

## 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:**

RSDQ - Reserve Screening Data Quality 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.)

- 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 Reserve Screening Data Quality System (RSDQ) provides administrative support to the Human Resources Command for required Total Army Personnel Data Base - Reserve personnel action updates through a series of specially programmed routines to ensure that a Ready Reserve force is available in the event of a national emergency. Title 10 USC Section 275 requires each branch of the Armed Forces to maintain adequate and accurate personnel records for each member of its Reserve Component showing current physical condition, dependency status, military and professional development qualifications, civilian occupation skills, availability for service, and such other information as the Secretary of the Army may prescribe. Examples of personnel administration screening actions performed by RSDQ are mandatory removal notifications for officers and warrant officers who have reached their maximum age or service, two-time passover notifications for officers, selective continuation and enlisted Expiration of Term of Service notifications. This application also produces Welcome to the IRR letters for officers and enlisted Soldiers and Reserve status and address verification questionnaires for all members of the Annual Training and Reinforcement Control Group. It additionally produces an address label file for the Warrior Citizen Magazine for selected non-unit individuals and for Troop Program Unit personnel, and address label files for the Army Echoes magazine for retirees. RSDQ also provides support to the General Officer Management Office (GOMO) for the General Officer Assignment Eligibility Board, by producing eligibility rosters of Colonels for promotion consideration. In addition, it produces a roster for the GOMO of Major Generals and Brigadier Generals in the Standby Inactive Reserve.

PII collected includes personal, contact, dependent, emergency contact, financial, medical, disability, law enforcement, employment, and military record 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)

Identification and data matching: To maintain personnel records for members of the Army Reserve.

**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 not collected from individuals. However, Soldiers consent to capture and use of their PII at the time of employment in 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.

PII is not collected from individuals. However, Soldiers consent to capture and use of their PII at the time of employment in the Army, at which time they are provided a Privacy Advisory.

**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

PII is not collected from individuals. However, Soldiers consent to capture and use of their PII at the time of employment in the Army, at which time they are provided a Privacy Advisory.

**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, Assistant Secretary of the Army for Financial Management and Comptroller, Department of the Army Inspector General, Provost Marshal General, US Army Criminal Investigation Command, US Army Intelligence and Security Command, and US Army Training and Doctrine Command.

Other DoD Components

Specify.

Defense Criminal Investigative Service and Department of Defense Inspector General.

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.

HRC contracts contain language addressing the applicable FAR privacy clauses and acknowledge the sensitivity of PII and describe the importance of protecting and maintaining the confidentiality and security of an individual's PII in the associated task orders. 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 contract employee in support of this system to have a valid Secret clearance prior to working on the program. Contracts specifically state that contractor personnel shall adhere to the Privacy Act, Title 5 of the U.S. Code, Section 552A and applicable DOD, Army, and HRC rules and regulations.

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

Army Reserve Transaction Management System, Soldier Management System Webified Suite of Systems, and 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

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

PERMANENT. TP. Transfer directly to the National Archives and Records Administration (NARA) on an annual basis.

**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 Codes 3013, Secretary of the Army; 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.