

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 Employment Partnership (MSEP)

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.

MSEP connects military spouses with companies seeking to hire military spouse employees, via comprehensive information, tools and resources. The information provided by military spouses allows MSEP Partner employers to fill available positions with their company with skilled military spouses. Records may also be used as a management tool for de-identified statistical analysis, tracking, reporting, evaluating program effectiveness and conducting research.

The types of personally identifiable information collected on the Military Spouses includes: full name, date of birth, DoD ID number (used for verification purposes only), ethnicity, sex, MSEP Career Portal username, user role and password, email address, current job type, salary, and hourly wage, address, phone number, best time to call, preferred job type, preferred industry of work, minimum desired salary and hourly wage, date planned to begin work, work experience (job title, company name, industry, employment dates, job description and duties, personal experience and achievements), education (degree level, additional degree details, field of study, dates, institution name, summary), credentials/certifications (credential/certification name, date of receipt, state of receipt, institution name, summary).

Additional information collected on the Military Sponsor includes: pay grade, branch of service, status (Active duty, National Guard, and Reserve).

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

Privacy Act Statement

Authority: 10 U.S.C. 136, Under Secretary of Defense for Personnel and Readiness; 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; and DoD Instruction 1342.22, Military Family Readiness.

Principal Purpose(s): To connect military spouses with companies seeking to hire military spouse employees and allow MSEP Partner employers to fill available positions within their company with these skilled military spouses.

Routine Use(s): In addition to those disclosures generally permitted under 5 U.S.C. 552a(b) of the Privacy Act of 1974, as amended, the records contained herein may specifically be disclosed outside the DoD as a routine use pursuant to 5 U.S.C. 552a(b)(3) as follows: To contractors, grantees, experts, consultants, students, and others performing or working on a contract, service, grant, cooperative agreement, or other assignment for the federal government when necessary to accomplish an agency function related to this system of records. To MSEP Partners for the purpose of searching for military spouse employment candidates. A complete list of routine uses may be found in the applicable System of Records Notice, DPR 47 DoD, Military Spouse Employment Partnership (MSEP) Partner Portal for additional routine uses, located at: <https://dpcl.d.defense.gov/Portals/49/Documents/Privacy/SORNs/OSDJS/DPR-47-DoD.pdf>

Disclosure: Voluntary; however, failure to provide information may impact your ability to utilize certain program opportunities.

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.	MSEP Partners for the purpose of searching for military spouse employment candidates

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	

SECO and MYCAA

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)	

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.

I. 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.

Records are destroyed or deleted when 5 years old or when no longer needed for operational purposes, whichever is later.

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. 136, Under Secretary of Defense for Personnel and Readiness; 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; 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.

0704-0563, "MSEP Spouse Employment Partnership (MSEP) Career Portal," 6/30/2026