



PRIVACY IMPACT ASSESSMENT (PIA)

For the

SP - SCHOLARSHIP PROCESSING

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.

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 USC 2101-2111, Reserve Officer Training Corps; 10 USC 3013, Secretary of the Army; Army Regulation 145-1, Senior Reserve Officer Training Corps Program: Organization, Administration, and Training; 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.

Scholarship Processing (SP) enables the US Army Cadet Command (USACC) to receive and manage scholarship applications and award scholarships to qualified applicants. External users, high school students (4-year) and Soldiers (Green to Gold) are able to electronically register and apply for scholarships using this capability. USACC uses these modules to run electronic board-processing procedures to determine and select the most qualified applicants. Scholarship processing allows USACC to track and manage scholarship budgets and allocations that are distributed to brigades and battalions. Interactive voice response provides applicants both web and phone access to get real time updates on application status.

Personal information collected includes personal, contact, education, and military information.

(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. Department of the Army Inspector General, Army Audit Agency, US Army Criminal Investigation Command, US Army Intelligence and Security Command, Provost Marshal General.

Other DoD Components.

Specify. Department of Defense Inspector General, Defense Criminal Investigative Service.

Other Federal Agencies.

Specify. N/A

State and Local Agencies.

Specify. N/A

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

Specify.

Science Applications International Corporation (SAIC) contractual language acknowledges the sensitivity of PII and describes the importance of protecting and maintaining the confidentiality and security of an individual'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 the system 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 552a, 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.

Contracted cadets are afforded the opportunity to object at the time their PII is collected, and are provided a Privacy Act Statement via DD FORM 2005, DA FORM 597 or DA FORM 597-3.

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

N/A

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.

Paragraph 5, Informed Consent, of the Privacy Act Statement informs the applicant of their consent to the collection of information upon beginning the application process.

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

N/A

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.

PLEASE READ THE FOLLOWING STATEMENT REQUIRED BY THE PRIVACY ACT OF 1975 BEFORE COMPLETING THE APPLICATION.

1. AUTHORITY: Public Law 96-357 96th Congress, September 24, 1980 (Amendment to 10 U.S.C. 2107).

2. PRINCIPAL PURPOSE(S): To administer the financial assistance program; to select recipients for 2, 3, 4-year scholarships, to monitor selectee's academic and ROTC performance; to develop policies and procedures, compile statistics and render analytical reports and to provide the Army and university Admission Officials the names, addresses and academic data of all scholarship applicants for recruitment purposes.

3. ROUTINE USES: The information provided on the application will be used to screen and select individuals to receive ROTC Scholarships, to maintain data on the scholarship program, to compare scholarship applicants to others on active duty and to scholarship applicants from previous or subsequent years, and to provide academic data, names and addresses of applicants to Army agencies and Admission Officials at colleges and universities so that they can contact applicants for recruitment purposes. As part of the application process, you will be asked questions for use in research to assess and improve Army programs. If you are under 18 years of age, you must have the consent of your parent or legal guardian to provide the requested information in the application. Applying for an Army ROTC scholarship doesn't obligate you in any way. If you are offered an ROTC scholarship, you obligate yourself only when you sign a contract with the United States Army. If you're under legal age in the state where the school is located, your parent or legal guardian must also sign the contract.

4. MANDATORY AND VOLUNTARY DISCLOSURE AND EFFECT ON INDIVIDUAL PROVIDING INFORMATION: Disclosure of information requested in CC FORM 114-R is voluntary. The requested information must be furnished for an applicant to receive consideration for a ROTC scholarship.

5. INFORMED CONSENT

By beginning the application process, you hereby confirm that you are either:

(a) a minor in your state of residence AND have your parent/legal guardian's consent to apply for an ROTC scholarship, AND are voluntarily agreeing to provide information requested on the application in accordance with the provisions of the Privacy Act and Informed Consent Statements
OR

(b) a legal adult in your state of residence AND are voluntarily agreeing to apply for an ROTC scholarship in accordance with the provisions of the Privacy Act and Informed Consent Statements.

AGENCY DISCLOSURE STATEMENT The public reporting burden for this collection of information is estimated to average 45 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other