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:

MilGears

2. DOD COMPONENT NAME:

Under Secretary of Defense for Personnel and Readiness

3. PIA APPROVAL DATE:

03/31/2025

Force Education and Training

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.

MilGears provides Service Members and veterans with an assessment of their qualifications and professional growth opportunities using aggregated military and civilian occupational and credentialing data. The system provides users with customized output, regarding potential civilian and military career paths, apprenticeships, certifications, continuing education, and more, to allow users to explore potential new career pathways. Output also includes a digital Learning and Employment Record (LER) based on user-specific information.

The following personal information is collected in the system: Full name, personal and work email address, age, rank, employment information, military records, and education/training information and transcripts. To close out their session a user may choose to download their data to a password protected, encrypted, session file only readable by MilGears; or have it maintained in a protected database within a MilGears environment.

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)*

MilGears is a customized career-building tool that performs an assessment of user's qualifications and professional growth opportunities using aggregated military and civilian occupational and credentialing data. Therefore, PII such as education history, employment history and military records are needed in order for the system to populate a digital learning and employment record and help users plan and achieve their goals by highlighting career possibilities for this specific mission-related use.

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.

The user is not required to input any data in order to use MilGears. However, for personalized/customized results based on the unique individual/user, the more input that is entered, the better the output/results. As part of this process, individuals also have the option to download their Joint Services Transcript (JST) during the original collection of PII at their Service Branch. This option, however, requires full user consent.

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.

MilGears contains several tools that uses PII. The user has the option to clear their data before switching between tools allowing them to use a tool without their PII. If a user chooses to save their progress, a notice is given that PII is stored in a session file to their local machine to save progress between sessions or a user can choose to create a user account. A user may opt-out and not re-upload their PII.

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.1143, Employment Assistance; 10 U.S.C. 1144 note, Individualized Assessment for Members of the Armed Forces Under Transition Assistance on Equivalence Between Skills Developed in Military Occupational Specialties and Qualifications Required for Civilian Employment with the Private Sector; 10 U.S.C. 2015 note, Enhancement of Mechanisms to Correlate Skills and Training for Military Occupational Specialties with Skills and Training Required for Civilian Certifications and Licenses; 38 U.S.C. 4114 note, Veteran Skills to Jobs Act; 46 U.S.C. 7302 note, Military to Mariner; and Executive Order 13801, Expanding Apprenticeships in America, June 15, 2017.

PURPOSE: To provide an assessment of a user's qualifications and professional growth opportunities using both aggregated military and civilian occupational and credentialing data and individual digital learning and employment records, such as education history, employment history, and military records.

ROUTINE USES: 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 such recipients and under such circumstances and procedures as are mandated by Federal statute or treaty. A complete list of routine uses may be found in the applicable System of Records Notice, DoD 0005, Defense Training Records at: https://www.federalregister.gov/documents/2020/12/28/2020-26548/privacy-act-of-1974-system-of-records

DISCLOSURE: Voluntary. However, failure to provide requested information may inhibit the ability to provide customized results based on the unique user.

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.	Navy (NETC N6)
☐ 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.	SOLID: in accordance with and subject to the Privacy Act, 5 U.S.C. 552a, and Department of Defense and Services' regulations implementing the Privacy Act."
☐ 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

Joint Services Transcript (JST)

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)*

Data connected via official DoD/Services systems listed in 1i; Alternate data input method by the user via website forms.

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 DoD 0005

SORN Identifier, not the Federal Register (FR) Citation. Consult the DoD Component Privacy Office for additional information or http://dpcld.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. GRS 2.6, item 010 [MFR to NARA approved 3/21/2025]

(2) If pending, provide the date the SF-115 was submitted to NARA.

(3) Retention Instructions.

Temporary. Cut off at end of calendar year in which participation was documented. Destroy 5 years after cutoff or 5 years after separation or transfer of employee, 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 statue 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.1143, Employment Assistance; 10 U.S.C. 1144 note, Individualized Assessment for Members of the Armed Forces Under Transition Assistance on Equivalence Between Skills Developed in Military Occupational Specialties and Qualifications Required for Civilian Employment with the Private Sector; 10 U.S.C. 2015 note, Enhancement of Mechanisms to Correlate Skills and Training for Military Occupational Specialties with Skills and Training Required for Civilian Certifications and Licenses; 38 U.S.C. 4114 note, Veteran Skills to Jobs Act; 46 U.S.C. 7302 note, Military to Mariner; and Executive Order 13801, Expanding Apprenticeships in America, June 15, 2017.

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.

Publication of 60-day notice pending.