

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:

PERSONNEL TEMPO (PERSTEMPO)

2. DOD COMPONENT NAME:

Department of the Navy

3. PIA APPROVAL DATE:

09/25/20

U.S. Navy - Bureau of Naval Personnel (BUPERS)

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.

PERSONNEL TEMPO (PERSTEMPO) tracks deployment and non-deployment of members on an individual basis and supports eventual payment (by the Defense pay system) to members whose deployment days exceed mandated thresholds. The PERSTEMPO system records track the amount of time every sailor in the Navy, Officer and Enlisted, Active and Reserve, is required to be away from his or her permanent duty station/homeport. Transactions are built for one, more than one or entire units by authorized personnel entering the dates of deployment, purpose, and category. Weekly electronic submissions are provided to the Navy Personnel Database (NPDB).

PII collected are name, rank and SSN.

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)

SSN is collected for identification and data matching. We are identifying a particular individual that went on a PERSTEMPO event and that person's events must match the data at the Defense Manpower Data Center (DMDC).

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. Instead, automated interfaces with the Navy Personnel Database (NPDB) and the Navy Enlisted System (NES) provide all PII to the PERSTEMPO system.

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. Instead, automated interfaces with the Navy Personnel Database (NPDB) and the Navy Enlisted System (NES) provide all PII to the PERSTEMPO system.

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

PII is not collected from the individual. Instead, automated interfaces with the Navy Personnel Database (NPDB) and the Navy Enlisted System (NES) provide all PII to the PERSTEMPO system.

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.

Commands have access to their own data; the program management shop (NAVPERSCOM, PERS 34) and the data steward (NAVPERSCOM, PERS 33) also have access to the data.

Other DoD Components

Specify.

Defense Manpower Data Center (DMDC)

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.

Whitney, Bradley, and Brown Inc., Data Networks Corp., Aries Systems International and Capstone Corporation. Whenever granted access to sensitive information, contractor employees shall follow applicable DoD/DON instructions, regulations, policies and procedures when reviewing, processing, producing, protecting, destroying and/or storing that information. FAR privacy clauses have been added to the contracts.

PERSTEMPO is hosted behind BUPERS Online (BOL). There are four vendors that support this application (Aries, SAIC, Capstone and Booze-Allen Hamilton). It has been verified that all required FAR clauses and DFAR language has been added to the contracts.

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

PII is received from the Navy Personnel Database (NPDB) and the Navy Enlisted System (NES).

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

N01080-1 and N01080-2

SORN Identifier, not the Federal Register (FR) Citation. Consult the DoD Component Privacy Office for additional information or <http://dpcl.d.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.

These records are scheduled under SSIC 3000-51 and are TEMPORARY. Cutoff at end of CY and destroy 3 years after cutoff.

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 N01080-1, Enlisted Master File Automated Systems (June 07, 2013, 78 FR 34354), authorities:

10 U.S.C. 5013, Secretary of the Navy; Department of Defense Instructions 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); Chief of Naval Operations Instructions OPNAVINST 1070.2 Series, Automated Extracts of Active Duty Military Personnel Records; and OPNAVINST 1001.19 Series, Reserve Components Common Personnel Data System (RCCPDS); and E.O. 9397 (SSN), as amended.

SORN N01080-2, Officer Master File Automated Systems (November 01, 2013, 78 FR 65620), authorities:

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

PERSTEMPO specific authorities:

NDAA 2000 established 10 USC 991, requiring reporting of PERSTEMPO.

DoDI 1336.07; November 2013 USD(P&R) Memo; DoDI 1235.12; 2018 SECDEF Contingency Planning Guidance. OPNAVINST 3000.13D governs Navy's PERSTEMPO policy.

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.

PERSTEMPO only collects PII from Federal employees - not members of the public.