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U.S. DEPARTMENT OF DEFENSE

PRIVACY ACT OF 1974

ESTABLISHMENT OF A NEW SYSTEM OF RECORDS

AGENCY

United States Department of Defense – Office of the Secretary of Defense – Cost Assessment and Program Evaluation

ACTION

Proposed Establishment a New Privacy Act System of Records.

SUMMARY

OSD CAPE proposes to add a new system of records subject to the Privacy Act of 1974 (5 U.S.C. 552a), as amended. This action is necessary to meet the requirements of the Privacy Act to publish in the Federal Register notice of the existence and character of records maintained by the agency (5 U.S.C. 552a(e)(4)).

DATES

This action will be effective without further notice on [INSERT DATE 40 DAYS AFTER DATE OF PUBLICATION IN THE FEDERAL REGISTER] unless comments are received that would result in a contrary determination.

ADDRESSES

Office of the Secretary of Defense/Cost Assessment and Program Evaluation Privacy Office, Cost Assessment Data Enterprise (CADE), 1400 Defense Pentagon Washington, DC 20301-1400, Suite 3D116

FOR FURTHER INFORMATION CONTACT

Kelly Hazel at Kelly.P.Hazel@mail.mil or (703)614-5397

SUPPLEMENTARY INFORMATION

Kelly Hazel
CDSG Director
OSD CAPE/CADE
Kelly.p.hazel.civ@mail.mil

SYSTEM NAME

Cost Assessment Data Enterprise (CADE)

SECURITY CLASSIFICATION

The system contains unclassified information only.

SYSTEM LOCATION

Washington Headquarters Services (WHS), Joint Service Provider, 1155 Defense Pentagon, Washington, DC 20301-1132.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

A system of records covering DoD employees and contractor employees.

CATEGORIES OF RECORDS IN THE SYSTEM

The types of personal information about individuals stored in the CADE system includes:

Full Name, Department of Defense Identifier (DOD ID) number generated from the ECA Certificate or Common Access Card (CAC), contact phone number, supervisor information

AUTHORITY FOR MAINTENANCE OF THE SYSTEM

10 U.S.C. 131, Office of the Secretary of Defense; 5 U.S.C. 301, Departmental Regulations; DoD Directive 5122.10

PURPOSE

The purpose of the Cost Assessment Data Enterprise (CADE) System is an Office of the Secretary of Defense Cost Assessment and Program Evaluation (OSD CAPE) initiative to increase analyst productivity and effectiveness by collecting, organizing and displaying data in an integrated single web-based application, improving data quality, reporting compliance and source data transparency. CADE aims to provide the government analyst with a single, authoritative website utilizing data visualization methods to house source data which are easily searchable and retrievable. CADE offers the analyst a reduction in the time spent on ad-hoc data collection and validation, allowing more time for in-depth, meaningful analysis in support of DoD's mission. The intranet implements a secure Public Key Infrastructure (PKI) protected portal utilizing the Department of Defense Common Access Card (CAC).

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES

In addition to those disclosures generally permitted under 5 U.S.C. 552a(b) of the Privacy Act of 1974, as amended, the records contained herein may specifically be disclosed outside the DoD as a routine use pursuant to 5 U.S.C. 552a(b)(3) as follows:

Disclosure of Information to the National Archives and Records Administration Routine Use: A record from a system of records maintained by a DoD Component may be disclosed as a routine use to the National Archives and Records Administration for the purpose of records management inspections conducted under authority of 44 U.S.C. 2904 and 2906.

Data Breach Remediation Purposes Routine Use: A record from a system of records maintained by a Component may be disclosed to appropriate agencies, entities, and persons when (1) The Component suspects or has confirmed that the security or confidentiality of the information in the system of records has been compromised; (2) the Component has determined that as a result of the suspected or confirmed compromise there is a risk of harm to economic or property interests, identity theft or fraud, or harm to the security or integrity of this system or other systems or programs (whether maintained by the Component or another agency or entity) that rely upon the compromised information; and (3) the disclosure made to such agencies, entities, and persons is reasonably necessary to assist in connection with the Components efforts to respond to the suspected or confirmed compromise and prevent, minimize, or remedy such harm.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE

Electronic databases and storage media

RETRIEVABILITY

The records information is retrieved by an individual's name and program accessibility.

SAFEGUARDS

Records are maintained in a controlled by the CADE system. Physical entry is restricted by the use of Common Access Card Authentication. Access to data in the CADE system is limited to those who require the data to perform their official duties consistent with the purpose for which the information was collected.

RETENTION AND DISPOSAL

N/A

SYSTEM MANAGER AND ADDRESS

OSD CAPE: IMAG Task Monitor, Cost Assessment and Program Evaluation, 4800 Mark Center Drive, Alexandria, VA 22350-3100.

NOTIFICATION PROCEDURES

Individuals seeking to determine whether information about programs they need data access to is contained in this system of records should send inquiries to the CADE Helpdesk at Phone: (253) 564-1979 Ext 2
Email: CADESupport@Tecolote.com

RECORD ACCESS PROCEDURES

Individuals seeking access to data contained in this system should be sent to the CADE Helpdesk at Phone: (253) 564-1979 Ext 2 Email: CADESupport@Tecolote.com

CONTESTING RECORD PROCEDURES

The OSD rules for accessing records, for contesting contents and appealing initial agency determinations are published in OSD Administrative Instruction 81; 32 CFR part 311; or may be obtained from the system manager.

RECORD SOURCE CATEGORIES

Data is provided by the individual or the contractors Facility Security Officer.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE PRIVACY ACT

None

