

# 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:**

Business Objects Enterprise Reporting Service (BOERS)

**2. DOD COMPONENT NAME:**

Defense Information Systems Agency

**3. PIA APPROVAL DATE:**

02/06/20

Human Resources Directorate

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

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

- From members of the general public  From Federal employees and/or Federal contractors
- From both members of the general public and Federal employees and/or Federal contractors  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.**

BOERS is used by Human Resources personnel and provides the ability to generate standard and ad-hoc reports to assist with personnel management and personnel administration. Reporting functionality provided by third-party, Structured Query Language (SQL). The information collected is not retained and is refreshed via a database link to the System of Record. BOERS is not a transactional system. It is a business intelligence (BI) software application which allows users to generate reports with functionality to perform data mining and drill down.

Position authorization and control information; position descriptions and performance elements; employment information; personnel data and projected suspense information for personnel actions; financial information to include pay, benefits, and entitlements data.

Historical information on employees, including job experience, education, training, and training transaction data; performance plans, interim appraisals, final appraisals, closeouts and ratings; professional accounting or other certifications or licenses; awards information and merit promotion information; separation and retirement data; civilian deployment information and adverse and disciplinary action data; security clearance information.

Personnel information including but not limited to: employee, Employee number, birth date, gender; race and national origin; handicap code; and foreign language capability and (Employee who works part-time at several agencies, Electronic Data Interchange Person Identifier (EDIPI), and Common Access Card (CAC) number.

**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)

Data Matching and 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

The information is provided by the authoritative sources such as DCPDS, MILPERS, etc and is not directly collected from the individual.

**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

The information is provided by the authoritative sources such as DCPDS, MILPERS, etc and is not directly collected from the individual.

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

Individuals are not asked to provide PII data for BOERS. BOERS is covered by the Privacy Act of 1974. For questions regarding personal information, users are required to contact their local Human Resources Office.

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:
- 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

N/A

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)

N/A

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://dpcld.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.

Disposition Authority DAA-GRS2017-0003-0002. System's function is to generate standard and ad-hoc reports from other systems of record that are scheduled such as DCPDS, MILPERS, etc. BOERS is not a transactional system. It utilizes a business intelligence (BI) software application which allows users to generate reports with functionality to perform data mining and drill down. Information collected is NOT retained. Temporary. Destroy upon verification of successful creation of the final document or file, or when no longer needed for business use, whichever is later.

**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.

Privacy Act SORN: DOD requested that all component personnel systems attached to OPM's system notice - OPM-GOVT-1.

Authority for DOD electronic collection: Authority to create the Defense Civilian Personnel Data System (DCPDS), which includes the reporting tool (database).

**AUTHORITY FOR MAINTENANCE OF THE SYSTEM:**

5 CFR Part 1302, Privacy Act Procedures; 5 USC 2951, Reports to the Office of Personnel Management; 5 USC 3301, Civil service - generally; 5 USC 3372, General provisions; 5 USC 4118, Regulations; 5 USC 8347, Administration - regulations; 5 U.S.C. Chapter 11, Office of Personnel Management; 5 U.S.C. Chapter 13, Special Authority; 5 U.S.C. Chapter 29, Commissions, Oaths, Records, and Reports; 5 U.S.C. Chapter 31, Authority for Employment; 5 U.S.C. Chapter 33, Examination, Selection, and Placement; 5 U.S.C. Chapter 41, Training; 5 U.S.C. Chapter 43, Performance Appraisal; 5 U.S.C. Chapter 51, Classification; 5 U.S.C. Chapter 53, Pay Rates and Systems; 5 U.S.C. Chapter 55, Pay Administration; 5 U.S.C. Chapter 61, Hours of Work; 5 U.S.C. Chapter 63, Leave; 5 U.S.C. Chapter 72, Anti-discrimination; Right to Petition Congress; 5 U.S.C. Chapter 75, Adverse Actions; 5 U.S.C. Chapter 83, Retirement; 5 U.S.C. Chapter 99, Department of Defense National Security Personnel System; 5 U.S.C. 7201, Anti-discrimination Policy; minority recruitment program; 10 U.S.C. 136, Under Secretary of Defense for Personnel and Readiness; E. O. 9830, Amending the Civil Service Rules and Providing for Federal Personnel Administration, as amended; E.O. 12107, Relating to the Civil Service Commission and labor-management in the Federal Service; and 29 CFR part 1614.601, EEO Group Statistics

**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

OMB approval is not required in accordance with Section 8.b.11 of Enclosure 3 of DoD Manual 8910.01 - Volume 2