

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:

Enterprise Task Management Software Solution (ETMS2) / Task Management Tool (TMT)

2. DOD COMPONENT NAME:

Department of Defense Inspector General

3. PIA APPROVAL DATE:

04/21/2025

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 Enterprise Task Management Software Solution (ETMS2) / Task Management Tool (TMT) is a commercial off-the-shelf staff action management solution which is interoperable with the Office of the Secretary of Defense (OSD) Correspondence and Task Management System (CATMS). The TMT is used to provide a seamless, fully electronic, non-reputable tasking and tracking capability, that standardizes tasks and correspondence management. It is used in day-to-day operations by DoD OIG personnel to perform staff actions, process internal and external tasks, and to interface with the on-premise ETMS2 instances of other DoD Components.

ETMS2 is designed to digitally transform manual administrative processes into comprehensive business rules, enabling real-time visibility into automated task management and document routing processes. While ETMS2 transmits, stores and processes PII data, PII data collection is not a function of the system.

ETMS2 provides employees with the ability to submit, track, and act on tasks and documents. It also provides a single routing solution, the ability to quickly disseminate work, and monitor the progress of that work to reduce the administrative burden.

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)

ETMS2 does not collect PII from any individual. PII may be maintained within the system and used for verification, identification, authentication, data matching, 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.

Submission of correspondence is completely voluntary and members of the public writing to the DoD OIG determine what, if any, PII they provide. Since the correspondence is sent, the individual inherently agrees that any information collected may be linked to them for tracking of the action requested. This PII is only available to DoD OIG personnel with an official need-to-know in the performance of their duties and consistent with proper training. DoD OIG personnel cannot object to the inclusion of their PII as they are provided with an opportunity to object to collection when the information is initially requested/collected.

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.

Constituent correspondence is not solicited and reflects information unique to each constituent need. Constituents may not know that their

correspondence is entered and tracked in ETMS2. Members of the public consent to specific uses of their PII by submitting the PII as part of correspondence addressed to Congress and the DoD OIG and may withhold consent by not including PII. DoD OIG personnel cannot provide consent since they do not submit the personnel-related packages directly but are the subjects of these packages.

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

As constituent correspondence is submitted at the initiation of the constituent, there is no effective way for the DoD OIG to provide adequate notice as there is no solicitation of PII. As it pertains to staff packages for personnel matters, the packages are not submitted by the individual but by the appropriate office. Any applicable forms completed by an individual has an appropriate Privacy Act Statement.

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)

<input checked="" type="checkbox"/> Within the DoD Component	Specify.	DoD OIG employees with an established need-to-know and that require access for mission requirements.
<input checked="" type="checkbox"/> Other DoD Components (i.e. Army, Navy, Air Force)	Specify.	All DoD Components that have equity in a specific action containing PII.
<input type="checkbox"/> Other Federal Agencies (i.e. Veteran's Affairs, Energy, State)	Specify.	
<input type="checkbox"/> State and Local Agencies	Specify.	
<input checked="" type="checkbox"/> 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.	The DoD OIG has a service agreement with the Army to provide ETMS2 services. The Army has established and manages the contract with Accenture.
<input type="checkbox"/> 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)

<input type="checkbox"/> Individuals	<input type="checkbox"/> Databases
<input checked="" type="checkbox"/> Existing DoD Information Systems	<input type="checkbox"/> Commercial Systems
<input type="checkbox"/> Other Federal Information Systems	

CATMS2 and other ETMS2 instances used by DoD Components.

j. How will the information be collected? (Check all that apply and list all Official Form Numbers if applicable)

<input checked="" type="checkbox"/> E-mail	<input type="checkbox"/> Official Form (Enter Form Number(s) in the box below)
<input type="checkbox"/> In-Person Contact	<input checked="" type="checkbox"/> Paper
<input checked="" type="checkbox"/> Fax	<input type="checkbox"/> Telephone Interview
<input checked="" type="checkbox"/> Information Sharing - System to System	<input checked="" type="checkbox"/> Website/E-Form
<input type="checkbox"/> 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

SORN Identifier, not the Federal Register (FR) Citation. Consult the DoD Component Privacy Office for additional information or <http://dpcl.dod.mil/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.

If "No," explain why the SORN is not required in accordance with DoD Regulation 5400.11-R: Department of Defense Privacy Program.

A SORN is not required as it is not an ordinary course of business to retrieve information in ETMS2 using PII.

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.

GRS 3.2 item 030; DAA-GRS-2013-0006-0003.

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

(3) Retention Instructions.

Temporary. Destroy when business use ceases.

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.

5 USC 407, Inspector General Act of 1978;

44 USC 3518, Effect on existing laws and regulations;

44 USC 3506, Federal Agency Responsibilities;

44 USC 3541, Federal Information Security Management Act; and.

Public Law 107-347, E-Government Act of 2002, §208.

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.

OMB Control Number not required; ETMS2 does not collect records from 10 or more members of the public.