

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:

Pentagon Athletic Center Membership Application (PACMA)

2. DOD COMPONENT NAME:

Washington Headquarters Service

3. PIA APPROVAL DATE:

05/06/2025

Executive Services Directorate (ESD)/Pentagon Services 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.)

- ☐ 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 Pentagon Athletic Center (PAC) Membership Database is a web-based application used to collect information to determine eligibility, establish and maintain athletic memberships of military members (active duty, reservist, retired), civilian employees, contractors and their family members who have access to the Pentagon, Mark Center and Taylor building. The database is used to add, edit, or view information about members and generate statistical reports that keep track of the number of members by branch, rank/grade, assigned locker information, daily passes, fee determinations; membership types (annual, semi-annual, monthly or weekly) and generate a daily financial report. It enables PAC members to reserve various events; workout sessions and grants new users access. PAC employees can place members on/off hold status, as well as update and terminate membership.

Retired military personnel are classified under a "Grandfathered" category, while retired civilians and contractors must maintain Pentagon access to remain eligible for membership.

This application ensures secure, efficient management of PAC memberships while maintaining access control and operational transparency.

The application includes the following PII: Name, grade/rank, work and home email, official work address, sex, DoD ID number, position/title (civilian or contractor), military status (rank), DoD CAC expiration date, work phone, alternate (home/cell) phone number, membership number, child information-date of birth of military family members and military retiree family members, employment information (civilian and contractor agency name).

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)

verification, identification, administrative use, 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.

If individuals refuse to provide their information then their application cannot be processed and membership will be denied.

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 required to establish the PAC application paperwork.

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 ACT STATEMENT

AUTHORITIES: 5 U.S.C. Chapter 79, Services to Employees; 5 U.S.C. 7901, Health Service Programs; 10 U.S.C. 113, Secretary of Defense; DoD Directive 6200.04, Force Health Protection; DoD Directive 5105.53, Director of Administration and Management; DoD Directive 5110.4 Washington Headquarters Services; DoD Instruction 1308.03, DoD Physical Fitness/Body Composition Program and DoD Instruction 1010.10, Health Promotion and Disease Prevention..

PURPOSE(S): The Pentagon Athletic Center (PAC) Membership Database is a web-based application used to collect information to determine eligibility, establish and maintain athletic memberships of military members (active duty, reservist, retired), civilian employees, contractors, family members and guests who have access to the Pentagon. The database is used to add, edit, or view information about members and generate statistical reports that keep track of the number of members by branch, rank/grade, assigned locker information, daily passes, fee determinations; membership types (annual, semi-annual, monthly or weekly) and generate a daily financial report. It enables PAC members to reserve various events; workout sessions and grants new users access. PAC employees can place members on/off hold status, as well as update and terminate membership.

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 in: Assistant to the Secretary of Defense for Privacy, Civil Liberties, and Transparency Division (ATSD-PCLTD) currently under review, SORN number: DWHS E07

DISCLOSURE: Voluntary; however, failure to provide the requested information may result in inability to acquire PACMA membership

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.	Only within the PAC for users authorized to access the information
<input type="checkbox"/> Other DoD Components (i.e. Army, Navy, Air Force)	Specify.	
<input type="checkbox"/> Other Federal Agencies (i.e. Veteran's Affairs, Energy, State)	Specify.	
<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 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 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 type="checkbox"/> Fax	<input type="checkbox"/> Telephone Interview
<input type="checkbox"/> Information Sharing - System to System	<input checked="" type="checkbox"/> Website/E-Form

☐ Other (If Other, enter the information in the box below)

PACMA Form, WHS 19 was sent to OMB for approval on April 28, 2025 with the 30 day FRN published for 0704-PACM

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.

SORN pending with PCLTD. Checked with PCLTD on April 25, 2025 to acquire a status update. Received a response on April 28, 2025 that all SORNs are on hold as PCLTD address several Presidential Executive Orders, which have delayed timeline for reviewing SORNs.

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.

(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 102-09 Customer/Client Records, Temporary. Cut off and destroy when superseded or obsolete or when customer requests the Agency to remove the 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.

AUTHORITIES: 5 U.S.C. Chapter 79, Services to Employees; 5 U.S.C. 7901, Health Service Programs; 10 U.S.C. 113, Secretary of Defense; DoD Directive 6200.04, Force Health Protection; DoD Directive 5105.53, Director of Administration and Management; DoD Directive 5110.4 Washington Headquarters Services; DoD Instruction 1308.03, DoD Physical Fitness/Body Composition Program and DoD Instruction 1010.10, Health Promotion and Disease Prevention..

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.

PIA was sent to OIM collections who responded that the OMB Collection will be submitted to OMB for approval next week. Information was submitted to OMB on 4/28/2025.