



## PRIVACY IMPACT ASSESSMENT (PIA)

For the

Automated Statistics About Personnel (ASAP)

Defense Logistics Agency (DLA)

### 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.

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

**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.

ASAP is used by Human Resources personnel and provides the ability to generate standard and ad-hoc reports to assist with personnel management and personnel administration. Reporting functionality provided by third-party, Structured Query Language (SQL) Server Reporting Services. The personal information collected is not retained and is refreshed daily.

Personal information collected by the system includes: Name; Truncated SSN; Gender; Birth Date; Mailing/Home Address; Employment Information and Education Information

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

Risk exposure of associate's private and personal information. The risks are minimized by physical, technical, and administrative controls. Data is available to only those whose job performances require access. System access is controlled by use of smart cards, strong passwords, and role-based security which ensures access to the information in the system is limited by job requirement and authorization to view the data. Users sign a Privacy Act Information Acknowledgement Form and agree to maintain the confidentiality of information in accordance with DLAR 5400.21, DLA Privacy Act Program, and DoD 5500.7-R, Joint Ethics Regulations.

**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.

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

The employment information is needed by DLA Human Resources Services to perform personnel management functions and is provided through the database feeds from Defense Civilian Personnel Data System (DCPDS).

**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.

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

The information collected is needed to perform Human Resources support functions and is used for the specific purposes of fulfilling personnel reporting requirements.

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.