



PRIVACY IMPACT ASSESSMENT (PIA)

For the

Air Force Legal Assistance Website (AF LAW)

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.

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: Powers and duties; delegation by: 10 U.S.C. 8037, Judge Advocate General: Appointment and duties; Air Force Instruction 51-504.

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.

This system enables those authorized to receive legal assistance under 10 U.S.C. 1044a to pre-fill certain legal assistance forms. Users will input into a web-based program their name, address, name of a grantee, the grantee's address, names of children, birth dates of children, and other relevant information to prepare legal documents and make appointments with Air Force legal assistance providers at a military installation.

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

Privacy risks are low and involve only names, addresses and dates. Information is maintained on a server accessible through password and encrypted pursuant to IAW DoD and AF regulations. Records containing PII are deleted 45 days after creation.

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.

By Air Force JAG Corps attorneys and other Air Force legal staff members authorized to provide legal assistance.

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.

Contractor: Bailey Systems Contract Language: The contractor hosting site will adhere to current Air Force Instruction (AFI) and Department of Defense Instruction (DoDI) pertaining to network security and securing Privacy Act Information. All encryption mechanisms will be in compliance with FIPS 140-2 standards. The system should include protection against automated attacks which would degrade the system.

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.

Individuals may object to collection of their PII by not pre-filling legal forms and instead providing the information directly to legal assistance personnel at a military base legal office. Individuals are not required to provide the information until they personally appear at an Air Force legal assistance office. As a result, objection to providing PII to the online system will not result in a failure to obtain legal service.

(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.

There is only one use of individuals' PII in the system. Therefore, there is no need to provide the opportunity to consult to multiple specific uses. User are already able to consent or not consent to the single use.

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

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

Describe each applicable format.	<p>Purpose(s): To obtain information required for official purposes, to include legal assistance matters.</p> <p>Routine Uses: The Privacy Act, 5 U.S.C. 552a, "Routine Uses" is applicable as is the DoD "Blanket Routine Uses" published at the beginning of the Air Force's compilation of systems of records notices, located at www.defenselink.mil/privacy/notices/usaf; and other Routine Uses listed under the Legal Assistance Notices. Such routine uses outside of DoD for other than DoD official purposes include responding to congressional requests and law enforcement requests. These routine uses may also be reviewed at the defenselink.</p>
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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.

