



## PRIVACY IMPACT ASSESSMENT (PIA)

For the

Japanese Automation System (JAS)

Department of the Navy - CNIC - CNR Japan

### **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      

|                 |                  |
|-----------------|------------------|
| DITPR ID: 17647 | DITPR-DON: 23166 |
|-----------------|------------------|
- Yes, SIPRNET      Enter SIPRNET Identification Number      

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- 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: 007-000100639 |
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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      

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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      

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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.

**Authorities:**

Executive Order 10450, 9397; and Japan Law Concerning Protection of Personal Information (Law No. 57 of 2003).

- "To record Personal Information for the purposes of executing the business operations of the U.S. Forces, Japan and protection of human life, safety and property"

- "To maintain Personal Data accurately with the most up-to-date content to the extent necessary to achieve the stated Principal Purposes"

COMNAVFORJAPANINST 12000.15A (JAPANESE EMPLOYMENT MANUAL)

COMNAVFORJAPANINST 12000.17A (PERSONNEL MANUAL FOR ADMINISTRATION OF MLC AND IHA EMPLOYEES)

**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.

Japanese Automation System (JAS) is a web-based program designed to maintain personnel records on Japanese employees [Master Labor Contract (MLC) and Indirect Hire Agreement (IHA)]. It was developed to create Personnel Action Request (PAR) documents, Position Description (PD) documents and Language Allowance Request documents. It also provides a history of JN personnel actions.

Personal employee information collected: Name, Birth Date, Other ID Number (Employee Number used by LMO (Labor Management Organization for USFJ Employees)), Gender, Race, Security Clearance, Employee ID, and Employment information (Conditions of hiring (ex. Contract type, Job Title, Job number, basic wage, pay table, pay grade, steps of working years for payment, working place, working activity/division.))

(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 JAS, a secured host web-based system. Access to PII data is restricted to users with a need to know. PII data is displayed on workstation monitors and produced in hard copy reports which could be inadvertently viewed by other DoD employees. All JAS support personnel must take yearly Cyber Security Inspection Information assurance training. To avoid compromise, workstations "time out" and monitors darken when periods of inactivity are exceeded. This keeps unattended workstations from being left for long periods with data exposed. The potential privacy risks are from authorized system users with malicious intent, users with legitimate electronic access to data, and outsiders who gain illegitimate access to the system or network where the server resides. These risks are mitigated by restricting user's rights in JAS to those functions required to perform their job, by using SSL encryption, and by following DOD Information Assurance policies.

**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.

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

Condition of employment.

**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.

All information gathered is maintained solely on the system by Human Resource Office management personnel to maintain personnel record accuracy. Condition of employment.

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.

Employee applicant's information is gathered on "Application for Vacancy Announcement, HROY Form1" to apply for "Vacancy Announcement". After hiring started, the employee information is gathered on "USFJ FORM 11EJ, 20120315".

On Vacancy Announcement:  
 PRIVACY ACT STATEMENT 個人情報保護について  
 AUTHORITY: Executive Order 10450, 9397; and Japan Law Concerning Protection of Personal Information (Law No. 57 of 2003).  
 法令: 米国行政命令10450, 9397 ; 及び 日本法・個人情報の保護に関する法律 (平成15年法律第五十七号)  
 PRINCIPAL PURPOSES: To record Personal Information for the purposes of executing the business operations of the U.S. Forces, Japan and protection of human life, safety and property, NOTE: Records will be securely maintained in either an electronic or paper form.  
 主目的: 人間の生命、安全、財産の保護と在日米軍の業務の遂行を目的として、個人情報を記録する為。  
 注記: 記録は電子書式、もしくは書面にて厳重に保管されます。  
 ROUTINE USES: To maintain Personal Data accurately with the most up-to-date content to the extent necessary to achieve the stated Principal Purposes.  
 利用目的: 主目的の達成に必要な、最新で正確な個人情報を維持する為。  
 DISCLOSURE: Disclosure of this information is voluntary; however, failure to provide the requested information may impede, delay or prevent further processing of administrative actions.  
 情報開示: 個人情報の開示は任意ですが、要求された情報を提供しなかった場合、その後の手続きの妨げ、遅れ、あるいは中断となる事があります。

On Personnel Action Request / Official Notification of IHA Personnel Action (USFJ FORM 11EJ, 20120315):  
 THIS FORM IS SUBJECT TO THE PRIVACY ACT OF 1974.

**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.