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 Sierra Hotel Aviation Readiness Program (T-SHARP)

2. DOD COMPONENT NAME: 3. PIA APPROVAL DATE:
Department of the Navy 12/14/20

COMPACFLT

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
☒ From Federal employees and/or Federal contractors
☐ Not Collected (if checked proceed to Section 4)

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

☒ New DoD Information System
☐ Existing DoD Information System
☐ New Electronic Collection
☐ Existing Electronic Collection
☐ Significantly Modified DoD Information System

T-SHARP is a web-based training management system and learning management system that allows for the scheduling of aircrew training events and the tracking of undergraduate flight training performance through electronic training jackets (syllabus training with supporting aviation training forms/grade sheets, aircrew logbooks, qualifications, and designations). T-SHARP replaces the Joint Primary Aircraft Training System - Training Integrated Management System (JPATS-TIMS), a joint USAF-USN system first utilized by Naval Air Training Command (NATRACOM) in 2006, and aligns with the existing Fleet SHARP program. T-SHARP will collect limited PII from aviation students, aviation instructor pilots and naval flight officers. T-SHARP will be hosted in the SPAWAR Charleston data center and would inherit physical security controls from them.

Specific PII collected: Military Records, Race/Ethnicity, Work Email addresses, Rank/Grade, DOD Id number, Gender/Gender Identification, Name(s), protected Health Information, specifically MED down status (up or down only)

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 collection and use supports identification and verification of individual records for the NATRACOM mission. The requirement for the data collected is to discharge the Component program mission requiring the Chief of Naval Air Training (CNATRA) to maintain an up-to-date student flight record and to evaluate the student's individual training progress. Although no PII is solicited from members of the general public, limited PII is collected for T-SHARP from foreign military students who train within NATRACOM pursuant to approved international program agreements and foreign military sales programs of the U.S. Government.

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 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/DoD authorities.

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.

Students may object during the initial solicitation of PII required to create their student profile in T-SHARP. Refusal may result in disenrollment from flight training.

f. Do individuals have the opportunity to consent to the specific uses of their PII? ☐ Yes ☒ No
Providing PII is considered consent. Students are informed of the principal purposes for the collection - to create a student profile within T-SHARP - and the routine uses.

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

T-SHARP is in a pre-deployment status. A form is currently under development. The form number and Privacy Act Statement (PAS) will be provided when available. No PII will be collected from any individual until the form is approved.

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
- Other DoD Components
- Other Federal Agencies
- State and Local Agencies
- Other (e.g., commercial providers, colleges).

- 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.)

- Contractor employees operating under CNATRA's Contract Instruction Services (CIS) contract input data to T-SHARP. The CIS contract incorporates FAR clause 252.204-7012 and further requires information assurance, PII, and Privacy Act training.

i. Source of the PII collected is: (Check all that apply and list all information systems if applicable)

- Individuals
- Existing DoD Information Systems
- Other Federal Information Systems
- Databases
- Commercial Systems

Data will be collected from individuals via a standardized CNATRA generated form. This form is currently being developed. Legacy information will be migrated from JPATS-TIMS to T-SHARP.

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
- Information Sharing - System to System
- Official Form (Enter Form Number(s) in the box below)
- Paper
- Telephone Interview
- Website/E-Form

Data will be collected from individuals via a standardized CNATRA generated form. This form is currently being developed. The form number and PAS will be provided once the form is approved. Legacy information will be migrated from JPATS-TIMS to T-SHARP.

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.
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.  DAA-NU-2015-0001-0033 and -0034 / 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) 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.
E.O. 9397 (SSN).

SORN F036 AETC Y, Training Integration Management Systems (TIMS) Records (November 17, 2008, 73 FR 66874) authorities:
10 U.S.C. 8013, Secretary of the Air Force;
Air Education and Training Command Instructions;
AETCI 36-2205 Formal Aircrew Training Administration and Management; AETCI 36-2220, Academic Training;
AETCI 36-2223, Flying Training Student Information Management; and
Executive Order 9397(SSN)

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.

T-SHARP does not collect and retain information from members of the general public, only from military members (both US and approved foreign partners) who are specifically assigned to the NATRACOM for training and instruction purposes.