

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 system.

1. DOD INFORMATION SYSTEM/ELECTRONIC COLLECTION NAME:

DeCA Electronic Records Management Archiving System-Refresh (DERMAS-R)

2. DOD COMPONENT NAME:

Defense Commissary Agency

3. PIA APPROVAL DATE:

01/02/24

SECTION 1: PII DESCRIPTION SUMMARY (FOR PUBLIC RELEASE)

a. The PII is: (Check one. Note: Federal contractors, military family members, and foreign nationals are included in general public.)

- ☐ From members of the general public ☐ From Federal employees
- ☒ from both members of the general public and Federal employees ☐ Not Collected (if checked proceed to Section 4)

b. The PII is in a: (Check one.)

- ☐ New DoD Information System ☐ New Electronic Collection
- ☒ Existing DoD Information System ☐ Existing Electronic Collection
- ☐ 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.

The purpose of DERMAS-R is to serve as the Agency's official record keeping system. The types of personal information that this system is designated to store are: personal contact information, payroll information, Equal Employment Opportunity information, Human Resources information, Health and Safety information, investigative information, worker's compensation information, patron information, and General Counsel eDiscovery and litigation information.

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 system does not collect PII, however it stores records with PII collected by DeCA elements for the uses described above in 1c.

e. 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.

(2) If "No," state the reason why individuals cannot object to the collection of PII.

This system entails no original collection of PII from individuals. Instead it is a compilation of information from existing DeCA sources and electronic databases, there is no opportunity to object.

f. 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.

This system entails no original collection of PII from individuals. Instead it is a compilation of information from existing DeCA sources and electronic databases, there is no opportunity to consent.

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 provide the actual wording.)

- ☒ Privacy Act Statement ☐ Privacy Advisory ☐ Not Applicable

This system does not ask individuals to provide PII. However, Privacy Act Statements are included on the forms and records used by the DeCA elements listed in 1c above. These forms and records are stored in DERMAS-R.

h. With whom will the PII be shared through data/system exchange, both within your DoD Component and outside your Component?
(Check all that apply)

☒ Within the DoD Component

Specify.

Access to PII in this system is restricted to those that have a need to know as it relates to their official duties. Access to information is permission based and granted to DeCA Human Resources, Equal Employment Opportunity Directorate, Resource Management-Payroll Section, Investigation Division, Internal Audit, General Counsel, and Records Management.

☒ Other DoD Components (i.e. Army, Navy, Air Force)

Specify.

If disclosure complies with Privacy Act exceptions specified at 5 U.S.C. 552a(b), PII may be shared

☒ Other Federal Agencies (i.e. Veteran's Affairs, Energy, State)

Specify.

If disclosure complies with Privacy Act exceptions specified at 5 U.S.C. 552a(b), PII may be shared

☒ State and Local Agencies

Specify.

If disclosure complies with Privacy Act exceptions specified at 5 U.S.C. 552a(b), PII may be shared

☒ Contractor (Name of contractor and describe the language in the contract that safeguards PII. Include whether FAR privacy clauses, i.e., 52.224-1, Privacy Act Notification, 52.224-2, Privacy Act, and FAR 39.105 are included in the contract.)

Specify.

Access to PII in this system is restricted to System Administrators with a need to know as it relates to their official duties.
The Feith contract at 14.2 references 5 U.S.C. § 552a and prohibits unauthorized uses and access to PII.
The ManTech contract at 6.7.3 references 5 U.S.C. § 552a and prohibits unauthorized uses and access to PII.

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

Specify.

i. Source of the PII collected is: (Check all that apply and list all information systems if applicable)

☐ Individuals

☒ Databases

☒ Existing DoD Information Systems

☐ Commercial Systems

☐ Other Federal Information Systems

This system generates no original collection of PII from individuals. Instead it is a compilation of information from existing DeCA sources and electronic databases.

j. How will the information be collected? (Check all that apply and list all Official Form Numbers if applicable)

☒ E-mail

☒ Official Form (Enter Form Number(s) in the box below)

☐ In-Person Contact

☐ Paper

☐ Fax

☐ Telephone Interview

☒ Information Sharing - System to System

☒ Website/E-Form

☐ Other (If Other, enter the information in the box below)

DERMAS-R - Stores externally collected PII from forms, website/E-Forms and etc., with the exception of information provided by individuals via email.

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 retrieved by name or other unique identifier. PIA and Privacy Act SORN information must be consistent.

☒ Yes ☐ No

If "Yes," enter SORN System Identifier

SORN Identifier, not the Federal Register (FR) Citation. Consult the DoD Component Privacy Office for additional information or <http://dpcl.d.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.

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. For PII Records: DAA-GRS-2016-0015-0007, DAA-GRS-2022-0001-0001

(2) If pending, provide the date the SF-115 was submitted to NARA. N/A

(3) Retention Instructions.

Destroy records in accordance with NARA General Records Schedule Authority.

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 statute or Executive Order.

- (1) If this system has a Privacy Act SORN, the authorities in this PIA and the existing Privacy Act SORN should be similar.
(2) 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.

OMB Circular A-130, Management of Federal Information Resources; 5 U.S.C. 301, Departmental Regulations authorizes agencies to preserve its records; 44 U.S.C. Chapters 29, 31 and 33, Records Management; 36 C.F.R. Sub-chapter B, Records Management; DoD Directive 5015.2, DoD Records Management Program; Executive Order 9397, Numbering System for Federal Accounts Relating to Individual Persons, dated November 22, 1943, as amended by Executive Order 13478, Amendments To Executive Order 9397 Relating to Agency Use of Social Security Numbers, dated November 18, 2008.

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 ☒ 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.

OMB approval is not required for Records Management systems that stores information collected from other sources.