



PRIVACY IMPACT ASSESSMENT (PIA)

For the

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| USAF IT E-Learning System |
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| United States Air Force (USAF) |
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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
- Existing DoD Information System
- Significantly Modified DoD Information System
- New Electronic Collection
- Existing Electronic Collection

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

Enter Expiration Date

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.

- 10 United States Code 8013, Secretary of Air Force
- DoD 8570.01-M, Information Assurance Workforce Improvement Program
- Air Force Instruction 33-115, Volume 2, Licensing Network Users and Certifying Network Professionals

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.

- The purpose of the USAF IT E-Learning System is to provide interactive, self-paced, web-based training and reference material anytime, anywhere to users' desktops to keep Air Force personnel skilled in the technology and knowledge they need to carry out their missions and in support of Air Force information technology training requirements.

- The following type of information about individuals is collected in the system: Login Name, Electronic Data Interchange Personal Identifier (EDIPI), First Name, Middle Initial, Last Name, Suffix, work e-mail address, Air Force Specialty Code/Civilian Series, Organization Name, Office Symbol, Major Command/Field Operating Agency/Direct Reporting Unit, Servicing Military Personnel Flight, Authorized access to USAF Computer Based Training license, Grade, Grade Level, Category, User Profile, and Commercial (work) Telephone. The USAF IT E-Learning System automatically creates an ID number and a Skillport ID number for the user internal to the workings of the system. Additional information collected are metrics relative/ correlating to user's access to resources available on the USAF IT E-Learning System.

(2) Briefly describe the privacy risks associated with the PII collected and how these risks are addressed to safeguard privacy.

- The association of an individual's name with their Electronic Data Interchange Personal Identifier (EDIPI). The EDIPI is an identifier associated with an individual's common access card (CAC). The EDIPI can be used as a cross reference to other systems where additional data may be extracted. However, the USAF IT E-Learning system itself only uses the EDIPI to retrieve data from Air Force Directory Services (AFDS) as authorized under a Memorandum of Agreement between Air Force Communications Agency/Cyber Force Strategies and AFDS.

- USAF IT E-Learning System data in transmission is not in identifiable form. All data are transmitted via Secure Light Directory Access Protocol (LDAP) or Hyper Text Transport Protocol in a Secure Sockets Layer encrypted session (HTTPS) using approved DoD encryption methodologies.

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 Program managers for the system have complete access to the data in the system in order to resolve data conflicts and resolve technical complications.

- Air Force Report Administrators for the system have the capability of generating reports for Air Force organizations, but they do not have the capability of editing any data stored within the system.

- Air Force members (military, civilian, and contractor) have access to their individual record, but do not have the capability of editing any data stored within the system unless their initial registration was not derived from the AF Portal/Air Force Directory Services data source.

Other DoD Components.

Specify.

Other Federal Agencies.

Specify.

State and Local Agencies.

Specify.

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

Specify.

- SkillSoft engineers have complete access to the data in the system in order to resolve data conflicts and resolve technical complications.
- SkillSoft Program managers for the system have complete access to the data in the system in order to resolve data conflicts and resolve technical complications.
- Federal Acquisition Regulation clauses included in contract are: 52.224-1 Privacy Act Notification, 52.224-2 Privacy Act, and 252.204-7000 Disclosure of Information.

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.

(2) If "No," state the reason why individuals cannot object.

The USAF IT E-Learning system is a self-enrolled system. Individuals access the AF Portal as an authorized user and select a link to the USAF IT E-Learning System. The data collected in the USAF IT E-Learning System is derived from the AF Portal and Air Force Directory Services (AFDS). Should the user have no retrievable AFDS data the individual would then have the option of self registering manually. The AF Portal and AFDS both have Privacy Act object/consent opportunities.

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.

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

- In accordance with AFI 33-332, Privacy Act Program, paragraph 12.4.1 Rules for Releasing Privacy Act Information Without Consent of the Subject, Exception 1, individual consent is not required to disseminate the data stored in the USAF IT E-Learning System as the information is being released to DOD employees who have a need to know the information in the performance of their official duties.

k. What information is provided to an individual when asked to provide PII data? Indicate all that apply.

- | | |
|---|--|
| <input type="checkbox"/> Privacy Act Statement | <input type="checkbox"/> Privacy Advisory |
| <input type="checkbox"/> Other | <input checked="" type="checkbox"/> None |

Describe each applicable format.

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Although there is no information provided within the USAF IT E-Learning System at the time PII data is collected the following do apply:

- A Privacy Act System of Records Notice, F033 AFCA C, is published in the Federal Register.
- Air Force civilian employees, military, members, and contractors are required to be aware of Privacy Act issues/rights to fulfill their duties in handling third party personal data.
- AFI 33-332, "Privacy Act Program", <http://www.e-publishing.af.mil>, governs Privacy Act data collections in the Air Force.
- AFI 33-129, "Web Management and Internet Use" discusses data collection and privacy policies.

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.

