

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:

IPPS-A INC 2 - INTEGRATED PERSONNEL AND PAY SYSTEM - ARMY INCREMENT 2

2. DOD COMPONENT NAME:

United States Army

3. PIA APPROVAL DATE:

08/07/24

HQDA G-1 / Program Executive Office Enterprise Information Systems (PEO EIS)

SECTION 1: PII DESCRIPTION SUMMARY (FOR PUBLIC RELEASE)

a. The PII is: (Check one. Note: Federal contractors, military family members, and foreign nationals are included in general public.)

- ☐ From members of the general public ☐ From Federal employees
- ☒ from both members of the general public and Federal employees ☐ Not Collected (if checked proceed to Section 4)

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

- ☐ New DoD Information System ☐ New Electronic Collection
- ☒ Existing DoD Information System ☐ 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 Integrated Personnel and Pay System - Army, Increment 2 (IPPS-A INC 2) is a web-based system that manages personnel and pay functions for Army Service members. This Human Resources (HR) and payroll system provides a comprehensive personnel and pay record for each service member, regardless of Component (Active Army, Army National Guard, and United States Army Reserve).

PII collected: Citizenship, Drivers' License, Employment Information, Home/Cell Phone, Mailing/Home Address, Military Records, Official Duty Address, Passport Information, Place of Birth, Race/Ethnicity, Records, Work E-mail Address, Birth Date, Disability Information, Education Information, Financial Information, Law Enforcement Information, Marital Status, Mother's Middle/Maiden Name, Official Duty Telephone Phone, Personal E-mail Address, Position/Title, Rank/Grade, Security Information, Child Information, DoD ID Number, Emergency Contact, Gender/Gender Identification, Legal Status, Medical Information, Names(s), Other ID Number, Photo, Religious Preference, Social Security Number.

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)

Verification, identification, authentication, mission-related use 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.

Individuals do have the opportunity to object to the collection of their Personally Identifiable Information (PII). The primary source of PII collection is through electronic data transfers from various external IT systems that are integrated with IPPS-A. Before any personal information is requested or collected from these systems, individuals are provided with the necessary Privacy Act Statement (PAS). In rare cases where PII is directly collected from the individual or the subject source into the system, an applicable Privacy Act Advisory (PAA) is presented to every user upon login. For instance, when a soldier needs to update their home mailing address in IPPS-A, a PAS will appear as a system pop-up. Before being redirected to the system page where they can update their personal information, the user must acknowledge this notice. Failure to provide requested information could result in adverse or delayed actions related to human resources, personnel, payroll operations, or adjustments to other types of benefits.

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.

Individual can withhold consent for the use of their PII by not providing requested information. However, failure to provide requested information could lead to adverse or delayed actions related to human resources/personnel, payroll operations, or adjustments to other types of benefits.

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

Specific wording on Army hard-copy HRC personnel forms varies and is dependent on the purpose or use of the collected PII, as is stated on each of respective form(s) along with the cited statute or regulation applicable to that PII collection. A similar electronic version of the Privacy notice, called a Privacy Act Advisory (PAA), is given to each IPPS-A system User. The first PAA is given to the User as part of the general DoD/Army security and privacy banner language everyone receives upon initial log-in to the system. In addition, a second PAA is given to any individual User whom attempts to enter PII into IPPS-A for use with that individual's personal system record. The PAA is applicable to the data being entered and is provided to the User via a system pop-out window that must be acknowledged before proceeding to the page where data can be entered/collected. For examples, if a User needs to update a home mailing address in IPPS-A, the applicable Privacy Act Statement (PAS) will be provided to that User first via a pop-out window that they acknowledge before being taken to the system page where they can enter and change the information for their new home mailing address.

*****PRIVACY ACT ADVISORY**

While all personal identifying information (PII) data stored on this IS is protected under the Privacy Act of 1974, all communications using this IS, and the data captured to support this IS, are not private, are subject to routine monitoring, interception, and search, and may be disclosed or used for any USG authorized purpose.

*****PRIVACY ACT STATEMENT**

AUTHORITY: 10 U.S.C 136, Under Secretary of Defense for Personnel Readiness: 10 U.S.C., and Executive Order 9397 (SSN), as amended.

PURPOSE: The Integrated Personnel and Pay System - Army (IPPS-A) collects and maintains personal information to manage personnel and pay functions for all Army Soldiers. This system integrates human resources, pay, and talent management to enhance the efficiency and accuracy of administrative processes. See System of Records Notice: DoD-0020 (Military Human Resource Records), <https://www.federalregister.gov/documents/2024/05/15/2024-09967/privacy-act-of-1974-system-of-records>.

ROUTINE USES: The information collected may be disclosed to the Department of Defense (DoD) components, federal agencies, and other authorized entities as necessary to fulfill the purposes stated above. It may also be used for statistical analysis, research, and reporting purposes.

DISCLOSURE: Providing this information is voluntary; however, failure to provide the requested information may result in delays or inaccuracies in personnel and pay processing.

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

☒ Within the DoD Component

Specify.

Headquarters Department of the Army, United States Military Academy, U.S. Army Acquisition Support Center, U.S. Army Reserve Pacific, U.S. Army Human Resources Command, U.S. Army Training and Doctrine Command, U.S. Army Materials Command, U.S. Army Acquisition Support Center, Surface Deployment and Distribution Command, Army National Guard, , U.S. Army Reserve

☒ Other DoD Components (i.e. Army, Navy, Air Force)

Specify.

Defense Information Systems Agency, Defense Manpower Data Center, Defense Counterintelligence and Security Agency, Defense Manpower Data Center, Defense Health Agency, Defense Finance and Accounting Service, Defense Human Resources Activity

☒ Other Federal Agencies (i.e. Veteran's Affairs, Energy, State)

Specify.

Department of Treasury; Internal Revenue Service (IRS); Social Security Administration; Eagle Cash; and Thrift Saving Plan (TSP).

☒ State and Local Agencies

Specify.

State Tax Systems.

☒ 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.

CACI and Deloitte, and all subcontractors. Contract awards all include the applicable FAR Privacy clause, Section 52.224-1, as stated: "The Contractor will be required to design, develop, or operate a system of records on individuals, to accomplish an agency function subject to the Privacy Act of 1974, Public Law 93-579, December 31, 1974 (5 U.S.C. 552a), and applicable agency regulations. Violation of the Act may involve the imposition of criminal penalties"; and, Section 52.224-2, as written.

☐ 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 | |

AmyIgnitED (ArmyIgnitED); DITPR # 37583; Army Career Tracker (ACT), DITPR # 11339; Army Disaster Personnel Accountability and Assessment System (ADPAAS), DITPR # 9659; Army Fitness Platform (ArmyFit (SFT)), DITPR # 13767; Army Recruiting Information Support System (ARISS), DITPR # 17493; Army Selection Board System (ASBS), DITPR # (NIPR) 1215, (SIPR) 13256; Army Training Management System (ATMS), DITPR # 2929; Army Training Requirements and Resources System (ATRRS), DITPR # 89; Army Warrior Care & Transition System (AWCTS), DITPR # 27694; Automated Orders and Resource System (AORS), DITPR # 1207; Career Acquisition Management Portal (CAMP), DITPR # 10581; Criminal Investigative Management System (CIMS); DITPR # 1616; Army Vantage / Commander's Risk Reduction Dashboard (CRRD), DITPR # Not in APMS; Corporate Dental System (CDS), DITPR # 467; Defense Casualty Information Processing System (DCIPS), DITPR # 1292; Defense Enrollment Eligibility Reporting System (DMDC / DEERS), DITPR # Not in APMS; Defense Joint Military Pay System - Active Component (DJMS-AC), DITPR # 92; Defense Joint Military Pay System - Reserve Component (DJMS-RC), DITPR # 2; Defense Medical Human Resource System - Internet (DMHRSi), DITPR # 387; Defense Retiree and Annuitant Pay System (DRAS), DITPR # 98; Department of the Army Mobilization Processing System (MOBCOP-U [DAMPS]), DITPR # 15655; Deploy to ReDeploy and Retrograde Analytical Tool (D2RR-AT [EMDS]), DITPR # 12433; Drug and Alcohol Management Information System (DAMIS), DITPR # 2891; Economic & Manpower Analysis: Data Warehouse & Analytics Environment (EMA-DW-AE), DITPR # N/A; Electronic Disability Evaluation System (EDES), DITPR # 25168; Enlisted Personnel Management Directorate - Tool Kit (EPMDTK), DITPR # 12579; Enterprise Exceptional Family Member Program (E-EFMP), DITPR # 35536; General Fund Enterprise Business System (GFEBs), DITPR # 622; Global Combat Support System - Army (GCSS-Army), DITPR # (INC1) 621, (INC II) 17513; Identity, Credential and Access Management (ICAM-AMI), DITPR # (NIPR) 2611, (SIPR) 2613; Installation Support Modules (ISM), DITPR # 172; Interactive Personnel Electronic Records Management System (iPERMS), DITPR # (NIPR) 1289, (Secure) 22595; JAG Corps Intranet and KM System (JAGCNET), DITPR # 618; Keystone-Retention System - Client Server (KEYSTONE-RETAIN), DITPR # 3381; Medical Electronic Data Care History And Readiness Tracking (MEDCHART), DITPR # 13515; Medical Operational Data System (MODS), DITPR # 66029; My Education (MY EDUCATION), DITPR # Not in APMS; My Service Benefits (MSB), DITPR # 7686; Partnership for Your Success (PaYS), DITPR # 17501; Person-Event Data Environment (PDE), DITPR # 16640; Personnel Decision Support System, Active Army Strength Forecaster (PER-DSS-A2SF), DITPR # 3745; Personnel Authorizations Module - Personnel Enterprise Decision Support System (PAM), DITPR # 1246; Reserve Component Automation System (RCAS), DITPR # 75; Reserve Component Manpower System-Guard (RCMS-Guard), DITPR # 1290; Office Chief Army Reserve-Reserve Component Manpower System (OCAR-RCMS), DITPR # 3812; Senior Leader Development and Management System (SLDMS), DITPR # 7973; Single Evaluation Processing System (SEPS), DITPR # Not in APMS; Soldier For Life - Transition Assistance Program (SFL-TAP) XXI (TAP-XXI), DITPR # 6622; Strength Forecasting and Requisition System (SFARS), DITPR # 7684; TRADOC Knowledge Environment (TKE), DITPR # 4014; United States Military Academy's West Point Research and Education Network (USMA WREN), DITPR # 31338; USAREUR-AF Registry of Motor Vehicles (RMV), DITPR # Not in APMS, AITR # DA308734;

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) |
| ☒ In-Person Contact | ☐ Paper |
| ☐ Fax | ☐ Telephone Interview |
| ☒ Information Sharing - System to System | ☒ Website/E-Form |
| ☒ Other (If Other, enter the information in the box below) | |

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

DoD-0020

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

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.

1. N1-AU-11-11; 2. and 3. DAA-AU-2014-0029; 4. DAA-AU-2016-0034; 5. and 6. N1-AU-03-13; 7. N1-AU-03-22; 8.-10. N1-AU-06-8; 11. N1-AU-11-23; 12. N1-AU-11-19 ; 13.-15. DAA-AU-2014-0029; 16. DAA-GRS2021-000X0001; 17. DAA-GRS-2013-0006-0004; 18. DAA-GRS-2013-0005-0004

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

(3) Retention Instructions.

1. 600-8-104bb: KE6. Event is after transfer or separation of individual. Keep until event occurs and then transfer according to AR 600-8-104.
2. 600-8-104cc: KE5. Event is the effective date of the document. Keep until event occurs, destroy 5 years after the effective date of the document. Upon expiration, documents contained in these folders will be purged and a destruction certificate issued.
3. 600-8-104dd: T10. Keep until no longer needed for conducting business, then retire to the Army Electronic Archive (AEA). The AEA will delete the records when the record is 10 years old.
4. 600-8-104ee: KE6. Event is after termination of mobilization. Keep until event occurs, then delete 6 years after the event
5. 600-8-104h: PERMANENT. TP. Transfer directly to the National Archives and Records Administration (NARA) on an annual basis.
6. 600-8-104i: TP. Transfer directly to the National Archives and Records Administration (NARA) on an annual basis.
7. 600-8-104j: KE6. Event is when database is discontinued. Keep until event occurs then delete data 6 years after ITAPDB is discontinued.
8. 600-8-104n: PERMANENT. TP. Transfer directly to the National Archives and Records Administration (NARA) on an annual basis.
9. 600-8-104o: TEMPORARY: Code KN: Keep until no longer needed for conducting business, but not longer than 6 years, then delete.
10. 600-8-104p: TEP. Event is when the associated master file is transferred to NARA. Keep until event occurs and then transfer a copy of the files to NARA annually with the associated master file.
11. 600-8-104u: KEN. Event is after transfer or separation of individual. Keep until event occurs and then until no longer needed for conducting business, but not longer than 6 years after the event, then delete.
12. 600-8-104w: K.25. Keep until record is 3 months old, then delete.
13. 600-8-104x: KEN. Event is separation. Keep until event occurs and then until no longer needed for conducting business, but no longer than 6 years after separation, then delete. Upon expiration, documents contained in these folders will be purged and a destruction certificate issued
14. 600-8-104y: KE6. Event is after separation/retirement/discharge from service. Keep until event occurs, Destroy 6 year(s) after separation/retirement/discharge from service. Upon expiration, documents contained in these folders will be purged and a destruction certificate issued.
15. 600-8-104z: KE10. Event is the effective date of the document, after the final invoice, final payment or Intra-Government payment and collection or other similar documentation. Keep until event occurs, then destroy. Upon expiration, documents contained in these folders will be purged and a destruction certificate issued Retention Period Destroy 10 years after effective date of the document.
16. 2Item 010 & 020: Temporary. Destroy when no longer needed for business use, or according to agency predetermined time period or business rule. Destroy upon creation or update of the final record, or when no longer needed for business use, whichever is later. If the records are subject to an information sharing agreement, they should be disposed of in accordance with that agreement.
17. 3.2, item 031 Destroy 6 year(s) after password is altered or user account is terminated, but longer retention is authorized if required for business use.
18. 3.1, item 20: Temporary. Destroy 3 years after agreement, control measures, procedures, project, activity, or transaction is obsolete, completed, terminated or superseded, but longer retention is authorized if required for business use.

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.

10 U.S.C. Subtitle A, General Military Law, Part II, Personnel (Chapters 31-41, 43, 45, 47-51, 53, 55-61, 63, 65, 67, 69, 71, 73, 75-77, 79, 80, 87-88) and Part III, Training and education (Chapters 101-107, 109-112); 10 U.S.C. 7013, Secretary of the Army; 10 U.S.C. Subtitle B, Army, Part II, Personnel (Chapters 711, 713, 715, 719, 721, 723, 725, 729, 733, 735, 737, 741, 743, 745, 749) and Part III, Training (Chapters 751, 753, 757); 10 U.S.C. Subtitle E, Reserve Components, Part II, Personnel Generally (Chapters 1201-1225), Part III, Promotion and Retention of Officers on the Reserve Active Status List, (Chapters 1401-1411), and Part IV, Training for Reserve Components and Educational Assistance Programs (Chapters 1601-1611); 18 U.S.C. 3771, Crime victims' rights; 37 U.S.C., Pay and Allowances Of the Uniformed Services; Department of Defense Directive (DoDD) 1030.01, Victim and Witness Assistance; DoDD 1200.7, Screening the Ready Reserve; DoDD 1300.22, Mortuary Affairs Policy; Department of Defense Instruction (DoDI) 1235.12, Accessing the Reserve Components (RC); DoDI 1300.15, Military Funeral Support; DoDI 1300.18, Department of Defense (DoD) Personnel Casualty Matters, Policies, and Procedures; DoDI 1300.19, DoD Joint Officer Management (JOM) Program; DoDI 1304.30, Enlisted Personnel Management Plan (EPMP) Procedures; DoDI 1310.01, Rank and Seniority of Commissioned Officers; DoDI 1320.04, Military Officer Actions Requiring Presidential, Secretary of Defense, Or Under Secretary of Defense for Personnel and Readiness Approval or Senate Confirmation; DoDI 1320.14, Commissioned Officer Promotion Program Procedures; DoDI 1332.18, Disability Evaluation System (DES); DoDI 1332.35, Transition Assistance Program (TAP) for Military Personnel; DoDI 1336.05, Automated Extract of Active Duty Military Personnel Records; DoDI 1336.08, Military Human Resource Records Life Cycle Management; DoD 1352.01, Management of Regular and Reserve Retired Military Members; DoD 7000.14-R, Department of Defense Financial Management Regulation (DoD FMR); DoDI 7730.54, Reserve Components Common Personnel Data System (RCCPDS); Army Regulation (AR) 37-104-4, Military Pay and Allowances Policy; AR 55-46, Travel Overseas; AR 55-355, Military Traffic Management Regulation; AR 135-133, Ready Reserve Screening, Qualification Records System, and Change of Address Reporting; AR 135-155, Promotion of Commissioned Officers and Warrant Officers Other Than General Officers; AR 140-1, Mission, Organization, and Training; AR-140-9, Entry on Active Duty or Active Duty for Training (ROTC Officers); AR 140-10, Assignments, Attachments, Details, and Transfers; AR 140-50, Officer Candidate School, Army Reserve; AR 140-111, U.S. Army Reserve Reenlistment Program; AR 140-145, Individual Mobilization Augmentation Program; AR 600-8, Military Human Resources Management; AR 600-8-6, Personnel Accounting and Strength Reporting; AR 600-8-7, Retirement Services Program; AR 600-8-10; Leaves and Passes; AR 600-8-14, Identification Cards for Members of the Uniformed Services, their Family Members and Other Eligible Personnel; AR 600-8-19, Enlisted Promotions and Reductions; AR 600-8-22, Military Awards; AR 600-8-24, Officer Transfers and Discharges; AR 600-8-29, Officer Promotions; AR 600-37, Unfavorable Information; AR 600-43, Conscientious Objection; AR 600-81, Soldier for Life—Transition Assistance Program; AR 600-85, The Army Substance Abuse Program; AR 600-101, Personnel Processing (In-, Out-, Soldier Readiness, and Deployment Cycle); AR 600-8-104, Army Military Human Resource Records Management; AR 600-8-111, Wartime Replacement Operations; AR 601-10, Management and recall to Active Duty of retired Soldiers of the Army in Support of Mobilization and Peacetime Operations; AR 601-100, Appointment of Commissioned and Warrant Officers in the Regular Army; AR 601-210, Regular Army and Reserve Components Enlistment Program; AR 601-280, Army Retention Program; AR 608-18, The Family Advocacy Program; AR 608-75, Exceptional Family Member Program; AR 614-30, Overseas Service; AR 614-100, Officer Assignment Policies, Details, and Transfers; AR 614-200, Enlisted Assignments and Utilization Management; AR 621-5, Army Continuing Education System; AR 623-3, Evaluation Reporting System; AR 630-10, Absent Without Leave, Desertion, and Administration of Personnel Involved in Court Proceedings; AR 635-40, Disability Evaluation for Retention, Retirement, or Separation; AR 635-200, Active Duty Enlisted Separations; AR 638-2, Army Mortuary Affairs Program; AR 638-8, Army Casualty Program; AR 640-30, Official Army Photographs; AR 930-4, Army Emergency Relief; 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.

Pursuant to the Paperwork Reduction Act (PRA), in accordance with DoD Manual 8910.01, Vol. 2, Encl. 3, the IPPS-A INC 2, collection is exempt from the requirements of the PRA. The data collection is a repository necessary for providing legally-required, mission-critical personnel functions and payroll activities in support of the Army Service members and does not meet the standard for an information collection subject to the PRA.