PRIVACY IMPACT ASSESSMENT (PIA)

For the

HTTP://WWW.EMARINE.ORG (EMARINE)
Department of the Navy - United States Marine Corps

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** ☐ **New Electronic Collection**

☐ **Existing DoD Information System** ☐ **Existing Electronic Collection**

☐ **Significantly Modified DoD Information System**

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 DITPR DON ID Number: 22356

☐ **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 M01754-5

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

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 U.S.C. 5013, Secretary of the Navy
10 U.S.C. 5041, Headquarters, Marine Corps
Marine Corps Order (MCO) 1754.6A, Marine Corps Family Team Building (MCFTB)
NAVMC Directive 1754.6A, Marine Corps Family Team Building (MCFTB)
E.O. 9397 (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.

"eMarine is a web-based portal on the .org domain that allows USMC Unit Family Readiness Officers (FROs) to build and maintain their own public facing Unit web sites. While the eMarine home page is visible to the entire public, access to each "Unit Site" is only available to Marines and Family Members through an account subscription process which is password protected. And, while the Unit-related content on each site will vary based on the desires of the Commander and FRO, the sensitive personal information initially required for FROs and Marines to gain account access will be limited to full name, e-mail address, and Date of Birth (MM/DD). These PII requirements will remain consistent, regardless of the unit.

Each Marine (sponsor) and Family Member must register on the portal to ensure Unit security. During the registration process, the FRO will upload a roster containing each Marine's full name and DOB (MM/DD). Marines will be required to verify their information and input their preferred email address. Subsequently, each family member will be required to enter the name of their sponsor, their sponsor's DOB, their own name, and their own email address. This information is used only for verification of the family member's identity during account registration, resulting in system security via access control of sponsored family members with a User ID.

PII Captured by the eMarine System:

FRO's bulk upload of Marine information:
- Marine's First Name, Last Name, Middle Initial
- Marine's DOB (MM/DD)

Marines register with:
- Their own First Name, Last Name, Middle Initial
- Their own DOB (MM/DD)
- Their own Email Address

Family Members register with:
- Their Sponsor's First & Last Name
- Their Sponsor's DOB (MM/DD)

Verification occurs then they enter:
- Their own First & Last Name
- Their own Email Address

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

Sponsor (Marine) information is uploaded via electronic spreadsheet by the FRO (bulk processing) and/or by the individual Marine (individual additions). Family member information is entered by the individual family member at the time of account registration. All PII information is then managed by the Family Readiness Officer (FRO). Processing, storage, transmission or display of PII by the system will comply with all DoD regulations.
The eMarine system is a protected network that will employ data encryption, data masking, secure VPN and other approved methods for safeguarding and ensuring compliance. The network or system will be locked down with User IDs and Passwords, and all associated risks identified during the DIACAP process, and mitigating strategies implemented and/or planned.

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. HQMC and Marine Corps Forces, Pacific

☐ **Other DoD Components.**

Specify.

☐ **Other Federal Agencies.**

Specify.

☐ **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.

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

PII is required by the system to verify membership of the USMC Unit and to safeguard the security posture of the Unit. Confirming identify, site administrator will confirm identity against USMC documentation. There are 3 user groups 1) Family Readiness Officers (administrators), 2) Service Members, 3) Family Members. If PII is not provided, user would be unable to register.

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.

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

PII is an operational requirement of the system. Individuals accessing the system must provide the PII to validate identity. If PII is not provided, user would be unable to register.

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.

Privacy policy provided on website and banner when registering.

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.