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:
CNATRA Headquarters Decision Support System (HQ-DSS)

2. DOD COMPONENT NAME: Department of the Navy

3. PIA APPROVAL DATE: 05/07/20

COMPACFLT - CNATRA N6, N7

SECTION 1: PII DESCRIPTION SUMMARY (FOR PUBLIC RELEASE)

a. The PII is: (Check one. Note: foreign nationals are included in general public.)
   - [x] From both members of the general public and Federal employees and/or Federal contractors
   - [ ] From members of the general public
   - [ ] From Federal employees and/or Federal contractors
   - [ ] Not Collected (if checked proceed to Section 4)

b. The PII is in a: (Check one)
   - [x] Existing DoD Information System
   - [ ] New DoD Information System
   - [ ] New Electronic Collection
   - [ ] 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 primary purpose of CNATRA HQ-DSS is to maintain an up-to-date student flight record and to evaluate Student Naval Aviators, Student Naval Flight Officers, and enlisted Naval Aircrew candidates' training progress and qualifications, including aircraft, as well as track their medical and physiological qualifications as they progress through their rigorous aviation training curriculum. Additionally, CNATRA HQ-DSS modules present production data from over 35 geographically dispersed Naval Aviation Training Command units and USN/USMC Fleet Replacement Squadrons (FRS) where students receive follow-on flight training. CNATRA HQ-DSS also supports FRS production planning to determine resource requirements for aircraft, simulators, flights hours and instructors to support the training mission.

   Personal information that is accessible: name, other names used, SSN, DoD ID Number, Officer File Number, citizenship, legal status, gender, race/ethnicity, birth date, place of birth, personal cell telephone number, home telephone number, personal e-mail address, mailing/home address, religious preference, security clearance, marital status, spouse and child information, biometrics, medical and disability information, waivers and medical conditions that have been approved for a pilot to continue flying, military records that include Grade, Date of Rank, Military Designation Code, Military Designation Date, home base, education information to include name of school and/or university, emergency contacts.

   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)

   Identification, verification and collection in support of individual records for the Naval Aviation Training program. The requirement for the data collected is to discharge the Component program mission requiring CNATRA to maintain an up-to-date student flight record and to evaluate the student's individual training progress and qualifications including aircraft, medical, and physiological qualifications. The requirement for the data collection is to support the execution of Component Naval Aviation training program. CNATRA collects the data on instructor pilots and student aviators who are undergoing undergraduate fixed wing, multi-engine, rotary wing and jet Naval Aviation Training. CNATRA HQ-DSS also presents production data from over 35 geographically dispersed Naval Aviation Training Command units and USN/USMC Fleet Replacement Squadrons where students receive follow-on flight training.

   The intended use of the PII data collected is to support both the mission and administrative support actions associated with Naval Aviation Training. Data is used during the training of Naval Aviators in the collection, collation, analysis and selection processes needed to properly guide student aviators into the correct aircraft models. Assessments are based on skills, qualifications, training accomplishments, capabilities and human resource capital assessments of fitness for aviation duties, as are the basis for decisions regarding completion or termination of training, as well as various reports made to DON authorities.

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

PII is not collected directly from the individual. PII is exchanged via the electronic interface with JPATS-TIMS.

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.

PII is not collected directly from the individual. PII is exchanged via electronic interface with JPATS-TIMS.

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

PII is not collected directly from the individual. PII is exchanged via electronic interface with JPATS-TIMS.

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.

Training records are shared within the Naval Aviation Training Command by designated Program Managers, Naval Aviation personnel, and authorized system users based upon defined user profiles and levels of access required and authorized. Student records will be shared between DoD components to include USN and USMC based on student aviators and instructor pilots that are involved in the Naval Aviation training program under CNATRA.

☒ Other DoD Components

Specify.

Student records will be shared between DoD components to include USAF based on student aviators and instructor pilots that are involved in the Naval Aviation training program under CNATRA.

☒ Other Federal Agencies

Specify.

Student records will be shared with USCG. Two years after the completion of training, hard copy files of student Aviation Training Jackets are retired to the Federal Records Center, Fort Worth, Texas. In addition, in the event of a flight violation or mishap, information contained within the system may be provided to the FAA or NTSB.

☐ State and Local Agencies

Specify.

Contractor employees operating under CNATRA’s Contract Instruction Services (CIS) contract input data to TIMS. Current incumbent - CAE USA. The Contract incorporates FAR clause 252.204-7012. The contract further requires information assurance, PII, and Privacy Act training. Contractors that develop HQ-DSS module upgrades and updates only work with sanitized datasets. The contract specifically requires that "all PII data will be handled in accordance with current PII procedures, and all data and information will be handled on a Sensitive Unclassified basis."

☒ 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.

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

☒ Existing DoD Information Systems

☐ Databases

☐ Commercial Systems

☐ Other Federal Information Systems

PII is not collected directly from the individual. PII is exchanged via electronic interface with Joint Primary Aircraft Training System -
### Training Integrated Management System (JPATS-TIMS)

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

- [ ] E-mail
- [ ] Face-to-Face Contact
- [ ] Fax
- [x] Information Sharing - System to System
- [ ] Other (If Other, enter the information in the box below)

Joint Primary Aircraft Training System - Training Integrated Management System (JPATS-TIMS)

#### 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.

- [x] Yes
- [ ] No

If "Yes," enter SORN System Identifier **N01542-1**

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

#### 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. (1) NARA Job Number or General Records Schedule Authority. **NT-NU-86-I/SSIC-1500**

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

3. Retention Instructions.

Records are managed in accordance with the Navy’s Records Management Manual, SECNAV M-5210.1. Two years after completion of training, hard copy files of student Aviation Training jackets are retired to the Federal Records Center, Fort Worth, Texas.

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

2. (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.

SORN N01542-1, Aviation Training Jacket (March 18, 1997, 62 FR 12806), authorities:


CNATRA Instruction 1500.4J.

#### 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.

N/A HQ-DSS does not collect information from members of the public. Note, selection indicated in Section 1 is due to the inclusion of foreign nationals student pilots enrolled in the aviation training program.