

PRIVACY IMPACT ASSESSMENT (PIA)

PRESCRIBING AUTHORITY: DoD Instruction 5400.16, "DoD Privacy Impact Assessment (PIA) Guidance". Complete this form for Department of Defense (DoD) information systems or electronic collections of information (referred to as an "electronic collection" for the purpose of this form) that collect, maintain, use, and/or disseminate personally identifiable information (PII) about members of the public, Federal employees, contractors, or foreign nationals employed at U.S. military facilities internationally. In the case where no PII is collected, the PIA will serve as a conclusive determination that privacy requirements do not apply to system.

1. DOD INFORMATION SYSTEM/ELECTRONIC COLLECTION NAME:

Air Force Records Information Management System (AFRIMS)

2. DOD COMPONENT NAME:

United States Air Force

3. PIA APPROVAL DATE:

09/30/21

SECTION 1: PII DESCRIPTION SUMMARY (FOR PUBLIC RELEASE)

a. The PII is: (Check one. Note: Federal contractors, military family members, and foreign nationals are included in general public.)

- ☐ From members of the general public ☒ From Federal employees
- ☐ from both members of the general public and Federal employees ☐ Not Collected (if checked proceed to Section 4)

b. The PII is in a: (Check one.)

- ☐ New DoD Information System ☐ New Electronic Collection
- ☒ Existing DoD Information System ☐ Existing Electronic Collection
- ☐ Significantly Modified DoD Information System

c. Describe the purpose of this DoD information system or electronic collection and describe the types of personal information about individuals collected in the system.

The Air Force Records Information Management System (AFRIMS) is a Web based program that provides the authoritative source for the management and control of data and information. The RDS and file plans maintained within AFRIMS standardize Air Force records management, which ensures legal compliance, and enables data integrity on the GIG. Moreover, AFRIMS facilitates enterprise records searches, staff assistance visits, and records staging."

Critical Components: IBM WebSphere App Server and Oracle Database Server

AFRIMS does not connect to a cleared defense contractor facility.

AFRIMS does not provide inheritance to any other applications or information systems.

All protection mechanisms/safeguards are provided by AF-CCE.

AFRIMS collects names, official duty address, official duty telephone number, work e-mail address, position/title, rank/grade.

d. Why is the PII collected and/or what is the intended use of the PII? (e.g., verification, identification, authentication, data matching, mission-related use, administrative use)

AFRIMS uses Rolodex information created by Records managers AF;Wide to facilitates enterprise records searches, staff assistance visits, and records staging.

e. Do individuals have the opportunity to object to the collection of their PII? ☐ Yes ☒ No

(1) If "Yes," describe the method by which individuals can object to the collection of PII.

(2) If "No," state the reason why individuals cannot object to the collection of PII.

Information entered is required to maintain a user account. It is entered by the account creator, not the individual being identified. Some of these fields are required in the account creation process, but some are for other purposes.

- Portal ID is used during authentication.
- Full name, grade, and office helps identify someone in the case of similar names.
- Email address is for notifications from the application and for being contacted by the help desk and other users.
- Phone number is for being contacted by the help desk and other users.
- Office address is tracked with the office not the user, but they are linked so it is considered PII. The office address is used for the SF-135 (records staging)

• Name, grade, phone number, and email address are also used to populate the SF-135.

f. 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.

Information entered is required to maintain a user account. It is entered by the account creator, not the individual being identified

g. When an individual is asked to provide PII, a Privacy Act Statement (PAS) and/or a Privacy Advisory must be provided. (Check as appropriate and provide the actual wording.)

☐ Privacy Act Statement ☐ Privacy Advisory ☒ Not Applicable

N/A

h. With whom will the PII be shared through data/system exchange, both within your DoD Component and outside your Component? (Check all that apply)

☒ Within the DoD Component

Specify. AFRIMS users (AF records managers)

☐ Other DoD Components (i.e. Army, Navy, Air Force)

Specify. United States Air Force

☐ Other Federal Agencies (i.e. Veteran's Affairs, Energy, State)

Specify.

☐ State and Local Agencies

Specify.

☒ Contractor (Name of contractor and describe the language in the contract that safeguards PII. Include whether FAR privacy clauses, i.e., 52.224-1, Privacy Act Notification, 52.224-2, Privacy Act, and FAR 39.105 are included in the contract.)

IndraSoft, Inc
Specify. 52.239-01 Privacy or Security Safeguards
52.204-21 Basic Safeguarding of covered contractor information systems

☐ Other (e.g., commercial providers, colleges).

Specify.

i. Source of the PII collected is: (Check all that apply and list all information systems if applicable)

☐ Individuals

☒ Databases

☐ Existing DoD Information Systems

☐ Commercial Systems

☒ Other Federal Information Systems

AFRIMS users (AF records managers) Information entered is required to maintain a user account. It is entered by the account creator, not the individual being identified

j. How will the information be collected? (Check all that apply and list all Official Form Numbers if applicable)

☐ E-mail

☐ Official Form (Enter Form Number(s) in the box below)

☐ In-Person Contact

☐ Paper

☐ Fax

☐ Telephone Interview

☐ Information Sharing - System to System

☐ Website/E-Form

☒ Other (If Other, enter the information in the box below)

AFRIMS users (AF records managers)

k. 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 must be consistent.

☐ Yes ☒ No

If "Yes," enter SORN System Identifier

SORN Identifier, not the Federal Register (FR) Citation. Consult the DoD Component Privacy Office for additional information or <http://dpcl.d.defense.gov/Privacy/SORNs/>

or

If a SORN has not yet been published in the Federal Register, enter date of submission for approval to Defense Privacy, Civil Liberties, and Transparency Division (DPCLTD). Consult the DoD Component Privacy Office for this date

If "No," explain why the SORN is not required in accordance with DoD Regulation 5400.11-R: Department of Defense Privacy Program.

Records are not retrieved by name or other personal identifier. PII is used for authentication only.

I. What is the National Archives and Records Administration (NARA) approved, pending or general records schedule (GRS) disposition authority for the system or for the records maintained in the system?

(1) NARA Job Number or General Records Schedule Authority.

NI-AFU-90-03

(2) If pending, provide the date the SF-115 was submitted to NARA.

(3) Retention Instructions.

T 33 - 46 R14.00 - Official Visits/Staff Visits at Offices Performing Visits -- Destroy 2 years after completion of next comparable visit, on completion of related study or when no longer needed, whichever is sooner.
T 33 - 46 R 15.00 - Official Visits/Staff Visits at Offices or Organizations Visited--Destroy on completion of next comparable visit or when no longer needed, whichever is sooner.
T 33 - 51 R 01.00 - Records Management Planning -- Destroy when 6 years old or when no longer needed, whichever is later.
T 33 - 51 R 02.00 - Files Maintenance and Disposition (Media Neutral) -- Destroy when superseded, obsolete or no longer needed.
T 33 - 51 R 03.00 - Retirement, Transfer, or Shipment of Records (SF 135, SF 258) -- Destroy when no longer needed
T 33 - 51 R 04.00 - Retirement, Transfer, or Shipment of Records for Records Placed in Staging Areas--Destroy when all records listed have been retired or destroyed.
T 33 - 51 R 05.00 - Retirement, Transfer, or Shipment of Records Retired to Records Centers -- Destroy when all records listed have been destroyed or transferred to the National Archives or when no longer needed, whichever is later.
T 33 - 51 R 06.00 - Retirement, Transfer or Shipment of Records Transferred Between AF Activities and Between AF Activities and Other -- Destroy after 1 year or when no longer needed, whichever is later.
Note: Among the dispositions cited in this field, the one with the longest retention time will be used on the system's records data.

m. What is the authority to collect information? A Federal law or Executive Order must authorize the collection and maintenance of a system of records. For PII not collected or maintained in a system of records, the collection or maintenance of the PII must be necessary to discharge the requirements of a statute or Executive Order.

- (1) If this system has a Privacy Act SORN, the authorities in this PIA and the existing Privacy Act SORN should be similar.
(2) If a SORN does not apply, 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) Cite the specific provisions of the statute and/or EO that authorizes the operation of the system and the collection of PII.
- (b) If direct statutory authority or an Executive Order does not exist, indirect statutory 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) If direct or indirect authority does not exist, 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 must be identified.

AFI 33-322 RECORDS MANAGEMENT PROGRAM & SF-135

n. Does this DoD information system or electronic collection have an active and approved Office of Management and Budget (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 ☒ No ☐ Pending

- (1) If "Yes," list all applicable OMB Control Numbers, collection titles, and expiration dates.
- (2) If "No," explain why OMB approval is not required in accordance with DoD Manual 8910.01, Volume 2, " DoD Information Collections Manual: Procedures for DoD Public Information Collections."
- (3) If "Pending," provide the date for the 60 and/or 30 day notice and the Federal Register citation.

DODM 8910.01 Vol 2 EXEMPTIONS AND ITEMS NOT CONSIDERED PUBLIC INFORMATION

COLLECTIONS: System does not collect information from the general public

NOTE: Section 1 above is 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 if they contain information that would reveal sensitive information or raise security concerns.