



## PRIVACY IMPACT ASSESSMENT (PIA)

For the

Marine Corps Total Force System (MCTFS)
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Department of Navy - United States Marine Corps (USMC)
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### **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
- New Electronic Collection
- Existing DoD Information System
- Existing Electronic Collection
- Significantly Modified DoD Information System

**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 M01040–3 authorities:

10 U.S.C. 5013, Secretary of the Navy;  
10 U.S.C. 5041, Headquarters, Marine Corps;  
10 U.S.C. 1074f, Medical Tracking System for Members Deployed Overseas;  
32 CFR 64.4, Management and Mobilization;  
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.

**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.

MCTFS provides the Marine Corps with the ability to support and manage all aspects of the Human Resource Development Process (HRDP) of all Active duty and Reserve Marines. The system also includes the capability to report certain entries to enhance personnel management for reserve and retired Marines, government employees working for the Marine Corps, other DoD military personnel, as well as Foreign Military Service personnel who are attached to Marine Corps commands. In addition, it has the capability to provide simulation, analysis and forecasting tools to capture and process manpower information, making data visible to the appropriate Marine Corps decision makers, as well as providing statutory and regulatory management reports to higher headquarters. Personal, medical, education and training, performance and career, and pay and entitlements related information is collected on individuals in MCTFS.

Personal information collected: See Section 3 a. (1) for a detailed listing.

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

Privacy risks include compromise of sensitive information, identity theft, unsolicited marketing, and loss of customer faith in protecting their information. Login to systems and network requires use of the DoD Common Access Card (CAC) as well as userid/password. Public Key Infrastructure (PKI) network login may be required to allow for documents to be digitally signed and encrypted and/or the receiving of encrypted mail. Official users without issuance of a CAC must use the Total Force Administration System—Marine On-Line (TFAS—MOL) Web portal to access the system. TFAS MOL account holders are authenticated and provided access after registering for an account and use a username/strong password login verification. Physical access to the host site is strictly controlled by the hosting facility. At minimum, cipher locks, access rosters, sign-in sign-out procedures, escort and supervision of all maintenance personnel and physical security checks are provided on a routine basis. Physical security of buildings after normal working hours are provided by independent security guards or military police.

**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.

Navy; Standard Accounting, Budgeting, and Reporting System; Operational Data Store Enterprise; Management Reports Database; Total Force Administration System - Marine Online (TFAS-MOL); Marine Corps Recruiting Information System; Marine Corps Medical Entitlements Distribution System; Total Force Retention System; Total Force Data Warehouse; Marine Corps Training Information Management System; Manpower Assignment Support System; Navy Marine Corps Relief Society; Reserve Order Writing System; Administrative Instructions for Manpower Management System/DON Central Adjudication Facility; Naval Education and Training Professional Development and Technology Center (NETPDTC)

**Other DoD Components.**

Specify.

Defense Finance Accounting Service; Defense Manpower Data Center; Per Diem Transportation and Travel Allowance Committee; Defense Retirement & Annuitant Pay System; Defense Debt Management System; Morale, Welfare, Recreation; Integrated Automated Travel System; Stanfins Redesign Subsystem 1; OPM (MyPay)

**Other Federal Agencies.**

Specify.

**State and Local Agencies.**

Specify.

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

Specify.

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

Specify.

**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.

**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.

Personal information is not collected directly from the individual.

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

- |   |  |
|---|--|
| <input type="checkbox"/> <b>Privacy Act Statement</b> | <input type="checkbox"/> <b>Privacy Advisory</b> |
| <input type="checkbox"/> <b>Other</b>                 | <input checked="" type="checkbox"/> <b>None</b>  |

Describe each applicable format.

Personal information is not collected directly from the individual.

**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.**