**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:**

   Business Information System (BIS)

2. **DOD COMPONENT NAME:**

   Department of the Navy

3. **PIA APPROVAL DATE:**

   03/08/21

4. **COMPACFLT - Pacific Missile Range Facility (PMRF)**

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

a. **The PII is:** (Check one. Note: foreign nationals are included in general public.)

   ☑ From Federal employees and/or Federal contractors

   ☐ Not Collected (if checked, proceed to Section 4)

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

   ☑ Existing DoD Information System

   ☐ New Electronic Collection

   ☐ Existing Electronic Collection

   ☐ Significantly Modified DoD Information System

   ☐ New 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.**

   PMRF has a large reimbursable customer base and each sponsor has a unique set of reporting and cost tracking requirements. Each customer must be charged for direct costs, which are fair, competitive, and justifiable. Sponsors routinely request granular level detail of expenditures at an operation number, field support unit/range asset and cost type level. These detailed reports are not available in the Standard Accounting and Reporting System (STARS/fl) (DFAS accounting system) or the Standard Accounting, Budgeting and Reporting Systems (SABRS) (target transition accounting system). The majority of charges incurred by most of these customers are for contractor support. The charging routines are very complex and generate thousands of transactions. In an attempt to better track costs and provide detailed operations data, PMRF designed and developed the Oracle based BIS which contains and maintains this specific kind of data. In addition, granular level detail is used to produce the Unified Range Reporting List (URRL) per Navy instruction from the U.S. Fleet Forces Command N73 COMUSFLTFORCOM/COMPACFLT INSTRUCTION 3624.1B N01/N01 Dated November 15, 2012 – Training area and resource utilization reporting guidance.

   BIS software covers many aspects and departments at PMRF. Personal information such as DoD ID number, name, address, phone numbers, pay, and spousal information, is collected and used by the Administration office to track Personnel information, Labor time card data, and contact information for emergency contact management. Social Security Numbers (SSN) are collected to 1) match labor/payroll data received from the Defense Civilian Pay System (DCPS) and 2) obtained from visiting personnel for the purpose of credentialing, clearance verification with the JPAS system.

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)**

   Administrative Use, Data Matching and Identification/Clearance Verification

   ☑ 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.

   Government Civilians can object to providing the requested information. However, they would not be able to get paid. Visitors would be unable to gain access to the base.

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.

   Once PII is provided by the individual, consent is assumed.
**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.)**

- [x] Privacy Act Statement
- [ ] Privacy Advisory
- [ ] Not Applicable

**AUTHORITY:** SORN NM05512-2 and SORN T7335

**PURPOSE(S):** Pacific Missile Range Facility (PMRF), Barking Sands, on the island of Kauai, Hawaii, provides support for service related Research, Development, Test and Evaluation (RDT&E), Science and Technology (S&T) and U.S. Navy Training Programs. PMRF has been designated a test site for Missile Defense Agency (MDA) programs such as AEGIS Ballistic Missile Defense (ABMD) and Aegis Ashore. Advanced developmental, operational, and interoperability weapons system testing will continue at PMRF for MDA elements and systems through the foreseeable future. PMRF is required to control physical access for visitors who support missions on the range. BIS is utilized by PMRF to issue badges and collect visitor statistics required to control base access.

**ROUTINE USE:** The PII being collected is used exclusively for credentialing, clearance verification with the JPAS system. In order to gain access to the base, individuals must provide PII data required for Security Clearance purposes.

**DISCLOSURE:** Disclosure is voluntary; however, failure by an applicant to provide the information may result in delay or possible rejection of the individual’s application to access PMRF.

**h. With whom will the PII be shared through data exchange, both within your DoD Component and outside your Component? (Check all that apply)**

- [x] Within the DoD Component
- [ ] Other DoD Components
- [ ] Other Federal Agencies
- [ ] State and Local Agencies
- [ ] 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.)
- [ ] Other (e.g., commercial providers, colleges).

**i. Source of the PII collected is:** (Check all that apply and list all information systems if applicable)

- [x] Individuals
- [ ] Databases
- [x] Existing DoD Information Systems
- [ ] Commercial Systems
- [ ] Other Federal Information Systems

1) Individuals - For collected PII applicable to SORN NM05512-2 Individuals are provided the form to fill out, which includes the PII collected. This data is then transferred into BIS via manual input by an authorized user.

2) Existing DoD Information System - PII is downloaded from Defense Civilian Pay System (DCPS).

**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

Form SECNAV 5512/1 (APR 2014); Individuals are provided the form to fill out upon intake as a Government or Contracted employee based upon work requirements. This data is then entered into BIS via manual input by an authorized user.

**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  **NM05512-2; T7335**

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

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1. 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.  **NT-NU-86-1**

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

   (3) Retention Instructions.

   SORN NM05512-2 Retention: Badges and passes are destroyed three months after return to issuing office. Records of issuance are destroyed six months after new accountability system is established or one year after final disposition of each issuance record is entered in retention log or similar record, whichever is earlier. Visit request records are destroyed two years after final entry or two years after date of document, whichever is later. Collection forms, paper and/or plastic badges/passes are shredded or incinerated using DOD approved procedures. If any IT system or data storage media fails and must be replaced, the data storage component (e.g., disks/hard drives) is removed from the hardware and degaussed with DOD approved degaussing systems and are then mechanically shredded prior to disposal.

   SORN T7335 Retention: Records may be temporary in nature and destroyed when actions are completed, they are superseded, obsolete, or no longer needed. Other records may be cut off at the end of the payroll year and destroyed up to 6 years after cutoff or cutoff at the end of the payroll year and then sent to the National Personnel Records Center after 3 payroll years where they are retained for 56 years. Individual retirement records are cut off upon separation, transfer, retirement or death, and forwarded to the Office of Personnel Management.

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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.


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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.

Does not collect from members of the general public.