PRIVACY IMPACT ASSESSMENT (PIA)

For the

Guard Reserve On-site Sales
Defense Commissary Agency

SECTION 1: IS A PIA REQUIRED?

a. Will this Department of Defense (DoD) information system or electronic collection of information (referred to as an "electronic collection" for the purpose of this form) collect, maintain, use, and/or disseminate PII about members of the public, Federal personnel, contractors or foreign nationals employed at U.S. military facilities internationally? Choose one option from the choices below. (Choose (3) for foreign nationals).

☒ (1) Yes, from members of the general public.

☐ (2) Yes, from Federal personnel* and/or Federal contractors.

☐ (3) Yes, from both members of the general public and Federal personnel and/or Federal contractors.

☐ (4) No

* "Federal personnel" are referred to in the DoD IT Portfolio Repository (DITPR) as "Federal employees."

b. If "No," ensure that DITPR or the authoritative database that updates DITPR is annotated for the reason(s) why a PIA is not required. If the DoD information system or electronic collection is not in DITPR, ensure that the reason(s) are recorded in appropriate documentation.

c. If "Yes," then a PIA is required. Proceed to Section 2.

SECTION 2: PIA SUMMARY INFORMATION

a. Why is this PIA being created or updated? Choose one:

- ☐ New DoD Information System
- ☐ New Electronic Collection
- ☒ Existing DoD Information System
- ☐ Existing Electronic Collection
- ☐ Significantly Modified DoD Information System

b. Is this DoD information system registered in the DITPR or the DoD Secret Internet Protocol Router Network (SIPRNET) IT Registry?

- ☐ Yes, DITPR — Enter DITPR System Identification Number
- ☐ Yes, SIPRNET — Enter SIPRNET Identification Number
- ☒ No

c. Does this DoD information system have an IT investment Unique Project Identifier (UPI), required by section 53 of Office of Management and Budget (OMB) Circular A-11?

- ☐ Yes
- ☒ No

If "Yes," enter UPI

If unsure, consult the Component IT Budget Point of Contact to obtain the UPI.

d. 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 should be consistent.

- ☐ Yes
- ☒ No

If "Yes," enter Privacy Act SORN Identifier

DoD Component-assigned designator, not the Federal Register number.
Consult the Component Privacy Office for additional information or
access DoD Privacy Act SORNs at: http://www.defenselink.mil/privacy/notices/

or

Date of submission for approval to Defense Privacy Office
Consult the Component Privacy Office for this date.

e. Does this DoD information system or electronic collection have an 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**

Enter OMB Control Number

Enter Expiration Date

☒ **No**

f. Authority to collect information. A Federal law, Executive Order of the President (EO), or DoD requirement must authorize the collection and maintenance of a system of records.

(1) If this system has a Privacy Act SORN, the authorities in this PIA and the existing Privacy Act SORN should be the same.

(2) 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) Whenever possible, cite the specific provisions of the statute and/or EO that authorizes the operation of the system and the collection of PII.

(b) If a specific statute or EO does not exist, determine if an indirect statutory authority can be cited. An indirect 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) 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 should be identified.

5 U.S.C. 301, Departmental regulations; 10 U.S.C. 136, Under Secretary of Defense for Personnel and Readiness; 10 U.S.C. §2481, Defense Commissary and Exchange Systems; Existence and Purpose; 10 U.S.C. §2484, Commissary Stores: Merchandise That May Be Sold; Uniform Surcharges and Pricing; 10 U.S.C. §2485, Commissary Stores: Operation; Department of Defense Directive 5105.55, Defense Commissary Agency (DeCA); Department of Defense Instruction 1330.17, Armed Services Commissary Operations

g. Summary of DoD information system or electronic collection. Answers to these questions should be consistent with security guidelines for release of information to the public.

(1) Describe the purpose of this DoD information system or electronic collection and briefly describe the types of personal information about individuals collected in the system.

The Guard Reserve On-site Sales application is an e-commerce application that allows authorized patrons to purchase commissary products during a predefined sales event which are then delivered to the event location and picked up by the patron. The system uses an interface with the Defense Eligibility Enrollment Reporting System (DEERS) to validate an individual's commissary privilege. Unique customer information (name, address, email, phone number, and payment information) is collected during the ordering process.

(2) Briefly describe the privacy risks associated with the PII collected and how these risks are addressed to safeguard privacy.

DeCA has minimized potential risks by using SSL to safeguard the information during transmission. The storage of information is protected by using encryption.

h. With whom will the PII be shared through data exchange, both within your DoD Component and outside your Component (e.g., other DoD Components, Federal Agencies)? Indicate all that apply.

☒ **Within the DoD Component.**

Specify. Employees of the Defense Commissary Agency whose duties require access to PII records.

☒ **Other DoD Components.**

Specify. DMDC to verify patron's commissary privileges.

☒ **Other Federal Agencies.**

Specify. pay.gov to authorize payment information.

☐ **State and Local Agencies.**

Specify.

☐ **Contractor** (Enter name and describe the language in the contract that safeguards PII.)

Specify.

☐ **Other** (e.g., commercial providers, colleges).

Specify.

i. **Do individuals have the opportunity to object to the collection of their PII?**

☒ **Yes** ☐ **No**

(1) If "Yes," describe method by which individuals can object to the collection of PII.

The Guard Reserve On-site Sales is completely voluntary. The information collected is required to validate if an individual is authorized commissary privileges and complete the ordering process.

(2) If "No," state the reason why individuals cannot object.

j. **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.

Since Guard and Reserve On-site Sales is voluntary, individuals may choose not to provide PII data. However, in order to complete the sale transaction, all of the PII data that is entered is required.

k. What information is provided to an individual when asked to provide PII data? Indicate all that apply.

☒	**Privacy Act Statement**	☐	**Privacy Advisory**
☐	**Other**	☐	**None**

Describe each applicable format.	Privacy Act Notice Principal Purposes: To determine if an individual is authorized commissary privileges in accordance with 10 U.S.C Chapter 54, Commissary and Exchange Benefits and Department of Defense Instruction 1330.17, Armed Services Commissary Operations Authority: The Social Security number/DoD ID card number is the primary means of identifying individuals' eligibility for shopping Guard/Reserve On-Site Sales through the DEERS system. The System of Records Notice (SORN) for the DEERS system is found at http://dpclo.defense.gov/privacy/SORNs/dod/DMDC02.html. That system includes the Social Security number and DoD ID card number and has as its purpose "to provide a database for determining the eligibility to DoD entitlements and privileges. . . ." Among the various authorities allowing for the collection of personal information cited in the DEERS SORN is 10 U.S.C Chapter 54, Commissary and Exchange Benefits. Mandatory or Voluntary: Voluntary. However, if you fail to provide the requested information, DEERS will not be able to verify your identity. If your identity is not verified, you will be unable to gain access to shop Guard/Reserve On-Site Sales.

NOTE:

Sections 1 and 2 above are to be posted to the Component's Web site. Posting of these Sections indicates that the PIA has been reviewed to ensure that appropriate safeguards are in place to protect privacy.

A Component may restrict the publication of Sections 1 and/or 2 if they contain information that would reveal sensitive information or raise security concerns.