

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 Career Tracker (ACT)

2. DOD COMPONENT NAME:

United States Army

3. PIA APPROVAL DATE:

08/25/20

U.S. Army Training and Doctrine Command (TRADOC)

SECTION 1: PII DESCRIPTION SUMMARY (FOR PUBLIC RELEASE)

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

- From members of the general public From Federal employees and/or Federal contractors
 From both members of the general public and Federal employees and/or Federal contractors Not Collected (if checked proceed to Section 4)

b. The PII is in a: (Check one)

- New DoD Information System New Electronic Collection
 Existing DoD Information System Existing Electronic Collection
 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.

Types of personal information collected are: Name, Social Security Number (SSN), Personal Cell Telephone Number, Mailing/Home Address, Marital Status, Driver's License, Home Telephone Number, Employment Information, Education Information, Gender, Personal Email Address, Spouse Information, Child Information, Military Records, AKO User ID, DoD ID, and Enterprise Email Address (see Section 2a). ACT is a Tri-cohort (Enl, Off, Army CIV), Tri-component (Active, USAR, and ARNG), career and leadership development tool for the 21st century that has its foundations on three pillars: Training, Education, and Experience. Soldiers/Leaders leverage ACT to track information related to Soldier's skills and education ensuring that in addition to being "military ready", they remain "career ready" throughout the Military Life Cycle. ACT is the Army's System of Record for the Professional Development Model (PDM)/Career Map data where Career Administrators (Proponents) and Civilian Career Program Managers (CPM) manage career guidance information on PDMs articulating information as Key Assignments, Professional Military Education (PME), Civilian Education System (CES), Guided and Self Development. ACT is the Army System of Record to support Soldier/ Army Civilian Individual Development Plans (IDPs). The IDPs enrich and enhance Soldier Life Cycle implementation. ACT is the Army's System of Record and automated tool to facilitate the Total Army Sponsorship Program (TASP) processes related to PCS activities and effectively links Soldiers to their Sponsors (Digital Handshake) before arrival to their gaining units. ACT is the Army's System of Record for the Order of Merit List (OML) in support of the Senior Enlisted Talent Assessment Board. The OML in ACT allows the Soldiers to view their OML number privately, while having the option to share the OML number with their Leaders and Mentors. ACT cultivates an environment for Leaders, Supervisors, and Mentors to create targeted recommendations via the Recommendation Kit and email based on the subordinate's profile information and goals they created in ACT. ACT's Profiled Communications (PC) capability enables Army Leadership to send targeted mass messages to Enlisted, Officers and Army Civilians throughout the Army. ACT Staff Reports use Business Intelligence to deliver a robust reporting capability to commands and career programs. ACT displays Credentials/Certifications allowing Supervisors/Leaders, Mentors, and Counselors the ability to track and monitor progress. ACT provides Army Leader Development Communities that support Proponents, Branches and Career Program Managers (CPM) and serves as a functional platform for access to Files, Bookmarks, Media and interactive forums to their specific Career Management Fields to exchange specialized information for over 300 communities and 150 sub-communities. ACT's Counselor Role affords all Counselors and Branch Managers the ability to view Soldier records to provide career related advice.

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)

ACT requires PII to identify, verify, authenticate, and match data for specific users. This information is being collected and used for data matching, mission-related use, and administrative use as described in the purpose in Section 1c above.

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.

The individual implicitly consents to the capture and use of PII at the time of employment (to include Federal contractors), commissioning, or enlistment in the Department of Defense, at which time, they are provided a privacy advisory, and have an opportunity to object. These primary inputs are received electronically via Defense Information System Agency (DISA) from Defense Enterprise E-mail (DEE) Global Address List to identify participants and leaders for Army operations as described in the purpose.

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 individual implicitly consents to the capture and use of PII at the time of employment (to include Federal contractors), commissioning, or enlistment in the Department of Defense, at which time, they are provided a privacy advisory, and have an opportunity to object. These primary inputs are received electronically via Defense Information System Agency (DISA) from Defense Enterprise E-mail (DEE) Global Address List to identify participants and leaders for Army operations as described in the purpose.

ACT users also have to opportunity to consent to sharing PII with leaders and mentors. Before a user selects a leader or mentor, the user is presented with a privacy statement detailing what information will be shared with the leader. The individual can give or withhold their consent at this point. Once selected, the leader/mentor will be sent an inquiry asking whether they accept or reject this role. Only after acceptance will the leader/mentor be allowed to see their subordinate's PII.

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

ACT provides a privacy act statement upon every login. End users will not be permitted to use ACT if they do not accept the prescribed conditions.

PRIVACY ACT AND SECURITY NOTICE FOR ARMY CAREER TRACKER

COOKIE INFORMATION: ACT does not use persistent cookies (tokens that stay after session closeout and pass information between the client machine and the server). ACT will use session cookies (token that remain active only until you close your browser) in order to personalize the site information.

SITE SECURITY: Records are maintained in a secured Army data center where physical security and operation security measures are implemented IAW RMF and pertinent security regulations.

PRIVACY ACT STUDENT CONSENT FOR RELEASE OF U.S. ARMY TRAINING RECORDS TO A THIRD PARTY

The Privacy Act of 1974 prohibits any department or agency of the Federal Government from releasing any personal information about an individual, to a third party, without consent of the subject of the record unless an approved exception applies.

By digitally signing this form, I consent to the following:

Release of my U.S. Army training records to Headquarters, U.S. Army Training and Doctrine Command, Army Career Tracker Office, Fort Eustis, VA 23604 for use ONLY as part of the Army Career Tracker System; and

Release of such training records for use by Mentors I will identify within the Army Career Tracker System for the purpose of assisting me in developing leadership capabilities through training, education, and experiential learning.

The information in my U.S. Army training records will be viewed and utilized by the people I select in the Army Career Tracker System and may also be viewed by Army Career Tracker System systems administrators.

I understand that (1) I have the right not to consent to the release of my training records, (2) I have the right to inspect any training records released by this consent form, and (3) I have the right to revoke this consent at any time by revoking through ACT.

By clicking I Accept button below you are agreeing to the terms and conditions of the Army Career Tracker Privacy Act.

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.	All Army components and major commands which includes Active Component, Army Reserve Command, Army National Guard, Army Staff and Army Commands.
<input checked="" type="checkbox"/> Other DoD Components	Specify.	Joint supervisors can view Army subordinates' information.

<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.	International Business Machines Corporation, and the Privacy Act FAR clauses are included in the contract.
<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 checked="" type="checkbox"/> Existing DoD Information Systems | <input type="checkbox"/> Commercial Systems |
| <input type="checkbox"/> Other Federal Information Systems | |

ACT collects PII for its users from existing Army information systems. PII comes from Integrated Total Army Personnel Database (ITAPDB), Army Training Requirements and Resources System (ATRRS), Army Learning Management System (ALMS), Headquarters Army Civilian Personnel System (HQ ACPERS), Defense Civilian Personnel Data System for National Guard (NG-DCPDS), Reserve Component Management System (RCMS), and Army Knowledge Online (AKO).

DA Form 5434, for sponsorship is a web based input form is used to collect sponsorship data, that is stored in the ACT database.

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 checked="" 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 checked="" type="checkbox"/> Information Sharing - System to System | <input type="checkbox"/> Website/E-Form |
| <input checked="" type="checkbox"/> Other (If Other, enter the information in the box below) | |

Data input and a web-based DA Form 5434, Sponsorship Program Counseling and Information Sheet.

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.

350-1aaa KN. Records on local training, individual goals, and leader recommendations are maintained until no longer needed for conducting business, but not longer than 6 years, then delete.

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. 3013, Secretary of the Army; Army Regulation (AR) 350-1, Army Training and Leader Development; E.O. 9397 (SSN), as amended; AR 600-20, Army Command Policy; AR 600-8-8, The Total Army Sponsorship Program; and AR 690-950, Career Management.

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.

ACT received a "Notice of Action" for OMB discontinuation on 3 Apr 19. ICR Reference Number: 201606-0702-001. OMB Authorizing Official: Neomi Rao, Administrator, Office Of Information And Regulatory Affairs.