

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:

Naval Education and Training Future Officer and Citizenship User System (NETFOCUS)

2. DOD COMPONENT NAME:

Department of the Navy

3. PIA APPROVAL DATE:

Naval Education and Training Command (NETC)

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.

Naval Education & Training Future Officer and Citizenship User System (NETFOCUS) serves as the authoritative data source for the Naval Reserve Officer Training Corp (NROTC) and the Naval Junior Reserve Officer Training Corp (NJROTC) programs and provides automated support for the management and administrative functions for Naval Service Training Command (NSTC), Great lakes, Officer Development (OD) and Citizenship Development (CD) programs.

Personal information collected: Name, SSN (Full and truncated), citizenship, gender, race/ethnicity, birth date, personal cell telephone number, personal email address, mailing/home address, security clearance, marital status, financial information, military records, education 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)

PII is initially collected from NROTC and Seaman to Admiral - 21st Century (STA-21) program applicants. Prospective candidates apply via web applications. NROTC candidates apply for the scholarship program via automated web site, where the candidate is issued a user name and a Federal Information Security Management Act (FISMA)-compliant password. STA-21 scholarship candidates are required to have common-access-card (CAC)/PIN. In each instance, the applicant can enter or view only his/her own data.

Non-candidate user access is managed by authorized administrators within NSTC OD and CD departments. Access is role-based and issued on a need-to-know basis. Access controls and privacy safeguards are in-compliance with DON and DoD policy and guidance.

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.

Failure to provide required information would affect the applicant's submission and chance for acceptance.

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.

Once the individual provides their PII, consent is assumed.

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:

We will not obtain personally identifying information about you when you visit our site unless you choose to provide such information to us. If you choose to send an email to the site webmaster or submit an on line feedback form, any contact information that you provide will be solely used to respond to your request and not stored. Please do not provide your full social security (SSN) number to anyone and do not send SSNs or other Privacy Act information via email - that is risky and subject to interception and possible fraudulent use.

NETFOCUS Gateway Consent Banner:

You are accessing a U.S. Government (USG) Information System (IS) that is provided for USG-authorized use only.

By using this IS (which includes any device attached to this IS), you consent to the following conditions:

- The USG routinely intercepts and monitors communications on this IS for purposes including, but not limited to, penetration testing, Communications Security (COMSEC) monitoring, network operations and defense, personnel misconduct (PM), law enforcement (LE), and counterintelligence (CI) investigations.
- At any time, the USG may inspect and seize data stored on this IS.
- Communications using, or data stored on, this IS are not private, are subject to routine monitoring, interception, and search, and may be disclosed or used for any USG-authorized purpose.
- This IS includes security measures (e.g., authentication and access controls) to protect USG interests - not for your personal benefit or privacy.
- Notwithstanding the above, using this IS does not constitute consent to PM, LE or CI investigative searching or monitoring of the content of privileged communications, or work product, related to personal representation or services by attorneys, psychotherapists, or clergy, and their assistants. Such communications and work product are private and confidential.

Agree or Disagree

For Official Use Only - Privacy Act Protected

h. With whom will the PII be shared through data exchange, both within your DoD Component and outside your Component? (Check all that apply)

☒ Within the DoD Component

Specify.

*Officer Personnel Information System (OPINS)--(outbound only) – SSN, Name, DOB, Citizenship, Place of Birth, Legal Residence
*Naval Personnel Command (NPC) PERS-4, PERS-802
*United States Naval Academy (USNA)
*Fund Administration and Standardized Document Automation System (FASTDATA)
Standard Accounting, Budgeting and Reporting System (SABRS)
*Navy Exchange Command (NEXCOM)

☒ Other DoD Components

Specify.

Defense Finance and Accounting Service (DFAS)--(Outbound only) – SSN, Name, Account number, RTN, Account type, Marital Status, Number of Dependents, Legal Residence.
*Department of Defense Medical Exam Review Board (DoDMERB)--(Inbound and outbound) – SSN, Name, Date of Birth, Physical Status, Medical Reason code.
*Defense Mapping Agency (DMA)

☐ Other Federal Agencies

Specify.

☐ 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.

*College Board SAT/ACT - Standardized Tests for College Admissions

i. Source of the PII collected is: (Check all that apply and list all information systems if applicable)

☒ Individuals

☐ Databases

☒ Existing DoD Information Systems

☐ Commercial Systems

☐ Other Federal Information Systems

Individual:

1. NROTC Scholarship Applicants enter the initial data themselves. The majority of applicants are high school seniors or recent high school graduates.
2. STA-21 Program Applicants also provide the same type of information as NROTC Scholarship applicants. The difference is that STA-21 applicants are active duty enlisted personnel.
3. Throughout a NROTC Midshipman's (MIDN) college career, academic and other program performance information such as PFT data is entered by authorized NROTC Unit staff personnel.
4. The initial record for NJROTC Cadet is manually entered by an authorized user, i.e. the Senior Naval Science Instructor (SNSI) in charge of the local NJROTC unit at the the High School.
5. Department of Defense Medical Exam Review Board (DODMERB). DODMERB provides NETFOCUS with qualification information which is loaded into NETFOCUS.
6. United States Naval Academy (USNA) sends NETFOCUS USNA applicant statistics which are loaded into NETFOCUS.

j. How will the information be collected? (Check all that apply and list all Official Form Numbers if applicable)

☐ E-mail

☐ Official Form (Enter Form Number(s) in the box below)

☐ Face-to-Face Contact

☐ Paper

☐ Fax

☐ Telephone Interview

☒ Information Sharing - System to System

☒ Website/E-Form

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

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.

New Navy Disposition schedule 1000-7 replaces SSIC 1500.1. Permanent Record. Transfer to FRC when no longer required for research or reference. Transfer to NARA when 25 years old. New NARA Schedule is: DAA-NU-2015-0001-0007

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.

SORN N01131-1, Officer Selection and Appointment System (June 14, 2006, 71 FR 34328),

SORN NM01500-2 Department of the Navy Education and Training Records (November 22, 2010 75FR71083)

SORN N01533-2 Navy Junior Reserve Officer Training Corps Payment Reimbursement System (July 20, 2009, 74 FR 35171)

5 U.S.C. 301, Departmental Regulations, 10 U.S.C. Sections governing authority to appoint officers; 10 U.S.C. 591, 600, 716, 2107, 2122, 5579, 5600; Merchant Marine Act of 1939 (as amended); and E.O.s 9397, 10450, and 11652.

The enactment of Public Law 88-647 and codification in Title 10, U.S.C., Sec. 2031, authorized the military service secretaries to commission Junior reserve Officers' Training Corps (NJROTC) programs. Title 10, U.S.C., Sec. 2031 is the statutory basis for the NJROTC 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.

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