PRIVACY IMPACT ASSESSMENT (PIA)

For the

Mortuary Affairs Reporting and Tracking System (MARTS)
US Army Deputy Chief of Staff for Personnel / Human Resources Command (HRC)

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: 10821 (APMS ID DA187495)
- ☐ **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 A0600-8-1c AHRC DOD

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 Data are primarily collected on deceased personnel

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.

5 USC 301, Departmental Regulations; 10 USC 3013, Secretary of the Army; 10 USC 5013, Secretary of the Navy; 10 USC 5043 Commandant of the Marine Corps; 10 USC 5041(d), Marine Corps Function; 10 USC 8013, Secretary of the Air Force; Section 546 of Public Law 108-136, National Defense Authorization Act for Fiscal Year 2004; Section 562 of Public Law 109-163, National Defense Authorization Act for Fiscal Year 2006; DODD 1300.15, Military Funeral Support; DODD 1300.22, Mortuary Affairs Policy; DODI 1300.18, Personnel Casualty Matters, Policies, and Procedures; Office of the Assistant Secretary of Defense Memorandum: Defense Casualty Information Processing System, 22 October 1999; Joint Publication 4-06, Mortuary Affairs; Army Regulation 600-8-1, Army Casualty Program; Army Regulation 638-2, Deceased Personnel: Care and Disposition of Remains and Disposition of Personal Effects; Marine Corps Order 3040.4, Marine Corps Casualty Assistance Program (MARCORCASASTPRO); Bureau of Naval Personnel, Naval Military Personnel Manual (MILPERSMAN), Section 1770, Casualties and Survivors Benefits; NAVPERS 15555D, Bureau of Naval Personnel, Navy Military Funerals; U. S. Air Force Instruction 36-3002, Casualty Services; U. S. Air Force Instruction 34-242, Mortuary Affairs Program; U. S. Air Force Policy Directive 34-5, Mortuary Affairs; and Executive Order 9397, as amended (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 Mortuary Affairs Reporting and Tracking System (MARTS) provides tracking and accountability for human remains and personal effects from an incident site in a theater of operations through the Mortuary Affairs Collection Point (MACP), the Theater Mortuary Evacuation Point (TMEP) to the servicing port mortuary. The system provides the mortuary affairs specialist the ability to generate mortuary tracking and shipping documents in accordance with the doctrine in Joint Publication 4-06, Mortuary Affairs in Joint Operations. Theater Joint Mortuary Affairs Officers (JMAOs), Service casualty and mortuary affairs offices are provided visibility over the return of remains to staff to the mission and provide accurate and timely information to family members.

PII collected includes personal, medical, emergency contact, and military record data.

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

All systems and environments have threats that seek to exploit and cause harm to the information. Some threats are natural, some are inherent in the system design, some can be attributed to unauthorized personnel, and some to authorized personnel who make mistakes. Four general categories of threats exist: human-intentional, human-unintentional, structural, and natural. The system is maintained in a controlled facility. Appropriate technical, personnel, physical and operational safeguards are in place for the access, collection, use and protection of information. Due to the level of safeguarding, we believe the risk to individuals' privacy to be minimal.

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. Staff principals in the chain of command; Army Inspector General; Army Audit Agency; US Army Criminal Investigation Command; US Army Intelligence and Security Command; Provost Marshall General; Army casualty assistance centers, casualty assistance representatives, mortuary affairs personnel, and other individuals in direct support of casualties and their families; and Assistant Secretary of the Army for Financial Management and Comptroller.

☒ **Other DoD Components.**

Specify. Office of the Under Secretary of Defense for Personnel and Readiness, Personnel and Readiness Information Management; Defense Finance and Accounting Service; Defense Intelligence Agency; US Air Force; US Marine Corps; US Navy; Joint Services Records Research Center; DOD Inspector General; and Defense Criminal Investigative Service.

☐ **Other Federal Agencies.**

Specify. N/A

☒ **State and Local Agencies.**

Specify. State and Territory National Guard offices.

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

Specify. Science Applications International Corporation contractual language acknowledges the sensitivity of PII and describes the importance of protecting and maintaining the confidentiality and security of a Soldier's PII. The contractual language keys on training as a fundamental element in creating awareness and understanding of PII and why it is important to control and safeguard. The language also stresses securing PII material and equipment housing PII at the end of a work day. Contractual language directs and requires each SAIC employee in support of ARTRAMS to have a valid Secret clearance prior to working on the program. The contract specifically states that contractor personnel will adhere to the Privacy Act, Title 5 of U.S. Code Section 522a, and all applicable agency rules and regulations.

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

Specify. N/A

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.

N/A

(2) If "No," state the reason why individuals cannot object.

Data are primarily collected on deceased personnel. Some persons do not have the opportunity to object at the time of the collection since the information is provided by other parties, e. g., service members or family members provide information on persons other than themselves. In certain cases the urgency of collecting information may prohibit the ability to fully inform people when family members are under extreme emotional anguish upon notification of the death, injury/illness or missing status of a loved one. Further, DoD policies direct that certain actions take place within certain time lines making it impractical to provide the family with a timely means to object at the time of collection. Casualties may be deceased or mentally incapacitated.

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.

N/A

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

Data are primarily collected on deceased personnel. Some persons do not have the opportunity to object at the time of the collection since the information is provided by other parties, e. g., service members or family members provide information on persons other than themselves. In certain cases the urgency of collecting information may prohibit the ability to fully inform people when family members are under extreme emotional anguish upon notification of the death, injury/illness or missing status of a loved one. Further, DoD policies direct that certain actions take place within certain time lines making it impractical to provide the family with a timely means to object at the time of collection. Casualties may be deceased or mentally incapacitated.

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.

Service members and certain other individuals are furnished the following Privacy Act Statement in written form when completing DD Form 93, Record of Emergency Data:

"This form is used by military personnel and Department of Defense civilian and contractor personnel, collectively referred to as civilians, when applicable. For military personnel, it is used to designate beneficiaries for certain benefits in the event of the Service member's death. It is also a guide for disposition of that member's pay and allowances if captured, missing or interned. It also shows names and addresses of the person(s) the Service member desires to be notified in case of emergency or death. For civilian personnel, it is used to expedite the notification process in the event of an emergency and/or the death of the member. The purpose of soliciting the SSN is to provide positive identification. All items may not be applicable. Disclosure is voluntary; however, failure to provide accurate personal identifier information and other solicited information will delay notification and the processing of benefits to designated beneficiaries if applicable."

Service members implicitly consent to capture and use of their information at the time of entry into the Armed Forces, at which time they are provided a Privacy Advisory.

Non-military persons implicitly consent to capture and use of their personal information during the process of providing casualty and mortuary affairs services, entitlements, benefits and other support activities.

MARTS extracts data from other DoD information systems, and since individuals are not involved in the process they are not provided either a Privacy Act Statement or Privacy Advisory. In addition, DoD is not able to provide Privacy Act Statement or Privacy Advisory information to persons when their information is provided by other parties as described in Section 2i(2) above.