

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:

Task Management Tracker (TMT)

2. DOD COMPONENT NAME:

Department of Defense Human Resources Activity

3. PIA APPROVAL DATE:

06/08/22

DHRA Headquarters

SECTION 1: PII DESCRIPTION SUMMARY (FOR PUBLIC RELEASE)

a. The PII is: (Check one. Note: Federal contractors, military family members, and foreign nationals are included in general public.)

- ☐ From members of the general public ☐ From Federal employees
- ☒ from both members of the general public and Federal employees ☐ 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.

The Defense Human Resources Activity (DHRA) is a multifaceted organization comprising of multiple Centers and Offices, spanning the United States and multiple networks. The Task Management Tool (TMT) provides an Enterprise-wide task management solution, enabling DHRA to initiate, track, approve, and archive tasks across its diverse mission set in a collaborative, centralized environment. TMT allows DHRA leadership to monitor workloads, prioritize tasks, track task due dates to ensure timely completion, and serve as a repository of DHRA efforts. The latter capability allows action officers to leverage previous efforts and create an environment of continuous process improvement over time for recurring tasks. Tasks may include PII collected and maintained in accordance with any DoD or DHRA System of Records Notice, as required for mission purposes. Tasks may also include PII, where required, in order to provide individuals with services from DHRA as requested or required by policy and statute.

PII collected may include but is not limited to name, social security number, home address, email address, and other information required on individuals to process a mission-related or administrative task. The minimum amount of PII data is collected in order to facilitate processing of correspondence and tasks.

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)

Mission-related and administrative use

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.

TMT is a task management system and does not directly collect PII, only maintains PII incidentally as required for a given task. Individuals would be given the opportunity to object at the original point of collection.

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.

TMT is a task management system and does not directly collect PII, only maintains PII incidentally as required for a given task. Individuals would be given the opportunity to object to the specific use of their PII at the original point of collection.

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

h. With whom will the PII be shared through data/system exchange, both within your DoD Component and outside your Component?
(Check all that apply)

- ☒ Within the DoD Component Specify. Personnel responsible for processing correspondence.
- ☐ Other DoD Components (i.e. Army, Navy, Air Force) Specify.
- ☐ Other Federal Agencies (i.e. Veteran's Affairs, Energy, State) 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. Information is accessible by Accenture for purposes of administering the system.
FAR clauses 52.224-1, 52.224-2, and 52.224-3 are incorporated by reference.
- ☐ 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

PII may be collected directly from individuals or from any existing DoD or Federal repository to complete taskers or correspondence packages in support of the DHRA.

j. How will the information be collected? (Check all that apply and list all Official Form Numbers if applicable)

- ☒ E-mail ☒ Official Form (Enter Form Number(s) in the box below)
- ☒ In-Person Contact ☒ Paper
- ☒ Fax ☒ Telephone Interview
- ☒ Information Sharing - System to System ☒ Website/E-Form
- ☐ 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.d.defense.gov/> 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.

Information will not be retrieved by name or other unique identifier tied to the individual's PII.

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.

N/A

(2) If pending, provide the date the SF-115 was submitted to NARA.

N/A

(3) Retention Instructions.

All records maintained in TMT are reference copies. The authoritative record copy is maintained outside of TMT in approved records retention systems.

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 USC 136, "Under Secretary of Defense for Personnel and Readiness"; DoD Directive 5100.87, "Department of Defense Human Resources Activity (DoDHRA)"; 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.

TMT is not the original point of collection for any information maintained within the system.