

## 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:**

Exhibit Arts Fulfillment System (EAFS)

**2. DOD COMPONENT NAME:**

Defense Human Resources Activity

**3. PIA APPROVAL DATE:**

07/06/20

Defense Personnel and Family Support Center (DPFSC)

### SECTION 1: PII DESCRIPTION SUMMARY (FOR PUBLIC RELEASE)

**a. The PII is:** (Check one. Note: foreign nationals are included in general public.)

- |  |  |
|--|--|
| <input type="checkbox"/> From members of the general public  | <input type="checkbox"/> From Federal employees and/or Federal contractors |
| <input checked="" type="checkbox"/> From both members of the general public and Federal employees and/or Federal contractors | <input type="checkbox"/> Not Collected (if checked proceed to Section 4)   |

**b. The PII is in a:** (Check one)

- |  |   |
|--|---|
| <input checked="" type="checkbox"/> New DoD Information System         | <input type="checkbox"/> New Electronic Collection      |
| <input type="checkbox"/> Existing DoD Information System               | <input type="checkbox"/> Existing Electronic Collection |
| <input type="checkbox"/> 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.**

The Exhibit Arts Fulfillment System (EAFS) is used to support specific DPFSC programs, including the Employer Support of the Guard and Reserve (ESGR), the Yellow Ribbon Reintegration Program (YRRP), and the Federal Voting Assistance Program (FVAP) by allowing DPFSC staff, volunteers, and Field Committee Members, and members of the Armed Forces, to procure ESGR/YRRP/FVAP branded promotional products, event loaner kits, business cards, print material, apparel, and award certificates in furtherance of its mission to promote cooperation and understanding between Reserve Component Service members and their civilian employers.

The systems maintains the following information: user name, full name, address, and 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)

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.

Information collection is voluntary; however, failure to provide accurate contact information and other solicited information may delay or prevent processing the request.

**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.

Individuals may object to the collection of their PII; however, once collected the PII will be used for the purpose stated above.

**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.)

- |   |   |   |
|---|---|---|
| <input checked="" type="checkbox"/> Privacy Act Statement | <input type="checkbox"/> Privacy Advisory | <input type="checkbox"/> Not Applicable |
|---|---|---|

Privacy Act Statement

Authority: 10 U.S.C. 136, Under Secretary of Defense for Personnel and Readiness; 38 U.S.C. §4333, Outreach; DoDI 1000.04, Federal Voting Assistance Program (FVAP); DoD Instruction 1205.22, Employer Support of the Guard and Reserve; DoDI 1342.28, DoD Yellow Ribbon Reintegration Program.

Purpose: To allow DPFSC staff, volunteers, and Field Committee Members, and members of the Armed Forces to procure ESGR/YRRP/FVAP branded promotional products, event loaner kits, business cards, print material, apparel, and award certificates in furtherance of its mission to promote cooperation and understanding between Reserve Component Service members and their civilian employers.

Routine Use(s): Disclosure of records are generally permitted under 5 U.S.C. 552a(b) of the Privacy Act of 1974, as amended. Additional routine uses listed in the applicable system of records notice, pending publication.

Disclosure: Voluntary; however, failure to provide the requested information may impede, delay, or prevent further processing of user account request and order processing.

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.
- Other DoD Components Specify.
- 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. Exhibit Arts, LLC subject to 5 U.S.C. 552a, DoDI 8410.01, DoDI 8500.1, DoD 5400.11-R and DoDD 5400.11, DoD 6025.18-R, DoD 5200.2-R, HSPD-12; FAR privacy clauses 52.224-1 and 52.224-2 incorporated by reference.
- 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

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://dpcltd.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.

Material Requests: Destroy requests, replies, and related information 3 months after the annual file cut off.  
User Accounts: Cut off and destroy when business use ceases.

**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. 136, Under Secretary of Defense for Personnel and Readiness; 38 U.S.C. §4333, Outreach; DoDI 1000.04, Federal Voting Assistance Program (FVAP); DoD Instruction 1205.22, Employer Support of the Guard and Reserve; DoDI 1342.28, DoD Yellow Ribbon Reintegration 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.

EAFS does not collect information from Members of the Public as defined in DoD Manual 8910.01 Volume 2, Item 7b. All information is collected from registered users that fall under exception 8a(11).