



PRIVACY IMPACT ASSESSMENT (PIA)

For the

Air University Student Information Systems (AUSIS)
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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.

10 U.S.C. 8013, Secretary of the Air Force;
Air Force Instruction 36-2201,
Air Force Training Program;
Air Force Instruction 36-2301,
Professional Military Education; and E.O. 9397 (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 University Student Information System (AUSIS) maintains academic records on students while enrolled in the Air War College (AWC) and the Air Command and Staff College (ACSC) Non-Resident Programs worldwide. System supports the core functions for the administration of academic records required for graduate education, professional military education, and continuing education. The system aids in the completion of academic records that meet the requirements of academic accreditation of Air University's various educational programs. After completion of the program, all student records are transferred to the Air University Registrar System (AUREPM); AUREPM then transfers completed records to the Air University Academic Records system (F036 AETC M) for archiving.

The system collects individuals names, social security numbers for enrollment verification, gender, home address, e-mail address, phone number, AFSC, Rank, and service component.

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

All information collected in AUSIS is voluntarily provided by the user. A privacy act statement is provided for the users information. Any electronic communications containing personally identifying information is digitally signed.

Records are accessed by custodian of the record system and by person(s) responsible for servicing the record system in performance of their official duties and who are properly screened and cleared for need-to-know. All records in the system are attended by responsible Air Force personnel during duty hours and stored in locked facilities under constant or periodic surveillance by Air Force Security Forces during non-duty hours. Those in computer storage devices are protected by computer system software. Access to student information is controlled in AUSIS by the assignment of user roles thus allowing access only on a need to know basis.

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.

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.

Individuals can voluntarily not choose to input or provide personally identifying information. However, if they do choose not to provide this information, the student is denied enrollment in the PME Distance Learning program. This occurs because Real time Broker System (RBS) uses this information to verify with the Military Personnel Center their eligibility to enroll in the program.

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

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.

Current system does not provide this capability.

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 type="checkbox"/> Privacy Advisory |
| <input type="checkbox"/> Other | <input type="checkbox"/> None |

Describe each applicable format.

<p>On all AUSIS screens, the following information is displayed:</p> <p>This document also contains personal information that is protected by the Privacy Act of 1974 and must be safeguarded from unauthorized disclosure.</p> <p>To determine program eligibility, the following Privacy Act Statement is displayed:</p> <p>AUTHORITY: 10 U.S.C. 8013, Secretary of the Air Force; Air Force Instruction 36-2201, Air Force Training Program; Air Force Instruction 36-2301, Professional Military Education; and E.O. 9397 (SSN).</p> <p>PURPOSE: To support the core functions for the administration of academic records required for graduate education, professional military education, and continuing education. The system will provide academic records that meet the requirements of academic accreditation of Air University's various educational programs.</p> <p>ROUTINE USE: None</p> <p>DISCLOSURE: Voluntary. However, if you fail to provide the requested information, Air War College (Air Command and Staff College) will not be able to verify your identity. If your identity is not verified, you will be unable to gain access to the website in order to create your account.</p> <p>For Education Services Officers, the following Privacy Act Statement is displayed:</p> <p>AUTHORITY: 10 U.S.C. 8013, Secretary of the Air Force; Air Force Instruction 36-2201, Air Force Training Program; Air Force Instruction 36-2301, Professional Military Education; and E.O. 9397 (SSN).</p> <p>PURPOSE: To support the core functions for the administration of academic records required for graduate education, professional military education, and continuing education. The system will provide academic records that meet the requirements of academic accreditation of Air University's various educational programs.</p> <p>ROUTINE USE: None</p> <p>DISCLOSURE: Voluntary. However, if you fail to provide the requested information, Air War College (Air Command and Staff College) will not be able to verify your identity. If your identity is not verified, you will be unable to gain access to the website in order to create your account.</p>
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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.

