

PRIVACY IMPACT ASSESSMENT (PIA)

PRESCRIBING AUTHORITY: DoD Instruction 5400.16, "DoD Privacy Impact Assessment (PIA) Guidance". Complete this form for Department of War (DoW) 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. DOW INFORMATION SYSTEM/ELECTRONIC COLLECTION NAME:

Defense User Registration System (DURS) Records DTIC 01

2. DOW COMPONENT NAME:

Defense Technical Information Center

3. PIA APPROVAL DATE:

09/21/2026

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 DoW Information System
 ☐ New Electronic Collection
☐ Existing DoW Information System
 ☒ Existing Electronic Collection
☐ Significantly Modified DoW Information System

c. Describe the purpose of this DoW information system or electronic collection and describe the types of personal information about individuals collected in the system.

To collect registration requests, validate eligibility, and maintain an official registry that identifies individuals who apply for, and are granted access privileges to DTIC owned or controlled computers, databases, products, services, and electronic information systems. Name; DoD Identification (ID) Number; citizenship; service type; personnel category; civilian pay grade; military rank; organization/company name; office mailing address/physical location; office email address; office telephone number(s); access eligibility; dissemination/distribution group codes; and personal and facility security clearance level(s). Records also contain the government approving official's name, office phone number and email address; date of registration activation; and the projected date of expiration. Where applicable, the records contain contract number(s), contract expiration date(s), and the Militarily Critical Technical Data Agreement (MCTDA) Certification Number.

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)

To identify and verify an individual's eligibility for authorized access to DTIC's controlled scientific and technical information collections and suite of services according to specific roles, e.g., Department of War (DoW) military and civilian personnel, other U.S. Federal Government personnel, their contractors and grantees.

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.

Information submitted at registration is used to authenticate user privileges with specific classes of controlled content. DTIC's automated systems involve matching a user profile or persona against the metadata describing a controlled information asset.

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.

The registration system collects PII for a single purpose: to authenticate a user's profile or persona to validate access to unclassified, limited distribution and classified information. DTIC does not use the information for any other purpose.

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: 5 U.S.C. 301, Departmental Regulations. DoD Directive (DoDD) 5105.73 Defense Technical Information Center (DTIC);

DoDD 5230.25 Withholding of Unclassified Technical Data from Public Disclosure; DoD Instruction (DoDI) 3200.12 DoD Scientific and Technical Information Program (STIP); DoD Manual (DoDM) 3200.14, Volume 1, Principles and Operational Parameters of the DoD Scientific and Technical Information Program (STIP): General Processes, and Executive Order 9397, as amended. PURPOSE: To collect registration requests, validate eligibility, and maintain an official registry that identifies individuals who apply for, and are granted access privileges to DTIC owned or controlled computers, databases, products, services, and electronic information systems. ROUTINE USES: In addition to those disclosures generally permitted under 5 U.S.C. 552a(b) of the Privacy Act of 1974, as amended, the records contained herein may specifically be disclosed outside the DoW as a routine use pursuant to 552a(b)(3).

DISCLOSURE: Voluntary, but failure to provide the requested personal information may prevent the individual from gaining access to DTIC's controlled information services. To read the full content of the DTIC System of Records Notice (SORN), click here. <https://www.gpo.gov/fdsys/pkg/FR-2017-02-21/pdf/2017-03355.pdf>

h. With whom will the PII be shared through data/system exchange, both within your DoW Component and outside your Component?

(Check all that apply)

☒ Within the DoW Component	Specify.	Defense Technical Information Center
☒ Other DoW Components (i.e. Army, Navy, Air Force)	Specify.	Military Department CI Organization
☒ Other Federal Agencies (i.e. Veteran's Affairs, Energy, State)	Specify.	Federal Bureau of Investigation
☐ State and Local Agencies	Specify.	
☐ 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.	
☐ 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 DoW Information Systems	☐ Commercial Systems
☒ Other Federal Information Systems	

Individual, existing DoW information systems (DMDC DPS), and existing Federal information systems Office of Personnel Management Enterprise Human Resources Integration (EHRI) webservice.

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

☐ E-mail	☐ Official Form (Enter Form Number(s) in the box below)
☐ In-Person Contact	☐ Paper
☐ Fax	☐ Telephone Interview
☒ Information Sharing - System to System	☒ Website/E-Form
☐ Other (If Other, enter the information in the box below)	

OMB 0704-0546

k. Does this DoW 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 **DTIC01**

SORN Identifier, not the Federal Register (FR) Citation. Consult the DoW Component Privacy Office for additional information or <http://dpcltd.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 DoW 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.

GRS 3.2 item 030 Disposition Authority DAA-GRS-2013-0006-0003

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

(3) Retention Instructions.

Electronic records to be deleted when DTIC determines they are no longer needed for administrative, audit, legal, or operational purposes.

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 DoW 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, Do 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 DoW Component must be identified.

DoD Directive (DoDD) 5105.73 Defense Technical Information Center (DTIC);

DoD Instruction (DoDI) 3200.12 DoD Scientific and Technical Information (STI) Program (STIP);

DoD Manual (DoDM) 3200.14-Volume 1 Principles and Operational Parameters of the DoD Scientific and Technical Information Program (STIP): General Processes.

DoDI 5230.24 "Distribution Statements on DoD Technical Information"

n. Does this DoW 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 DoW 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.

OMB 0704-0546 Defense User Registration System (DURS)

Expiration date: 06/30/2028