

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 Quicx JSP-U (Quicx)

2. DOD COMPONENT NAME:

Washington Headquarters Service

3. PIA APPROVAL DATE:

04/23/2025

Facilities Services Directorate

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.

Quicx is software that is used to upload and review construction drawings and submittals. Users submit design review comments in Quicx for government and contractor construction personnel to address. Email notifications are sent to users when new documents/submittals are uploaded and when new design review comments are entered. The software is also used to document construction related inspections and to develop/document functional performance tests for the commissioning (i.e., acceptance testing) of new building systems (e.g., heating units, fire alarm systems, lighting systems). Finally, the system is used to generate WHS Building Code permits, which are required for construction projects on the Pentagon Reservation.

The only PII data collected is the contact information (name, home/cell phone, work email address, position/title, and work phone) of the users and their associated DOD ID number found on their active CAC. The DOD ID is used to provide access to the CAC enabled system. Contact info (name and phone number is displayed) with the associated design review comments that are entered.

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)

The PII collected is utilized for the below purposes:

- Contact information is used for the identification of stakeholders for data entry of records. The user's information is then associated the project's record (e.g. who submitted, who is it being sent to, who responded, responsible parties, etc.) and associated dates of action.
- Contact information is used for distribution of notifications for any deliverables subject to review and comment by the stakeholders.
- Contact information is stored in a central contact directory that is viewable by all project stakeholders for which they have permission to view. Permissions for project access granted on a per project basis.
- DOD ID # utilized for authentication of users for logging into web-based portal on the JSP network.

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.

Access to Quicx is through authentication of users by reading their CAC EDIPI / DOD ID number. Collection of EDIPI is necessary for system to function as designed and required by contract. All other PII requested for system is information that can be found in Outlook contact directory (name, position, phone, email). Contact information is necessary for the notifications generated within the system to function as intended and for the accountability of records of generated / dispositioned / edited.

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.

Quick utilizes the individual's PII with only limited functionality. DOD ID number is solely used for authentication of access to the system. The use of an individual's contact information is solely used in the association of records with the person who accomplished the action. Actions include: generation of records, editing of record, deletion of records, changing of disposition of records. Association of a user's identity with the records allows an accountability trail to be kept, provide an identity of an individual for quality control /assurance measures and allow others to have a convenient means to show how to get a hold of them.

NOTE: Upon a user's initial logging into the system, the user must acknowledge the software End User License Agreement (EULA) and associated DOD security disclaimer.

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; 40 U.S.C. 3312, Compliance with nationally recognized codes; Title 41 CFR, Subchapter C, Real Property, Part 102.76 Design and Construction; DoD Directive 5105.53, Director of Administration and Management; DoDD 5110.04 Washington Headquarters Services.

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 and 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 FSD JSP-U Network
<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 checked="" 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.	Chinook Systems Inc. and TechPride, Inc. as the developer and systems administrator under GSA Contract HQ03421A0005. Only privacy clause in contract is FAR clause 52.239-1 - Privacy or Security Safeguards. Contract also refers to DFARS clause 252.204-7012 - Safeguarding Covered Defense Information and Cyber Incident Reporting.
<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 checked="" type="checkbox"/> Existing DoD Information Systems	<input type="checkbox"/> Commercial Systems
<input type="checkbox"/> Other Federal Information Systems	

Using EDIPI which is pulled from NIPRnet active Directory

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 type="checkbox"/> Official Form (Enter Form Number(s) in the box below)
<input checked="" 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 checked="" type="checkbox"/> Website/E-Form
<input type="checkbox"/> Other (If Other, enter the information in the box below)	

We currently use the WHS 23 Form to process user accounts.

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.

Quicx pulls data by project records and not by PII. System is unable to aggregate data based on any of the collected PII data.

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 051 (DAA-GRS-2016-0011-0006)

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

(3) Retention Instructions.

In accordance with the OSD Records Disposition Schedule, for records categorized as permanent, utilize File Number 204-11 Architectural Drawings Files, Permanent. Cut off annually. Transfer to NARA 20 years after cutoff. For records categorized as temporary, utilize File Number 204-12, Facility Design, Engineering and Construction Records – Final and As-Built Drawings, Plans, and Designs; and all Other Records. Temporary, Cut off and destroy when superseded or after the structure or object has been retired from service.

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; 40 U.S.C. 3312, Compliance with nationally recognized codes; Title 41 CFR, Subchapter C, Real Property, Part 102.76 Design and Construction; DoD Directive 5105.53, Director of Administration and Management; DoDD 5110.04 Washington Headquarters Services.

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 and DoD Privacy Program.

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.

N/A-the WHS Collections Office was notified and provided the following explanation: "Agencies are free to offer website users the option of creating user accounts or profiles. When doing so, agencies may request an email address, username, password, and geographic location (e.g., State, region, or ZIP code) for account registration. The collection of such self-identifying information is not subject to the PRA."