

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:

Nutrition Management Information System (NMIS)

2. DOD COMPONENT NAME:

Defense Health Agency

3. PIA APPROVAL DATE:

03/10/2026

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.)

- | | |
|---|--|
| <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.

The Nutrition Management Information System (NMIS) is an automated information system (AIS) designed to support Medical Nutrition Therapy (MNT) throughout the Military Health System (MHS) in accordance with DoD policy and standards imposed by the Academy of Nutrition and Dietetics (AND), Joint Commission on the Accreditation of Health Organizations (JCAHO), and Occupational Safety and Health Administration (OSHA). NMIS facilitates MNT activities, increased patient safety and satisfaction, and improved patient outcomes through four distinct modules:

- Food Service Operations Management (FOM): Provides menu creation, ordering, receiving, inventory management (transfer and physical counts), production instructions, item and recipe management, forecasting, food costing/pricing, and nutrient labeling capabilities.

- Nutrition Care Management (NCM): Provides the ability to track patient, resident, or client demographics, acuity levels, diet orders, weight history, as well as any likes, dislikes, or allergies. NCM also provides menu and tray ticket production, nutrient analysis, recipe, and menu management.

- Room Service (RS): Provides a restaurant menu-style deeding function which allows individuals to select and order meals through either bedside entry and/or telephone ordering system via a call center. This information flows from patient to diet technician to NMIS.

- Pending Diet Orders (PDO): Provides advanced data input capabilities to Nutrition Services, permitting automatic transfer of a patient's dietary order and "next" or "past" meal status categorization.

The types of personally identifiable information (PII) collected by NMIS include personal descriptors, identification numbers (including DoD ID Numbers), employment information, protected health information (PHI), and religious preference.

PII is collected from the following categories of individuals: Members of the Armed Forces, DoD Beneficiaries, and other DoD-affiliated individuals entitled to receive care at Military Treatment Facilities (MTFs).

NMIS is owned and managed by the Care & Benefits Integrated Systems (CBIS) Program Management Office (PMO)/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)

NMIS collects PII for mission-related use. The intended use of PII collected by NMIS is to ensure patients receive proper nutrition therapy in accordance with their provider's diet orders.

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 as NMIS does not serve as the initial point of 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 consent to the specific uses of their PII as NMIS does not serve as the initial point of 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

PRIVACY ADVISORY: You are accessing a U.S. Government information system (IS) which may contain information subject to the Privacy Act of 1974, as amended, 5 U.S.C. § 552(a). By accessing this system, you: (1) acknowledge that you possess a valid need-to-know; (2) agree to adhere to all applicable DoD & DHA requirements concerning access to information subject to the Privacy Act of 1974; and (3) acknowledge that disclosure of protected Privacy Act information in this IS, in any manner, to person(s) or entity(ies) not entitled to receive it, may subject you to administrative, civil, and/or criminal penalties.

HIPAA ADVISORY: You are accessing a U.S. Government information system (IS) which may contain information subject to P.L. 104-191, the Health Insurance Portability and Accountability Act (HIPAA) of 1996. By accessing this system, you: (1) acknowledge that you possess a valid need-to-know; (2) agree to adhere to all applicable DoD & DHA requirements concerning access to information subject to HIPAA; and (3) acknowledge that disclosure of protected HIPAA information in this IS, in any manner, to person(s) or entity(ies) not entitled to receive it, may subject you to administrative, civil, and/or criminal penalties.

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. Military Treatment Facilities (MTFs)

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. AMAR Health (Tier III support) has full administrator access to the entire NMIS system, including PII stored therein, to perform system maintenance as needed. Both AMAR Health and the COTS contractor (Computrition) are required by Paragraph 6.4.3 of their contracts (HHSN316201200115W and 47QTCA21D005U respectively) to adhere to DHA privacy policies and procedures.

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

Existing DoD Information Systems: MHS GENESIS.

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)

Information Sharing - System to System: MHS GENESIS.

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.

l. 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.

Mission Schedules:
 - DAA-0330-2013-0010-0002, DAA-0330-2013-0010-0003
 Other Schedules:
 - System Access Records: GRS 3.2, item 030 (DAA-GRS-2013-0006-0003),
 - Data Administration and Documentation: GRS 3.1, item 051 (DAA-GRS-2013-0005-0003)

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

(3) Retention Instructions.

Mission Schedules:
 FILE NUMBER: 911-24
 FILE TITLE: Nutritional Management Information System (NMIS) Meal Tickets
 FILE DESCRIPTION: Meal ticket records from the Nutrition Management Information System (NMIS) is the Military Health System (MHS) / electronic information system for clinical dietetic and food/production/service information. It contains data elements in the health care records that enable the Military Health System (MHS) personnel to provide preventive and therapeutic medical nutrition therapy (MNT) and medical food management to dietetic MHS beneficiaries and/or their dependents.
 DISPOSITION: Temporary. Cut off and destroy after change of diet or medical discharge of the patient.

 FILE NUMBER: 911-25
 FILE TITLE: Nutritional Management Information System (NMIS) Food Production Records
 FILE DESCRIPTION: Food production records from the Nutrition Management Information System (NMIS) is the Military Health System (MHS) / electronic information system for clinical dietetic and food/production/service information. It contains data elements in the health care records that enable the Military Health System (MHS) personnel to provide preventive and therapeutic medical nutrition therapy (MNT) and medical food management to dietetic MHS beneficiaries and/or their dependents.
 DISPOSITION: Temporary. Cut off annually. Destroy 2 years after cutoff.

 Other Schedules:
 FILE NUMBER: 1601-02
 FILE TITLE: System Access Records - Systems not requiring Special Accountability for Access

DISPOSITION: Temporary. Cut off and destroy when business use ceases.

FILE NUMBER: 1601-12

FILE TITLE: Data Administration and Documentation - Temporary Systems

DISPOSITION: Temporary. Cut off after the project/activity/transaction is completed or superseded, or the associated system is terminated, or the associated data is migrated to a successor system. Destroy 5 years after cutoff.

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.

Public Law 105-85, National Defense Authorization Act for Fiscal Year 1998 Sections 108 and 765; DoD Manual 1338.10, DoD Food Service Program (DFSP).

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.

NMIS does not require an OMB Control Number as the system is not the initial point of information collection.