



## PRIVACY IMPACT ASSESSMENT (PIA)

For the

Corporate Enterprise Training Activity Resource System (CeTARS)

Department of the Navy - NETC

### SECTION 1: IS A PIA REQUIRED?

a. Will this Department of Defense (DoD) information system or electronic collection of information (referred to as an "electronic collection" for the purpose of this form) collect, maintain, use, and/or disseminate PII about members of the public, Federal personnel, contractors or foreign nationals employed at U.S. military facilities internationally? Choose one option from the choices below. (Choose (3) for foreign nationals).

- (1) Yes, from members of the general public.
- (2) Yes, from Federal personnel\* and/or Federal contractors.
- (3) Yes, from both members of the general public and Federal personnel and/or Federal contractors.
- (4) No

\* "Federal personnel" are referred to in the DoD IT Portfolio Repository (DITPR) as "Federal employees."

b. If "No," ensure that DITPR or the authoritative database that updates DITPR is annotated for the reason(s) why a PIA is not required. If the DoD information system or electronic collection is not in DITPR, ensure that the reason(s) are recorded in appropriate documentation.

c. If "Yes," then a PIA is required. Proceed to Section 2.

**SECTION 2: PIA SUMMARY INFORMATION**

**a. Why is this PIA being created or updated? Choose one:**

- New DoD Information System
- Existing DoD Information System
- Significantly Modified DoD Information System
- New Electronic Collection
- Existing Electronic Collection

**b. Is this DoD information system registered in the DITPR or the DoD Secret Internet Protocol Router Network (SIPRNET) IT Registry?**

- Yes, DITPR**      Enter DITPR System Identification Number
- Yes, SIPRNET**      Enter SIPRNET Identification Number
- No**

**c. Does this DoD information system have an IT investment Unique Project Identifier (UPI), required by section 53 of Office of Management and Budget (OMB) Circular A-11?**

- Yes**
- No**

If "Yes," enter UPI

If unsure, consult the Component IT Budget Point of Contact to obtain the UPI.

**d. 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 should be consistent.

- Yes**
- No**

If "Yes," enter Privacy Act SORN Identifier

DoD Component-assigned designator, not the Federal Register number.  
Consult the Component Privacy Office for additional information or  
access DoD Privacy Act SORNs at: <http://www.defenselink.mil/privacy/notices/>

or

**Date of submission for approval to Defense Privacy Office**

Consult the Component Privacy Office for this date.

**e. Does this DoD information system or electronic collection have an 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**

**Enter OMB Control Number**

**Enter Expiration Date**

**No**

**f. Authority to collect information. A Federal law, Executive Order of the President (EO), or DoD requirement must authorize the collection and maintenance of a system of records.**

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

(2) 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) Whenever possible, cite the specific provisions of the statute and/or EO that authorizes the operation of the system and the collection of PII.

(b) If a specific statute or EO does not exist, determine if an indirect statutory authority can be cited. An indirect 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) 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 should be identified.

SORN Authorities:

NM01500-2

10 U.S.C. 5013, Secretary of the Navy; 10 U.S.C. 5041, Headquarters, Marine Corps function, composition; OPNAVINST 1510.10B, Corporate Enterprise Training Activity Resource System (CeTARS), Catalog of Navy Training Courses and Student Reporting Requirements; MCO 1580.7D Schools Inter-service Training; and E.O. 9397 (SSN), as amended.

NM05000-2

10 U.S.C. 5013, Secretary of the Navy; 10 U.S.C. 5041, Headquarters, Marine Corps; and E.O. 9397 (SSN).

N07220-1

10 U.S.C. 5013, Secretary of the Navy and E.O. 9397 (SSN), as amended.

A0600-8-104



5 U.S.C. 301, Departmental Regulations, 10 U.S.C. Sections 12731, Age and Service Requirements; 1413a, Combat-related special compensation, 1477, Death gratuity: eligible survivors; 3013, Secretary of the Army; 612-646, Promotion, Separation, and Involuntary Retirement of Officers on the Active Duty List, Chapter 55, Medical and Dental Care, Chapter 61, Retirement or Separation for Physical Disability, and Subtitle E, Parts I-IV, Reserve Components; 37 U.S.C. 1006, Pay and Allowances; 42 U.S.C. 10606, The Public Health and Welfare; 44 U.S.C. Chapters 29, Records Management by the Archivist of the United States and by the Administrator of General Services, chapter 31, Records Management by Federal Agencies and chapter 33, Disposal of Records, 44 U.S.C. 3101-3102 and 3501, Public Printing and Documents; Public Law 93-3097; Section 636, National Defense Authorization Act; DODD 1030.1, Victim and Witness Assistance; DODD 1200.7, Screening the Ready Reserve; DODD 1235.10, Activation, Mobilization, and Demobilization of the Ready Reserve; DODD 1310.1, Rank and Seniority of Commissioned Officers; DODD 1332.18, Separation or Retirement for Physical Disability; DODI 1300.19, Joint Officer Management Program; DODI 1300.20, DOD Joint Officer Management Program Procedures; DODI 1320.4, Military Officer Actions Requiring Approval of the Secretary of Defense or the President, or Confirmation by the Senate; DODI 1320.12, Commissioned Officer Promotion Program; DODI 1320.14, Commissioned Officer Promotion Program Procedures; Under Secretary of Defense Memo, General and Flag Officer Boards – Adverse Information of a Credible Nature; DODI 1336.08, DODI 1336.08, Military Human Resource Records Life Cycle Management, AR 25-1, Army Knowledge Management and Information Technology; AR 25-400-2, ARIMS; AR 40-3, Medical, Dental, and Veterinary Care; AR 40-407, Nursing Records and Reports; AR 135-133, Ready Reserve Screening, Qualification Records System and Change of Address Reports; AR 135-155, Promotion of Commissioned Officers and Warrant Officers Other Than General Officers; AR 140-1, Army Reserve 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 140-30, Active Duty in Support of the USAR and AGR Management Program; AR 149-50, Officer Candidate School, Army Reserve; AR 140-111, U.S. Army Reserve Reenlistment Program; AR 140-145, IMA Program; AR 140-185, Training and Retirement Point Credits and Unit Level Strength; AR 140-315, Employment and Utilization of U.S. Army Reserve Military Technicians; AR 380-381, Special Access Programs; AR 600-8-6, Personnel Accounting and Strength Reporting; AR 600-8-19, Enlisted Promotions and Reductions; AR 600-8-29, Officer Promotions; AR 600-8-104, Army Military Human Resource Records Management; AR 600-8-111, Wartime Replacement Operations; AR 600-18, The Family Advocacy Program; AR 623-3, Evaluation Reporting System; AR 635-40, Physical Evaluation for Retention, Retirement or Separation; AR 640-30, Photographs for Military Personnel Files; AR 690-200, General Personnel Provisions; DA Pamphlet 600-81, Information Handbook for Operating CONUS Replacement Centers and Individual Deployment Sites; DA Memo 600-2, Policies and Procedures for Active Duty List Officer Selection Boards; and DA G-1 Memo, Personnel Suitability Screening Policy (Enlisted and Officer), Army Directive 2013-06, Providing Specific Law Enforcement Information to Commanders of Newly Assigned Soldiers, and E.O. 9397 (SSN), as amended.

A0601-270

110 U.S.C. 3013, Secretary of the Army, 10 U.S.C. 8013, Secretary of the Air Force, 10 U.S.C. 5013, Secretary of the Navy; DoD Directive 1145.2, United States Military Entrance Processing Command; Army Regulation 601-270/Air Force Regulation 33-7/Marine Corps Order P1100.75A, Military Entrance Processing Station (MEPS); USMEPCOM Regulation 680-3, U.S. Military Processing Command Integrated Resources System (USMIRS); and E.O. 9397 (SSN), as amended.

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5 U.S.C. 301, Department Regulation; 10 U.S.C., Chapter 55; Pub.L. 104-91, Health Insurance Portability and Accountability Act of 1996; DoD 6025.18-R, DoD Health Information Privacy Regulation; 10 U.S.C. 1071-1085, Medical and Dental Care; 42 U.S.C. Chapter 117, Sections 11131-11152, Reporting of Information; 10 U.S.C. 1097a and 1097b, TRICARE Prime and TRICARE Program; 10 U.S.C. 1079, Contracts for Medical Care for Spouses and Children; 10 U.S.C. 1079a, Civilian Health and Medical Program of the Uniformed Services (CHAMPUS); 10 U.S.C. 1086, Contracts for Health Benefits for Certain Members, Former Members, and Their Dependents; DoD Instruction 6015.23, Delivery of Healthcare at Military Treatment Facilities (MTFs); DoD 6010.8-R, CHAMPUS; 10 U.S.C. 1095, Collection from Third Party Payers Act; and E.O. 9397 (SSN).



**g. Summary of DoD information system or electronic collection. Answers to these questions should be consistent with security guidelines for release of information to the public.**

(1) Describe the purpose of this DoD information system or electronic collection and briefly describe the types of personal information about individuals collected in the system.

CeTARS is MPTE's (OPNAV N1) premier Student Training Management System which serves as the authoritative data source for all formal Navy Training statistical Information and aspects of student management, as defined in OPNAV Instruction 1510.10C; which mandates and standardizes Student reporting at all Navy training activities, or activities that 'train' Navy students. Every formal course of instruction conducted throughout the Navy is required to accurately report student statuses to CeTARS.

CeTARS ensures functionality for the timely collection and dissemination of that information to manage and support Navy training from various Navy Echelons, other DoD departments, agencies, services, contractors, and authorized foreign governments, with over 4,000 users located at more than 300 locations worldwide; management and tracking over 1,000 courses, with an average daily attendance of over 50,000 students.

CeTARS interfaces with 31 other Applications and Systems (Navy, Army, Marine Corps, BUMED, etc.) to share student data and order writing capabilities in support of MPTE enterprise efforts. MPTE has identified CeTARS as major integration partner with several enterprise initiatives, such as Personalized Recruiting for Immediate and Delayed Enlistment Modernization (PRIDE MOD I & II) and next generation Learning Management System - Distant Learning (LMS-DL), as delineated in their IT Business and Strategic Plans, and in conjunction with POM planning.

Personal information collected includes: Name, SSN, truncated SSN, DoD ID number, citizenship, gender, race/ethnicity, birth date, place of birth, home telephone number, mailing/home address, religious preference, security clearance, marital status, Medical information: blood type; military records, emergency contact, Military and Educational information collected/maintained includes: Education Specialties, Education Certifications, Education Majors, Non-Military Education, GI Bill Enroll Codes, Education Years, Education completion date. Armed Services Vocational Aptitude Battery (ASVAB) score, also known as the Armed Forces Qualification Test (AFQT) score; Spouse, Child, and Emergency contact information: If person is an Exceptional Family Member (EFM), relationship, last name, first name, middle name, birth date, service code, street, city, state, country, zip code, area code, phone, extension, unlisted; Disability information: type of disability and/ or disability code; Other: If EFM then one of the following, medical/educational condition requires monitoring; medical/educational condition requires special placement; sponsor exempt from overseas assignment; requires sponsor assignment near major medical facility; requires sponsor homesteading; temporary enrollment.

(2) Briefly describe the privacy risks associated with the PII collected and how these risks are addressed to safeguard privacy.

Access to view and/or update Privacy Act (PA) and Personally Identifiable Information (PII) is tightly controlled. These capabilities are protected in accordance with DoD and Department of Navy (DoN) PA and PII instructions. A user's official "need to know" must be established and access is role based. A System Authorization Access Request (SAAR-N) must be on file at the user's activity or command for viewing and updating sensitive data in CeTARS.

**h. With whom will the PII be shared through data exchange, both within your DoD Component and outside your Component (e.g., other DoD Components, Federal Agencies)?** Indicate all that apply.

**Within the DoD Component.**

Specify.

- Chief of Naval Personnel Command (CNPC)
- Center for Naval Analysis (CNA)
- Commander, Naval Recruit Command (CNRC)
- Chief of Naval Air Training (CNATRA)
- Inactive Manpower and Personnel Information System (IMAPMIS)
- Naval Air Warfare Center (NAWC)
- Naval Aviation Schools Command (NASC)
- Naval Center for Cost Analysis (NCCA)
- Navy Training Management and Planning System (NTMPS)

**Other DoD Components.**

Specify.

- Defense Enrollment Eligibility Reporting System (DEERS)
- Defense Manpower Data Center (DMDC)
- Defense Security Assistance Management System (DSAMS)
- Defense Intelligence Agency (DIA)
- U S Army
- US Military Entrance Processing Command (USMEPCOM)
- U S Marine Corps

**Other Federal Agencies.**

Specify.

N/A

**State and Local Agencies.**

Specify.

N/A

**Contractor** (Enter name and describe the language in the contract that safeguards PII.)

Specify.

N/A

**Other** (e.g., commercial providers, colleges).

Specify.

N/A

**i. Do individuals have the opportunity to object to the collection of their PII?**

**Yes**

**No**

(1) If "Yes," describe method by which individuals can object to the collection of PII.

(2) If "No," state the reason why individuals cannot object.

The PII in CeTARS is not collected directly from the individual. It is obtained from other Navy IT systems (e.g., NES, OPINS, PRIDE MOD).

**j. 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.

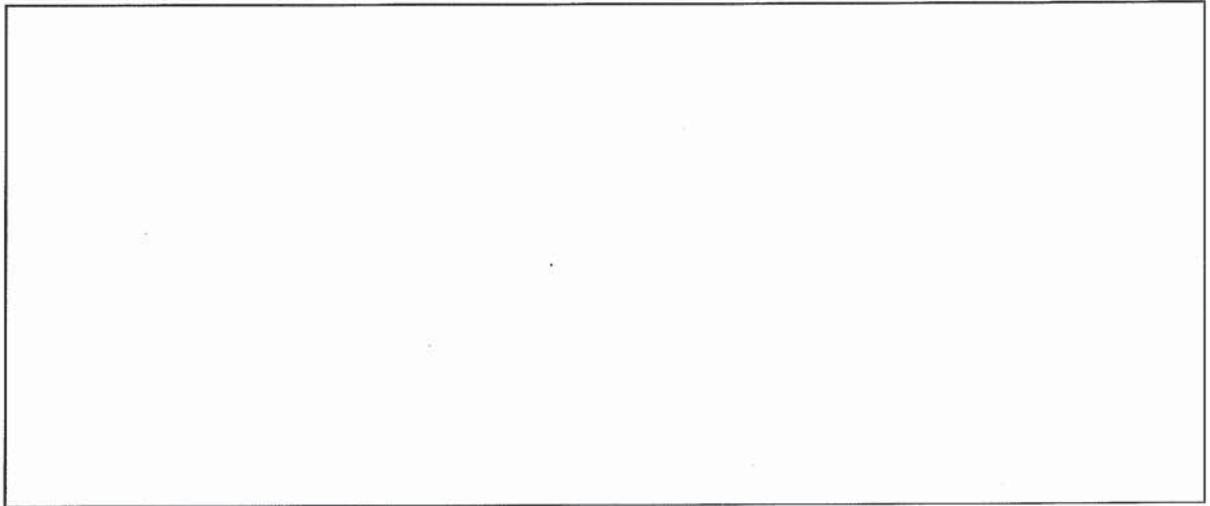
(2) If "No," state the reason why individuals cannot give or withhold their consent.

The PII in CeTARS is not collected directly from the individual. It is obtained from other Navy IT systems (e.g., NES, OPINS, PRIDE MOD)

**k. What information is provided to an individual when asked to provide PII data? Indicate all that apply.**

Privacy Act Statement  Privacy Advisory  
 Other  None

Describe each applicable format. The PII in CeTARS is not collected directly from the individual. It is obtained from other Navy IT systems (e.g., NES, OPINS, PRIDE MOD). The SAAR-N is only received by NETPDTC Systems branch when access for Secure File Transfer Protocol (SFTP) access account is requested. This data is not input into CeTARS.



**NOTE:**

**Sections 1 and 2 above are to be posted to the Component's Web site. Posting of these Sections indicates that the PIA has been reviewed to ensure that appropriate safeguards are in place to protect privacy.**

**A Component may restrict the publication of Sections 1 and/or 2 if they contain information that would reveal sensitive information or raise security concerns.**