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.

system. 1. DOD INFORMATION SYSTEM/ELECTRONIC COLLECTION NAME:						
Defense Automated Management Information System (DAMIS)						
2. DOD COMPONENT NAME:			3. PIA APPROVAL DATE:			
Department of Defense Inspector General	11/28/17					
SECTION 1: PII DESCRIPTION S	UMMA	RY (FOR PUBLIC RELEASE)				
a. The PII is: (Check one. Note: foreign nationals are included in general pub.	lic.)					
From members of the general public	X	From Federal employees and/or Federal	deral contractors			
From both members of the general public and Federal employees and/or Federal contractors		Not Collected (if checked proceed to Section 4)				
b. The PII is in a: (Check one)						
New DoD Information System		New Electronic Collection				
X Existing DoD Information System		Existing Electronic Collection				
Significantly Modified DoD Information System						
c. Describe the purpose of this DoD information system or electronic co collected in the system.	llectio	n and describe the types of persona	al information about individuals			
The records contain employee information; such as, name, DoD ID Number, entrance-on-duty date, military rank, civilian job series, civilian pay grade, organization, duty station, work telephone number, work mailing address, and work e-mail address; as well as, supervisor's name, e-mail address, and telephone number; Education Information (such as degree type, school, major, and graduation date); professional associations; internal and external professional certifications obtained; home mailing address and home telephone numbers; Specific POC information required for follow up action; such as the name, telephone number, and e-mail address of DoD OIG, GAO, and DoD Audit employees. 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)	.g., ven	incation, identification, admentication,	data matching, mission-related use,			
PII is collected to identify and manage the assignment of staff resources to audits, evaluations, and inspections. Additionally, PII is needed to verify that project team members possess the necessary knowledge, skills, and experience to perform audits, evaluations, and inspections in accordance with Federal auditing, evaluations, and inspections standards. Lastly, PII is used to identify DoD POCs to monitor and track resolution of findings and corrective action on recommendations contained in final reports issued by the DoD OIG.						
e. Do individuals have the opportunity to object to the collection of their	PII?	Yes X No				
(1) If "Yes," describe the method by which individuals can object to the collect	ction of	PII.				
(2) If "No," state the reason why individuals cannot object to the collection of	PII.					
The information is compiled from information collections that alread routine uses.	y exist	t and used in accordance with app	olicable laws, regulations and			
f. Do individuals have the opportunity to consent to the specific uses of	their P	Yes X No				
(1) If "Yes," describe the method by which individuals can give or withhold th	eir con	sent.	•			
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(2) If "No," state the reason why individuals cannot give or withhold their con	sent.					

	hen an individual is asked to provide the actual wording.)	de PII, a Privacy Act Stateme	ent (PAS) and/or	a Privacy Advisory must be provided. (Check as appropriate and			
X	_	Privacy Advisory		Not Applicable			
The Mod		olays when a DAMIS user	is asked for sp	ecific PII data on electronic forms in the DAMIS Training			
Section 4103 of Title 5 to U.S. Code collection of this information. This information will be used by supervisors, employees and civilian personnel officials to plan and/or schedule training, education, other career development activities.							
h. W	ith whom will the PII be shared thro	ough data exchange, both w	ithin your DoD (Component and outside your Component? (Check all that apply)			
X	Within the DoD Component		Specify.	All DoD OIG components that require access for mission requirements			
X	Other DoD Components		Specify.	OSD, DoD Audit agencies, the Military Departments, Joint Chiefs of Staff, Combatant Commands, Defense Agencies, and Field Activities.			
X	Other Federal Agencies		Specify.	Offices of Inspector General throughout the Federal Government.			
	State and Local Agencies		Specify.				
				NTT Data Services Federal Government is responsible for operating and maintaining DAMIS.			
X	Contractor (Name of contractor and the contract that safeguards PII. Inc clauses, i.e., 52.224-1, Privacy Act N Privacy Act, and FAR 39.105 are inc	lude whether FAR privacy Notification, 52.224-2,	Specify.	Contract No. HE1254-15-C-9000 Paragraph 1.6.6.3 Non-Disclosure Agreements: The contractor will ensure that all contractor personnel working on this contract comply with the DoD Privacy Program and the Non-Disclosure Agreement. The DoD Privacy Program (32 CFR 310, Part 310/DoDD 5400.11) provision restricts contractor employees from disclosing personal information from a system of records they operate on behalf of a DoD component, outside of DoD. All contractor personnel assigned to this project must complete and submit a Non-Disclosure Agreement to the COR within ten (10) calendar days after arrival. A copy of the Non-Disclosure Agreement can be found in Technical Exhibit 1. Non-Disclosure Agreement.			
	Other (e.g., commercial providers, c	olleges).	Specify.				
i. Sc	ource of the PII collected is: (Check	all that apply and list all inform	nation systems if	applicable)			
X	Individuals			Patabases			
X	Existing DoD Information Systems			Commercial Systems			
	Other Federal Information Systems						
j. Ho	w will the information be collected?	? (Check all that apply and lis	t all Official Form	Numbers if applicable)			
X	E-mail			Official Form (Enter Form Number(s) in the box below)			
	Face-to-Face Contact		□ F	Paper			
	Fax		T	elephone Interview			
	Information Sharing - System to Sys	tem	X V	Vebsite/E-Form			
	Other (If Other, enter the information	in the box below)					
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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 <u>retrieved</u> by name or other unique identifier. PIA and Privacy Act SORN information must be consistent.
X Yes No
If "Yes," enter SORN System Identifier CIG-20
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.
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. N1-509-04-01, Item 1
(2) If pending, provide the date the SF-115 was submitted to NARA.
(3) Retention Instructions.
Destroy/Delete 20 years after case is closed.
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.
1) Title 5 USC, "The Inspector General Act of 1978 (Public Law 95-452), as amended
2) "Inspector General Reform act of 2008 (Public Law 110-409)
3) "Government Performance Results Act (GPRA) Modernization Act of 2010 (Public Law 111-352) 4) OMB Circular No. A-50, "Audit Follow-up," revised September 29, 1982
5) DoD Directive 5106.01, "Inspector General of the Department of Defense (IG DoD)," April 20, 2012, as amended
6) DoD Instruction 7600.02, "Audit Policies," October 16, 2014
7) DoD Manual 7600.07, "DoD Audit Manual," August 3, 2015
8) Comptroller General of the United States, "Government Auditing Standards" 9) Title 5 USC, Section 4103, "Establishment of Training Programs"
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	X No	Pending		norman a successive management and a supplying successive management and a supplying successive suc				
	 (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. 								
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