



PRIVACY IMPACT ASSESSMENT (PIA)

For the

electronic Navy Housing (eNH)

Commander Navy Installations Command (CNIC)

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.defenseink.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.

5 U.S.C. 5911 & 5912, DoD
10 U.S.C. 5013, Secretary of the Navy
10 U.S.C. 5041, Headquarters, Marine Corps;
10 U.S.C. 2831, Military Family Housing Management Account;
DoD 4165.63-M, DoD Housing Management; and 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.

To determine an individual's eligibility for Navy or Marine Corps housing (including privatized housing) and notification for subsequent assignment to housing or granting a waiver to allow occupancy of private housing, determine priority and list individual's name on appropriate housing waiting list, oversee housing occupancy once housing is assigned, and provide housing information to DON or other military components and government agencies.

DD Form 1746, Application for Assignment to Housing (application contains information such as name, address, rank/rate, Social Security Number(SSN), length of service, time remaining on active duty, date of rank, etc.; dependency data, e.g., total number in family, spouse, age and gender of dependents, etc.; and other pertinent housing information, e.g., last assignment, months involuntarily separated, special health problems, etc.).

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

PII is collected and stored in eNH, a securely hosted web based system. PII data is displayed on workstation monitors and produced in hard copy reports which could be inadvertently viewed by other DoD employees and housing customers. All housing employees that use eNH must take PII and information assurance training. To avoid compromise, workstation machines "time out" and monitors darken if periods of inactivity are exceeded. This keeps unattended workstations from being left for long periods with data exposed. Hard copy reports have disclaimers and only "administrative" level users may print reports containing SSNs. In addition, reports containing SSNs are only produced with appropriate justification, such as coordinating entitlements and allowances with PSD. Access to files is limited to personnel requiring access in the performance of their official duties. Records are maintained in a secure building on a secure military base, encrypted, maintained behind a firewall, and password protected. Private partners maintain comparable security protections.

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.

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 may object to the collection of PII by following the procedures outlined in system of records notice, NM11101-1, to address written inquiries to the appropriate Housing Office at the station/base where they are located. Individuals may object to the collection of their PII by not completing the DD 1746, application for housing. Objection to any collection of PII may be made in person or in writing via letter or email.

(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.

By completing the DD1746, individuals consent to allow Housing to validate housing eligibility requirements. This includes providing information to housing private partners to validate eligibility for privatized Navy housing and to other Navy offices for entitlement/allowance coordination. Consent may be in person or in writing via letter or email.

(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.

Privacy Act Statement

Privacy Advisory

Other

None

Describe each applicable format.

Housing customers are given a privacy advisory that requests permission to share information with privatization partners and Navy offices coordinating entitlements/allowances. This advisory is provided when PII information is collected in person. In addition, the DD1746 contains a Privacy Act statement which addresses authorities, the principal purpose of the collection of PII, and informs individuals that providing the PII is voluntary.

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.