship, Marital Status, Familial Relation, Sponsor Information, Country Evacuated From, Location Code (e.g., airport, ship port), Evacuee and/or Contact Phone Number, email. Also collected are Unit ID number, Classification number and Agency code (identifying DoD or other U.S. Federal Agency sponsorship), Final Destination, Evacuee Minor Category (i.e., pregnant woman, unaccompanied child, aged and infirm), Pet Name, Pet Type, Medical Flag, Mobility, Triage Category & Information, Transportation Information and identification of any Special Needs (e.g., oxygen, wheelchair, food allergy).

**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)

Verification, identification, authentication, data matching, mission-related use, and administrative use for personnel evacuated in emergency situations, security requested relocation and assistance services, and recording and recovering relocation funding.

**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.

Providing PII is voluntary, but failure to do so may result in delay of evacuation, limit receipt of services, and impede passage of information about individual's current whereabouts to family members.

**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.

The system tracks the movement of an evacuee from a foreign country to an announced safe haven. Information is used, as needed by authorized personnel, to assist the evacuee in the process of repatriation. For ETAS the information is used to assist local governments track the registration, triage, and transportation of individuals impacted by a natural disaster, pandemic, or other large-scale need.

**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 Statements are provided to individuals on-site at evacuation points. It is the responsibility of the personnel managing evacuation points to provide the required Privacy Act Statements to evacuees.

Authority: E.O. 12656; DoD Directive 3025.14, Evacuation of U.S. Citizens and Designated Aliens from the Threatened Areas Abroad; and E.O. 9397.

Principal Purposes(s): To document the movement of an evacuee from a foreign country to an announced safe haven. Information will be used, as needed, to assist the evacuee in the process of repatriation. This information is covered under DMDC 04 (<https://dpclld.defense.gov/Privacy/SORNsIndex/DOD-Component-Article-View/Article/570691/dmdc-04/>).

ROUTINE USE(S): To family members of individuals who have been evacuated and about whom information is requested by a family member and/or spouse, location and final destination will be released; to the Department of State for evacuation management and planning purposes; to the American Red Cross for communication of evacuation information about spouse family member(s) to service member still in foreign country; to the U.S. Citizenship and Immigration Services (USCIS) for tracking and contacting foreign nationals evacuated to the U.S.; to the Department of Health and Human Services to facilitate delivery of personal and financial services and to recoup costs of financial services and to identify individuals who might arrive with an illness requiring quarantine if an ill individual. The DoD "Blanket Routine Uses" found at "DPCTLD WEBSITE" also apply to this system.

Disclosure: Voluntary; however, failure to furnish the information may limit your receipt of services and impede passage of information about your current whereabouts to family members. Social Security Number (SSN) is used in the documentation of payments and loans provided in the process of evacuation and may be provided to the IRS if payment is not received. The SSN may also be used in the process of verifying an individual's identity and citizenship.

#### Authorizing the Use of PII

Providing PII is voluntary. Individuals have the ability to object to the collection, the maintenance, use, dissemination, retention, and disclosure of PII. The organization ensures that individuals are aware of all uses of PII not initially described in the public notice that was in effect at the time the organization collected the PII. The organization ensures that individuals, where feasible, consent to all uses of PII not initially described in the public notice that was in effect at the time the organization collected the PII.

Providing PII is voluntary, but failure to do so may result in delay of evacuation, limit receipt of services, and impede passage of information about individual's current whereabouts to family members.

#### NTS SORN

What it is: A SORN is a formal document that U.S. federal agencies are required to publish in the Federal Register when they create, maintain, or change a system of records.

NTS obtains consent from individuals prior to any new uses or disclosure of previously collected PII in the NTS SORN published in the Federal Registry.

#### 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. | Personnel Location Exchange                                                                                                                                                                                      |
| <input checked="" type="checkbox"/> Other DoD Components (i.e. Army, Navy, Air Force)                                                                                                                                                                                      | Specify. | U.S. Transportation Command, Armed Forces Commands                                                                                                                                                               |
| <input checked="" type="checkbox"/> Other Federal Agencies (i.e. Veteran's Affairs, Energy, State)                                                                                                                                                                         | Specify. | Department of State, Department of Health and Human Services, U.S. Citizenship and Immigration Services, Internal Revenue Service, National Archives and Records Administration, Department of Homeland Security |
| <input checked="" type="checkbox"/> State and Local Agencies                                                                                                                                                                                                               | Specify. | State and Local Health Departments                                                                                                                                                                               |
| <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 checked="" type="checkbox"/> Other (e.g., commercial providers, colleges).                                                                                                                                                                                          | Specify. | The American Red Cross. Family Members and Emergency Contacts who have become separated due to emergency evacuations                                                                                             |

#### 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

**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)

Scanning of Federal IDs, Passports, Military ID, and U.S. Driver's License

**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.

**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.

Permanent: Cut off at the end of the fiscal year and transfer to the the National Archives and Records Administration in accordance with 36 CFR 1228.270 and 36 CFR 1234.

**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.

E.O. 12656, Assignment of Emergency Preparedness Responsibilities, as amended; E.O. 9397 (SSN), as amended; DoD Directive 3025.14,

**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.

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