

## Privacy Impact Assessment

1. **Department of Defense Component:** Defense Technical Information Center (DTIC)
2. **Name of IT System:** DTIC Unclassified External Network
3. **Budget System Identification Number (SNAP-IT Initiative Number):** 5024
4. **System Identification Number(s) (IT Registry/Defense IT Portfolio Repository (DITPR)):** 4300
5. **IT Investment Unique Identifier (OMB Circular A-11), (if applicable):**  
007-97-02-62-01-5024-00-404-142
6. **Privacy Act System of Records Notice Identifier, (if applicable):**  
FR Doc. 05-8197, Filed 4-22-05
7. **OMB Information Collection Requirement Number and Expiration Date, (if applicable):** N/A
8. **Authority to collect information:**
  - Chapter 8, Defense Information Systems Agency (DIS) Instruction 240-110-8
  - E.O. 9397, Numbering System for Federal Accounts Relating to Individual Persons, November 22, 1943 (*re: Social Security Administration authority to assign SSNs*)
  - E.O. 12958, Classified National Security Information, April 17, 1995
  - DoD 5200.1-R, Information Security Program, Chapter 6 (Safeguarding), January 1997
  - United States Security Authority North Atlantic Treaty Organization (USSAN) Instruction 1-69 (CONFIDENTIAL)
  - 5 U.S.C. 301, Departmental Regulations,
  - 5 U.S.C. 552a, Records Maintained on Individuals and 5 U.S.C. 552a(b), Conditions of Disclosure

In addition to those disclosures generally permitted by 5 U.S.C. 552a(b), the records or information contained in this system may specifically be disclosed outside the DoD as a routine use pursuant to 552a(b)(3). DoD "Blanket Routine Uses" notice applies to this system. Certain 'blanket routine uses' of records have been established that are applicable to every record system maintained within DoD unless specifically stated otherwise within a particular record system. These additional blanket routine uses of the records are published once in the interest of simplicity, economy, and to avoid redundancy:

<http://www.defenselink.mil/privacy/notices/blanket-routine-uses.html>

Some Federal agencies have responsibility for one or more systems of records which are applicable Government-wide. This negates the need for individual DoD agencies to publish separate system of records notices if they maintain records already covered by any of the Government-wide system of records notices. Government-Wide Privacy Act Systems of Records Notices are listed at: <http://www.defenselink.mil/privacy/govwide/>.

- 9. Brief summary or overview of the IT system:** Based on information submitted by potential registrants and upon verification of that data, DTIC adds user to its Unclassified External Network system file of authorized users.

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- 10. Identifiable Information to be Collected and Nature / Source:**  
Individual name, physical and electronic address, organization and/or company name, email address, the last four digits of registrant's SSN; password/reset questions; telephone number(s); access eligibility, and personal and facility security clearance level(s).

- 11. Method of information collection:**  
DTIC collects requests from potential and current DTIC registrants via the web, mail, phone, fax, email, and in person.

PII data may also be provided by other government agencies with authority to collect and provide personal information needed in order to satisfy DTIC's general, product, service and systems registration requirements criteria. Although DTIC is not the system of record for some of the source data, to the extent feasible, information collected from all sources are verified for accuracy, currency, and completeness. If the information obtained from another source is determined to be inaccurate, DTIC would communicate the inaccuracy to the appropriate source for action.

- 12. Purpose of the collection:**  
To validate the identity of individuals who request, and are granted, access privileges to DTIC-owned or -controlled computers, databases, products, and/or services.

**13. Data uses:**

PII is used to validate individual identity, organization/site classification, registration eligibility status, and/or subject matter need-to-know for all requests for DTIC products, services, and systems. Blanket Routine Uses are indicated at: <http://www.defenselink.mil/privacy/notices/blanket-uses.html>

**14. Does system derive/create new data about individuals through aggregation?**

Yes, DTIC's Unclassified External Network collects multiple pieces of PII data from various sources (e.g., security clearance status) thereby deriving new data and creating previously unavailable data profiles about individuals through aggregation from the information collected. The profiles are maintained as the official file for the sole purpose of validating individuals' eligibility and need-to-know for access to and/or receipt of products, services, information, databases, and systems that are owned or maintained by DTIC.

**15. Internal and External Sharing:**

Internal to DTIC: DTIC/DoD employees and contractors require access to the information for purposes of performing their official duties. Employees and contractors are trained on Information Assurance and Privacy Act safeguards in order to ensure they are aware of their responsibilities and the consequences of inappropriate use and potential compromise of personal information.

External to DTIC: If required, the data may be provided under one or more of the DoD "Blanket Routine Uses" published at: <http://www.defenselink.mil/privacy/notices/blanket-uses.html>

**16. Opportunities to object to the collection or to consent to the specific uses and how consent is granted: (Can the individual refuse to provide PII for this system?)**

-- Personal data is voluntarily provided by the subject individual and information may be validated utilizing other government sources with responsibility for maintaining data such as security clearance. Forms that collect personal data to be maintained in this system contain a Privacy Act Statement, as required by 5 U.S.C. 552a(e)(3), allowing the individual to make an informed decision about providing the data. The statement advises the individual that the information provided is voluntary; and provides the consequences of choosing not to participate with the information collection. Individuals may raise an objection with DTIC's Privacy Act officers during the public comment period of the Privacy Act system of records notice (if applicable) or during the data collection. In the event personally identifiable information used and/or maintained by DTIC is believed by the individual to be inaccurate, the individual is to provide written notification to DTIC Privacy Act Officer(s), Defense Technical Information Center, 8725 John J. Kingman Road, Suite 0944, Fort Belvoir, VA 22060-6218.

--The individual may refuse to provide PII necessary to satisfy and complete DTIC's registration requirements criteria; however, they are made aware of the fact that their refusal may or will result in a denial of service to DTIC products, services and systems.

--The OSD rules for accessing records, for contesting contents, and appealing initial agency determinations are published in OSD Administrative Instruction 81; 32 CFR Part 311.

**17. Information provided the individual at Collection, the Format, and the Means of delivery:**

Forms that collect personal data contain a Privacy Act Statement, as required by 5 U.S.C. 552a(e)(3), allowing the individual to make an informed decision about providing the data or participating in the program. Forms are distributed and collected via web, phone, fax, mail, and hand delivery.

**18. Data Controls:**

Administrative: Access to records is restricted to DTIC/DoD employees and contractor individuals who require the data in order to perform their official duties. Automated records are maintained on a controlled access server. Entry to the content area is restricted to personnel with a valid requirement and authorization to enter.

Physical: Entry is restricted by the use of a cipher lock with back up data stored in locked room(s).

Technical: DTIC's Unclassified Internal Network System complies with the DoD Information Assurance Certification and Accreditation Process (DIACAP). Access to automated and physical records are controlled and restricted to those who have a valid requirement.

**19. Privacy Act Interface.**

DTIC-01, DTIC Registration System (Defense User Registration System-DURS)

**20. Describe/evaluate any potential privacy risks regarding the collection, use, and sharing of the information in identifiable form.**

Potential risk exists due to the unintentional release and/or intentional invasion of employee, contractor and external customer privacy data.

**Describe/evaluate any privacy risks in providing individuals an opportunity to object/consent or in notifying individuals.**

There are no known privacy risks in providing individuals the opportunity to object, consent to, nor in notifying individuals of their privacy rights and information.

**Describe/evaluate further any risks posed by the adopted security measures.**

A further potential risk is that a partial SSN is assigned as part of the User ID for approved registrants of DTIC's Unclassified External System. DTIC is in the process of modifying this system in order to address this issue. To the maximum extent possible, DTIC's Unclassified External System meets or exceeds the Information Assurance controls mandated by DoDI 8500.2. DTIC/DoD's systems security includes regular security testing and DTIC has undergone approved certification and accreditation process, the DoD Information Assurance Certification and Accreditation Process (DIACAP), which determined DTIC to be in accordance with security standards.

**21. Classification and Publication of Privacy Impact Assessment:**

Classification: Unclassified.

Publication: This document will be published either in full or in summary form on DTIC's internal website (DTICKER Intranet) and DTIC's public-facing website at: <http://www.dtic.mil/dtic/privacy.html>