

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:

Cost Assessment Data Enterprise-IT (CADE-IT)

2. DOD COMPONENT NAME:

Defense Information Systems Agency

3. PIA APPROVAL DATE:

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 CADE system itself is used to collect, process, and make available cost data for the DoD cost estimating community. The personal information includes work addresses, phone numbers and emails. EDIP is collected for authentication purposes.

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)

The PII is used for authentication and verification of the user's identity and administratively granting the appropriate access to the system.

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 information is required to identify and verify the individual's need for access and permission to the proprietary cost data in the system. Lacking this data, the account will not be set up and the user can not proceed.

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.

The information is used internally for the reasons stated above. If you wish to request the information this system has stored that is identifiably associated with your account, you may use the Contact Us form. Request to delete information may also be sent thorough the Contact Us 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 |
|---|---|---|

Personal Data Privacy

We do not sell or distribute information about users and user information except for the expressed purposes of access audit and security consideration as related to potential hostile attacks, fraud, or inappropriate utilization of DoD-sponsored and directed site. In addition to the information contained in a user's profile, activities within the system that affect records are routinely associated with the account of the user who initiated them. page visits and session IDs may also be associated with a user's account.

You can view your profile information at any time from the Update Your Profile (linked under 'My Account' on the CADE Portal home

page). If you wish to request the information this system has stored that is identifiably associated with your account, you may use the Contact Us form. Requests to delete information may also be sent through the Contact Us form.

This policy is available for review on the CADE Privacy Policy page.

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.	DISA-JSP
☒ Other DoD Components (i.e. Army, Navy, Air Force)	Specify.	Army, DoN, Air Force, 4th Estate
☐ 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.	
☐ 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)
☐ 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://dpclid.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.

Information collected limited to duty station information, work contact information, and citizenship only used administratively.

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.

No, Awaiting Survey Completion, Contacting Ron McCully to complete records analysis to verify if system really does/doesnt contain record data.

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

(3) Retention Instructions.

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.

Section 3227 of Title 10 explicitly requires CAPE to create a collection method to ensure quality acquisition cost data are collected. CADE is the system that executes this statutory requirement. This in conjunction with 5 USC 301 provide the authority to collect information.

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.

APPROVED: OMB No. 0704-0636, exp 1/31/2029, DD Forms 3026-1 (Software Development Report), 3026-2 (Software Maintenance Report), 3026-3 (Enterprise Resource Planning (ERP) Software Development Report) OMB No. 0704-0188, exp 9/30/2026, DD Forms 2794 (CSDR Plan), 1921 (Cost Data Summary Report), 1921-1 (Functional Cost-Hour Report), 1921-2 (Progress Curve Report), 1921-3 (Contractor Business Data Report), 1921-5 (Sustainment Functional Cost-Hour Report).