

## 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:**

Armed Services Military Accession Testing

**2. DOD COMPONENT NAME:**

Defense Human Resources Activity

**3. PIA APPROVAL DATE:**

03/19/21

Office of People Analytics (OPA)

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

To collect and measure an individual's aptitude for re-enlistment, re-classification, or training as a commissioned or warrant officer for assignment to various military positions. To establish eligibility for enlistment/re-enlistment, verify enlistment and placement scores, verify retest eligibility, and provide aptitude test scores as an element of career/vocational guidance to participants in the DoD Student Testing Program. This testing includes the Armed Services Vocational Aptitude Battery (ASVAB) and Defense Language Program tests, such as the Defense Language Aptitude Battery, Defense Language Proficiency Test (DLPT), English Comprehension Level Test, and National Security Agency/Central Security Service Reading and Listening Tests. The data is also used for research, development and evaluation of new forms and tests, marketing evaluation, assessment of manpower trends and characteristics, and related statistical studies and reports. Records are also used as a management tool for statistical analysis, tracking, reporting, evaluating program effectiveness and conducting research.

The system collects: Full name, Social Security Number (SSN), home address, personal telephone number, email address, date of birth, sex, gender, race/ethnicity, educational grade, rank, test booklet number, test dates, test scores, individuals' plans after graduation, and individual item responses to ASVAB subtests and associated accession and job classification tests. In addition to the ASVAB battery, there are several associated accession and job classification tests of general abilities, specific occupational abilities, personality traits, and specific language abilities and aptitude.

**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, data matching

**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.

Taking the ASVAB test, including associated tests in an elective process. If an individual objects to the collection of their PII, they can choose to not fill out the test.

**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 are appraised of the specific uses of the data as indicated in the Privacy Act Statement, but cannot object beyond electing not to fill out the test.

**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

**Enlisted Test Program (ETP)**

**AUTHORITY:** 10 U.S.C. 136, Under Secretary of Defense for Personnel & Readiness; DoD Instruction 1304.12E, DoD Military Personnel Accession Testing Programs; DoD Manual 1145.02, OPNAVINST 1100.5, Marine Corps Pamphlet 1130.52E, Air Force Joint Instruction 36-2016, and Coast Guard Command Instruction M 1130.24A, Armed Services Military Personnel Accession Testing Programs; and E.O. 9397 (SSN), as amended.

**PURPOSE(S):** To establish eligibility for enlistment/re-enlistment, verify enlistment and placement scores, verify retest eligibility, assess manpower trends and characteristics, develop and evaluate new forms and tests, and allow for related statistical studies and reports.

**ROUTINE USE(S):** Disclosure of records are generally permitted under 5 U.S.C. 522a(b) of the Privacy Act of 1974, as amended. To Federally Funded Research and Development Centers for the purpose of statistical research and reporting on DoD accessions policies. 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; however, if you fail to answer any or all of these questions, you will not be eligible to enlist in the Armed Services.

**Student Testing/Career Exploration Program (STP/CEP)**

**AUTHORITY:** 10 U.S.C. 136, Under Secretary of Defense for Personnel & Readiness; DoD Instruction 1304.12E, DoD Military Personnel Accession Testing Programs; DoD Manual 1145.02, OPNAVINST 1100.5, Marine Corps Pamphlet 1130.52E, Air Force Joint Instruction 36-2016, and Coast Guard Command Instruction M 1130.24A, Armed Services Military Personnel Accession Testing Programs; and E.O. 9397 (SSN), as amended.

**PURPOSE(S):** To compute and furnish test score products for career/vocational guidance and group assessment of aptitude test performance; establish eligibility for enlistment (only for students at the eleventh grade or higher and only with the expressed permission of the school, or the individual student) for up to 2 years; allow for marketing evaluation, assessment of manpower trends and characteristics; and allow for related statistical studies and reports.

**ROUTINE USE(S):** Disclosure of records are generally permitted under 5 U.S.C. 522a(b) of the Privacy Act of 1974, as amended. To Federally Funded Research and Development Centers for the purpose of statistical research and reporting on DoD accessions policies. 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; however, if you do not provide the requested information, your test will not be scored or otherwise processed, and you will not be able to use scores for career exploration.

**In-Service Testing Program**

**AUTHORITY:** 10 U.S.C. 136, Under Secretary of Defense for Personnel & Readiness; DoD Instruction 1304.12E, DoD Military Personnel Accession Testing Programs; DoD Manual 1145.02, OPNAVINST 1100.5, Marine Corps Pamphlet 1130.52E, Air Force Joint Instruction 36-2016, and Coast Guard Command Instruction M 1130.24A, Armed Services Military Personnel Accession Testing Programs; and E.O. 9397 (SSN), as amended.

**PURPOSE:** To collect and measure an individual's aptitude for re-enlistment, re-classification, or training as a commissioned or warrant officer for assignment to various military positions.

**ROUTINE USE(S):** Disclosure of records are generally permitted under 5 U.S.C. 522a(b) of the Privacy Act of 1974, as amended. To Federally Funded Research and Development Centers for the purpose of statistical research and reporting on DoD accessions policies. 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; however, if you do not provide the requested information, you will not be allowed to take the test, and you may not be selected or may be disqualified from re-enlistment, re-classification, preferred training, or duty assignment.

**Defense Language testing of applicants and in-service members**

**AUTHORITY:** 10 U.S.C. 136, Under Secretary of Defense for Personnel & Readiness; DoD Instruction 1304.12E, DoD Military Personnel Accession Testing Programs; DoD Manual 1145.02, OPNAVINST 1100.5, Marine Corps Pamphlet 1130.52E, Air Force Joint Instruction

36-2016, and Coast Guard Command Instruction M 1130.24A, Armed Services Military Personnel Accession Testing Programs; and E.O. 9397 (SSN), as amended.

**PURPOSE:** To collect and measure an individual's aptitude for re-enlistment, re-classification, or training as a linguist or as a commissioned or warrant officer for assignment to various military positions.

**ROUTINE USE(S):** Disclosure of records are generally permitted under 5 U.S.C. 522a(b) of the Privacy Act of 1974, as amended. To Federally Funded Research and Development Centers for the purpose of statistical research and reporting on DoD accessions policies. 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; however, if you do not authorize disclosure for the purposes described above, you will not be allowed to take the test, and you may not be selected or may be disqualified from re-enlistment, re-classification, preferred training, or duty assignment.

**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.

USMEPCOM, Military Service Recruiters, Defense Language Institute, Army Human Resources Command, Army Analytics Group, Army Research Institute, U.S. Navy Selection and Classification Office, Air Force Personnel Center, Air Force Recruiting Services, U.S. Marine Corps M&RA

Other DoD Components

Specify.

Other Federal Agencies

Specify.

USCG

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.

Federally Funded Research Development Centers

**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://dpcl.dod.mil>  
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.

Temporary. Cut off annually. De-identify test results of high school students 6 months after cutoff; de-identify test results for all others 10 years after cutoff. Destroy all test results 50 years after cutoff.

**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 & Readiness; DoD Instruction 1304.12E, DoD Military Personnel Accession Testing Programs; DoD Instruction 5160.71, DoD Language Testing Program; DoD Manual 1145.02, OPNAVINST 1100.5, Marine Corps Pamphlet 1130.52E, Air Force Joint Instruction 36-2016, and Coast Guard Command Instruction M 1130.24A, Armed Services Military Personnel Accession Testing Programs; and E.O. 9397 (SSN), as amended.

**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.

Per OMB Memorandum, "Information Collection under the Paperwork Reduction Act," April 7, 2010, tests of the aptitude, abilities, or knowledge of persons are generally not "information" under the PRA.