PRIVACY IMPACT ASSESSMENT (PIA)

For the

Defense Medical Accessions Computing System (DMACS)
Defense Health Agency (DHA)

SECTION 1: IS A PIA REQUIRED?

a. Will this Department of Defense (DoD) information system or electronic collection of information (referred to as an "electronic collection" for the purpose of this form) collect, maintain, use, and/or disseminate PII about members of the public, Federal personnel, contractors or foreign nationals employed at U.S. military facilities internationally? Choose one option from the choices below. (Choose (3) for foreign nationals).

☒ (1) Yes, from members of the general public.

☐ (2) Yes, from Federal personnel* and/or Federal contractors.

☐ (3) Yes, from both members of the general public and Federal personnel and/or Federal contractors.

☐ (4) No

* "Federal personnel" are referred to in the DoD IT Portfolio Repository (DITPR) as "Federal employees."

b. If "No," ensure that DITPR or the authoritative database that updates DITPR is annotated for the reason(s) why a PIA is not required. If the DoD information system or electronic collection is not in DITPR, ensure that the reason(s) are recorded in appropriate documentation.

c. If "Yes," then a PIA is required. Proceed to Section 2.

SECTION 2: PIA SUMMARY INFORMATION

a. Why is this PIA being created or updated? Choose one:

☒ **New DoD Information System** ☐ **New Electronic Collection**

☐ **Existing DoD Information System** ☐ **Existing Electronic Collection**

☐ **Significantly Modified DoD Information System**

b. Is this DoD information system registered in the DITPR or the DoD Secret Internet Protocol Router Network (SIPRNET) IT Registry?

☒ **Yes, DITPR** Enter DITPR System Identification Number: 12005 (DoDMERBS)

☐ **Yes, SIPRNET** Enter SIPRNET Identification Number:

☐ **No**

c. Does this DoD information system have an IT investment Unique Project Identifier (UPI), required by section 53 of Office of Management and Budget (OMB) Circular A-11?

☒ **Yes** ☐ **No**

If "Yes," enter UPI UII: 007-000003871 (DoDMERBS)

If unsure, consult the Component IT Budget Point of Contact to obtain the UPI.

d. 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 should be consistent.

☒ **Yes** ☐ **No**

If "Yes," enter Privacy Act SORN Identifier FO44 USAFA A

DoD Component-assigned designator, not the Federal Register number.
Consult the Component Privacy Office for additional information or
access DoD Privacy Act SORNs at: http://www.defenselink.mil/privacy/notices/

or

Date of submission for approval to Defense Privacy Office
Consult the Component Privacy Office for this date. New DHA SORN pending

e. Does this DoD information system or electronic collection have an 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**

Enter OMB Control Number	0704-0396
Enter Expiration Date	Renewal in progress

☐ **No**

f. Authority to collect information. A Federal law, Executive Order of the President (EO), or DoD requirement must authorize the collection and maintenance of a system of records.

(1) If this system has a Privacy Act SORN, the authorities in this PIA and the existing Privacy Act SORN should be the same.

(2) 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) Whenever possible, cite the specific provisions of the statute and/or EO that authorizes the operation of the system and the collection of PII.

(b) If a specific statute or EO does not exist, determine if an indirect statutory authority can be cited. An indirect 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) 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 should be identified.

10 U.S.C. 136, Under Secretary of Defense for Personnel and Readiness; 10 U.S.C. 3013, Secretary of the Army; 10 U.S.C. 5013, Secretary of the Navy; 10 U.S.C. 8013, Secretary of the Air Force; 14 U.S.C. 632, Functions and powers vested in the Commandant; 46 U.S.C. 51301, Maintenance of the Academy; DoDD 5154.25E, DoD Medical Examination Review Board (MERB); and E.O. 9397 (SSN), as amended.

g. Summary of DoD information system or electronic collection. Answers to these questions should be consistent with security guidelines for release of information to the public.

(1) Describe the purpose of this DoD information system or electronic collection and briefly describe the types of personal information about individuals collected in the system.

Information will be used in determining medical qualification of DoD officer accession applicants. The information collected is part of the Department of Defense Medical Examination Review Board (DoDMERB) physical and vision examination that is performed by Medical Treatment Facility (MTF) and contractor doctors and submitted to DoDMERB personnel to review and make a final medical qualification decision for the applicant.

Categories of individuals covered by the system: All applicants to the five service academies, the four year Reserve Officer Training Corps (ROTC) scholarship program, Uniform Services University of Health Sciences (USUHS) scholarship program, and the Army (USA), Navy (USN), and Air Force (USAF) College Scholarship Program (CSP).

Categories of Records in the System: Report of the Medical Examination and Report of Medical History to include any associated civilian forms or medical tests that have been accomplished; personal correspondence between the DoDMERB and the applicant, parents/guardian concerning the applicant's medical history or qualification status.

System oversight falls under the Solutions Delivery Division within DHA with DoDMERB managing daily operations. DoDMERB is currently under the executive agency of the Air Force, but is transitioning to DHA.

DMACS is currently in the System Development and Demonstration phase.

(2) Briefly describe the privacy risks associated with the PII collected and how these risks are addressed to safeguard privacy.

There are privacy risks inherent in any system that collects, uses, and shares PII/PHI (e.g., risks associated with unauthorized, malicious, accidental disclosure, and modification or destruction of information; unintentional errors and omissions; IT disruptions due to natural or man-made disasters; and failure to exercise due care and diligence in the implementation and operation of the IT system). However, all applicable security and privacy processes and regulations will be defined and implemented to reduce privacy related risks to the maximum extent possible.

The system will be utilizing a secure web-based system via https and the PII collected will be safeguarded by assignment of user login/password or PKI (CAC enabled) over military networks. The system is configured for a true De-Militarized Zone (DMZ) and physically located at a Defense Information Systems Agency (DISA) Defense Enterprise Computing Center (DECC).

h. With whom will the PII be shared through data exchange, both within your DoD Component and outside your Component (e.g., other DoD Components, Federal Agencies)? Indicate all that apply.

☐ **Within the DoD Component.**

Specify.

☒ **Other DoD Components.**

Specify. US Military Academy, USAF Academy, US Naval Academy; USAF, USA, and USN ROTC programs; MTF medical personnel

☒ **Other Federal Agencies.**

Specify. US Coast Guard Academy, US Merchant Marine Academy

☐ **State and Local Agencies.**

Specify.

☒ **Contractor** (Enter name and describe the language in the contract that safeguards PII.)

Specify. Medical examination contractor - "f. The contractor shall ensure that all individually identifiable data be handled and disposed of IAW the Privacy Act of 1974 and the most current version of the Health Insurance Portability and Accountability Act (HIPAA), or more current versions if applicable. The contractor shall adhere to established standards, operating procedures and guidelines to ensure quality and timely work performance. "
AND
"m. Contractor personnel shall not release any personal or medical/patient information to include patient/person-level content with personal health information, during the course of this contract. Information shall be handled in accordance with the following:

1. The Privacy Act of 1974 (5 U.S.C. § 552a), which includes Public Law 100-503, Department of Defense Directive (DoDD) 5400.11, and DoDD 5400.11-R and must be treated as FOR OFFICIAL USE ONLY."

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

Specify.

i. Do individuals have the opportunity to object to the collection of their PII?

☒ **Yes** ☐ **No**

(1) If "Yes," describe method by which individuals can object to the collection of PII.

Yes, an applicant can object to the collection of some or all PII by not agreeing to the Privacy Act Statement presented at login and on the forms used to collect information. However, failure to provide this information will adversely affect the application process.

(2) If "No," state the reason why individuals cannot object.

j. 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.

Individuals consent to the use of their PII by consenting to the Privacy Act Statement presented at login and on the forms used to collect information. Failure to give consent on this form will adversely affect the application process.

(2) If "No," state the reason why individuals cannot give or withhold their consent.

k. What information is provided to an individual when asked to provide PII data? Indicate all that apply.

☒ **Privacy Act Statement** ☐ **Privacy Advisory**

☐ **Other** ☐ **None**

Describe each applicable format.

Privacy Act Statement

This statement serves to inform you of the purpose for collecting personal information required by the Defense Medical Accessions Computing System (DMACS) and how it will be used.

AUTHORITY: 10 U.S.C. 136, Under Secretary of Defense for Personnel and Readiness; 10 U.S.C. 3013, Secretary of the Army; 10 U.S.C. 5013, Secretary of the Navy; 10 U.S.C. 8013, Secretary of the Air Force; 14 U.S.C. 632, Functions and powers vested in the Commandant; 46 U.S.C. 51301, Maintenance of the Academy; DoDD 5154.25E, DoD Medical Examination Review Board (MERB); and E.O. 9397 (SSN), as amended.

PURPOSE: To determine your medical acceptability or update a medical file as part of the application process to a United States Service Academy, or scholarship program of the Reserve Officer Training Corps, Uniformed Services University of the Health Sciences, or the Army, Navy, or Air Force.

ROUTINE USES: Your records may be disclosed to private physicians, contractors, and other federal agencies associated with your medical certification. Use and disclosure of your records outside of DoD may also occur in accordance with the DoD Blanket Routine Uses published at http://dpcld.defense.gov/Privacy/SORNsIndex/BlanketRoutineUses.aspx and as permitted by the Privacy Act of 1974, as amended (5 U.S.C. 552a(b)).

DISCLOSURE: Voluntary. If you choose not to provide your information, no penalty may be imposed, but it will adversely affect the application process.