**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:**
   Knowledge Integration Toolkit (KIT)

2. **DOD COMPONENT NAME:**
   Department of the Navy

3. **PIA APPROVAL DATE:**
   02/03/20

NAVSEA - Naval Undersea Warfare Center (NUWC) Division Keyport

### 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 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.**

Knowledge Integration Toolkit (KIT) DADMS 25545, a module of Keyport Integrated Production and Application Development System (KPT-IPADS), DADMS 21718, is a series of interrelated modules designed to help with all issues related to personnel data. The single underlying database is comprised of a data pulled from the Defense Civilian Personnel Data System (DCPDS) and specific information related to employees in the areas of training/Equal Employment Opportunity (EEO) and other personnel actions; tracking equal employment opportunity actions; tracking overall training records and helps identify gaps in training. It is a compilation of all personnel related issues using data from DCPDS, the DoD authoritative data source.

Personally Identifiable Information (PII) collected: Name, Social Security Number (SSN), Gender, Race/Ethnicity, Birth Date, Security Clearance, Financial Information, Disability Information, Employment Information, Education Information.

**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)

Verifications, identification, authentication, data matching, and administrative use. Modules within KIT utilizing Personally Identifiable Information (PII):
- Leave Overtime/Comp Time Time User System (LOCUS) - PII is leave type and purpose
- Demonstration Project (DEMO), Personnel Directory System (PDS), Workforce Development System (WDS), Workforce Reporting System (WRS), and Performance Appraisal Rating System (PARS) process PII downloaded from DCPDS.

Example: WDS receives information, including SSN's from DCPS. The key identifier for employees in this system is the SSN. Reports of training completion are sent to the Office of Civilian Human Resources (OCHR) for import into DCPDS and TWMS, monthly.

**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.

PII is not collected directly from the individual.

**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.
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

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

☐ 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)

☐ Individuals

☐ Existing DoD Information Systems

☒ Other Federal Information Systems

The single underlying database is comprised of data pulled from DCPDS and specific information related to employees in the areas of training/EEO and other personnel specific areas. It is used to assist documenting and tracking leave and overtime requests, helps with personnel actions; track equal employment opportunity actions; track overall training records and help identify gaps in training. It is a compilation of all personnel related issues using data from DoD authoritative data source.

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

☒ Information Sharing - System to System

☐ 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 ☒ NM05000-2

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. 12000-18, 12000-25, 12000-25

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

(3) Retention Instructions.

12000-18 GRS 2.2 010 - Employee Management Administrative Records: DAA-GRS-2017-0007-0001 Temporary: Destroy when 3 years old, but longer retention is authorized if required for business use.

12000-25 GRS 2.2 030 - Employee Incentive Awards Records: DAA-GRS-2017-0007-0003 Temporary: Destroy when 2 years old or 2 years after award is approved or disapproved, whichever is later, but longer retention is authorized if required for business use.

12000-62 GRS 2.3 030 - Individual employee training records: DAA-GRS-2016-0014-0003 Temporary: Destroy when superseded, 3 years old, or 1 year after separation, whichever comes first, but longer retention is authorized if required for business use.

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.

Data is not collected from the public.