



PRIVACY IMPACT ASSESSMENT (PIA)

For the

Automated Pilot Examination - Aviation Selection Test Battery
(APEX2-ASTB) Version 4.0

Department of Navy - TMA DHP Funded System - BUMED

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

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.

SORN authorities:

5 U.S.C. 301, Departmental Regulations
10 U.S.C. Sections governing authority to appoint officers
10 U.S.C. 591 APPOINTMENTS AS RESERVE OFFICERS
10 U.S.C. 600 TEMPORARY APPOINTMENTS IN OFFICER GRADES
10 U.S.C. 716 Commissioned officers: transfers among the armed forces, the National Oceanic and Atmospheric Administration, and the Public Health Service
10 U.S.C. 2107 Financial assistance program for specially selected members
10 U.S.C. 2122 Eligibility for participation
10 U.S.C. 5579 (Repealed)
10 U.S.C. 5600 (Repealed)
Merchant Marine Act of 1939 (as amended)
E.O. 9397 (as amended)
E.O. 10450 Security requirements for Government employment
E.O. 11652 Classification and Declassification of National Security Information and Material

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.

Automated Pilot Examination (APEX) is a web-based evaluation testing tool for Navy aviation candidates processed by Naval Aerospace Medical Institute Operational Psychology Code 341. Navy Medicine is the host for APEX and the system resides on the Navy Medicine network.

APEX servers are located at Navy Medicine Operational Training Center (NMOTC) in Pensacola, FL.

Personally identifiable information (PII) data is collected as necessary for identifying, tracking, and retrieving examinee and examiner records. This information is required to confirm that each examiner is authorized to administer the exam and to confirm that eligible examinees are authorized to take the exam. Demographic information is used as part of the selection process for Officers and Flight School candidates and is required from examinees to ensure that the APEX is functioning fairly across sub-populations and does not adversely impact protected groups.

PII collected about individuals include: name, race/ethnicity, personal cell telephone number, mailing/home address, birth date, home telephone number, education information, social security number, gender, place of birth, personal email address, and military records.

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

APEX is at risk because all systems may be vulnerable to unauthorized intrusion and hacking. There are risks that APEX, with its collection of PII, could be compromised. Because of this possibility, appropriate security and access controls listed in this PIA have been put in place such as the use of Department of Defense (DoD) Common Access Card (CAC) certificates, secure data transmission and national DoD security standards. APEX administrator account request is reviewed and approved for access via username and password. Examiner roles are limited and only administrators see all PII data. APEX examiners have restricted search capabilities.

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.

Other DoD Components.

Specify.

Other Federal Agencies.

Specify.

State and Local Agencies.

Specify.

[Empty text box]

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

Specify.

MYSTIKAL CONTRACT FY12
 1.3.3.3 Privacy Act Compliance

The contractor shall ensure that employees assigned to this task understand and comply with DOD Regulation 5400.7, DOD Freedom of Information Act Program and SECNAVINST 5211.5E, Department of the Navy (DON) Privacy Program. These directives set policy and procedures for the disclosure of records to the public and for making, handling, transmitting, and safeguarding For Official Use Only (FOUO) material. In addition, they set guidelines for collecting, safeguarding, maintaining, using, accessing, amending, and disseminating personally identifiable information (PII) kept in systems of records.

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

Specify.

[Empty text box]

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.

APEX exams are used for selection purposes of officers and flight candidates but applying for the exam is not mandatory. Failure to provide the requested information may result in non-entry into selected programs.

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

[Empty text box]

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.

APEX exams are used for selection purposes of officers and flight candidates but applying for the exam is not mandatory. Disclosure is voluntary however, failure to provide the requested information may result in non-entry into selected programs.

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.

The Privacy Act Statement is displayed to the examiner at the logon screen.

Authority: 5 U.S.C. 301, Departmental Regulations, 10 U.S.C. Sections governing authority to appoint officers; 10 U.S.C. 591, 600, 716, 2107, 2122, 5579, 5600; Merchant Marine Act of 1939 (as amended); and E.O.s 9397, 10450, and 11652. Purpose: To manage and contribute to the recruitment of qualified men and women for officer programs and the regular and reserve components of the Navy. To ensure quality military recruitment and to maintain records pertaining to the applicant's personal profile for purposes of evaluation for fitness for commissioned service. Routine uses: In addition to those disclosures generally permitted under 5 U.S.C. 552a(b) of the Privacy Act, these records or information contained therein may specifically be disclosed outside the DoD as a routine use pursuant to 5 U.S.C. 552a(b)(3) as follows: To officials and employees of the Department of Transportation in the performance of their official duties relating to the recruitment of Merchant Marine personnel. To officials and employees of other departments and agencies of the Executive Branch of government, upon request, in the performance of their official duties related to the management of quality military recruitment. To officials and employees of the Veterans Administration and Selective Service Administration in the performance of their official duties related to enlistment and reenlistment eligibility and related benefits. The 'Blanket Routine Uses' that appear at the beginning of the Navy's compilation of systems notices also apply to this system. Disclosure: Voluntary. However, failure to provide the requested information may result in non-entry into select programs.

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.