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
- [x] 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?

- [x] Yes, DITPR
  
  Enter DITPR System Identification Number
  
  DITPR ID: 7107 DITPR DON ID: 21096

- [ ] 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?

- [x] Yes
  
  If "Yes," enter UPI
  
  UII: 007-000001453

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

- [ ] No

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.

- [x] Yes
  
  If "Yes," enter Privacy Act SORN Identifier
  
  NM05000-2; Organization Management and Locator System

  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/

- [ ] No

  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

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 authorities:

10 U.S.C. 5013, Secretary of the Navy
10 U.S.C. 5041, Headquarters, Marine Corps
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.

Shipyard maintenance on submarines is organized around the concept of Project Management teams that possess the technical skills necessary to perform both nuclear and non-nuclear maintenance. Elements of these teams are assigned as much as two years in advance, ramping up to full staffing at availability start. During this effort, the work that is to be done shipboard is broken down into small tasks based on the personnel skills needed. Currently, Portsmouth Naval Shipyard is staffing six simultaneous submarine projects, 50% of which are at off-site locations, as well as advance planning for several others. Submarine availabilities average from 10,000 to 60,000 tasks scheduled over two to 18 months. These tasks are associated with approximately 300 different personnel skills held by approximately 5000 employees. All submarine projects, whether on-site or off-site, draw upon the same pool of 5000 skilled workers, and thus one of the key elements in scheduling submarine work execution is the availability of personnel with the necessary skills. Personnel training and qualification in these skill groups is planned to meet ships schedules without maintaining costly excesses. This resource balancing (ships schedule versus personnel availability versus training) is much more complicated for availabilities that are off-site, since the larger resource pool is not immediately available. Beach Administration provides unique functionality that supports this additional complexity in planning of personnel assignments, to avoid excessive costs, while at the same time ensuring the availability of the trade skills needed to accomplish the work at the site at all times.

Personnel information collected: Name, Social Security Number, DoD ID number, date of birth, home address, Employment information: occupation code (pay plan, series, and grade), trade skill designator, and Fair Labor Standard Act information and office email.

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

To prevent unauthorized access to the PII information, connections to the system are limited to those protected within the Portsmouth Naval Shipyard and/or NMCI firewall and trusted networks. Access to these networks is secured through the use of cryptographic logon using the Common Access Card and associated PKI certificates. Access to this specific system is further secured through the use of Access Control Lists based on supervisory determinations of need-to-know. All internal personnel who are given access to the network are required to have security investigations conducted to establish their trustworthiness, and generally have a Confidential or higher security clearance. Based on these protections, theft or other loss of personal information is unlikely.

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.  
  Portsmouth Naval Shipyard Component Administrators

- **Other DoD Components.**  
  Specify.

- **Other Federal Agencies.**  
  Specify.

- **State and Local Agencies.**
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.

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

Specify.

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

BEACH-ORMS does not collect PII directly from the individual.

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.

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

Specify.

(2) If "No," state the reason why individuals cannot give or withhold their consent.

BEACH-ORMS does not collect PII directly from the individual.
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.

BEACH-ORMS does not collect PII directly from the individual.

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.