

# 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 Geospatial Information Management System

**2. DOD COMPONENT NAME:**

National Geospatial-Intelligence Agency

**3. PIA APPROVAL DATE:**

06/04/20

DoD Civil Engineering

**SECTION 1: PII DESCRIPTION SUMMARY (FOR PUBLIC RELEASE)**

**a. The PII is:** (Check one. Note: foreign nationals are included in general public.)

- From members of the general public  From Federal employees and/or Federal contractors
- From both members of the general public and Federal employees and/or Federal contractors  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 mission of AFGIMS is to provide a Geographic Information System (GIS) that represents real-world features and conditions for AF installations, ranges, and property by depicting real objects such as runways, buildings, etc. as digital maps. Core Installation Geospatial Information and Services (IGI&S) are developed and maintained through the collection, creation, maintenance, management, exposure, analysis, and visualization of current, accurate, and authoritative installation geospatial data. The primary system data products include the Common Installation Picture (CIP) and numerous mission-specific mapped datasets, known as Mission Data Sets (MDS). This information arms Commanders with support and planning tools to improve decision-making and risk avoidance during expeditionary and contingency operations. The types of personal information collected about individuals by AFGIMS via CAC includes: Full name, DoD EDIPI, service branch, rank / pay 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)

Users must authenticate themselves in order to use the system to enable 2FA compliance.

**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.

User must first be authorized /vetted to work on the DoD AFNET (Air Force Network) before accessing the system.

**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.

All users must sign a PII agreement to work with the DoD before accessing the AFNET.

**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

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

- Within the DoD Component Specify.
- Other DoD Components Specify.
- Other Federal Agencies 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.) Specify.
- 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

Via CAC authentication process. User must first be authorized /vetted to work on the DoD AFNET (Air Force Network) before accessing the system.

**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)
- Face-to-Face Contact  Paper
- Fax  Telephone Interview
- Information Sharing - System to System  Website/E-Form
- Other (If Other, enter the information in the box below)

Automated Civil Engineer System (ACES)

**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.

As detailed in DoDI 1000.30, "Reduction of Social Security Number (SSN) Use Within DoD", "Presence or knowledge of an individual's DoD Identification Number alone shall be considered as no more significant than presence or knowledge of that individual's name. It does not constitute any level of authority to act on that individual's behalf.", exposure of the DoD ID Number shall not be considered a breach when exposed as a part of a DoD business function.

**l. 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.

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

(3) Retention Instructions.

- T 32 - 02 R 03.00-AICUZ Maps and Overlays; Destroy when Air Force is relieved of accountability for the installation.
- T 32 - 02 R 07.00- Coastal Zone Management, Floodplain Management and Wetlands Protection Actions; Destroy when superseded, or retire or destroy with the project, program, or plan which they support.
- T 32 - 02 R 09.00- MOUs; Destroy when superseded.
- T 32 - 04 R 01.00- Data Reports; Destroy after 1 month.
- T 32 - 04 R 04.00- Monthly Cumulative Work Order Cost and Analysis; Destroy after 4 years, provided requirements of Table 65-3 are accomplished.
- T 32 - 06 R 01.00- BCE Brochures; See table 37-7.
- T 32 - 06 R 04.00- Reports of Deficiencies Noted; Destroy when deficiencies are corrected.
- T 32 - 07 R 08.00- Budget Authorization at MAJCOMs and Below; Destroy 2 years after superseded.
- T 32 - 07 R 09.00- Budget Authorization Summaries, Tabulations, Worksheets, Correspondence; Destroy after 2 years or when no longer needed, whichever is sooner.
- T 32 - 07 R 17.00- Minutes of Meetings at MAJCOMS, Major Subordinate Commands/Bases/ Stations; Destroy after 6 years.
- T 32 - 10 R 11.00- Waivers and Clearances; Destroy 1 year after renewal request, or when obstruction is removed or eliminated, and/or when Air Force is relieved of accountability for the installation, whichever is sooner.
- T 32 - 10 R 15.00- Changes in Utilization of Real Property Facilities; Destroy 2 years after termination of assignment or when lease is canceled, or when plans are superseded or obsolete.
- T 32 - 11 R 02.00- Inventory of Real Property-Correspondence and Reports; Destroy when superseded, obsolete, or after 2 years, whichever is sooner.
- T32 - 11 R 02.01- Inventory of Real Property Magnetic Tape at AFREA/MI; Erase after 5 years.
- T 32 - 11 R 03.00- Feeder Reports, Retained USAF Characteristics Report; Destroy when superseded, obsolete or after 1 year, whichever is sooner.
- T 32 - 11 R 04.00- Retained USAF Characteristics Report at Bases/Stations; Retire as permanent when Air Force is relieved of accountability for installation
- T 32 - 14 R 01.01- Maps and Record Drawings; The accountable installation or MAJCOM will transfer to the appropriate recipient or to the major recipient of the properties involved
- T 32 - 14 R 05.01- U.S. and Territories Administered by U.S. (BCE) Real Property Map and Record Drawing; The accountable installation or MAJCOM will transfer to appropriate recipient or the major recipient of the property.
- T 32 - 16 R 02.00- Design Plans and Policy; Destroy after 2 years or when no longer needed, whichever is sooner.
- T 32 - 16 R 05.00- Maps, Plans, Drawings, and Photographs, Drawings on 105mm Film, Design Calculations, Service Contract Records; Destroy when superseded, obsolete, or no longer needed.
- T 32 - 16 R 06.00- Maps, plans, drawings, and photographs; When Air Force is relieved of accountability for a base, installation, or portion thereof, transfer relevant records to the National Archives as permanent. (See Notes 407, 681, and 683)
- T 32 - 16 R 07.00- Maps, Plans, Drawings, and Photographs When Recapture Rights Are Retained by Air Force; When Air Force is relieved of accountability for a base, installation, or portion thereof, and retains recapture rights, destroy relevant records 75 years after Air Force is relieved of accountability. (See Note 682.)
- T 32 - 16 R 02.00- Design Plans and Policy; Destroy after 2 years or when no longer needed, whichever is sooner.
- T 32 - 16 R 05.000- Maps, Plans, Drawings, and Photographs, Drawings on 105mm Film, Design Calculations, Service Contract Records; Destroy when superseded, obsolete, or no longer needed
- T 32 - 16 R 06.00- Maps, plans, drawings, and photographs; When Air Force is relieved of accountability for a base, installation, or portion thereof, transfer relevant records to the National Archives as permanent. (See Notes 407, 681, and 683)
- T 32 - 16 R 07.00- Maps, Plans, Drawings, and Photographs When Recapture Rights Are Retained by Air Force; When Air Force is relieved of accountability for a base, installation, or portion thereof, and retains recapture rights, destroy relevant records 75 years after Air Force is relieved of accountability. (See Note 682.)
- T 32 - 16 R 07.01- Maps, Plans, Drawings, and Photographs When Recapture Rights Are Not Retained by Air Force; When Air Force is relieved of accountability for a base, installation, or portion thereof, and does not retain recapture rights, retire relevant records to the entity accepting responsibility for the property. Destroy records if the entity refuses them. (See Notes 682 and 684.)
- T 32 - 17 R 01.00- Comprehensive Plans and Supporting Data; Destroy plan when revised in its entirety and/or when AF is relieved of accountability for installation.
- T 32 - 17 R 02.00- Comprehensive Plans and Supporting Data; Transfer as permanent to the National Archives when no longer needed by Air Force. (See Notes 407 and 683)
- Note: Among the disposition(s) 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 32-10112 AF Installation Geospatial Information & Services

**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.

DoD 8910.01-v2, Section 8,b,(11) / AFGIMS does not collect public information. All data is transferred on a closed AFNET system and only accessible to user with a valid CAC.

NOTE: Sections 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.