



PRIVACY IMPACT ASSESSMENT (PIA)

For the

AIR FORCE FAMILY CHILD CARE SUBSIDY PROGRAM

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
- 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.

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Authority for maintenance of the system:

5 U.S.C. 301, Departmental Regulations; 10 U.S.C. Chapters 53, 54, 55, 58, and 75; 10 U.S.C. 136; 31 U.S.C. 3512(c); 50 U.S.C. Chapter 23, Internal Security; DoD Directive 1341.1, Defense Enrollment/Eligibility Reporting System; DoD Instruction 1341.2, DEERS Procedures; 5 U.S.C. App. 3 (Pub.L. 95-452, as amended (Inspector General Act of 1978)); Pub.L. 106-265, Federal Long-Term Care Insurance; and 10 U.S.C. 2358, Research and Development Projects; 42 U.S.C., Chapter 20, Subchapter I-G, Registration and Voting by Absent Uniformed Services Voters and Overseas Voters in Elections for Federal Office, Sec. 1973ff, Federal responsibilities and DoD Directive 1000.4, Federal Voting Assistance Program (FVAP); Homeland Security Presidential Directive 12, Policy for a common Identification Standard for Federal Employees and Contractors; 38 CFR part 9.20, Traumatic injury protection, Servicemembers' Group Life Insurance and Veterans' Group Life Insurance; 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 purpose of a family child care program on an Air Force installation is to make child care available to military members so that they can more successfully perform their military mission, secure in the knowledge that their children's safety, health, and well-being are protected. Having child care available also supports the economic viability of military families by enabling spouses to seek employment and contribute to the family income. Family child care provides an alternative to child development center care for families that need evening care; weekend care; care for children with special needs, infants, and school-age children; and care during swing and midnight shifts. Family child care offers an opportunity for spouses to contribute to the family income while caring for their own children. The Air Force Family Child Care Subsidy Program Payment System will manage, by group and location, a network of FCC Providers and a pool of qualifying children, and create a process for tracking time in care for generating subsidy invoices which can be used to process payment to the Providers. AFSVA will create a system that is completely hosted and sustained outside of DoD .mil networks. Systems and data will be designed to protect information with appropriate security as required by DoD 8500.2. AFSVA will use a web-based system to manage and monitor subsidized Air Force FCC spaces in AF licensed/affiliated homes with the intent of improving the quality and timeliness of data exchange, establishing consistent methods, streamlining processes and procedures, and reducing costs while increasing the effectiveness of personnel and information.

Information gathered:

HQ USAF/A1SA, MAJCOMS A1SAs, HQ AFSVA, Base Level Flight Chief and Base Level FCC Coordinator - Full Name (First and Last), Position/Title, Last 4 of SSN, Date-of-Birth, e-mail address

FCC Provider: Provider Name, Mailing Address, SSN (Confirm SSN) or EIN, Date of Birth, Email, Name and Date of Birth of all dependants under 8 years of age, Banking Information - Bank Name, Account Type, Account Number, Routing Number, 1099

Qualifying Sponsor: Military Service Status; Branch of Service; Qualifying Sponsor: Last Name, First Name, Rank, Marital Status, Email, Work Schedule; Spouse if applicable: Spouse Status, Last Name, First Name, Work Schedule; Total Family Income, Fee Category, Sponsor's e-mail

Qualifying Enrollee: Last Name, First Name, Date of Birth, Special Needs Category (if applicable), Subsidy Amount, Provider Assigned, daily time-in-care records

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

PII will be protected by the following methods:

Network firewall
SSL enabled website
Database encryption
Role Based Security
Login and Password - identification and authentication

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.

There is a hierarchical structure of access which will be assigned to users based on their system role. The roles will inherit system access permissions and trigger fine grained access rules in the data layer from this hierarchy structure.
HQ USAF/A1SA, HQ AFSVA, MAJCOMs A1SA, Base Level Family Child Care Coordinators and Flight Chiefs

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.

FCC Licensed/Affiliated Providers and Qualifying Sponsors Parents will have a face-to-face interview with the Base Level AF FCC Subsidy Program Manager. Agreements, one for providers and one for qualified sponsors, will be signed at the face-to-face interview. Both agreements contain a statement allowing the AF FCC Subsidy Program to collect and use personally identifiable information. If FCC Licensed/Affiliated Providers or Qualifying Sponsors refuse to sign the agreements, they will not be eligible to participate in the AF FCC Subsidy Program.

(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.

FCC Licensed/Affiliated Providers and Qualifying Sponsors Parents will have a face-to-face interview with the Base Level AF FCC Subsidy Program Manager. Agreements, one for providers and one for qualified sponsors, will be signed at the face-to-face interview. Both agreements contain a statement allowing the AF FCC Subsidy Program to collect and use personally identifiable information. If FCC Licensed/Affiliated Providers or Qualifying Sponsors refuse to sign the agreements, they will not be eligible to participate in the AF FCC Subsidy Program.

(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.

In order to participate in the Air Force (AF) Family Child Care Subsidy Program, some or all of the following information may be requested and/or recorded: full name, date-of-birth, e-mail address, branch of service and/or employer, position/title, work schedule(s), marital status, total family income, last 4 digits on social security number, and information on dependents names, dates-of birth, time-in-care records. In addition to the above, the following information may be requested and/or recorded for any FCC Provider enrolling as a AF FCC Subsidy Provider: mailing address, social security number or employee identification number, and banking information (account number, routing number, and account type.) The AF may retain this information for a period of 3 years after the participant has left the AF FCC Subsidy Program.

Providing this information is voluntary. If you choose not to provide some or all of the information, however, you may not be granted permission to participate in the AF FCC Subsidy Program.

The Air Force is responsible for ensuring the privacy, confidentiality, integrity, and availability of personal information. The Air Force recognizes that privacy protection is both a personal and fundamental right. Among the most basic of individuals' rights is an expectation that the Air Force will protect the confidentiality of personal, financial, and employment information. Individuals also have the right to expect that the Air Force will collect, maintain, use, and disseminate identifiable personal information and data only as authorized by law and as necessary to carry out agency responsibilities. Personal information is protected by the following:

Title 5, U.S.C. 552a, The Privacy Act of 1974, as amended, which affords individuals the right to privacy in records maintained and used by Federal agencies. NOTE: 5 U.S.C. 552a includes Public Law (PL) 100-503, The Computer Matching and Privacy Act of 1988.

AUTHORITY- 10 U.S.C. 8013, Secretary of the Air Force - The authority to operate the program is provided in DoDI 6060.2, Child Development Programs, E3.6.6 and AFI 34-276, Family Child Care.

U.S.C. 8013

PURPOSE - The Air Force Family Child Care Subsidy Program Payment System will manage, by group and location, a network of FCC Providers and a pool of qualifying children, and create a process for tracking time in care for generating subsidy invoices which can be used to process payment to the Providers.

ROUTINE USE - Information on FCC Providers will be limited to the DoD and banking institutions. Information on Qualifying Sponsors will be limited to the DoD.

DISCLOSURE - FCC Licensed/Affiliated Providers and Qualifying Sponsors Parents will have a face-to-face interview with the Base Level AF FCC Subsidy Program Manager. Agreements, one for providers and one for qualified sponsors, will be signed at the face-to-face interview. Both agreements contain a statement allowing the AF FCC Subsidy Program to collect and use personally identifiable information. If FCC Licensed/Affiliated Providers or Qualifying Sponsors refuse to sign the agreements, they will not be eligible to participate in the AF FCC Subsidy Program.

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.

