

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:

HRAP - HOMETOWN RECRUITER ASSISTANCE PROGRAM

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.

Hometown Recruiter Assistance Program (HRAP) provides a means for recruits and Soldiers to be recommended to perform HRAP duties under a program managed by the Army G1 in conjunction with the US Army Recruiting Command. HRAP also allows managers to input the status of HRAP personnel and retrieve reports about their status.

PII collected includes: Personal Information and Contact 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)

Collected data is used for verification and identification of the program applicant and further used for data matching within existing DoD information systems. Collected data is used for mission-related purposes to ensure the participant could influence the success of the recruiting mission through personal ties to the community requested for participation. The data is used administratively to ensure the participant's DA 31 is properly annotated with program time.

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.

Soldiers are provided a copy of the Privacy Act Statement. Disclosure of PII is voluntary, however failure could result in denial of Hometown Recruiting Assistance Program participation.

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.

Soldiers are provided a copy of the Privacy Act Statement. Disclosure of PII is voluntary, however failure could result in denial of Hometown Recruiting Assistance Program participation.

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

Supporting documentation required is a DA 31, which includes the Privacy Act Statement on page two.

Upon sign in to the system the standard DoD notice and consent banner is displayed and must be agreed.

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.

US Army Military Academy, Department of the Army Inspector General, Army Audit Agency, US Army Criminal Investigation Command, US Army Intelligence and Security Command, Army Provost Marshal General, US Army Recruiting Command, National Guard Bureau, Army Deputy Chief of Staff (DCS) G-1, Army DCS G-2, Personnel Security Investigation Center of Excellence, US Army Cadet Command, US Army Reserve Command, and US Army Training and Doctrine Command.

☒ Other DoD Components

Specify.

Department of Defense Inspector General, Defense Criminal Investigative Service, Defense Finance and Accounting Service, Defense Manpower Data Center, Defense Security Service, Office of the Under Secretary of Defense (OUSD) for Personnel and Readiness, Office of the Under Secretary of Defense for Intelligence.

☐ 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

Individual Soldier provides initial information of leave location when requesting Hometown Recruiting Assistance Program participation. The provided data is matched with existing data points within existing DoD information systems to provide a completed program record.

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)

DA-31

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.

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.

Unscheduled treat as Permanent do not Delete/Destroy. Retain until disposition instructions are published Disposition Authority DAA-AU-2019-0003-0003. RN 601-210n3 Delete when 3 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.

Title 5 USC Section 301 and 3111 (Acceptance of Volunteer Service); Title 10 Section 31 (Enlistments), 33 (Original appointments of regular officers in grades above warrant officer grades); 103 (Senior Reserve Officers' Training Corps), 503 (Enlistments: recruiting campaigns, compilation of directory information), 504 (Person not qualified), 12102 (Reserve components: qualifications), 2031 (Junior Reserve Officers' Training Corps), 133 (Under Secretary of Defense for Acquisition, Technology, and Logistics), 1588 (Authority to Accept Certain Voluntary Services); Title 32 USC Section 302 (Enlistments, reenlistments, and extensions), 313 (Appointments and enlistments: age limitations); Title 26 USC Section 641 (Information at Source); DODD 1145.2 (United States Military Entrance Processing Command); AR 145-1 (Senior Reserve Officer's Training Corps Program: Organization, Administration, and Training); AR 145-2 (Junior Reserve Officer's Training Corps Program: Organization, Administration, and Training); AR 350-1 (Army Training and Leader Development); AR 351-1 (Individual Military Education and Training); AR 601-1, Assignment of Enlisted Personnel to the U.S. Army Recruiting Command; AR 601-2 Army Promotional Recruiting Support Programs; AR 601-100 (Appointment of Commissioned and Warrant Officers in the Regular Army); AR 601-210 (Active and Reserve Components Enlistment Program); AR 601-222 (Armed Services Military Personnel Accession Testing Programs); AR 601-270 (Military Entrance Processing Station (MEPS)); AR 614-100 (Officer Assignment Policies, Details, and Transfers); AR 614-200 (Enlisted Assignments and Utilization Management); USMEPCOM Regulation 680-3 (U.S. Military Processing Command Integrated Resources System (USMIRS)); 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.