

## 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:**

FLEET AND FAMILY SUPPORT MANAGEMENT INFORMATION SYSTEM (FFSMIS)

**2. DOD COMPONENT NAME:**

Department of the Navy

**3. PIA APPROVAL DATE:**

01/24/24

Commander Naval Installation Command - (CNIC)

### 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 electronic data collected in FFSMIS system provides pertinent case-related information to DoD and DON officials, for specific case intervention in abuse and /or neglect incidents. FFSMIS is a case management system and it is use to provide Defense Manpower Data Center (DMDC) with data from Navy's Central Registry.

DD Form 2486, form used for reporting in FFSMIS (application contains the following name, pay grade/rank, Social Security Number (SSN), service type, resource type, gender, date of birth, marital status, branch of service, alleged victim information, sponsor information, alleged offender information and health treatments provided etc). This system is required for both current and historical information regarding the sexual abuse case management and provides a reference to retrieve hard copy case records this office archived to the Federal Record Center in Suitland, MD, and St. Louis, MO. The types of information collected about individuals is as follows: Home/Cell Phone, Financial Information, Personal E-Mail Address, Gender/Gender Identification, Names(s) and Rank of Commanding Officers and /or their appointed representatives, Command name and 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)

FFSMIS PII data is used to verify status in the Department of the Navy for incidents, case closures, reports for domestic abuse for the Department of the Navy.

**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.

For FAP cases, initial PII information is required by policy. Clients have the right to decline services or refuse to complete intake paperwork that is used to collect relevant PII information.

**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.

Yes, our required PA, FAP Information Sheet and Rights and Responsibility forms all outline how and why FAP information will be used. During the initial assessment, FAP clinicians explain the forms and explain its purpose. If a client declines/refuses to consent to or sign the documents, it is noted on the form.

**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:** 5 U.S.C. 301, Departmental Regulations; DoD Directive 6400.1, 6400.1-M, 6400.2; Secretary of the Navy Instruction 1752.3A; OPNAVINST 1752.2A; BUMEDINST 6320.22; and MCO 1752.3B (FAP SOP); and E.O. 9397 (SSN) as amended, and System of Records Notice (SORN) N01752-1, Family Advocacy Program System (<https://dpcl.d.defense.gov/Privacy/SORNsIndex/DOD-wide-SORN-Article-View/Article/570332/n01752-1/>)

**PURPOSE:** To provide information pertaining to the identification, prevention, evaluation, intervention, treatment, and rehabilitation of beneficiaries involved in abuse or neglect. Provide information to DOD and DON officials (other than Commanding Officers) for case interventions in abuse and/or neglect incidents (i.e., clinical counselors, medical personnel). Provide data and recommendations to commanding officers of Family Advocacy Program (FAP) service members. Support the local FAP case management. Support the Navy Personnel Command flagging and assignment control process for FAP involved service members. Provide information in support of the Installation Records Check for screening applicants which involves the care and/or supervision of children. Provide the Defense Manpower Data Center with data from the Navy Central Registry. Support FAP research efforts and respond to public or other government agencies' requests for aggregate data.

**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) as follows – For the Executive Branch of government in the performance of their official duties relating to the coordination of family advocacy programs, medical care, and research concerning family member abuse or neglect. For federal, state or local government agencies to utilize civilian resources for the treatment of abuse or neglect or when necessary to refer a case to civilian authorities for civil or criminal law enforcement; for furtherance of local communicable disease control, family abuse prevention programs, preventive medicine and safety programs, and other public health and welfare programs; and in performance of their official duties relating to professional certification, licensing, and accreditation of health care providers. For authorized health research in the interest of the federal government and the public. Data shall be eliminated when considered unnecessary. For law enforcement officials to protect the life and welfare of third parties. This release will be limited to necessary information. Consultation with the hospital or regional judge advocate is advised.

**DISCLOSURE:** Voluntary. However, failure to provide the requested information may result in denial or limited services in the Field

**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.

CNIC N91 -Data Manpower Defense Center (DMDC)  
Office of Secretary of Defense (OSD)  
Military Services: Army, Air Force, Marine Corps

Other DoD Components

Specify.

Other Federal Agencies

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.

Avum -HDQMWR-19-Q-0079 Contract agreement Ref:  
Following FAR Privacy Clauses have been verified and included in contract agreement -Privacy Act Notification clause -52.224-1; Privacy Act Notification, -52.224-2; Privacy Act, and FAR 39.105. Privacy Training-52.224-3; Privacy and security Safeguards -52.239-1.

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

**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)

Face-to-Face Contact

Paper

Fax

Telephone Interview

Information Sharing - System to System

Website/E-Form

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

**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.

The following SSIC 1000-21 applies to the record. Family Advocacy Case Files. These are TEMPORARY Records. Cutoff at CY. Destroy when 30 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.

10 U.S.C. 5013, Secretary of the Navy; 10 U.S.C. 5041, Headquarters, Marine Corps; E.O. 9397 (SSN); DoD Directive 6400.1, Family Advocacy Program; 6400.1-M, Manual for Child Maltreatment and Domestic Abuse Incident Reporting System; Secretary of the Navy Instruction 1752.3B, Family Advocacy Program; OPNAVINST 1752.2B, Family Advocacy Program; OPNAVINST 1700.9E, Child and Youth Programs; and DoDI 1402.5, Criminal History Background Checks on Individuals in Child Care Services.

**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.

The Program Manager is currently working on the OMB Submission

