

PRIVACY IMPACT ASSESSMENT (PIA)

PRESCRIBING AUTHORITY: DoD Instruction 5400.16, "DoD Privacy Impact Assessment (PIA) Guidance". Complete this form for Department of Defense (DoD) information systems or electronic collections of information (referred to as an "electronic collection" for the purpose of this form) that collect, maintain, use, and/or disseminate personally identifiable information (PII) about members of the public, Federal employees, contractors, or foreign nationals employed at U.S. military facilities internationally. In the case where no PII is collected, the PIA will serve as a conclusive determination that privacy requirements do not apply to system.

1. DOD INFORMATION SYSTEM/ELECTRONIC COLLECTION NAME:

Air Force Family Integrated Results & Statistical Tracking (AFFIRST-Paas)

2. DOD COMPONENT NAME:

United States Air Force

3. PIA APPROVAL DATE:

SECTION 1: PII DESCRIPTION SUMMARY (FOR PUBLIC RELEASE)

a. The PII is: (Check one. Note: Federal contractors, military family members, and foreign nationals are included in general public.)

- From members of the general public From Federal employees
 from both members of the general public and Federal employees Not Collected (if checked proceed to Section 4)

b. The PII is in a: (Check one.)

- New DoD Information System New Electronic Collection
 Existing DoD Information System Existing Electronic Collection
 Significantly Modified DoD Information System

c. Describe the purpose of this DoD information system or electronic collection and describe the types of personal information about individuals collected in the system.

The system is used to document service delivery information on client visits to enable the Military & Family Readiness Center (M&FRC) staff to effectively serve the military community, and when necessary, refer clients to the appropriate support/helping activity(s), i.e., Mental Health Clinic, Chaplain, Air Force Aid, etc. Information is compiled for statistical reporting to base, major commands, Headquarters United States Air Force, Department of Defense, Office of Secretary of Defense (OSD) and Congress. To provide service delivery reports for program planning and evaluation.

Personal information collected are: Birth Date, Child Information, DOD ID, Financial Information, Gender/Gender Identification, Home/Cell Phone, Mailing/Home Address, Marital Status, Military Component, Military Installation, Name(s), Official Duty Telephone Phone, Personal Email Address, Rank/Grade, Social Security Number (SSN), Work Email Address, Other: Branch of Military Service, Unit/Squadron.

d. Why is the PII collected and/or what is the intended use of the PII? (e.g., verification, identification, authentication, data matching, mission-related use, administrative use)

Verification, identification and M&FRC mission-related use. The data elements being captured are important/necessary for obtaining an accurate picture/history of customer needs in order to help determine the best course of action(s) to meet all identified needs to ensure a high level of mission/family readiness and resiliency. In addition, data captured in, and reported from AFFIRST_Paas provides vital information concerning effectiveness of M&FRC services that is used by local M&FRCs and their MAJCOM, Operations/Airstaff Policy counterparts to help determine future direction and emphasis of services to obtain optimum mission and family readiness/resiliency.

e. Do individuals have the opportunity to object to the collection of their PII? Yes No

- (1) If "Yes," describe the method by which individuals can object to the collection of PII.
(2) If "No," state the reason why individuals cannot object to the collection of PII.

M&FRC staff provide a Statement of Understanding (SOU) to advise customers that the information provided is voluntary and provides the consequences of choosing not to provide requested information. The Air Force rules for accessing records and for contesting contents and appealing initial agency determinations are published in Air Force Instruction 33-332, Air Force Privacy and Civil Liberties Program; 32 CFR part 806b; or may be obtained from the system manager.

f. 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.
(2) If "No," state the reason why individuals cannot give or withhold their consent.

M&FRC staff provide a Statement of Understanding (SOU) to advise customers that the information provided is voluntary and provides the

consequences of choosing not to provide requested information. Individuals seeking to determine whether this system of records contains information on themselves should address written inquiries to the system manager, or the installation M&FRC. Official mailing addresses are published as an appendix to the Air Force's compilation of systems of records notices. Proof of identity such as an Armed Forces Identification Card/Common Access Card (CAC) will be required for personal visits.

g. When an individual is asked to provide PII, a Privacy Act Statement (PAS) and/or a Privacy Advisory must be provided. (Check as appropriate and provide the actual wording.)

Privacy Act Statement Privacy Advisory Not Applicable

AUTHORITY: 10 U.S.C. 9013, Secretary of the Air Force; DAFI 36-3009, Airman and Family Readiness Centers; and E.O. 9397 (SSN), as amended.

PRINCIPLE PURPOSE(S): To maintain a record of customer service data determining the effectiveness of Military and Family Readiness Center (M&FRC) activities and services and provide reports reflecting impact of services on mission and family readiness to leadership. Also used as a management tool for statistical analysis, tracking, reporting, evaluating program effectiveness, and conducting research.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES: Information provided may be used to record service member's support needs and shared with other Air Force agencies as needed by service members. It may be shared, and is subject to verification, via paper, electronic media, or through the use of computer matching programs. Pursuant to 5 U.S.C. 552a(b)(3) as permitted under 5 U.S.C. 552a(b) of the Privacy Act of 1974, as amended, information may be disclosed outside the DoD as a routine use as follows: To contractors, consultants, students, and others working for the federal government when necessary; To the appropriate law enforcement authorities; To the Department of Justice for representation in litigation; In an appropriate court or administrative proceeding where the records are relevant; To the National Archives and Records Administration for records management inspections; To a Member of Congress or staff acting upon the Member's behalf; To appropriate agencies or Federal entities to manage potential breaches; To such recipients as are mandated by Federal statute or treaty. A comprehensive list of routine uses with amplifying information associated with this collection can be found in the Privacy Act System of Records Notice (SORN), DoD-0020, Military Human Resource Records SORN (May 15, 2024, 89 FR 42459) available at federal register website available at <https://www.federalregister.gov/documents/2024/05/15/2024-09967/privacy-act-of-1974-system-of-records>.

DISCLOSURE: Voluntary; Failure to provide the requested information may delay the processing of your request and/or prevent appropriate M&FRC services.

APPLICABLE SYSTEM OF RECORD NOTICE (SORN): DoD-0020, Military Human Resource Records, dated 15 May 2024

h. With whom will the PII be shared through data/system exchange, both within your DoD Component and outside your Component? (Check all that apply)

- | | | |
|---|----------|---|
| <input checked="" type="checkbox"/> Within the DoD Component | Specify. | <input type="text" value="United States Air Force"/> |
| <input type="checkbox"/> Other DoD Components (i.e. Army, Navy, Air Force) | Specify. | <input type="text"/> |
| <input type="checkbox"/> Other Federal Agencies (i.e. Veteran's Affairs, Energy, State) | Specify. | <input type="text"/> |
| <input type="checkbox"/> State and Local Agencies | Specify. | <input type="text"/> |
| <input checked="" type="checkbox"/> Contractor (Name of contractor and describe the language in the contract that safeguards PII. Include whether FAR privacy clauses, i.e., 52.224-1, Privacy Act Notification, 52.224-2, Privacy Act, and FAR 39.105 are included in the contract.) | Specify. | <input type="text" value="Absolute Strategic Technologies, LLC, in performance of contract duties (FA3002-22-F0094). Contract requires baseline IA controls be implemented to ensure PII is safeguarded."/> |
| <input type="checkbox"/> Other (e.g., commercial providers, colleges). | Specify. | <input type="text"/> |

i. Source of the PII collected is: (Check all that apply and list all information systems if applicable)

- | | |
|--|---|
| <input checked="" type="checkbox"/> Individuals | <input type="checkbox"/> Databases |
| <input checked="" type="checkbox"/> Existing DoD Information Systems | <input type="checkbox"/> Commercial Systems |
| <input type="checkbox"/> Other Federal Information Systems | |

Manual entry of customer demographic and service delivery information. Additionally, electronically via Defense Manpower Data Center (DMDC) Real Time Broker web service to update customer record demographic data. DMDC service under standing Memorandum of Agreement (MOA). AF MyVector system AFFIRST passes mandated service member financial management touch-point training (provided by M&FRC staff) completion data to MyVector system.

j. How will the information be collected? (Check all that apply and list all Official Form Numbers if applicable)

- | | |
|---------------------------------|--|
| <input type="checkbox"/> E-mail | <input type="checkbox"/> Official Form (Enter Form Number(s) in the box below) |
|---------------------------------|--|

- In-Person Contact
- Paper
- Fax
- Telephone Interview
- Information Sharing - System to System
- Website/E-Form
- Other (If Other, enter the information in the box below)

Manual entry of customer demographic and service delivery information. Additionally, electronically via Defense Manpower Data Center (DMDC) Real Time Broker web service to update customer record demographic data. DMDC service under standing Memorandum of Agreement (MOA).

k. 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 must be consistent.

- Yes
- No

If "Yes," enter SORN System Identifier

SORN Identifier, not the Federal Register (FR) Citation. Consult the DoD Component Privacy Office for additional information or <http://dpclid.defense.gov/Privacy/SORNs/>
or

If a SORN has not yet been published in the Federal Register, enter date of submission for approval to Defense Privacy, Civil Liberties, and Transparency Division (DPCLTD). Consult the DoD Component Privacy Office for this date

If "No," explain why the SORN is not required in accordance with DoD Regulation 5400.11-R: Department of Defense Privacy Program.

l. What is the National Archives and Records Administration (NARA) approved, pending or general records schedule (GRS) disposition authority for the system or for the records maintained in the system?

(1) NARA Job Number or General Records Schedule Authority.

(2) If pending, provide the date the SF-115 was submitted to NARA.

(3) Retention Instructions.

T 36 - 07 R 02.00 - Records of Families Seeking Services -- Electronic Records are destroyed after one year or when no longer needed whichever is later. Electronic records are destroyed by erasing, deleting, or overwriting.
 Note 1: Among the dispositions cited in this field, the one with the longest retention time will be used on the system's records data.
 Note 2: If any disposition cited in this field has a pending or unscheduled disposition, treat records as permanent retention until an approved NARA disposition is published.
 Note 3: If any disposition cited in this field have a permanent retention, retain the records, and prepare for transfer to NARA as scheduled.

m. What is the authority to collect information? A Federal law or Executive Order must authorize the collection and maintenance of a system of records. For PII not collected or maintained in a system of records, the collection or maintenance of the PII must be necessary to discharge the requirements of a statute or Executive Order.

- (1) If this system has a Privacy Act SORN, the authorities in this PIA and the existing Privacy Act SORN should be similar.
- (2) If a SORN does not apply, 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) Cite the specific provisions of the statute and/or EO that authorizes the operation of the system and the collection of PII.
- (b) If direct statutory authority or an Executive Order does not exist, indirect statutory 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) If direct or indirect authority does not exist, 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 must be identified.

10 United States Code (U.S.C.) 9013, Secretary of the Air Force: powers and duties; delegation by; as implemented by DAFI 36-3009, Airman and Family Readiness Centers; and Executive Order (E.O.) 9397 (Social Security Number - SSN), as amended.

n. Does this DoD information system or electronic collection have an active and approved Office of Management and Budget (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 No Pending

(1) If "Yes," list all applicable OMB Control Numbers, collection titles, and expiration dates.

(2) If "No," explain why OMB approval is not required in accordance with DoD Manual 8910.01, Volume 2, " DoD Information Collections Manual: Procedures for DoD Public Information Collections."

(3) If "Pending," provide the date for the 60 and/or 30 day notice and the Federal Register citation.

AFFIRST OMB Control Number: 0701-0070, Air Force Family Integrated Results & Statistical Tracking (AFFIRST), Expiration Date: 12 Dec 2024. Renewal under review by OMB.