

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:

Defense Medical Accessions Computing System (DMACS)

2. DOD COMPONENT NAME:

Defense Health Agency

3. PIA APPROVAL DATE:

03/17/23

Program Executive Office (PEO) Medical Systems (J-6)

SECTION 1: PII DESCRIPTION SUMMARY (FOR PUBLIC RELEASE)

a. The PII is: (Check one. Note: Federal contractors, military family members, and foreign nationals are included in general public.)

From members of the general public

From Federal employees

from both members of the general public and Federal employees

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 purpose of the Defense Medical Accessions Computing System (DMACS) is to determine medical qualifications of student applicants as part of the application process to US Military Academy, USAF Academy, US Naval Academy, US Coast Guard Academy, US Merchant Marine Academy, Reserve Officer Training Corps (ROTC), Scholarship Program, the Uniformed Services University of the Health Sciences (USUHS), or other officer accession programs as directed by the Department of Defense (DoD). There is no use of a mobile application. DMACS leverages commercial products (Microsoft SharePoint, SQL Server DB) with a custom database and web-based application which provide a secure platform for exchanging files and information. The system consists of a web app on which applicants securely upload their application information, and an internal app for authorized personnel to review the applications.

Personally identifiable information (PII) and Protected Health Information (PHI) collected include personal descriptors, Social Security Number, race/ethnicity, medical evaluation and history, and military status.

PII is collected from the following categories of individuals: Applicants to the five service academies, the four-year ROTC scholarship program, USUHS scholarship program, and the Army, Navy, and Air Force College Scholarship Program (CSP), and other officer accession programs as directed by the Department of Defense (DoD).

DMACS is owned/managed by the Care and Benefits Integrated Systems (CBIS)/Program Executive Office (PEO) Medical Systems (J-6)/Defense Health Agency (DHA).

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)

Personally identifiable information (PII) is collected as part of the application review process to determine an applicant's eligibility to be admitted into the Service Academies, ROTC programs, and other officer accession programs as directed by the DoD. The intended use of the PII and PHI is to verify identity, validate qualifications for specific programs, and as a part of the official medical qualification determination. This information is intended to be used in records for applications and medical evaluations.

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.

An applicant can object to the collection of PII by not completing paper forms used to collect information (DD Form 2807-2 Accessions Medical Pre-screen Report Approval and DD Form 2808 Report of Medical Examination) and by not agreeing to the Privacy Act Statement presented at login of DMACS public facing website (<https://dodmerb.tricare.osd.mil>). However, failure to provide this information will impede the application process and hamper candidacy.

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.

Individuals can consent to the use of their PII by consenting to the Privacy Act Statement presented at login while filling out the forms (DD Form 2807-2 Accessions Medical Pre-screen Report Approval and DD Form 2808 Report of Medical Examination) directly themselves through the DMACS website, or face-to-face with examiners. However, failure to provide this information will impede the application process and hamper candidacy.

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

AUTHORITY: 10 U.S.C. 133, Executive department, 10 U.S.C. 504, Persons not qualified ; 10 U.S.C. 505, Regular components: qualifications, term, grade; 10 U.S.C. 532, Qualifications for original appointment as a commissioned officer; 10 U.S.C. 978, Drug and alcohol abuse and dependency: testing of new entrants; 10 U.S.C. 4346, Cadets: requirements for admission; DoD Directive 1145.2, United States Military Entrance Processing Command; 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; DoD Directive 5124.02, "Under Secretary of Defense for Personnel and Readiness;" DoD Instruction 6040.05, DoD Health Record Life Cycle Management; and E.O. 9397 (SSN), as amended.

PURPOSE: The Defense Medical Accessions Computing System ("DMACS") is to determine medical qualifications of student applicants as part of the application process to US Military Academy, USAF Academy, US Naval Academy, US Coast Guard Academy, US Merchant Marine Academy, Reserve Officer Training Corps ("ROTC"), Scholarship Program, the Uniformed Services University of the Health Sciences ("USUHS"), or other officer accession programs as directed by the Department of Defense ("DoD").

ROUTINE USES: In addition to those disclosures generally permitted under 5 U.S.C. § 552a(b) of the Privacy Act of 1974, as amended, these records may specifically be disclosed outside the DoD as a routine use pursuant to 5 U.S.C. § 552a(b)(3) as follows: to parents or legal guardians during medical consultations to clarify or explain an applicant's medical status; to civilian contract agents of the Federal government and private physicians associated with medically certifying applicants for military service; and the DoD "Blanket Routine Uses" published at the beginning of the compilation of systems of records notices apply to this system.

Any protected health information (PHI) in your records may be used and disclosed generally as permitted by the HIPAA Rules, as implemented within DoD. Permitted uses and disclosures of PHI include, but are not limited to, treatment, payment, and healthcare operations.

APPLICABLE SORN: F044 USAF A, Department of Defense Medical Examination Review Board Medical Examination Files (June 11, 1997; 62 FR 31) <https://dpcl.d.defense.gov/Privacy/SORNsIndex/DOD-wide-SORN-Article-View/Article/569878/f044-usafa/>

DISCLOSURE: Voluntary. If you choose not to provide the requested information, there may be a significant administrative delay; however, no penalties will be imposed.

h. With whom will the PII be shared through data/system exchange, both within your DoD Component and outside your Component?

(Check all that apply)

- | | |
|--|--|
| <input checked="" type="checkbox"/> Within the DoD Component | Specify. DHA Military Treatment Facilities (MTF)s |
| <input checked="" type="checkbox"/> Other DoD Components (i.e. Army, Navy, Air Force) | Specify. DoD Medical Evaluations Board; Departments of the Army, Navy, and Air Force; Uniformed Services University of the Health Sciences (USUHS) |
| <input checked="" type="checkbox"/> Other Federal Agencies (i.e. Veteran's Affairs, Energy, State) | Specify. Department of Homeland Security (US Coast Guard (USCG)) |
| State and Local Agencies | Specify. |

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.

Medical Examination Contractor – CIV Team
Technical IT Sustainment Vendor – Blue Iris Tech Consulting LLC: "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."

FAR Privacy Clauses 52.224-1 and 52.224-2 are referenced on page 8 of the contract.

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

Specify.

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

Data is provided solely by the applicant, or by CIV Team's Department of Defense Medical Exam Testing System (DoDMETS). Existing DoD Information Systems: DMACS public facing website - DoDMERB (<https://dodmerb.tricare.osd.mil>).

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)

In-Person Contact

Paper

Fax

Telephone Interview

Information Sharing - System to System

Website/E-Form

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

Paper form (DD Form 2807-2 Accessions Medical Pre-screen Report Approval and DD Form 2808 Report of Medical Examination)

Website/E-Form: Individual can fill-out application directly on DMACS public facing website (<https://dodmerb.tricare.osd.mil>).

DoDMERB Staff: Applicants may submit required records and information directly to DoDMERB staff via email

(usaf.usafa.dodmerb.mbx.helpdesk@mail.mil), telephone (719-333-3562), or physical mail to be entered into DMACS.

DoDMETS: Applicants who opt to use the medical examinations Contractor, CIV Team, will have their required records and information provided to DMACS by DoDMETS.

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 FO44 USAF A

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

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. DAA-0330-2015-0008-0001

(2) If pending, provide the date the SF-115 was submitted to NARA.

(3) Retention Instructions.

FILE NUMBER: 911-34

DISPOSITION: Destroy 10 year(s) after the separation/retirement of the service member or civilian personnel.

Note: All information from DODMERB D2K system is migrating to DMACS. System owner has stated disposition instructions should be revised to support current business practices. At this time we have not received the revision request.

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 U.S.C. 133, Executive department, 10 U.S.C. 504, Persons not qualified ; 10 U.S.C. 505, Regular components: qualifications, term, grade; 10 U.S.C. 532, Qualifications for original appointment as a commissioned officer; 10 U.S.C. 978, Drug and alcohol abuse and dependency; testing of new entrants; 10 U.S.C. 4346, Cadets: requirements for admission; DoD Directive 1145.2, United States Military Entrance Processing Command; 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; DoD Directive 5124.02, "Under Secretary of Defense for Personnel and Readiness;" DoD Instruction 6040.05, DoD Health Record Life Cycle Management; and E.O. 9397 (SSN), as amended.

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.

As per the Information Management Control Officer ("IMCO"), DMACS does not require OMB approval.