# 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:

Learning Assessment Systems (LAS_NIPR)

## 2. DOD COMPONENT NAME:

Department of the Navy

## 3. PIA APPROVAL DATE:

06/27/19

### Naval Education and Training Command (NETC)

#### SECTION 1: PII DESCRIPTION SUMMARY (FOR PUBLIC RELEASE)

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

- [ ] From members of the general public  
- [ ] From both members of the general public and Federal employees and/or Federal contractors  
- [x] From 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  
- [x] 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 purpose of the LAS system is to support the mission of Navy Education and Training by providing an efficient, electronic means to deliver and collect assessments (survey, test, quiz, exam) and to provide in-house reporting on the analysis of the assessments for the purpose of determining student accession and training effectiveness. LAS provides a secure environment to develop tests and survey compliance with the Navy Education and Training Guides (NAVEDTRA)130 series of students enrolled in unclassified curriculum. The system is currently implemented as a server based web-enabled application (Perception Enterprise Manager) supported by an associated Oracle database. Access to the Enterprise Manager is via a web-based interface. An additional client-side component, Perception Authoring Manager, can be used on individual workstations for local development and management of items and surveys.

The type of personal information collected are Name, Pay Plan/Grade, Military Status, Rank, Employment Information and DOD ID.

**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 is collected from participants/respondents by the stakeholders for identification and categorization of training data by demographics. The type/extent of PII requested/collected is determined by the stakeholders.

**e. Do individuals have the opportunity to object to the collection of their PII?**

- [x] 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.

Survey data submission is voluntary, the privacy act statement is contained in the survey introduction. If an individual objects to the collection of their PII they can select "No Thanks" and the system would not render the survey.

**f. Do individuals have the opportunity to consent to the specific uses of their PII?**

- [ ] Yes  
- [x] 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 respondent does not have an opportunity to consent to 'specific' uses of their PII. The survey introduction typically has a privacy act statement indicating participation is voluntary and noting how the information will be used. Prior to beginning, or any time during completion of the survey, the respondent can elect not to complete/submit the information. Participation assumes consent.

**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.)

- [x] Privacy Act Statement  
- [ ] Privacy Advisory  
- [ ] Not Applicable
h. With whom will the PII be shared through data exchange, both within your DoD Component and outside your Component? (Check all that apply)

- [x] Within the DoD Component
- [ ] Other DoD Components
- [ ] Other Federal Agencies
- [ ] State and Local Agencies
- [ ] 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.)
- [ ] Other (e.g., commercial providers, colleges).

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

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

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

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

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 NM01500-9

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.
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.

No record data is collected. Although LAS falls under the umbrella of the ILE SORN, it has been determined by the NETC Records Manager that LAS does not produce or store records requiring a NARA disposition schedule.

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 NM01500-9, Integrated Learning Environment (ILE) Classes. (February 09, 2010, 75 FR 6362), authorities:

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.

LAS does not collect information from the public. LAS provides a means for Navy training centers and sites to collect information from their military/civilian students/learners.