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 1. DOD INFORMATION SYSTEM/ELECTRONIC COLLECTION NAME: RecTrac 3. PIA APPROVAL DATE: 2. DOD COMPONENT NAME: 03/08/18 Defense Logistics Agency 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 From members of the general public From both members of the general public and Federal employees and/or Not Collected (if checked proceed to Section 4) Federal contractors b. The PII is in a: (Check one) **New Electronic Collection** New DoD Information System **Existing Electronic Collection** Existing DoD Information System Significantly Modified 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. RecTrac is the information system used by Morale, Welfare, and Recreation (MWR) for Fitness and Recreation Center customer usage and emergency contact information; GolfTrac (a subsystem of RecTrac) is used for membership information, customer usage, emergency contact information. As the standardized MWR system, use of this management information system will provide better recreation service to our customers by monitoring facility and program usage and by permitting us to generate annual management reports. RecTrac data is also used to determine future funding to support the programs tracked. This system tracks participation in, and use of, sports and fitness centers, swimming pools, craft shops, automotive shops, recreation centers, community activity centers, golf courses, and live theatre. Individuals complete a one-time registration process 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) The purpose of collecting the data is to properly manage and account for use of facilities and programs and properly identify authorized users. Emergency contact information is necessary for safety purposes. It will help establish eligibility for services, track usage, and process annual management reporting in support of DLA Programs and regulatory requirements. X Yes No e. Do individuals have the opportunity to object to the collection of their PII? (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. An interview is conducted during the initial data collection with the individual who is provided with the DLA Form 1932, Family and Morale, Welfare & Recreation Facility Use Request containing a Privacy Act Statement and informed that providing the information is optional, and failure to provide the information may result in slow or denied services. The purpose of collecting data and its uses are described and the individual has the right to refuse to provide the information. Should the individual refuse, the user can create a guest account for them. f. Do Individuals have the opportunity to consent to the specific uses of their PII? Yes X 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 the user consents to the collection of their information they are not able to opt out of specific uses of their PII. Without all information, the MWR program would not being able to validate that they are authorized patrons of MWR services. Were individuals to withhold consent for any of the PII, MWR couldn't guarantee the provision of services due to the limits on authorized patrons

provide the actual wording.)

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

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|--|--|---|----------|--|--|
| X | Privacy Act Statement | Privacy Advisory | | Not Applicable | |
| Privacy Act Statement is provided on the DLA Form 1932 used to collect the PII. Forms may be provided by hard copy or electronically | | | | | |
| through e-mail. | | | | | |
| PRIVACY ACT STATEMENT | | | | | |
| Authority: 5 U.S.C. 301, Departmental Regulations; 5 U.S.C. 7901, Health Service Programs; 10 U.S.C. 133, Under Secretary of Defense | | | | | |
| for Acquisition, Technology, and Logistics; and DoD Directive 1010.10, Heath Promotion, DoD Instruction 1015.10 Military Morale Welfare and Recreation Programs, DoD Instruction 1015.2 Military Morale Welfare and Recreation. | | | | | |
| Wenare and Recreation Programs, Dod instruction 1915.2 winterly wortain wortain and Recreation. | | | | | |
| Purposes: Information will be used to collect facility usage data, to prepare monthly metrics and data management reports, to register | | | | | |
| applicants for classes, to notify users of future events or cancellations, to contact users when money is due for goods and or services, to contact users about events they have planned/ scheduled at DLA sites, to validate that fitness center users meet basic health requirements for | | | | | |
| use. Emergency contacts are notified in cases where an emergency arises. | | | | | |
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| Routine Uses: The DoD "Blanket Routine Uses" may apply to this system of records and are found at http://dpclo.defense.gov/privacy/ | | | | | |
| SORNs/blanket_routine_uses.html. | | | | | |
| Disclosure: Voluntary; however, failure to provide all the requested information may lead to a delay in approving your request or a denial of | | | | | |
| your request. | | | | | |
| Rules of Use: Rules for collecting, using, retaining, and safeguarding this information are contained in DLA Privacy Act system of records | | | | | |
| notice S400.10, entitled "Social, Athletic, and Recreation Membership and Use Records" available at http://dpclo.defense.gov/privacy/ | | | | | |
| SORNs/component/dla/index.html | | | | | |
| h. With whom will the Pil be shared through data exchange, both within your DoD Component and outside your Component? (Check all that apply) | | | | | |
| | | • | | DLA Installations Morale, Recreation and Welfare (MWR) | |
| X | Within the DoD Component | | Specify. | Staff and Directors | |
| | Other DoD Components | | Specify. | | |
| | Other Federal Agencies | | Specify. | | |
| | State and Local Agencies | | Specify. | | |
| | | | орошну | | |
| | Contractor (Name of contractor a the contract that safeguards PII. | and describe the language in Include whether FAR privacy | | | |
| | clauses, i.e., 52.224-1, Privacy A | Act Notification, 52.224-2, | Specify | | |
| | Privacy Act, and FAR 39.105 are | e included in the contract.) | | | |
| | Other (e.g., commercial provider | rs, colleges). | Specify | | |
| i. Source of the PII collected is: (Check all that apply and list all information systems if applicable) | | | | | |
| X | Individuals | | | Databases | |
| | Existing DoD Information Systen | ns | | Commercial Systems | |
| | Other Federal Information Syste | ms | | | |
| The PII is collected from the individual using the DLA Form 1932. The information is then input into the system by the DLA MWR user. | | | | | |
| THE FTI IS CONCOLED FROM the midratural using the DDA Form 1952. The information is their input into the system of the DDA FARA user. | | | | | |
| j. How will the information be collected? (Check all that apply and list all Official Form Numbers if applicable) | | | | | |
| - | | tou. Tonour an arat appriy and not an o | | Official Form (Enter Form Number(s) in the box below) | |
| X | E-mail | | لشظ | • | |
| × | Face-to-Face Contact | | × | Paper Telephone lateraleur | |
| | Fax | | | Telephone Interview | |
| | Information Sharing - System to | | | Website/E-Form | |
| X Other (If Other, enter the information in the box below) | | | | | |
| Form 1932 may be emailed (via encrypted email) to the local MWR for processing. | | | | | |
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| 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 <u>retrieved</u> by name or other unique identifier. PIA and Privacy Act SORN information must be consistent. X Yes No | | | | |
| If "Yes," enter SORN System Identifier S400.10, Social Athletic and Recreation C | | | | |
| SORN Identifier, not the Federal Register (FR) Citation. Consult the DoD Component Privacy Office for additional information or http://dpcld.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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| I. 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. GRS 20, Item 2a4., DLA | | | | |
| (2) If pending, provide the date the SF-115 was submitted to NARA. | | | | |
| (3) Retention Instructions. | | | | |
| RecTrac files are maintained for the period 10 years and then destroyed. | | | | |
| 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 statue or Executive Order. | | | | |
| If this system has a Privacy Act SORN, the authorities in this PIA and the existing Privacy Act SORN should be similar. 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. | | | | |
| 5 U.S.C. 301, Departmental Regulations; 5 U.S.C. 302, Agency powers, Delegation of Authority; 5 U.S.C. 7901, Health Service Programs; 10 U.S.C. 133, Under Secretary of Defense for Acquisition, Technology, and Logistics; E.O. 9397, as amended; and DoD Directive 1010.10, Health Promotion and Disease/Injury Prevention. | | | | |
| 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 X 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. | | | | |
| Information in the system is not submitted by the general public. Only DLA employees submit information using the DLA Form 1932. | | | | |
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