

## 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:**

Washington Headquarters Services (WHS), Procurement Desktop-Defense (PD2)

**2. DOD COMPONENT NAME:**

Washington Headquarters Service

**3. PIA APPROVAL DATE:**

12/11/24

Washington Headquarters Services Acquisition Directorate Procurement Desktop Defense

### SECTION 1: PII DESCRIPTION SUMMARY (FOR PUBLIC RELEASE)

**a. The PII is:** (Check one. Note: foreign nationals are included in general public.)

- ☐ From members of the general public ☒ From Federal employees and/or Federal contractors
- ☐ From both members of the general public and Federal employees and/or Federal contractors ☐ 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.**

PD2 is a Contract Writing System used by several DoD Agencies. The system contains documents associated with contract awards, such as: Requirements Packages, Purchase Requests, Performance Work Statements, Solicitations, Contracts, Modifications, and Contract Action Reports (CARs). The Procurement Desktop Defense (PD2) application is the Standard Procurement System (SPS) used by the Washington Headquarter Services, Acquisitions Directorate (WHS-AD), Defense Secure Cooperation Agency (DSCA), & Defense Human Resources Activity (DHRA) procurement processes and workflows. It is a Commercial Off-the-Shelf (COTS) product developed by CACI, and is used throughout the Department of Defense (DoD) to interface with the enterprise-wide Standard Procurement System (SPS). The Contracting officer's name, work email and work cell phone numbers, title are part of the contracting officer signature on contracts, and DoD ID 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)

Mission-related.

**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.

The contracting officer's name, email and work phone are included in the electronic signature which is required on all contracts. A signature is required on all contracts.

**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 contracting officer's name, email and work phone are included in the electronic signature which is required on all contracts. A signature is required on all contracts.

**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:** When completed, this system 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 exchange, both within your DoD Component and outside your Component? (Check all that apply)**

<input checked="" type="checkbox"/> Within the DoD Component	Specify.	FPDS NG, DAI, PIEE
<input type="checkbox"/> Other DoD Components	Specify.	
<input checked="" type="checkbox"/> Other Federal Agencies	Specify.	Sam.gov
<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 type="checkbox"/> Face-to-Face 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 checked="" type="checkbox"/> Other (If Other, enter the information in the box below)	

PII is manually typed into the system

**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://dpdd.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 a document number

**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.

Due to the fact that the system is utilized in separate "instances" or "versions" individual to each DoD Component: records are maintained and disposed of in accordance with National Archives and Records Administration General Retention Schedules and/or authorized DoD Component Records Disposition Schedules. The retention period for specific records may be obtained by contacting the system manager and Federal Records Officer for each DoD Component that utilizes this system.

**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; Public Law 106-229, Electronic Signatures in Global and National Commerce Act; Title 44 USC Chapter 35, §3501, Federal Information Policy; Executive Order 13327, "Federal Real Property Asset Management"; Executive Order 13904, Ensuring Safe and Lawful E-Commerce for United States Consumers, Businesses, Government Supply Chains and Intellectual property Rights Holders; Presidential Directive on Electronic Commerce, July 1, 1997; OASD(C3I) Policy Memorandum dated August 12, 2000, subject: Department of Defense (DoD) Public Key Infrastructure (PKI); OASD(C3I) Memorandum dated Jan 2001, subject: Common Access Card (CAC), OMB Implementation of the Government Paperwork Elimination Act; 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.

The Procurement Desktop Defense (PD2) system is a repository for documents that collect information related to contract awards, such as Requirements Packages, Purchase Requests, Performance Work Statements, Solicitations, Contracts, Modifications, and Contract Action Reports (CARs). However, PD2 is not the primary system for collecting this information. As such, PD2 is not subject to the Paperwork Reduction Act (PRA) and does not require Office of Management and Budget (OMB) approval.