

## 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:**

HIV Management Service (HMS)

**2. DOD COMPONENT NAME:**

Defense Health Agency

Bureau of Medicine and Surgery

**3. PIA APPROVAL DATE:**

09/29/2021

### SECTION 1: PII DESCRIPTION SUMMARY (FOR PUBLIC RELEASE)

**a. The PII is:** (Check one. Note: foreign nationals are included in general public.)

- |  |  |
|--|--|
| <input type="checkbox"/> From members of the general public  | <input type="checkbox"/> From Federal employees and/or Federal contractors |
| <input checked="" type="checkbox"/> From both members of the general public and Federal employees and/or Federal contractors | <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.**

HIV Management Service (HMS) is a Private web-based information management system, owned, operated and maintained by the Navy Bloodborne Infection Management Center, used to conduct infectious disease-related administrative reporting, patient tracking, and allows Infectious Disease on-line transaction processing (OLTP) to access, validate, and conduct statistical analysis. It provides the storage, reporting, and management of Department of Navy (DoN) personnel HIV, hepatitis B and C test results. It allows the NBIMC to maintain a secure database system for query, review, and validation of all HIV test results, clinical HIV evaluation history, rapid generation of notification letters and generation of summary reports longitudinally. The system allows authorized NBIMC, Defense Health Agency, Bureau of Naval Personnel (BUPERS), and clinical HIV Evaluation and Treatment Units (HETU) staff secure HMS access to perform all necessary functions that provide life-cycle historical tracking of test results, notification, and clinical evaluation processes. The system is designed to enable supported DoD organizations to share common information, provide a historical repository of test results, and related demographics data from government-contracted laboratories, Defense Manpower Data Center (DMDC), DoD personnel systems, Composite Health Care System (CHCS), and the Medical Readiness Reporting System (MRRS). HMS collects and maintains personally identifiable information (PII) to include but not limited to Full Name, Date of Birth (DOB), Social Security Number (SSN), Race/Ethnicity, Gender and sponsor information. The categories of individuals whose information is collected are all federal employees and contractors to include active duty, dependents, retirees and/or their dependents, and all other beneficiaries of the military health system.

**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)

PII is collected primarily for verification and mission-related use in order to determine active duty individual's medical readiness and it is also used for the general testing and care of dependents, retired and separated military personnel and dependents, civilian employees, Red Cross personnel, foreign personnel, VA beneficiaries, humanitarian patients, and all other individuals who are tested at a Defense Health Agency or Navy medical unit that utilizes the interface with HMS.

**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 are not present to consent the use of their information. Information is collected from other existing DoD information systems.

**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 are not present to consent the use of their information. Information is collected from other existing DoD information systems.

**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

HMS is not the initial point of PII collection. As a result, no Privacy Act Statement is required; however, the systems that form the original collections have Privacy Act Statements.

**h. With whom will the PII be shared through data exchange, both within your DoD Component and outside your Component?** (Check all that apply)

- Within the DoD Component                      Specify.                      Defense Health Agency Directors, authorized registered HIV Evaluation and Treatment Unit personnel, Armed Forces Health Surveillance Branch (AFHSB), WRAIR HIV Diagnostics & Reference Laboratory (HDRL), USAFSAM Epidemiology Laboratory
- Other DoD Components                      Specify.                      Navy Personnel Command (NAVPERS), Headquarters Marine Corps (HQMC), and Defense Manpower Data Center (DMDC), Department of Navy/Marine Corps Commanding Officers,
- Other Federal Agencies                      Specify.                      U.S. Coast Guard and Department of Veterans Affairs
- State and Local Agencies                      Specify.                      Center for Disease Detection (CDD) Laboratory Contractor.

- 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.                      Required by Law 45 CFR 164.501. Terms used in the Business Associate Agreement (BAA) shall have the same meaning as those terms in 45 CFR 160.103 and 164.501. The Business Associate may use or disclose Protected Health Information on behalf of, or to provide services to, the Navy Bloodborne Infection Management Center (NBIMC) if such use or disclosure of Protected Health Information would not violate the Privacy Rule or the Department of Defense Health Information Privacy Regulation if done by the NBIMC. Business Associate's obligations are limited to secure customized shipping and storage services; infectious diseases testing, and electronic reporting services to support readiness, and force protection requirements necessary to Department of Defense (DoD) operations. The current BAA is being amended to include the listed FAR privacy clauses 52.224-1 clauses, Privacy Act Notification, 52.224-2, Privacy Act and FAR 39.105.
- 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

**DoD Information Systems:**

- Composite Health Care System (CHCS)
- Military Readiness Reporting System (MRRS)
- Defense Manpower Data Center (DMDC)
- WRAIR HIV Diagnostics & Reference Laboratory (HDRL)
- NAVPERS Navy Standard Integrated Personnel System (NSIPS), and
- USAFSAM Epidemiology Laboratory
- Armed Forces Health Surveillance Branch (AFHSB)
- Commercial Systems:**
- Centers for Disease Detection (CDD), contracted laboratory Navy
- Laboratory Information System (NAVLIS)

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

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

Information is collected in required data file format from CHCS, EpiLab, Navy Personnel Command (NAVPERS), DMDC, HDRL, CDD and is stored in HMS and tested, sent back to the originator in the appropriate format and readiness testing dates are shared with MRRS. CDD, once the laboratory has received all data from HMS, the results are sent to AFHSB via Secure File Transfer Protocol (SFTP), and the sample is shipped to that facility.

-NAVPERS receives an encrypted email file monthly from NBIMC key personnel containing all AD service members names and SSNs that are being tracked for compliance, and an encrypted file is received by HMS via secure file gateway from the NAVPERS NSIPS containing all active duty service members on active duty.

-HQMC receives an encrypted email file monthly from NBIMC key personnel containing all the AD service members names and SSNs that are being tracked for compliance.

-MRRS transmits test orders via a unidirectional interface, and receives results via a file upload.

-CHCS Laboratory Interoperability Interface transmits and receives test orders and result from HMS via a Bi-Directional interface (System to System sharing)

-HMS receives an encrypted email file weekly from USAFSAM Epidemiology Laboratory containing AD service members names and SSNs tested.

-HDRL sends an encrypted email with testing result information for upload into HMS as conducted.

-DMDC transmits an encrypted data file monthly with active duty USCG service members name and SSNs for upload into HMS.

-CDD NAVLIS receives test orders from HMS and transmits the results back to HMS via a Bi-Directional interface. (System to System)

-AFHSB emails an encrypted file of all Navy service members names and SSNs tested monthly.

**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    N06150-2; EDHA-07

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.

**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.      Unscheduled

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

(3) Retention Instructions.

HMS is currently under a records management survey to determine records and non-records held by the system. Until survey completion, the records maintained by HMS are considered unscheduled. Unscheduled records have a PERMANENT retention and may not be destroyed or deleted.

**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.

5 U.S.C. 301, Departmental Regulations;  
10 U.S.C. 1095, Health Care Services Incurred on Behalf of Covered Beneficiaries Collection from Third Party Payers Act;  
10 U.S.C. 5131, Bureaus: names, location; (as amended)  
10 U.S.C. 5132, Bureaus: distribution of business, orders, records, expenses;  
44 U.S.C. 3101, Records management by agency heads, general duties;  
5 CFR 293.502, Subpart E, Employee Medical File System Records;  
29 CFR 339, 101-306, Coverage;  
DoDD 6485.1 Human Immunodeficiency Virus-1 (HIV-1);  
DoDI 6025.18, Health Information Privacy Regulation;  
E.O. 9397 Social Security Number (SSN), as amended.

Other authorities:

SECNAVINST 5300.30F, Management HIV in Navy and Marine Corps;  
DoDI 6485.01, Human Immunodeficiency Virus;  
DoDI 6025.19, Individual Medical Readiness;

**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.

HMS does not collect information directly from the public and is not the initial point of PII collection. Therefore, an OMB number is not required.