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:

ENLISTED ASSIGNMENT INFORMATION SYSTEM (EAIS)

2. DOD COMPONENT NAME:

Department of the Navy

3. PIA APPROVAL DATE:

05/07/20

NAVWAR- PEO EIS - PMW 240

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

☒ 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

☒ 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 Enlisted Assignment Information System (EAIS) is an order writing system, which supports the assignment and distribution of Enlisted personnel by enlisted detailers at Navy Personnel Command (NPC). It is used to assist Navy officials and employees in the initiation, development, implementation of policies pertaining to enlisted personnel assignment and placement related matters to meet manpower allocations and requirements.

Types of personal information about individuals collected in the system include: Name, SSN, Citizenship, Gender, Race/Ethnicity, Birth Date, Place of Birth, Home Telephone Number, Personal Email Address, Mailing/ Home Address, Religious Preference, Security Clearance, Mother's Maiden Name, Marital Status, Child Information, Employment Information, Military Records, Education Information, Office Address, Office Phone Number, Professional Certificates, Military Rank.

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 (SSN) is used as the unique record identifier during file transfer and system queries. Mission-related use.

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.

PII is not collected from the individual.

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.

PII is not collected from 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
h. With whom will the PII be shared through data exchange, both within your DoD Component and outside your Component? (Check all that apply)

<table>
<thead>
<tr>
<th>Choice</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>✔Within the DoD Component</td>
<td>Specify.</td>
</tr>
<tr>
<td>☐ Other DoD Components</td>
<td>Specify.</td>
</tr>
<tr>
<td>☐ Other Federal Agencies</td>
<td>Specify.</td>
</tr>
<tr>
<td>☐ State and Local Agencies</td>
<td>Specify.</td>
</tr>
</tbody>
</table>

The information is shared with application programmers/analysts that maintain the system software and system administrators. Information is shared with the Member, the Member's Command (Commanding Officer, Executive Officer, and Administrative Officer), and Detailer (placement personnel). The information is also sent to other DoN systems via secure interface for need-to-know requirements of those systems.

Contractor name: AVenture Technologies, LLC
Contract Number: N65236-13-D-4940
Delivery Order: N65236-17-F-3086

"The Contractor shall comply with the DON Privacy program per SECNAVINST 5211.5E. The Contractor shall ensure all categories of sensitive information, including Personally Identifiable Information (PII), are secured and in compliance with all IA Controls from the DoDI 8500.2, specifically IA Controls DCFA-1 and DCSR-2. Compliance includes the encryption of “data in transit” and “data at rest” as required by the data owner. The Contractor shall comply with DON CIO MSG DTG 171952Z APR 07 to ensure that all Personally Identifiable Information (PII) is properly safeguarded. The requirement under the E-Government Act of 2002, mandates that all PII be protected. In addition, systems processing PII must have completed a Privacy Impact Assessment (PIA) and register that PIA with DON CIO.

Contract Section: The Contractor must control personnel access to DoD and DON data by ensuring all CSP employees who have access to government data, architecture that supports government data, or any physical or logical devices/code shall be a U.S. person per Executive Order 12333 and pass an appropriate background check as required by Homeland Security Presidential Directive -12.

The contractor confirmed this requirement is supported.

The contractor clauses:
52.224-1 Privacy Act Notification
52.224-2 Privacy Act
52.204-21 Basic Safeguarding of Covered Contractor Information Systems
are in the contract."
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

All information is obtained through authorized existing DoD information system interfaces within DoN applications. Specifically, EAIS receives PII data via secure file transfer from the following:

- Navy Enlisted System (NES),
- Bureau of Naval Personnel (BUPERS) Online (BOL),
- Corporate Enterprise Training Activity Resource System (CETARS),
- Career Management System-Interactive Detailing (CMS-ID),
- Defense Joint Military Pay System (DJMS),
- Enlisted Personnel Requisition System (EPRES),
- Navy Personnel Data Base (NPDB),
- Navy Performance Evaluation System (NPES),
- Navy Standard Integrated Personnel System (NSIPS),
- Officer Assignment Information System (OAIS),
- Physical Readiness Information Management System (PRIMS).

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)?

- Yes
- No

If "Yes," enter SORN System Identifier:  
N01080-1, N07220-1

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?

- NARA Job Number or General Records Schedule Authority: DAA-0024-2013-0001-00

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

- Retention Instructions:

  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).
   (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 1080-1 Enlisted Master File Automated Systems (June 07, 2013, 78 FR 34354) authorities: |
| 10 U.S.C. 5013, Secretary of the Navy; |
| E.O. 9397 (SSN) as amended. |

| 10 U.S.C. 5013, Secretary of the Navy and E.O. 9397 (SSN), as amended. |

Other authorities:
DoDI 1336.08, Military Human Resource Records Life Cycle Management
DoDI 1336.05, Automated Extract of Active Duty Military Personnel Records
DoDI 7730.54, Reserve Components Common Personnel Data System (RCCPDS)
OPNAVINST 1070.2 Series, Automated Extracts of Active Duty Military Personnel Records
OPNAVINST 1001.19 Series, Reserve Components Common Personnel Data System (RCCPDS)

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.

DoD Manual 8910.01, Volume 2, Section 2b (1), Section 2b (3), 8b(7)

EAIS does not collect information from the members of the public.