# PRIVACY IMPACT ASSESSMENT (PIA)

## For the

| Air Force Recruiting Information Support System - Total Force |
| --- |
| 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**
- ☐ **New Electronic Collection**
- ☐ **Existing DoD Information System**
- ☐ **Existing Electronic Collection**
- ☒ **Significantly Modified DoD Information System**

**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: 12052
- ☐ **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** 007-57-01-20-01-3593-00

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** FO36 AFRC B

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. October 5, 2009

**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.

Title 10, U.S.C. Subtitle E Sections 10202, 10205, 10174 and 10110, Air Force Policy Directive 36-20 para 2.1, 2.3, and Air Force Instruction 36-2115 para 1.1.2.4 through 1.1.2.4.5 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 primary purpose of this system is to provide all pertinent personal information on an applicant (non-prior service or prior service) in order to determine if applicant is qualified for military service, and in what specific job qualification. Once determined, AFRISS-TF can deliver qualifying information to Mil-PDS for establishment of initial personnel and pay record, or to effect a transfer or reaffiliation (for prior-service personnel). Types of personal information include (but not limited to) name, SSN, gender, date of birth, marital status, number of dependents, security information, civil court actions/convictions, ASVAB qualification data.

(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 AFRISS-TF: (1) risk of unauthorized access to the system, and (2) loss of the database which contains 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 rights/permissions limited to the minimum required; require access via a government issued common access card (CAC); link rights and permissions to the CAC identify; 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. Between Air Components Recruiting Services; AETC (school allocation and Technical Training Management System (TTMS), AFPC (Mil-PDS interface)

☒ **Other DoD Components.**

Specify. United States Military Entrance Processing Command (MEPCOM); Joint Personnel Adjudication System (JPAS)

☒ **Other Federal Agencies.**

Specify. Office of Personnel Management (OPM) Personnel Investigations Processing System (PIPS)

☐ **State and Local Agencies.**

Specify.

☒ **Contractor** (Enter name and describe the language in the contract that safeguards PII.)

Specify. TBD (AFRISS-TF is in pre-deployment and contractor has not been selected)

☐ **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.

The recruiter shows and, upon request, provides the individual a Privacy Act Statement for each form, format, or form letter used to collect personal data before asking for the information. Individual signatures grant consent. The individual however has the opportunity at this stage to object to the collection of any/all parts of information in identifiable form . The individual is then advised this could delay the application process up to and including denial of consideration for entry into the Air Component they are soliciting.

(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.

The recruiter shows and, upon request, provides the individual a Privacy Act Statement for each form, format, or form letter used to collect personal data before asking for the information. Individual signatures grant consent. The individual however has the opportunity at this stage to object to the collection of any/all parts of information in identifiable form . The individual is then advised this could delay the application process up to and including denial of consideration for entry into the Air Component they are soliciting.

(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.

☒ **Privacy Act Statement** ☐ **Privacy Advisory**

☐ **Other** ☐ **None**

Describe each applicable format.

Air Force Form 883, PRIVACY ACT STATEMENT -- US AIR FORCE APPLICATION RECORD
The form uses the following format:

AUTHORITY: 10 USC Sections 133, 265, 275, 504, 508, 510, 672(d), 678, 837, 1007, 1071 through 1480, 1553, 2105, 2107,
3012, 5031, 8013, 8033, 8496, and 9411; 32 USC 708; 44 USC 3101; and Executive Orders 9397, 10450, and 11652.

PURPOSE: To determine your mental, medical, and moral qualifications for entry into the US Air Force. This data is FOR OFFICIAL USE ONLY and will be maintained in strict confidence within the Department of Defense according to Federal law and regulation. If you are accepted and subsequently enter into a component of the Air Force, the information becomes a part of your military personnel records which is used to provide information for personnel management actions. If you are not accepted or do not subsequently enter a component of the Air Force, your records will be destroyed as specified by regulation.

ROUTINE USES: This information may be disclosed to the Social Security Administration and the Department of Treasury to establish a record of income; to federal, state, local or foreign law enforcement authorities for investigating or prosecuting a violation or potential violation of law; to federal, state, or local agencies to obtain information concerning hiring or retention of an employee, issuance of a security clearance, letting of a contract, or issuance of a license, grant or other benefit; to a federal agency in response to its request in connection with the hiring or retention of an employee, issuance of a security clearance, reporting of an investigation of an employee, letting of a contract, issuance of a license, grant, or other benefit by the requesting agency to the extent that the information is relevant and necessary to the requesting agency's decision on the matter; to a congressional office in response to their inquiry made at the request of the individual; to the Office of Management and Budget (OMB) in connection with review of private relief legislation as set forth in OMB Circular A19; to foreign law enforcement, security, investigatory, or administrative authorities to comply with requirements of international agreements and arrangements; to state and local taxing authorities in accordance with Treasury Fiscal Requirements Manual Bulletin 7607; to the Office of Personnel Management (OPM) concerning information on pay and leave, benefits, retirement deductions, and other information necessary for OPM to carry out its functions; to NARA for records management functions; and to the Department of Justice for pending or potential litigation.

DISCLOSURE IS VOLUNTARY: However, failure to furnish information needed to determine your mental, medical and moral qualifications for entry into the US Air Force will result in a denial of application.

**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.**