



PRIVACY IMPACT ASSESSMENT (PIA)

For the

Air Education Training Command Financial Management Records

United States 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

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.

10 U.S.C. 8013, Secretary of the Air Force; AFI 65-103, Temporary Duty Orders; AFI 33-328, Administrative Order; AFI 36-2110, Chapter 4, Temporary Duty Assignments; The Joint Federal Travel Regulations Volume 1; Joint Federal Travel Regulation Military; Joint Travel Regulation Civilian Volume 2; DoD Regulation 7010.3-R, Procedures for Travel Accounting 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.

The Department of Air Force is proposing to establish a system of records in support of the AETC TDY-To-School Management Information System (TTSMIS), which is a sub-module within the AETC Financial Management Tools Suite (AFMTS). TDY-To-School was developed to provide automated quota control/management and travel cost estimates for improved financial management of AETC sponsored formal training allotments. AETC currently manages quotas and associated TDY cost estimates for various funded programs to include: Mission Readiness Training, Medical, Air University, Air Force Institute of Technology, Flying, Survival Training, Acquisition Professional Development Program (APDP), and Weapons Director. TTS combines data from varied external systems providing a graphical user interface which accommodates verification and validation of AETC funded travel and transportation requirements with subsequent travel authorization obligation. The Budget Analysis Tools Suite (BATS) module of AFMTS also allows technicians and resource advisors to follow-up on all outstanding TDY orders in the accounting system that haven't been filed by travelers.

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

There are two basic risks for AFMTS: (1) risk of unauthorized access to the system, and (2) loss of the database which contains the privacy data.

To control access to the system we use various controls: restrict access to the .mil domain, only correspond with official e-mail addresses, require a user account that has right/permissions limited to minimum required, require access via a government issues common access card (CAC), link rights/permissions to the CAC identity, log activity of the CAC card, and review CAC activity for unusual activity.

We protect the database with various controls: use many of the controls listed above, as well as, encrypt the backup files on the local hard drive. For off-site backup we encrypt the files prior to transfer and apply additional encryption during the process of copying to tape.

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.

Other DoD Components.

Specify.

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.

-- All personal data collected is voluntarily given by the subject individual. Forms that collect personal data in AFMTS contain a Privacy Act Statement, as required by 5 USC 552a(e)(3) allowing the individual to make an informed decision about providing the data. The statement advises the individual that the information provided is voluntary and provides the consequences of choosing not to participate with the information collection. Individuals may raise an objection with the Air Force Privacy Act office during the public comment period of the Privacy Act system of records notice or during the data collection.

-- The subject individual initiates the collection and maintenance of his/her information for the purpose of obtaining funding for attendance at AETC funded classes. Release of this information is done with the individual's full cooperation and consent.

-- Data is not provided by or given to other Federal agencies, State and local government organizations, or private sector entities.

(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.

When accessing the TTSMIS web page a banner appears that informs the individual that the information must be protected and that it's covered by both the Privacy Act and AFI 33-332. In addition, the banner states that information must be completed IAW AFI 65-103.

(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"/> Privacy Act Statement | <input type="checkbox"/> Privacy Advisory |
| <input type="checkbox"/> Other | <input type="checkbox"/> None |

Describe each applicable format.

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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.

