

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:

Army Pandemic Accountability Reporting Tool (APART)

2. DOD COMPONENT NAME:

United States Army

3. PIA APPROVAL DATE:

08/25/20

Headquarters, Department of the Army (HQDA) Office of the Administrative Assistant (OAA) Human Resource Management Directorate (HRMD)

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 checked="" type="checkbox"/> From Federal employees and/or Federal contractors |
| <input 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 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.

The Army Pandemic Accountability Reporting Tool (APART) allows the Headquarters Department of the Army (HQDA) to track COVID-19 cases for military, civilian and contractor personnel within the HQDA. The application is an electronic method to collect, track and report the data requested on the approved DD Form 3112, Personnel Accountability and Assessment Notification for Coronavirus Disease 2019 (COVID-19) Exposure (SORN DPR 39 DoD, "DoD Personnel Accountability and Assessment System," OMB No. 0704-0590). The purpose of the system is to accomplish personnel accountability for and status of Army-affiliated personnel in a natural or man-made disaster or public health emergency, or when directed by the HQDA or DoD. Such events include pandemics or major public health outbreaks, and similar crises. This system will document the individuals' check-in data or other information that is self-reported or provided by third parties (e.g., supervisors or commanders) if necessary to maintain accountability or inform agency responses to emergencies, including the safety and protection of the workforce. The Army may also collect information about Army personnel and their dependents for needs and status assessments as a result of the natural or man-made disaster, public health emergency, similar crisis, or when directed by the HQDA. The systems allows users with appropriate privileges to produce reports and view data related to all HQDA Principal Officials. The system allows users with appropriate privileges to add/edit/delete COVID-19 data pertaining to an employee, such as name, Electronic Data Interchange Personal Identifier (EDIPI), Rank/Grade, Principal Official, Monitoring Supervisor, Employment Status, Military Occupational Specialty (MOS), Branch, Agency, Component, Installation, Command, Duty Status, Quarantine/Isolation Status, Symptoms, Date Tested Positive, Initial Date, Date Quarantine Began, Date Quarantine Complete, Reason for Quarantine/Isolation, Date Isolation Began, Date Isolation Complete, Date Return to Duty, Death Date, In ICU, Requires Ventilator, Number of Dependents, Dependents in Quarantine, Dependents in Isolation, Age and Travel History. The system processes no classified data. The system stores Personally Identifiable Information (PII). The outputs are reports generated by an Excel export feature. The inputs are data entry by the user with the use of the approved DD Form 3112, Personnel Accountability and Assessment Notification for Coronavirus Disease 2019 (COVID-19) Exposure. The system is hosted within the Microsoft Azure Platform-as-a-Service (PaaS) Cloud environment as an Impact Level (IL) 4.

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)

mission-related use, administrative use

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.

Disclosure is voluntary; however, failure to provide such information may hinder the Department of the Army's ability to respond effectively to the public health emergency or crisis, thereby increasing the health or safety risk to Department of the Army-affiliated personnel and its

facilities. Failure to provide such information may also result in restricting the Affected Individual's access to Department of the Army facilities.

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.

Disclosure is voluntary; however, failure to provide such information may hinder the Department of the Army's ability to respond effectively to the public health emergency or crisis, thereby increasing the health or safety risk to Department of the Army-affiliated personnel and its facilities. Failure to provide such information may also result in restricting the Affected Individual's access to Department of the Army facilities.

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. 113, Secretary of Defense; 10 U.S.C. 136, Under Secretary of Defense for Personnel Readiness; 10 U.S.C. 7013, Secretary of the Army; 10 U.S.C. 8013, Secretary of the Navy; 10 U.S.C. 9013, Secretary of the Air Force; 10 U.S.C. 2672, Protection of Buildings, Grounds, Property, and Persons; DoD Instruction 6200.03, Public Health Emergency Management (PHEM) Within the DoD; and DoD Instruction 6055.17, DoD Emergency Management Program.

Principal Purpose: To accomplish personnel accountability and conduct status assessments for DoD-affiliated personnel during a public health emergency, including a pandemic, major public health outbreak, or similar crisis, or when directed by the Secretary of Defense. Information will be used to inform the agency's response to the emergency, including measures to ensure the safety and protection of the workforce and workplace.

Routine Use(s): In addition to those disclosures generally permitted under 5 U.S.C. 552a(b) of the Privacy Act of 1974, these records may specifically be disclosed outside of DoD as a routine use pursuant to 5 U.S.C. 552a(b)(3), including as follows: To persons, organization, or governmental entities (e.g., other federal, state, territorial, local, or foreign, or international governmental agencies or entities, first responders, American Red Cross, etc.), as is necessary and relevant to notify them of, respond to, or guard against a public health emergency, or other similar crisis. To contractors, grantees, and others performing or working on a contract, grant, or similar assignment for the federal government when necessary to accomplish and agency function related to this system of records.

A complete list of routine uses may be found in the applicable System of Record Notice (SORN), DPR 39 DoD, "DoD Personnel Accountability and Assessment System," at <https://dpcl.d.defense.gov/Portals/49/documents/Privacy/SORNs/OSDJS/DPR-39-DoD.pdf>.

Disclosure: Voluntary; however, failure to provide such information may hinder DoD's ability to respond effectively to the public health emergency or crisis, thereby increasing the health or safety risk to DoD-affiliated personnel and its facilities. Failure to provide such information may also result in restricting the Affected Individual's access to DoD facilities.

h. With whom will the PII be shared through data 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="Only those with need to know for tracking, protecting the workforce, and reporting to Army Senior Leaders"/> |
| <input type="checkbox"/> Other DoD Components | Specify. | <input type="text"/> |
| <input type="checkbox"/> Other Federal Agencies | 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 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 checked="" type="checkbox"/> E-mail | <input checked="" type="checkbox"/> Official Form (Enter Form Number(s) in the box below) |
| <input checked="" type="checkbox"/> Face-to-Face Contact | <input type="checkbox"/> Paper |
| <input type="checkbox"/> Fax | <input checked="" 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) | |

DD Form 3112, Personnel Accountability and Assessment Notifications For Coronavirus Disease 2019 (COVID-19) Exposure.

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.dod.mil/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.

This system does not collect information from the public.

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.

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. 113, Secretary of Defense; 10 U.S.C. 136, Under Secretary of Defense for Personnel Readiness; 10 U.S.C. 7013, Secretary of the Army; 10 U.S.C. 8013, Secretary of the Navy; 10 U.S.C. 9013, Secretary of the Air Force; 10 U.S.C. 2672, Protection of Buildings, Grounds, Property, and Persons; DoD Instruction 6200.03, Public Health Emergency Management (PHEM) Within the DoD; and DoD Instruction 6055.17, DoD Emergency Management Program. Additionally, Army FRAGOs 15, 20, 21 and 22 require collection and

reporting of information in support of the declaration of the public health emergency associated with COVID-19. This tool provides that all DoD information systems or electronic collections 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.

This system does not collect information from the public.