



PRIVACY IMPACT ASSESSMENT (PIA)

For the

Training Information Program (TIP) System

U.S. Army Aviation and Missile Life Cycle Management Command
--

SECTION 1: IS A PIA REQUIRED?

a. Will this Department of Defense (DoD) information system or electronic collection of information (referred to as an "electronic collection" for the purpose of this form) collect, maintain, use, and/or disseminate PII about members of the public, Federal personnel, contractors or foreign nationals employed at U.S. military facilities internationally? Choose one option from the choices below. (Choose (3) for foreign nationals).

- (1) Yes, from members of the general public.
- (2) Yes, from Federal personnel* and/or Federal contractors.
- (3) Yes, from both members of the general public and Federal personnel and/or Federal contractors.
- (4) No

* "Federal personnel" are referred to in the DoD IT Portfolio Repository (DITPR) as "Federal employees."

b. If "No," ensure that DITPR or the authoritative database that updates DITPR is annotated for the reason(s) why a PIA is not required. If the DoD information system or electronic collection is not in DITPR, ensure that the reason(s) are recorded in appropriate documentation.

c. If "Yes," then a PIA is required. Proceed to Section 2.

SECTION 2: PIA SUMMARY INFORMATION

a. Why is this PIA being created or updated? Choose one:

- New DoD Information System
- Existing DoD Information System
- Significantly Modified DoD Information System
- New Electronic Collection
- Existing Electronic Collection

b. Is this DoD information system registered in the DITPR or the DoD Secret Internet Protocol Router Network (SIPRNET) IT Registry?

- Yes, DITPR Enter DITPR System Identification Number
- Yes, SIPRNET Enter SIPRNET Identification Number
- No

c. Does this DoD information system have an IT investment Unique Project Identifier (UPI), required by section 53 of Office of Management and Budget (OMB) Circular A-11?

- Yes
- No

If "Yes," enter UPI

If unsure, consult the Component IT Budget Point of Contact to obtain the UPI.

d. 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 should be consistent.

- Yes
- No

If "Yes," enter Privacy Act SORN Identifier

DoD Component-assigned designator, not the Federal Register number.
Consult the Component Privacy Office for additional information or
access DoD Privacy Act SORNs at: <http://www.defenselink.mil/privacy/notices/>

or

Date of submission for approval to Defense Privacy Office

Consult the Component Privacy Office for this date.

e. Does this DoD information system or electronic collection have an 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

Enter OMB Control Number

Enter Expiration Date

No

f. Authority to collect information. A Federal law, Executive Order of the President (EO), or DoD requirement must authorize the collection and maintenance of a system of records.

(1) If this system has a Privacy Act SORN, the authorities in this PIA and the existing Privacy Act SORN should be the same.

(2) 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) Whenever possible, cite the specific provisions of the statute and/or EO that authorizes the operation of the system and the collection of PII.

(b) If a specific statute or EO does not exist, determine if an indirect statutory authority can be cited. An indirect 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) 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 should be identified.

5 U.S.C. 301, Departmental Regulations; U.S.C. 3013, Secretary of the Army and 4301; and E.O. 9397 (SSN), as amended.

g. Summary of DoD information system or electronic collection. Answers to these questions should be consistent with security guidelines for release of information to the public.

(1) Describe the purpose of this DoD information system or electronic collection and briefly describe the types of personal information about individuals collected in the system.

The Training Information Program (TIP) provides the on-line capability to enter training requests, acquire approvals, route, create adhoc reports, generate online evaluations, enter 5-year training projections, generate standard Form DD-1556, perform desktop printing, generate and sustain Individual Development Profile (IDP) and project out-year training costs. The TIP supports all employees located at Army Missile Command (AMCOM), Space and Missile Defense Command (SMDC), Research, Development, and Engineering Center (RDEC), Redstone Garrison, and the Program Executive Office (PEO) Aviation and Missile organizations. It is a web-based automated system that provides real-time processing, is 508-compliant and is protected by Army Knowledge Management Online (AKO) authentication. It is a highly-flexible process workflow that eliminates the need for paper products and hardcopy signatures. TIP has a bilateral interface with Defense Civilian Personnel Data System (DCPDS) which feeds weekly transmissions of all completed training to DCPDS, and provides biweekly updates of personnel information to TIP.

The type of PII collected in the system include personal, employment information, and education information.

(2) Briefly describe the privacy risks associated with the PII collected and how these risks are addressed to safeguard privacy.

Due to the level of safeguarding, we believe the risk to individuals' privacy to be minimal. There is a low risk that information may be accessed by unauthorized users through unauthorized access or network breaches; however, the information is protected by firewalls, antivirus software, CAC access, and communications sent between systems are connected through a Secure File Transfer Protocol (SFTP). There is limited, role-based access to user information.

h. With whom will the PII be shared through data exchange, both within your DoD Component and outside your Component (e.g., other DoD Components, Federal Agencies)? Indicate all that apply.

Within the DoD Component.

Specify.

Training request data is used by the Civilian Personnel Advisory Center (CPAC). There is electronic data exchange of training records to the Aviation and Missile Research, Development & Engineering Center (AMRDEC).

Other DoD Components.

Specify.

Department of Defense (Civilian Personnel Management Service)

Other Federal Agencies.

Specify.

State and Local Agencies.

Specify.

Contractor (Enter name and describe the language in the contract that safeguards PII.)

Specify.

Other (e.g., commercial providers, colleges).

Specify.

i. Do individuals have the opportunity to object to the collection of their PII?

Yes

No

(1) If "Yes," describe method by which individuals can object to the collection of PII.

Individuals have the opportunity to object to the collection of PII by not utilizing the system. If the individual chooses not to voluntarily provide the information, it may prevent the individual from participating in the programs managed by the system. The individual consents to use by inputting the requested data. No information pulled from DCPDS until after the employee successfully logs into the system. The posted Voluntary Information Disclosure Policy states the PII data collection is voluntary, why it is requested, how it will be used and to whom it may be released.

(2) If "No," state the reason why individuals cannot object.

j. 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.

Individuals have the opportunity to object to the collection of PII by not utilizing the system. If the individual chooses not to voluntarily provide the information, it may prevent the individual from participating in the programs managed by the system. The individual consents to use by inputting the requested data. The posted Voluntary Information Disclosure Policy states the PII data collection is voluntary, why it is requested, how it will be used and to whom it may be released. The PII collected is used only for the specified purpose of the system.

(2) If "No," state the reason why individuals cannot give or withhold their consent.

k. What information is provided to an individual when asked to provide PII data? Indicate all that apply.

- | | |
|---|---|
| <input checked="" type="checkbox"/> Privacy Act Statement | <input type="checkbox"/> Privacy Advisory |
| <input type="checkbox"/> Other | <input type="checkbox"/> None |

Describe each applicable format.

A Privacy Act Statement is posted on the page:

Authority: 5 U.S.C. 301, Departmental Regulations; U.S.C. 3013, Secretary of the Army and 4301; and E.O. 9397 (SSN)

Principal Purpose: The Training Information Program System (TIPS) is the system of records for the management of personnel input to training. It is the repository for training requirements, training programs, selected cost data, and training personnel data; contains detailed class information on all courses taught and taken. TIPS produces reports and analyses and can display selected data pertinent to training requirements. Training Coordinators use this system to announce required, recurring, and special training, record attendance, complete course evaluations, and manage Individual Development Profiles (IDPs). TIP is the approved method of creating Standard Form 182, Authorization, Agreement, and Certification of Training for all training, announce mandatory training, track training, and update official records in the Defense Civilian Personnel Data System (DCPDS). Personal information is collected to identify individuals, update or add employees in the system, and create the Standard Form 182.

Routine Use(s): The DoD 'Blanket Routine Uses' set forth at the beginning of the Army's compilation of systems of records notices also apply to this system.

Disclosure: Voluntary. However, failure to provide all the requested information could prevent the individual from participating in the programs managed by the system.

NOTE:

Sections 1 and 2 above are to be posted to the Component's Web site. Posting of these Sections indicates that the PIA has been reviewed to ensure that appropriate safeguards are in place to protect privacy.

A Component may restrict the publication of Sections 1 and/or 2 if they contain information that would reveal sensitive information or raise security concerns.