

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:

HUMAN RESOURCES CIVILIAN PORTAL (HRCP)

2. DOD COMPONENT NAME:

Department of the Navy

3. PIA APPROVAL DATE:

20171113 JFD

DON/AA - OFFICE OF CIVILIAN HUMAN RESOURCES (OCHR)

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 Federal employees and/or Federal contractors
- From both members of the general public and 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

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.

HRCP is comprised of multiple DOD and DON mandated Human Resources (HR) enterprise programs and databases of record; used to execute transactional processing of key HR actions and standard reporting (dashboards, metrics, reports, and predictive analytics) of civilian and foreign national direct employees for all functional phases within HR community. Programs and database of records includes: Benefits (Thrift Savings Plan, Health and Life Insurance, Retirement), Labor Relations, Employee Relations, Equal Employment Opportunity, Reduction In Force, and the Department of the Navy's single Civilian Authoritative Data Source (DONCADS).

System consists of multiple personnel record types relating to personnel, pay, benefits, labor & employee relations, EEO complaints/tracking and retirement transactions.

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)

PII collected for DON/Civilian employees required to support identification, verification, and data matching; initial entry point for new and sustainment of federal/civilian employees. OCHR is responsible for executing day-to-day recruitment and life-cycle sustainment of all serviced civilian employees via DON/OCHR Operation Service Centers. Initial collection is self-supplied by individuals applying for federal positions which, if selected, move from recruitment status to a federal civilian status utilizing DoD's mandated HR/Enterprise System the Defense Civilian Personnel Data System (DCPDS), and through DoD and OPM established interfaces, populates all DoD and/or federally required authoritative databases of record such as JPAS, DEERS, EHRI, etc.

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.

PII data collected is voluntary/self-service by employee when initiating either (a) Benefits requests/transactions and/or (b) EEO Complaints/submissions. In both instances, actions are initiated by employee, i.e., voluntary, and therefore "objection" is not a consideration.

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.

PII data collected is voluntary/self-service by employee when initiating either (a) Benefits requests/transactions and/or (b) EEO Complaints/submissions. By providing the information consent is assumed.

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

PII data collected is voluntary/self-service by employee when initiating either (a) Benefits requests/transactions and/or (b) EEO Complaints/submissions. A Privacy Act Statement is provided to process these required actions.

h. With whom will the PII be shared through data exchange, both within your DoD Component and outside your Component? (Check all that apply)

Within the DoD Component

Specify.

Authorized Navy and USMC HR personnel.

Other DoD Components

Specify.

Program Manager within (a) The Air Force's Personnel Operations Agency (AFPOA); (b) The Army's Civilian Human Resources Agency (CHRA)

Other Federal Agencies

Specify.

OPM

State and Local Agencies

Specify.

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.)

Specify.

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

Specify.

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

Individuals

Databases

Existing DoD Information Systems

Commercial Systems

Other Federal Information Systems

Existing DOD mandated enterprise systems: Defense Civilian Personnel Data System (DCPDS), Defense Civilian Payroll System (DCPS), and Joint Personnel Adjudication System (JPAS).

Individual: When initiating new hires, adverse actions, reasonable accommodations, or retirement/benefit calculations.

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

E-mail

Official Form (Enter Form Number(s) in the box below)

Face-to-Face Contact

Paper

Fax

Telephone Interview

Information Sharing - System to System

Website/E-Form

Other (If Other, enter the information in the box below)

SF-171, SF-2809, SF-2810, SF-2817, SF-2823, SF-3104, SF-1152, SF-3112, DG-05, DG-15

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 No

If "Yes," enter SORN System Identifier N12293-1

SORN Identifier, not the Federal Register (FR) Citation. Consult the DoD Component Privacy Office for additional information or <http://dpclld.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.

I. 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.

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

(3) Retention Instructions.

Cut off after the individual's priority placement program registration is closed. Destroy 3 year(s) after cut off.

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.

SORN authorities: 5 U.S.C. 301, Department Regulations; 5 U.S.C Chapters 11, Office of Personnel Management; 13, Special Authority; 29, Commissions, Oaths and Records; 31, Authority for Employment; 33, Examination Selection, and Placement; 41, Training; 43, Performance Appraisal; 51, Classification; 53, Pay Rates and Systems; 55, Pay Administration; 61, Hours of Work; 63, Leave; 72, Antidiscrimination, Right to Petition Congress; 75, Adverse Actions; 83, Retirement; 99, Department of Defense National Security Personnel Systems; 5 U.S.C. 7201, Antidiscrimination Policy; 10 U.S.C 136, Under Secretary of Defense for Personnel and Readiness; Executive Order 9830, Amending the Civil Service Rules and Providing for Federal Personnel Administration, as amended; 29 CFR 1614.601, EEO Group Statistics; Executive Order 9397 (SSN), as amended.

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.

Per DoD Manual 8910.01, HRCP does not collect PII on members of the public.