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:

Business Objects Enterprise Reporting Service (BOERS)

2. DOD COMPONENT NAME:

Washington Headquarters Service

Human Resources Directorate

3. PIA APPROVAL DATE:

01/12/24

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.

BOERS is used by Human Resources personnel and provides the ability to generate standard and ad-hoc reports to assist with personnel management and personnel administration. Reporting functionality is provided by third-party, Structured Query Language (SQL). The information collected is not retained and is refreshed via a database link to the System of Record. BOERS is not a transactional system. It is a Business Intelligence (BI) software application which allows users to generate reports with functionality to perform data mining and drill down. BOERS is a web application that is used to query, report, and analyze data from the Defense Civilian Personnel System (DCPDS) and the Current Record Mart (CRM) databases. The system acts as a gatekeeper between the user and the data to ensure security and to create a more user-friendly data environment.

The types of personal information that is collected is:

Position authorization and control information; position descriptions and performance elements; employment information; personnel data and projected suspense information for personnel actions; financial information to include pay, benefits, and entitlements data.

Historical information on employees, including Federal HR personnel actions, benefits, job experience, education, training, and training transaction data; performance plans, interim appraisals, final appraisals, closeouts and ratings; professional accounting or other certifications or licenses; awards information and merit promotion information; separation and retirement data; civilian deployment information and adverse and disciplinary action data; security clearance information.

Personnel information including but not limited to: employee name, Employee number, birth date, gender; race and national origin; handicap code; and foreign language capability and (Employee who works part-time at several agencies, Electronic Data Interchange Person Identifier (EDIP), and Common Access Card (CAC) number; home address, military records, education information, position/title, rank/grade, security information-clearance level, citizenship, home/cell phone, mailing/home address, official duty address, work email address, disability information, financial information, social security number.

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)

Data Matching and Mission-related 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.
individual. If the individual were to object to the release of PII information, that member cannot be considered for employment and therefore would not be hired by WHS.

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.

The information is aggregated and pulled from existing DoD authoritative sources such as DCPDS, Learning Management System for Military and Civilian Personnel training, and is not directly collected from the individual. If the individual were to object to the release of PII information, that member cannot be considered for employment and therefore would not be hired by WHS.

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


PURPOSE (S): Data is used to maintain a System of Records providing human resource information and system support for the DoD civilian workforce worldwide that manages the HR processing and reporting, including position, compensation and benefits, and performance management, as well as create efficiencies in Human Capital Management.

ROUTINE USE(S): In addition to those disclosures generally permitted under 5 U.S.C. 552a(b) of the Privacy Act of 1974, as amended, the records contained herein may specifically be disclosed outside the DoD as a routine use pursuant to 5 U.S.C. 552a(b)(3) as listed in the applicable system of records notice located at: chrome-extension://efaidnbmnnibpcajpecglefindmkaj/https://dpcld.defense.gov/Portals/49/Documents/Privacy/SORNs/OSDJS/DHRA-23-DoD.pdf

DISCLOSURE: Voluntary; however, failure to provide the requested information would result in the individual not being considered for employment and therefore not being hired.

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. WHS Human Resources personnel

□ Other DoD Components (i.e. Army, Navy, Air Force) Specify. Human Resources personnel/Administrative Officers within serviced DAFA and other DOD Components that have a need to know

□ Other Federal Agencies (i.e. Veteran's Affairs, Energy, State) Specify. N/A

□ State and Local Agencies Specify. N/A

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. N/A

□ Other (e.g., commercial providers, colleges). Specify. N/A

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

Defense Civilian Personnel Data System (DCPDS), DoD Performance Management and Appraisal Program (DPMAP), Military Personnel System (MILPERS)

j. How will the information be collected? (Check all that apply and list all Official Form Numbers if applicable)
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 [DHRA 23]

SORN Identifier, not the Federal Register (FR) Citation. Consult the DoD Component Privacy Office for additional information or http://dpcld.defense.gov/PrivacySORNs/
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. [GRS 5.2, item 010 (DAA-GRS-2017-0003-0001)]

(2) If pending, provide the date the SF-115 was submitted to NARA. [N/A]

(3) Retention Instructions.

Retain in accordance with the OSD Records Disposition Schedule File Number 103-13 Transitory Records, Temporary. Cut off and destroy when no longer needed for business use.

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.

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.

No information is collected from the general public