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:

Japanese Automation System (JAS)

2. DOD COMPONENT NAME: Department of the Navy

3. PIA APPROVAL DATE: 11/13/18

Commander, Navy Installations Command (CNIC) - Commander Navy Region Japan (CNRJ)

SECTION 1: PII DESCRIPTION SUMMARY (FOR PUBLIC RELEASE)

a. The PII is: (Check one. Note: foreign nationals are included in general public.)

- From members of the general public
- From both members of the general public and Federal employees and/or Federal contractors
- From 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
- Existing DoD Information System
- Existing Electronic Collection
- Significantly Modified DoD Information System

Japanese Automation System (JAS) is a web-based program designed to maintain personnel records on Japanese employees [Master Labor Contract (MLC) and Indirect Hire Agreement (IHA)]. It was developed to create Personnel Action Request (PAR) documents, Position Description (PD) documents and Language Allowance Request documents. It also provides a history of IN personnel actions. Personal employee information collected: Name, Birth Date, Other ID Number (Employee Number used by LMO (Labor Management Organization for USFJ Employees)), Gender, Race, Security Clearance, Employee ID, and Employment information (Conditions of hiring (ex. Contract type, Job Title, Job number, basic wage, pay table, pay grade, steps of working years for payment, working place, working activity/ division.))

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.

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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)

Verify, identify, authenticate, employee identification for administrative use. JAS is a system for digitally processing administrative personnel actions and maintaining personnel records for Navy’s Japanese workforce; JAS allows Navy the ability to initiate personnel actions, and track and monitor employment records of Navy Japanese Employees. Its use is solely administrative.

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 can choose to omit certain data fields or withhold all information from the command.

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 give their consent for the specific uses of their PII noted in the privacy policy when they submit their employment form to the organization. Please see Section 3 of the JAS Privacy Program Plan and Policy.

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

Privacy Act Statement is available on all forms collected from individuals as well as the JAS web application itself. A system privacy policy...
h. With whom will the PII be shared through data exchange, both within your DoD Component and outside your Component? (Check all that apply)

- [x] Within the DoD Component
- [ ] Other DoD Components
- [ ] Other Federal Agencies
- [ ] State and Local Agencies
- [ ] 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.)
- [x] Other (e.g., commercial providers, colleges).

i. Source of the PII collected is: (Check all that apply and list all information systems if applicable)

- [x] Individuals
- [ ] Existing DoD Information Systems
- [ ] Other Federal Information Systems
- [ ] Commercial Systems
- [ ] Databases

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

- [x] E-mail
- [ ] Face-to-Face Contact
- [ ] Fax
- [ ] Information Sharing - System to System
- [ ] Other (If Other, enter the information in the box below)

"HROY FORM 1" and "USFJ FORM 11EJ"

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
- [x] 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://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.

JAS does not collect information on US citizens.

l. 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.

N/A

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

N/A
(3) Retention Instructions.

As JAS collects and retains data on Japanese citizens, the information stored within JAS is retained in accordance with the "Japanese Act for the Protection of Personal Information" and "Japanese Act for the Protection of Personal Information Held by Administrative Organs".

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.

1) JAPAN ACT ON THE PROTECTION OF PERSONAL INFORMATION HELD BY ADMINISTRATIVE ORGANS
2) MEMORANDUM FOR: HQ IAA - 24 OCT 06, HQ USFJ/J14 - "Providing Electronic Data on USFJ Employees"
3) COMNAVFORJAPANINST 12000.15A (JAPANESE EMPLOYMENT MANUAL)
4) COMNAVFORJAPANINST 12000.17A (PERSONNEL MANUAL FOR ADMINISTRATION OF MLC AND IHA EMPLOYEES)

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.

This system does NOT require an OMB Control number because the general public it refers to are Japanese Citizens. Additionally, we have gotten authority via the Personal Information Protection Commission (PIPC), the Japanese Data Protection Authority, to collect this information for its intended purposes.