



PRIVACY IMPACT ASSESSMENT (PIA)

For the

AREDF Accounting System (AAS)

Army Executive Dining Facility, Office of the Administrative Assistant, HQDA

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

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, Secretary of the Army: DoD Instruction 5000.24, Pentagon Executive Dining Facilities; DoD Directive 1015.2, Military Morale, Welfare, and Recreation (MWR); Army Regulation 215-1, Morale Welfare, and Recreation Activities and Non-appropriated Fund Instrumentalities; and E.O. 9397 (SSN).

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.

The purpose of the AREDF Accounting System (AAS) which is a database and supporting commercial software Sage; formally called Peachtree, is used to provide accounting management functions for the Army Executive Dining Facility (AREDF) located in the Pentagon. AREDF managers register members in a database, the ARDEF managers download transactions via a CD from a stand-alone point-of-sales system to a local desktop with the SAGE software installed. The software and the member database is used to charge the members credit card for the transactions and billing. The supporting database stores, and records the names, addresses, phone numbers, e-mail addresses and credit card information of ARDEF members.

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

The primary risk with AREDF Accounting System is the disclosure of PII to an unauthorized source. AREDF has addressed the primary risk with the following safeguards:

- access to computerized data is restricted to authorized an approved person(s) properly screened and cleared for need-to-know basis
- desktops and database server reside the DOD HQDA Network with no remote access
- intrusion detection systems, and located in a secured facility
- centralized access control including Common Access Cards (CAC)
- access to computerized data and the use and dissemination of this data is controlled in a secured database using DOD standards minimizing the risk of 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.

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?

Yes **No**

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

The member can decline to share his/her credit card information.

(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.

By submitting a signed credit card authorization form.

(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.

PRIVACY ACT STATEMENT

AUTHORITY: 10 U.S.C. 3013, Secretary of the Army: DoD Instruction 5000.24, Pentagon Executive Dining Facilities; DoD Directive 1015.2, Military Morale, Welfare, and Recreation (MWR); Army Regulation 215-1, Morale Welfare, and Recreation Activities and Non-appropriated Fund Instrumentalities; and E.O. 9397 (SSN).

PRINCIPAL PURPOSE: The purpose of the requested information is to collect monies using credit cards and validate individual registration and payment for use of Executive Dining Facilities.

ROUTINE USE: None. The DoD "Blanket Routine Uses" apply to this system of records.

DISCLOSURE: VOLUNTARY. However, failure to provide the requested information could result in failure to facilitate payment.

If paying by credit card, payments will automatically be charged approximately five (5) calendar days from the time your Army Executive Dining Facility bill is distributed. This grace period will allow time for you to contact the Army Executive Dining Facility Accounting Office should you note any discrepancies or have any questions.

Please provide the following information and return this authorization document to Room 3D570 (Effective 1 Feb 2010 all members must have a credit card on file). Once the information is received, it will be held confidentially by the Army Executive Dining Facility Accounting Office.

EDF Cooperation Option: Your payment and account information may be shared with the Navy and Air Force Executive Dining Facilities. This will allow you to utilize those facilities in addition to the Army Executive Dining Facility. If you check 'No', your membership information will not be shared with those facilities, and membership will be valid only at the Army Executive Dining Facility. Please check 'Yes' or 'No'.

If you have any questions concerning payment by credit card or the billing process, please contact SGT Park at (703) 693-6944.

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.