

# 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:**

MYTEAM - MYTEAM

**2. DOD COMPONENT NAME:**

Department of the Navy

**3. PIA APPROVAL DATE:**

10/28/19

NAVAL AIR SYSTEMS COMMAND (NAVAIR)

### 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.**

MyTeam provides a single environment that can provide shared Information Technology (IT) and collaboration services to the NAVAIR Community. NAVAIR MyTeam provides standard security processes, technology and resources that allow NAVAIR customers the ability to store and track electronic documents or images of paper documents, as well as keeping track of the different versions created by different users.

MyTeam promotes greater organizational effectiveness by providing users with an integrated suite of capabilities. These capabilities include a comprehensive content and web management tool, an enterprise search tool, a business process workflow tool, and a team collaboration tool. Within this environment, Naval Air Warfare Center and the Naval Air Systems Command will have the ability to utilize the platform to enable the consolidation and optimization of Acquisition, Business, and Human Resource functions and associated applications across the command. This includes: the Acquisition Management System (AMS) Toolkit, the AIR 7.3 Development Program Tool (DPT), the Developmental Assignment Registry (DAR) tool (provides for the advertising of rotational assignments, approval of rotational assignments, tracking of rotational assignments, and reporting capability since current processes are normally processed out of the system), and NAVAIR's Individual Development Plan (IDP) (designed to track NAVAIR employee career goals and training for the year), Funds Acceptance Process, Career Guidebook, Spark Crowd Sourcing Tool, Digital Tools, Talent Management Panel, and Military Slating Panel. Also the Commanders Initiative Task Tracker is done within the MyTeam environment.

Types of PII collected: Citizenship, Home/Cell Phone, Official Duty Address, Place of Birth, Work Email Address, Birth Date, Security Information, DoD ID Number, Emergency Contact, Medical Information and Other ID Number.

**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)

The reason for collecting PII is based off the mission related per each individual site. All PII collected is mission-related based on the site owner's requirements.

**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.

Each site within MyTeam has the responsibility to decided if the collection of PII is mission essential. The application does not require any PII from users to operate.

**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.

If PII is provided/collected 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

**FOR OFFICIAL USE ONLY - PRIVACY SENSITIVE**

Any misuse or unauthorized disclosure may result in both civil and criminal penalties

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.

MyTeam is accessible on the NMCI NIPRNET to registered NAVAIR users with a DOD issued CAC and Valid DOD PKI Certs.

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.

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

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)

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://dpcltd.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.

System does not contain any 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 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 NM05000-2, Program Management and Locator System (January 24, 2008, 73 FR 4193) authorities:

10 U.S.C. 5013, Secretary of the Navy; 10 U.S.C. 5041, Headquarters, Marine Corps; and E.O. 9397 (SSN).

SORN N05000-1, OPNAV Headquarters Web(HQWeb) (October 31, 2011, 76 FR 67155), authorities:

10 U.S.C. 5013, Secretary of the Navy; DoD 8500.2, Information Assurance (IA) Implementation; and SECNAVINST 5239.3B, Department of the Navy Information Assurance Policy.

SORN N05230-1, Total Workforce Management Services (TWMS) (October 20, 2010, 75 FR 64715), authorities:

10 U.S.C. 5013, Secretary of the Navy; 10 U.S.C. 5041, Headquarters, Marine Corps; CNICINST 5230.1, Total Workforce Management Services; OPNAVINST 3440.17, Navy Installation Emergency Management Program 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.

MYTEAM does not collect information on members of the public.