



PRIVACY IMPACT ASSESSMENT (PIA)

For the

Drug and Alcohol Management Information System (DAMIS)
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US Army Deputy Chief of Staff G-1, Headquarters

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; 42 U.S.C. 290dd-2; Federal Drug Free Workplace Act of 1988; Army Regulation 600-85, Army Substance Abuse Program; and E.O. 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.

DAMIS is a management tool which supports the The Army Center for Substance Abuse Programs (ACSAP). DAMIS is used to support the treatment, counseling, and rehabilitation of individuals who participate in the Army Substance Abuse Program. It identifies trends, judges the magnitude of drug and alcohol abuse, and measures the effectiveness of drug and alcohol prevention efforts in the Army. PII collect includes personal, medical, and military information.

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

Due to the level of safeguarding, we believe the risk to individuals' privacy to be minimal. There are no risks in providing individual the opportunity to object or consent.

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.

All Army components and major commands which includes Active Duty, Army Accessions Command, Army Audit Agency, Army Cadet Command, Army Criminal Investigation Command, Army Deputy Chief of Staff for Personnel, Army G-1, Army Intelligence and Security Command, Army Medical Department, Army Reserve Command, Army Training and Doctrine Command, Department of the Army Inspectors General, Provost Marshal General, Central Command, Installation Management Command, South Command, Army Staff Principals in the chain of command, and Supervisors and their designated human resources and administrative personnel responsible for processing personnel actions.

Other DoD Components.

Specify.

Defense Criminal Investigative Service, Defense Integrated Military Human Resources System, Defense Manpower Data Center, Defense Security Service, DoD Inspector General, Office of the Surgeon General, National Guard Bureau, Office of the DoD Inspector General, and the Office of the Secretary of Defense Personnel and Readiness.

Other Federal Agencies.

Specify. DAMIS is not shared with other federal agencies

State and Local Agencies.

Specify. DAMIS is not shared with local and state agencies

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

Specify. System Maintained by Akimeka Inc.
The contractor assigned to this project will not require access to classified information. However, the ACSAP Software Application's contain highly sensitive data subject to protection by the Privacy Act and the Health Insurance Portability and Accountability Act (HIPAA). Contractor personnel will be required to pass a background check and sign written agreements controlling the release of information.

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

Specify. DAMIS is not shared with colleges or commercial providers

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.

Personal data is voluntarily given by the applicant and collected via electronic or manual forms. Forms requesting privacy information contain an applicable privacy statement.

(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 the applicant and collected via electronic or manual forms. Forms requesting privacy information contain an applicable privacy statement.

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(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.

- | | |
|--|--|
| <input checked="" type="checkbox"/> Privacy Act Statement | <input type="checkbox"/> Privacy Advisory |
| <input type="checkbox"/> Other | <input type="checkbox"/> None |

Describe each applicable format.

<p>Privacy Act Advisory Statements are provided to individuals at the time of data collection (paper based on DA Form 4465 and 4466) before being entered into the system.</p> <p>On DA Form 4465 and DA form 4466</p> <p>Authority: 5 USC Section 301, Department Regulations; 10 USC Section 3013, Secretary of the Army; 42 USC Section 290dd; Army Regulation 600-85, Army Substance Abuse Program (ASAP) and E.O. 9397.</p> <p>Principle Purpose: Information is used to treat, counsel, and rehabilitate individuals who participate in the ASAP.</p> <p>Routine Uses: The Patient Administration Division at the medical treatment facility with jurisdiction is responsible for the release of medical information to malpractice insurers in event of malpractice litigation or prospect thereof. Information is disclosed only to the following persons/agencies: to health care components of the Department of Veterans Affairs furnishing health care to veterans; to medical personnel to the extent necessary to meet a bona fide medical emergency; to qualified personnel conducting scientific research, audits or program evaluations, provided that a patient may not be identified in such reports, or his or her identity further disclosed by such personnel; upon the order of a court of competent jurisdiction.</p> <p>Disclosure: Mandatory for active duty service members. Failure to provide required information may be subject to appropriate disciplinary action under the UCMJ. Voluntary for civilian employees. However, failure to provide all the requested information will prohibit process comprehensive treatment.</p>
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