



PRIVACY IMPACT ASSESSMENT (PIA)

For the

Web-Based Total Employee Development System (WEB TED)

Army Materiel Command (AMC) / TACOM Life Cycle Management Command (LCMC)

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 4095 / DA03788
- 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.

10 U.S.C. 3013, Secretary of the Army;
26 U.S.C. 6041, Information at Source;
DoD Directive 1015.2, Military Morale, Welfare and Recreation (MWR);
The Government Employees Training Action of 1958 (U. S. Code, Title 5, Section 4101 to 4118);
DoD Instruction 1015.10, Program for Military Morale, Welfare and Recreation (MWR);
Army Regulation 215-1, Morale, Welfare and Recreations Activities and Non-appropriated Fund Instrumentalities;
Army Regulation 215-3, Nonappropriated Fund Personnel Policy;
Army Regulation 215-4, Nonappropriated Fund Contracting;
Army Regulation, 608-10 Child Development Services; 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.

Web-Based Total Employee Development System (WEB TED) is a paperless training tool used by AMC-HQ as an Enterprise Training Tracking System. WEB TED is also used by the several Non-AMC organizations. The WEB TED system supports approximately 75-80K people and is used to request, schedule, approve, monitor and report on both mandatory and career broadening training requirements for each individual within the organizations. WEB TED can also be used to track training funds by individual and/or organization but does not allocate funds. WEB TED is accessed by all individuals in the commands through either the employee, supervisor, coordinator, administrative or the financial coordinator module to request and track training. The WEB TED system automatically informs supervisors and any necessary personnel by e-mail of information relevant to their training and generates training requests for supervisor approval. WEB TED interfaces with Career Acquisition Personnel & Position Management Information System (CAPP MIS) to update IDP information on a real-time basis. WEB TED tracks training hours and provides employees and supervisors with an Individual Development Plan (IDP) feature to ensure a fully trained and well rounded work force. WEB TED issues a number of types of reports to include a detailed financial and ad hoc reports as well as auto populating the SF182 if funds are required. The capabilities WEB TED provides to AMC-HQ, it's MSCs, and additional users is vital to ensure training requirements are met. Without these capabilities, 67K employees would be required to process and track training requirements manually or develop new computer or paper files to fulfill the same functions.

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

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

Every system has the potential for information to become compromised and accessible by individuals without an official need-to-know, whether through conventional hacking techniques, lost media, or intentionally by an insider. The system has implemented the latest cyber security safeguards to reduce an outside attack and lower the risk of lost electronic media. Every individual who has access to the system, with regards to using the entered data, has undergone a security background review and privacy and security training.

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.

Other DoD Components.

Specify.

Other Federal Agencies.

Specify.

State and Local Agencies.

Specify.

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

Specify.

All programming 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 production server. All information in testing (QA) server has SSN scrambled.

- 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.

WEB TED is a voluntary system. Employees do not need to use WEB TED, but not doing so will restrict the individual from participating in any available training and any training taken may not reflect as part of their assessment. Thus, participation with this Enterprise Training Tracking System is not mandatory. Employees must contact the WEB TED team. If an employee does not participate in WEB TED, their Training Coordinator will be required to manually track their training progress on a spreadsheet.

(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.

WEB TED is a voluntary system. Employees do not need to use WEB TED, but not doing so will restrict the individual from participating in any available training and any training taken may not reflect as part of their assessment. Because of the nature of the system once enrolled in WEB TED, the individuals cannot consent to the specific use of their PII.

(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.

Privacy Act Statement

Privacy Advisory

Other

None

Describe each applicable format.

PRIVACY ADVISORY:

WARNING NOTICE AND CONSENT TO MONITOR
YOU ARE ACCESSING A U.S. GOVERNMENT (USG) INFORMATION SYSTEM (IS) THAT IS PROVIDED FOR USG-AUTHORIZED USE ONLY.

By using this IS (which includes any device attached to this IS), you consent to the following conditions:

-The USG routinely intercepts and monitors communications on this IS for purposes including, but not limited to, penetration testing, COMSEC monitoring, network operations and defense, personnel misconduct (PM), law enforcement (LE), and counterintelligence (CI) investigations.

-At any time, the USG may inspect and seize data stored on this IS.

-Communications using, or data stored on, this IS are not private, are subject to routine monitoring, interception, and search, and may be disclosed or used for any USG authorized purpose.

-This IS includes security measures (e.g., authentication and access controls) to protect USG interests--not for your personal benefit or privacy.

-Notwithstanding the above, using this IS does not constitute consent to PM, LE or CI investigative searching or monitoring of the content of privileged communications, or work product, related to personal representation or services by attorneys, psychotherapists, or clergy, and their assistants. Such communications and work product are private and confidential. See User Agreement for details.

PRIVACY ACT STATEMENT:

- **AUTHORITY:** Per Code of Federal Regulations - 10 U.S.C. 3013, Secretary of the Army; 26 U.S.C. 6041, Information at Source; DoD Directive 1015.2, Military Morale, Welfare and Recreation (MWR); The Government Employees Training Action of 1958 (U.S. Code, Title 5, Section 4101 to 4118); DoD Instruction 1015.10, Program for Military Morale, Welfare and Recreation (MWR); Army Regulation 215-1, Morale, Welfare and Recreations Activities and Non-appropriated Fund Instrumentalities; Army Regulation 215-3, Non-appropriated Fund Personnel Policy; Army Regulation 215-4, Non-appropriated Fund Contracting; Army Regulation, 608-10 Child Development Services; and E.O. 9397 (SSN).

- **PRINCIPAL PURPOSES:** Total Employee Development (TED) is a paperless training tools designated by the Army Materiel Command (AMC) as their Enterprise Training Tracking System. TED may be used by non-AMC organizations as well.