



Military Health System (MHS) Privacy Impact Assessment (PIA) Process Overview

Steps	Responsibility	Procedure
1	System Program Manager, Systems Support Team, and/or System Developer (known as System POCs)	Complete Section 1(a) of DD Form 2930 , Privacy Impact Assessment. If the answer to Section 1(a) is option 4 (i.e., "no"), continue to step 2. If the answer to Section 1(a) is option 2 (i.e., "yes, from Federal personnel and/or Federal contractors"), skip to step 3. If the answer to Section 1(a) is option 1 or 3 (i.e., "yes, from members of the general public", or "yes, from both members of the general public and Federal personnel and/or Federal contractors"), skip to step 5.
2	System POCs	As directed by Section 1(b), proceed to Section 4 and obtain the Program Manager and Program Level Senior Information Assurance Officer signatures. Return the form to the DHA Privacy and Civil Liberties Office (DHA Privacy Office) using dha.ncr.pcl.mbx.piamail@mail.mil . Retain a copy of the approved and signed PIA for future reference. A copy is retained in the DHA Privacy Office files. Update Defense Health Program System Inventory Reporting Tool (DHP SIRT to reflect a.) no PII is collected and b.) a PIA is not required. End process.
3	System POCs	If the PII collected from Federal personnel and/or Federal contractors is - a.) strictly internal government operations related (e.g., name, badge number, office phone, office e-mail, etc.) then no PIA is required; continue to step 4. b.) <u>not</u> strictly for internal government operations, skip to step 5.
4	System POCs	Please complete the following: 1.) Provide a system description and enter the following statement into Section 2(g)1 of this PIA: "A PIA is not required per DoDI 5400.16 (Enclosure 3, 1(c)) because the PII is related to strictly internal government operations, does not include members of the public, and PII data is considered low or no risk." 2.) Return the PIA to the DHA Privacy Office for review and approval. 3.) Upon review, the DHA Privacy Office Chief will advise whether a PIA is required. 4.) Update DHP SIRT to reflect a.) PII is collected but b.) a PIA is not required. End Process.





DHA PRIVACY AND CIVIL LIBERTIES OFFICE

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5	System POCs	<p>Complete and submit DD Form 2930 to the DHA Privacy Office using dha.ncr.pcl.mbx.piamail@mail.mil.</p> <p>For assistance with completing the DD Form 2930, please use the DHA PIA Guide. The DHA PIA Guide addresses the common issues encountered during the completion of a PIA. This PIA Guide enhances the assessment process and helps the DHA Privacy Office efficiently conduct a PIA review to completion. Once you have filled in the DD Form 2930 for your system, please return the form, unsigned, to the DHA Privacy Office for review and further instruction.</p>
6	DHA Privacy and Civil Liberties Office	<p>Work to identify and mitigate any privacy risks that are identified in the PIA. Several drafts may be required during the review cycle.</p> <p>Please keep in mind that completion of the PIA is contingent upon timely responses from System POCs during this review cycle.</p>
7	System POCs and DHA Privacy and Civil Liberties Office	<p>System POCs and DHA Privacy Office - work to reach an agreement on the compliance requirements.</p> <p>System POCs - incorporate changes and resolve identified risks. If an agreement cannot be reached, issues will be referred to the DHA Privacy Officer and System Program Manager for resolution.</p>
8	DHA Privacy and Civil Liberties Office	<p>The PIA will be returned to the System POCs for Program Manager or designee signature.</p>
9	System POCs	<p>Return the completed and signed PIA to the DHA Privacy Office PIA Analyst or to dha.ncr.pcl.mbx.piamail@mail.mil.</p>
10	DHA Privacy and Civil Liberties Office	<p>Forward the completed and signed PIA to the DHA Privacy Officer, DHA Senior IA Official, and DHA CIO for approval and signatures.</p>
11	DHA Privacy and Civil Liberties Office	<p>Send the completed and signed PIA to the DoD CIO, who will submit it to OMB if the system collects from members of the general public.</p>
12	DHA Privacy and Civil Liberties Office	<p>Post sections one and two of the PIA to the DHA Privacy Office website.</p>
13	System POCs	<p>Facilitate updates of the DHP SIRT privacy tab as necessary. Also, retain a copy of the approved and signed PIA for future reference.</p>

