



## PRIVACY IMPACT ASSESSMENT (PIA)

For the

HR Remedy
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Defense Logistics Agency
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### **SECTION 1: IS A PIA REQUIRED?**

**a. Will this Department of Defense (DoD) information system or electronic collection of information (referred to as an "electronic collection" for the purpose of this form) collect, maintain, use, and/or disseminate 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) why 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.**



**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 provisions of the statute and/or EO that authorizes the operation of the system and the collection of PII.

(b) If a specific statute 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.

OM Govt 1 - 5 U.S.C. 1302, 2951, 3301, 3372, 4118, 8347, and Executive Orders 9397, 9830, and 12107

DPR 34 - 5 U.S.C. 301, Department Regulations; 5 U.S.C. Chapter 11, Office of Personnel Management; 5 U.S.C. Chapter 13, Special Authority; 5 U.S.C. Chapter 29, Commissions, Oaths, Records, and Reports; 5 U.S.C. Chapter 31, Authority for Employment; 5 U.S.C. Chapter 33, Examination, Selection, and Placement; 5 U.S.C. Chapter 41, Training; 5 U.S.C. Chapter 43, Performance Appraisal; 5 U.S.C. Chapter 51, Classification; 5 U.S.C. Chapter 53, Pay Rates and Systems; 5 U.S.C. Chapter 55, Pay Administration; 5 U.S.C. Chapter 61, Hours of Work; 5 U.S.C. Chapter 63, Leave; 5 U.S.C. Chapter 72, Antidiscrimination; Right to Petition Congress; 5 U.S.C. Chapter 75, Adverse Actions; 5 U.S.C. Chapter 83, Retirement; 5 U.S.C. Chapter 99, Department of Defense National Security Personnel System; 5 U.S.C. 7201, Antidiscrimination Policy; minority recruitment program; 10 U.S.C. 136, Under Secretary of Defense for Personnel and Readiness; E. O. 9830, Amending the Civil Service Rules and Providing for Federal Personnel Administration, as amended; 29 CFR part 1614.601, EEO Group Statistics; and E. O. 9397 (SSN), as amended

**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.

HR Remedy is used by DLA Human Resources Specialists as a workload tracking solution to track and respond to civilian workplace employees requests for assistance and information regarding benefits, staffing and any manual process requiring submission of forms, verification of data, discrepancies of data, or update to additional HR systems, The system allows for the collection of information (Name, SSN, Phone Number, Address) and a general idea of the employee's question/issue. This question is then routed to the proper HR Specialist to address the employee's request.

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

Risk exposure of employee private and personal information. This risk is minimized by physical, technical, and administrative controls.

The system and data is available to only those whose job responsibilities require access. System access is based on role-based security and physical access controlled by use of CACs and specific security certificates.

**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.

**Other DoD Components.**

Specify.

**Other Federal Agencies.**

Specify.

**State and Local Agencies.**

Specify.

**Contractor** (Enter name and describe the language in the contract that safeguards PII.)

Specify.

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

Specify.

**i. Do individuals have the opportunity to object to the collection of their PII?**

**Yes**                       **No**

(1) If "Yes," describe method by which individuals can object to the collection of PII.

Human Resources staff require the use of the employee's PII in order to respond to the employee's request with the proper HR specialist who can address the issue. If the employee decides not to provide the necessary contact information, the employee would not be able to have his question or issue addressed.

(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.

Employee' may decline to provide contact information with the understanding the without at least two PII markers (name and contact information) the Human Resources associates could not be contacted for follow-up.

(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.

Individuals are presented Privacy Act Statements when the information is initially collected via the Defense Civilian Personnel Data System (DCPDS).

Note: Information created and stored within the DCPDS is UNCLASSIFIED FOR OFFICIAL USE ONLY and is subject to the Privacy Act of 1974. Every user of the DCPDS must adhere to the Privacy Act when working with any information that relates to the data contained in the DCPDS.

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