



## PRIVACY IMPACT ASSESSMENT (PIA)

For the

Individual Training and Requirements System (ITRS)
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Office of the Chief, Army Reserve (OCAR)
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### **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.

10 U.S.C. 3013, Secretary of the Army; 42 U.S.C. 10606 et seq.; Department of Defense Directive 1030.1, Victim and Witness Assistance; Army Regulation 600-8-104, Military Personnel Information Management/Records; 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 Individual Training and Requirements System (ITRS) is an application that combines personnel, training, and unit data into an executive information system. The application provides the Army Reserve the ability to assess Soldier qualification requirements, training opportunities, and to deploy critical resources needed to sustain and improve unit readiness. ITRS is a web based system designed to analyze the individual Soldier readiness of all Soldiers (Active Guard and Reserve and Troop Program Unit) assigned to the Army Reserve.

It determines whether each Soldier is Duty Military Occupational Specialty Qualified (DMOSQ), and for those who are not, indicates exactly what action is necessary for the Soldier to become DMOSQ. The system also tracks all Initial Entry Training Soldiers and gives current status. ITRS tracks the status of all training quotas allocated to the Army Reserve, reservations, no-shows, cancellations, etc. For Senior Commanders, the system rates and rank orders both Major Subordinate Commands in DMOSQ management as well as doing the same for separate commands and division/brigades within those commands. The ability to make this analysis is critical for mobilizations and deployments. In addition to DMOSQ, ITRS provides Army Reserve leaders the ability to monitor status of evaluations, Soldier medical readiness, retention / re-enlistment, Battle Assembly attendance, Professional Military Education accomplishment status, security clearance status, and promotion eligibility to name a few areas. Information on most of these areas is available as both senior level command roll-up statistics all the way down to individual Soldier by name status.

The system is used at all levels of the Army Reserve from the Office of the Chief, Army Reserve all the way down to individual company / detachment level. Information from ITRS is used as the source data to provide reports to Department of the Army and other commands.

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

Data is collected within other systems and aggregated by ITRS. The Army's rules for accessing records and for contesting contents and appealing initial agency determinations are contained in Army Regulation 340-21; 32CFR part 505; or may be obtained from the source system manager. Denial to amend records in this system can be made only to the source system proponent.

**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.

United States Army Reserve Command (USARC),  
Office of the Chief, Army Reserve (OCAR)

**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.

NCI Information Systems, Inc.  
Security of Government-Furnished Information(GFI): Details of any safeguards that may be revealed to the contractor by the government during the course of contractor performance shall not be published or disclosed without written consent of the Contracting Officer. Information given to the contractor during the lifetime of this contract shall only be used for the purpose of carrying out the provisions of the contract. Agency information marked "For Official Use Only" or bearing other sensitive marking shall be handled in accordance with Agency information security programs regulations and shall not be divulged or disclosed without Agency permission.  
The contractor shall ensure that employees possess valid security clearances. The contractor shall ensure that no work is accomplished by employees that do not possess valid security clearances.

**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.

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

Data is collected within other systems and aggregated by ITRS. The Army's rules for accessing records and for contesting contents and appealing initial agency determinations are contained in Army Regulation 340-21; 32CFR part 505; or may be obtained from the source system manager. Denial to amend records in this system can be made only to the source system proponent.

**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.

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

Data is collected within other systems and aggregated by ITRS. The Army's rules for accessing records and for contesting contents and appealing initial agency determinations are contained in Army Regulation 340-21; 32CFR part 505; or may be obtained from the source system manager. Objections to use of PII in this system can be made to the source system proponent.

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

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

Describe each applicable format.

No PII information within ITRS is collected directly from the individual.