



## PRIVACY IMPACT ASSESSMENT (PIA)

For the

EXIE - EXCHANGE INSTALLATIONS & ENVIRONMENTS - APMS PORTFOLIO
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Army and Air Force Exchange Service (Exchange)
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### **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
- Existing DoD Information System
- Significantly Modified DoD Information System
- New Electronic Collection
- Existing Electronic Collection

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
- 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

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**

OMB 83-I, submitted 5 July 2013

**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.

10 U.S.C. 3013 and 8013; Army Regulation 215-2, The Management and Operation of Army Morale, Welfare, and Recreation Programs and Nonappropriated Fund Instrumentalities; Army Regulation 215-8/ AFI 34-211(I), Army and Air Force Service Operations and E.O. 9397 (SSN); Army Regulation 360-5, Public Information.

**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.

Purpose: To locate order information to reply to customer inquiries, complaints; to create labels for shipment to proper location; to refund customer remittances or to collect monies due; to provide claim and postal authorities with confirmation/ certification of shipment for customer claims for damage or lost shipments. To prepare feature articles for hometown newspapers, trade media, community interests, and similar public service groups.  
Types of PII Collected: personal, educational, employment, financial, and military information.

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

Data leakage. All information is stored in locked rooms within secure buildings protected by security guards or military police and is accessed only by designated personnel who are properly cleared and trained and have an official need. In addition, integrity of automated data is ensured by internal audit procedures, data base access accounting reports and controls to preclude unauthorized disclosure.

**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. Attorney Staff, Customer Service Associates, HRM, HRSC, LP, IG, Marketing Associates; Logistics

**Other DoD Components.**

Specify. Department of the Army Office of the Inspector General; Department of the Air Force Office of the Inspector General, Office of Special Investigators

**Other Federal Agencies.**

Specify. Dept. of Justice, U. S. Attorney;

**State and Local Agencies.**

Specify. State and Local Law Enforcement Agencies and Attorneys

**Contractor** (Enter name and describe the language in the contract that safeguards PII.)

Specify.

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

Specify.

Vendor and Manufacturers of Merchandise sold.

**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.

When an applicant applies face-to-face for an Exchange Military Star Card, they have the option of withdrawing their application and not submitting information required to obtain the card. For those who wish to apply on-line, they have the option of stopping the application process when asked for personal information. Individuals who apply for employment may always withdraw their employment application if they choose not to supply personal information which is a requirement to process their eligibility for employment with the Exchange.

(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.

Patrons are provided an opt-in and opt-out feature when voluntarily submitting personal information in order to obtain marketing and/or advertising and sweepstakes entries with the Exchange.

Consent must be obtained from the patron before release of information is made to third parties unless that third party is exempt from this requirement per Title 5 U.S.C. §552a, the Privacy Act of 1974.

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

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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.

Regulation 215-3, Nonappropriated Funds Personnel Policies and Procedures; and Army Regulation 215-8/AFI 34-211(I), Army and Air Force Service Operations; E.O. 9397

PRINCIPAL PURPOSES: Applications, Benefits and Health, Workers' Compensation, Employee Human Resource Administration and Pay, Retirement, Accident, Grievances

ROUTINE USE(s): in addition to those disclosures generally permitted under 5 U.S.C §552a(b) of the Privacy Act, these records of information contained therein may specifically be disclosed outside the DoD as a routine use pursuant to 5 U.S.C. §552a(b)(3) as follows:  
"To authorize access to DoD facilities and the "Blanket Routine Uses" set forth at the beginning of the Army's Compilation of Systems of record Notices also applies to this system."

DISCLOSURE: Voluntary. However, failure to provide all the requested information could lead to rejection of application for inadequate data.

**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.