

PRIVACY IMPACT ASSESSMENT (PIA)

PRESCRIBING AUTHORITY: DoD Instruction 5400.16, "DoD Privacy Impact Assessment (PIA) Guidance". Complete this form for Department of Defense (DoD) information systems or electronic collections of information (referred to as an "electronic collection" for the purpose of this form) that collect, maintain, use, and/or disseminate personally identifiable information (PII) about members of the public, Federal employees, contractors, or foreign nationals employed at U.S. military facilities internationally. In the case where no PII is collected, the PIA will serve as a conclusive determination that privacy requirements do not apply to system.

1. DOD INFORMATION SYSTEM/ELECTRONIC COLLECTION NAME:

Defense Automated Management Information System (DAMIS)

2. DOD COMPONENT NAME:

Department of Defense Inspector General

3. PIA APPROVAL DATE:

11/28/17

SECTION 1: PII DESCRIPTION SUMMARY (FOR PUBLIC RELEASE)

a. The PII is: (Check one. Note: foreign nationals are included in general public.)

- From members of the general public From Federal employees and/or Federal contractors
 From both members of the general public and Federal employees and/or Federal contractors Not Collected (if checked proceed to Section 4)

b. The PII is in a: (Check one)

- New DoD Information System New Electronic Collection
 Existing DoD Information System Existing Electronic Collection
 Significantly Modified DoD Information System

c. Describe the purpose of this DoD information system or electronic collection and describe the types of personal information about individuals collected in the system.

DAMIS is a web-based application that provides the Department of Defense Office of the Inspector General (DoD OIG) with an automated capability to plan, manage, and report on audits, evaluations, and inspections undertaken by the DoD OIG. Track and manage data from ongoing and completed projects, time and attendance data, and training and development data.

The records contain employee information; such as, name, DoD ID Number, entrance-on-duty date, military rank, civilian job series, civilian pay grade, organization, duty station, work telephone number, work mailing address, and work e-mail address; as well as, supervisor's name, e-mail address, and telephone number; Education Information (such as degree type, school, major, and graduation date); professional associations; internal and external professional certifications obtained; home mailing address and home telephone numbers; Specific POC information required for follow up action; such as the name, telephone number, and e-mail address of DoD OIG, GAO, and DoD Audit employees.

d. Why is the PII collected and/or what is the intended use of the PII? (e.g., verification, identification, authentication, data matching, mission-related use, administrative use)

PII is collected to identify and manage the assignment of staff resources to audits, evaluations, and inspections. Additionally, PII is needed to verify that project team members possess the necessary knowledge, skills, and experience to perform audits, evaluations, and inspections in accordance with Federal auditing, evaluations, and inspections standards. Lastly, PII is used to identify DoD POCs to monitor and track resolution of findings and corrective action on recommendations contained in final reports issued by the DoD OIG.

e. Do individuals have the opportunity to object to the collection of their PII? Yes No

- (1) If "Yes," describe the method by which individuals can object to the collection of PII.
(2) If "No," state the reason why individuals cannot object to the collection of PII.

The information is compiled from information collections that already exist and used in accordance with applicable laws, regulations and routine uses.

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

The information is compiled from information collections that already exist and used in accordance with applicable laws, regulations and routine uses.

g. When an individual is asked to provide PII, a Privacy Act Statement (PAS) and/or a Privacy Advisory must be provided. (Check as appropriate and provide the actual wording.)

- Privacy Act Statement Privacy Advisory Not Applicable

The Privacy Act Statement below displays when a DAMIS user is asked for specific PII data on electronic forms in the DAMIS Training Module:

Section 4103 of Title 5 to U.S. Code collection of this information. This information will be used by supervisors, employees and civilian personnel officials to plan and/or schedule training, education, other career development activities.

h. With whom will the PII be shared through data exchange, both within your DoD Component and outside your Component? (Check all that apply)

Within the DoD Component

Specify. All DoD OIG components that require access for mission requirements

Other DoD Components

Specify. OSD, DoD Audit agencies, the Military Departments, Joint Chiefs of Staff, Combatant Commands, Defense Agencies, and Field Activities.

Other Federal Agencies

Specify. Offices of Inspector General throughout the Federal Government.

State and Local Agencies

Specify.

Contractor (Name of contractor and describe the language in the contract that safeguards PII. Include whether FAR privacy clauses, i.e., 52.224-1, Privacy Act Notification, 52.224-2, Privacy Act, and FAR 39.105 are included in the contract.)

Specify. NTT Data Services Federal Government is responsible for operating and maintaining DAMIS.

Contract No. HE1254-15-C-9000 Paragraph 1.6.6.3 Non-Disclosure Agreements: The contractor will ensure that all contractor personnel working on this contract comply with the DoD Privacy Program and the Non-Disclosure Agreement. The DoD Privacy Program (32 CFR 310, Part 310/DoDD 5400.11) provision restricts contractor employees from disclosing personal information from a system of records they operate on behalf of a DoD component, outside of DoD. All contractor personnel assigned to this project must complete and submit a Non-Disclosure Agreement to the COR within ten (10) calendar days after arrival. A copy of the Non-Disclosure Agreement can be found in Technical Exhibit 1. Non-Disclosure Agreement.

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

Specify.

i. Source of the PII collected is: (Check all that apply and list all information systems if applicable)

Individuals

Databases

Existing DoD Information Systems

Commercial Systems

Other Federal Information Systems

j. How will the information be collected? (Check all that apply and list all Official Form Numbers if applicable)

E-mail

Official Form (Enter Form Number(s) in the box below)

Face-to-Face Contact

Paper

Fax

Telephone Interview

Information Sharing - System to System

Website/E-Form

Other (If Other, enter the information in the box below)

k. 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 must be consistent.

Yes No

If "Yes," enter SORN System Identifier

SORN Identifier, not the Federal Register (FR) Citation. Consult the DoD Component Privacy Office for additional information or <http://dpcl.d.defense.gov/Privacy/SORNs/>
or

If a SORN has not yet been published in the Federal Register, enter date of submission for approval to Defense Privacy, Civil Liberties, and Transparency Division (DPCLTD). Consult the DoD Component Privacy Office for this date

If "No," explain why the SORN is not required in accordance with DoD Regulation 5400.11-R: Department of Defense Privacy Program.

l. What is the National Archives and Records Administration (NARA) approved, pending or general records schedule (GRS) disposition authority for the system or for the records maintained in the system?

(1) NARA Job Number or General Records Schedule Authority.

(2) If pending, provide the date the SF-115 was submitted to NARA.

(3) Retention Instructions.

m. What is the authority to collect information? A Federal law or Executive Order must authorize the collection and maintenance of a system of records. For PII not collected or maintained in a system of records, the collection or maintenance of the PII must be necessary to discharge the requirements of a statute or Executive Order.

- (1) If this system has a Privacy Act SORN, the authorities in this PIA and the existing Privacy Act SORN should be similar.
(2) If a SORN does not apply, 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) Cite the specific provisions of the statute and/or EO that authorizes the operation of the system and the collection of PII.

(b) If direct statutory authority or an Executive Order does not exist, indirect statutory 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) If direct or indirect authority does not exist, 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 must be identified.

- 1) Title 5 USC, "The Inspector General Act of 1978 (Public Law 95-452), as amended
2) "Inspector General Reform act of 2008 (Public Law 110-409)
3) "Government Performance Results Act (GPRA) Modernization Act of 2010 (Public Law 111-352)
4) OMB Circular No. A-50, "Audit Follow-up," revised September 29, 1982
5) DoD Directive 5106.01, "Inspector General of the Department of Defense (IG DoD)," April 20, 2012, as amended
6) DoD Instruction 7600.02, "Audit Policies," October 16, 2014
7) DoD Manual 7600.07, "DoD Audit Manual," August 3, 2015
8) Comptroller General of the United States, "Government Auditing Standards"
9) Title 5 USC, Section 4103, "Establishment of Training Programs"

n. Does this DoD information system or electronic collection have an active and approved Office of Management and Budget (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 No Pending

- (1) If "Yes," list all applicable OMB Control Numbers, collection titles, and expiration dates.
- (2) If "No," explain why OMB approval is not required in accordance with DoD Manual 8910.01, Volume 2, "DoD Information Collections Manual: Procedures for DoD Public Information Collections."
- (3) If "Pending," provide the date for the 60 and/or 30 day notice and the Federal Register citation.

OMB Control number not required, system does not collect records from 10 or more members of the public in a 12-month period.