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:

Career Management System - Interactive Detailing (CMS-ID)

2. DOD COMPONENT NAME:

Department of the Navy

SPAWAR - PEOEIS - PMW 240

3. PIA APPROVAL DATE:

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
- [x] 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
- [x] 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.

The Career Management System-Interactive Detailing (CMS-ID) is a system supporting the Distribution and Assignment Functional Areas and a key enabler of the Sea Warrior capability. The system makes available the list of open jobs (requisitions or billets) and assignment possibilities to all Navy personnel (Active and Reserve). It provides access via the internet for Active Duty and Reserve Sailors allowing the ability to apply for desired assignments. CMS-ID is the only system that allows Navy Personnel Command Detailers, Placement Coordinators, and Commander Navy Reserve Force Command Reserve Assignment Coordinators with the distribution, placement, and assignment of Naval personnel to identify the best job for the Sailor and best Sailor for the Command. With implementation of Billet Based Distribution (BBD) capability, CMS-ID will provide for the alignment of enlisted personnel to individual billets as well as prioritizing all billet vacancies. CMS-ID is identified as a CORE DBS, an enduring business system with a sunset date greater than 36 months from the date of the DBSMCs approval of funds certification. This system is critical to the day to day business of NPC and CNRFC of assigning and distributing enlisted active and reserve personnel. Additionally, any impact to this system would prohibit sailors worldwide to communicate their intentions for orders to the NPC detailers and CNRFC Reserve Assignment Coordinators via the system and they would be forced to resort to communicating via a phone call to negotiate orders. This would also delay the assignment and distribution of Enlisted personnel. PII is collected to to assist Navy officials (government and designated contractors) in the initiation, development, and implementation of policies pertaining to enlisted personnel assignment, placement, retention, career enhancement and motivation, and other career related matters to meet manpower allocations and requirements. This system primarily displays a listing of available billets from which a Sailor or designated representative can submit a request for transfer and be assigned in the billet.
Type of Information - Name, SSN, State, and DOB are used to verify the Sailor's identity and access privileges and to locate the Sailor's records within the system. Contact information (Personal Cell Telephone Number, Home Telephone Number, Personal email address, and Mailing/Home Address) is used to contact the Sailor outside of the system (in event the Sailor does not have immediate access) and is not mandatory. Citizenship,Gender, Marital Status, Military Records, Citizenship, DoDID, Security Clearance, and Education Information are all used to assess the Sailor's fit for a potential job.

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)*

Verification, identification and administrative use.

e. Do individuals have the opportunity to object to the collection of their PII? [ ] Yes [x] 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.

Except for an individual's contact information (email and phone number) information is obtained from other IT systems not the indivdual. The individual has the option of providing their email and phone number in case the Sailor needs to be contacted by the assignment authority. This information is not mandatory.

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.

The information is a part of the member's official military record and is obtained from approved official DoD interfaces/IT systems not the individual.

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 obtained directly from the individual. The individual has the option (i.e., not mandatory) of providing their email and phone number as contact information.

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.	U.S. Navy - Navy Personnel Command (NPC) and Commander Navy Reserve Force (CNRFC) with a need to know and a have a current System Authorization Access Request Navy (SAAR-N) on file.
☐ 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.	Peregrine Technical Solutions N0003916D0004\0001 and N0003916D0004\0002. 52.224-1 PRIVACY ACT NOTIFICATION (APR 1984) The Contractor will be required to design, develop, or operate a system of records on individuals, to accomplish an agency function subject to the Privacy Act of 1974, Public Law 93-579, December 31, 1974 (5 U.S.C. 552a) and applicable agency regulations. Violation of the Act may involve the imposition of criminal penalties. 52.224-2 PRIVACY ACT (APR 1984) (a) The Contractor agrees to-- (1) Comply with the Privacy Act of 1974 (the Act) and the agency rules and regulations issued under the Act in the design, development, or operation of any system of records on individuals to accomplish an agency function when the contract specifically identifies-- (i) The systems of records; and (ii) The design, development, or operation work that the contractor is to perform; (2) Include the Privacy Act notification contained in this contract in every solicitation and resulting subcontract and in every subcontract awarded without a solicitation, when the work statement in the proposed subcontract requires the redesign, development, or operation of a system of records on individuals that is subject to the Act; and (3) Include this clause, including this subparagraph (3), in all subcontracts awarded under this contract which requires the design, development, or operation of such a system of records. (b) In the event of violations of the Act, a civil action may be brought against the agency involved when the violation concerns the design, development, or operation of a system of records on individuals to accomplish an agency function, and criminal penalties may be imposed upon the officers or employees of the agency when the violation concerns the operation of a system of records on individuals to accomplish an agency function. For purposes of the Act, when the contract is for the operation of a system of records on individuals to accomplish an agency function, the Contractor is considered to be an employee of the agency. (c)(1) "Operation of a system of records," as used in this clause, means performance of any of the activities associated with maintaining the system of records, including the collection, use, and dissemination of records. (2) "Record," as used in this clause, means any item, collection, or grouping of information about an individual that is maintained by an agency, including, but not limited to, education, financial transactions, medical history, and criminal or employment history and that contains the person's name, or the identifying number, symbol, or other identifying particular assigned to the individual, such as a fingerprint or voiceprint or a photograph. (3) "System of records on individuals," as used in this clause, means a group of any records under the control of any agency from which information is retrieved by the name of the individual or by some identifying number, symbol, or other identifying particular assigned to the individual. (End of clause)
☐ 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)*

- [x] Individuals
- [x] Existing DoD Information Systems
- [ ] Other Federal Information Systems
- [ ] Databases
- [ ] Commercial Systems

All information is obtained through authorized system interfaces within DoN. PII personnel data is transmitted via secure file transfers to the CMS-ID program from the following DoD/U.S. Navy systems with an approved Interface Control Document (ICD) on file:
Enlisted Assignment Information Systems (EAIS)
Navy Enlisted System (NES),
My Navy Portal (MNP)
Navy Military Personnel Distribution System (NMPDS)
Navy Training Management Planning System (NTMPS)
Officer Assignment Information System (OAIS)
Navy Standard Integrated Personnel System (NSIPS)
Reserve Force Management Tool (RFMT)
Navy Activity Status (NAVACTSTAT)

The individual has the option (i.e., not mandatory) of providing their email and phone number as contact information.

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

- [ ] E-mail
- [ ] Face-to-Face Contact
- [ ] Fax
- [x] Information Sharing - System to System
- [ ] Other *(If Other, enter the information in the box below)*
- [ ] Official Form (*Enter Form Number(s) in the box below)*
- [ ] Paper
- [ ] Telephone Interview
- [x] Website/E-Form

The individual has the option (i.e., not mandatory) of providing their email and phone number as contact information.

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.

- [x] Yes
- [ ] No

If "Yes," enter SORN System Identifier N01306-1

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

l. 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.

Does not contain record data.

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 statue 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 N01306-1, Career Management System - Interactive Detailing (CMS-ID) (October 03, 2013, 78 FR 61345), authorities:

5 U.S.C. 301, Departmental Regulations; 10 U.S.C. 5013, Secretary of the Navy; and E.O. 9397 (SSN), as amended.

For Reserve Personnel, the manual that specifically authorizes the collection of information by this system is the Navy Reserve Personnel Manual (RESPERSMAN) (dtd 22Nov2017). The RESPERS M-1001.5 (http://www.public.navy.mil/nrh/Navy%20Reserve%20Personnel%20Manual%20RESPERMAN/RESPERS%20M-1001_5.pdf) is issued under Navy Regulations. 1990 Article 0105, for direction and guidance, and contains administrative procedures for Drilling Reservists and participating members of the Individual Ready Reserve within our Navy in Sections 1000-010, 1300-010 CH-11 (specifically calls out CMS-ID), and 1306-010 .

For Active Duty Personnel, the manual that specifically authorizes the collection of information by this system is the Military Personnel Manual issued by Navy Personnel Command (NPC)(http://www.public.navy.mil/bupers-npc/reference/milpersman/1000/1300Assignment/Pages/default.aspx) in Sections 1306-100, 1306-104, 1306-110, and 1306-116. NPC's Distribution Guidance Memorandum (DGM) #2013-01 (https://mpte.portal.navy.mil/sites/NPC/restricted_documents/Shared%20Documents/DGM/DGM%202013-01.PDF020) call out the use of CMS-ID.

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.

CMS-ID does not collect information on the public.