



## PRIVACY IMPACT ASSESSMENT (PIA)

For the

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| Air Force Recruiting Information Support System |
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| United States Air Force |
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### **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**

0701-0150

**Enter Expiration Date**

09/30/2009

**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, United States Code (U.S.C.) Subtitle E Section 10202 - Armed Forces, Reserve Components, Organization and Administration, Administration of Reserve Components, Regulations

- Title 10, U.S.C. Subtitle E Section 10205 - Armed Forces, Reserve Components, Organization and Administration, Administration of Reserve Components, Members of Ready Reserve: requirement of notification of change of status

- Title 10, U.S.C. Subtitle E Section 10174 - Armed Forces, Reserve Components, Organization and Administration, Reserve Component Commands, Air Force Reserve Command

- Title 10, U.S.C. Subtitle E Section 10110 - Armed Forces, Reserve Components, Organization and Administration, Reserve Components Generally, Air Force Reserve: composition

- Air Force Policy Directive (AFPD) 36-20, Accession of Air Force Military Personnel

- Air Force Instruction (AFI) 36-2115, Assignments within the Reserve Components

- Executive Order (EO) 9397 (Social Security Number - 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.

- To furnish Active, Guard, and Reserve field recruiters an automated tool to initially build prospective Air Force enlistees for all recruiting accessions in officer, enlisted, and health professions. AFRISS provides comprehensive integration, interface, and standardization of all programs that manage personnel resources in support of Air Force Recruiting. The system extends automated capabilities out to the individual recruiter, the flight, the squadron, and the groups. It provides an automated interface to the Military Entrance Processing Station (MEPS) where applicants undergo physical, testing, verification interviews, and tentative job reservation. It will provide an automated interface to the Modernized Military Personnel System (MilMod) where only pertinent and required applicant information is placed in a permanent military system of record. It also provides reporting capabilities at all levels of Air Force Recruiting management to make informed decisions on recruiting business rules and practices to increase the number of accessions. The categories of records contained in AFRISS are: Air Force applicant processing records containing, name, SSN, scores on all qualification tests, physical job qualifications, job preferences, jobs offered, jobs accepted, other personal data relevant to jobs offered, recruiting and processing locations, education data, dates of processing, Airman trainee history records, and personnel data for assignment from basic military training. The records are revised with job preferences, security clearance investigations, dependent data, education, test scores, grades and promotions, biographical history, physical information, drug abuse history, employment and criminal history, public record civil court actions, separation data, classification data, service dates, technical school eliminations, separations, honor graduate data, and Article 15/courts-martial actions. Records for high school seniors who are ASVAB tested and meet basic Air Force enlistment criteria showing name, mailing address, test scores, and high school where tested, state and county of residence, , educational level, physical profile, processing date and location, prior service history, age, sex, race, marital status, and number of dependents. Officer applicant records containing name, mailing address, educational level, other educational and professional training data necessary for the processing of candidates for commissioning as Air Force Officers. AFRISS allows the recruiter to process LEADS; a respondent's inquiry record containing name, address, date of birth, sex, telephone number, advertising medium, recruiting program in which interested, and source of referral, including name and Air Force base assigned. Recruiters create contact records containing success of contact efforts, reasons for contacting and not contacting leads, type of contact made, confirmation of educational level, pre-qualification and status of individual. Records also contain data on previous military and civilian history for interviewing and tentatively qualifying a prospect. Other records in AFRISS are records of individual recruiter and other system authorized users data showing such items as SSN, name, office assigned, contact information, and date assigned to Recruiting Service.

(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: (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.

Air Force Personnel Center  
Air Force Recruiting Information Support Systems - Reserve  
Technical Training Management System (TTMS)

**Other DoD Components.**

Specify.

United States Military Entrance Processing Command (MEPS)  
Joint Personnel Adjudication System (JPAS)

**Other Federal Agencies.**

Specify.

Personnel Investigations Processing System (OPM PIPS)

**State and Local Agencies.**

Specify.

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

Specify.

Merkle Advertising - Provides initial leads (potential applicant) information to AFRISS. Merkle sends potential applicant information known as lead, to AFRISS. The lead data immediately is put into AFRISS behind the Randolph AFB network firewall as well as our internal AFRISS firewall. This is a one way process after which the data is reviewed by an AFRS operations personnel and then transmitted to the appropriate AFRS recruiter in the applicant's local area.

**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 advised that this could delay the application process up to and including denial of consideration of enlistment in the Air Force.

(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 advised that this could delay the application process up to and including denial of consideration of enlistment in the Air Force.

(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.**























