DON CIO MESSAGE

UNCLASSIFIED//

PRECEDENCE TO: ROUTINE DTG: 181430Z MAY 09
PRECEDENCE CC: ROUTINE
TYPE: DMS SIGNED/ENCRYPTED
FROM PLA: DON CIO WASHINGTON DC
FROM D/N: C:US,O:U.S. Government,OU:DoD,OU:NAVY,OU:ORGANIZATIONS(uc),
L:DISTRICT OF COLUMBIA,L:WASHINGTON,OU:DON CIO
WASHINGTON DC(uc)
SUBJECT: DEPARTMENT OF THE NAVY PRIVACY IMPACT ASSESSMENT (PIA)
GUIDANCE
TEXT:
UNCLASSIFIED//
FM DON CIO WASHINGTON DC
TO AAUSN
CNO (DNS AND N6)
CMC (ARSF AND C4)
CHINFO WASHINGTON DC
COMUSFLTFORCOM
COMUSNAVEUR
COMPACFLT
USNA
COMUSNAVCENT
COMNAVRESFORCOM
COMNAVAIRSYSCOM
BUMED
NETC
COMNAVSEASYSCOM
FLDSUPPACT
COMNAVSUPSYSCOM
DIRSSP
CNIC
COMNAVLEGSVCCOM
NAVPGSCOL
COMNAVFACENGCOM
COMNAVSAFECEN
BUPERS
NAVWARCOL
COMUSNAVSO
ONI
COMNAVSPECWARCOM
COMSPAWARSYSCOM
COMNAVDIST
NAVHISTHERITAGECOM
NAVY BAND

INFO DON CIO WASHINGTON DC
COMNAVNETWARCOM NORFOLK VA
COMOPTEVFOR NORFOLK VA
DRPM NMCI ARLINGTON VA

UNCLASSIFIED//

MSGID/GENADMIN/DONCIO WASHINGTON DC//

SUBJ/DEPARTMENT OF THE NAVY PRIVACY IMPACT ASSESSMENT (PIA) GUIDANCE//

REF/A/DOC/THE E-GOVERNMENT ACT OF 2002 (PL 107-347)// REF/B/DOC/DOD INST 5400.16// REF/C/DOC/SECNAVINST 5211.5E// REF/D/MSG/DON CIO WASHINGTON DC/081547ZFEB2007// REF/E/DOC/ USMC EIAD 011 - PII//

NARR/REF A IS THE E-GOVERNMENT ACT OF 2002 (PL 107-347). REF B IS DOD PIA GUIDANCE OF 12 FEB 2009. REF C IS SECNAVINST 5211.5E OF 28 DEC 2005 ADDRESSING THE DEPARTMENT OF THE NAVY (DON) PRIVACY PROGRAM. REF D IS PREVIOUS DON PIA GUIDANCE. REF E IS USMC ENTERPRISE INFORMATION ASSURANCE DIRECTIVE (EIAD) 011 ? PERSONALLY IDENTIFIABLE INFORMATION (PII)/09 APRIL 2009//

POC/STEVE MUCK/CIVPERS/DON CIO/LOC: WASHINGTON DC/TEL: 703-614-5987/EMAIL: STEVEN.MUCK@NAVY.MIL//

POC/STEVE DAUGHETY/CTR/DON CIO/LOC: WASHINGTON DC/TEL: 703-614-4839/EMAIL: STEVE.DAUGHETY1.CTR@NAVY.MIL//

PASSING INSTRUCTIONS:
CNO - PLEASE PASS TO DNS-36/N09B/N091/N093/N095/N097/N1/N2/N3/N5/N4/N6/N8//

NAVY ECHELON II COMMANDS: PLEASE PASS TO COMMAND INFORMATION OFFICER (IO)/N1/N6//

RMKS/1. PROTECTING THE PRIVACY OF OUR SAILORS AND MARINES AND THEIR DEPENDENTS, GOVERNMENT EMPLOYEES, AND MEMBERS OF THE PUBLIC IS A HIGH PRIORITY IN THE DEPARTMENT OF THE NAVY (DON). IT IS OUR RESPONSIBILITY TO ENSURE THE SYSTEMS AND PROCESSES WE EMPLOY SAFEGUARD PERSONALLY IDENTIFIABLE INFORMATION (PII) IN ORDER TO AVOID IDENTITY THEFT AND MAINTAIN THE SECURITY OF OUR DON PERSONNEL AND INFORMATION SYSTEMS. THE PRIVACY IMPACT ASSESSMENT (PIA) IS A TOOL THAT ASSESSES AN INFORMATION TECHNOLOGY (IT) SYSTEM AND DETERMINES WHETHER PII IN ELECTRONIC FORM IS COLLECTED, MAINTAINED OR DISSEMINATED IN A MANNER THAT PROTECTS THE PRIVACY OF INDIVIDUALS. THE PIA ALSO DOCUMENTS THE REQUIREMENT FOR A SYSTEM OF RECORDS NOTICE (SORN), THE IT SYSTEM?S SECURITY, AND DEPARTMENTAL COMPLIANCE.

2. REF A REQUIRES THAT ALL FEDERAL GOVERNMENT AGENCIES CONDUCT PIAS FOR NEW IT SYSTEMS THAT COLLECT, MAINTAIN, OR DISSEMINATE PII ON MEMBERS OF THE PUBLIC OR WHEN A SIGNIFICANT SYSTEM CHANGE OR A CHANGE IN PRIVACY OR SECURITY POSTURE OCCURS. REFS B AND C EXPANDED COVERAGE TO INCLUDE FEDERAL PERSONNEL AND FEDERAL CONTRACTORS. REF B ALSO EXPANDED COVERAGE TO FOREIGN NATIONALS EMPLOYED AT U.S. MILITARY FACILITIES, ABROAD. REF B CLARIFIES THE REQUIREMENT TO COMPLETE A PIA FOR LEGACY SYSTEMS AND ELECTRONIC COLLECTIONS WHERE A PIA HAD NOT PREVIOUSLY BEEN COMPLETED. THIS MESSAGE SUPERCEDES REF D AND FURTHER AMPLIFIES PIA GUIDANCE CONTAINED IN REFS B AND C. WITH RESPECT TO PIAS, FEDERAL PERSONNEL INCLUDES GOVERNMENT CIVILIANS, MEMBERS OF THE MILITARY AND RESERVE FORCES, AND NONAPPROPRIATED FUND EMPLOYEES.

3. PIAS SHALL BE REVIEWED AND UPDATED AS NECESSARY EVERY THREE YEARS IN CONJUNCTION WITH THE CERTIFICATION AND ACCREDITATION (C&A) CYCLE. NEW PIAS SHALL BE SUBMITTED WITH THE DIACAP PACKAGE AS PART OF THE C&A PROCESS. FOR NAVY, A PIA PLAN OF ACTION AND MILESTONES MAY BE SUBMITTED WITH THE DIACAP PACKAGE FOR IT SYSTEMS THAT DO NOT HAVE AN

APPROVED PIA. THE PIA EXPECTED APPROVAL DATE MUST NOT EXCEED 90 DAYS FROM THE AUTHORITY TO OPERATE (ATO) DATE. FOR THE MARINE CORPS, PLEASE ADHERE TO POLICY PUBLISHED IN REF E.

4. THE NEW DEPARTMENT OF DEFENSE (DOD) PIA FORM (DD 2930) WILL BE USED FOR ALL PIA SUBMISSIONS, EFFECTIVE 1 JUNE 2009. IF THE SYSTEM DOES NOT COLLECT, MAINTAIN, OR DISSEMINATE PII, ONLY SECTION ONE OF DD 2930 MUST BE COMPLETED. FOR SYSTEMS THAT DO COLLECT, MAINTAIN, OR DISSEMINATE PII, ALL SECTIONS OF THE PIA MUST BE COMPLETED. IN EITHER CASE, THE PIA MUST BE SIGNED BY ALL APPROPRIATE STAKEHOLDERS IN ACCORDANCE WITH SERVICE SPECIFIC POLICY.

5. THE PIA TEMPLATE, APPROVAL AND ROUTING PROCESS, USEFUL TIPS, AND BOILERPLATE LANGUAGE FOR PIA PREPARATION ARE AVAILABLE AT WWW.DONCIO.NAVY.MIL OR HQDOD.HQMC.USMC.MIL/PII.ASP. A COMPLETE LIST OF APPROVED PIAS IS AVAILABLE ON THE DON CHIEF INFORMATION OFFICER (DON CIO) WEBSITE.

6. REQUEST WIDEST DISSEMINATION OF THIS MESSAGE.

7. RELEASED BY ROBERT J. CAREY, DEPARTMENT OF THE NAVY CHIEF INFORMATION OFFICER.