

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:

PETS - Personal Effects Tracking System

2. DOD COMPONENT NAME:

United States Army

3. PIA APPROVAL DATE:

08/25/20

US Army Deputy Chief of Staff for Personnel / Human Resources Command (HRC)

SECTION 1: PII DESCRIPTION SUMMARY (FOR PUBLIC RELEASE)

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

- | | |
|--|--|
| <input type="checkbox"/> From members of the general public | <input type="checkbox"/> From Federal employees and/or Federal contractors |
| <input checked="" type="checkbox"/> From both members of the general public and Federal employees and/or Federal contractors | <input type="checkbox"/> Not Collected (if checked proceed to Section 4) |

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

- | | |
|--|---|
| <input type="checkbox"/> New DoD Information System | <input type="checkbox"/> New Electronic Collection |
| <input checked="" type="checkbox"/> Existing DoD Information System | <input type="checkbox"/> Existing Electronic Collection |
| <input type="checkbox"/> 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.

The Personal Effects Tracking System (PETS) provides tracking and accountability of personal effects (PE) belonging to deceased service members of the Armed Forces, contractors, and civilians. PE is received, processed and shipped at the US Army Human Resources Command Joint Personal Effects Depot (JPED), Dover Air Force Base, Dover, Delaware. Each PE item is received at the JPED, inventoried, photographed and tracked via PETS to maintain accountability, chain-of-custody and to ensure that PE are delivered to the person authorized to receive the effects (PERE) in accordance with applicable laws and regulations.

PII is collected from the recovered personal effects of the deceased as a result of finding, inventorying and photographing PE. PE collected includes, contents of wallets, checks, financial institution statements, personal notes, personal letters, credit/debit cards, drivers licenses, digital media, personal photographs, SSN, and miscellaneous other items that could be found in a deceased persons recovered PE. PII appearing in photographed PE is generally not indexed and therefore not retrievable. Photographs of all PE, whether they contain PII or not, can be retrieved by SSN. PII collected from the PERE includes the PERE name, address, state, country, telephone, email and relationship to the deceased. Name, address, phone number and relationship to the deceased are collected on the PERE and casualty assistance officers for the purpose of returning PE to PERE.

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)

PII is collected from the PE of deceased personnel to identify and verify the correct owner of the PE and return the items to the PERE as directed by Public Law. All PE is photographed to receive, inventory, process and ship the PE to the PERE. All PE is photographed to document the condition of the PE when received and to provide identification, authentication and verification of the condition of the PE and document the exact item received and processed. Other than the name and SSN of the deceased and the information concerning the PERE, no use of the photographed PE is used except to assist in verifying that the PE belongs to the deceased. PETS tracks each item of PE to maintain accountability, chain-of-custody, and to ensure that personal effects are delivered to the PERE in accordance with applicable law and regulation. Name, address, phone number and relationship to the deceased are collected on the PERE and casualty assistance officers for the purpose of returning PE to PERE.

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.

PII found in PE belongs to deceased personnel. PERE information is collected by Service casualty offices who provide the PERE with standard privacy act notices and/or advisories. Casualty assistance officers provide their official contact information to perform their official duties in support of the PERE.

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.

Individuals are not involved in the data collection process. Cases involve deceased personnel. However, while living, individuals implicitly consent to capture and use of their information at the time of employment or enlistment in the Armed Services, at which time they are provided a Privacy Advisory and a DD Form 93, Record of Emergency Data. PERE information is collected by casualty assistance officers at which time the PERE have the opportunity to consent to the use of their PII. Casualty assistance officers are required to provide their official information to fulfill their assigned duties.

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

Individuals are not involved in the data collection process, so neither a Privacy Act Statement nor a Privacy Advisory is provided. However, individuals implicitly consent to capture and use of their information at the time of employment or enlistment in the Armed Forces, at which time they are provided a Privacy Advisory. PERE are provided privacy act and privacy advisories by the Service casualty office.

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.

Army Audit Agency; Army Inspector General; Assistant Secretary of the Army for Financial Management and Comptroller; Provost Marshal General; US Army Criminal Investigation Command; and US Army Intelligence and Security Command.

Other DoD Components

Specify.

Defense Criminal Investigative Service; Defense Finance and Accounting Service; Defense Intelligence Agency; Department of Defense Inspector General; Joint Services Records Research Center; Office of the Under Secretary of Defense for Personnel and Readiness, Personnel and Readiness Information Management; United States Air Force; United States Marine Corps; and United States Navy.

Other Federal Agencies

Specify.

N/A

State and Local Agencies

Specify.

State and Territory National Guard offices.

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.

Science Applications International Corporation system maintenance contractual language acknowledges the sensitivity of PII and describes the importance of protecting and maintaining the confidentiality and security of an individual's PII. The contractual language keys on training as a fundamental element in creating awareness and understanding of PII and why it is important to control and safeguard. The language also stresses securing PII material and equipment housing PII at the end of a work day. Contractual language directs and requires each SAIC employee to have a valid Secret clearance prior to working on the program. The contract specifically states that contractor personnel will adhere to the Privacy Act, Title 5 of U.S. Code Section 552a, and all applicable agency rules and regulations. FAR clauses 52.224.1 and 52.224-2 are included in contract W91QUZ-06-D-0016-P00006.

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

Specify.

N/A

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

Individuals

Databases

Existing DoD Information Systems

Commercial Systems

Other Federal Information Systems

PII on PERE, deceased, and other government officials related to a case is collected from the Defense Casualty Information Processing System (DCIPS); from personal effects shipped to the Joint Personal Effects Depot, inventories of personal effects prepared by summary courts martial officers, and photographs of personal effects.

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

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

Inventories of personal effects prepared by summary courts martial officers on DD Form 1076 (Record of Personal Effects of Deceased Personnel).

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.dod.mil/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.

PERMANENT. TP. Transfer a snapshot of DCIPS to NARA one year after the signature of the Archivist of the United States. Thereafter, transfer snapshots of DCIPS every two years. Legal custody of each snapshot will transfer to NARA when the record is 25 years old.

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 United States Code (USC) Sections 1481 through 1488; 10 USC 3013, Secretary of the Army; 10 USC 5013, Secretary of the Navy; 10 USC 5043 Commandant of the Marine Corps; 10 USC 5041(d), Marine Corps Function; 10 USC 8013, Secretary of the Air Force; Section 546 of Public Law 108-136, National Defense Authorization Act for Fiscal Year 2004; Section 562 of Public Law 109-163, National Defense Authorization Act for Fiscal Year 2006; Department of Defense Directive (DODD) 1300.15, Military Funeral Support; DODD 1300.22, Mortuary Affairs Policy; Department of Defense Instruction 1300.18, Personnel Casualty Matters, Policies, and Procedures; Office of the Assistant Secretary of Defense Memorandum: Defense Casualty Information Processing System, 22 October 1999; Joint Publication 4-06, Mortuary Affairs; Army Regulation 638-2, Deceased Personnel: Care and Disposition of Remains and Disposition of Personal Effects; Marine Corps Order 3040.4, Marine Corps Casualty Assistance Program (MARCORCASASTPRO); Bureau of Naval Personnel, Naval

Military Personnel Manual (MILPERSMAN), Section 1770, Casualties and Survivors Benefits; NAVPERS 15555D, Bureau of Naval Personnel, Navy Military Funerals; U. S. Air Force Instruction 36-3002, Casualty Services; U. S. Air Force Instruction 34-242, Mortuary Affairs Program; U. S. Air Force Policy Directive 34-5, Mortuary Affairs; Air Force Mission Directive 16, Air Force Mortuary Affairs Operations (AFMAO) and Executive Order 9397, as amended (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.

System does not collect PII from 10 or more members of the general public in a one-year period.