PRIVACY IMPACT ASSESSMENT (PIA)

For the

FAOPQ - FOREIGN AREA OFFICER PROPONENT QUESTIONNAIRE
HQDA, G-3/5/7 - SS

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:

- ☐ **New DoD Information System**
- ☐ **New Electronic Collection**
- ☒ **Existing DoD Information System**
- ☐ **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?

- ☒ **Yes, DITPR** Enter DITPR System Identification Number: 17192 DA303661
- ☐ **Yes, SIPRNET** Enter SIPRNET Identification Number:
- ☐ **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?

- ☐ **Yes**
- ☒ **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 A0350-11 G3/5/7 (processing) 9 Mar 16

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.

Title 10 USC
DoDD 5100.01
U.S. Army General Order #3
10 U.S.C. 3013, Secretary of the Army; DTM-2007-015-USD (P&R), para (3, 4,5),(8,9) and (12) Homeland Security Presidential Directive 12, "Policy for a Common Identification Standard for Employees and Contractors,' August 27, 2004; DoD Directive 5101.1, "DoD Executive Agent", September 3, 2002 Section 112 of the Emergency Supplemental Act of 2000; Pub. L. No. 106-246, July 13, 2000; AR 621-1, Training of Military Personnel at Civilian Institutions, 28 August 2007; AR 614-100, Officer Assignment Policies, Details, and Transfers, 10 January 2006; AR 600-9, The Army Body Composition Program, 28 June 2013; AR 600-20, Army Command Policy, 6 November 2014; DA PAM 600-3, Commissioned Officer Professional Development and Career Management, 1 February 2010; AR 350-100, Officer Active Duty Service Obligations, 8 August 2007 (RAR 001, 10 August 2009; 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.

Information required to execute the HQDA Foreign Area Officer Selection process. The following information is collected to complete the screening and to prepare board materials: Name, SSN, Date of Birth, Gender, Home and Work Address and Phone Numbers PIA collection is required for the purpose of evaluating the acceptability of the applicants for this Department of the Army (DA) Voluntary Transfer Incentive Program (VTIP) and, more specifically, the Foreign Area Officer functional area (FA48). This submission is voluntary but will provide the HQDA G3/5/7 DAMO SSF Strategic Leadership Division the ability to guide the applicants through the details of process and to ensure they are best postured for VTIP success.

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

Information could be used by unauthorized personnel for unlawful purposes.
Only personnel with CAC access are allowed access to the website.
Only applicants would input information into the website.
Access to PIA is limited to those with a valid need to know.

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. HQDA G 3/5/7 DAM SSF and Human Resources Command (HRC)

☐ **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. Contractor is Contractor, NES Associates LLC and PD Enterprise Computing (EC) and they manage the IT application software for all Department of the Army PII databases

☐ **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.

All applicants may object to the collection of PII by refusing to enter PII in the FAOPQ however the PII is required to complete the screening process and prepare board materials for the section process. Refusal to provide the information will cause non selection.

(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.

Personal data is voluntarily given by applicants. Only applicants will input information into the website. Can object by not entering PII but will affect selection process.

(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.

AUTHORITY: 5 U.S.C. 301, 10 U.S.C. 8012 and 8034, and EO 9397.
PRINCIPAL PURPOSE: To prepare submitted applicant packets for board review and selection. In accordance with the 1974 Privacy Act, you are hereby informed that your Social Security Number on this form is required for identification use only.
ROUTINE USE: Information may be disclosed to other DoD personnel in an official capacity.
DISCLOSURE: Information collected on this form is voluntary. This information will not be shared with the public and will be collected and processed for official use only.

Privacy Act Statement will be posted on the website.

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.