

## 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:**

Board for Corrections of Naval Records Tracking System (BCNRTS)

**2. DOD COMPONENT NAME:**

Department of the Navy

**3. PIA APPROVAL DATE:**

10/18/22

DON AA- Assistant Secretary of the Navy, Manpower and Reserve Affairs, Board for Corrections of Naval Records

### 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 purpose of this system is to track BCNR cases and provide records of the disposition of application for correction of Military records. Files include Military personnel and medical records and evidence supporting allegations of errors and/or injustices. In applicable cases VA records are obtained as well as other information (provided by petitioner-external--and collected by examiner--internal) germane to the petitioner's case.

PII collected includes: name, SSN, personal cell telephone number, home telephone number, personal email address, mailing/home address, Military Records: Present or past pay grade, service number, type of discharge, date of discharge or release from active duty FAX number;

If the record in question is that of a deceased or incompetent person the legal proof of death or incompetency must accompany the application.

Other PII collected is unstructured and consist of free form documents, scanned in as .pdf files (e.g., marriage certificates, job history, any relevant medical information, research performed by BCNR, etc.)

**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, and authentication

**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.

Individuals voluntarily submit DD Form 149, Application for Correction of Military Record, to correct their individual record. If they do not fill out the form completely their application may be rejected or processing delayed.

**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.

By filing DD Form 149 petitioners waive any objections to authorized use. Consent is assumed.

**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**

**AUTHORITY:** 10 U.S.C. 1552, Secretary of the Navy; 32 CFR part 723; E.O. 9397 (SSN), as amended, and System of Records Notice (SORN) NM01000-1.

**PURPOSE(S):** To review applicant's Naval record to determine the existence of alleged error or injustice and to recommend appropriate corrective action when warranted - to report its findings, conclusions and recommendations to the Secretary of the Navy in appropriate cases - to respond to inquiries from applicants, their counsel, and members of Congress.

To officials and employees of the Navy Personnel Command, the Bureau of Medicine and Surgery, the Secretary of the Navy Council of Review Boards, the Physical Evaluation Board and the Judge Advocate General for the purpose of obtaining advisory opinions and to correct records in accordance with approved Correction Board decisions.

To officials and employees of Headquarters, U.S. Marine Corps for the purpose of obtaining advisory opinions in cases involving present and former Marine Corps personnel and to correct records of present and former Marine Corps personnel in accordance with approved correction Board decisions.

To officials and employees of the General Litigation Division, Office of the Judge Advocate General, Department of the Navy to prepare legal briefs and answers to complaints filed against the Department of the Navy.

**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 processing of an individual's application, or result in a denial of an individual's application.

More information on the SORN may be found at the following link:

<https://dpcl.d.defense.gov/Privacy/SORNsIndex/DOD-wide-SORN-Article-View/Article/570411/nm01000-1/>

**DD FORM 149 Privacy Act Statement:** More information can be found at the following link:

<https://www.esd.whs.mil/Portals/54/Documents/DD/forms/dd/dd0149.pdf>

**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. USMC, BUMED

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

Specify.

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

Specify. Department of Veterans Affairs

☐ State and Local Agencies

Specify.

☒ 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.

Booz Allen Hamilton, (Prime) Contract #N0017819D7264, 04 MAR 2026. The following FAR clauses along with many others have been verified and included in contract agreement and/or PWS, Compliance with Safeguarding Covered Defense Information Controls - 252.204-7008 Safeguarding covered defense information and Cyber Incident Reporting -252.204-7012. The contract states that the contractor should be knowledgeable about applicable laws, guidance and policies affecting service requirements stated herein. The contractor shall comply with all laws, guidance and policies regardless of whether or not this document specifically states the requirement. The contractor shall not interpret laws, guidance and policies to minimize or eliminate the support to the Government.

☐ 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

Manually reviewed by individuals from the below systems:

Defense Personnel Records Information Retrieval System (DPRIS), BUPERS Online (BOL), Enterprise Record Client (E-client), Electronic Military Personnel Records System (EMPRS), Defense Enrollment Eligibility Reporting System (DEERS), Personnel On Line Listing (POLL), Marine Online (MOL), Marine Corps Total Force System - 3270 (MCTFS), Master Military Pay Account (MMPA), Officer Personnel Information System Pay (OPINS), Retirement Financial Record (HUNT), Navy Standard Integrated Personnel System (NSIPS), Archives and Records Centers Information System (ARCIS). Source Material Tracking System (SMTS)/File Conversion Services

(FCS).

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

- |   |   |
|---|---|
| <input checked="" 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 checked="" type="checkbox"/> Paper   |
| <input checked="" 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) |   |

DD FORM 149, DEC 2019

**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://dpclld.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.

Cutoff when 3 years old or when case is closed, whichever is later. Transfer to Federal Records Center (FRC) 3 years after case is closed.  
Destroy when 40 years old.

**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.

SORN NM01000-1, Board for Correction of Naval Records Tracking System (BCNRTS) and Case Files (January 31, 2008, 73 FR 5828) authorities:

10 U.S.C. 1552; 32 CFR part 723; and E.O. 9397 (SSN), as amended.

Other Authorities:

(Sec 8) - Application for Correction of Military Records (DD Form 149) under provision of Title 10, U.S.

Code Section 1552, EO 9397-32CFR723 and SECNAVINST 5420.193

**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.

Current OMB Control number:

0704-0003 - 10/31/2022

Past OMB Control numbers:

201410-0704-009 - 12/1/14

201109-0704-007 - 10/24/11

201107-0704-001 - 7/21/11

201003-0704-010 - 6/15/10

200604-0704-002 - 12/22/09

200604-0704-002 - 6/30/09

200604-0704-002 - 6/13/06

200304-0704-006 - 5/15/03

200007-0704-002 - 9/1/00

199709-0704-004 - 9/30/97

199707-0704-002 - 8/29/97

199305-0704-002 - 8/6/93

199002-0704-001 - 3/26/97

198906-0704-010 - 8/6/93

198703-0704-013 - 3/28/90

198610-0704-014 - 6/19/89

198603-0704-002 - 3/27/87

198510-0704-005 - 12/20/85

198211-0704-001 - 1/5/83

197711-0704-001 - 12/5/77

197612-0704-001 - 12/28/76

197412-0704-002 - 12/27/75