PRIVACY IMPACT ASSESSMENT (PIA)

For the

Officer Personnnel Information System (OPINS)
Department of the Navy - SPAWAR - PEO EIS - PMW 240

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 ID: 13430 DITPR DON ID: 8323
☐	**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 UII: 007-000003901

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 N01080-2

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 1080-2 authorities:

Title 10 U.S.C. 5013, Secretary of the Navy
Executive Order 9397 (SSN), as amended.

Other authorities:

DoDI 1336.08, Military Human Resource Records Life Cycle Management
DoDI 1336.05, Automated Extracts of Active Duty Military Personnel Records
DoDI 7730.54, Reserve Components Common Personnel Data System (RCCPDS)
OPNAVINST 1070.2 Series, Automated Extracts of Active Duty Military Personnel Records

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 Officer Personnel Information System (OPINS) is a corporate system that generates and maintains the official automated personnel records of all the United States Navy (USN) active duty officers and officer candidates for both current and historical purposes. OPINS also maintains personnel records for active duty officers (Active Duty for Special Work (ADSW), Training Active Reserve (TAR)), Officer Candidates Accounting and Reporting Subsystem (OCARS), Naval Reserve Officer Training Corps (NROTC), and United States Naval Academy (USNA). OPINS is primarily used to calculate officer staffing strength, authorize the establishment of a pay record at the Defense Finance and Accounting Service (DFAS), prepare Officer Data Cards (ODC) for dissemination to officers, and prepare Officer Distribution Control Reports (ODCR) for dispersal to field activities. The officer distribution and promotion processes are dependent upon the quality of OPINS information, as are numerous managerial and congressional groups seeking aggregated information about the Active Officer populations. OPINS provides critical, historical, and current data for decision support systems as well as selection boards. Force Management (FORMAN) automates the first term reenlistment process, retirements and Navy in-rate approvals with available quotas, processes first term extensions, and meets Navy functional priorities.

PII data collected: Name, SSN, Citizenship, Legal Status, Gender, Race/Ethnicity, Birth Date, Place of Birth, Religious Preference, Security Clearance, Spouse Information: PII information indicates if spouse is applicable and if the answer is affirmative; also collects the spouse's location., Marital Status, Child Information: number of dependents with their location; Medical Information: disability information when the individual is lost.; Disability Information: Disability % and Diagnostic Codes required to process and adjudicate a disability retirement; Employment Information, Military Records: UIC, afloat or ashore, promotion info, rank and designator; Education Information: school name, degree, the number of years completed and military education.

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

PII data is stored in OPINS on the Officer Master File (OMF). The OMF is stored on a Department of Defense Mainframe computer. The Defense Enterprise Computing Center (DECC) is responsible for operation of the mainframe.

This system is protected by DON policy-compliant passwords, ACF2 access methods, encryption and firewalls to ensure only authorized personnel gain access to private information. OPINS exchanges data with Navy Military Personnel Distribution Systems, Navy Reserve Personnel Systems, and Navy manpower systems, which reside in the same mainframe region. OPINS also sends and receives personnel data to/ from Navy Training and Education Systems, and the Navy Standard Integrated Personnel System (NSIPS). Data flows through DoN system to DoN system through secure channels. Authorization to access OPINS data is the responsibility of the Navy Personnel Command (NPC), currently PERS341.

Within the computer center, controls have been established to disseminate computer output over the counter only to authorized users. Specific procedures are also in force for the disposal of computer output. Output material in the sensitive category, i.e., inadvertent or unauthorized disclosure that would result in harm, embarrassment, inconvenience or unfairness to the individual, will be shredded. Computer files are kept in a secure, continuously manned area and are accessible only to authorized computer operators, programmers, enlisted management, placement, and distributing personnel who are directed to respond to valid, official

request for data. These accesses are controlled and monitored by the security system.

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. Navy Bureau Of Medicine and Surgery (BUMED), Chief of Naval Education and Training (CNET), Navy Manpower, Personnel, and Distribution Systems.

☒ **Other DoD Components.**

Specify. Defense Manpower Data Center(DMDC), Defense Finance and Accounting Service (DFAS), Defense Retired Annuity System (DRAS)

☒ **Other Federal Agencies.**

Specify. Social Security Administration

☐ **State and Local Agencies.**

Specify.

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

Specify. Contractor name: eVenture Technologies, LLC
Contract Number: N69250-07-D-0300

In addition to contract clauses C-5 and H-19 (attached), requirements, Information assurance and contractor personnel access to SPAWAR Systems Center Atlantic, New Orleans Office facilities and DoD information systems will be determined in accordance with the following directives:
DoD Directive 8500.1 (Information Assurance) DoD Directive 8500.2 (Information Assurance Implementation)
DoD Directive 5200.1 (DoD Information Security Program) DoD Directive 5200.2 (DoD Personnel Security
Program) DoD Directive 5200.2-R (DoD Personnel Security Program) SECNAV M-5510.30 (Navy Personnel
Security Manual)

☐ **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 not collected from the individual.

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 not collected from the individual.

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.

PII is not collected from the individual.

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.