

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:

Applicant Relationship Management (ARM) Customer Relationship Management (CRM) Pilot - DefenseReady

2. DOD COMPONENT NAME:

Department of the Navy

3. PIA APPROVAL DATE:

SPAWAR PEO EIS (PMW 240)

SECTION 1: PII DESCRIPTION SUMMARY (FOR PUBLIC RELEASE)

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

- | | |
|---|--|
| <input checked="" type="checkbox"/> From members of the general public | <input type="checkbox"/> From Federal employees and/or Federal contractors |
| <input type="checkbox"/> From both members of the general public and Federal employees and/or Federal contractors | <input type="checkbox"/> Not Collected (if checked proceed to Section 4) |

b. The PII is in a: (Check one)

- | | |
|--|---|
| <input checked="" type="checkbox"/> New DoD Information System | <input type="checkbox"/> New Electronic Collection |
| <input type="checkbox"/> Existing DoD Information System | <input type="checkbox"/> Existing Electronic Collection |
| <input type="checkbox"/> 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.

Purpose: To determine if the Navy Recruiting Command (NRC) can adapt configurable DefenseReady out-of-the-box functionality in the Cloud to perform its Leads Management function and to recommend an acquisition approach. Our analysis considered alternative approaches and determined that a COTS solution as the only viable approach to meeting NRC CRM needs. The Status Quo – existing capability (WebRTools) - does not meet all aspects of CRM requirements and cannot be modified to meet CRM capability needs (not viable).

The DefenseReady, "pilot application" will be evaluated for a fit into the recruiting processes after the initial collection of PII data is performed by WebRTools, eMASS ID: #4816. WebRTools data will be used as the collection mechanism with "air-gap" uploads to the pilot application.

The pilot application will support field recruiters pursuing active duty applications for Navy positions by providing a way to process leads, capture applicant data, track sales activities, and report the status of pending contracts. The pilot application will provide role-based access for field Recruiters, leading petty officers, leading chief petty officers, division officers, department leading chief petty officers, chief recruiters, and headquarters operational management personnel. The pilot application is Cloud-based and resides on government Level-2, FedRAMP High, certified and accredited servers.

See Section 2, question a. for the complete list of PII elements collected.

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)

During the Recruiting and Accession prospecting process, PII data collection is required across DoN, DoD, FBI, DHS and others for identification, verification and data matching.

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 is not collected directly from the individual for this pilot. The opportunity to object to the collection of data is not included in this pilot application. However, the opportunity is provided when the data is collected in the source application: Web Recruiting Tools (WebRTools), eMASS ID: #4816

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 is not collected directly from the individual for this pilot.

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 is not collected directly from the individual for this pilot. The opportunity is provided when PII data is collected in the source application or program of record: Web Recruiting Tools (WebRTools), eMASS ID: #4816

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.

Recruiters in the field prospecting and selling the Navy along with their chain-of-command, in order to manage the Recruiting force.

Other DoD Components

Specify.

Other Federal Agencies

Specify.

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.

Pilot will be conducted with: Permuta, Inc. All data will be encrypted both at rest and in transit. Pilot is being hosted in a DoD certified Impact Level II GovCloud. DSS waiver "Policy Waiver for Navy Human Resources Systems Pilot", dated January 29, 2018 applies.

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

The PII source application/program of record: Web Recruiting Tools (WebRTools), eMASS ID: #4816

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)

Manual upload (air gap) of exported data from the source application/program of record: Web Recruiting Tools (WebRTools), eMASS ID: #4816

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

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

N/A

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

(3) Retention Instructions.

Records stored in system are duplicates and therefore do not meet the definition of a federal record.

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 N01131-1, Officer Selection and Appointment System (June 14, 2006, 71 FR 34328), authorities:
5 U.S.C. 301, Departmental Regulations,
10 U.S.C Sections governing authority to appoint officers;
10 U.S.C. 591, 600, 716, 2107, 2122, 5579, 5600;
Merchant Marine Act of 1939 (as amended); and
E.O.s 9397 (SSN) as amended, 10450, and 11652.

SORN N01133-1, NAME/LEAD Processing System (February 22, 1993, 58 FR 10709), authorities:
5 U.S.C. 301 and 302, Departmental Regulations;
4 U.S.C. 3101, 3702; and
E.O. 9397 (SSN) as amended.

SORN N01133-2, Recruiting Enlisted Selection System (April 01, 2008, 73 FR 17336), authorities:
10 U.S.C. 133, 275, 503, 504, 508, 510, 672, 1071-1087, 1168, 1169, 1475-1480, 1553, 5013; and
E.O. 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.

PII is not collected directly from the public.

