



## PRIVACY IMPACT ASSESSMENT (PIA)

For the

Enterprise Military Housing II (eMH II)

Department of the Navy - 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.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**

OMB Package at OPNAV DNS-15 (Pending)

**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 NM11101-1 authorities:

10 U.S.C 5013, Secretary of the Navy  
10 U.S.C. 5041, Headquarters, Marine Corps  
10 U.S.C. 2381, Military Family Housing Management Account  
DoD 4165.63-M, DoD Housing Management  
E.O. 9397 (SSN), as amended.

Other authorities:

10 U.S.C. 3013, Secretary of the Army  
10 U.S.C. 8013, Secretary of the Air Force  
14 U.S.C. Chapter 18--Coast Guard Housing Authorities

**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 Enterprise Military Housing System (eMH) is an integrated, web based housing application with a common data warehouse and business modules that automate critical headquarter, region and installation Housing business processes. This includes government owned, leased and privatized family and unaccompanied housing programs in addition to furnishings and community housing services. The single sign on eMH system contains unclassified housing business modules.

eMH supports the determination of an individual's eligibility for Navy, Marine Corps, Army, Air Force, and Coast Guard family and unaccompanied 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, manage or monitor housing occupancy, facilitate the leasing of community housing, and provide housing information to military components and government agencies. eMH also supports the community referral program for the Navy, Marine Corps, Army, Air Force and Coast Guard to include determining eligibility for the Rental Property Program.

Personal information collected includes the fields on the DD Form 1746 and contemporary fields supporting the Application for Assignment to Housing including:

Full name, DOD ID number, gender, marital status, marriage date, birth date, current home address, permanent home address, work phone number, home phone number, cell phone number, work email address, home email address, rank/rate, pay grade, civilian pay grade equivalent, branch of service, geographic bachelor, voluntarily or involuntarily separated, time involuntarily separated, last unit, location of last assignment, official departure date of last unit, agency or type of civilian, length of service, time remaining on active duty, service start date, expiration of obligated services date, date of rank, projected rotation date, projected rotation location, current unit, reporting date, estimated family arrival date, name of employer, housing allowance begin and stop dates, entitlement condition type, entitlement condition end date, entitlement condition start date, personnel type, handicap and accessible housing requirements, criminal conviction, cigarette smoking habits, power of attorney and type, breed and size of pet.

If applicable, data for related and non-related dependents to include:

Total number in family, full name, DOD ID number, birth date, gender, relation to primary applicant, dependent start date with primary applicant, dependent end date with primary applicant, entitlement condition type, entitlement condition end date, entitlement condition start date, work phone number, home phone number, cell phone number, work email address, home email address, current mailing address, permanent mailing address, rank/rate, current unit, departure date from losing unit, branch of service, pay grade, civilian pay grade equivalent, service start date, date of rank, time remaining on active duty, estimated family arrival date, projected rotation date, criminal conviction, cigarette smoking habits, handicap and accessible housing requirements.

Other pertinent housing information is collected for primary applicants and dependents to include:

Particular housing preferences; special health problems; copies of permanent change of station orders; temporary orders; emergency contact full name, home, cell and work phone number and relation; detaching endorsement from prior duty station; and pet health records.

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

Personally Identifiable Information (PII) is collected and stored in eMH, a securely ".mil" hosted web based system. PII is displayed on workstation monitors and produced in hard copy reports which could inadvertently be viewed by other DOD employees and housing customers. All housing employees that use eMH must take

PII and information assurance training. To avoid compromise, workstation machines "time out", monitors darken if periods of inactivity are exceeded and DoD IDs are masked. Access to eMH containing PII is controlled and validation processes are used for each access request. All hard copy reports have disclaimers and only "administrative" level users may print reports containing SSNs. Reports containing SSNs are only produced with appropriate justification, such as coordinating entitlements and allowances with distributing authorities such as Personnel Support Detachments/Installations. 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 firewalls, and password protected.

**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.

DoN Housing entitlement (BAH) program offices such as OPNAV N1 and PSDs, Naval Education Training Command (NETC), Navy Bureau of Medicine and Surgery (BUMED), Navy Security (NCIS), Safety (Fire, Police) offices, and United States Marine Corps.

**Other DoD Components.**

Specify.

United States Air Force, United States Army, United States Coast Guard, Office of the Secretary of Defense, Defense Manpower Data Center, National Security Agency, Defense Intelligence Agency, Defense Logistics Agency and housing entitlement (BAH) program offices, health, safety, and security offices.

**Other Federal Agencies.**

Specify.

CENSUS Bureau, Department of Homeland Security

**State and Local Agencies.**

Specify.

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

Specify.

Housing Privatization Partners. Contracts contain the two FAR privacy clauses in addition to the mandatory non-disclosure agreements.

**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 their PII by not completing the application for housing and housing services. Objection to any collection of PII may be made in person or in writing via letter or email. However, completion of DDI746 is required to be determined eligible for housing and housing resident support services.

[Empty box]

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

[Empty 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.

[Empty box]

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

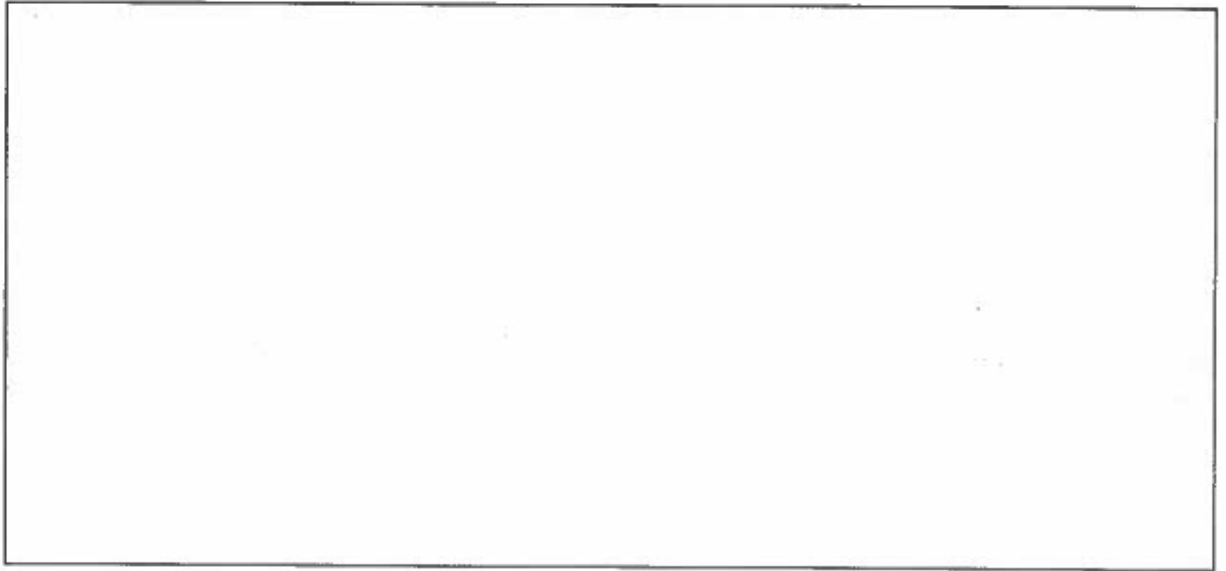
By completing the DD 1746, individuals consent to allow Housing to validate housing eligibility requirements. This includes providing information to housing privatization partners to validate eligibility for privatized Navy Housing and to other Navy Offices for entitlement/allowance coordination.

**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.

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. Before transmitting PII to housing privatization partners, the housing staff are prompted in eMH to verify they have received permission from the individual to send PII to the privatization partner.



**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.**