

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

1. System name and number: Legal Assistance Administration Record, F051 AFJA G.
2. Nature of proposed modifications for the system: This system was created to allow the Air Force Judge Advocate General's Corps to provide efficient and competent legal assistances to individuals who seek assistance from Air Force attorneys in resolving their personal legal issues. Legal Assistance records assist Air Force attorneys with tracking cases, performing conflict checks, and generating legal documents for clients. Web-based Legal Information Online System (WebLIONS) optimizes the use of information technology and streamlines the legal assistance process by eliminating manual case tracking requirements and physical storage requirements, as well as assisting the Air Force in compiling statistical data and performing analysis of such data. This modification reflects changes to the following sections: System name and number, security classification, system location, authorities for maintenance of the system, purpose of the system, categories of individuals covered by the system, categories of records in the system, routine uses of records maintained in the system, including users and the purpose of such uses, policies and practices for retrieval of records, policies and practices for storage of records, policies and practices for retention and disposal of records, administrative, technical, and physical safeguards, record access procedures, notification procedures, and history.
3. Specific authority under which the system of records is maintained: 10 U.S.C. § 9013, Secretary of the Air Force; 10 U.S.C. § 9037, Judge Advocate General, Deputy Judge Advocate General: Appointment and duties; 10 U.S.C. § 1044, Legal Assistance; Air Force Instruction 51-304, Legal Assistance, Notary, Preventive Law, and Tax Programs; and E.O. 9397(SSN).
4. Evaluation on the probable or potential effect on the privacy of individuals: The probable or potential effect on the privacy of individuals is minimal due to the limited amount of Privacy Act data collected and stored on the systems. In altering this SORN, the Department of the Air Force reviewed the safeguards established for the system to ensure they are compliant with DoD requirements and are appropriate to the sensitivity of the information stored within the system. Role-based access control restricts the system access to authorized users with a need-to-know. The system is common access card-enabled and has a firewall with security rules implemented. Network encryption protects data transmitted over the network.
5. Routine use compatibility: The routine uses are consistent with the purpose for which the information was collected and have been determined to be necessary and proper and/or functionally equivalent uses.

Routine use (a) is necessary and proper because it allows disclosures 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.

Routine use (b) is necessary and proper because it allows disclosures to the Department of Justice for the purpose of representing the DoD, or its components, officers, employees, or members in pending or potential litigation to which the record is pertinent.

Routine use (c) is necessary and proper because it allows disclosures to courts, grand juries, or administrative or adjudicative bodies when the DoD or other Agency representing the DoD determines 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.

Routine use (d) is necessary and proper because it allows disclosures 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.

Routine use (e) is necessary and proper because it allows disclosures 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.

Routine use (f) and (g) are compatible with the purposes of this collection because, in accordance with the Office of Management and Budget Memorandum M-17-12, it permits the Air Force to appropriately respond to Privacy Act breaches and to assist other Federal agencies and entities with their responses to breaches.

Routine use (h) is necessary and proper because it allows disclosure to complainants and/or victims to the extent necessary to provide such persons with information and explanations concerning the progress and/or results of an investigation or case arising from the matters of which they complained and/or of which they were a victim.

Routine use (i) is compatible with the purpose of this collection because it would permit necessary and proper uses by enabling disclosures to contractors, grantees, experts, consultants, students, and others performing or working on a contract, service, grant, cooperative agreement, or other assignment for the federal government when necessary to accomplish an agency function related to this system of records.

6. OMB public information collection requirements:

OMB collection required: Yes

OMB Control Number (if approved): 0701-0161

Title of Collection: WebLIONS

Date Submitted to OMB if pending:

Expiration Date (if approved): 31 October 2021

7. Name of IT System (state NONE if paper records only): Web-based Legal Information Online System (WebLIONS), DITPR# TBD

8. Is the system, in whole or in part, being maintained, collected, used or disseminated by a contractor? No



**DEPARTMENT OF DEFENSE**

**BILLING CODE: 5001-06**

**Department of the Air Force**

**[Docket ID: USAF-2019-XXXX]**

**Privacy Act of 1974; System of Records**

**AGENCY:** Department of the Air Force, DoD

**ACTION:** Notice of a Modified System of Records.

**SUMMARY:** The Department of the Air Force proposes to update a system of records notice, F051 AFJA G, entitled “Legal Assistance Administration Records,” covering Web-based Legal Information Online System (WebLIONS) which optimizes the use of information technology and streamlines the legal assistance process by eliminating manual case tracking requirements and physical storage requirements, as well as assisting the Air Force in compiling statistical data and performing analysis of such data.

**DATES:** **This notice is effective upon publication.**

**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 08D09, 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:** Ms. Bao Anh Trinh, Department of the Air Force, Air Force Privacy Office, Office of Warfighting Integration and Chief Information Officer, ATTN: SAF/CIO A6, 1800 Air Force Pentagon, Washington, D.C. 20330-1800, or by phone at (703) 695-6622.

**SUPPLEMENTARY INFORMATION:** The Department of the Air Force is proposing to modify the existing system of records by updating the system name and number, security classification, system location, authorities for maintenance of the system, purpose of the system, categories of individuals covered by the system, categories of records in the system, routine uses of records maintained in the system, including users and the purpose of such uses, policies and practices for retrieval of records, policies and practices for storage of records, policies and practices for retention and disposal of records, administrative, technical, and physical safeguards, record access procedures, notification procedures, and history.

The OSD notices for Systems of Records subject to the Privacy Act of 1974 (5 U.S.C. 552a), as amended, have been published in the Federal Register and are available from the address provided in the FOR FURTHER INFORMATION CONTACT paragraph or are available at the Defense Privacy, Civil Liberties, and Transparency Division website via at <http://dpcl.d.defense.gov>.

The proposed systems reports, as required by the Privacy Act, as amended, were submitted on [INSERT DATE], to the House Committee on Oversight and Reform, the Senate Committee on Homeland Security and Governmental Affairs, and the Office of Management and Budget (OMB) pursuant to Section 6 of OMB Circular No. A-108, "Federal Agency Responsibilities for

Review, Reporting, and Publication under the Privacy Act,” revised December 23, 2016  
(December 23, 2016, 81 FR 94424).

Dated:

Aaron Siegel,

Alternate OSD Federal Register Liaison Officer, Department of Defense

**SYSTEM NAME AND NUMBER:** Legal Assistance Administration Records, F051 AFJA G.

**SECURITY CLASSIFICATION:** Unclassified.

**SYSTEM LOCATION:** The Judge Advocate General, Headquarters United States Air Force, 1420 Air Force Pentagon, Washington, DC 20330-1420. Headquarters of major commands and at all levels down to and including Air Force installations.

**SYSTEM MANAGER(S):** Air Force Legal Information Services (AFLOA/JAS), Maxwell Air Force Base, AL.

**AUTHORITY FOR MAINTENANCE OF THE SYSTEM:** 10 U.S.C. § 9013, Secretary of the Air Force; 10 U.S.C. § 9037, Judge Advocate General, Deputy Judge Advocate General: Appointment and duties; 10 USCS § 1044, Legal Assistance; Air Force Instruction 51-304, Legal Assistance, Notary, Preventive Law, and Tax Programs.

**PURPOSE OF THE SYSTEM:** The system allows the Air Force Judge Advocate to provide efficient and competent legal assistance to individuals with personal civil legal issues. Legal Assistance records assist Air Force attorneys with tracking and managing cases, performing conflict checks, and generating legal documents for clients. The system optimizes the use of information technology and streamlines the legal assistance process by eliminating manual case tracking requirements and physical storage requirements, as well as assisting the Air Force in compiling and analyzing statistical data related to providing legal assistance to clients.

**CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:** Active duty and retired military personnel, and their dependents, and Air Force civilian personnel.

**CATEGORIES OF RECORDS IN THE SYSTEM:** Name, Initials, Date of Birth, Active Duty Status, Rank, Duty Assignment Location, Addresses, Email Account, Electronic Data Interchange Personal Identifier Number (EDIPI), also referred to as the DoD ID number,

telephone numbers, and all other information necessary to provide advice and assistance to personnel seeking legal assistance.

**RECORD SOURCE CATEGORIES:** Individual.

**ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING**

**CATEGORIES OF USERS AND PURPOSES OF SUCH USES:** In addition to those disclosures generally permitted under 5 U.S.C. 552a(b) of the Privacy Act, as amended, these records contained therein may specifically be disclosed outside the DoD as a routine use pursuant to 5 U.S.C. 552a(b)(3) as follows:

- a. 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.
- b. To any component of the Department of Justice for the purpose of representing the DoD, or its components, officers, employees, or members in pending or potential litigation to which the record is pertinent.
- c. 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.
- d. To the National Archives and Records Administration for the purpose of records management inspections conducted. This routine use complies with 44 U.S.C. §§ 2904 and 2906.



- e. 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.
- f. To appropriate agencies, entities, and persons when (1) The DoD suspects or has confirmed that the security or confidentiality of the information in the System of Records has been compromised; (2) the DoD has determined that 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.
- g. To another Federal agency or Federal entity, when the DoD determines that 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.
- h. To contractors, grantees, experts, consultants, students, and others performing or working on a contract, service, grant, cooperative agreement, or other assignment for the federal government when necessary to accomplish an agency function related to this system of records.
- i. To complainants and/or victims to the extent necessary to provide such persons with information and explanations concerning the progress and/or results of an investigation or case arising from the matters of which they complained and/or of which they were a victim.

**POLICIES AND PRACTICES FOR STORAGE OF RECORDS:** Records are stored electronically.

**POLICIES AND PRACTICES FOR RETRIEVAL OF RECORDS:** Records are retrieved by name and EDIPI/DoD ID number.

**POLICIES AND PRACTICES FOR RETENTION AND DISPOSAL OF RECORDS:** Retained until superseded, obsolete, no longer needed for reference, or on inactivation.

**ADMINISTRATIVE, TECHNICAL, AND PHYSICAL SAFEGUARDS:** Role-based access control restricts the system access to authorized users with a need-to-know. Network encryption protects data transmitted over the network while disk encryption secures the disks storing data. Key management services safeguards encryption keys. Records are maintained in a secure facility on the installation; physical entry is restricted by presentation of authenticated identification badges at entry control points, and cipher locks/key cards. Electronic information is protected by user profiles, passwords, and encryption.

**RECORD ACCESS PROCEDURES:** Individuals seeking access to information about themselves contained in this system of records should address written inquiries to The Judge Advocate General, Headquarters United States Air Force, 1420 Air Force Pentagon, Washington, DC 20330-1420, or by email to: [usaf.pentagon.af-ja.mbx.afloa-jacc-workflow@mail.mil](mailto:usaf.pentagon.af-ja.mbx.afloa-jacc-workflow@mail.mil). For verification purposes, individuals should provide their full name, EDIPI / DoD ID number from Common Access Card (CAC), office or organization where currently assigned, if applicable, and current address and telephone number. 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 the United States: “I declare (or certify, verify, or state) under penalty of perjury under the laws of the United States of America 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).”

**CONTESTING RECORD PROCEDURES:** The DoD rules for accessing records, contesting contents, and appealing initial agency determinations are contained in 32 CFR part 310 or may be obtained from the system manager.

**NOTIFICATION PROCEDURES:** Individuals seeking to determine whether information about themselves is contained in this system of records should address written inquiries to The Judge Advocate General, Headquarters United States Air Force, 1420 Air Force Pentagon, Washington, DC 20330-1420 or by email to usaf.pentagon.af-ja.mbx.afloa-jacc-workflow@mail.mil. For verification purposes, individuals should provide their full name, EDIPI / DoD ID number from CAC, office or organization where currently assigned, if applicable, and current address and telephone number. 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 the United States: “I declare (or certify, verify, or state) under penalty of perjury under the laws of the United States of America 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).”

**EXEMPTIONS PROMULGATED FOR THE SYSTEM:** None.

**HISTORY:** Legal Assistance Administration Records, F051 AFJA G (December 31, 2008, 73 FR 80274).