

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:

Federal Voting Assistance Program (FVAP) Portal

2. DOD COMPONENT NAME:

Department of Defense Human Resources Activity

3. PIA APPROVAL DATE:

12/16/22

Defense Support Services Center (DSSC), Defense Personnel and Family Support Office (DPFSO)

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.

As required by the Uniformed and Overseas Citizens Absentee Voting Act (UOCAVA), Defense Personnel and Family Support Office Federal Voting Assistance Program (FVAP) maintains a dynamic data-driven web site, also known as the FVAP Portal. This portal serves as the foundation for the FVAP website (FVAP.gov). FVAP uses this platform to collect work email addresses and work phone numbers to support the function of Voting Assistance Officer (VAO) accounts that report metrics on those they assisted with voting forms or information. Some state election officials also use their work email and work phone numbers to maintain accounts on the FVAP Portal so they can assist with Voting Assistance Guide updates for their office information. This information is used only for account creation and email communication for metrics collection and other official FVAP mission purposes.

The only personally identifiable information (PII) collected on the FVAP Portal are names, rank/grade, and work email addresses or work phone number as part of official Voting Assistance Officer responsibilities and State Election Official's name and work phone numbers and work emails for maintenance of their accounts.

The online assistant is a feature of the FVAP.gov website that assists voters with filling out their Federal Post-Card Application (FPCA) and Federal Write-in Absentee Ballot (FWAB). The online assistant's functionality is a requirement of UOCAVA. Information that is asked on the forms includes name, birth date, last four of SSN, address, optional drivers license, and optional political party (to receive primary election ballots or to change their party affiliation). The information is in a session for no more than 15 minutes, as the session will timeout. The information will hit the server for a less than a second and then be completely erased as it is then populated in a PDF for them to download on their personal computer and the user will then send the form to their election official, not FVAP. No information is stored in the FVAP database from an online assistant user.

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)

Account user authentication for the portal and to fill out a PDF for the online assistant.

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.

Yes, individuals do not have to enter their information in order to create an account. However, failure to provide their name and contact information will prohibit access to the system.

Users must accept a privacy act statement to access the online assistant, they are not required to use it, we have the option of a fillable PDF that they can download and fill out on their local machine.

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.

Portal: No, however, the information provided will not be used for any other purpose other than the creation of accounts and distribution of official FVAP communication.

Online Assistant: FVAP does not use any PII in the online assistant beyond populating a PDF for the user to download on their personal device. It is not stored in a database, it does hit a server and it is considered stored for amount of time (less than a half a second) that it is on the server. It is deleted immediately from the server after it hits and immediately after a session is closed or times out.

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

Disclosure of this information is voluntary and will be used for the creation of accounts and distribution of official FVAP communication. When completed, this form contains personally identifiable information and is protected by the Privacy Act of 1974, as amended.

Privacy Act Statement for the Online Assistant:

AUTHORITY: 42 USC 1973ff

"Title 1 - Registration and Voting By Absentee Uniformed Services Voters and Overseas Voters in Elections for Federal Office."

PRINCIPAL PURPOSE:

Serves as an application for registration and/or request for absentee ballot for all persons covered by the Uniformed and Overseas Citizens Absentee Voting Act.

DISCLOSURE:

Voluntary; however, failure to provide the necessary information may keep the pertinent jurisdiction from processing this request and may prevent you from voting absentee.

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.

Only information stored from VAO accounts and Election Official accounts will be shared with:

IT Coalition
(703) 894-4444

PWS 8.16 Compliance with Cybersecurity and Privacy DoD Instructions and Directives. The Contractor and all Contractor personnel with access to or responsibility for nonpublic Government data under this contract shall be in compliance with the latest versions of:

DoD Instruction (DoDI) 8500.01, Cybersecurity
DoD Instruction (DoDI) 8510.01, DoD Risk Management Framework (RMF) for DoD Information Technology (IT)
The Privacy Act (5 U.S.C. 552a)
DoD 5400.11-R, and DoD Directive 5400.11, DoD Privacy Program
DoD 5200.2-R, Personnel Security Program
HSPD-12, Homeland Security Presidential Directive
NIST SP 800-171, Protecting Controlled Unclassified Information in Nonfederal Information Systems and Organizations
NIST SP 800-137, Information Security Continuous Monitoring

☐ 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 type="checkbox"/> Existing DoD Information Systems | <input type="checkbox"/> Commercial Systems |
| <input type="checkbox"/> Other Federal Information Systems | |

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

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

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.

Information is not being retrieved by unique identifier for the portal. The Online Assistant information is not used, stored in the database, or ingested by FVAP.

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. See Below

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

(3) Retention Instructions.

For the Portal: Temporary. Cut off and destroy when superseded or obsolete or when customer requests the Agency to remove the records. (GRS 6.5, item 020)

Online Assistant: Immediately deleted after it hits the server and when a session is closed or times out. (GRS 5.2, item 010)

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. 1566, Voting assistance: compliance assessments; assistance; 52 U.S.C. 203, Registration and Voting by Absent Uniformed Service and Overseas Voters in Elections for Federal Office; DoD Instruction 1000.04, Federal Voting Assistance Program (FVAP)

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.

Affidavits, oaths, affirmations, certifications, receipts, changes of address, consents, or acknowledgments, provided that they entail no burden other than that necessary to identify the respondent, the date, the respondent's address, and the nature of the instrument.