

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:

Microsoft 365 Tenant (M365)

2. DOD COMPONENT NAME:

Department of Defense Inspector General

3. PIA APPROVAL DATE:

08/17/2026

Mission Support Team, Office of the Chief Information Officer (OCIO)

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.

Microsoft 365 Tenant (M365) is not intended to collect PII directly from individuals. M365 is a platform used to transmit, create, and store information collected by a DoW OIG employee, contractor, or foreign national. M365 is a Software as a Service (SaaS) enclave utilized for DoW OIG enterprise applications and services. The M365 platform obtains PII to authenticate and verify access of DoW OIG employees, contractors, and foreign nationals from .mil, .gov, and .com domains. M365 provides an enterprise-wide cloud-based software for DoW OIG information with services that include:

- (1) Exchange Online – Hosts a messaging solution that provides users access to email, calendar, contacts, and tasks from desktops, the web, and mobile devices.
- (2) Desktop applications – Includes documents created in Word, Excel, and PowerPoint.
- (3) OneDrive – A file and synchronization service that serves as a storage, backup and collaboration tool. OneDrive replaces network drives that contain documents and files that each employee saves onto their government-issued devices.
- (4) Teams – A chat-based collaboration platform that enables document sharing, revision tracking, on line meetings, and other business communication features, such as messaging, online audio and video calling / conferencing and screen and file sharing.
- (5) SharePoint Online – A web-based collaboration and document management and storage platform that allows document organization, sharing, and information access for greater collaboration and co-authoring of documents and related tasks.

Access is authenticated through the common access card (CAC) which contains a name, work email, and the electronic data interchange personnel identifier (EDIPI) commonly known as the 10-digit DoW ID number.

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)

M365 is not intended to collect PII directly from individuals. M365 verifies access to hosted applications by authenticating CAC credentials.

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.

M365 is not intended to collect PII directly from individuals. However, M365 may maintain or process PII that was obtained from other DoW OIG systems. In those instances where PII is collected by other DoW OIG systems, those systems will have a separate PIA.

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.

To securely access M365 and applications hosted in the M365 platform, the DoW OIG employee, contractor, or foreign national must be authenticated through their CAC credentials. This use of PII is required to complete duties as assigned.

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

M365 is not intended to collect PII directly from individuals. The M365 platform is used by DoW OIG employees, contractors, and foreign nationals to transmit, create, and store information in support of an authorized business function.

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.	DoW OIG employees, contractors, and foreign nationals with a need-to-know.
☒ Other DoD Components (i.e. Army, Navy, Air Force)	Specify.	PII is shared consistent with the Privacy Act, 5 U.S.C. 552a(b), Conditions of Disclosure.
☒ Other Federal Agencies (i.e. Veteran's Affairs, Energy, State)	Specify.	PII is shared consistent with the Privacy Act, 5 U.S.C. 552a(b), Conditions of Disclosure.
☒ State and Local Agencies	Specify.	PII is shared consistent with the Privacy Act, 5 U.S.C. 552a(b), Conditions of Disclosure.
☒ 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.	Dell Marketing L.P. FAR clauses 52.224-1, Privacy Act Notification, -2, Privacy Act, and -3, Privacy Act Training, apply; but are not included in the contract.
☒ Other (e.g., commercial providers, colleges).	Specify.	PII is shared consistent with the Privacy Act, 5 U.S.C. 552a(b), Conditions of Disclosure.

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	

M365 is not intended to collect PII directly from individuals. The M365 platform is used by DoW OIG employees, contractors, and foreign nationals to transmit, create, and store information in support of an authorized business function. Commercial or publicly available data may be used to the extent that the DoW OIG employee, contractor or foreign national include such information in the content they develop during the course of their business.

Existing information systems and databases are: Case Reporting and Information Management System (CRIMS), Defense Case Activity Tracking System Enterprise (DCATSe), Electronic Archive and Records Management System (EARMS), Digital Media Examination Network (DMEN), Evidence Tracking System, Contract Disclosure Program, Footprints, ServiceNow, DefenseReady, Exchange NIPR, Internet DMA, Intranet Cold Fusion, Subpoena Program, Kiteworks, OIGnet, SharePoint Online, TeamMate+, Data Analytics Platform, Electronic Task Management System2, Project Web Application, User Activity Monitoring, Microsoft Outlook, and Instant Messaging.

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)	

M365 is not intended to collect PII. However, M365 may maintain or process PII that was obtained from other DoD OIG systems through its services or applications. In those instances where PII is collected by other DoW OIG systems, those systems will have a separate PIA listing how the information will be collected.

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.

It is not an ordinary course of business to retrieve information from M365 by using a personal identifier.

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.

M365 is a enclave. It is not a system of records or a specific program.

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.

M365 is not intended to collect information; however, information may be stored and transmitted within M365 under the 5 U.S.C. 4, Inspectors General authority.

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.

OMB Control number not required. The M365 does not collect data directly from members of the public.