



PRIVACY IMPACT ASSESSMENT (PIA)

For the

Defense Casualty Information Processing System (DCIPS)

U.S. Army Deputy Chief of Staff for Personnel (Army DCS G-1)

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
- 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 2900-0001 Y Y; OMB 2900-0003 Y Y; OMB
2900-0004 Y Y; OMB 2900-0013 Y Y; Y; OMB
2900-0098 Y Y

Enter Expiration Date

2005-01-18; 2005-05-21; 2002-06-13; 20

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; 10 U.S.C. 5013, Secretary of the Navy; 10 U.S.C. 8013, Secretary of the Air Force; 10 U.S.C. 5043, Commandant of the Marine Corps; DoD Instruction 1300.18, Personnel Casualty Matters, Policies, and Procedures; DoD Directive 1300.22, Mortuary Affairs Policy; DoD Directive 1300.15, Military Funeral Support; Office of the Assistant Secretary of Defense Memorandum, subject: Defense Casualty Information Processing System, dated Oct 22, 1999; 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.

The system provides support for: the reporting and case management of casualty and mortuary affairs information to enable the DoD and the military Services to notify next of kin of deceased, injured, ill and missing personnel; to provide casualty assistance to next of kin; provide next of kin support for funeral arrangements; to adjudicate funeral claims; to provide casualty and mortuary affairs information to DOD components in support of Service Members and next of kin. Information is shared among casualty and mortuary affairs personnel, assistance officers, and leaders throughout the DoD and Services to provide casualty and mortuary affairs support to Service Members and Families.

(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. Appropriate safeguards are in place for the collection, use and safeguarding of information.

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.

As required, additional internal Army agencies that could obtain access to PII in this system may include staff principals in the individual's chain of command; the Department of the Army Inspector General; the Army Audit Agency; the US Army Criminal Investigation Command; the US Army Intelligence and Security Command; the Provost Marshall General; and the Assistant Secretary of the Army for Financial Management and Comptroller.

Other DoD Components.

Specify.

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

Other Federal Agencies.

Specify.

NA

State and Local Agencies.

Specify.

State and local law enforcement agencies, child protection services and family support agencies, and medical examiners. Information may also be disclosed to local and state Government agencies for compliance with their laws and regulations.

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

Specify.

ITSO Contract #W91QUZ-06-D-0016, Task Order (TO) #GST0008AJ0036 Task order paragraphs related to protection of information are: H.10.2 NON DISCLOSURE REQUIREMENTS. All contractor personnel (to include Subcontractors, teaming partners, and consultants) who will be personally and substantially involved in the performance of the TO issued which requires the contractor to act on behalf of, or provide advice with respect to any phase of an agency procurement, as defined in FAR 3.104-4, shall execute and submit an "Employee/Contractor Non-Disclosure Agreement" Form (See Section J, Attachment B). See FAR3.104, discussing requirements for disclosure, protection, and marking of contractor bid or proposal information, or source selection information. All contractor personnel must submit a Non-Disclosure Agreement prior to the commencement of any work on the task order. Further, contractor personnel must submit a Non-Disclosure agreement whenever replacement personnel are proposed. Any information provided by contractors in the performance of this TO or obtained by the Government is only to be used in the performance of the TO. H.8 SECURITY REQUIREMENTS. The contractor performing work under this Task order shall be cleared in accordance with the procedures set forth in AR 25-2, AR 525-13, and Directives of the Command Information Program. While no present requirement for classified work has been identified, individual subtasks and projects may include a requirement for Contractor staff clearances up to and including TOP SECRET. At a minimum, all contractor personnel performing work under this Task Order are required to have a completed National Agency Check (NAC). ... Only U.S. citizens shall be used to perform work under the requirements of this TO. The contractor shall provide security clearance information to the HRC Security and Information Assurance Offices... Work on this project may require that personnel have access to Privacy Information. Personnel shall adhere to the Privacy Act, Title 5 of the U.S. Code, Section 552A and applicable agency rules and regulations. All other contracts should be in accordance with the Federal Acquisition Regulation (FAR) in that they should include the provisions of FAR paragraph 24.104 Contract Clauses: "When the design, development, or operation of a system of records on individuals is required to accomplish an agency function, the contracting officer shall insert the following clauses in solicitations and contracts: (a) The clause at 52.224-1, Privacy Act Notification. (b) The clause at 52.224-2, Privacy Act." In addition to the FAR, the Defense Federal Acquisition Regulation Supplement (DFARS) has the following guidance: 224.103 Procedures. "(b)(2) DoD rules and regulations are contained in DoD 5400.11, Department of Defense Privacy Program, and DoD 5400.11-R, Department of Defense Privacy Program." Contracts are too numerous to enumerate here.

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

Specify.

Family members and other interested persons, with a need to know, of deceased, injured, ill, or missing DoD personnel to aid in the settlement of the member's estate or other affairs. Civilian funeral homes and cemeteries but only to the extent necessary to assist families with funeral arrangements and for the US Government to provide reimbursement for authorized travel, funeral and interment expenses.

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.

Service Members and civilian personnel voluntarily may object to the collection of their information when completing DD Form 93 and other forms or requests for information.

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

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 provide beneficiary information on persons other than themselves. In certain cases, the urgency of collecting information may prohibit the DoD's 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. Some Service Members and civilian personnel voluntarily give consent to the specific uses of their information when completing DD Form 93. However, this information can change between the time a DD Form 93 is collected and an individual becomes a casualty.

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.

Individuals voluntarily give consent to the specific uses of their information when completing DD Form 93 or when collected by casualty notification officers, casualty assistance officers and other casualty and mortuary affairs personnel. When possible, individuals are furnished a Privacy Act Statement or verbal Advisory at the time PII is collected describing the agency's specific uses, collection and maintenance of their information in accordance with Service regulations.

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

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 provide beneficiary information on persons other than themselves. In certain cases, the urgency of collecting information may prohibit the DoD's ability to request consent 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 or impossible to provide the Family with a timely means to object at the time of collection. Casualties may be deceased or mentally incapacitated. Other individuals voluntarily give consent to the specific uses of their information when completing form DD 93 or when collected by casualty notification officers, casualty assistance officers and other casualty and mortuary affairs personnel. When possible, individuals are furnished a Privacy Act Statement or verbal Advisory at the time PII is

collected describing the agency's specific uses, collection and maintenance of their information in accordance with Service regulations.

k. What information is provided to an individual when asked to provide PII data? Indicate all that apply.

- Privacy Act Statement**
- Other**
- Privacy Advisory**
- None**

Describe each applicable format.

DCIPS extracts existing PII data from other DoD information systems. Since some data is not collected directly from individual Service Members or other personnel they are not provided either a Privacy Act Statement or Privacy Advisory. However, Service Members and certain other personnel implicitly consent to capture and use of that information at the time of employment or enlistment in the Armed Forces, at which time they are provided a Privacy Advisory. Service Members and certain other individuals are furnished a Privacy Act Statement in written form when completing DD Form 93 which describes the agency's specific uses, collection and maintenance of their information. The DoD is not always able to provide Privacy Act or Privacy Advisory information to persons since the information is provided by other parties, e. g., Service Members and Family Members provide beneficiary information on persons other than themselves. In certain cases, the urgency of collecting information may prohibit the DoD's ability to provide statements or advisories as 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 or impossible to provide the Family this information at the time of collection. Casualties may be deceased or mentally incapacitated. When possible, privacy act statements or advisories are provided in accordance with Service regulations.

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.