

# PRIVACY IMPACT ASSESSMENT (PIA)

### For the

Performance Appraisal Tracking Application	
WHS/Administrative and Program Support Directorate	

## **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.
$\boxtimes$	(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

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.

DD FORM 2930 NOV 2008 Page 1 of 15

<sup>\* &</sup>quot;Federal personnel" are referred to in the DoD IT Portfolio Repository (DITPR) as "Federal employees."

## **SECTION 2: PIA SUMMARY INFORMATION**

a.	Why	is this PIA being	created or	updated	? C	hoose one:		
	$\boxtimes$	New DoD Information	tion System			New Electro	nic Collection	
		Existing DoD Info	rmation Sys	tem		Existing Elec	ctronic Collection	
		Significantly Modi System	ified DoD Inf	ormation	ı			
		s DoD information Network (SIPRNE	•	_	d in t	he DITPR or th	ne DoD Secret Internet Protocol	
		Yes, DITPR	Enter DITP	R System	Iden	itification Number		
		Yes, SIPRNET	Enter SIPR	NET Iden	tificat	tion Number		
	$\boxtimes$	No						
		this DoD informa on 53 of Office of					nique Project Identifier (UPI), requ ular A-11?	iired
		Yes		$\boxtimes$	No			
	If "Ye	es," enter UPI						
		If unsure,	consult the C	componen	t IT B	udget Point of Cor	ntact to obtain the UPI.	
	ecords	Notice (SORN)?	_				equire a Privacy Act System of on contains information about U.S. citizens	
		ful permanent U.S. res ation should be consis		<u>etrieved</u> by	/ nam	e or other unique id	dentifier. PIA and Privacy Act SORN	
	$\boxtimes$	Yes			No			
	If "Ye	es," enter Privacy A	Act SORN Id	entifier		OPM/GOVT 2		
		DoD Component-a Consult the Compo access DoD Privac	onent Privacy	Office for	addit	ional information o	or	
		or				_		
	Date	of submission for a Consult the C						

DD FORM 2930 NOV 2008 Page 2 of 15

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**  $\boxtimes$ 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. Section 1104 of title 5, U.S. Code, and Executive Order 12107.

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.

DD FORM 2930 NOV 2008 Page 3 of 15

		e the purpose of this DoD information system or electronic collection and briefly types of personal information about individuals collected in the system.
performand radius	rmance app PATA collect ted: name	Appraisal Tracking Application (PATA) facilitates the coordination of employees' raisals (review, approval, endorsement) during established appraisal period. tion system uploads Form DD 2799 as a PDF attachment. The personal information and employment information, to include organization, division, grade, work e-mail address, ving and approving officials names and e-mail addresses, as well as the HR liaison name ss.
		escribe the privacy risks associated with the PII collected and how these risks are be safeguard privacy.
		e the inadvertent disclosure of personal information to individuals who are not authorized to have is controlled by stringent role-based access and by CAC authorization.
		the PII be shared through data exchange, both within your DoD Component a ponent (e.g., other DoD Components, Federal Agencies)? Indicate all that app
tside y	your Com <sub>l</sub>	
tside y ⊠ V	your Com <sub>l</sub>	ponent (e.g., other DoD Components, Federal Agencies)? Indicate all that app
tside y ⊠ V	your Comp	DoD Component.  It will be shared between the employee, rating official and senior rating official. System Administrators will also have priviliged access to this information in
tside y  V S	your Comp	DoD Component.  It will be shared between the employee, rating official and senior rating official. System Administrators will also have priviliged access to this information in their role of operations and maintenance.
tside y  V S	Vour Composite Vithin the Specify.  Other DoD of Specify.	DoD Component.  It will be shared between the employee, rating official and senior rating official. System Administrators will also have priviliged access to this information in their role of operations and maintenance.  Components.  Feeds back to DCPDS; DLA manager of eOPF (does not have a direct
tside y  V  S  C	Vour Composite Vithin the Specify.  Other DoD of Specify.	DoD Component.  It will be shared between the employee, rating official and senior rating official. System Administrators will also have priviliged access to this information in their role of operations and maintenance.  Components.  Feeds back to DCPDS; DLA manager of eOPF (does not have a direct integration at this time)
tside y	Within the Specify.  Other DoD Specify.  Other Feder Specify.	DoD Component.  It will be shared between the employee, rating official and senior rating official. System Administrators will also have priviliged access to this information in their role of operations and maintenance.  Components.  Feeds back to DCPDS; DLA manager of eOPF (does not have a direct integration at this time)
tside y  V S C S C S C S C S C S C S C S C S C	Within the Specify.  Other DoD Specify.  Other Feder Specify.	DoD Component.  It will be shared between the employee, rating official and senior rating official. System Administrators will also have priviliged access to this information in their role of operations and maintenance.  Components.  Feeds back to DCPDS; DLA manager of eOPF (does not have a direct integration at this time)  ral Agencies.
tside y	Vour Composite Vithin the Specify.  Other DoD of Specify.  Other Feder Specify.  State and L. Specify.	DoD Component.  It will be shared between the employee, rating official and senior rating official. System Administrators will also have priviliged access to this information in their role of operations and maintenance.  Components.  Feeds back to DCPDS; DLA manager of eOPF (does not have a direct integration at this time)  ral Agencies.

DD FORM 2930 NOV 2008 Page 4 of 15

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

Do	individuals	have the opport	tunity	to objec	ct to the colle	ection of th	neir PII?		1
		••							
Ш	Yes			No					
	(1) If "Yes,"	describe method	by w	hich indiv	viduals can ol	oject to the	collection	of PII.	
	(2) If "No," s	state the reason v	why ir	dividuals	s cannot obje	ct.			
lf I	PATA not used	, process cannot b	e con	istently do	ocumented.				
Do	individuals h	nave the opportu	unity	o conse	ent to the spe	ecific uses	of their P	PII?	
Do	individuals h	nave the opportu ⊠	_		ent to the spe	ecific uses	of their P	il?	
Do	Yes		No						
Do	Yes		No						
Do	Yes		No						
Do	Yes		No						
Do	Yes		No						
Do	Yes (1) If "Yes,"		No thod t	y which i	individuals ca	n give or w	ithhold the	eir consent.	
Incorp	Yes  (1) If "Yes,"  (2) If "No," solividuals do no	describe the me	No thod b why ir ation i	y which i	individuals ca s cannot give em, this is don	or withhold	their cons	eir consent.	w
Incorp	Yes  (1) If "Yes,"  (2) If "No," sometime dividuals do no ganization.	describe the me	No thod b why ir ation i	y which i	individuals ca s cannot give em, this is don	or withhold	their cons	eir consent.	w
Incorp	Yes  (1) If "Yes,"  (2) If "No," sometime dividuals do no ganization.	describe the me	No thod b why ir ation i	y which i	individuals ca s cannot give em, this is don	or withhold	their cons	eir consent.	w

DD FORM 2930 NOV 2008 Page 5 of 15

Priva	cy Act Statement		Privacy Advisory
Othe	r		None
escribe ach oplicable rmat.	Individual is not asked for inf	formation.	

#### 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.

DD FORM 2930 NOV 2008 Page 6 of 15