

## 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:**

WEB BASED TOTAL EMPLOYEE DEVELOPMENT SYSTEM-TACO107

**2. DOD COMPONENT NAME:**

United States Army

**3. PIA APPROVAL DATE:**

08/25/20

AMC - TACOM - U.S. Army Tank-Automotive and Armaments Command

### 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 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 web based Total Employee Development (TED) system is a paperless training and tracking tool used by Army Materiel Command (AMC) Headquarters as an Enterprise Training Tracking System for all AMC. TED is also used by over 20 Non-AMC organizations to include HQDA G4, USACE, and most of the ASA(ALT) PEOs. AMC has directed training management in TED for both Logistics Modernization Program (LMP) and mandatory training. TED delivers web based training, reporting and development strategies, career development and tracking, Individual Development Plans (IDP) for over 70,000 people and is used to request, schedule, approve, monitor and report on both required and career broadening training requirements for each individual within the organizations. TED also delivers training, scheduling of resident and distant learning capabilities, assists trainers and training managers in conducting and managing the training of Soldiers and Civilians throughout their careers. Personnel can access training anywhere they have access to a computer and Internet. TED can also be used to track training funds by individual and/or organization but does not allocate funds. TED is accessed by all individuals in the commands through the employee, supervisor, instructor, coordinator, administrator, or the financial coordinator module to request and track training. The TED system automatically informs supervisors and any necessary personnel by email of information relevant to their training and generates training requests for supervisor approval. TED interfaces with Career Acquisition Management Portal (CAMP -- Career Acquisition Personnel & Position Management Information System (CAPPMIS)) to update Individual Development Plan (IDP) information on a real-time basis for Acquisition Workforce members. TED interfaces with Army Career Tracker (ACT) to provide non-Acquisition Workforce IDPs. TED tracks training hours and provides employees and supervisors with an IDP feature to ensure a fully trained and well-rounded work force. TED issues a number of types of reports to include a detailed financial (for tracking purposes only, and ad hoc reports as well as auto populating the Standard Form 182 if funds are required). The capabilities TED provides to AMC, it's Major Subordinate Commands, and additional users is vital to ensure training requirements are met.

WEB TED collects both personal, employment, and educational data.

**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)

Data Matching between CAMP, ACT, and DCPDS

**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.

Department of Army (DA) organizations and Major Subordinate Commands (MSC) choose or mandate their organizations to deploy Web TED. PII data is required to properly identify employees and SSN is used match data between systems. Beginning of 2nd quarter FY19, employees will have a choice to provide SSN to the system or object. If the employee objects to inputting the SSN into the system, their training records will not be sent to CAMP, ACT, or DCPDS.

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.

SSN is the only PII data that is utilized between systems for data matching, which consent cannot be withheld at this time. Other PII is only used within Web TED. Beginning of 2nd quarter FY19, employees will have a choice to provide SSN to the system or object. If the employee objects to inputting the SSN into the system, their training records will not be sent to CAMP, ACT, or DCPDS.

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

PRIVACY ACT STATEMENT:

- AUTHORITY: 5 U.S.C. 4103, Establishment of training programs; 10 U.S.C. 3013, Secretary of the Army; Department of Defense Directive 1322.18, Military Training; Army Regulation (AR) 350-1, Army Training and Leader Development; AR 600-20, Army Command Policy; AR 600-8-8, The Total Army Sponsorship Program; AR 690-950, Career Management; and E.O. 9397 (SSN), as amended.

- PRINCIPAL PURPOSES: Total Employee Development (TED) is a paperless training and tracking tool designated by the Army Materiel Command (AMC) as their Enterprise Training Tracking System. TED allows users to complete training, track requirements, and review training history. Reporting structures provides organizations matrixes of employee training and certifications.

- ROUTINE USE: 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 DoD as a routine use pursuant to 5 U.S.C. 552a(b)(3) as follows: Law Enforcement Routine Use, Congressional Inquiries Disclosure Routine Use, Disclosure to the Department of Justice for Litigation Routine Use, and Data Breach Remediation Purposes Routine Use.

- DISCLOSURE: Voluntary. Employees should use TED to request all training. Not doing so will restrict the individual from participating in any available training listed in TED. Any training taken that is not requested through TED will not be on their Individual Development Plan and may not be included in their annual appraisal.

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.

Staff principals in the chain of command, Army Materiel Command (AMC), All Army components and major commands.

Other DoD Components

Specify.

CAMP, ACT, and DCPDS.

Other Federal Agencies

Specify.

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.

All support must complete a justification form signed by supervisor, MSC G1/G3 and AMC WEB TED Team, sign MOA, and annual PII training to obtain access to PII on the system.

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

Currently, the source of PII is by individual or organizations using existing DoD personnel systems to populate user information through the application. As of 2nd quarter FY19, Source will be solely Individuals (Employees) that will provide SSN.

**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"/> Face-to-Face 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.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.

**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.

KE3. Destroy 3 years after event (superseded, 3 years old or 1 year after separation).

**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. 4103, Establishment of training programs; 10 U.S.C. 3013, Secretary of the Army; Department of Defense Directive 1322.18, Military Training; Army Regulation (AR) 350-1, Army Training and Leader Development; AR 600-20, Army Command Policy; AR 600-8-8, The Total Army Sponsorship Program; AR 690-950, Career Management; and E.O. 9397 (SSN), as amended.

**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.

OMB Control Numbers are pending submission.