

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:

Military Spouse Education and Career Opportunities (SECO) and Career Advancement Account Scholarship (MyCAA) Programs

2. DOD COMPONENT NAME:

Under Secretary of Defense for Personnel and Readiness

3. PIA APPROVAL DATE:

02/14/2025

Military Community and Family Policy (MC&FP)

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 SECO program is the primary source of education, career, employment counseling, and scholarship financial assistance for all military spouses, while MyCAA provides a record of educational endeavors and progress of military spouses participating in education services and manages tuition assistance scholarship, tracks enrollments and funding, and facilitates communication with participants. Eligible spouses can use MyCAA to browse approved institutions who offer MyCAA-accepted Career Fields and Occupations, create a customized Education and Training Plan (ETP), submit a Financial Assistance (FA) document, message Career Coaches via the MyInbox, and more. Spouses can also use MySECO to access talent assessments, Virtual Hiring Fairs (VHF), live chats with Career Coaches, MyCAA registration, MyInbox, MSEP job search, customized articles, and much more. The SECO/MyCAA systems also provides Career Coaches, Military Spouse Employment Partnership (MSEP) Specialists, Billing and Help Desk technicians, System Administrators, and MC&FP Program Officers with a central location for SECO, MyCAA, and MSEP program management. This includes account and case management, event and content management, and financial management, along with statistical analysis, tracking, reporting, program effectiveness evaluations, research, and surveys in order to inform departmental decisions on military support and benefits policy.

Personal information collected in the system concerning the military spouse includes: Name, DoD ID number, date of birth, sex, contact information such as address, email address, and phone numbers; years as military spouse; previous work experience, education, certificates and licenses; security clearance; skills, abilities, and competencies, user account information and any unique identifying user number assigned to the military spouse. Information about program-related activity such as education training plan, career goal, and course/educational institution enrollment and status information; financial assistance information; academic evaluations and/or transcripts from schools, and education test results from testing agencies.

Personal information collected in the system concerning the military sponsor includes: Name, pay grade, current projected date of separation, branch of service, service eligibility, permanent change of station location, and time in service.

Personal information collected in the system for account creation on administrative users includes: first name, last name, DoD ID, title, office symbol, component, work phone, and work email address.

Personal information collected in the system for employer and educational/training institution points of contact information includes: Name, telephone number, email address, physical address.

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)

Identification and mission-related uses.

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.

Upon accessing the system, the Privacy Act Statement and a Privacy and Security Notice are displayed. The individual has the opportunity to read about the collection of PII and the intended uses. The individual has the opportunity to cancel and exit at any time, however, failure to provide the requested information may impact users ability to utilize certain program opportunities.

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.

Upon accessing the system, the Privacy Act Statement and a Privacy and Security Notice are displayed. The individual has the opportunity to read about the collection of PII and the intended uses. . The individual has the opportunity to cancel and exit at any time, however, once the information is provided it may be used for any of the purposed stated in the Privacy Act Statement and System of Records Notice.

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

Authority: 10 U.S.C. 136, Under Secretary of Defense for Personnel and Readiness; 10 U.S.C. 1144, Employment Assistance, Job Training Assistance, and Other Transitional Services; Department Of Labor; 10 U.S.C. 1782, Surveys of Military Families; 10 U.S.C. 1784, Employment opportunities for military spouses; 10 U.S.C. 1784a, Education and training opportunities for military spouses to expand employment and portable career opportunities; E.O. 13607, Establishing Principles of Excellence for Educational Institutions Serving Service members, Veterans, Spouses, and Other Family Members; and DoD Instruction 1342.22, Military Family Readiness.

Principal Purpose(s): To assist military spouses in pursuing licenses, certificates, certifications or associate's degrees (excluding associate's degrees in general studies, liberal arts, and interdisciplinary studies that do not have a concentration) necessary for gainful employment; to provide a record of educational endeavors and progress of military spouses participating in education services; and to manage the tuition assistance scholarship, track enrollments and funding and to facilitate communication with participants via email.

Routine Use(s): Disclosure of records are generally permitted under 5 U.S.C. 522a(b) of the Privacy Act of 1974, as amended. Pursuant to 5 U.S.C. 522a(b)(3), records may be disclosed as a routine use to civilian educational institutions, where the participant is enrolled, for the purpose of ensuring correct enrollment and billing information. Records may also be disclosed to the Department of Veterans Affairs, to the Department of Education, Consumer Financial Protection Bureau, and the Department of Justice for the purpose of ensuring prospective students are provided appropriate information regarding their options under, eligibility for, and costs associated with Federal military and veterans' educational benefits programs. A complete list of routine uses may be found in the applicable System of Records Notice, DPR 46, Military Spouse Education and Career Opportunities (SECO) and Career Advancement Account Scholarship (MyCAA) Programs at: <https://dpcl.d.defense.gov/Portals/49/Documents/Privacy/SORNs/OSDJS/DPR-46-DoD.pdf>.

Disclosure: Voluntary; however, failure to provide information will impact your ability to utilize the program.

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.

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

Specify.

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

Specify.

☐ 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.

BAM Technologies, in performance of contract duties. Contract requires baseline IA controls be implemented to ensure PII is safeguarded.

☐ 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

DEERS, Academic Institution Portal (AI Portal), and Military Spouse Employment Partnership (MSEP).

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) | |

DD2875, System Authorization Access request (SAAR)

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.

MyCAA Records: Temporary; Cut off upon notification of Separation, Retirement or Discharge of sponsor/service member. Destroy 10 years after cut off but longer retention is authorized if required for business use. [GRS 1.2 Item 020 (DAA-GRS-2013-0008-0001)]

SECO User Accounts: Temporary; Destroy/Delete user accounts 5 years after notification of separation, retirement, or discharge of the spouse's sponsor/service member. [OSD 1601-02 (DAA-GRS-2013-0006-0003)]

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.

110 U.S.C. 136, Under Secretary of Defense for Personnel and Readiness; 10 U.S.C. 1144, Employment Assistance, Job Training Assistance, and Other Transitional Services; Department Of Labor; 10 U.S.C. 1782, Surveys of Military Families; 10 U.S.C. 1784,

Employment opportunities for military spouses; 10 U.S.C. 1784a, Education and training opportunities for military spouses to expand employment and portable career opportunities; E.O. 13607, Establishing Principles of Excellence for Educational Institutions Serving Service members, Veterans, Spouses, and Other Family Members; and DoD Instruction 1342.22, Military Family Readiness.

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.

0704-0585, "My Career Advancement AccountM(myCAA) Scholarship Program, "10/31/2025

0704-0556, "Spouse Education and Career Opportunities Program," 11/30/2025

0704-0630, "System Authorization Access Request Form," 05/31/2025