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:

Web Intensive New Gains System (WINGS) Application

2. DOD COMPONENT NAME:

United States Air Force

3. PIA APPROVAL DATE:

07/03/2025

Department of the Air Force, Air Education and Training Command

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.

WINGS is a single application that tracks student recruiting, retention, performance, and production for all schools in the Holm Center. This standardized platform provides management of students in and across the various curriculum offered at Holm Center schoolhouses. Capabilities provided to ROTC include recruiting/contact management, cadet management, managing scholarship programs, calculation of pay and entitlements, processing tuition vouchers, enlistment/disenrollment, rated categorization selection, management of summer and school year training opportunities, all culminating in commissioning activities that flow commissionee records to MilPDS for accession into the Air Force. User base includes 1000 DoD employees at 147 GSUs providing a standard curriculum to their corps and 100 HQ staff at Maxwell AFB. Capabilities provided to OTS include roster management, performance tracking, generation of letters/forms/certificates, and award calculation. User base includes 50 staff members located at Maxwell AFB providing 3 different curriculum paths to trainees. Capabilities provided to JROTC are unit budgets and financial requests. User base include 2000 AF retirees at 879 GSUs and 20 HQ staff at Maxwell AFB. WINGS also augments personnel management functions for the staff members assigned to Holm Center at 147 GSUs throughout the country. JROTC instructors make CAC enabling WINGS more complex.
PII collected includes: Birth Date; Spousal Data; Child Information; Citizenship; Disability Information; Education Information; Emergency Contact; Employment Information; Financial Information; Bank Account; Sex; Home/Cell Phone; Law Enforcement Information; Mailing/ Home Address; Marital Status; Military Records; Name(s); Official Duty Address; Official Duty Telephone Phone; Other ID Number; Personal E-mail address; Photo; Place of Birth; Position/Title; Race/Ethnicity; Rank/Grade; Records; Security Information; Social Security Number; and Work E-mail Address.

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)*

Identification, verification, authentication, data matching, and mission related

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.

Applications for entry into Holm Center programs have consent statements and required PII collection. If no consent is given or required information is not provided, they will not be granted access.

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.

The general consent statement is that information will not be distributed and is for internal use only. When entering an obligated status there is an additional consent that information will be shared for pay, performance, and personnel tracking purposes. If no consent is given or required information is not provided, they will not be granted access.

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

JROTC Instructor Application
Air Force JROTC
Privacy Act Statement:
AUTHORITY: 10 United States Code (U.S.C.) 2031 - Junior Reserve Officers' Training Corps, 10 U.S.C 2033 - Instructor Qualifications, 10 U.S.C. 9013 - Secretary of the Air Force implementing JROTC Air Force Instruction 36-2010 - Junior Reserve Officers' Training Corps Program, DoD Instruction 1205.13 - Junior Reserve Officers Training Corps (JROTC) Program, and Executive Order 9397 (SSN) - Numbering System for Federal Accounts Relating to Individual Persons.
PURPOSE: To evaluate individual's qualifications for employment as an AFJROTC instructor.
ROUTINE USES: As indicated in system notice F036 AETC B, Air Force Junior ROTC (AFJROTC) Applicant/Instructor System. Records from this system of records may be disclosed 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. 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. 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. 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. 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. To appropriate agencies, entities, and persons when (1) the DoD suspects or has confirmed that there has been a breach of the system of records; (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. 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.
DISCLOSURE: Furnishing information is voluntary. Failure to provide information could result in non-selection of AFJROTC instructor duty.
Select "Yes" to acknowledge that:
I have read and agree to provide personal information required to be evaluated as for an AFJROTC Instructor position.
Yes
No

Air Force ROTC Pre-Screen
PRIVACY ACT STATEMENT
AUTHORITY: 10 USC 33 - Original Appointments of Regular Officers in Grades Above Warrant Officer Grades, 10 U.S.C. 103 - Senior Reserve Officers' Training Corps as implemented by Air Force Reserve Officers' Training Corps Instruction (AFROTCI) 36-2011, 10 U.S.C. 2107- Financial Assistance Program of Specially Selected Members, Executive Order 9897 - Amendments to Regulations Relating to Commissioned Officers and Employees of the Public Health Service, Executive Order, and 9397 (SSN) - Numbering System for Federal Accounts Relating to Individual Persons .
PURPOSE: To identify an AFROTC applicant's intention to either apply, accept, or decline an offer for ROTC membership or scholarship.
ROUTINE USES: As indicated in System of Record Notice (SORN) F036 AETC X, College Scholarship Program Files and for processing the application for membership in the ROTC program. Records from this system of records may be disclosed 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. 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. 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. 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. 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. To appropriate

agencies, entities, and persons when (1) the DoD suspects or has confirmed that there has been a breach of the system of records; (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. 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.
DISCLOSURE IS VOLUNTARY: Failure to provide requested information may hinder processing and may preclude activating a scholarship.
Select "Yes" to acknowledge that:
I am 13 years old or older AND
I have read and agree to provide personal information required to fully participate in the Air Force ROTC Program.
Yes
No

AF ROTC
PRIVACY ACT STATEMENT
AUTHORITY: AUTHORITY: 10 USC 33 - Original Appointments of Regular Officers in Grades Above Warrant Officer Grades, 10 U.S.C. 103 - Senior Reserve Officers' Training Corps as implemented by Air Force Reserve Officers' Training Corps Instruction (AFROTCI) 36-2011, 10 U.S.C. 2103, Eligibility for Membership, 10 U.S.C. 2104, Advanced Training; Eligibility for, Executive Order 9897 - Amendments to Regulations Relating to Commissioned Officers and Employees of the Public Health Service, Executive Order, and 9397 (SSN) - Numbering System for Federal Accounts Relating to Individual Persons .
PURPOSE: To process and manage selected students for acceptance into the USAF ROTC program.
ROUTINE USES: As indicated in System of Record Notice (SORN) F036 AETC X, College Scholarship Program Files and for processing the application for membership in the ROTC program. Records from this system of records may be disclosed 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. 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. 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. 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. 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. To appropriate agencies, entities, and persons when (1) the DoD suspects or has confirmed that there has been a breach of the system of records; (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. 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.
DISCLOSURE: Furnishing the information is voluntary. Failure to provide requested information will hinder processing.
Select "Yes" to acknowledge that:
I am 13 years old or older AND
I have read and agree to provide personal information required to fully participate in the Air Force ROTC Program.
Yes
No

Air Force Officer Training School
PRIVACY ACT STATEMENT
AUTHORITY: 10 USC 907 – Schools and camps as implemented by Air Force Instruction 36-2013 Airman Commissioning Programs and Officer Training School, 10 U.S.C. 33 Original Appointments of Regular Officers in Grades Above Warrant Officer Grades, 10 U.S.C. Chapter 907 Schools and Camps, Executive Order 9897 Amendments to Regulations Relating to Commissioned Officers and Employees of the Public Health Service, Executive Order 9397, Numbering System for Federal Accounts Relating to Individual Persons.
PURPOSE: To monitor the progress of an individual toward completion of the program. Records may be grouped by class, squadron, flight, or performance factor in the accomplishment of evaluations of the program or the individual in relation of peers.
ROUTINE USES: As indicated in System of Record Notice (SORN) DoD 0005, Officer Training School Flight Training Information System and for studies, analyses, and evaluations that use the records are intended to rank order graduates for each class and determine

award winners. Post-graduation analysis of student records will be used to evaluate program effectiveness and to plan for future sessions. Records from this system of records may be disclosed 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. 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. 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. 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. 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. To appropriate agencies, entities, and persons when (1) the DoD suspects or has confirmed that there has been a breach of the system of records; (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. 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.
DISCLOSURE IS VOLUNTARY: Failure to provide requested information will hinder processing and may preclude continuing in Officer Training School.
Select "Yes" to acknowledge that:
I have read and agree to provide personal information required to fully participate in the Air Force OTS Program.
Yes
No

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)*

☒	Within the DoD Component	Specify.	AFPC, ARPC, AF/SG, AFRS, DFAS
☒	Other DoD Components *(i.e. Army, Navy, Air Force)*	Specify.	Space Force
☐	Other Federal Agencies *(i.e. Veteran's Affairs, Energy, State)*	Specify.	
☐	State and Local Agencies	Specify.	
☐	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.	
☒	Other *(e.g., commercial providers, colleges).*	Specify.	University attended by Cadets receiving Scholarships

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

☒	Individuals	☐	Databases
☐	Existing DoD Information Systems	☐	Commercial Systems
☐	Other Federal Information Systems		

MilPDS, DEERS, DFAS, and DoDMERB do not have Computer Matching Agreements for computer matching because it is not computer to computer, there is a human component. These systems are not connected to WINGS.
Envision does have a Computer Matching Agreement; ICA is attached to the response e-mail.

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

- ☒ E-mail
- ☒ In-Person Contact
- ☐ Fax
- ☐ Information Sharing - System to System
- ☐ Other *(If Other, enter the information in the box below)*
- ☐ Official Form (*Enter Form Number(s) in the box below)*
- ☒ Paper
- ☐ Telephone Interview
- ☒ Website/E-Form

https://wings.holmcenter.com/

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 F036 AETC B, DoD 0005, F036 AE

SORN Identifier, not the Federal Register (FR) Citation. Consult the DoD Component Privacy Office for additional information or http://dpcld.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. N1-AFU-92-13, N1-AFU-90-03

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

(3) Retention Instructions.

T 10 - 15 R 13.01 - Cadet Evaluation or applications for AFROTC College Scholarship Program -- Destroy after 1 year or when no longer needed, whichever is sooner.
T 10 - 15 R 18.00 - AFROTC Scholarship Program -- Destroy 1 year after termination of board cycle.
T 10 - 15 R 21.00 - Air Force Junior Reserve Officer Training Corps (AFROTC) -- Destroy 30 days after withdraw or termination of eligibility.
T 65 - 24 R 08.00 - AF Junior Instructor Pay -- Destroy 10 years after individual has terminated employment, or 1 year after grievance or appeal is settled.
T 36 - 47 R 01.00 - Applications for Officer Training School, Airmen Education and Commissioning Program, Flying Training...[cont.] -- Destroy after 1 year.
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 statue 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 U.S.C. (United States Code) 9013, Secretary of the Air Force implementing JROTC Air Force Instruction 36-2010, Junior Reserve Officers' Training Corps Program, - 10 U.S.C. 2031, Junior Reserve Officers' Training Corps, - 10 U.S.C. 2033, Instructor Qualifications - DoD Instruction 1205.13 Junior Reserve Officers Training Corps (JROTC) Program, - 10 U.S.C. 2103, Eligibility for Membership - 10 U.S.C. 2104, Advanced Training; Eligibility, - 10 U.S.C. 2107, Financial Assistance Program for Specially Selected Members - 10 U.S.C. 103, Senior Reserve Officers' Training Corps, - AFMAN 36-2032, Military Recruiting and Accessions, on 27 September 19 and updated on 16 January 2025, - 10 U.S.C. 33 Original Appointments of Regular Officers in Grades Above Warrant Officer Grades - 10 U.S.C. Chapter 907 Schools and Camps, - Executive Order 9897 Amendments to Regulations Relating to Commissioned Officers and Employees of the Public Health Service, - Executive Order 9397, Numbering System for Federal Accounts Relating to Individual Persons

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.

APPROVED: OMB 0701-0174 AFJROTC Instructor Application, approved 25 Sep 24 with an expiration date of 30 Sep 27.
APPROVED: OMB 0701-0105 AFROTC Program and Scholarship Application, approved 1 May 25 with an expiration date of 31 May 28.