

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 Defense Ready

2. DOD COMPONENT NAME:

Washington Headquarters Service

3. PIA APPROVAL DATE:

05/29/2025

Human Resources Directorate (HRD)/ Technology & Data Support Division (TDSD)

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.

Defense Ready (DR) is an enterprise personnel management system enabling streamlined human resources procedures with increased transparency, process integration, and accountability. DR provides tracking and reporting capabilities to the Office of the Secretary of Defense (OSD)/Washington Headquarters Services (WHS), the WHS-serviced Component workforce and Federal entities.

DR tracks, manages, and maintains various Human Resource (HR) processes including security files, military awards, civilian benefit records and queries, metrics, on-boarding data, hiring actions, and billets. For personnel security, DR tracks in-processing personnel security and adjudication requirements, clearance appeals, and security files. For military members, DR tracks OSD badges, billets, and military awards. DR tracks and manages requests for reasonable accommodations for employees of and applications for employment with WHS and WHS-serviced components with known physical and mental impairments. DR tracks and manages civilian benefit records, workload of benefits employees, and metrics. Records are also used as a management tool for statistical analysis, reporting, evaluating program effectiveness, and conducting research.

The types of personal information about individuals collected and managed in DR include the following: Name, DoD identification number, citizenship, employment information, social security number, military records (branch of service), place of birth, race/ethnicity, personnel records, security information (clearance appeals, security files, security clearance status, position sensitivity, security access status), work email address, date of birth, law enforcement information, official duty address, passport number, official duty telephone number, position information (title, rank, grade), sex, DoD affiliation, reasonable accommodation information (type of accommodation, medical documentation, pertaining to reasonable accommodations) home/cell phone, home mailing address., records (clearance information), financial information, marital status, mother's maiden name, personal email address, child information,

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)

HR Tool used for collecting HR and security related information required to support the internal and external WHS customers. This is used for data matching and identification

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.

This system contains aggregated data from other systems. This system information is used to support internal and external customers. The information is aggregated and pulled from service systems and imported into WHS Defense Ready for display and manipulation in the system for reports. If the individual were to object to the release of PII information, that member cannot be considered for employment and therefore would not be hired by WHS.

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 individual cannot restrict specific uses of the PII because it would hinder them from being considered to the job/position

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

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

10 U.S.C. Chapter 113, Secretary of Defense; 10 U.S.C. 1125, Recognition for Accomplishment: Award of trophies, Volumes 1-4; 29 U.S.C. 791, Employment of individuals with disabilities; 29 CFR Part 1630, Regulations to Implement the Equal Employment Provisions of the Americans with Disabilities Act; 42 U.S.C. Chapter 126, Equal Opportunity for Individuals with Disabilities; E.O. 10450, Security Requirements for Government Employment; E.O. 10865, Safeguarding Classified Information Within Industry; E.O. 13163, Increasing the Opportunities for Individuals with Disabilities to be Employed in the Federal Government; E.O. 13164, Requiring Federal Agencies to Establish Procedures to Facilitate the Provision of Reasonable Accommodation; DoD Directive 1020.1, Nondiscrimination on the Basis of Handicap in Programs and Activities Assisted or Conducted by the Department of Defense; DoD Directive 5105.53, Director of Administration and Management; DoD Directive 5110.04, Washington Headquarters Services (WHS); DoDI 1400.25-Volume 451, DoD Civilian Personnel Management System, Awards; DoDI 5200.02, DoD Personnel Security Program; DoDM 1348.33, Manual of Military Decorations and Award: Metal of Honor; Homeland Security Presidential Directive-12: Policy for a Common Identification Standard for Federal Employees and Contractors; DODM 5200.02, Procedures for the DoD Personnel Security Program; Administrative Instruction (AI) 29, Incentive and Honorary Awards Program; Administrative Instruction 114, Reasonable Accommodation for Individuals with Disabilities; and E.O. 9397 (SSN), as amended.

PURPOSE(S):

To provide the Office of the Secretary of Defense (OSD)/Washington Headquarters Services (WHS) and the WHS-Serviced Components with human resource information and system support to maintain personnel information on the civilian, military and contractors. To track the status of personnel actions, benefit queries, in-processing, military billets, military awards, civilian benefits, civilian awards and on-boarding data that pertains to hiring actions, and billet status throughout the life cycle. For personnel security, the system is used as a verification tool for in-processing personnel security and adjudication requirements, clearance appeals, and security files. In addition, for military members, the system tracks OSD badges and billets. The records maintained in the system can be used as a management tool for statistical analysis, reporting, evaluating program effectiveness, and conducting research.

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 at: <https://www.federalregister.gov/documents/2024/09/23/2024-21715/privacy-act-of-1974-system-of-records>.

DISCLOSURE: Voluntary; however, failure to provide information would result in the individual not being considered for employment and not hired.

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.

Washington Headquarters Services (WHS), internal users and Other DoD specific activities, including OSD administering WHS Defense Ready, and WHS personnel with a need for access. PVOD

☒ Other DoD Components (i.e. Army, Navy, Air Force)

Specify.

☒ Other Federal Agencies (i.e. Veteran's Affairs, Energy, State)

Specify.

House of Representatives, Senate, Capital Police, and U.S. Supreme Court, Administrative Office of U.S. Courts, White House Military Office

☐ State and Local Agencies

Specify.

☐ 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.

☐ 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 checked="" type="checkbox"/> Other Federal Information Systems | |

Please note: Information from other federal agencies, such as the Senate, is acquired via email in which a letter is sent to WHS personnel security containing security clearance information on the Senate employees. Therefore, information is not retrieved from other federal systems. Also, PII information is provided by internal and external customers, to include security managers and other HR professionals.

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

Security managers from other supported federal agencies (House of Representatives, Senate, Capital Police, and U.S. Supreme Court) send Security Clearance information for HRD employees in letter format (by email). Information includes PII listed in Section 2. SD 827, Confirmation of Request for Reasonable Accommodation; SF-85 Questionnaire for Non-Sensitive Positions; SF-86, Questionnaire for National Security Positions.

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.

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.

The information system contains multiple records sets. These records are maintained in accordance with the current edition of OPM Guide for Personnel Recordkeeping and National Archives approved records disposition authorities including but not limited to: GRS 2.1 Employee Acquisition, GRS 2.2 Employee Management, GRS 2.3 Employee Relations, GRS 2.4 Employee Compensation & Benefits, and GRS 5.6 Security Management 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. Chapter 113, Secretary of Defense; 10 U.S.C. 1125, Recognition for Accomplishment: Award of trophies, Volumes 1-4; 29 U.S.C. 791, Employment of individuals with disabilities; 29 CFR Part 1630, Regulations to Implement the Equal Employment Provisions of the Americans with Disabilities Act; 42 U.S.C. Chapter 126, Equal Opportunity for Individuals with Disabilities; E.O. 10450, Security Requirements for Government Employment; E.O. 10865, Safeguarding Classified Information Within Industry; E.O. 13163, Increasing the Opportunities for Individuals with Disabilities to be Employed in the Federal Government; E.O. 13164, Requiring Federal Agencies to Establish Procedures to Facilitate the Provision of Reasonable Accommodation; DoD Directive 1020.1, Nondiscrimination on the Basis of Handicap in Programs and Activities Assisted or Conducted by the Department of Defense; DoD Directive 5105.53, Director of Administration and Management; DoD Directive 5110.04, Washington Headquarters Services (WHS); DoDI 1400.25-Volume 451, DoD Civilian Personnel Management System, Awards; DoDI 5200.02, DoD Personnel Security Program; DoDM 1348.33, Manual of Military Decorations and Award: Metal of Honor; Homeland Security Presidential Directive-12: Policy for a Common Identification Standard for Federal Employees and Contractors; DODM 5200.02, Procedures for the DoD Personnel Security Program; Administrative Instruction (AI) 29, Incentive and Honorary Awards Program; Administrative Instruction 114, Reasonable Accommodation for Individuals with Disabilities; and E.O. 9397 (SSN), as amended.

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 system does not require OMB approval because it solely utilizes data derived from existing information collections that have already received OMB clearance.

OMB Control Number (if approved): 0704-0498, 3206-0261, 3206-0005

Expiration Date (if approved): 8/31/2022, 9/30/2021, 11/30/2019