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:
TRAINING AND OPERATIONAL READINESS INFORMATION SERVICE (TORIS)

2. DOD COMPONENT NAME:
Department of the Navy

3. PIA APPROVAL DATE:
11/26/18

COMPACFLT - AFLOATRAGRUPAC, N00T-1

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 both members of the general public and Federal employees and/or Federal contractors
- Not Collected (if checked, proceed to Section 4)
- New DoD Information System
- Existing DoD Information System
- Significantly Modified DoD Information System

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

- New Electronic Collection
- Existing Electronic Collection

X Significantly Modified DoD Information System

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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 Training and Operational Readiness Information Services (TORIS) is a web-centric, enterprise-level, data collection, transfer, storage/warehousing, and decision support system designed to capture war fighter mission area training and sustainment proficiency information from the surface fleet. TORIS solves the critical issue of how to collect watch team training performance data without unnecessary burdening of our war-fighters aboard fleet units. Built and maintained by Afloat Training Group Pacific (ATGPAC) for use at the "deck plate" level, training assessors can capture data digitally during training scenarios conducted in operational environments under time-tested procedures and send this information to centralized servers for warehousing and further analysis. TORIS is the information system that underpins the Surfaces Force Readiness Manual (SFRM) and the Surface Force Exercise Manual (SFEM) and is the primary enabler for the Surface Warfare Enterprise (SWE) continuous readiness initiative. TORIS is the authoritative source for watch team training performance data from the surface fleet and is a critical data feed for all stakeholders of the unit level training (ULT) process. TORIS captures watch team training information generated during assessments conducted in operational environments aboard surface ships, data that supports those assessments (e.g. scheduling, trainer assignment, etc), and associated metrics on the operational readiness of Surface Force units. Outputs also include unit level training proficiency information for "Big Navy" dashboards and reporting systems such as NTIMS and DRRS-N. The system does not contain or process classified information.

X The Commander Afloat Training Group Pacific (ATGPAC) is the system owner for the TORIS Enterprise. The ATG Enterprise Personnel Program (AEPP) is a TORIS Enterprise module that enables collection and tracking of information on all ATG personnel.

TORIS Enterprise collects Name, Rank/Rate, Position/Title, Work Telephone Number, Work e-mail address, DoD ID, Qualifications, Projected Rotation Date (PRD).

Information is collected on all employees of Afloat Training Group Pacific (ATGPAC), Afloat Training Group Atlantic (ATGLANT), Afloat Training Group West Pacific (ATGWP), Afloat Training Group Middle Pacific (ATGMP), Afloat Training Group Mayport (ATGMayport), and Afloat Training Group Pacific Northwest (ATGNW).

The information is entered by Administrative staff when a new record is created.

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)

Data matching. The information collected is required to manage, supervise and administer ATG civilian and military personnel.

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

X 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 minimum personnel data must be entered (name, rank/rate, qualification, PRD) in order to provide resource data to command schedulers, who assign trainer personnel to support specific training missions. Individuals are informed during check-in that they can choose not to provide some of the information requested.

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 minimum personnel data must be entered (name, rank/rate, qualification, PRD) in order to provide resource data to command schedulers, who assign trainer personnel to support specific training missions. Individuals are informed during check-in that they can choose not to provide some of the information requested.

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 □ |


PURPOSE(S): To capture team training information generated during assessments conducted in operational environments aboard surface ships.

ROUTINEUSES: The Standard Routine Uses

DISCLOSURE: Mandatory.

More information on the SORN may be found at the following link: https://dpcld.defense.gov/Privacy/SORNsIndex/DOD-wide-SORN-Article-View/Article/570414/nm01500-10/

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

| Within the DoD Component □ | Specify. |
| Other DoD Components □ | Specify. |
| Other Federal Agencies □ | 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.)

| 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 □ | Specify. |
| Databases □ | Commercial Systems □ |
| Existing DoD Information Systems □ | Specify. |
| Other Federal Information Systems □ | Specify. |

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) |
| Face-to-Face Contact □ | Paper |
| Fax □ | Telephone Interview |
| Information Sharing - System to System □ | Website/E-Form |
| Other (If Other, enter the information in the box below) □ |Specify. |

Information is manually entered into TORIS Enterprise module, AEPP, by command administrative office personnel.

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.

If "Yes," enter SORN System Identifier  NM01500-10

SORN Identifier, not the Federal Register (FR) Citation. Consult the DoD Component Privacy Office for additional information or http://dpclid.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 (DPLTD). 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.

I. 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.  

GRS 3.2 030

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

(3) Retention Instructions.

These are user identification records generated according to preset requirements, typically system generated. A system may, for example, prompt users for new passwords every 90 days for all users. TEMPORARY: Destroy when business use ceases.

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.

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.

OMB approval is not required as TORIS does not collect information from member of public. According to DoD Manual 8910.01, Volume 2, Section 2.Applicability b. "This volume [...] does not apply to [...] DoD internal information collections that do not collect information from members of the public. Procedures for DoD internal information collections are detailed in Volume 1 of this manual (Reference (h))."