PRIVACY IMPACT ASSESSMENT (PIA)

For the

Navy Reserve Order Writing System (NROWS)

Department of the Navy - SPAWAR PEO EIS

SECTION 1: IS A PIA REQUIRED?

a. Will this Department of Defense (DoD) information system or electronic collection of information (referred to as an "electronic collection" for the purpose of this form) collect, maintain, use, and/or disseminate PII about members of the public, Federal personnel, contractors or foreign nationals employed at U.S. military facilities internationally? Choose one option from the choices below. (Choose (3) for foreign nationals).

☐ (1) Yes, from members of the general public.

☒ (2) Yes, from Federal personnel* and/or Federal contractors.

☐ (3) Yes, from both members of the general public and Federal personnel and/or Federal contractors.

☐ (4) No

* "Federal personnel" are referred to in the DoD IT Portfolio Repository (DITPR) as "Federal employees."

b. If "No," ensure that DITPR or the authoritative database that updates DITPR is annotated for the reason(s) why a PIA is not required. If the DoD information system or electronic collection is not in DITPR, ensure that the reason(s) are recorded in appropriate documentation.

c. If "Yes," then a PIA is required. Proceed to Section 2.
SECTION 2: PIA SUMMARY INFORMATION

a. Why is this PIA being created or updated? Choose one:

☐ New DoD Information System ☐ New Electronic Collection
☒ Existing DoD Information System ☐ Existing Electronic Collection
☐ Significantly Modified DoD Information System

b. Is this DoD information system registered in the DITPR or the DoD Secret Internet Protocol Router Network (SIPRNET) IT Registry?

☒ Yes, DITPR Enter DITPR System Identification Number DITPR ID: 119 DITPR DON ID: 18926
☐ Yes, SIPRNET Enter SIPRNET Identification Number
☐ No

c. Does this DoD information system have an IT investment Unique Project Identifier (UPI), required by section 53 of Office of Management and Budget (OMB) Circular A-11?

☒ Yes ☐ No

If "Yes," enter UPI 007-000006458

If unsure, consult the Component IT Budget Point of Contact to obtain the UPI.

d. 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 should be consistent.

☒ Yes ☐ No

If "Yes," enter Privacy Act SORN Identifier N01571-1

DoD Component-assigned designator, not the Federal Register number.
Consult the Component Privacy Office for additional information or access DoD Privacy Act SORNs at: http://www.defenselink.mil/privacy/notices/
or

Date of submission for approval to Defense Privacy Office Consult the Component Privacy Office for this date.
e. Does this DoD information system or electronic collection have an 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

Enter OMB Control Number  
System does not collect on the public.

Enter Expiration Date

☒ No

f. Authority to collect information. A Federal law, Executive Order of the President (EO), or DoD requirement must authorize the collection and maintenance of a system of records.

(1) If this system has a Privacy Act SORN, the authorities in this PIA and the existing Privacy Act SORN should be the same.

(2) 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) Whenever possible, cite the specific provisions of the statute and/or EO that authorizes the operation of the system and the collection of PII.

   (b) If a specific statute or EO does not exist, determine if an indirect statutory authority can be cited. An indirect 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) 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 should be identified.

| SORN N01571-1, Reserve Financial Management/Training System (RESFMS) (February 22, 1993, 58 FR 10718), authorities: |
| 5 U.S.C. 5013, Departmental Regulations |
| E.O. 9397 (SSN), as amended. |

Other authorities:

10 U.S.C. 5013, Secretary of the Navy
10 U.S.C. 5041, Headquarters, Marine Corps
BUMED Note 6110, Tracking and Reporting Individual Medical Readiness Data
SEACNAVINST 6120.3, Secretary of the Navy Periodic Health Assessment for Individual Medical Readiness
10 U.S.C. 671, Members not to be assigned outside United States before completing training
DoD 6025.18-R, DoD Health Information Privacy Regulation
COMNAVRESFORCOM INSTRUCTION 4650.1, ORDER PROCESSING AND TRANSPORTATION
g. Summary of DoD information system or electronic collection. Answers to these questions should be consistent with security guidelines for release of information to the public.

(1) Describe the purpose of this DoD information system or electronic collection and briefly describe the types of personal information about individuals collected in the system.

To write, modify and cancel orders for Naval Reservists performing Active Duty Training (ACDUTRA); per diem, travel, subsistence, drill pay, ACDUTRA and Temporary Active Duty (TEMAD) pay, school costs and special pay such as flight and sea pay, and to monitor training needs.

The system contains a Standard Document Number (SDN) which is used to track cost of training, clothing and subsistence that is provided to the reservists.

PII collected: Name, SSN (full and truncated), DoD ID number, Citizenship, Gender, Birth Date, Home Telephone Number, Personal Email Address, Mailing/Home Address, Marital Status, Medical Information (whether qualified for deployment)

(2) Briefly describe the privacy risks associated with the PII collected and how these risks are addressed to safeguard privacy.

Potential threats/risk that may impact the integrity, availability and confidentiality of the NROWS system include hardware/software failure, and fire wall issues.

All systems are at risk because may be vulnerable to unauthorized intrusion and hacking. There are risk that NROWS with its collection of PII, could be compromised. Because of this possibility, appropriate security and access controls listed in this PIA are in place.

Since NROWS operates on the NMCI network there is a risk that security controls could be disabled for maintenance and other purposes. The risk would be that the security controls would not be reset.

All systems are vulnerable to "insider threats". NROWS managers are vigilant to this threat by limiting system access to those individuals who have a defined need to access the information. There are defined criteria to identify who should have access to NROWS. These individuals have gone through extensive background and employment investigations.

h. With whom will the PII be shared through data exchange, both within your DoD Component and outside your Component (e.g., other DoD Components, Federal Agencies)? Indicate all that apply.

☐ Within the DoD Component.

Specify. Commander Navy Reserve Forces Command (CNRFC) with a need to know (i.e., those entering and retrieving records and commanders, verifying and approving the orders for Fleet Support).

☐ Other DoD Components.

Specify.

☐ Other Federal Agencies.

Specify. Scheduled Airline Ticket Office (SATO) Sterling – The NROWS system sends Navy personnel commercial transportation requests to the SATO Sterling travel system via an SSH connection. The NROWS Interface server retrieves Navy personnel commercial transportation reservation confirmations from the SATO Sterling (Sterling, VA) server via a Secure Shell (SSH) connection.
SATO Denver – The NROWS Interface server retrieves Navy personnel commercial airline ticket information with costs and credit card bill information from the SATO Denver server via an SSH connection.

☐ State and Local Agencies.

Specify.

☒ Contractor (Enter name and describe the language in the contract that safeguards PII.)

Specify. aVenture Technologies, LLC develops and supports portions of NROWS.

52.224 - 1 - Privacy Act Notification

The Contractor will be required to design, develop, or operate a system of records on individuals, to accomplish an agency function subject to the Privacy Act of 1974, Public Law 93579, December 31, 1974 (5 U.S.C. 552a) and applicable agency regulations. Violation of the Act may involve the imposition of criminal penalties.

52.224 - 2 - Privacy Act

(a) The Contractor agrees to

(1) Comply with the Privacy Act of 1974 (the Act) and the agency rules and regulations issued under the Act in the design, development, or operation of any system of records on individuals to accomplish an agency function when the contract specifically identifies

(i) The systems of records; and

(ii) The design, development, or operation work that the contractor is to perform;

(2) Include the Privacy Act notification contained in this contract in every solicitation and resulting subcontract and in every subcontract awarded without a solicitation, when the work statement in the proposed subcontract requires the design, development, or operation of a system of records on individuals that is subject to the Act; and

(3) Include this clause, including this subparagraph (3), in all subcontracts awarded under this contract which requires the design, development, or operation of such a system of records.

(b) In the event of violations of the Act, a civil action may be brought against the agency involved when the violation concerns the design, development, or operation of a system of records on individuals to accomplish an agency function, and criminal penalties may be imposed upon the officers or employees of the agency when the violation concerns the operation of a system of records on individuals to accomplish an agency function. For purposes of the Act, when the contract is for the operation of a system of records on individuals to accomplish an agency function, the Contractor and any employee of the Contractor is considered to be an employee of the agency.

(c) For Systems of Record,

(1) Operation of a system of records, as used in this clause, means performance of any of the activities associated with maintaining the system of records, including the collection, use, and dissemination of records.

(2) Record, as used in this clause, means any item, collection, or grouping of information about an individual that is maintained by an agency, including, but not limited to, education, financial transactions, medical history, and criminal or employment history and that contains the person's name, or the identifying number, symbol, or other identifying particular assigned to the individual, such as a fingerprint or voiceprint or a photograph.

(3) System of records on individuals, as used in this clause means a group of any records under the control of any agency from which information is retrieved by the name of the individual or by some identifying number, symbol, or other identifying
particular assigned to the individual.

☐ Other (e.g., commercial providers, colleges).

Specify. __________________________

i. Do individuals have the opportunity to object to the collection of their PII?

☐ Yes ☒ No

(1) If "Yes," describe method by which individuals can object to the collection of PII.

(2) If "No," state the reason why individuals cannot object.

The data is obtained via electronic interfaces from NSIPS.

j. 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 data is obtained via electronic interfaces from NSIPS.
k. What information is provided to an individual when asked to provide PII data? Indicate all that apply.

☐ Privacy Act Statement  ☐ Privacy Advisory

☐ Other  ☐ None

Describe each applicable format.

The data is obtained via electronic interfaces from NSIPS.

NOTE:

Sections 1 and 2 above are to be posted to the Component's Web site. Posting of these Sections indicates that the PIA has been reviewed to ensure that appropriate safeguards are in place to protect privacy.

A Component may restrict the publication of Sections 1 and/or 2 if they contain information that would reveal sensitive information or raise security concerns.