

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:

Total Force Data Warehouse (TFDW)

2. DOD COMPONENT NAME:

Department of the Navy

3. PIA APPROVAL DATE:

07/13/20

United States Marine Corps

SECTION 1: PII DESCRIPTION SUMMARY (FOR PUBLIC RELEASE)

a. The PII is: (Check one. Note: foreign nationals are included in general public.)

- | | |
|---|---|
| <input type="checkbox"/> From members of the general public | <input checked="" type="checkbox"/> From Federal employees and/or Federal contractors |
| <input type="checkbox"/> From both members of the general public and Federal employees and/or Federal contractors | <input type="checkbox"/> Not Collected (if checked proceed to Section 4) |

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

- | | |
|--|---|
| <input type="checkbox"/> New DoD Information System | <input type="checkbox"/> New Electronic Collection |
| <input checked="" type="checkbox"/> Existing DoD Information System | <input type="checkbox"/> Existing Electronic Collection |
| <input type="checkbox"/> 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.

TFDW:
PII is being collected for future Manpower projections. TFDW is the official active duty end strength reporting tool for the Marine Corps and additionally supports the development of numerous manpower plans, "e.g.", accession, recruiting, retention, promotion, classification, mobilization, distribution, and assignment.

TFDW receives PII data from only those applications and systems which are listed in Section 2h (below). Data is used exclusively by authorized Department of Defense (DoD) Personnel and DoD contractors. Only users with Government approved accounts and a need to know are able to view data published by TFDW through a Public Key Infrastructure (PKI) Common Access Card (CAC) enabled authentication process. Although Personally Identifiable Information (PII) is not authorized to be shared or released to individuals or systems not listed in Section 2, question h, below, without prior written consent of the individual, the potential for "hackers" or dishonest employees to unlawfully disclose individuals' PII does exist.

TFDW was originally designed to be used as a manpower management tool. Therefore, visibility of PII will be vetted through Manpower management personnel. It is important to note that the scope of TFDW has increased over time and in addition to M&RA processes, TFDW data is also used to facilitate the Marine Corps Planning, Programming, Budgeting and Execution processes. TFDW performs a critical task of storing and analyzing historical manpower data for the entire Marine Corps. Data is transferred from centralized M&RA databases. See Section 2h (below). Individuals will not have the ability to object to the collection of their PII in TFDW as it is data that has already been collected from other interfacing systems and sent to TFDW. Objection to collection of data would be available to the individual when first requested at the initial system collection site. While PII must be resident in TFDW to perform its intended purpose, individuals are allowed to correct erroneous data sent to TFDW from MCTFS via ODSE. Audits are conducted to provide members the opportunity to review their PII and update it as necessary within MCTFS. Members can also view their individual record through Marine On-Line (MOL) self-service personnel Internet portal. Other individuals can ask to view or update their information through any Installation Personnel Administration Center (IPAC).

PII is accumulated, updated, and shared with the list of systems / DoD Branches as listed in Section 2h (below). If individuals had the opportunity to withhold the use of their data within TFDW the Marine Corps would be unable to perform the majority of its manpower planning and budgeting forecasts to adequately provide figures for accession, recruiting, mobilization, assignments among other functionality for the total force. In addition, M&RA needs to be able to provide DoD planners and Congress with reliable forecasts for future end strengths and projections for requested pay raises and other pay entitlements.

-Provides a single source of authoritative, historical manpower information to manpower planners and decision-makers throughout

Headquarters Marine Corps (HQMC), particularly the Manpower & Reserve Affairs (M&RA) Department.

-Provides historical data for forecasting manpower related issues (attrition, retention, continuation, and promotion) and answering ad hoc queries.

-Improves the consistency, reliability, and timeliness of retrieving, formatting, and viewing historical manpower data.

-Provides improved access and analysis capabilities for manpower budget planners.

-Provides tools for manpower planners to develop and submit ad hoc queries.

-Provides a uniform structure for historical information used by manpower planners in the M&RA Department.

-Provides tools for statistical analysis and tabular and graphical representation.

-PII collected: name, other names used, full SSN, DoD ID number, citizenship, gender, race/ethnicity, rank, birth date, place of birth, home telephone number, personal email address, mailing/home address, religious preference, security clearance, spouse information, marital status, child information, financial information, military records, education information, other (blood type, hair and eye color, height and weight).

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)

PII is collected for 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.

PII is not collected directly from the individual.

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.

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

TFDW does not collect PII from the individual and therefore does not require a Privacy Act Statement (PAS); however, it does contain PII within the system and therefore does require the Privacy Act Warning (PAW) to notify users that PII is in the system and they must protect that PII. The PAW has been implemented within TFDW. The PAW pops-up when the user is logging into the system, if the user fails to acknowledge the PAW pop-up it will not let the user proceed.

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.

USMC: Manpower and Reserve Affairs, Manpower Plans, Programs and Budget Branch (MPP), Web-Based Manpower Assignment Support System (WEBMASS), Manpower Models, Marine Corps Total Force System (MCTFS), Operation Data Store Enterprise (ODSE), Marine Corps Training Information Management System (MCTIMS), Marine Corps Recruit Information Support System (MCRISS), Total Force Structure Management System (TFSMS), Requirements, Transition, and Manpower Management System (RTAMMS)

Other DoD Components

Specify.

Joint Personnel Adjudication System (JPAS), Preparedness Evaluation System (PES), Defense Enrollment Eligibility Reporting System (DEERS), Defense Casualty Information Processing System (DCIPS)

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.)

Specify.

SAIC is the system integrator for TFDW. Contractors must sign a Non Disclosure Agreement (NDA) to assure confidentiality between the contractor and government to protect any type of confidential and proprietary information. Specific language in the contract is described as: Security measures shall be taken to satisfy the security requirements in accordance with the Marine Corps System Security Plan. TFDW data/information shall be protected from an Information Systems Security (INFOSEC) perspective. The contractor shall apply security considerations to software design and management. Only contractors who have a valid need to know and a favorably adjudicated background investigation are permitted to have access to TFDW. During the course of routine system maintenance contractors may be exposed to PII. Users are DoD employees or authorized contractors supporting the DoD. The two FAR privacy clauses will be added when the contract is updated in September 2020.

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

TFDW does not collect information directly from the individual. TFDW collects data by a process called an "automated load process", which is a way of importing data electronically through interfaces with other systems. The systems from which TFDW receives and incorporates data are listed in Section 2h and include:

USMC: Manpower and Reserve Affairs, Manpower Plans, Programs and Budget Branch (MPP), Web-Based Manpower Assignment Support System (WEBMASS), USMC Manpower MODELS, Marine Corps Total Force System (MCTFS), Operation Data Store Enterprise (ODSE), Defense Manpower Data Center (DMDC), Marine Corps Training Information Management System (MCTIMS), Marine Corps Recruit Information Support System (MCRISS), Total Force Structure Management System (TFSMS)

Other Federal Agencies: Joint Personnel Adjudication System (JPAS), Preparedness Evaluation System (PES), Defense Enrollment Eligibility Reporting System (DEERS), Defense Casualty Information Processing System (DCIPS)

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)

Data comes from the feeder systems listed in Section 2h and are processed either through the TFDW Development environment or directly into the Test and Production environments. Data is processed between environments through Secure File Transfer Protocol (SFTP). SFTP connections for the Development environment are maintained by the vendor at the vendor's facility/Lab. The SFTP connection for Test and Production environments are maintained by Manpower Information (MI).

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

M01040-3

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.

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. DON Record Schedule 5000-98, DAA-GRS-2017-0006-0016

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

(3) Retention Instructions.

New DON Record Schedule: 5000-98, GRS 5.1, Item 010 - Administrative records maintained in an agency office. Disposition: TEMPORARY, Destroy when business use ceases.

Note: System previously approved for SSIC 5270, General Management Sciences Records (General Office Information Systems Program Management Records - Records Concerning Management Programs and Techniques). Disposition: TEMPORARY, Destroy when 2 years old. The disposition for this SSIC is obsolete and now falls under the DON Record Schedule 5000-98.

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.

SORN M01040-3, Marine Corps Manpower Management Information System Records (April 29, 2010, 75 FR 22570), authorities:
10 U.S.C. 5013 Secretary of the Navy
10 U.S.C. 5041 Headquarters, U. S. Marine Corps
10 U.S.C. 1074f, Medical Tracking System for Members Deployed Overseas
32 CFR 64.4 Management and Mobilization 5 U.S.C. Section 301, Departmental Regulations
DoD Dir 1215.13, Reserve Component Member Participation Policy
DoD Instruction 3001.02, Personnel Accountability in Conjunction with Natural and Manmade Disasters
CJCSM 3150.13B, Joint Reporting Structure Personnel Manual
DoD Instruction 6490.03, Deployment Health
MCMEDS: SECNAVINST 1770.3D, Management and Disposition of Incapacitation Benefits for Members of the Navy and Marine Corps Reserve Components (Renamed Line of Duty(LOD))
MCO 7220.50, Marine Corps Policy for paying Reserve Marines
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.

No information is collected from any members of the public.