

## 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:**

Facility Accountability Status Tracker (FAST)

**2. DOD COMPONENT NAME:**

Washington Headquarters Service

**3. PIA APPROVAL DATE:**

07/19/23

Facilities Services Directorate, Leased Facilities Division

**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.**

FAST is a information portal / web application which displays the status of WHS facilities from across the Washington DC Area on a dynamic map for WHS and PFFA users including the Pentagon BOCC and the Mark Center POC using status information provided by WHS Building Managers or other trusted agents. Users register and access the FAST web portal via their DoD CAC. Access is role-based and controlled by an Administrator. WHS Building Managers use FAST to create messages regarding facility-related incidents (e.g., a utility outage, a critical repair, a fire alarm, or a safety drill). FAST distributes the messages using DoD email to registered users with a need to know. Registered users also access FAST for information about WHS-supported facilities including facility data (i.e., location and DoD tenant organizations) and contact information (i.e., name, phone number, and email address) for personnel associated with the facility. FAST collects and maintains PII such as names, DoD ID numbers, official duty telephone numbers, after hours/alternate phone numbers, and official work emails.

**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)

- Work Email Address (Mission-related): FAST sends mission-related messages using Outlook to users based on their user profile.
- Official Duty Telephone / After Hours Telephone (Mission-related): FAST displays contact data to facilitate mission communications.
- Name (Mission-related): FAST displays contact data for use in supporting facility mission support; all registered users provide their name for verification and to establish a user profile.
- DoD ID number (Authentication): FAST Users provide their DoD CAC which establishes their identity with the application. The DoD ID is used to identify them as a registered user during login.

**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.

If they did not provide the PII they would not have access to FAST; they must provide certain PII such as the DoD ID Number and name.

**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.

No because the provided contact information is intended to be shared with registered users to support mission communications.

**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

10 U.S.C. 113, Secretary of Defense; Executive Order 13327, Federal Real Property Asset Management; DoD Directive 5135.02 Under Secretary of Defense for Acquisition and Sustainment; DoD 7000.14-R, Financial Management Regulation Volume 2B; DoDD 5105.53, Director of Administration and Management (DA&M); DoDD 5110.04, Washington Headquarters Services (WHS).  
PRIVACY ADVISORY: When completed, this form contains personally identifiable information and is protected in accordance with the Privacy Act of 1974, as amended and DoD 5400.11-R "DoD Privacy Program."

**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. 

Registered and approved users in WHS and PFFA with either security or facilities management responsibilities related to FAST facilities.
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- Other DoD Components (i.e. Army, Navy, Air Force)      Specify. 

Registered and approved users who are WHS customers / tenants in WHS-managed facilities names, email and phone number to contact individuals.
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- Other Federal Agencies (i.e. Veteran's Affairs, Energy, State)      Specify. 

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- State and Local Agencies      Specify. 

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- 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. 

Battelle under subcontract to Johnson Controls for Tech Support to ACTIVU FAST Contract #: W912DY-14-D-0050 Task Order 19F0541 All FAR clauses of the ID/IQ contract apply to this TO
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- Other (e.g., commercial providers, colleges).      Specify. 

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**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

**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)

PII is provided by registered users during registration (name, official phone number, and DoD email). FAST also reads and records the DoD ID number from the user's CAC during registration. Some contact data is also collected by Building Managers via email, telephone, or through in-person contact or email to complete facility point of contact data on a facility-by-facility basis.

**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.

Information is retrieved by the facility/location of the building in question.

**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 5.4, item 010 (DAA-GRS-2016-0011-0001)

(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 Facility, Space, Vehicle, Equipment, Stock, and Supply Administrative and Operational Records

**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. 113, Secretary of Defense; Executive Order 13327, Federal Real Property Asset Management; DoD Directive 5135.02 Under Secretary of Defense for Acquisition and Sustainment; DoD 7000.14-R, Financial Management Regulation Volume 2B; DoDD 5105.53, Director of Administration and Management (DA&M); DoDD 5110.04, Washington Headquarters Services (WHS).

**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.

WHS/ESD/DD/Collections Deputy confirmed that the information in the screenshots fall under self-identifying information for account creation, and is not covered under the PRA. Therefore, Section 1.n. of the PIA can be indicated as "no."