

Military Health System (MHS) Privacy Impact Assessment (PIA) Process Overview

Steps	Responsibility	Procedure
1	System Program Manager, Systems Support Team, and/or System Developer (known as System POCs)	For <u>new</u> information technology and/or electronic collections, complete DHA Form 61, Privacy Threshold Analysis (PTA) . If you currently have a PIA that requires updates, proceed to step 5.
2	System POCs	Return the PTA to the DHA Privacy and Civil Liberties Office (DHA Privacy Office) for further processing using DHA.PIA@mail.mil .
3	DHA Privacy and Civil Liberties Office	Will review the PTA and request additional information, if needed. Upon receipt of necessary information, will provide a signed copy of the PTA containing the privacy threshold review determination and DHA Privacy Office comments.
4	System POCs	If a PIA is not required, retain a copy of the signed PIA for your records and update the privacy tab in Department of Defense (DoD) Information Technology Portfolio Repository (DITPR) (if required). Please contact the DHA Privacy Office if the system undergoes any system changes. End process.
5	System POCs	If a PIA is required, complete and submit DD Form 2930 to the DHA Privacy Office using DHA.PIA@mail.mil . For assistance with completing the DD Form 2930, please use the DHA PIA Desk Reference Guide . The DHA PIA Desk Reference Guide addresses the common issues encountered during the completion of a PIA. This PIA Guide enhances the assessment process and helps the DHA Privacy Office efficiently conduct a PIA review to completion. Once you have filled in the DD Form 2930 for your system, please return the form, <u>unsigned</u> , to the DHA Privacy Office for review and further instruction.
6	System POCs and DHA Privacy and Civil Liberties Office	DHA Privacy Office – Review PIA draft and identify any privacy risks that are identified in the PIA. System POCs - incorporate changes and resolve identified risks. If an agreement cannot be reached, issues will be referred to the Chief, DHA Privacy Office and System Program Manager for resolution. System POCs and DHA Privacy Office - work to reach an agreement on the compliance requirements. Several drafts will be required during the review cycle. Please keep in mind that completion of the PIA is contingent upon timely responses from System POCs during this review cycle.



DHA PRIVACY AND CIVIL LIBERTIES OFFICE

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7	DHA Privacy and Civil Liberties Office	The approved PIA will be returned to the System POCs for Program Manager or designee signature.
8	System POCs	Return the completed and signed PIA to the DHA Privacy Office PIA Analyst or to DHA.PIA@mail.mil . The DHA Privacy Office will facilitate the process for the remaining signatures.
9	DHA Privacy and Civil Liberties Office	Forward the completed and signed PIA to the DHA Privacy Officer, DHA Senior IA Official, and DHA CIO for approval and signatures.
10	DHA Privacy and Civil Liberties Office	Send the completed and signed PIA to the DoD CIO, who will submit it to OMB if the system collects from members of the general public.
11	DHA Privacy and Civil Liberties Office	Post sections one and two of the PIA to the DHA Privacy Office website .
12	System POCs	Facilitate updates of the DITPR privacy tab (if required). Also, retain a copy of the approved and signed PIA for future reference.

