



PRIVACY IMPACT ASSESSMENT (PIA)

For the

Manpower Assignment Support System (MASS)

Department of the Navy - United States Marine Corps (USMC)

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.

- (1) E.O. 9397 (SSN), as amended
- (2) 5 U.S.C., Section 301, Departmental Regulations
- (3) 10 U.S.C. 5013, Secretary of the Navy
- (4) 10 U.S.C. 5041, Headquarters, Marine Corps
- (5) MCO 1001.60 Pre-trained Individual Manpower (PIM) Assignment Program
- (6) MCO P1070.12 Marine Corps Individual Records Administration Manual (IRAM)
- (7) MCO P1300.8R Marine Corps Assignment Policy
- (8) MCO 1300.31A Enlisted Classification and Assignment Documents
- (9) MCO 4400.19 Primary Inventory Control Activity (PICA) Assignment Policy
- (10) 10 U.S.C. 1074f, Medical Tracking System for Members Deployed Overseas
- (11) 32 CFR 64.4, Management and Mobilization
- (12) DoD Dir 1215.13, Reserve Component Member Participation Policy
- (13) DoD Instruction 3001.02, Personnel Accountability in Conjunction with Natural and Manmade Disasters
- (14) CJCSM 3150.13B, Joint Reporting Structure Personnel Manual
- (15) DoD Instruction 6490.03, Deployment Health
- (16) MCMEDS: SECNAVINST 1770.3D, Management and Disposition of Incapacitation Benefits for Members of the Navy and Marine Corps Reserve Components (Renamed Line of Duty(LOD))
- (17) MCO 7220.50, Marine Corps Policy for paying Reserve Marines.

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 Manpower Assignment Support System (MASS) provides "Monitors" assigned to Manpower and Reserve Affairs (M&RA), an automated and integrated method to access information essential for making assignment and career management decisions. It provides a single, easy-to-use graphical interface integrating various information sources and allowing the users to perform ad-hoc and "canned" queries. Web Orders (WO) is a MASS subsystem which allows Monitors to issue Permanent Change of Station Orders (PCSO) to Officer and Enlisted Marines. Additionally, it allows the PCSO to be published, tracked, acknowledged, and printed via the Web.

The type of personal information collected in MASS includes: Name, Rank, Social Security Number (SSN), Military Occupation Speciality (MOS), Gender, Race, Dependent Information, Home Address, Unit information, Date of Rank, Future Duty Station information, Home Address, Citizenship, Legal Status, Birth Date, Place of Birth, Religious Preference, Security Clearance, Mother's Maiden Name, Mother's Middle Name, Spouse Information, Marital Status, Military Records, Emergency Contact, Education Information.

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

As with many information technology systems, MASS has potential privacy risks in the areas of identity theft, unsolicited marketing, loss of customer faith in protecting their information, and the compromise of sensitive information. However, potential privacy risks are mitigated through access restrictions, user roles, permissions, and annual Privacy and PII training. MASS is used exclusively by authorized military, DoD personnel, and contractors supporting DoD. Only those users with administrator permissions are able to provide access to the MASS application. Access to MASS is provided on a need to know basis and via a valid Public Key Infrastructure (PKI) enable authentication. All MASS users (including contractors) receive mandatory Marine Corps sponsored Privacy Act and PII protection and spillage training annually to include safe handling procedures that cover receiving, viewing, printing, forwarding, storing, and shredding of PII data. Physical access to the servers is controlled by M&RA personnel.

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 will be shared with the following systems and their users/owners.

System: Marine Corps Total Force System (MCTFS)
System Owners - Jointly: USMC Manpower & Reserve Affairs (M&RA)
& Defense Finance & Accounting Services (DFAS)

System: Operational Data Store Enterprise (ODSE)
System Owner: USMC M&RA

System: Total Force Data Warehouse (TFDW)
System Owner: USMC M&RA

Other DoD Components.

Specify.

Defense Finance & Accounting Services (DFAS)

Other Federal Agencies.

Specify.

State and Local Agencies.

Specify.

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

Specify.

Contractors are bound by the Privacy Act. Contractors sign a Non Disclosure Agreement (NDA) to assure confidentiality between the contractor and government to protect any type of confidential and proprietary information. Specific language in the contract is described as:

Security measures shall be taken to satisfy the security requirements in accordance with the Marine Corps System Security Plan. MASS data/information shall be protected from an Information Systems Security (INFOSEC) perspective. The contractor shall apply security considerations to software design and management.

MASS will share PII with contractors who have a valid need to know and a favorably adjudicated background investigation. Contractors may be exposed to PII while testing and maintaining MASS. A Secret clearance will be required for personnel requiring access to Information Technology Data Center, Quantico (ITDC-Q).

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 directly entered into MASS by users. MASS receives PII through the ODSE interface from MCTFS. The opportunity to object to PII is provided to the civilian applicants for entrance into the Marine Corps and individual Marines when their information is being collected in ODSE and MCTFS. Individuals cannot object to the collection of their PII through MASS as they have no control over their PII being shared from MCTFS. Audits are conducted to provide members the opportunity to review their PII and update it as necessary. Members can also view their individual record through Total Force Administration System (TFAS), Marine On-Line (MOL) and the self-service personnel internet portal. Other individuals can ask to view or update their information through any Installation Personnel Administration Center (IPAC).

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.

There are no specific uses of PII resident in MASS outside the purpose of the system to support the centralized selection and assignments of Marine's. Although Marine's do not have the opportunity to object to PII within MASS, they do have the opportunity to object to information in MCTFS at anytime. An annual audit of MCTFS is conducted to give members the opportunity to review their information and update it as necessary. A Marine can also view their individual record through the TFAS MOL application.

k. What information is provided to an individual when asked to provide PII data? Indicate all that apply.

Privacy Act Statement

Privacy Advisory

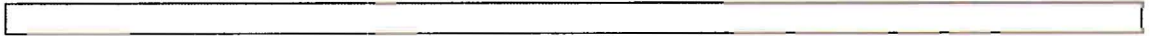
Other

None

Describe each applicable format.

All official MASS users must read and acknowledge the Privacy Act Warning (PAW) which notifies the official user that they are entering into a system that is governed by rule-making established by the Privacy Act of 1974 [5 U.S.C. 552a] and that mandated safeguarding, handling and disposal procedures must be observed. The PAW further apprises the official user that they are not allowed to share or disseminate PII from MASS unless authorized by law and that civil and /or criminal penalties will apply.

Currently MASS does not collect PII directly from an individual. MASS only receives PII from those systems listed in Section 3, para (2) of this PIA. Should a future requirement to collect PII from an individual arise, the MASS Functional Manager in coordination with the Marine Corps Systems Command (MCSC) MASS Project Officer will evaluate the requirement and its associated risks to PII within MASS and ensure any known risks are mitigated through the MASS Change Control Board (CCB). Should the requirement be approved to be implemented within MASS, this PIA and its associated SORN will be updated to reflect the change in PII collection. Lastly, the Privacy Advisory notification procedures and inclusion of PAW "pop-up" screens in MASS will be mandated to be implemented at the same time the functionality is implemented within MASS.



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.