

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:

STANDARD PROCUREMENT VERSION 4.2 SYSTEM (SPS4.2)

2. DOD COMPONENT NAME:

Defense Health Agency

3. PIA APPROVAL DATE:

01/23/24

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
 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.

Standard Procurement Version 4.2 System (SPS4.2) is an integrated Commercial Off the Shelf (COTS) contract writing system used by contracting personnel throughout the Department of Defense (DoD). Users of the Defense Health Agency (DHA) SPS4.2 instance is limited to Navy Bureau of Medicine (BUMED) and DHA personnel who have received their Common Access Card (CAC), and who directly support the generation, review, and/or approval of purchase requests, solicitations, awards, modifications, closeout, and supporting documentation. The SPS4.2 system is a software suite comprised of the following components:

Procurement Desktop-Defense (PD2): This is the client application, which supports requirements definition/initiation (purchase request), solicitation, offer evaluation, award, contract administration (modification), and contract closeout. These modules are used to manage the complete end-to-end procurement cycle for purchases over the micro-purchase threshold.

Federal Procurement Data System-Next Generation (FPDS-NG) Engine: This is an integration component that allows users to report contracts to the FPDS in accordance with the Federal Acquisition Regulations (FAR).

Application Server Framework: This is an integration component that generates the awarded contract into a PDF and indexed data, and uploads to the Electronic Data Access (EDA) system in accordance with the Defense Federal Acquisition Regulation Supplement (DFARS).

System for Award Management (SAM) Synch: This is an integration component that synchronizes vendor records within the SPS4.2 system with the SAM vendor registration records to ensure accuracy of the vendor address information. The interface agreement with SAM is maintained by the Defense Logistics Agency (DLA) Joint Program Management Office (JPMO).

PD2 Adapter: This is the integration server which is used to interface the SPS4 system with the Electronic Data Access (EDA), General Fund Enterprise Business System (GFEBS), and Navy Enterprise Resource Planning (NERP).

Personally Identifiable Information (PII) collected include demographic information and employment contact information. The categories of individuals on whom PII is collected include Military members, DoD civilian employees, direct contractors (BUMED and DHA personnel), and vendors entering into contracts with BUMED and DHA.

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 is collected for identification purposes. The intended use of the PII is to identify the vendor, the government contracting officer and the shipping address.

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.

Users provide their contact information via the System Authorization Access Request Navy (SAAR-N) form. Providing information is voluntary, however, failure to do so may impede, delay or prevent further processing of requests for system access. Vendors provide their contact information either in their bid/proposal or vendor registration in SAM.gov. To the latter, vendors do not have the opportunity to object to the collection of their PII, as the SPS4.2 system is not the initial point of collection.

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.

Users provide their contact information via the System Authorization Access Request Navy (SAAR-N) form. Vendors provide their contact information either in their bid/proposal or vendor registration in SAM.gov. To the latter, vendors do not have the opportunity to give or withhold consent to the specific uses of their PII, as the SPS4.2 system is not the initial point of collection.

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

PRIVACY ACT STATEMENT

AUTHORITY: Executive Order 10450, Public Law 99-474, the Computer Fraud and Abuse Act; and System of Records Notice: NM0500-2 Program Management and Locator System.

PRINCIPAL PURPOSE: To record user identification for the purpose of verifying the identities of individuals requesting access to Department of Defense (DOD) systems and information.

ROUTINE USES: The collection of data is used by Navy Personnel Supervisors/Managers, Administration Office, Security Managers, Information Assurance Managers, and System Administration with a need to know.

DISCLOSURE: Disclosure of this information is voluntary; however, failure to provide the requested information may impede, delay or prevent further processing of this request.

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)

- | | | |
|--|----------|---|
| <input checked="" type="checkbox"/> Within the DoD Component | Specify. | <input type="text" value="DHA"/> |
| <input checked="" type="checkbox"/> Other DoD Components (i.e. Army, Navy, Air Force) | Specify. | <input type="text" value="Navy BUMED"/> |
| <input type="checkbox"/> Other Federal Agencies (i.e. Veteran's Affairs, Energy, State) | Specify. | <input type="text"/> |
| <input type="checkbox"/> State and Local Agencies | Specify. | <input type="text"/> |
| <input type="checkbox"/> 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. | <input type="text"/> |
| <input type="checkbox"/> Other (e.g., commercial providers, colleges). | Specify. | <input type="text"/> |

i. Source of the PII collected is: (Check all that apply and list all information systems if applicable)

- | | |
|--|---|
| <input checked="" type="checkbox"/> Individuals | <input checked="" type="checkbox"/> Databases |
| <input checked="" type="checkbox"/> Existing DoD Information Systems | <input type="checkbox"/> Commercial Systems |
| <input type="checkbox"/> Other Federal Information Systems | |

j. How will the information be collected? (Check all that apply and list all Official Form Numbers if applicable)

- | | |
|---|---|
| <input type="checkbox"/> E-mail | <input checked="" type="checkbox"/> Official Form (Enter Form Number(s) in the box below) |
| <input type="checkbox"/> In-Person Contact | <input type="checkbox"/> Paper |
| <input type="checkbox"/> Fax | <input type="checkbox"/> Telephone Interview |
| <input checked="" type="checkbox"/> Information Sharing - System to System | <input type="checkbox"/> Website/E-Form |
| <input type="checkbox"/> Other (If Other, enter the information in the box below) | |

Users complete and submit the SAAR-N form (OPNAV 5239/14) to the SPS4.2 Helpdesk for system access. The vendor information

originates from SAM, which is manually input into SPS PD2, and periodically synchronized to ensure accuracy.

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://dpcl.d.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.

Standard Procurement Version 4.2 System (SPS4.2) is not used to retrieve records by the name of an individual, or other unique identifier.

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.

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

(3) Retention Instructions.

FILE NUMBER: 206-09.1

DISPOSITION: Temporary. Cut off after final payment or cancellation. Destroy 10 years after cutoff.

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.

Title 4 (Subpart 4.1 - Contract Execution) of the Federal Acquisition Regulations System (FAR) requires that contracts are signed by the contracting officer (and stamped with their official name) to legally bind the contract document.

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.

SAAR-N form SORN # NM05000-2