PRIVACY IMPACT ASSESSMENT (PIA)

For the

ALCOHOL AND DRUG MANAGEMENT INFORMATION SYSTEM
FOR THE DAPA/SACO (ADMITS)

Department of the Navy - Bureau of Naval Personnel (BUPERS)

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: 12603  DITPR DON ID: 22083
☐ 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  UPI: 007-000003488

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  NM05350-1

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
Not required. Information is not collected directly from the individual.

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 NM05350-1, Navy Drug and Alcohol Program System, February 16, 2016.

10 U.S.C. 1090, Identifying and Treating Drug and Alcohol Dependence
10 U.S.C. 5013, Secretary of the Navy
10 U.S.C. 5041, Headquarters, Marine Corps
42 U.S.C. 290dd-2, Confidentiality of records
DoD 6025.18-R, DoD Health Information Privacy Regulation
E.O. 9397 (SSN), as amended.
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.

The Alcohol and Drug Management Information System for the Drug Alcohol Program Assist (DAPA) and Substance Abuse Control Office (SACO) is the Navy and Marine Corps repository for alcohol and drug incident, screening, treatment, and training information. The ADMITS provides statistical reporting and longitudinal assessment of the effectiveness of Navy and Marine Corps substance abuse programs. It provides information on which to validate the Navy's policy of zero-tolerance of drug abuse and to ensure compliance with urinalysis testing policy. It provides historical data to field activities in order to evaluate and recommend the disposition of members who have an alcohol incident. It provides verification of drug and alcohol incident on Navy and Marine Corp members (retired or separated) for prospective employees of Morale, Welfare and Recreation (MWR) child care activities.

PII collected: Name, SSN, DoD ID Number, Gender, Race/Ethnicity, Birth Date, Security Clearance, Medical Information, Law Enforcement Information, Military Records.

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

The primary risks are those inherent in operating any information system. All systems are at risk because they may be vulnerable to unauthorized intrusion (e.g., hacking) or the misuse of information accessed by those with authorized access.

The risks to the information stored in ADMITS are mitigated by employing DoD/DON mandated physical, administrative, and technical safeguards at both the hosting site in Millington TN.

Privacy sensitive information listed above IS NOT RELEASED by a Customer Service Agent DURING ANY TRANSACTION. Privacy sensitive information is listed at each agents workstation. All agents are eligible for a Secret Security Clearance. All Agents complete Annual PII Awareness training.

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.

- [x] Within the DoD Component.
  Specify. Navy- Commanding Officer, Drug Alcohol Program Advisors, Alcohol Drug Control Officer, Substance Abuse Rehabilitation Program Counselor

- [x] Other DoD Components.
  Specify. Marine Corps - Commanding Officer, Drug Demand Reduction Coordinator, Substance Abuse Control Officer

- [x] Other Federal Agencies.
  Specify. National Archives and Records Administration (NARA)

- [ ] State and Local Agencies.
  Specify.

- [x] Contractor (Enter name and describe the language in the contract that safeguards PII.)
  Specify. SYMTECH and All Technically Proficient Professional (ATP2). The contractor requires the individuals (Contractor) to have access to Controlled Unclassified
Information (CUI). The Contractor shall provide all personnel who meet the requirement of a National Agency Check with Inquiries (NACI) in order to be issued a common access card (CAC) and have a Favorable Determination for assignment to a public trust position documented in the Joint Personnel Adjudication System (JPAS) for employment with user agency. Personnel shall adhere to the Privacy Act, Title 5 of the U. S. Code, Section 552a and applicable agency rules and regulations. The user agency will identify such information and provide specific direction and guidance concerning the safeguarding of such information. The contract or staff shall be required to read and adhere to the appropriate nondisclosure requirement and shall be required to sign appropriate nondisclosure statement.

The contract is currently being updated to add the Privacy FAR clauses per BUPERS.

☐ 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.

PII is not collected from directly from the individual. The SSN and any other required identifying information is provided by an interface with IT systems Navy Enlisted System and Officer Personnel Information (NES and OPINS). Individuals participating in a urinalysis do not provide any PII except for their sample. They are only required to verify that the SSN on the label is their SSN.

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.

PII is not collected from directly from the individual. The SSN and any other required identifying information is provided by an interface with IT systems (NES and OPINS). Individuals do not provide any PII when participating in a urinalysis. They are only required to verify that the SSN on the label is theirs to ensure the correct sample is labeled with the correct identification.

k. What information is provided to an individual when asked to provide PII data? Indicate all that apply.

- [ ] Privacy Act Statement
- [ ] Privacy Advisory
- [x] None

Describe each applicable format.

PII is not collected from directly from the individual. The SSN and any other required identifying information is provided by an interface with IT systems (NES and OPINS).
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.