

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:

Veterinary Services Systems Management (VSSM)

2. DOD COMPONENT NAME:

Defense Health Agency

3. PIA APPROVAL DATE:

12/01/21

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.

The purpose of the Veterinary Services Systems Management (VSSM) system via the Remote Online Veterinary Record (ROVR) application is to record and maintain complete health care information to include treatment history and deployment status on all Government Owned Animals (GOA). It also collects the same information for Privately Owned Animals (POA) of active duty and retired military service members seen at Department of Defense (DoD) Veterinary Treatment Facilities (VTFs). POA data combined with the GOA data will produce a single mechanism to alert leaders and decision makers of potential threats to the health status of the force due to zoonotic disease and provide sufficient information that will direct further investigation, if needed. VSSM is deployed to all VTFs. Modules include patient (animal) scheduling, vitals, health care notes, treatment plans, invoicing, inventory, reports, data mining, medical analysis, kennel management, patient (animal) monitoring, lab results, reminder cards, follow-up tasks, and dashboard.

The Personally Identifiable Information (PII) collected consists of pet owner's contact information and employment information.

VSSM is managed by the Defense Health Agency, Solutions Delivery Division.

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)

The PII information is collected for identification and verification purposes. Privately Owned Animals (POAs) receive veterinary care on any Department of Defense (DoD) base or installation, and POAs are identified using their owner's PII and the pet's name.

The PII will be used administratively, to identify the pet, to contact the owner in the event that their lost pet is found and has a chip with owner information on it, for patient care reminders such as annual checkups and vaccinations, for any other type of notification that needs to go to the pet owner. The information is also needed to transfer (or assign) the owner's record within VSSM to another site when the pet owners move to another location.

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.

Pet owners can object verbally to the collection of their PII during the registration, scheduling, and/or check in process of their animal.

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.

Pet owners can give or withhold their consent verbally to the specific uses of their PII during the registration, scheduling, and/or check in process of their animal.

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: 10 U.S.C.136, Under Secretary of Defense for Personnel and Readiness; and DoD Directive 6400.04E, DoD Veterinary Public and Animal Health Service.

PURPOSE: To collect your information in order to register, track, and treat your animal at a Veterinary Treatment Facility (VTF).

ROUTINE USES: Use and disclosure of your records outside of DoD may occur in accordance with 5 U.S.C. 552a(b) of the Privacy Act of 1974, as amended. This may include disclosures to federal, state, and local agencies for reporting of medical conditions required by law and for preventative health and zoonotic disease control programs; to accredit veterinary corps. personnel; to federal, state, local, or foreign agencies to investigate or pursue potential breaches of law or regulation and to protect national security; and to other non-DoD entities when disclosure is reasonably necessary to prevent or mitigate a data breach.

APPLICABLE SORN: A0040-905 DASG, Defense Privately Owned Animal Records (May 19, 2016, 81 FR 31613)
<http://dpcl.d.defense.gov/Privacy/SORNsIndex/DOD-wide-SORN-Article-View/Article/569976/a0040-905-dasg/>.

DISCLOSURE: Voluntary. However, your failure to provide the requested information may prevent your animal from receiving care at a VTF.

Verbal Privacy Act Statement

Instructions for MHS personnel requesting information: The following PAS may be provided in lieu of the above PAS when orally collecting information from an individual. If the individual requests additional information about the authorities, purposes, routine uses, or disclosures, that section of the above PAS should be read. If the individual requests a paper copy of the PAS, the individual may choose whether to withhold any responses until a paper copy of the above PAS has been provided.

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.

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)
 In-Person Contact Paper
Fax Telephone Interview

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 A0040-905 DASG

SORN Identifier, not the Federal Register (FR) Citation. Consult the DoD Component Privacy Office for additional information or <http://dpclid.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.

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. Scheduled **Unscheduled**

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

(3) Retention Instructions.

Unscheduled - Permanent. Treat system and/or records maintained in the system as permanent until a NARA approved schedule and disposition authority has been applied.

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; and DoD Directive 6400.04E, DoD Veterinary Public and Animal Health Service.

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.

The information being collected from the public respondent is so minimal, that the Paperwork Reduction Act determines it to be not a collection which would significantly burden the public. An OMB clearance in these situations would be not required. OMB defines minimal information as name, address, phone number and work phone number. (This also includes email address.)