



## PRIVACY IMPACT ASSESSMENT (PIA)

For the

National Language Service Corps (NLSC) Records

Defense Language and National Security Education Office (DLNSEO)

### 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**

0704-0449

**Enter Expiration Date**

04/30/2012

**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.

5 U.S.C. 301, Departmental Regulations  
10 U.S.C. 131, Office of the Secretary of Defense  
DoD Directive 5124.02, Under Secretary of Defense for Personnel and Readiness  
50 U.S.C. 1913, National Language Service Corps

**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 National Language Service Corps (NLSC) Records is a web-based system to allow U.S. citizens with language and special skills to self-identify these skills for the purpose of temporary employment on an intermittent work schedule or service opportunities in the DoD or another department or agency of the United States requesting foreign language support determined to be in the national interest of the United States. Forms that mirror the web-based collection are also electronically available for submission in hard copy or by email. The information collected is from individuals to support the mission of the NLSC. The categories of information collected are: full name; other names used; citizenship; home address; e-mail address; home and mobile telephone numbers; verification of 18 years of age; education level; legal status, security clearances, employment information; foreign language(s) spoken, foreign language proficiency levels, origin of foreign language(s) spoken, and English proficiency levels. Upon submission of completed forms, a unique identifier is assigned to each participant in this program.

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

The security features of the NLSC Records provide a level of protection that meets or exceeds the minimal requirements of DoD Directives 5400.11 and 8500.01E. The concept of identification and authentication "layered protection" is used to keep unauthorized users out of the records. All personnel granted access must participate in a security training and awareness program. This program consists of both initial security training and annual refresher training.

**THREATS:** Access, storage and transmission of information protected under the Privacy Act of 1974 are subject to threats, including, but not limited to: malware, sniffing, spoofing, and physical assault, as well as various natural disasters and failures which impact either the protected infrastructure or the services upon which the infrastructure depends. All of these imperil, to one extent or another, information availability, integrity, and confidentiality.

**DANGERS:** Individuals provide information voluntarily. There are no known dangers in providing notice of the collection or allowing an individual to object/consent. Therefore, individuals are given this opportunity at time of data collection via a Privacy Act Statement. Individuals are free to raise objections if new threats are perceived.

**UNAUTHORIZED DISCLOSURE OF RECRUITMENT AND EMPLOYMENT INFORMATION ON THE ABILITY TO MARKET AND HIRE PERSONNEL:** Access to personal information is restricted to NLSC personnel who require the records in the performance of their official duties. Access to personal information is further restricted by the use of strong passwords that are changed periodically. Physical entry is restricted by the use of locks, guards, and administrative procedures.

**UNAUTHORIZED MODIFICATION OR DESTRUCTION OF INFORMATION FOR RECRUITMENT AND EMPLOYMENT:** Periodic assessment of security controls related to modification or destruction of information are performed. Although there can be serious short-term effects for individuals, the effects of modification or deletion of staff recruitment and employment information are generally limited with respect to NLSC capabilities or assets.

**DELAY IN RECRUITMENT AND EMPLOYMENT DUE TO THE AVAILABILITY OF THE DATA SUPPORTING THE NLSC:** Data is maintained in paper and electronic media. The NLSC is designed to mature the effectiveness of staff recruitment and employment processes. Reasonable delays are tolerable.

**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. The information will be shared within the NLSC by program personnel who require the records in the performance of their official duties.

**Other DoD Components.**

Specify.

**Other Federal Agencies.**

Specify. To another department or agency of the United States in need of temporary short-term foreign language services, where government employees are required or desired.

**State and Local Agencies.**

Specify.

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

Specify.

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

Specify.

**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.

Individuals provide information voluntarily. Privacy Act Statement is printed on DD Forms 2932, 2933 and 2934; however, failure to provide information may result in non-enrollment in the NLSC, and refusal to grant access to member areas of the NLSC portal.

(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.

Individuals provide information voluntarily. Privacy Act Statement is printed on DD Forms 2932, 2933 and 2934; however, failure to provide information may result in non-enrollment in the NLSC, and refusal to grant access to member areas of the NLSC portal. When DoD Components or another department or agency of the United States request temporary short-term foreign language services, members are offered opportunities to use their language skills. Members are advised that their information will be forwarded for consideration for that particular opportunity and that the information provided remains safeguarded within the National Language Service Corps. At any time, members may decline the opportunity to volunteer use of their language skills.

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

**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.

Privacy Act Statements, as required by 5 U.S.C. 552a(e)(3), are printed on DD Form 2932, 2933, 2934, and provided at the collection point. The statement provides the following: collection purpose, authorities, external uses, nature of the program, the name and number of the Privacy Act System of Records Notice governing the collection, and an electronic link to the system notice. The statement is included on paper and electronic collection forms.

**AUTHORITY:** 5 U.S.C. 301, Departmental Regulations; 10 U.S.C. 131, Office of the Secretary of Defense; DoD Directive 5124.02, Under Secretary of Defense for Personnel and Readiness (USD (P&R)); 50 U.S.C. 1913, National Language Service Corps.

**PRINCIPAL PURPOSE(S):** To allow U.S. citizens with language skills to self-identify their skills for the purpose of temporary employment on an intermittent work schedule or service opportunities in support of DoD or another department or agency of the United States. The information will be used to determine applicants' eligibility for NLSC membership and to identify and contact NLSC members.

**ROUTINE USE(S):** In addition to those disclosures generally permitted under 5 U.S.C. 552a(b) of the Privacy Act of 1974, as amended, the records or information therein may be disclosed outside the DoD as a routine use pursuant to 5 U.S.C. 552a(b)(3) as follows:  
 To another department or agency of the United States in need of temporary short-term foreign language services, where government employees are required or desired.  
 The DoD Blanket Routine Uses at <http://dpclo.defense.gov/Privacy/SORNsIndex/BlanketRoutineUses.aspx> may apply.

**DISCLOSURE:** Voluntary; however, failure to provide information may result in non-enrollment in the NLSC and refusal to grant access to member areas of the NLSC portal.

**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.**