

# PRIVACY IMPACT ASSESSMENT (PIA)

**PRESCRIBING AUTHORITY:** DoD Instruction 5400.16, "DoD Privacy Impact Assessment (PIA) Guidance". Complete this form for Department of Defense (DoD) information systems or electronic collections of information (referred to as an "electronic collection" for the purpose of this form) that collect, maintain, use, and/or disseminate personally identifiable information (PII) about members of the public, Federal employees, contractors, or foreign nationals employed at U.S. military facilities internationally. In the case where no PII is collected, the PIA will serve as a conclusive determination that privacy requirements do not apply to system.

**1. DOD INFORMATION SYSTEM/ELECTRONIC COLLECTION NAME:**

DAMIS - Drug and Alcohol Management Information System

**2. DOD COMPONENT NAME:**

United States Army

**3. PIA APPROVAL DATE:**



HQDA DCS G-1

**SECTION 1: PII DESCRIPTION SUMMARY (FOR PUBLIC RELEASE)**

**a. The PII is:** (Check one. Note: foreign nationals are included in general public.)

- From members of the general public  From Federal employees and/or Federal contractors
- From both members of the general public and Federal employees and/or Federal contractors  Not Collected (if checked proceed to Section 4)

**b. The PII is in a:** (Check one)

- New DoD Information System  New Electronic Collection
- Existing DoD Information System  Existing Electronic Collection
- Significantly Modified DoD Information System

**c. Describe the purpose of this DoD information system or electronic collection and describe the types of personal information about individuals collected in the system.**

DAMIS is a management tool which supports the The Army Substance Abuse Programs (ASAP). DAMIS is used to support the treatment, counseling, and rehabilitation of individuals who participate in the Army Substance Abuse Program. It identifies trends, judges the magnitude of drug and alcohol abuse, and measures the effectiveness of drug and alcohol prevention efforts in the Army. PII collect includes personal, medical, and military information.

**d. Why is the PII collected and/or what is the intended use of the PII?** (e.g., verification, identification, authentication, data matching, mission-related use, administrative use)

To identify alcohol and drug abusers within the Army; to treat, counsel, and rehabilitate individuals who participate in the Army Substance Abuse Program; as a management tool to identify trends, judge the magnitude of drug and alcohol abuse, and to measure the effectiveness of drug and alcohol prevention efforts in the Army.

**e. Do individuals have the opportunity to object to the collection of their PII?**  Yes  No

(1) If "Yes," describe the method by which individuals can object to the collection of PII.

(2) If "No," state the reason why individuals cannot object to the collection of PII.

Individuals are required to provide their information to receive substance abuse treatment services. Soldiers must verify their SSN information when providing a urine specimen for drug testing.

**f. 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.

Records that are stored can be used by the Army as allowed by law. However, records on an individual cannot be provided to outside agencies without the specific written consent of the individual.

**g. When an individual is asked to provide PII, a Privacy Act Statement (PAS) and/or a Privacy Advisory must be provided.** (Check as appropriate and provide the actual wording.)

- Privacy Act Statement  Privacy Advisory  Not Applicable

When an individual is screened by the counselor at the ASAP they are provided the Privacy act statement on DA Form 4465 as stated below:

**PRIVACY ACT STATEMENT**

**AUTHORITY:** 5 USC Section 301, Department Regulations; 10 USC Section 3013, secretary of the Army; 42 USC Section 290dd; Army Regulation 600-85, Army Substance Abuse Program (ASAP): and E.O. 9397

**PRINCIPAL PURPOSE:** Information is used to treat, counsel, and rehabilitate individuals who participate in the ASAP.

**ROUTINE USES:** The Patient Administration Division at the medical treatment facility with jurisdiction is responsible for the release of medical information to malpractice insurers in event of malpractice litigation or prospect thereof. Information is disclosed only to the following persons/agencies: to health care components of the Department of Veterans Affairs furnishing health care to veterans; to medical personnel to the extent necessary to meet a bonafide medical emergency; to qualified personnel conducting scientific research, audits or program evaluations, provided that a patient may not be identified in such reports, or his or her identity further disclosed by such personnel; upon the order of a court of competent jurisdiction.

**DISCLOSURE:** Mandatory for Active Duty service members. Failure to provide required information may be subjected to appropriate disciplinary action under the UCMJ. Voluntary for civilian employees, However, failure to provide all the requested information will prohibit processing comprehensive treatment.

**h. With whom will the PII be shared through data exchange, both within your DoD Component and outside your Component? (Check all that apply)**

Within the DoD Component

Specify.

All Army components and major commands which includes Active Duty, Army Accessions Command, Army Audit Agency, Army Cadet Command, Army Criminal Investigation Command, Army Deputy Chief of Staff for Personnel, Army G-1, Army Intelligence and Security Command, Army Medical Department, Army Reserve Command, Army Training and Doctrine Command, Department of the Army Inspectors General, Provost Marshal General, Central Command, Installation Management Command, South Command, Army Staff Principals in the chain of command, and Supervisors and their designated human resources and administrative personnel responsible for processing personnel actions.

Other DoD Components

Specify.

Defense Criminal Investigative Service, Defense Integrated Military Human Resources System, Defense Manpower Data Center, Defense Security Service, DoD Inspector General, Office of the Surgeon General, National Guard Bureau, Office of the DoD Inspector General, and the Office of the Secretary of Defense Personnel and Readiness.

Other Federal Agencies

Specify.

State and Local Agencies

Specify.

Contractor (Name of contractor and describe the language in the contract that safeguards PII. Include whether FAR privacy clauses, i.e., 52.224-1, Privacy Act Notification, 52.224-2, Privacy Act, and FAR 39.105 are included in the contract.)

Specify.

System Maintained by Akimeka , GINIA , and Pelatron. The contractor assigned to this project will not require access to classified information. However, the ASAP Software Application's contain highly sensitive data subject to protection by the Privacy Act and the Health Insurance Portability and Accountability Act (HIPAA). Contractor personnel will be required to pass a background check and sign written agreements controlling the release of information.

Other (e.g., commercial providers, colleges).

Specify.

Bona fide research projects to analyze and identify high risk groups and risk and protective factors. Associations between substance abuse and other high risk behaviors such as suicide, violent crime, sexual assault, etc. Data provided to outside DoD source is de-identified unless a release is provide by the Soldier.

**i. Source of the PII collected is:** (Check all that apply and list all information systems if applicable)

- |  |   |
|--|---|
| <input checked="" type="checkbox"/> Individuals                      | <input checked="" type="checkbox"/> Databases |
| <input checked="" type="checkbox"/> Existing DoD Information Systems | <input type="checkbox"/> Commercial Systems   |
| <input type="checkbox"/> Other Federal Information Systems           |   |

Input from Substance abuse counselors of the DA Form 4465 into the system, The Laboratory Information Management System (LIMS) for Drug testing data and the Integrated Total Army Personnel Database (iTAPDB) for Soldier demographic information.

**j. How will the information be collected?** (Check all that apply and list all Official Form Numbers if applicable)

- |   |  |
|---|--|
| <input type="checkbox"/> E-mail   | <input type="checkbox"/> Official Form (Enter Form Number(s) in the box below) |
| <input checked="" type="checkbox"/> Face-to-Face Contact                          | <input checked="" type="checkbox"/> Paper                                      |
| <input type="checkbox"/> Fax  | <input type="checkbox"/> Telephone Interview                                   |
| <input checked="" type="checkbox"/> Information Sharing - System to System        | <input checked="" type="checkbox"/> Website/E-Form                             |
| <input type="checkbox"/> Other (If Other, enter the information in the box below) |  |

Input from Substance abuse counselors of the DA Form 4465 into the system, The Laboratory Information Management System (LIMS) for Drug testing data and the Integrated Total Army Personnel Database (iTAPDB) for Soldier demographic information.

**k. 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 must be consistent.

- Yes  No

If "Yes," enter SORN System Identifier

SORN Identifier, not the Federal Register (FR) Citation. Consult the DoD Component Privacy Office for additional information or <http://dpcl.d.defense.gov/> Privacy/SORNs/  
or

If a SORN has not yet been published in the Federal Register, enter date of submission for approval to Defense Privacy, Civil Liberties, and Transparency Division (DPCLTD). Consult the DoD Component Privacy Office for this date

If "No," explain why the SORN is not required in accordance with DoD Regulation 5400.11-R: Department of Defense Privacy Program.

**l. What is the National Archives and Records Administration (NARA) approved, pending or general records schedule (GRS) disposition authority for the system or for the records maintained in the system?**

(1) NARA Job Number or General Records Schedule Authority.

(2) If pending, provide the date the SF-115 was submitted to NARA.

(3) Retention Instructions.

**m. What is the authority to collect information? A Federal law or Executive Order must authorize the collection and maintenance of a system of records. For PII not collected or maintained in a system of records, the collection or maintenance of the PII must be necessary to discharge the requirements of a statute or Executive Order.**

- (1) If this system has a Privacy Act SORN, the authorities in this PIA and the existing Privacy Act SORN should be similar.
- (2) If a SORN does not apply, 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) Cite the specific provisions of the statute and/or EO that authorizes the operation of the system and the collection of PII.
  - (b) If direct statutory authority or an Executive Order does not exist, indirect statutory 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) If direct or indirect authority does not exist, 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 must be identified.

10 U.S.C 3013, Secretary of the Army; 42 U.S.C. 290dd-2, Confidentiality of records; Federal Drug Free Workplace Act of 1988; DoDI 1010.01, Military Personnel Drug Abuse Testing Program; DoDI 1010.16, Technical Procedures for Military Personnel Drug Abuse Testing Program; Army Regulation 600-85, Army Substance Abuse Program; and E.O. 9397 (SSN).

**n. Does this DoD information system or electronic collection have an active and approved Office of Management and Budget (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     No     Pending

- (1) If "Yes," list all applicable OMB Control Numbers, collection titles, and expiration dates.
- (2) If "No," explain why OMB approval is not required in accordance with DoD Manual 8910.01, Volume 2, "DoD Information Collections Manual: Procedures for DoD Public Information Collections."
- (3) If "Pending," provide the date for the 60 and/or 30 day notice and the Federal Register citation.