**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 the system.

1. **DOD INFORMATION SYSTEM/ELECTRONIC COLLECTION NAME:**
   PRISM (PRISM)

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

3. **PIA APPROVAL DATE:**
   02/13/21

Office of Naval Research

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

a. The PII is: (Check one. Note: Federal contractors, military family members, and foreign nationals are included in general public.)
   - [ ] From members of the general public
   - [x] From Federal employees
   - [ ] from both members of the general public and Federal employees
   - [ ] Not Collected (if checked proceed to Section 4)

b. The PII is in a: (Check one.)
   - [ ] New DoD Information System
   - [ ] New Electronic Collection
   - [x] 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.
   DITPR #13529, PRISM is a Commercial-off-the-Shelf (COTS) Contract/Grant writing system. It receives input manually or electronically from purchase request generation systems via Application Program Interfaces, uses the information to facilitate the solicitation, award, and administration of procurement and assistance instruments and provides various interfaces to standard Federal/DoD systems for vendor identification information, award reporting, and document storage/retrieval. Additionally, solicitations, orders, contracts, grants, and other documents are captured in an electronic resource library to provide models for future procurements. The system captures data on each step of the process to provide up-to-the-minute metrics and information required for Official Governmental reporting systems, such as Electronic Document Access (EDA) and Federal Procurement Data System (FPDS). PRISM will only be used by ONR.

The PII collected by PRISM consists of data elements about ONR authorized users and vendor points of contact. PII maintained in the system for ONR authorized personnel is limited to the following information:
   - Full name;
   - Work telephone number; and
   - Work e-mail address;
   - EDIPI

The PII for vendors is as follows:
   - Vendor contact full name;
   - Vendor contact work telephone number; and
   - Vendor contact work e-mail address
   - Vendor address
   - Vendor CAGE
   - Vendor DUNS

PRISM will collect First and Last Name for each user to be used for work-flow routing within the system. PRISM will collect work e-mail addresses so notifications can be sent to users when they have actions pending. PRISM will also record the user's CAC identifier for digital signature and authentication purposes. High level vendor information will be collected from Systems Award Management (SAM.gov) (including CAGE, DUNS, Vendor Name, Vendor Address, and Vendor POC names and emails).

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)

   Authentication and administrative 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.

  PII is not collected directly from the individual.

  (2) If "No," state the reason why individuals cannot object to the collection of PII.

### 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.

  PII is not collected directly from the individual.

  (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.  

- **Privacy Act Statement**
- **Privacy Advisory**
- **Not Applicable**

  PII is not collected directly from the individual.

### h. With whom will the PII be shared through data/system exchange, both within your DoD Component and outside your Component?

- **Within the DoD Component**
- **Other DoD Components (i.e. Army, Navy, Air Force)**
- **Other Federal Agencies (i.e. Veteran’s Affairs, Energy, State)**
- **State and Local Agencies**
- **Other (e.g., commercial providers, colleges).**

  Access to PII information is controlled through role-based and site-based access, as well as the use of security groups within PRISM preventing unauthorized sharing of information. The full content of each procurement record is visible to a limited number of authorized contracting staff across component sites. This allows for contract data reuse, sharing of contracts, and information sharing on a need-to-know basis. This shared access allows ONR users to take advantage of similar or identical procurement actions already in existence minimizing duplication of efforts which saves time and administrative cost.

  The DoD Electronic Document Access (EDA system) will receive PDF copies, IDX information and PDS XML data of all awards.

  Procurement award information will be sent to the Federal Procurement Data System (FPDS). This information includes Vendor name, Vendor Address, Vendor DUNS, and Vendor Award information.


### i. Source of the PII collected is:

- **Individuals**
- **Existing DoD Information Systems**
- **Other Federal Information Systems**
- **Electronic Document Access (EDA) and Federal Procurement Data System (FPDS)**

### j. How will the information be collected?

- **Individuals**
- **Existing DoD Information Systems**
- **Commercial Systems**
Electronic Document Access (EDA) and Federal Procurement Data System (FPDS)

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; GSA/GOVT-9

SORN Identifier, not the Federal Register (FR) Citation. Consult the DoD Component Privacy Office for additional information or http://dpclid.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.  4000-56 - GRS 1.1 010 - DAU - DAA-GRS-2013-0003-0001

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

(3) Retention Instructions.

Temporary: Destroy 10 years after final payment or cancellation.

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 NM05000-2, Program Management and Locator System (January 24, 2008, 73 FR 4193), authorities:

10 U.S.C. 5013, Secretary of the Navy; 10 U.S.C. 5041, Headquarters, Marine Corps; and E.O. 9397 (SSN), as amended.

SORN GSA/GOVT-9, GSA SmartPay Purchase Charge Card Program (November 03, 2006, 71 FR 64707), authorities:

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.

Information is not collected on members of the public; only federal employees and federal contractors will be in the system.