PRIVACY IMPACT ASSESSMENT (PIA)

For the

Interim Work Information Management System (IWIMS)
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**	☐	**New Electronic Collection**
☒	**Existing DoD Information System**	☐	**Existing Electronic Collection**
☐	**Significantly Modified DoD Information System**		

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	1345
☐	**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 UPI 007-57-01-16-01-5050-00

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
10 U.S.C. 9832, Property accountability
10 U.S.C. 8013, Secretary of the Air Force: Powers and duties; delegation by; implementing Department of Defense Regulation 5200.2-R, DOD Personnel Security Program.
10 U.S.C. 8013, Secretary of the Air Force; Air Force Instruction 33-332, Privacy Act Program

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.

IWIMS provides direct Civil Engineering information management to support active Air Force units, the Air National Guard, and Air Force Reserve, during peace and war, at fixed main bases, bare bases, and deployed locations. IWIMS operates in a single-tier mode. All the data files, application programs, and user interfaces reside on the IWIMS servers. Application programs are developed using operating system utilities and scripts and customized software with MicroFocus COBOL 85 and VuPort software (COTS). User Identification, Authentication, Authorization, and Auditing are handled by the HP-UX operating system. IWIMS externally interfaces with several systems via File Transfer Protocol (ftp), they are: the Standard Procurement System (SPS), the Job Order Cost Accounting System (JOCAS), the Standard Base Supply System (SBSS), the Defense Finance and Accounting System (DFAS), Prime Vendor (PV), and the Defense Logistics Agency (DLA). These systems exchange financial and logistical information with IWIMS via the Air Force Virtual Private Network (VPN). IWIMS initiates the data transfers and will either “push data to” or “pull data from” these systems. Each of these systems is accredited by their individual DAA and fall outside the IWIMS accreditation boundary. The accreditation boundary for IWIMS consist of the IWIMS severs located at DISA Regional Centers. The IWIMS database resides at three DISA Regional Centers: Montgomery AL, Pearl Harbor HI, and Ramstein GE. Will be consolidating from three regional centers to a single location at DISA Montgomery after July 2010.

Information is collected and sourced through an interface with the ACES-Personnel and Readiness application, which auto populates the data into IWIMS. No user input. These are the fields that are associated with Names (first, middle, & last) and Record ID (system generated and not displayed);

Installation
Facility Number/Suffix
Facility Name
Customer Name
Grade
Duty Phone
Home Phone
Date Assigned
Orientation Date
Work Center Assignment (Cost Center, Sub Cost Center, Craft Code)
Position Type
Pay Code
Foreign Pay differential
IMA Labor Code
Donated Labor Code

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

Administrative: The ability to grant access to this data does not exist.

Physical: Must have access to the IWIMS database which is controlled via user id and password.

Technical: User roles that only allow very few personnel to access the data.

As of 27 June 2008 we have removed all association of the first and last names linked to a SSAN and replaced this primary key with a system generated number that no user can access or displayed from an application screen. We have also removed all ELSG provided reports which may access this data and have restricted the reports utility so

that the users may not create a report using the personnel file within IWIMS. If the user has an existing report which accesses this data it will not function.

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. The information is not shared outside the component. The information is shared only internally between the ACES-MIS and IWIMS systems. It is not shared with any other system nor is it viewable in identifiable from any application screen or product.

☒ **Other DoD Components.**

Specify. Will be transferring PIA data to either the Army or Navy at locations that have been converted into a joint base and the Air Force is not the lead component to load the data into their approved system of record.

☐ **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 would not have an opportunity to object due to that all data on individuals is required to track, report, and manage work assignments and cost.

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.

Do to the construction of the legacy system an individual must provide the requested data to allow the Air Force to track labor hours and cost data on each work order a person is assigned too. The employee by working for the Civil Engineer organization must must allow themselves to have there name loaded and used within IWIMS to track their labor cost.

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

☒ **Privacy Act Statement** ☐ **Privacy Advisory**

☐ **Other** ☐ **None**

Describe each applicable format.

-- 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. Air Force civilian employees, military members, and contractors are required to be aware of Privacy Act issues (e.g. via Privacy Act training offered by your MAJCOM/DRU/FOA/base/Privacy Act website, etc.) to fulfill their duties in handling third party personal data and in learning their Privacy Act rights.

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.