

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:

Navy Medicine Leadership and Professional Development Command (NMLPDC)

2. DOD COMPONENT NAME:

Defense Health Agency

3. PIA APPROVAL DATE:

02/05/25

sub-Component: Bureau of Medicine and Surgery

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.)

- | | |
|---|--|
| <input type="checkbox"/> From members of the general public | <input type="checkbox"/> From Federal employees |
| <input checked="" type="checkbox"/> from both members of the general public and Federal employees | <input type="checkbox"/> Not Collected (if checked proceed to Section 4) |

b. The PII is in a: (Check one.)

- | | |
|--|---|
| <input type="checkbox"/> New DoD Information System | <input type="checkbox"/> New Electronic Collection |
| <input checked="" type="checkbox"/> Existing DoD Information System | <input type="checkbox"/> Existing Electronic Collection |
| <input type="checkbox"/> 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.

Navy Medicine Leadership and Professional Development Command (NMLPDC) is a virtual network hosted within the Walter Reed National Medical Center Medical Community of Interest (MedCOI) enclave boundary at Navy Support Activity (NSA) Bethesda, MD Campus. The NMLPDC LAN provides network and administrative functions to support military and civilian staff and eight directorates: Administration, Officer Programs, Resources, Professional Development, Leader Development, Visual Information, Tri-Service Optician School and Naval Postgraduate Dental School (NPDS). The network security and network data transport services (wide area network communications) are supported by the Defense Health Agency (DHA). The NMLPDC hosts two major virtual sub-systems within its network boundary: NMLPDC-Filemaker (active) and MPTE-17 (scheduled for decommission).

NMLPDC includes software, hardware and user interfaces such as workstations, laptops, servers and hosts office automation, as well as sub-systems and applications. Personally Identifiable Information (PII) may be collected, maintained, processed, or disseminated by systems and applications within the network or documents stored on file servers and shared drives. Commercial-Off-The-Shelf (COTS) applications such as Claris Filemaker, Access, Word, Excel, PowerPoint, and Outlook are utilized to provide administrative support to the enclave and may process PII.

NMLPDC is the cornerstone of Navy Medicine's professional training, leadership development, and education mission; annually supporting 3,000 Federal uniformed services, civilian, and allied foreign military members. NMLPDC is a comprehensive portfolio of competency-based leadership and professional development products that foster operational readiness and state-of-the-art medical readiness knowledge, skills, and abilities.

Types of personal information collected include name, birth date, DoD ID number, other ID number, and medical information. The administrative, physical, and technical security controls that protect the confidentiality of PII within the enclave, and electronic collections are addressed in separate Privacy Impact Assessments(PIA). The PIAs are available at: <http://dodcio.defense.gov/InTheNews/PrivacyImpactAssessments.aspx>.

Navy Medicine Leadership and Professional Development Command (NMLPDC) is hosted by Walter Reed infrastructure team. NMLPDC system administration and help desk support is managed by the Navy Medical Leadership Professional Development Command (NMLPDC) Information Technology and Communications Department.

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)

Intended use is for verification, authentication, mission-related use and administrative use.

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.

Individuals do not have the opportunity to object to the collection of their PII because this system is not the initial point of collection; however, the source system may provide the individual the opportunity to object to the collection.

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 do not have the opportunity to object to the collection of their PII because this system is not the initial point of collection; however, the source system may provide the individual the opportunity to object to the collection.

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

This system is not the initial collection point for the PII. The PII is obtained from an existing DoD information system or electronic collection, therefore no Privacy Act Statement or Privacy Advisory is required.

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)

Within the DoD Component

Specify. PII may be shared with personnel with authorized access to the enclave and network

Other DoD Components (i.e. Army, Navy, Air Force)

Specify.

Other Federal Agencies (i.e. Veteran's Affairs, Energy, State)

Specify.

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. EMINENT IT #N0018921PZ373. PII may be shared with contract personnel with authorized access to the enclave and network. Applicable FAR clauses safeguarding PII in the contract are:
Privacy Act of 1974 (FAR 52.224-1 & -2)
IT Privacy or Security Safeguards (FAR 52.239-1)
Privacy Training (FAR 52.224-3)
Right in Data (FAR 52.227-15 et seq.)

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

NMLPDC does not collect PII directly from individuals; however, the sub-systems and applications hosted on the network may collect information directly.

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)

NMLPDC does not collect PII directly.

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.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.

The NMLPDC LAN is not a system of records; however, system components, applications, and electronic collections within the network might require or are subject to the authorities of a SORN. Refer to the specific system component, application, or electronic collection PIA for SORN information. SORNS may be located at URL: <https://dpcl.d.defense.gov/Privacy/SORNs/>

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.

Audit logs are retained for at least 3 years. Destroy 3 year(s) after system is superseded by a new iteration or when no longer needed for agency/IT administrative purposes to ensure a continuity of security controls throughout the life of the system.

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.

Authorities to collect information are specific to the information system component and addressed in the respective sub-system's PIA.

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.

The information collected within this system is for the diagnosis and treatment of medical disorders and does not collect PII directly from individuals of the general public; however, the system components, applications, or electronic collections within, in accordance with DoDM 8910.01, Volume 2, Enclosure 3, paragraph 8b(5).