PRIVACY IMPACT ASSESSMENT (PIA)

DoD Information System/Electronic Collection Name:

Living Disaster Recovery Planning System (LDRPS)

DoD Component Name:

Defense Finance and Accounting Service

SECTION 1: IS A PIA REQUIRED?

a. Will this Department of Defense (DoD) information system or electronic collection of information (referred to as "electronic collection" for the purpose of this form) collect, maintain, use, and/or disseminate personally identifiable information (PII) about members of the public, Federal personnel, contractors or foreign nationals employed at U.S. military facilities internationally? Choose one option from the choices below. (Choose (3) for foreign nationals).

☐ (1) Yes, from members of the general public.

☐ (2) Yes, from Federal personnel * and/or Federal contractors.

☒ (3) Yes, from both members of the general public and Federal personnel and/or Federal contractors.

☐ (4) No

* "Federal personnel" are referred to in the DoD IT Portfolio Repository (DITPR) as "Federal employees."

b. If "No," ensure that DITPR or the authoritative database that updates DITPR is annotated for the reason(s) a PIA is not required. If the DoD information system or electronic collection is not in DITPR, ensure that the reason(s) are recorded in appropriate documentation.

c. If "Yes," then a PIA is required. Proceed to Section 2.

SECTION 2: PIA SUMMARY INFORMATION

a. Why is this PIA being created or updated? Choose one:

☐ **New DoD Information System** ☐ **New Electronic Collection**

☒ **Existing DoD Information System** ☐ **Existing Electronic Collection**

☐ **Significantly Modified DoD Information System**

b. Is this DoD information system registered in the DITPR or the DoD Secret Internet Protocol Router Network (SIPRNET) IT Registry?

☐ **Yes, DITPR** Enter DITPR System Identification Number 4229

☐ **Yes, SIPRNET** Enter SIPRNET Identification Number

☐ **No**

c. Does this DoD information system have an IT investment Unique Project Identifier (UPI), required by section 53 of Office of Management and Budget (OMB) Circular A-11?

☒ **Yes** **Enter UPI** 007-97-01-34-02-1238-00

If unsure, consult the Component IT Budget Point of Contact to obtain the UPI.

☐ **No**

d. Does the DoD information system or electronic collection have 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 should be consistent.

☒ **Yes** **Enter Privacy Act SORN Identifier** T3020

DoD Component-assigned designator, not the Federal Register number. Consult the Component Privacy Office for additional information or access DoD Privacy Act SORNs at:
http://www.defenselink.mil/privacy/notices/

or

Date of submission for approval to Defense Privacy Office
Consult the Component Privacy Office for this date.

☐ **No**

e. Does this DoD information system or electronic collection have an 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**

Enter OMB Control Number ☐

Enter Expiration Date ☐

☒ **No**

f. Authority to collect information. A Federal law, Executive Order of the President (EO), or DoD requirement must authorize the collection and maintenance of a system of records.

(1) If this system has a Privacy Act SORN, the authorities in this PIA and the existing Privacy Act SORN should be the same.

(2) 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) Whenever possible, cite the specific provision of the statute and/or EO that authorizes the operation of the system and the collection of PII.

(b) If a specific statute and/or EO does not exist, determine if an indirect statutory authority can be cited. An indirect 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) 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 should be identified.

5 U.S.C. 301, Departmental Regulations; DFAS Regulation 3020.26, Corporate Contingency Plan; DoDD 1400.31, Mobilization Management of the DoD Civilian Work Force; DoDI 1400.32, DoD Civilian Work Force Contingency and Emergency Planning Guidelines and Procedures; DoDI 3020.37, Continuation of Essential DoD Contractor Services During Crises and E.O. 12656, Assignment of Emergency Preparedness Responsibilities.

g. Summary of DoD information system or electronic collection. Answers to these questions should be consistent with security guidelines for release of information to the public.

(1) Describe the purpose of this DoD information system or electronic collection and briefly describe the types of personal information about individuals collected in the system.

LDRPS provides DFAS with a standardized automated contingency planning process/tool. Personal contact information in the system is used to publish organizational telephone directories/locators, recall personnel to place of duty when required, for use in emergency notification, and to perform relevant functions/requirements/actions consistent with managerial functions during an emergency/disaster. The following types of information is collected: name, personal cell telephone number, mailing/home address, emergency points-of-contact name and telephone number, home and office telephone number, employment information, disability information, grade/rank, military branch of service, position title and job series.

(2) Briefly describe the privacy risks associated with the PII collected and how these risks are addressed to safeguard privacy.

The result of mishandling personal data may lead to lost, stolen or compromised PII which could be harmful to the individual in many ways (e.g., identify theft, damage to the individual's reputation and /or financial hardship). Such incidents could cast DFAS in an unfavorable light to the public. Hence, access is limited to persons authorized to service or to use the system in performance of their official duties (requires screening and approval for need to know). DFAS adheres to physical protections of PII as described in accordance with DFAS 5200.1-R. IA policy (DFAS 8400.1-R) prescribes protection requirements for sensitive data, to include PII, for all DFAS systems. Management responsibilities for protecting data are maintained in DFAS 8500.1.

h. With whom will the PII be shared through data exchange, both within your DoD Component and outside your Component (e.g., other DoD Components, Federal Agencies)? Indicate all that apply.

☒ **Within the DoD Component.** Specify

PII will be shared with internal DFAS Organizations that demonstrate a "need to know". This includes Senior Management and Contingency Planning personnel for Emergency Operations Center support.

☐ **Other DoD Components.** Specify

☒ **Other Federal Agencies.** Specify

To Federal Agencies (e.g. Homeland Security) during actual emergencies, exercises, or continuity of operation tests for the purpose of responding to emergency situations.

☒ **State and Local Agencies.** Specify

To state or local governments (e.g. State Police) during actual emergencies, exercises, or continuity of operation tests for the purpose of responding to emergency situations.

☒ **Contractor** (enter name and describe the language in the contract that safeguards PII.) Specify

Everbridge is used for the DFAS Alert notification system. Contract language is as follows:

52.239-1 PRIVACY OR SECURITY SAFEGUARDS (AUG 1996)

(a) The Contractor shall not publish or disclose in any manner, without the Contracting Officer's written consent, the details of any safeguards either designed or developed by the Contractor under this contract or otherwise provided by the Government.

(b) To the extent required to carry out a program of inspection to safeguard against threats and hazards to the security, integrity, and confidentiality of Government data, the Contractor shall afford the Government access to the Contractor's facilities, installations, technical capabilities, operations, documentation, records, and databases.-

(c) If new or unanticipated threats or hazards are discovered by either the Government or the Contractor, or if existing safeguards have ceased to function, the discoverer shall immediately bring the situation to the attention of the other party.

☒ **Other** (e.g., commercial providers, colleges). Specify

To civic organizations (e.g. police/fire departments) during actual emergencies, exercises, or continuity of operation tests for the purpose of responding to emergency situations.

i. 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.

Individual may choose not to provide PII, however, failure to furnish the requested information may result in the individual or individual's emergency points of contact, not being notified in the event of a disaster. For contractor personnel, failure to furnish information may result in administrative termination of support function. Disclosure is voluntary, but failure to provide requested information will keep a person from holding a key position within the Disaster Recovery Program.

(2) If "No," state the reason why individuals cannot object.

j. 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.

Individuals are provided with the opportunity to consent with the specific use of PII voluntary. The Privacy Act statement is attached to each LDRPS data collection form which describes the use of the information.

(2) If "No," state the reason why individuals cannot give or withhold their consent.

k. What information is provided to an individual when asked to provide PII data? Indicate all that apply.

☒ **Privacy Act Statement**

☐ **Privacy Advisory**

☐ **Other**

☐ **None**

Describe each applicable format.

NOTE:

Sections 1 and 2 above are to be posted to the Component's Web site. Posting of these Sections indicates that the PIA has been reviewed to ensure that appropriate safeguards are in place to protect privacy.

A Component can restrict the publication of Sections 1 and/or 2 if they contain information that would reveal sensitive information or raise security concerns.