



PRIVACY IMPACT ASSESSMENT (PIA)

For the

Air Force Promotions System (AFPROMS)

United States Air Force

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.

Title 10 United States Code (USC) 8013, Secretary of the Air Force: powers and duties; delegation by; as implemented by 36-2501, Office Promotions and Selective Consideration, and 36-2504, Office Promotion, Continuation and Selective Early Removal in the Reserve of the Air Force; and 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.

The Air Force Promotions System (AFPROMS) consolidates the Promotion Recommendation and In-board Support Management Information System (PRISM) and Weighted Airman Promotion System (WAPS) into one database with two schemas and onto a sustainable 11i database infrastructure. AFPROMS consists of commercial-off-the-shelf (COTS) products designed to help the Air Force Personnel Center (AFPC) better support Air Force personnel. It is an upgrade to the existing, unsupported Oracle 10.7 application layer to a more sustainable infrastructure. AFPROMS is designed to reduce Operations and Maintenance (O&M) costs over time. The technical objectives of the AFPROMS are listed below.

- Ability to exchange information with the Global Combat Support System Air Force (GCSS-AF) Enterprise Service Bus (ESB) and GCSS-AF compliant ESBs.
- Ability to exchange information with the Defense Integrated Military Human Resources System (DIMHRS) program.
- Establish an incremental development/fielding approach to provide operational net-centric, service-oriented architecture capabilities.

Name, Social Security Number, Date of Birth, Age, Race, Sex, e-mail address, Duty Telephone Number, Civilian educational degrees and major areas of study (unless the rest for the information relates to the professional qualifications for Federal employment, School and year of graduation, Home address and phone, Office and unit address and duty phone for overseas or for routinely deployable or sensitive units, Race/ethnic origin, and Sex.

The sources are gathered through the interface of the Military Personnel Data System (MilPDS).

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

Unless the system is hacked, vulnerability of privacy information is minimal. The potential to AFPROMS privacy risks regarding the collection, use, and sharing of the information in identifiable form are from internal sources. Access to AFPROMS is restricted to authorized users.

The PIA is based on proper implementation, validation, and verification of the baseline information assurance (IA) controls for CONFIDENTIALITY, in accordance with Department of Defense Instruction (DoDI) 8500.2, "Information Assurance Implementation". The controls address the administrative, physical, and technical controls required to secure, protect, and preserve the confidentiality of information in identifiable form.

AFPROMS is a mission assurance category (MAC) III system with a confidentiality level of "Sensitive-Unclassified." AFPROMS is currently operating certified and accredited under an IATO dated 14 Dec 07 and has implemented and/or validated the DoDI 8500.2 baseline controls for systems with a confidentiality level of "SENSITIVE."

System of Records Notice (SORN) Review: Records Access Procedures and Safeguards are adequately covered.

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.

AFPROMS provides a single, central, web-based application providing Air Force Central Selection Board members, Air Force Promotion Board Secretariat and commanders worldwide the ability to identify and communicate on an individual's selection or non-selection. The virtual Personal Service Center (vPSC) application reports Senior Rater Information

(in identifiable form). The virtual Military Personnel Flight (vMPF) application uses identifiable information in generating Data Verification RIPs (DVRs) for active duty enlisted personnel.

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.

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.

Individuals do not have any opportunity to object to the collection of information in identifiable form about themselves or consent to the specific use of the information in identifiable form.

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.

Individuals do not have any opportunity to object to the collection of information in identifiable form about themselves or consent to the specific use of the information in identifiable form.

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

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

Describe each applicable format.

AUTHORITY:
F036 AF PC M
10 U.S.C. 35 and 837, Appointments as Reserve Officers; 10 U.S.C. 835, Appointment in the Regular Air Force; and 10 U.S.C. 839, Temporary Appointments. 37 U.S.C. 3, Basic Pay and Allowances of the Uniformed Services. 10 U.S.C. 79, Correction of Military Records; Section 628, Public Law 96-513, The Defense Officer Personnel Management Act, December 12, 1980, as implemented by Air Force Regulation 36-89, Promotion of Active Duty List Officers, and E.O. 9397 (SSN).
F036 AF PC Q
10 U.S.C. 265, policies and regulations: Participation of reserve officers in preparation and administration; 269, Ready reserve: Placement in; transfer from; 275, Personnel records; 278, Dissemination of information; 279, Training Reports; 31, Enlistments; 593, Commissioned Officers: Appointment, how made; term; 651, Members: Required service; 671, Members not to be assigned outside US before completing training; 673, Ready reserve; (47, Uniform Code of Military Justice, Section 835, Article 35, Service of Charges; Section 837, Article 37, Unlawfully influencing action of court; Section 885, Article 85, Desertion; Section 886, Article 86, Absence without leave; Section 887, Article 87, Missing movement); 972, Enlisted members: Required to make up time lost; 1005, Commissioned officers: Retention until completion of required service; 1163, Reserve components: Members; limitations on separation; Retirement or Separation for Physical disability; 63, Retirement for Age; 1263--Age 62: Retirement for Length of Service; 1293, 165, Accountability and responsibility, 8033, Reserve components of Air Force; policies and regulations for government of: Functions of National Guard Bureau with respect to Air National Guard; Section 8224, Air National Guard of the United States; 833, Enlistments; 835, Appointments in the Regular Air Force, 8284, Commissioned officers; Appointment, how made; 8285, Commissioned officers: Original appointment; qualifications; 8296, Promotion lists: Promotion-list officer defined; determination of place upon transfer or promotion; 8297, Selection boards; 8303, commissioned officers; Effect of failure of promotion to captain, major, or lieutenant colonel; 8360, Commissioned officers: Promotion service; 8362, Commissioned officers: Selection boards; 8363, Commissioned officers; Selection boards; 8366, Commissioned officers; Promotion to captain, major, or lieutenant colonel; 8376, Commissioned officers: Promotion when serving in temporary grade higher than reserve grade; 839, Temporary Appointments, 8442, Commissioned officers; regular and reserve components: Appointment in higher grade; 8447, Appointments in commissioned grade: How made; how

terminated; 841, Active Duty, 8496, Air National Guard of United States: Commissioned officers; duty in National Guard Bureau; Section 8691, Flying officer rating: qualification; 857, Decorations and Awards; 859, Separation, 8786, Officer considered for removal: Voluntary retirement or honorable discharge; 8796, Officers considered for removal: Retirement or discharge; Separation or Transfer to Retired Reserve, 8846, Deferred Officers; 901, Training generally; 9301, Members of Air Force: Detail as students, observers and investigators at education institutions, industrial plants, and hospitals; and 9302, Enlisted members of Air Force: Schools; 903, United States Air Force Academy; 9342, Cadet: Appointment; numbers, territorial distribution; 102, General policy; and 104, units; Location; organization; command; 3, Personnel, 307, Federal recognition of officers; Examination, certification of eligibility; E.O. 9397 (SSN).

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10 U.S.C. 8362, Commissioned officers: selection boards; 8366, Commissioned officers: promotion to captain, major, or lieutenant colonel; 8367, Commissioned officers: promotion to captain, major, or lieutenant colonel; selection board procedures; 8371, Commissioned officers: Air Force Reserve; promotion to colonel as implemented by Air Force Regulation 36-11, Reserve of the Air Force Officer Promotions, and E.O. 9397 (SSN).

PRINCIPAL PURPOSE:

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The Air Force operates basically a central selection process for active duty promotion of officers to grades 03-06, and all Regular Air Force appointments. Selection briefs are retained as a historical record of data presented to an officer selection board and, as such are used to validate completeness, accuracy, or omission of data reviewed by boards. Administrative files are used for research, precedence, and reference purposes.

Promotion/appointment propriety files are used to monitor completeness, legality, and processing timeliness of the actions. Generally, this records system contains information necessary to manage a diverse promotion and appointment program in a centralized environment. Board results to include names of selectees and statistical analysis of those results are made a matter of public record after appropriate approval of board proceedings. Results of the board are updated to the individual subject record in the Personnel Data System (PDS) after public release of the board proceedings.

Benchmark records are five records of officers from the lowest score category selected by each board and five records of officers from the highest score category not selected by each board captured on microfilm. For boards held prior to October 20, 1975, the benchmark records will consist of only the record for five officers from the lowest score category selected by the board. Benchmark records are used as directed by the Assistant Secretary to the DCS/Personnel for Special Review Board considerations and for Special Selection Boards.

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The Air Force operates a centralized personnel management system in an environment that is widely dispersed geographically and encompasses a population that is diverse in terms of qualifications, experience, military status and needs.

There are three major centers of Air Force personnel management: Headquarters United States Air Force, Washington, DC, where most major policy and long-range planning/programming decisions are made; the Air Force Military Personnel Center at Randolph Air Force Base, TX, which performs most personnel operations-type functions for the active duty components of the force; and the Air Reserve Personnel Center at Denver, CO, which performs certain operational functions for the Reserve components of the force. Offices at major command headquarters, State Adjutant Generals, and Air Force bases perform operational tasks pertaining to the population for which they are responsible. The structure of the Air Force and its personnel management system, the composition of the force, and the Air Force's stated objective of treating people as individuals, i.e., giving due consideration to their desires, needs and goals, demand a dynamic data system that is capable of supporting the varying needs of the personnel managers at each echelon and operating locations. It is to this purpose that the data in the Personnel Data System is collected, maintained, and used.

Air Force Military Personnel Center (AFMPC), Randolph Air Force Base, TX: Personnel managers at AFMPC use the data in PDS to make decisions on individual actions to be taken in areas such as personnel procurement, education and training, classification, assignment, career development,

evaluation, promotion, compensation, casualty and personal affairs, separation and retirement.

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Used by promotion division personnel in preparation for promotion boards and by the actual promotion board when convened.

ROUTINE USES:

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In addition to those disclosures generally permitted under 5 U.S.C. 552a(b) of the Privacy Act, these records or information contained therein may specifically be disclosed outside the DoD as a routine use pursuant to 5 U.S.C. 552a(b)(3) as follows:

The names and Social Security Numbers of officers selected by central selection board for an active duty promotion, to grades above Captain, and Regular Air Force Appointment as well as officers to receive appointments in the Air Force requiring confirmation of such appointments by the Senate of the United States, are provided to the Office of the President of the United States for nomination and to the United States Senate for confirmation. This information will be published in the Congressional Record.

The 'Blanket Routine Uses' published at the beginning of the Air Force's compilation apply to this system.

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In addition to those disclosures generally permitted under 5 U.S.C. 552a(b) of the Privacy Act, these records or information contained therein may specifically be disclosed outside the DOD as a routine use pursuant to 5 U.S.C. 552a(b)(3) as follows:

Other Government/Quasi-Government Agencies: Information used in analyzing officer/airman retention is provided RAND Corporation. Data on prior service personnel with military service obligations is forwarded to the National Security Agency. Lists of officers selected for promotion and/or appointment in the Regular Air Force are sent to the Office of the President and/or the Congress of the United States for review and confirmation. Certain other personnel information is provided these and other government agencies upon request when such data is required in the performance of official duties. Selected personnel data is provided foreign governments, United States governmental agencies, and other Uniformed Services on United States Air Force personnel assigned or attached to them for duty. Examples: the government of Canada, Federal Aviation Administration, U.S. Army, Navy, etc.

Litigation/Miscellaneous: Lists of individuals selected for promotion or appointment, who are being reassigned, who die, or who are retiring are provided to unofficial publications such as the Air Force Times, along with other information of interest to the general Air Force public. Information from PDS support a world-wide locator system which responds to queries as to the location of individuals in the Air Force. Locator information pertinent to personnel on active duty may be furnished to a recognized welfare agency such as the American Red Cross or the Air Force Aid Society. For civilian personnel--to provide automated system support to Air Force officials at all levels from that part of the Office of Personnel Management required personnel management and records keeping system that pertains to evaluation, authorization and position control, position management, staffing skills inventory, career management, training, retirement, employee services, rights and benefits, merit promotion, demotions, reductions in force, complaints resolution, labor management relations, and the suspensions and processing of personnel actions; to provide for transmission of such records between employing activities within the Department of Defense--to provide individual records and reports to OPM; to provide information required by OPM for the transfer between federal activities; to provide reports of military reserve status to other armed services for contingency planning--to obtain statistical data on the work force to fulfill internal and external report requirements and to provide Air Force offices with information needed to plan for and evaluate manpower, budget and civilian personnel programs--to provide minority group designator codes to the Office of Personnel Management's automated data file--to provide the Office of the Assistant Secretary of Defense, Manpower and Reserve Affairs, with data to access the effectiveness of the program for employment of women in executive level positions--to obtain listings of employees by function or area for locator and inventory purposes by Air Force offices--to assess the effect or probable impact of personnel program changes by simulations and modeling exercises--to obtain employee duty locations and other information releasable under OPM rules and the Freedom of Information Act to respond to request from Air Force offices, other Federal agencies and the public--to provide individual records to other components of the Department of Defense in the conduct of their official personnel

management program responsibilities--to provide records to OPM for file reconciliation and maintenance purposes--and to provide information to employee unions as required by negotiated contracts.

Locator information pertinent to active duty or retired Air Force personnel may be disclosed to recognized welfare agencies, such as the American Red Cross or the Air Force Aid Society, in emergency situations.'

The 'Blanket Routine Uses' published at the beginning of the Air Force's compilation of systems of records notices apply to this system.

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In addition to those disclosures generally permitted under 5 U.S.C. 552a(b) of the Privacy Act, these records or information contained therein may specifically be disclosed outside the DoD as a routine use pursuant to 5 U.S.C. 552a(b)(3) as follows:

The 'Blanket Routine Uses' published at the beginning of the Air Force's compilation of record system notices apply to this system.

DISCLOSURE:

AFPROMS collects personal information covered by the Privacy Act. When personal information is collected for use within AFPROMS, a Privacy Act Statement or Advisory is provided on all written or electronic mediums used to collect the information. All Air Force members have voluntarily submitted their personal data to MilPDS which is the primary source of information pulled by AFPROMS, failure to provide information to MilPDS could impact promotion for either Officer or Enlisted members.

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.

