

DEPARTMENT OF DEFENSE
Office of the Secretary of the Air Force
Narrative Statement for a Modified System of Records
Under the Privacy Act of 1974

1. System name and number: Air Force Recruiting Information Support System-Total Force (AFRISS-TF), F036 AETC R.

2. Nature of proposed modifications for the system: Air Force Recruiting Service maintains this system of records to assist with managing new applicants. The system is used by the Air Force Recruiting Service in processing new applicants to determine eligibility. The Air Force proposes to modify this system of records by changing the following sections:
System name, system manager, authority for maintenance of the system, purpose, categories of individuals, categories of records, authority, routine uses, categories of users and the purposes of such uses, retention and disposal. The proposed modification is to rename the system from Air Force Recruiting Information Support System-Reserve (AFRISS-R) to AFRISS-TF. Additional change is a feature for application users to voluntarily utilize geolocation in the form of latitude/longitude coordinates as well as the collection of data relating to an individual's navigation and web measurement within the application.

Specific authority under which the system of records is maintained: U.S.C. Title 10-Armed Forces Subtitle E Sections 10202, *Regulations*, 10205, *Members of Ready Reserve: requirement of notification of change of status*, 10174, *Air Force Reserve Command*, and 10110, *Air Force Reserve: composition*; Section 275, *Restriction on direct participation by Military Personnel*; Section 504, *Persons not qualified*; Section 508, *Reenlistment: qualifications*; Section 510, *Enlistment incentives for pursuit of skills to facilitate national service*; Section 672(d), *Provisions of law relating to service of members of reserve components on active duty*; Section 837, *Unlawfully influencing action of court*; Section 1007, *Administration Of Reserve Components*; Sections 1071 through 1480, *Medical and Dental Care*; Section 1553, *Review of discharge or dismissal*; Section 2105, *Advanced Training, failure to complete or accept commission*; Section 2107, *Financial assistance program for specially selected members*; Section 3012, *Department of the Army*; Section 5031, *Office of the Chief of Naval Operations: function, composition*; Section 8013, *Secretary of the Air Force*; Section 8033, *Chief of Naval Operations*; Section 8496, *Support of Athletic and physical fitness programs*; and Section 9411, *Establishment: Purpose*; 32 U.S.C. 708, *Property and fiscal officers, Records management by agency heads, general duties*; *Civil Liberties and Transparency Division*; Air Force Instruction 41-200, *Health Insurance Portability and Accountability Act (HIPAA)*; Air Force Policy Directive 36-20, *Accession of Air Force Military Personnel*, Air Force Instruction 36-2110, *Total Force Assignments*, and E.O. 9397 (SSN), as amended. 10 U.S.C. 3013, *Secretary of the Army*, 10 U.S.C. 8013, *Secretary of the Air Force*, 10 U.S.C. 5013, *Secretary of the Navy*; DoD Directive 1145.2, *United States Military Entrance Processing Command*; *Army Regulation 601-270/Air Force Regulation 33-7/Marine Corps Order P1100.75A, Military Entrance Processing Station (MEPS)*; *USMEPCOM Regulation 680-3, U.S. Military Processing Command Integrated Resources System (USMIRS)*; and E.O. 9397 (SSN), as amended

3. Evaluation of the probable or potential effects on the privacy of individuals: In reviewing this System of Records Notice, the Air Force Recruiting Service carefully reviewed the

safeguards established for the system to ensure they are compliant with the DoD requirements, and they are appropriate to the sensitivity of the system information. Any specific routine uses have been reviewed to ensure they provide the minimum amount of personally identifiable information, and if applicable, a data use agreement is established. The AF recognizes the sensitive nature of the information collected and stored within this system and has implemented safeguards to protect privacy data.

4. Routine use compatibility: The routine uses for this system are compatible with the purpose for which the records are collected. This routine use is necessary to facilitate qualification and subsequent accession into the respective Air Service Component. The information is required to determine and verify the identity of the individual seeking accession. Additionally, this information is required to determine if an applicant meets minimum eligibility criteria to qualify as a member of the respective Air Service Component. The information collected by this system is shared with Air Force Basic Military Training, Military Personnel Data System, and United States Military Entrance Processing Command Integrated Resource System.
- b. To appropriate agencies, entities, and persons when (1) the DoD suspects or confirms a breach of the system of records; (2) the DoD determines as a result of the suspected or confirmed breach there is a risk of harm to individuals, the DoD (including its information systems, programs, and operations), the Federal Government, or national security; and (3) the disclosure made to such agencies, entities, and persons is reasonably necessary to assist in connection with the DoD's efforts to respond to the suspected or confirmed breach or to prevent, minimize, or remedy such harm.
- c. To another Federal agency or Federal entity, when the DoD determines information from this system of records is reasonably necessary to assist the recipient agency or entity in (1) responding to a suspected or confirmed breach or (2) preventing, minimizing, or remedying the risk of harm to individuals, the recipient agency or entity (including its information systems, programs and operations), the Federal Government, or national security, resulting from a suspected or confirmed breach.
- d. To a Member of Congress or staff acting upon the Member's behalf when the Member or staff requests the information on behalf of, and at the request of, the individual who is the subject of the record.
- e. To the National Archives and Records Administration for the purpose of records management inspections conducted under the authority of 44 U.S.C. 2904 and 2906.
- f. To the appropriate Federal, State, local, territorial, tribal, foreign, or international law enforcement authority or other appropriate entity where a record, either alone or in conjunction with other information, indicates a violation or potential violation of law, whether criminal, civil, or regulatory in nature.
- g. In an appropriate proceeding before a court, grand jury, or administrative or adjudicative body or official, when the DoD or other agency representing the DoD determines that the records

are relevant and necessary to the proceeding; or in an appropriate proceeding before an administrative or adjudicative body when the adjudicator determines the records to be relevant to the proceeding.

6. OMB public information collection requirements:

OMB collection required: Yes

OMB Control Number: 0701-0150

Title of Collection: Air Force Recruiting Information Support System-Total Force

Date Submitted to OMB if pending: 19 June 2018 (pending re-validation)

Expiration Date: 31 July 2017

Provide titles of any information collection requests (e.g., forms and number, surveys, etc.) contained in the systems of records:

SF 86, Questionnaire for National Security Positions (OMB 3206-0005)

DD 1172-2 Application for Identification Card/DEERS Enrollment (OMB 0704-0415)

2000 SPI Contract, Special Pay for Selected Reserve Healthcare Professionals in Critically Short Wartime Specialties

Accession Data Sheet, Rams II Accession Data

Active Duty Orders OTS

AF 125, Application for Extended Active Duty with The United States Air Force

AF 1768, Staff Summary Sheet

AF 60, Request for Sponsor

AF Disclosure Memorandum

AF Form 1034, Extended Active Duty Agreement (Officer Training School) United States Air Force Reserve

AF Form 1288, Application for Ready Reserve Assignment

AF Form 133, Oath of Office (Military Personnel)

AF Form 1540, Application for Clinical Privileges / Medical Staff Appointment

AF Form 1540A, Application for Clinical Privileges / Medical Staff Appointment Update

AF Form 1541, Credentials Continuing Health Education Training Record

AF Form 1562, Credentials Evaluation of Health Care Practitioners

AF Form 1969, Officer Uniform Allowance Certification

AF Form 2030, USAF Drug and Alcohol Abuse Certificate

AF Form 215, Aircrew Training Candidate Data Summary

AF Form 24, Application for Appointment as Reserve of the Air Force or USAF without Component (OMB 0701-0096)

AF Form 24 Addendum

AF Form 2631, Palace Chase Statement of Understanding

AF Form 2816, Clinical Privileges - Family Practice and Primary Care Physicians

AF Form 2816-1, Clinical Privileges - Family and Primary Care/Adult Nurse

Practitioners

AF Form 2816-2, Clinical Privileges – Physician Assistant

AF Form 2817, Clinical Privileges - Pediatrician

AF Form 2817-1, Clinical Privileges – Pediatric Nurse Practitioner

AF Form 2818-1, Clinical Privileges – General Surgeon

AF Form 2818-11, Clinical Privileges – Oral and Maxillofacial Surgeon
AF Form 2818-2, Clinical Privileges – Orthopaedic Surgeon
AF Form 2818-4, Clinical Privileges – Cardiothoracic Surgeon
AF Form 2818-7, Clinical Privileges – Neurologic Surgeon
AF Form 2818-8, Privilege List – Otolaryngology Surgery
AF Form 2818-9, Clinical Privileges – Ophthalmologic Surgeon
AF Form 2819, Clinical Privileges – Anesthesiologist
AF Form 2819-1, Clinical Privileges – Certified Registered Nurse Anesthetist
AF Form 2820, Clinical Privileges – Obstetrician/Gynecologist
AF Form 2820-1, Clinical Privileges – Certified Nurse Midwife
AF Form 2820-2, Clinical Privileges – Women’s Health Nurse Practitioner
AF Form 2821, Clinical Privileges – Emergency Medicine Physician
AF Form 2822, Clinical Privileges – Neurologist
AF Form 2823, Clinical Privileges –Dermatologist
AF Form 2824, Clinical Privileges – Mental Health Providers
AF Form 2825, Clinical Privileges – Radiologist
AF Form 2826, Clinical Privileges – Pathologist
AF Form 2827, Clinical Privileges – Physical Therapist
AF Form 2828, Clinical Privileges – Occupational Therapist
AF Form 2829, Clinical Privileges – Podiatrist
AF Form 2830, Clinical Privileges – Optometrist
AF Form 3005, Guaranteed Aptitude Area Enlistment Agreement Non-Prior Service –
United States Air Force
AF Form 3006, Enlistment Agreement – Prior Service/Active USAFR/ANG United
States Air Force
AF Form 3007, Guaranteed Training Enlistment Agreement Non-Prior Service – United
States Air Force
AF Form 3010, USAF Statement of Understanding for Dependent Care Responsibility
AF Form 357, Family Care Certification
AF Form 3928, Privilege List - Audiology
AF Form 3929, Clinical Privileges – Speech Pathologist
AF Form 3930, Clinical Privileges – Dietetics Providers
AF Form 40A, Record of Individual Inactive Duty Training
AF Form 4380, Air Force Special Needs Screener
AF Form 4428, Tattoo/Brand/Body Marking Screening/Verification
AF Form 56, Application & Evaluation for Training Leading to a Commission in the
United States Air Force (OMB 0701-0150)
AF Form 594, Application and Authorization to Start, Stop or Change Basic Allowance
for Quarters (BAQ) or Dependency Redetermination
AF Form 883, Privacy Act Statement – US Air Force Application Record
AF Form 895, Annual Medical Certificate (AMC)
AF Form 973, Request and Authorization for Change of Administrative Orders
AFCCVO Form, Checklist for Primary Source Verification of ANG New Accession
AFRS 1317, Commissioning Information – For All Health Professions Applicants
AFRS 1325, Financial Status of Applicant (OMB 0701-0079)
AFRS 1326, Prior Service/Reserve Data

AFRS 1327, Application for Participation in the Recruiter Assistance Program
AFRS 1328, Statement of Understanding for Single Member Parent Having Dependent(s)
in the Custody of Another
AFRS 1356, Applicant Waiver Worksheet
AFRS 1371, Nonprior Service Data
AFRS 1373, Request for Professional Evaluation
AFRS 1375, Request for Courtesy Enlistment
AFRS 1385, Officer Accessions Application Status
AFRS 1408, Job Screening Worksheet
AFRS 1413, Verification of Scheduled Graduation (OMB 0701-0080)
AFRS 1419, Request for Evaluation and Information (OMB 0701-0079)
AFRS 1430, Statement of Understanding Applicant for Extended Active Duty – USAF
Health Professions
AFRS 1431, Estimated Medical Service Grade and Pay Computation Worksheet
AFRS 1437, Personal Interview – USAF Health Professions Applicant (OMB 0701-
0078)
AFRS 3, 15-Day QC Checklist
AFRS 5, Liability Release and Express Assumption of Risk – Delayed Entry Program
(DEP)
AFRS 6, Air Force Recruiting Service Discrimination and Sexual Harassment Policy
AFRS 6a, Recruiter – Applicant Conduct and Professional Relationship
AFRS 6b, Recruiter Assistance Personnel Statement of Understanding
AFRS 6c, Recruiting Process MEPS Questionnaire
AFRS 7, Liability Release and Express Assumption of Risk
ANG Fed Preview Checksheet, ANG Federal Preview and Grade Screening Checksheet
ANG Fed Reserve Checksheet, ANG Federal Reserve Appointment/State-to-State
Transfer Screening Checksheet
ANG Statement of Conduct
Applicant’s Certification Statement
Applicant Data Report
ARPC Form 11, Enlistment of Air Force Reserve Personnel
ARPC Form 22, Individual Reserve Unit of Attachment Agreement
ARPC Form 92, Appointment Order
ARPC Form 92 PA-PC, Appointment Order
Application for Individual Mobilization Augmentation (IMA) Requirement
ATAFR 202, Employment Availability Statement for Air Reserve Technician Positions
Joint Base San Antonio (JBSA) Lackland Non-DoD Visitor Access Request Letter
BSC POAB Agreement, FY11 Accession Bonus Special Pay for Selected Pharmacy
Officers of the Biomedical Sciences Corps (BSC) Contract Request
Buckley Amendment
CCAF Acceptance Letter
CCAF Counselor Letter
DA Form 543, Request for Records
DD Form 1966, Record of Military Procession – Armed Forces of the United States
(OMB 0704-0173)
DD Form 2058, State of Legal Residence Certificate

DD Form 2645, Voter Registration Information
DD Form 2697, Report of Medical Assessment
DD Form 2760, Qualification to Possess Firearms of Ammunition
DD Form 2807-2, Accessions Medical Prescreen Report
DD Form 2863, National Call to Service Election of Options
DD Form 2983, Recruit/Trainee Prohibited Activities Acknowledgment
DD Form 368, Request for Conditional Release
DD Form 369, Police Record Check (OMB 0704-0007)
DD Form 372, Request for Verification of Birth (OMB 0704-0006)
DD Form 4, Enlistment/Reenlistment Document Armed Forces of the United States
DD Form 4 Addendum, Annex to DD Form 4, Section B
DD Form 785, Record of Disenrollment from Officer Candidate – Type Training
DD Form 93, Record of Emergency Data
DEP Discharge Order
EAD Briefing
Faststart Direct Deposit
GPA Worksheet
Grade Computation
HP Coversheet
HQ AFRS Medical Standards Routing Sheet
IMA Training Attachment Letter
ANG Incentive Program Eligibility Verification Worksheet
JA Welcome Letter
Lackland AFB Form 169, Biographical Questionnaire
Written Agreement Health Professionals Loan Repayment Program
Health Professions Reserve Medical Incentives Program Application
Applicant Briefing Sheet for Medical HPSP
NGB Form 337, Oath of Office
NGB Form 36-11, Statement of Understanding for Excess/Overgrade Condition
NGB Form 3621, ANG Eligibility Checklist for Enlistment, Reenlistment, or Extension
OF 612, Optional Application for Federal Employment (OMB 3206-0219)
Overage Statement of Understanding
Physical Ability Stamina Test (PAST) Evaluation Worksheet
Personnel Reliability Program (PRP) Questionnaire
Personnel Security Questionnaire
Unit of Attachment Agreement for Participating Individual Ready Reservist
Non-Flying Applicant PRK/Lasik Checklist
Professional Relationship Contract
Release of Liability - Reserve
Release of Liability Active Duty
Restrictions on Personal Conduct
RRPS Training Attachment Letter
Applicant Briefing Item on Separation Policy
Service Date Computation Worksheet
SF 1199A, Direct Deposit Sign-up Form (OMB 1510-0007)
SF 180, Request Pertaining to Military Records (OMB 3095-0029)

SF 181, Ethnicity and Race Identification
SF 87, Fingerprint Card
SF 86 V3, Questionnaire for National Security Positions (OMB 3206-0005)
SG MEPS Approval Letter
SGLV 8286, Servicemembers' Group Life Insurance Election and Certificate
SGLV 8286A, Spouse Coverage Election and Certificate
SGLV 8286S, Servicemembers' Group Life Insurance Supplemental SGLI Beneficiary

Form

Skills Verification Documentation Flowsheet
Specialty Consultant Worksheet/Interview
Special Pay for Selected Reserve Healthcare Professionals in Critically Short Wartime

Specialties (SPI)

Ready Reserve Healthcare Professionals Stipend Program for Reserve Service Health

Professionals

Consent and Release from Liability Statement
Statement of Agreement and Understanding (Required for ANGUS Appointment)
Split Training Statement of Understanding
Technical Degree Sponsorship Program Acceptance Letter
Technical Degree Sponsorship Program Agreement Non-Prior Enlisted Service
USAF Recruiting Squadron Commander's Technical Degree Sponsorship Program

Participant Brief

Technical Degree Sponsorship Program Agreement Prior Enlisted Service
Tender Letter
Memorandum of Understanding Undergraduate Flight Training (UFT) Reserve Service

Commitment

Unit of Assignment/Training Attachment Agreement
USMEPCOM 601-23-3-R-E, Record of Emergency Data Worksheet
USMEPCOM 680-3ADP, Processee/Enlistee Record
USMEPCOM 680-3A-E, Request for Examination (OMB 0704-0173)
Identification of 5-Point Veterans' Preference Eligibility for Air Reserve Technician

(ART) Positions

W-4, Employee's Withholding Allowance Certificate (OMB 1545-0074)
Waiver Summary
Individual Reserve Assignment

Information Required by DPCLTD: (Not required by OMB)

7. Name of IT System and DITPR Number: Air Force Recruiting Information Support System-Total Force (AFRISS-TF). DITPR ID: 12052

8. Is the system, in whole or in part, being maintained, (maintained, collected, used, or disseminated) by a contractor? Yes

DEPARTMENT OF DEFENSE

BILLING CODE:

Office of the Secretary of Defense

Docket ID: USAF-2019-XXXX

Privacy Act of 1974; System of Records

AGENCY: Department of the Air Force

ACTION: Notice of Modification to a System of Records.

SUMMARY: The Office of the Secretary of the Air Force (SecAF) proposes to modify a system of records, titled “Air Force Recruiting Information Support System-Total Force (AFRISS-TF),” This system enables the Air Force to implement the requirements of Executive Order (E.O.) 9397 (SSN), as amended. The system supports Air Force Recruiting Service’s Total Force recruiting. It provides a basis structure for the processing of applicant records, development and recommendation of solutions to mitigate potential recruit disqualifications, and assists in identifying best practices for recruiting, training, and retention. The proposed modifications to the system expands the population of covered individuals to include all Air Force Service Components (Active Duty Air Force, Air Force Reserve, and Air National Guard) applicants. In addition, a new front end application website that allows applicants to electronically fill out required forms. Modifications were made to the following sections of this system of records: system manager, purpose, categories of individuals, categories of records, and routine uses. In compliance with the Paperwork Reduction Act of 1995, the Department of the Air Force announces a proposed public information collection and seeks public comment on the provisions thereof. Comments are invited on: whether the proposed collection of information is necessary for the proper performance of the functions of the agency, including whether the information shall have practical utility; the accuracy of the agency's estimate of the burden of the proposed

information collection; ways to enhance the quality, utility, and clarity of the information to be collected; and ways to minimize the burden of the information collection on respondents, including through the use of automated collection techniques or other forms of information technology. The information is collected to facilitate qualification and subsequent accession into the respective Air Service Component. The intended use is to determine if an applicant meets minimum eligibility criteria to qualify as a member of the respective Air Service Component.

DATES: Comments will be accepted on or before **[INSERT DATE 30 DAYS AFTER DATE OF PUBLICATION IN THE FEDERAL REGISTER]**. This proposed action will be effective on the date following the end of the comment period unless comments are received which result in a contrary determination.

ADDRESSES: You may submit comments, identified by docket number and title, by any of the following methods:

- * Federal Rulemaking Portal: <http://www.regulations.gov>.

Follow the instructions for submitting comments.

- * Mail: Department of Defense, Office of the Chief Management Officer, Directorate for Oversight and Compliance, 4800 Mark Center Drive, Mailbox #24, Suite 08D09B, Alexandria, VA 22350-1700.

Instructions: All submissions received must include the agency name and docket number for this Federal Register document. The general policy for comments and other submissions from members of the public is to make these submissions available for public viewing on the Internet at <http://www.regulations.gov> as they are received without change, including any personal identifiers or contact information.

FOR FURTHER INFORMATION CONTACT: Mr. LaDonne L. White, Department of the Air Force, Air Force Privacy Office, Office of Warfighting Integration and Chief Information Officer, ATTN: SAF//CN, 1800 Air Force Pentagon, Washington, DC 20330-1800, or by phone at (571)256-2515.

SUPPLEMENTARY INFORMATION: Air Force Recruiting Information Support System—Total Force (AFRISS-TF); OMB Control Number 0701-0150.

Needs and Uses: The system will provide recruiters an automated tool to process and assess prospective Active Duty Air Force, Air Force Reserve, and Air National Guard applicants; evaluate recruiters' and job counselors' activities and efficiency levels; and analyze pre-enlistment job cancellations for common reasons. Affected Public: Individuals or Households.

Annual Burden Hours: 4,500,000. Number of Respondents: 1,500,000. Responses per Respondent: 1. Annual Responses: 1,500,000. Average Burden per Response: 3 hours.

Frequency: On occasion.

Active Duty Air Force, Air Force Reserve, and Air National Guard recruiters have a need for an automated tool to initially build prospective applicants for all recruiting accessions for Enlisted, Commissioned, and Health Professions. AFRISS-TF provides a comprehensive integration, interface, and standardization of all programs that manage personnel resources in support of recruiting and collecting personal private information required to induct the applicant into the Armed Forces. The system extends automated capabilities out to the individual recruiters, flights, squadrons, and groups. It provides an automated interface to Military Entrance Processing Center Station (MEPS) where applicants undergo physical, testing, verification interviews, and a tentative job reservation that can be entered into AFRISS-TF. It also provides reporting capabilities at all levels of management to make informed decisions on recruiting

practices. The information within AFRISS-TF also transfers over into Joint Personnel Adjudication System (JPAS), Office of Personnel Management (OPM) Personnel Investigations Processing System (PIPS) for security clearance processing; School Allocation and Technical Training Management System (TTMS) for technical training file information.

Dated:

Aaron Siegel,
Alternate OSD Federal Register Liaison Officer, Department of Defense

SYSTEM NAME AND NUMBER: Air Force Recruiting Information Support System-Total Force (AFRISS-TF), F036 AETC R.

SECURITY CLASSIFICATION: Unclassified.

SYSTEM LOCATION: Defense Enterprise Computer Center System Management Center Montgomery, 401 East Moore Drive, Montgomery Hill, Alabama 36114-3004.

SYSTEM MANAGER(S): Program Manager, Air Force Recruiting Service 550 D St. West, Suite 1, JBSA Randolph TX 78250-4302, afrs.rsixs.afrisstf.pmo@us.af.mil, Phone Number: (210)565-3837.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM: Title 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; FO44-F-SG-E, Air Force Instruction 41-200, *Health Insurance Portability and Accountability Act (HIPAA)*, Air Force Policy Directive 36-20, *Accession of Air Force Military Personnel*, Air Force Instruction 36-2110, *Total Force Assignments*, and Executive Order 9397, as amended (SSN). 10 U.S.C. 3013, Secretary of the Army, 10 U.S.C. 8013, Secretary of the Air Force, 10 U.S.C. 5013, Secretary of the Navy; DoD Directive 1145.2, United States Military Entrance Processing Command; Army Regulation 601-270/Air Force Regulation 33-7/Marine Corps Order P1100.75A, Military Entrance Processing Station (MEPS); USMEPCOM Regulation 680-3, U.S. Military Processing Command Integrated Resources System (USMIRS); and E.O. 9397 (SSN), as amended

PURPOSE(S) OF THE SYSTEM: The purpose of the system is to support Air Force Recruiting Service and Total Force recruiting. It provides a basis for the processing of applicant records, development and recommendation of solutions to mitigate potential recruit

disqualifications, medical accessions waivers, and assists in identifying best practices for recruiting, training, and retention. This system prevents misuse of Personally Identifiable Information as everything is contained within one system to users with a valid need-to-know and two factor authentication.

CATEGORIES OF INDIVIDUAL COVERED BY THE SYSTEM: Prospective Air Force Enlisted and Commissioned personnel entering military service.

CATEGORIES OF RECORDS IN THE SYSTEM: Name, Social Security Number (SSN), qualification tests scores; mailing address; domicile address; work address; home/mobile number; work number; personal e-mail address; education records; prior service history (if necessary); age; gender; race; religious preference; marital status; number of dependents; citizenship; place of birth; physical Air Force Specialty Code (AFSC) qualifications; AFSC preferences; AFSCs offered; AFSCs accepted, information relevant to AFSC placement (such as hobbies, interests, Air Force events attended), law enforcement related information; medical physicals; military and medical accession standard waivers; recruiting office locations, military entrance processing locations; geolocation; dates of processing; photographs; individual user navigation and web measurement; system generated desk file ID; parent's full name, location, and date of birth; and other personal data relevant to the recruitment process.

RECORD SOURCE CATERGORIES: From the individual; Military Personnel Data System (MilPDS), Technical Training Management System (TTMS); Office of Personnel Management (OPM); United States Military Entrance Processing Command Integrated Resource System (USMIRS); MERKL; Jacobs Eye; Blaine Warren.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING

CATEGORIES OF USERS AND THE PURPOSE OF SUCH USES: The routine uses for

this system are compatible with the purpose for which the records are collected. This routine use is necessary to conduct the Air Force Recruiting mission of recruiting, retaining, training, and facilitating qualification and subsequent accession into the respective Air Service Component. The information is required to determine eligibility and to verify the identity of the individual seeking accession. The information collected by this system is shared with Air Force Basic Military Training, Military Personnel Data System, and United States Military Entrance Processing Command Integrated Resource System.

a. To appropriate agencies, entities, and persons when (1) the DoD suspects or confirms a breach of the system of records; (2) the DoD determines as a result of the suspected or confirmed breach there is a risk of harm to individuals, the DoD (including its information systems, programs, and operations), the Federal Government, or national security; and (3) the disclosure made to such agencies, entities, and persons is reasonably necessary to assist in connection with the DoD's efforts to respond to the suspected or confirmed breach or to prevent, minimize, or remedy such harm.

b. To another Federal agency or Federal entity, when the DoD determines information from this system of records is reasonably necessary to assist the recipient agency or entity in (1) responding to a suspected or confirmed breach or (2) preventing, minimizing, or remedying the risk of harm to individuals, the recipient agency or entity (including its information systems, programs and operations), the Federal Government, or national security, resulting from a suspected or confirmed breach.

c. To a Member of Congress or staff acting upon the Member's behalf when the Member or staff requests the information on behalf of, and at the request of, the individual who is the subject of the record.

d. To the National Archives and Records Administration for the purpose of records management inspections conducted under the authority of 44 U.S.C. 2904 and 2906.

e. To the appropriate Federal, State, local, territorial, tribal, foreign, or international law enforcement authority or other appropriate entity where a record, either alone or in conjunction with other information, indicates a violation or potential violation of law, whether criminal, civil, or regulatory in nature.

f. In an appropriate proceeding before a court, grand jury, or administrative or adjudicative body or official, when the DoD or other agency representing the DoD determines that the records are relevant and necessary to the proceeding; or in an appropriate proceeding before an administrative or adjudicative body when the adjudicator determines the records to be relevant to the proceeding.

POLICIES AND PRACTICES FOR STORAGE OF RECORDS: Records are maintained in paper and electronic storage media, in accordance with the safeguards outlined below.

POLICIES AND PRACTICES FOR RETRIEVAL OF RECORDS: Retrieve records by using the Name, Social Security Number, or system generated desk file ID (non-personally identifiable information).

POLICIES AND PRACTICES FOR RETENTION AND DISPOSAL OF RECORDS: Current disposition is pending until the National Archives and Records Administration has approved the retention and disposition schedule. A Request for Records Disposition Authority was submitted to National Archives and Records Administration for adjudication on 19 April 2019 via the Electronic Records Archives System. Information gathered regarding an individual application user's usage data will be maintained in accordance with all legal provisions, including OMB

Memorandum 10-23. Until the request for adjudication is approved, records will be treated as permanent and not be deleted out of the system.

ADMINISTRATIVE, TECHNICAL, AND PHYSICAL SAFEGUARDS: Records are accessed only by individuals responsible with a need to know for servicing the system of record in performance of their official duties and those authorized personnel who are properly screened and cleared. Access to the system utilizes two factor authentication for users and encryption software for data transmission and storage. Records in computer storage devices are protected according to National Institute of Standards and Technology's Risk Management Framework standards.

RECORD ACCESS PROCEDURES: Individuals requesting access to records contained in this system will need to submit a formal Freedom of Information Act Request online through the US Air Force's Freedom of Information Act website located at: <https://efoia.milcloud.mil/App/Home.aspx> In the Freedom of Information Act Request you must provide the following information: a full name, social security number, address where the records are to be returned, specify what records you are requesting access to, and specify the format in which you would like the information to be delivered, electronic files or printed paper copies. Individuals requesting access must also comply with OPM's Privacy Act regulations regarding verification of identity and access to records (5 CFR297). In addition, the requester must provide either a notarized statement or an unsworn declaration made in accordance with 28 U.S.C. 1746, in the following format: If executed outside of the United States: "I declare (or certify, verify, or state) under penalty of perjury under the laws of the United States of America that the foregoing is true and correct. Executed on (date). (Signature)." If executed within the United States, its territories, possessions, or commonwealths: "I declare (or certify, verify, or

state) under penalty of perjury that the foregoing is true and correct. Executed on (date).

(Signature)." Attorneys or other persons acting on behalf of an individual must provide written authorization from that individual for the representative to act on their behalf.

CONTESTING RECORDS PROCEDURES:

The DoD rules for accessing records and for contesting or appealing agency determinations are published in DoD Regulation 5400.11; 32 CFR 310; or may be obtained from the Defense Privacy, Civil Liberties, and Transparency Division, 4800 Mark Center Drive; ATTN: DPCLTD, Mailbox #24; Alexandria, VA 22350-1700. Additionally, requestors can submit a Freedom of Information Act Appeal Request online through the US Air Force FOIA website at:

<https://efoia.milcloud.mil/App/Home.aspx>

NOTIFICATION PROCEDURES:

For initial determination of whether or not information on an individual is contained in the system they will receive a written or e-mail response based off the information they provide as discussed in record access procedures. All Freedom of Information Request notifications will be conducted through the e-FOIA Website according to the e-mail or physical address provided by the requestor.

EXEMPTIONS PROMULGATED FOR THE SYSTEM: None

HISTORY: June 18th 2018, FR Doc. 2018-13122