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:
Reserve Force Manpower Tools (RFMT)

2. DOD COMPONENT NAME:
Department of the Navy

3. PIA APPROVAL DATE: 10/21/20

Navy Reserve Force

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)

- From Federal employees and/or Federal contractors

b. The PII is in a: (Check one)

- New DoD Information System
- Existing DoD Information System

- New Electronic Collection
- Existing Electronic Collection

- Significantly Modified DoD Information System

- Significantly Modified Electronic Collection

- Not Collected (if checked proceed to Section 4)

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.

RFMT, formally known as APPLY-SLATER, is a system comprised of a web accessible database and a suite of interoperable, personnel-related modules that support the mission of NAVRESFOR. These modules are APPLY, SLATER and Inactive Duty Training Order Writer (IDTOW). Each module has a specific set of capabilities; however, the data flow for a Reservist’s assignment can be traced from APPLY (where the Reservists “APPLY” to billets), to SLATER (where Operational Support Officers/Boards “SLATE” Reservists to billets), to IDTOW (where the official Inactive Duty Training (IDT) Orders are generated and released to the Reservist). RFMT users connect to the system during the allotted period during the fiscal year in order to upload their applications for billets. Once identification is made, the member can see all available billets they are qualified to apply for, as set by the ESC. The member identifies their selections and then sets a priority corresponding to their desire for the billet. Member personal information, such as address, email, duty history, etc. may be updated via the RFMT process. APPLY allows a centralized means of identifying, advertising, and filling of junior and senior command and non-command billets across the Reserve community and allows community leaders to set filter criteria restricting selection to community standards. Once the application period is complete the RFMT website is shut down for the slating “SLATER” selection process. The slating process is used by the Navy Reserve National Command and Senior Officer (05/06) Non-Command Billet Screening and Assignment RFMT Board members to ultimately assign billets to the most qualified officer. This configuration involves the SLATER server and four laptop computers in a closed room. Upon completion of the board process, the RFMT website is re-opened and results are made available to all applicants. Applicants then elect to accept or decline assigned orders. If accepted, RFMT generates orders for further processing in IDTOW.

Personally identifiable information (PII) collected includes: Name, rank/grade, Social Security Number (SSN), citizenship, gender, race/ethnicity, date of birth, home telephone number, home mailing address, religious preference, security clearance, marital status, military records, Education Information includes: education level/major/specialty 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? (e.g., verification, identification, authentication, data matching, mission-related use, administrative use)

RFMT does not solicit PII from an individual. PII is collected by the authoritative source systems and transferred to RFMT on a periodic basis. The individual's opportunity to consent would be at the collection point. The intended use is for verification, identification, data matching and 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.
RFMT does not collect directly from an individual.

<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>

RFMT does not collect directly from an 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 |

RFMT does not collect directly from an individual.

| 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. | Navy Reserve Force N65 personnel. |
| 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. | CACI, Inc. 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. |
| 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 | |

NAVY RESERVE HOMEPORT (NRH)
CAREER MANAGEMENT SYSTEM - INTERACTIVE DETAILING (CMS-ID)
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

N01080-3

SORN Identifier, not the Federal Register (FR) Citation. Consult the DoD Component Privacy Office for additional information or [http://dpcld.defense.gov/Privacy/SORNS/](http://dpcld.defense.gov/Privacy/SORNS/)

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).

(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 N01080-3, 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 ☒ 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.

RFMT does not collect information from members of the public.