

## 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:**

DoD Integrated Library System (DOD-ILS) (Also known as "Bibliovation")

**2. DOD COMPONENT NAME:**

If Other, enter the Component name in the box below.

Department of Defense Joint System (Air Force, Navy, Marine Corps, Army)

**3. PIA APPROVAL DATE:**

03/31/2025

**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 checked="" type="checkbox"/> New DoD Information System         | <input type="checkbox"/> New Electronic Collection      |
| <input 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.**

To identify individuals authorized to borrow DoD Morale, Welfare and Recreation (MWR) library materials and use DoD MWR library services. To ensure that all library property is returned and individual's account is cleared. To provide library programs with useful information for selecting and ordering library materials. To comply with the Children's Internet Protection Act. To identify and authenticate individuals who are authorized to obtain DoD privileges for goods and/or services as authorized by Congress and applicable Service regulations. To manage data for statistical analysis, tracking, and reporting for business optimization to include marketing initiatives and advertising and to support regulatory requirements. To address and respond to individual's comments or complaints concerning the DoD MWR Libraries.

The DOD-ILS supports approximately 165 libraries across approximately 130 installations worldwide, serving more than 827,891 users. The DOD ILS PII elements collected include patron name, phone number, personal and/or work email address, mail address, rank/grade, branch of service, and patron category (e.g., Active Duty, Retiree, Dependent, etc.).

**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)

Verification and identification.

**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.

All information provided is voluntary, however, failure to all requested information may result in a denial of access to DoD MWR systems and resources.

**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.

All information provided is voluntary. Once collected information will only be used for the purposes identified above and outlined in the Privacy Act Statement.

**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

AUTHORITY: 10 U.S.C. 136, Under Secretary of Defense for Personnel and Readiness; 10 U.S.C. 8013, Secretary of the Navy; 10 U.S.C. 8041, HQ Marine Corps; 10 U.S.C 7013, Secretary of the Army; 10 U.S.C 9013, Secretary of the Air Force; Pub L. 106-554, Children's Internet Protection Act (codified at 47 U.S.C. 254(h) and (l)); DOD Instruction 1015.10, "Military Morale, Welfare, and Recreation (MWR) Programs;" Army Regulation 215-1, "Military Morale, Welfare, and Recreate Programs and Non-appropriated Fund Instrumentalities;" Commander Navy Installation Command (CNIC) Instruction 1710.3, "Operation of Morale, Welfare and Recreation (MWR) Programs;" Marine Corps Order 1700.39, "Marine Corps Recreation Programs;" Air Force Instruction 34-101, "Air Force Morale, Welfare and Recreation (MWR) Programs and Use Eligibility;" and Commandant Instruction M1710.13D, "Coast Guard Morale, Well-Being, and Recreation Manual."

PRINCIPAL PURPOSE(S): Information is collected to verify access to borrow library materials and may be used to verify access eligibility to DoD MWR Libraries website: [dodmwrlibraries.org](http://dodmwrlibraries.org).

ROUTINE USES: Disclosure of records are generally permitted under 5 U.S.C. 522a(b) of the Privacy Act of 1974, as amended. To contractors, grantees, experts, consultants, students, and others performing or working on a contract, service, grant, cooperative agreement, or other assignment for the Federal government when necessary to accomplish an agency function related to this system of records. Additional routine uses are listed in the applicable System of Records Notice, DoD Patron Authorization, Retail, and Service Activities, DoD-0018 at: <https://www.federalregister.gov/documents/2023/03/30/2023-06644/privacy-act-of-1974-system-of-records>

DISCLOSURE: Voluntary. However, failure to all requested information may result in a denial of access to borrow library materials and the denial of access to the virtual library: [dodmwrlibraries.org](http://dodmwrlibraries.org).

**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 type="checkbox"/> Within the DoD Component                                                                                                                                                                                                                                     | Specify. | <input type="text"/>                                                                                                                                                                                                                                |
| <input type="checkbox"/> Other DoD Components (i.e. Army, Navy, Air Force)                                                                                                                                                                                                            | Specify. | <input type="text"/>                                                                                                                                                                                                                                |
| <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 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. | Contractor Name in Contract: LibLime. Language in the contract that safeguards PII is included under Section H of the Contract. Contract number: HDQMWR-20-C-0008. Language includes Privacy Act Notifications, Privacy Act, and Protection of PII. |
| <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 type="checkbox"/> Databases          |
| <input 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 type="checkbox"/> Official Form (Enter Form Number(s) in the box below) |
| <input checked="" 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 checked="" type="checkbox"/> Website/E-Form                             |
| <input type="checkbox"/> Other (If Other, enter the information in the box below) |                                                                                |

**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.

**I. 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.

Library Administrative Services - Temporary. Cut off annually or when superseded or obsolete, whichever is applicable. Destroy 3 years after cutoff. (GRS 4.4, item 010 (DAA-GRS-2015-0003-0001))

Library Operations Records - Temporary. Cut off and destroy when business use ceases. (GRS 4.4, item 020 (DAA-GRS-2015-0003-0002))

Interlibrary Loan (ILL) Requests - Temporary. Cut off at close of the transaction. Destroy 5 years after cutoff. (GRS 4.4, item 030 (DAA-GRS-2015-0003-0003))

System Access Records - Temporary. Cut off and destroy when business use ceases. (GRS 3.2, item 030 (DAA-GRS-2013-0006-0003))

**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. 136, Under Secretary of Defense for Personnel and Readiness; 10 U.S.C. 8013, Secretary of the Navy; 10 U.S.C. 8041, HQ Marine Corps; 10 U.S.C 7013, Secretary of the Army; 10 U.S.C 9013, Secretary of the Air Force; Pub L. 106-554, Children's Internet Protection Act (codified at 47 U.S.C. 254(h) and (l)); DOD Instruction 1015.10, "Military Morale, Welfare, and Recreation (MWR) Programs;" Army Regulation 215-1, "Military Morale, Welfare, and Recreate Programs and Non-appropriated Fund Instrumentalities;" Commander Navy Installation Command (CNIC) Instruction 1710.3, "Operation of Morale, Welfare and Recreation (MWR) Programs;" Marine Corps Order 1700.39, "Marine Corps Recreation Programs;" Air Force Instruction 34-101, "Air Force Morale, Welfare and Recreation (MWR) Programs and Use Eligibility;" and Commandant Instruction M1710.13D, "Coast Guard Morale, Well-Being, and Recreation Manual."

**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.

Per OUSD(P&R) Information Management Control Officer, this system collects minimal information and an OMB control number is not required.