



## PRIVACY IMPACT ASSESSMENT (PIA)

For the

Medical Boards Online Tracking System (MEDBOLTS)
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Department of the Navy - TMA DHP Funded System
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### **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.

System of Record Authorities: 5 U.S.C. 301, Departmental Regulations; 10 U.S.C. 1095, Collection from Third Party Payers Act; 10 U.S.C. 5131 (as amended); 10 U.S.C. 5132; 44 U.S.C. 3101; 10 CFR part 20, Standards for Protection Against Radiation; and, E.O. 9397 (SSN)

Additional Authorities:

Manual of the Medical Department (MANMED), NAVMED P-117, Chapter 18, Medical Evaluation Boards

**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.

MEDBOLTS provides its users with a robust, web-application for performing the following functions: maintain demographic information associated with military personnel, administer and maintain medical boards, and to generate associated medical board forms, etc.

MEDBOLTS is a Web-based system accessible to those Medical Treatment Facilities MTF(s) with Convening Authority to perform Medical Evaluation Boards (MEB). A MEB evaluates a patient and produces a Medical Evaluation Board Report (MEBR) on that patient's condition. MTF Convening Authorities may convene a MEB to evaluate and prepare an MEBR on any member of the military. MEBR(s) are used for two purposes: 1) Placing a patient on Temporary Limited Duty (TLD) or Limited Duty (LIMDU); or 2) Referring a patient to the Physical Evaluation Board (PEB) for a determination of the patient's fitness for continued Naval service.

MEDBOLTS captures and shares data globally, allowing all MTF(s) with Convening Authority to research, for any patient referred to an MEB, both the contemporary board activity as well as historical referrals to any MEB. These historical checks are vital to assisting service headquarters and parent commands with ensuring appropriate personnel community management across the Navy and Marine Corps, and proper routing of Medical Evaluation Board Reports.

PII collected about individuals include: name, SSN, date of birth, gender, marital status, home address, military records, security clearance and employment, medical and disability information.

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

All systems are vulnerable to "insider threats." MEDBOLTS managers are vigilant to this threat by limiting system access to those individuals who have a defined need to access the information. There are defined criteria to identify who should have access to MEDBOLTS. These individuals have gone through extensive background and employment investigations.

Data in MEDBOLTS is maintained in accordance with HIPAA requirements. Only users with appropriate access and need-to-know are authorized to manage data in this system. The level of access and authorization of these users is detailed in the MEDBOLTS System Security Authorization Agreement. All users have background investigation and are approved ADP II clearances prior to being granted access to MEDBOLTS. The MEDBOLTS system has a thorough Audit log to track the activities of any user when logged in to the system. These procedures mitigate any risk of compromise of PII.

**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.

PII is shared within MEDBOLTS, Navy Medicine Information Systems Support Activity (NAVMISSA), Bureau of Medicine and Surgery (BUMED) Claimancy, BUPERS and Marine Corps authorized users. Individuals are authorized to view MEDBOLTS for their specific commands. Data is also utilized by the Navy, Marine Corps and NAVMISSA for information reporting statistics.

[Empty text box]

**Other DoD Components.**

Specify.

[Empty text box]

**Other Federal Agencies.**

Specify.

[Empty text box]

**State and Local Agencies.**

Specify.

[Empty text box]

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

Specify.

[Empty text box]

**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.

[Empty text box]

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

NAVMED P-117 (Manual of Medicine) requires an evaluation of suitability for continued service for all members removed from full duty for medical reasons within the Department of the Navy. As such, the service member is required to provide the appropriate PII.

All PII available in MEDBOLTS is able to be reviewed via the Medical Board Office in the Patient Administration Department of the Military Treatment Facility where the case is being managed.

**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.

[Empty text box]

[Empty box]

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

NAVMED P-117 (Manual of Medicine) requires an evaluation of suitability for continued service for all members removed from full duty for medical reasons within the Department of the Navy. As such, the service member is required to provide the appropriate PII.

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**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.

A pre-printed Department of Defense (DD) Form 2005, "Privacy Act Statement - Health Care Records" is provided to the patient at the point of care for review and signature and it is placed in the patient's medical record.

All members who have PII entered in MEDBOLTS are interviewed by Medical Board Office staff members prior to and during the data collection process. The process of the collection and evaluation of the data is verbally explained to each member. The privacy of the information is detailed to the member and member signature is required prior to the data being forwarded to the evaluation board.

**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.**