



PRIVACY IMPACT ASSESSMENT (PIA)

For the

Electronic Freedom of Information Act (eFOIA)

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.

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.

Executive Order 9397 – collection of Social Security Number during processing of FOIA requests
10 United States Code 8013 – Secretary of the Air Force powers and duties
DOD 5400.11-R – Department of Defense Privacy Program
AFI 33-332 – Air Force Privacy Program
DOD 5400.7-R – Department of Defense FOIA Program
DOD 5400.7-R/AF Supplement – Air Force FOIA Program
OPEN Government Act of 2007

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.

Electronic Freedom of Information Act (eFOIA) is a new Air Force system which implements FOIAXpress (FX) a web-based commercial-off-the-shelf (COTS) system that electronically processes Freedom of Information Act (FOIA) / Privacy Act (PA) / Appeal requests. The application is comprehensive in that it handles a request from beginning to end. It records request as well as requester details which contain personal identifiable information such as name, social security number, address, and telephone number. It also stores, retrieves, redacts, and prints documents for delivery. Additionally, it keeps track of request processing statistics and fees as well as generates reports on the number, types, and nature of requests processed, as required by the United States Air Force. FOIAXpress Public Access Link (PAL) is an add-on product to FOIAXpress, which allows requesters to submit requests, check on the case status, and obtain responsive documents via the Internet.

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

There is no potential risk regarding the collection and use of PII associated with eFOIA. The PII gathered is strictly used internally for eFOIA and will not be shared with anyone outside of the AF FOIA and Privacy programs.

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 gathered in identifiable form from individuals requesting information under FOIA will only be made available to Air Force FOIA personnel using the eFOIA system.

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.

Under the Air Force Privacy Program, individuals requesting information which may or may not be releasable under the FOIA have the opportunity to object to the collection of personal identifiable information. This would result in their requests for information under FOIA going un-processed. All personnel data collected are voluntarily given by the requester. The forms used to collect personal data in conjunction with this FOIA request contain a Privacy Act Statement as required by 5 USC 552a(e) at http://uscode.house.gov/download/pls/Title_05.txt, allowing the individual to make an informed decision about providing the data. Consent to gather the information is obtained when the requesting individual signs the request form.

(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.

All personnel data collected are voluntarily given by the requester. The forms used to collect personal data in conjunction with this FOIA request contain a Privacy Act Statement as required by 5 USC 552a(e) at http://uscode.house.gov/download/pls/Title_05.txt, allowing the individual to make an informed decision about providing the data. Consent to gather the information is obtained when the requesting individual signs the request form.

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

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 collection and privacy policies.
Each FOIA request contains a Privacy Act Statement as required by 5 USC 552a(e) at http://uscode.house.gov/download/pls/Title_05.txt.

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.

