



## PRIVACY IMPACT ASSESSMENT (PIA)

For the

Aerial Events System
----------------------

Department of the Air Force
-----------------------------

### **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**

DD Form 2535, OMB No 0704-0290

**Enter Expiration Date**

31 Aug 13

**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.

10 U.S.C. 8013, Secretary of the Air Force: powers and duties; delegation by, and DODI 1330.13

**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.

The system assists the Secretary of the Air Force, Public Affairs (SAF/PAY) in administering the Aerial Events System. It assists the points of contact (POCs) for military and non-military organizations in submitting requests for aviation support and tracking them thereafter. AES enables employees of the Air Force to volunteer to participate at an event. It assists SAF/PAY and the Public Affairs Offices of Air Force entities in tracking and managing requests for flyovers, static displays and aerial demonstrations.

All the data in the AES database is entered by Event POCs (government servants or member of the public) who submit requests via the public AES webpage. Personal data include the requestor's:

- o Name
- o Title or rank
- o primary telephone
- o alternate telephone
- o fax number
- o email address and
- o street, suite number (if any), city, state, and ZIP code

The phone numbers, email address, and street addresses can be either for the requestor's home or office.

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

Unauthorized individuals may retain some sensitive personal data. Only the Event POC's contact information (address, email, and phone number, which may be private if the POC chooses) are retained in AES. Other sensitive individual data such as SSN or DoB are not collected.

Administrative: Public Affairs Officers and managers are regularly instructed in the requirements of the Privacy Act and AFI 33-332. Furthermore, a link to a notice reminding system users of the government's obligations to protect personal data and use it only for authorized purposes appears on every web page.

Technical: Volunteers can only see personal data pertaining to themselves. Only authorized users with .mil addresses, who must give user names and encrypted passwords can log in to the parts of the system from in which searches by name or personal identifier are possible. When data travels online, it is encrypted.

**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.

Information will be shared with Air Force Public Affairs offices including Guard and Reserve components.

**Other DoD Components.**

Specify.

Requests could be forwarded to public affairs offices of other military branches, DoD agencies, and Office of Personnel Management (OPM).

**Other Federal Agencies.**

Specify.

Requests could be forwarded to public affairs offices of other law enforcement agencies, such as Homeland Security and the Federal Bureau of Investigations.

**State and Local Agencies.**

Specify.

Requests could be forwarded to state and local law enforcement agencies, if a need to provide protection or aid traffic management is created due to anticipated influx of personnel and vehicles expected to attend the aerial presentations and or events.

**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.

Every web page carries a link to a Privacy Act Statement. The statement advises the individual that provision of the information is voluntary and that there are no consequences of failing to provide it except that the Air Force cannot process the volunteer's application. An individual who consents enters the information personally. If anyone should get concerned about personal information in this system, he or she would contact the system owner for:  
Requests concerning aviation support:  
Program Manager, Aerial Event System  
1690 AF Pentagon  
Washington DC 20330-1690  
703-695-9664

(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.

Every web page carries a link to a Privacy Act Statement. The statement advises the individual that provision of the information is voluntary and that there are no consequences of failing to provide it except that the Air Force cannot process the volunteer's application. An individual who consents enters the information personally.

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

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

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

Describe each applicable format.

Every web page carries a link to a Privacy Act Statement. Also, a link to a notice reminding system users of the government's obligations to protect personal data and use it only for authorized purposes appears on every web page. Here is a copy of the Privacy Act Statement.

AES Privacy Act Statement

AUTHORITY: 10 U.S.C. 8013, Secretary of the Air Force: powers and duties; delegation by, and DoDI 1330.13, Armed Forces Entertainment Program, March 23, 2004.

PRINCIPAL PURPOSE: The Aerial Events System (AES) assists military and non-military organizations in submitting requests for aviation support (such as requests for flyovers, static displays and aerial demonstrations) at public events. AES also enables Air Force entities to volunteer to participate at such events and assists SAF/PAC and the Public Affairs Offices of Air Force entities in tracking and managing these requests.

ROUTINE USES: Information may be disclosed to agencies of the Congress, the Department of Defense, and other federal agencies.

MANDATORY OR VOLUNTARY DISCLOSURE AND EFFECT ON INDIVIDUAL PROVIDING INFORMATION: Disclosure is voluntary, but unless the requestor provides contact information there will be no way for the Air Force to arrange support for the event. There are no consequences for refusal to provide the requested information.

**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.**



















