**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:**

   Navy Reserve Homeport (NRH)

2. **DOD COMPONENT NAME:**

   Department of the Navy

3. **PIA APPROVAL DATE:**

   03/27/20

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

**a. The PII is:**

- [x] From Federal employees and/or Federal contractors
- [ ] Not Collected (if checked proceed to Section 4)

**b. The PII is in a:**

- [x] Existing DoD Information System
- [ ] New Electronic Collection
- [ ] 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 Navy Reserve Homeport (NRH) is the enterprise portal for the Navy Reserve Force (NAVRESFOR). It is a SharePoint based site providing both publishing and collaborative services targeted to the Navy Reserve. NRH allows the Navy Reserve to manage its data, applications, and information easily in a secure environment, and enables the creation, management, and sharing of document assets in a mission-driven environment for collaboration, classification, and access across the enterprise. Through its workflow capabilities and application development foundation, NRH supports the organization's information management needs and provides a process framework for all command codes and subordinate organizations. NRH supports NAVRESFOR with managing its data, applications, and information more easily and provides organizational benefits such as increased Reservist engagement, reduced staff on-boarding costs, and tacit knowledge capture. NRH enables users and subordinate commands to access and post information and the ability to collaborate in a trusted SharePoint environment. The majority of users are Navy Reservist (SELRES), Full Time Support (FTS) staff and civilians supporting the Reserve Forces. Day to day operations and administration is conducted by NAVRESFOR contracted technicians and managed by NAVRESFOR N65 staff. Helpdesk is provided by military/civilian NAVRESFOR members. Naval Warfare Systems Command (NAVWAR) Atlantic Naval Information Warfare Center (NIWC) New Orleans (NOLA) hosts the servers in a Navy Marine Corps Internet (NMCI) extended Demilitarized Zone (eDMZ) environment. SSC provides network infrastructure along with network administration and security. This support is provided in accordance with a signed Service Level Agreement between the NAVRESFOR N6 and NIWC NOLA Technical Director. A Continuity of Operations (COOP) site is maintained in Kansas City, MO where essential functions will be handled during extended outages and emergencies.

Personally identifiable information (PII) collected includes: Name, rank/rank, Social Security Number (SSN), citizenship, gender, race/ethnicity, date of birth, home telephone number, home mailing address, religious preference, security clearance, martial status, military records, Education Information includes: education level/major/speciality code, high school diploma or GED and years of education; and other pertinent information related to recruitment, classification, assignment, retention, reenlistment, promotion, advancement, training, education, professional history, experience, performance, qualifications, retirement, orders and administration Selected Reserves (SELRES).

**d. Why is the PII collected and/or what is the intended use of the PII?**

<table>
<thead>
<tr>
<th>Description</th>
<th>Use</th>
</tr>
</thead>
<tbody>
<tr>
<td>Verification, identification, data matching, and mission-related use.</td>
<td>(e.g., verification, identification, authentication, data matching,</td>
</tr>
<tr>
<td></td>
<td>mission-related use, administrative use)</td>
</tr>
</tbody>
</table>

**Verifications and Consent:**

- [ ] Yes
- [x] No

- [ ] If "Yes," describe the method by which individuals can object to the collection of PII.
- [ ] If "No," state the reason why individuals cannot object to the collection of PII.
NRH does not collect PII directly from individuals.

<table>
<thead>
<tr>
<th>f. Do individuals have the opportunity to consent to the specific uses of their PII?</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>(1) If &quot;Yes,&quot; describe the method by which individuals can give or withhold their consent.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>(2) If &quot;No,&quot; state the reason why individuals cannot give or withhold their consent.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

NRH does not collect PII directly from individuals.

<table>
<thead>
<tr>
<th>g. When an individual is asked to provide PII, a Privacy Act Statement (PAS) and/or a Privacy Advisory must be provided.</th>
<th>(Check as appropriate and provide the actual wording.)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Privacy Act Statement</td>
<td>Privacy Advisory</td>
</tr>
</tbody>
</table>

NRH does not collect PII directly from individuals.

<table>
<thead>
<tr>
<th>h. With whom will the PII be shared through data exchange, both within your DoD Component and outside your Component?</th>
<th>(Check all that apply)</th>
</tr>
</thead>
<tbody>
<tr>
<td>✓ Within the DoD Component</td>
<td>Specify. Navy Reserve Force N65 personnel.</td>
</tr>
<tr>
<td></td>
<td>Specify.</td>
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<td></td>
<td>Specify.</td>
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<td></td>
<td>Specify.</td>
</tr>
</tbody>
</table>

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.)

<table>
<thead>
<tr>
<th>Specification</th>
<th>CACI, Inc.</th>
</tr>
</thead>
<tbody>
<tr>
<td>The contractor shall have an operational security program in strict compliance with the National Industrial Security Program Operating Manual (Department of Defense (DoD) 5220.22-M) and Space and Naval Warfare Systems Center, Atlantic (SSCA) security directives at the time of award. Clearance is required to access and handle classified and personal personnel material, attend program meetings, and/or work within restricted areas unescorted. If contractor personnel require access to any Navy IT systems or resources at SSCA (directly or indirectly), all contractor personnel shall be required to complete the mandatory annual IA training and submit a signed System Authorization Access Request Navy (SAAR-N) form to the contract's specified Contracting Officer's Representative (COR). The contractor shall demonstrate expertise in supporting and complying with DoN and DoD enterprise initiatives that include Personally Identifiable Information (PII). The Contractor shall conform to the provisions of DOD 5220.22M, SECNAVINST 5510.30, and the Privacy Act of 1974. Contractor personnel shall sign a Non-Disclosure Agreement when tasking requires access to PII. The FAR Privacy Clauses are included in the contract.</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>i. Source of the PII collected is:</th>
<th>(Check all that apply and list all information systems if applicable)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Individuals</td>
<td>Databases</td>
</tr>
<tr>
<td>✓ Existing DoD Information Systems</td>
<td>Commercial Systems</td>
</tr>
<tr>
<td>Other Federal Information Systems</td>
<td></td>
</tr>
</tbody>
</table>

NAVY RESERVE DATA WAREHOUSE (NRDW)  
RESERVE FORCE MANPOWER TOOLS (RFMT)
### 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
- [ ] Website/E-Form

### 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

| SORN Identifier, not the Federal Register (FR) Citation. Consult the DoD Component Privacy Office for additional information or http://dpcld.defense.gov/Privacy/SORNs/ | N01080-3 |

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.

   | DAA-NU-2015-0001-003 |

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

3. Retention Instructions.

   SSIC 1000-34; General Correspondence (Military Personnel): Information accumulated in connection with the routine, day-to-day, administration and operation of Navy and Marine Corps military personnel programs.

   TEMPORARY: Cutoff at CY. Destroy when 3 years old.

### 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).
3. 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.
4. 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 N01080-3, Reserve Command Management Information (February 22, 1993 58 FR 10706 ), authorities:**

5 U.S.C. 301, Department Regulations and; E.O. 9397 (SSN), as amended.

Other Authorities:

- 10 U.S.C. 5013, Department of the Navy;
- 10 U.S.C. Subtitle E, Reserve Components;
- 1007, Administration of Reserve Components;
- OPNAV Instruction 100.16K, Navy Total Force Manpower Policies and Procedures.
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  - [x] 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.

NRH does not collect information from members of the public.