



**PRIVACY IMPACT ASSESSMENT (PIA)
For the**

Human Resource (HR) Web Retirement Estimate Request System (RERS)
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.

SECTION 2: PIA SUMMARY INFORMATION

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

- | | | | |
|--------------------------|--|-------------------------------------|---------------------------------------|
| <input type="checkbox"/> | New DoD Information System | <input type="checkbox"/> | New Electronic Collection |
| <input type="checkbox"/> | Existing DoD Information System | <input checked="" type="checkbox"/> | 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?

- | | | | |
|-------------------------------------|---------------------|--|----------------------|
| <input type="checkbox"/> | Yes, DITPR | Enter DITPR System Identification Number | |
| <input type="checkbox"/> | | | <input type="text"/> |
| <input type="checkbox"/> | Yes, SIPRNET | Enter SIPRNET Identification Number | |
| <input type="checkbox"/> | | | <input type="text"/> |
| <input checked="" type="checkbox"/> | 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?

- | | | | |
|--------------------------|------------|-------------------------------------|-----------|
| <input type="checkbox"/> | Yes | <input checked="" type="checkbox"/> | No |
|--------------------------|------------|-------------------------------------|-----------|

If "Yes," enter UPI

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

d. 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 should be consistent.

Yes

No

If "Yes," enter Privacy Act SORN Identifier

OPM/GOVT-1 - General Personnel Records and DPR34- Defense

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.

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.

OPM/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, Departmental Regulations; 5 U.S.C. Chapters 11, 13, 29, 31, 33, 41, 43, 51, 53, 55, 61, 63, 72, 75, 83, 99; 5 U.S.C. 7201, Antidiscrimination Policy; 10 U.S.C. 136, Under Secretary of Defense for Personnel and Readiness; Executive Order 9830, Amending the Civil Service Rules and Providing for Federal Personnel Administration, as amended; Executive Order 9397 (SSN); and CFR 1614.601, EEO Group Statistics.

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.

(1) The DLA HR Web Retirement Estimate Request System (RERS) is used to gather personal information from DLA and DOD serviced employees to request retirement estimates. This temporary information is used by Human Resource Benefits personnel to estimate the employee's retirement benefits.
(2) Personal information collected by the system includes: Name, Home Address, Retirement Information, Home Telephone Number (optional), Personal E-mail Address(optional), Marital Status, Benefits information such as estimated retirement pay, survivor elections, Military Record information, Career information. Users are asked for their Social Security Number (SSN) although it is not maintained or stored in the system. The Social Security number is used only for matching and retrieval of the user's personnel record. Once the user's data is matched the unique Employee Number in the personnel record and an assigned RERS number are used to identify the user.

(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 CAC and role-based security which ensures access to the information in the system is limited by job requirement and authorization to view the data. Employees receive a Privacy Act Statement and HR Personnel using the system are warned to maintain the confidentiality of information in accordance with 32 CFR Section 323, "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.

HR Benefits personnel and employee

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?

[Empty rectangular box for specifying details]

Yes

No

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

The RERS tool requires the use of the employee's PII in order to initiate the Retirement Request with the Benefits Specialist. If the employee decides not to provide the necessary information, the Specialist would be unable to provide a Retirement Estimate.

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

[Empty rectangular box for stating reasons]

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.

The RERS tool requires the use of the employee's PII in order to initiate the Retirement Request with the Benefits Specialist. If the employee decides not to provide the necessary information, the Specialist would be unable to provide a Retirement Estimate.

(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.

- | | |
|--|--|
| <input checked="" type="checkbox"/> Privacy Act Statement | <input type="checkbox"/> Privacy Advisory |
| <input type="checkbox"/> Other | <input type="checkbox"/> None |

Describe each applicable format.

Individuals are provided a unique Privacy Act statement when the information is collected on the DLA website:

PRIVACY ACT STATEMENT:
Authority: 5 U.S.C. 301, 2951, 8347; 5 U.S.C. Chapters 11, 83, 84, 99; Executive Orders 9397, as amended, and 9830, as amended.

Purposes: The information collected is used by Human Resource Benefits personnel to respond to an employee's retirement estimate request. The SSN is requested because it is necessary for matching and retrieval of the employee's personnel record; the SSN is not maintained or stored.

Routine Uses: None. Information gathered on the Retirement Estimate Request Worksheet is not disclosed outside DLA / DoD.

Disclosure: Voluntary; however, failure to provide the requested information will prohibit the calculation of a retirement estimate request.

Rules of Use: Rules for collecting, using, retaining, and safeguarding this information are contained in their respective Privacy Act systems of records notices OPM/Govt-1, General Personnel Records and DPR 34, Defense Civilian Personnel Data System. Both Privacy notices may be found at <http://dpclo.defense.gov/privacy/SORNs/SORNs.html>.

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.