PRIVACY IMPACT ASSESSMENT (PIA)

For the

<table>
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<tr>
<th>Marine Corps Recruiting Information Support System (MCRISS)</th>
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<td>Department of Navy - United States Marine Corps (USMC)</td>
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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: 4665  DITPR DON ID: 11339
☐ 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

UUI: 007-000002128

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

M01133-3

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

Two packages required for MCISS. Currently one package at OMB and one at DoD.

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 M01133-3 authorities:


Other authorities:

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 provide recruiters, administrators, and decision makers with information to select/non-select an individual for enlistment or commissioning in the U.S. Marine Corps; provide historical data for comparison of current applicants with those selected in the past; collect an initial data record which will be transitioned to the manpower and pay system, thereby reducing redundancy and duplicity; to supply prospecting, sales, and processing results pursuant to recruiting force management and analysis; and further conduct demographic, marketing, statistical, and/or sociological analysis to support the recruiting force.

PII collected: See Section 3, question a. for a complete listing.

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

The data contained in MCRISS is exposed to privacy threats such as: identity theft, unsolicited marketing, loss of equipment, disgruntled employee, acts of nature (fire, flood, etc.), sabotage, computer hackers, and information warfare. To provide a layer of protection, access is provided on a need-to-know basis via a valid Public Key Infrastructure (PKI) solution.

Mitigation(s):
1) All MCRISS users receive security training to keep users aware of security requirements.
2) Access controls: Only users with Government approved accounts and a need-to-know are able to view data published by MCRISS through a PKI Common Access Card (CAC) enabled authentication process. All MCRISS users and supporting contractors receive mandatory Marine Corps sponsored Privacy Act and PII protection and spillage training annually, which covers safe handling procedures for receiving, viewing, printing, forwarding, storage and shredding of PII.
3) Confidentiality & Integrity: Only those users with the System Administrator role are able to provide access to MCRISS.

Access to MCRISS is provided on a need to know basis and via a valid Public Key Infrastructure (PKI) enabled authentication via VPN from government Furnished Equipment (GFE). Physical Security: MCRISS is hosted in the Marine Corps Recruiting Command (MCRC) secure hosting facility located in Quantico, VA. Logical Security: MCRISS is hosted on the Recruiting Command Enterprise Network (RCEN).

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. Marine Corps Total Force System (MCTFS)
Marine Corps Training Information Management System (MCTIMS)
Operational Data Store Enterprise (ODSE)
Total Force Data Warehouse (TFDW)

☒ Other DoD Components.

Specify. Defense Manpower Data Center (DMDC)
Military Entrance Processing Command (MEPCOM) Integrated Resource System (MIRS)/Electronic Service Oriented Architecture (eSOA)
Student Armed Services Vocational Battery (SASVAB)
Joint Personnel Adjudication System (JPAS)

☐ Other Federal Agencies.

Specify.

☐ State and Local Agencies.

Specify.

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

Specify.

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

Specify. J.W. Thomas Marketing (JWT)
Center for Naval Analysis (CNA)

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.

During the interview portion of the recruitment process, the applicant / officer candidate is counseled concerning the collection of PII data. In order to process applicants / officer candidates into the military service, PII must be collected. PII data is required for health, pay, and training systems. If the applicant / officer candidate refuses or objects to the collection of PII then the enlistment process is terminated.

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

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.

Individuals do not have the opportunity to consent to specific uses of their PII. Individuals are given the opportunity to consent to the total use of their PII by completing and signing a Privacy Act Statement (PAS). Each form used for collecting information includes a PAS.

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

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

Describe each applicable format.

The applicant / officer candidate is counseled concerning the collection of PII during the recruitment process. Additionally, each form used for collecting information includes a Privacy Act Statement. Below is Marine Corps Recruiting Command's approved (12 Aug 2014) Privacy Act Statement:

**PRIVACY ACT STATEMENT**


**PURPOSE:** This form serves as the PA notification for the personal information collected in the Marine Corps Recruiting Information Support System (MCRISS), which is collected FOR OFFICIAL USE ONLY in order to determine and process an applicant's entry and assignment as an enlisted member or commissioned officer in the Marine Corps or Marine Corps Reserve, and to further conduct demographic, marketing, statistical, and/or sociological analysis to support the recruiting force.

**ROUTINE USE:** In addition to those disclosures generally permitted under section (b) of the PA, the information may specifically be disclosed outside the DoD as routine use compatible with the purposes for which the information is collected and maintained. The DoD Blanket Routine Uses apply to this system of records. See, http://www.dod.gov/pubs/foi/privacy/routine_uses.html

**DISCLOSURES:** Providing the requested information is VOLUNTARY. However, failure to provide complete information may result in ineligibility for consideration for enlistment or commissioning in the Marine Corps or Marine Corps Reserve.
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.