

## 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:**

Forensic Toxicology Drug Testing Laboratory Information Management System (FTDTL-IMS)

**2. DOD COMPONENT NAME:**

Defense Health Agency

**3. PIA APPROVAL DATE:**

12/21/24

Headquarters, US Army Medical Command

### 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 Forensic Toxicology Drug Testing Laboratory - Information Management System (FTDTL-IMS) operates on Oracle Hardware and Software designed to automate the congressionally mandated DOD Drug Demand Reduction Program (DDRP) to identify and remove military members who use illegal substances. The FTDTL-IMS is made up of separate applications performing different functions at different sites using applications required to conduct testing for the presence of illegal drugs. FTDTL-IMS is used to provide chain of custody tracking throughout the testing process and recorded results. Test results are forwarded to FTDTL-WRS which stores test results and notifies unit DDR personnel that test results are available. FTDTL-IMS components include:

-Forensic Toxicology Drug Testing Laboratory - Laboratory Information Management System (FTDTL-LIMS) a web based application installed at each of the five DOD Drug Testing Laboratories used to automate urine specimens testing and validation process from the time the urine specimen is received in the DOD Laboratory until final disposition of the specimen.

-Forensic Toxicology Drug Testing Laboratory - Web Reporting System (FTDTL-WRS) a web based application used to automate selection for drug screening and reporting test results.

-Drug Testing Program - Client Collection System (DTP-CCS) a Desktop application also known as DTPLite used to automate members selection for Drug Screening.

The Personally Identifiable Information (PII) collected includes demographics and employment information. The categories of individuals with records in this system include Department of Defense Active, Guard and Reserve members of the Military; US Coast Guard; Military Service applicants; New Military entrants; Appointees to Service Academies; Reserve Officer Training Corps cadets and midshipmen; and Federal Civilians in Drug Testing Designated Positions (TDP).

**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)

The collected PII is used for administrative and mission-related purposes to support the DoD Testing Program for Illegal Drugs, and for identification purposes to match individuals with their laboratory specimens and test results.

**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 not have the opportunity to object, PII is obtained from existing DoD information systems, records, and reports.

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.

Individuals do not have the opportunity to consent, PII is obtained from existing DoD information systems, records, and reports.

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

FTDTL-IMS does not collect PII directly from individuals, it is obtained from existing DoD information systems, records, and reports.

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. HQDA-G1 Army Resilience Directorate, HQ United States Military Entrance Processing Command (MEPS)
- Other DoD Components (i.e. Army, Navy, Air Force) Specify. Navy Drug Detection and Deterrence (NDDD) OPNAV N17
- Other Federal Agencies (i.e. Veteran's Affairs, Energy, State) Specify.
- State and Local Agencies Specify.
- 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 contractor FIS , LLC. shall comply with 'Personally Identifiable Information (PII), Protected Health Information (PHI) and Federal Information Requirements,' located at <https://health.mil/Military-Health-Topics/Privacy-and-Civil-Liberties/Privacy-Contract-Language>.
- 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

Full Time Support Management Control System (FTSMCS)  
Aeromedical Services Information Management System (ASIMS)

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)

Official Forms: DD Form 2624, Specimen Custody Document - Drug Testing; USMEPCOM Form 40-8-3, Drug Testing and the Federal Drug Testing Custody and Control Form (CCF) OMB No. 0930-0158NG

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.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

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

The draft FTDTL-IMS SORN is at the Defense Privacy, Civil Liberties, and Transparency Division under review for possible conversion to a DoD-wide SORN.

**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.

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

(3) Retention Instructions.

As applicable:

FILE NUMBER: 202-51.4

FILE TITLE: Employee Drug Testing Specimen Records

DISPOSITION: Temporary. Cut off annually or after date of last entry, whichever is later. Destroy 3 years after cutoff.

FILE NUMBER: 202-51.5

FILE TITLE: Employee Drug Test Results – Positive Results

DISPOSITION: Temporary. Cut off and destroy when employee leaves the Agency or when 3 years old, whichever is later.

FILE NUMBER: 202-51.6

FILE TITLE: Employee Drug Test Results – Negative Results

DISPOSITION: Temporary. Cut off annually. Destroy 3 years after cutoff.

**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.

Executive Order 10450, 9397 and EO 9397 (SSN) as amended; 10 USC 3013, Secretary of the Army; 42 USC 290dd-2; Federal Drug Free Workplace Act of 1988; Section 503 of Public Law 100-71, 5 USC section 7301 dated July 11, 1987; DODI 1010.1, Military Personnel Drug Abuse Testing Program (MPDATP); DODI 1010.9, DoD Civilian Employee Drug-Free Workplace Program; DODI 1010.16, Technical Procedures for the Military Personnel Drug Abuse Testing Program (MPDATP); Department of Health and Human Services Mandatory Guidelines for Federal Workplace Drug Testing Programs (88 FR 70768) dated October 12, 2023 (effective February 1, 2024); Army Regulation 600-85 Army Substance Abuse Program.

**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.

Information is collected from members of the public and has an active and approved OMB Number 0930-0158NG - Drug Testing and the Federal Drug Testing Custody and Control Form (CCF).