

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:

DHA Enclave-Freedom of Information Act (DHA-FOIA) Application

2. DOD COMPONENT NAME:

Defense Health Agency

3. PIA APPROVAL DATE:

01/14/2026

Program Executive Office (PEO) Medical Systems (J6)

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 DHA-Freedom of Information Act (DHA-FOIA) application is a web-based Commercial Off The Shelf (COTS) application which facilitates the processing and tracking of Freedom of Information Act (FOIA) requests, appeals, and consultations submitted to DHA by members of the general public. More specifically, DHA-FOIA is used to log the receipt of and track the subsequent processing of DHA FOIA requests throughout their lifecycle; store, redact, and manage copies of records gathered in response to each request; capture communications (e.g., letters and emails) to and from the requester; track FOIA processing statistics and fees; and generate compliance reports on the number, type, and disposition of FOIA requests processed by DHA.

The types of personally identifiable information (PII) collected include employment information, personal contact information, work contact information, and protected health information (PHI) (medical billing documentation, referrals from military law enforcement services, and administrative investigations). The categories of individuals whose information is contained within the system include dependents, retirees and/or their dependents, active duty military, contractors, foreign nationals, former spouses, reservists, national guard personnel, media personnel and members of the public.

The DHA-FOIA application is owned and managed by the Clinical Support Program Management Office (CSPMO)/Solution Delivery Division (SDD)/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)

PII is collected by DHA-FOIA for mission-related use. The intended use of PII collected is to generate case numbers for FOIA and Privacy Act requests for fees and logging.

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 may object to the collection of their PII by declining to provide the information on the FOIA request form, however, failure to provide the requested information may impede/prevent processing FOIA request(s).

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 may consent to the specific uses of their PII on the FOIA request form. However, if an individual chooses not to provide the

requested information, DHA may be unable to process submitted FOIA request(s).

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 USC 113, Secretary of Defense; 5 USC 552, Freedom of Information Act, as amended; 5 USC 552a, Privacy Act of 1974, as amended; 32 CFR part 286, DoD Freedom of Information Act (FOIA) Program; 32 CFR part 310, Protection of Privacy and Access and Amendment of Individual Records Under the Privacy Act of 1974.

PURPOSE: Create and process FOIA and Privacy Act, Appeal, Litigation, and Consultation requests, allow analysts to upload documents for delivery to requesters, track FOIA processing statistics/fees and generate required reports.

ROUTINE USES: Records may specifically be disclosed outside the DoD as a routine use pursuant to 5 USC § 552a(b)(3): to individuals performing a contract or service for the Federal government when necessary to accomplish an agency function related to this system of records; to the National Archives and Records Administration and Office of Government Information Services related to administrative agency policies and FOIA compliance; the Office of Management and Budget, Department of Justice, and other Federal agency/entities for advice related to FOIA or Privacy Act requirements and particular requests.

DISCLOSURE: Voluntary. Failure to provide requested information may cause administrative delays or inability to process request, however, no penalty will be imposed.

APPLICABLE SORN: DoD-0008, Freedom of Information Act and Privacy Act Records (FOIA/PA Records). <https://www.federalregister.gov/documents/2021/12/22/2021-27710/privacy-act-of-1974-system-of-records>

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 FOIA Service Centers/Departments
<input checked="" type="checkbox"/> Other DoD Components (i.e. Army, Navy, Air Force)	Specify.	Army, Navy, and Air Force FOIA offices
<input checked="" type="checkbox"/> Other Federal Agencies (i.e. Veteran's Affairs, Energy, State)	Specify.	Department of Veteran's Affairs (VA); Department of Justice (DOJ)
<input type="checkbox"/> State and Local Agencies	Specify.	
<input type="checkbox"/> 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.	
<input type="checkbox"/> 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)

<input checked="" type="checkbox"/> Individuals	<input type="checkbox"/> Databases
<input type="checkbox"/> Existing DoD Information Systems	<input type="checkbox"/> Commercial Systems
<input checked="" type="checkbox"/> Other Federal Information Systems	

Other Federal Information Systems: FOIA.gov

j. How will the information be collected? (Check all that apply and list all Official Form Numbers if applicable)

<input checked="" type="checkbox"/> E-mail	<input type="checkbox"/> Official Form (Enter Form Number(s) in the box below)
<input checked="" type="checkbox"/> In-Person Contact	<input checked="" type="checkbox"/> Paper
<input checked="" type="checkbox"/> Fax	<input checked="" type="checkbox"/> Telephone Interview
<input checked="" type="checkbox"/> Information Sharing - System to System	<input checked="" type="checkbox"/> Website/E-Form
<input type="checkbox"/> Other (If Other, enter the information in the box below)	

Information Sharing - System to System: FOIA.gov;
Website/E-Form: <https://www.foia.gov/request/agency-component/a777d907-fa12-42d3-869d-586db19ec290/>

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.

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.

FILE NUMBER: 203-02

DISPOSITION. Temporary. Cut off and destroy 6 years after final agency action or 3 years after final adjudication by the courts, whichever is later.

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 USC 113, Secretary of Defense; 5 USC 552, Freedom of Information Act, as amended; 5 USC 552a, Privacy Act of 1974, as amended; 32 CFR part 286, DoD Freedom of Information Act (FOIA) Program; 32 CFR part 310, Protection of Privacy and Access and Amendment of Individual Records Under the Privacy Act of 1974; DoD Directive, 5400.07, DoD Freedom of Information Act (FOIA) Program; DoD Instruction 5400.11, DoD Privacy and Civil Liberties Programs; DoD Manual 5400.07, DoD Freedom of Information Act (FOIA) Program; DoD 5400.11-R, DoD Privacy Program.

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.

Per DoDM 8910.01, Volume 2, DHA-FOIA does not require OMB approval per Enclosure 3, Section 8, subsection a(1): "Public Information Collections Addressed to Nine or Fewer Persons."