

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:

Defense Competency Assessment Tool (DCAT)

2. DOD COMPONENT NAME:

Department of Defense Human Resources Activity

3. PIA APPROVAL DATE:

04/14/24

Defense Civilian Personnel Advisory Service

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.

DCAT Cloud, the system modernization, will be used to conduct web-based competency assessments in order to identify current competency gaps, current and future work requirements of the DoD civilian workforce based on near and long-term organizational goals, and to support analytical reporting to Congress. DCAT Cloud will also be used to conduct other survey assessments (e.g., training outcomes) in order to identify and quantify other program requirements, progress, and recommendations. Data from DCAT, the legacy system, will be maintained for historical purposes in accordance with the records retention schedule identified below.

For DCAT (Legacy Data), information collected includes: DoD ID number, region ID, position ID, email address, last name, first name, middle name, agency code, agency group, occupational series/military occupation code, organization/military branch, duty station, work city, work state, work country, educational level, current pay plan, pay grade/grade and rank, pay status, supervisor status and responses to employee's and supervisor's assessment.

For DCAT Cloud, information collected includes: Email address.

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)

Identification, Mission-related use

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.

DCAT Cloud receives PII if an extract from the Defense Civilian Human Resource Management System (DCHRMS) is necessary to determine the respondents of a competency assessment. Participation in the competency assessments themselves are voluntary (and respondents can decline to respond), but DCAT Cloud will still include a record related to each DoD civilian employee selected to complete a competency assessment.

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 information is collected, it will only be used in the aggregate (e.g., summary analyses) and no PII or singular respondent is ever used in

any output (e.g., reports).

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: 5 CFR Part 250, Subpart B, Strategic Human Capital Management; DoD Instruction 1400.25, Volume 250, DoD Civilian Personnel Management System: Volume 250, Human Capital Operating Plan (HCOP).

PURPOSE: The information from this electronic competency assessment will be used by DoD for workforce planning and training and development purposes. Employees will rate their proficiency in a set of competencies aligned with their occupational series/rank. Supervisors will assess their employees' proficiency level in each of these competencies and identify the target proficiency levels for the position. Supervisors and employees are encouraged to discuss the results to plan for future training and development opportunities

ROUTINE USE(S): For a complete list of routine uses, visit the applicable system of records notice at: <http://dpcl.d.defense.gov/Privacy/SORNsIndex/DOD-Component-Notices/OSDJS-Article-List/>

DISCLOSURE: Voluntary. No individual administrative decisions are made based on this information, however, your responses will allow the DoD to better develop the needs of its military and civilian workforce.

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.

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

Specify.

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

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.

Agile Defense Inc.
Contractor must comply with:
DoD Instruction (DoDI) 8500.1, Cybersecurity, The Privacy Act (5 U.S.C. 552a), DoD 5400.11-R, and DoD Directive 5400.11, DoD Privacy Program, DoD 6025.18-R, DoD Health Information Privacy Regulation, DoD 5200.02, Procedures for the DoD Personnel Security Program; and HSPD-12, Homeland Security Presidential Directive.

☐ 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)

☒ Individuals

☐ Databases

☒ Existing DoD Information Systems

☐ Commercial Systems

☐ Other Federal Information Systems

Defense Civilian Human Resource Management System (DCHRMS)

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)

☐ In-Person 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.

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.

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

(3) Retention Instructions.

Destroy/Delete 10 years from the date the competency assessment was completed

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.

5 CFR Part 250, Subpart B, Strategic Human Capital Management; and DoD Instruction 1400.25, DoD Civilian Personnel Management: Volume 250, DoD Civilian Personnel Management System: Civilian Strategic Human Capital Planning (SHCP)

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.

System does not collect information from members of the public.