# 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:**

Kimbrough Ambulatory Care Center - Ft. Meade MedCOI

**2. DOD COMPONENT NAME:**

Defense Health Agency

**3. PIA APPROVAL DATE:**

06/06/24

## 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
- [x] 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
- [x] 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 Kimbrough Ambulatory Care Center (KACC) - Ft. Meade Medical Community of Interest (MedCOI) consists of hardware, software, and telecommunications systems. The MedCOI includes user interfaces such as workstations and laptops, hosting medical systems and applications. Commercial-Off-The-Shelf (COTS) applications including Microsoft Word Excel, PowerPoint, and Outlook are utilized to provide administrative support.

Personally Identifiable Information (PII) may be collected, maintained, processed, or disseminated by systems and applications within the MedCOI or documents stored on file servers and shared drives. PII includes employee and beneficiary contact information, military information, demographic information, Social Security Number (SSN), and Protected Health Information (PHI).

PII processed on some system components, applications, and documents utilize specific administrative, physical, and technical security controls to protect PII confidentiality and which may be addressed in separate Privacy Impact Assessments (PIA)s. Such PIAs are available at: https://dodcio.defense.gov/In-the-News/Privacy-Impact-Assessments/.

The KACC - Ft. Meade MedCOI includes system components, applications, electronic collections, and medical devices which have their own Privacy Impact Assessments in place. KACC - Ft Meade will ensure required DD 2930s unique to our location are submitted.

**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 purpose and intended use of collected PII is specific to a system component and is addressed in the sub-system's PIA.

**e. Do individuals have the opportunity to object to the collection of their PII?** [ ] Yes [x] 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 opportunity for individuals to object to the collection of PII is specific to the method used to collect PII in the respective system component and is addressed in the sub-system's PIA.

**f. Do individuals have the opportunity to consent to the specific uses of their PII?** [ ] Yes [x] 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 opportunity for individuals to consent to the specific uses of their PII is specific to the method used by the respective system component

and is addressed in the respective sub-system's PIA.

**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

The MEDCOI infrastructure does not collect PII directly from individuals; however, system components, applications, and electronic collections within the enclave might collect PII; refer to the respective PIA for additional information.

**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. | PII may be shared with personnel who have authorized access to systems within the MedCOI. |
| ☐ 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

Not applicable for the Medical Treatment Facility (MTF) MedCOI; the source of the PII collected is specific to the information system component and is addressed in the sub-system's PIA.

**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

☐ Information Sharing - System to System ☐ Website/E-Form

☐ Other *(If Other, enter the information in the box below)*

Not applicable for the MTF MedCOI; the information collection method is specific to the information system component and is addressed in the sub-system's PIA.

**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.

The MTF MedCOI is not a system of records; however, system components, applications, and electronic collections within the enclave might require a SORN. Refer to the specific system component, application, or electronic collection PIA for SORN information.

**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. Not Applicable

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

(3) Retention Instructions.

The LAN/Enclave itself does not have a NARA approved, pending, or GRS authority and retention instructions applied as a whole. Refer to NARA approved, pending, or GRS authority and retention instruction specific to the systems, applications, electronic collections, file servers, and share drives contained within the LAN/Enclave.

**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 statue 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.

Authorities to collect information are specific to the information system component and addressed in the respective sub-system's PIA.

**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 MTF MedCOI does not collect information from members of the public; however, system components, applications, or electronic collections within the MTF MedCOI may. Refer to the specific sub-system, application, or electronic collection PIA for information regarding the OMB Control Number.