

## 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:**

Biodefense Laboratory Management System (BLMS)

**2. DOD COMPONENT NAME:**

Defense Health Agency

**3. PIA APPROVAL DATE:**

09/10/24

MRDC- HQ Enterprise Information Technology Project Management Office (eIT PMO)

### 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.)

- |   |  |
|---|--|
| <input type="checkbox"/> From members of the general public                                       | <input type="checkbox"/> From Federal employees                          |
| <input checked="" type="checkbox"/> from both members of the general public and Federal employees | <input type="checkbox"/> Not Collected (if checked proceed to Section 4) |

**b. The PII is in a:** (Check one.)

- |  |   |
|--|---|
| <input type="checkbox"/> New DoD Information System                    | <input type="checkbox"/> New Electronic Collection      |
| <input checked="" type="checkbox"/> Existing DoD Information System    | <input type="checkbox"/> Existing Electronic Collection |
| <input type="checkbox"/> 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 United States Army Medical Research and Development Command (USAMRDC) is the Army's medical materiel developer, with responsibility for medical research, development, and acquisition. The command focuses on programming, planning, budgeting, and executing medical science and technology (S&T) programs and medical materiel product development. Biodefense Laboratory Management System (BLMS) supports USAMRDC's Principal Assistant for Research and Technology (PA(R&T)) and the S&T program investment strategies, policies, and processes for managing research and technology as an enterprise-wide system of record for intramural research projects/research management. BLMS provides transparency of Army, DHP, and CBDP-funded intramural research projects, and has enabled the implementation of standardized project initiation, monitoring, change management, and closeout processes across the S&T enterprise.

BLMS allows the Command's medical S&T to be responsive and conduct comprehensive planning, programming, budgeting, and sustainment of a broad-based biomedical S&T program. BLMS supports a responsive focus on Warfighter medically-related information and materiel needs.

1. The following internal customers are supported by BLMS:

- (a) USAMRDC Researchers: The intent of BLMS is streamline end user workflow by providing a single gateway for access to all information related to their research and actions that they need to take. This will reduce the administrative burden on the end user, resulting in more time to focus on research, while still ensuring compliance with regulations.
- (b) USAMRDC Laboratory Business Managers and S&T Managers: Laboratory Business Managers and S&T Managers should be able to access information in BLMS related to their organizational unit and personnel in real-time, in order to make informed decisions regarding their ability to work on projects.
- (c) USAMRDC Laboratory Commanders: The Laboratory Commanders require timely access to information provided by BLMS needed to monitor their workforce, and execution and performance of projects being conducted within their organizations, make informed decisions, and to ensure that the command remains in regulatory compliance.
- (d) USAMRDC HQ Program Area Directorates (PADs): PADs are responsible for developing near and long term S&T funding allocation recommendations to the USAMRDC PA(R&T), and execution management oversight of multiple, discrete medical S&T research programs. Medical S&T programs are comprised of various funded research projects conducted across multiple USAMRDC laboratories and extramural performers. PADs require timely access to project and program level information provided by BLMS to make informed financial and programmatic recommendations that impact current/future intramural resource allocation decisions.
- (e) USAMRDC Commanding General (CG) & Command Leadership: The CG, USAMRDC, requires full transparency of the status of the Command's programs and workforce by monitoring key metrics related to the performance and health of the Command's research enterprise.

Personally Identifiable Information (PII) may be collected, maintained, processed, or disseminated by systems and applications within the

documents stored on file servers and shared drives. PII includes employee and beneficiary contact information, military information, demographic information 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/>.

**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)

BLMS does not request new PII data since the RIID HR data was removed. PII data is archived. This data was previously collected for administrative and mission related purposes to support workforce management and regulatory compliance.

**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.

Individuals do not have the opportunity to object to the collection of their PII /PHI because this system is not the initial point of collection; however, the source system may provide the individual the opportunity to object to the 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.

Individuals do not have the opportunity to object to the collection of their PII /PHI because this system is not the initial point of collection; however, the source system may provide the individual the opportunity to object to the 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

No Personal Information is solicited directed from individuals where the information is stored within a system of records IAW the Privacy Act of 1974, as amended.

**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.	The United States Army Medical Research and Development Command (USAMRDC) Direct Reporting Units
<input type="checkbox"/> Other DoD Components (i.e. Army, Navy, Air Force)	Specify.	
<input type="checkbox"/> Other Federal Agencies (i.e. Veteran's Affairs, Energy, State)	Specify.	
<input type="checkbox"/> State and Local Agencies	Specify.	
<input checked="" 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.	Deloitte Consulting, LLP ( HT9425-24-F-0220) - Current BLMS sustainment contract awarded March 2018. All contracts with Deloitte reference Federal Acquisition Regulation (FAR) clauses 52.224-1, Privacy Act Notification (April 1984) and 52.224-2, Privacy Act (April 1984) requirements to protect the confidentiality of personal information.
<input type="checkbox"/> 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)

- |  |  |
|--|--|
| <input type="checkbox"/> E-mail  | <input 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 type="checkbox"/> Information Sharing - System to System                              | <input type="checkbox"/> Website/E-Form  |
| <input checked="" type="checkbox"/> Other (If Other, enter the information in the box below) |  |

Other: PII is no longer being collected in BLMS.

**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://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.

NC1-330-77-015

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

(3) Retention Instructions.

As applicable:

FILE NUMBER: 1301-08

FILE TITLE: Program Files

DISPOSITION: Permanent. Cut off after program completion. Transfer to NARA 40 years after cutoff.

AUTHORITY: NC1-330-77-015, item 1301-08

FILE NUMBER: 1301-11.1

FILE TITLE: Research and Development Laboratory Notebooks – Duplicate and/or Fragmentary Data

DISPOSITION: Temporary. Cut off upon completion or termination of related project or projects. Destroy 6 months after cutoff.

AUTHORITY: NC1-330-77-015, item 1301-12a

FILE NUMBER: 1301-11.2

FILE TITLE: Research and Development Laboratory Notebooks – Significant/Original Data

DISPOSITION: Permanent. Cut off upon completion or termination of related project or projects. Transfer to NARA 30 years after cutoff.

AUTHORITY: NC1-330-77-015, item 1301-12b

**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. 3013, Secretary of the Army; 10 U.S.C, Chapter 55, Medical and Dental Care; 42 Code of Federal Regulations (CFR) Parts 72 & 73; Possession, Use, and Transfer of Select Agents and Toxins; Occupational Safety and Health Administration Act of 1970; E.O. 9397 (SSN), as amended; DoD Instruction 5210.89, Security Standards for Safeguarding Biological Select Agents and Toxins; Army Regulation 50-1, Biological Surety; Army Regulation 70-25, Use of Volunteers as Subjects of Research; Army Regulation 380-67, Personnel Security Program

**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 in this system is from individuals in the workforce who are responding to a collection of information within the scope of their employment IAW the DoD Manual 8910.01, V2, Encl 3, paragraph 7b(2)(a).