

## 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:**

MOSC - Military Occupational Specialty Codes

**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.)

- 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.**

The Military Occupation Specialty Codes (MOSC) conversion edit system supports the Department of the Army and Office of the Chief, Army Reserve conversion actions, and adds/deletes MOS codes (including MOSs, Additional Skill Identifiers, Special Qualification Identifiers, and Areas of Concentration) for Reserve personnel management as dictated by DA Notifications of Future Changes to DA PAM 611-21 that implement changes to Army Regulations. Add and delete actions are used for editing MOS code updates for personnel. The conversion actions are coded and processed by a MOSC conversion subsystem within Data Base Management that automatically generates direct conversion actions, identifies personnel whose automated records require indirect conversion, and provides a file and/or listing of all personnel affected.

Types of PII collected include personal and military data.

**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)

For verification and data matching purposes to maintain and update Soldier MOSs and related information. For mission-related and administrative use to maintain and update Soldier MOSs and related information.

**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 is collected only through electronic extraction via a secure network connection from other systems. Since data are not collected directly from individuals they are not provided either a Privacy Act Statement or a Privacy Advisory from MOSC. However, individuals are afforded an opportunity to object and implicitly consent to capture and use of their information at the time of employment or enlistment in the Department of the Army, at which time they are provided a Privacy Advisory.

**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.

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**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

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**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.

Staff principals in the chain of command; the Department of the Army Inspector General; the Army Audit Agency; the US Army Criminal Investigation Command; the US Army Intelligence and Security Command; the Provost Marshall General; and the Assistant Secretary of the Army for Financial Management and Comptroller.

Other DoD Components

Specify.

The Department of Defense Inspector General and the Defense Criminal Investigative Service.

Other Federal Agencies

Specify.

N/A

State and Local Agencies

Specify.

N/A

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.

N/A

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 is collected electronically via secure connections from an existing DoD database, the Total Army Personnel Data Base - Reserve (TAPDB-R).

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

E-mail

Official Form (Enter Form Number(s) in the box below)

Face-to-Face Contact

Paper

Fax

Telephone Interview

Information Sharing - System to System

Website/E-Form

Other (If Other, enter the information in the box below)

N/A

**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      A0614-200 AHRC

SORN Identifier, not the Federal Register (FR) Citation. Consult the DoD Component Privacy Office for additional information or <http://dpclid.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      N/A

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

N/A

**I. 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.

. Event is after cancellation of the related MOS. Keep until event occurs and then until no longer needed for conducting business, but not longer than 6 years after the event, then delete.

**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.

Title 10 US Code Section 3013, Secretary of the Army; Section 636 National Defense Authorization Act; Public Law 107-314; DA PAM 611-21, Military Occupational Classification and Structure; Army Regulation 614-200, Enlisted Assignments and Utilization Management; 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.

If "No" enter: "System does not collect PII from 10 or more members of the general public in a one-year period."