

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:

WHS FSD Primavera

2. DOD COMPONENT NAME:

Washington Headquarters Service

3. PIA APPROVAL DATE:

02/20/2025

WHS/FSD

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.

To document all necessary processes regarding the installation, configuration, and operation of the Primavera application, which is a task scheduling and resource planning tool for FSD construction projects. The application provides a resource (material, labor, prices) loaded Critical Path Method (CPM) project schedule used by Project leads/manager to determine the quickest Period of Performance. It also allows the project leads to determine the negotiated monthly progress payments based on percentage of completion. The application is monitored and updated daily, weekly or when each task is completed. The PII within the application includes: name and work email address,

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)

Limited amount of PII to establish and maintain user accounts. Authentication, mission-related use/access

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.

Limited PII is needed to establish a user account.

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.

Limited PII is needed to establish a user account.

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: This application 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)

<input checked="" type="checkbox"/> Within the DoD Component	Specify.	WHS and DISA
<input type="checkbox"/> Other DoD Components (<i>i.e. Army, Navy, Air Force</i>)	Specify.	
<input type="checkbox"/> Other Federal Agencies (<i>i.e. Veteran's Affairs, Energy, State</i>)	Specify.	
<input type="checkbox"/> State and Local Agencies	Specify.	
<input type="checkbox"/> Contractor (<i>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.</i>)	Specify.	
<input type="checkbox"/> Other (<i>e.g., commercial providers, colleges</i>).	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 type="checkbox"/> Other Federal Information Systems	

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

JSP Form 7

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://dpclid.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 database is sorted or pulled by project number/name.

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. GRS 1.1, item 010 (DAA-GRS-2013-0003-0001)

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

(3) Retention Instructions.

In accordance with the OSD Records Disposition Schedule file number 206-09.1, Financial Transaction Records related to Procuring Goods and Services, Paying Bills, Collecting Debts, and Accounting. Temporary. Cut off after final payment. Destroy 10 years after cut off.

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; 10 U.S. Code § 2807, Architectural and engineering services and construction design; 40 U.S. Code § 583, Construction of buildings; 40 USC Chapter 33, Acquisition, Construction and Alteration; Federal Acquisition Regulation, Part 36 - Construction and Architect-Engineer Contracts; Federal Acquisition Regulation, Part 552.236-15, Schedules for Construction Contracts; E.O. 13327, Federal Real Property Asset Management; Director of Administration and Management; DoDD 5110.04, Washington Headquarters Services.

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.

This collects minimal information and is not subject to the PRA