

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:

DoD OIG Reasonable Accommodation Request Portal

2. DOD COMPONENT NAME:

Department of Defense Inspector General

Office of Equal Employment Opportunity (OEEO)

3. PIA APPROVAL DATE:

07/28/2025

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.)

- | | |
|---|--|
| <input type="checkbox"/> From members of the general public | <input type="checkbox"/> From Federal employees |
| <input checked="" type="checkbox"/> from both members of the general public and Federal employees | <input type="checkbox"/> Not Collected (if checked proceed to Section 4) |

b. The PII is in a: (Check one.)

- | | |
|--|---|
| <input type="checkbox"/> New DoD Information System | <input checked="" type="checkbox"/> New Electronic Collection |
| <input type="checkbox"/> Existing DoD Information System | <input type="checkbox"/> Existing Electronic Collection |
| <input type="checkbox"/> 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 purpose of the Reasonable Accommodation (RA) Request Portal is to support the receipt, review, and evaluation of IG Form 1440.02-5, RA Request, for DoD OIG employees, applicants, and members of the public who request or receive an RA based on a medical condition, disability, or a sincerely held religious belief, practice, or observance.

The DoD OIG OEEO will collect personally identifiable information (PII) through the RA Request Portal to evaluate, approve, deny, or implement requests for RAs. The types of PII collected may include name; position title, series, and grade; phone number, e-mail address, and mailing address; limitations and impact on performing official duties; and other information pertaining to the adjudication of the RA request.

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 intended use of the PII within the RA Request Portal is to electronically manage the RA request process from submission through to adjudication. DoD OIG OEEO can also use the RA Request Portal to generate reports allowing for reporting RA statistics as it pertains to the DoD OIG, such as numbers of RAs submitted, denied, and approved, and providing listings of RAs provided. This will allow for comprehensive management of the RA request process by DoD OIG OEEO.

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.

Individuals voluntarily disclose their PII. However, failure to provide the requested information may hinder the ability of the DoD OIG to provide a complete or adequate RA.

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.

Individuals do not have the ability to consent to the uses of their PII, but they may decline to provide information. However, failure to provide the requested information may hinder the ability of the DoD OIG ability to provide a complete or adequate RA.

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

AUTHORITY: Executive Order 31364, Procedures to Facilitate the Provision of Reasonable Accommodations; 29 USC 701, Rehabilitation Act of 1973; 29 USC 791, Employment of Individuals with Disabilities; 42 USC 12101, American with Disabilities Act of 1990; 29 CFR 1630, Regulations to Implement the Equal Employment Provisions of the American with Disabilities Act.

PURPOSE: To collect statistical data and to adjudicate an employee or applicant's reasonable accommodation request.

ROUTINE USE: To the DoD and Equal Employment Opportunity Commission (EEOC) in instances where an employee or applicant requests a reasonable accommodation. In addition, information may be disclosed for any of the reasons listed in the System of Records Notice DoD-0007, Defense Reasonable Accommodations and Assistive Technology Records, from the DoD Office of the Secretary, published in the Federal Register at 88 FR 60188.

DISCLOSURE: Voluntary; however, failure to provide the requested information may hinder the ability to provide a complete or adequate reasonable accommodation.

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)

- | | | |
|--|----------|---|
| <input checked="" type="checkbox"/> Within the DoD Component | Specify. | DoD OIG OEEO employees and DoD OIG employees with an established need-to-know and that require access for mission requirements. |
| <input checked="" type="checkbox"/> Other DoD Components (i.e. Army, Navy, Air Force) | Specify. | Sharing is consistent with 5 USC 552a(b) Conditions of Disclosure and the routine uses listed in SORN DoD-0007. |
| <input checked="" type="checkbox"/> Other Federal Agencies (i.e. Veteran's Affairs, Energy, State) | Specify. | Sharing is consistent with 5 USC 552a(b) Conditions of Disclosure and the routine uses listed in SORN DoD-0007. |
| <input checked="" type="checkbox"/> State and Local Agencies | Specify. | Sharing is consistent with 5 USC 552a(b) Conditions of Disclosure and the routine uses listed in SORN DoD-0007. |
| <input type="checkbox"/> 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. | |
| <input type="checkbox"/> 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)

- | | |
|--|---|
| <input checked="" type="checkbox"/> Individuals | <input type="checkbox"/> Databases |
| <input checked="" type="checkbox"/> Existing DoD Information Systems | <input type="checkbox"/> Commercial Systems |
| <input type="checkbox"/> Other Federal Information Systems | |

RA requests can be submitted by an individual, a supervisor, or DoD OIG OEEO staff, using IG Form 1440.2-5 via the RA Request Portal or e-mail to the Disability Program.

j. How will the information be collected? (Check all that apply and list all Official Form Numbers if applicable)

- | | |
|---|---|
| <input checked="" type="checkbox"/> E-mail | <input checked="" type="checkbox"/> Official Form (Enter Form Number(s) in the box below) |
| <input checked="" type="checkbox"/> In-Person Contact | <input type="checkbox"/> Paper |
| <input type="checkbox"/> Fax | <input checked="" type="checkbox"/> Telephone Interview |
| <input type="checkbox"/> Information Sharing - System to System | <input checked="" type="checkbox"/> Website/E-Form |
| <input type="checkbox"/> Other (If Other, enter the information in the box below) | |

RA requests can be submitted by an individual, a supervisor, or DoD OIG OEEO staff, using IG Form 1440.2-5 via the RA Request Portal or email to the Disability Program.

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-0007.

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.

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. GRS 2.3 020; DAA-GRS-2022-0001-0002

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

(3) Retention Instructions.

Destroy 3 years after employee separation from the agency or all appeals are concluded, whichever is later, but longer retention is authorized if required for business use.

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.

Executive Order 31364, Procedures to Facilitate the Provision of Reasonable Accommodation;

29 USC 701, Rehabilitation Act of 1973;

29 USC 791, Employment of Individuals with Disabilities;

42 USC 12101, American with Disabilities Act of 1990; and

29 CFR 1630, Regulations to Implement the Equal Employment Provisions of the American with Disabilities Act.

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.

The Rehabilitation Act of 1973, 29 U.S.C 791, and Executive Order 13164 authorize collection of this information. The primary use of this information is to consider, decide, and implement requests for reasonable accommodation.