

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:

Automated Military Justice Analysis & Management System (AMJAMS)

2. DOD COMPONENT NAME:

United States Air Force

3. PIA APPROVAL DATE:

08/24/20

SECTION 1: PII DESCRIPTION SUMMARY (FOR PUBLIC RELEASE)

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

- | | |
|---|---|
| <input type="checkbox"/> From members of the general public | <input checked="" type="checkbox"/> From Federal employees and/or Federal contractors |
| <input type="checkbox"/> From both members of the general public and Federal employees and/or Federal contractors | <input type="checkbox"/> Not Collected (if checked proceed to Section 4) |

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

- | | |
|--|---|
| <input type="checkbox"/> New DoD Information System | <input type="checkbox"/> New Electronic Collection |
| <input checked="" type="checkbox"/> Existing DoD Information System | <input type="checkbox"/> Existing Electronic Collection |
| <input type="checkbox"/> 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 Automated Military Justice Analysis & Management System (AMJAMS) is a web-based system used to process and track the handling of disciplinary cases within the Air Force. The system provides case detail and statistical reports for all levels of command within the Air Force Judge Advocate General's Corps (AFJAGC) as well as in response to requests for disciplinary data from the Secretary of the Air Force, Secretary of Defense, Congress and the White House. The system and supporting functions address the processing, timeliness, standardization, and reporting on the adjudication of violations of the Uniform Code of Military Justice (UCMJ) and non-UCMJ disciplinary misconduct. Additionally, it includes the tracking of events and witness data. The system reduces processing errors by standardizing processes, producing the primary forms and enforcing data validation consistent with applicable Air Force Instructions and policies. Use of the system and supporting functions is mandatory within AFJAGC for the processing of UCMJ and non-UCMJ disciplinary cases. The system and supporting functions standardize the processing of disciplinary cases and provides access to reporting and query capabilities essential to monitoring the overall health of discipline at all levels. Additionally the standardized processing of cases reduces the time and resources necessary to train newly assigned personnel by eliminating locally established processes. AMJAMS imports, via a flat file, personnel data from the Military Personnel Data System (MILPDS) which is used to populate personnel data as cases are created. Without this import AMJAMS users would be required to manually enter in excess of 60 distinct data points for each new case. Legal offices at the base and HAF level, as well as NAF and MAJCOM legal offices, use AMJAMS and supporting functions. Currently, there are 194 different offices using the system and supporting functions; this includes active duty offices, Air National Guard offices, and Category A Reserve offices. The Air Force Legal Operations Agency, Directorate of Legal Information Services (AFLOA/JAS) manages day-to-day operations, maintaining the code and system and the Judge Advocate Functional Servers (JAFS) is the host for AMJAMS.

Personal information collected: Name, Social Security Number (SSN), citizenship, Employment Information, Home/Cell Phone Number, Mailing/Home Address, Military Records, Official Duty Address, Place of Birth, Race/Ethnicity, Work E-mail Address, Birth Date, Education Information, Financial Information, Law Enforcement Information, Marital Status, Official Duty Telephone Number, Personal E-mail Address, Position/Title, Rank/Grade, Security Information, Gender/Gender Identification, Legal Status, and Medical Information.

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)

PII is collected to verify the identity of Air Force personnel and to manage criminal cases in federal courts. Collection is also used for mission-related and administrative use.

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.

PII is contained in law enforcement reports and other disciplinary reports that require PII to properly identify individuals.

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.

Use of PII in military justice is mandatory for the accurate identification of individuals and to associate them with the correct legal case information during prosecution or adjudication.

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

Authority: Authority: 10 U.S.C. 9013, Secretary of the Air Force: Powers and duties; delegation by; 10 U.S.C. 8037, Judge Advocate General, Deputy Judge Advocate General: Appointment and duties; 10 U.S.C. 815(g), Commanding officer's nonjudicial punishment; 10 U.S.C. 854, Record of Trial; 10 U.S.C. 801-946, Uniform Code of Military Justice; Manual for Courts-Martial, United States (2016 Edition); 10 U.S.C. 865, Transmittal and review of records; 10 U.S.C. 938, Complaints of wrongs; 18 U.S.C. 3401, Misdemeanors; application of probation laws; DoDD 1030.01, DoDD 1030.01, Victim and Witness Assistance; DoDD 1325.04, Confinement of Military Prisoners and Administration of Military Correctional Programs and Facilities; DoDD 1332.41, Boards for Correction of Military Records (BCMRS) and Discharge Review Boards (DRBS); DoDD 5160.64E, Legal Information Technology; DoDD 5500.07, Standards of Conduct; Victim and Witness Assistance; DoDI 1030.2, Victim and Witness Assistance Procedures; DoDI 1438.06, DoD Workplace Violence Prevention and Response Policy; DoDI 2200.01, Combating Trafficking in Persons (CTIP); DoDI 5505.02, Criminal Investigations of Fraud Offenses; DoDI 5505.03, Initiation of Investigations by Defense Criminal Investigative Organizations; DoDI 5505.07, Titling and Indexing in Criminal Investigations; DoDI 5505.08, Military Criminal Investigative Organizations (MCIO) and Other DoD Law Enforcement Organizations Investigations of Adult, Private, Consensual Sexual Misconduct; DoDI 5505.11, Fingerprint Reporting Requirements, DoDI 5505.14, Deoxyribonucleic Acid (DNA) Collection Requirements for Criminal Investigations, Law Enforcement, Corrections, and Commanders; DoDI 5505.16, Investigations by DoD Components; DoDI 5505.17, Collection, Maintenance, Use, and Dissemination of Personally Identifiable Information and Law Enforcement Information by DoD Law Enforcement Activities; DoDI 5505.18, Investigation of Adult Sexual Assault in the Department of Defense; DoDI 5505.19, Establishment of Special Victim Investigation and Prosecution (SVIP) Capability Within the Military Criminal Investigative Organizations (MCIOS); DoDI 5525.20, Registered Sex Offender (RSO) Management in DoD; DoDI 6400.06, Domestic Abuse Involving DoD Military and Certain Affiliated Personnel; DoDI 6400.07, Standards for Victim Assistance Services in the Military Community; DoDI 6495.02, Sexual Assault Prevention and Response (SAPR) Program Procedures; DoDI 7730.47, Defense Incident-Based Reporting System (DIBRS); DoDI 7650.01, Government Accountability Office (GAO) and Comptroller General Requests for Access to Records; AFD 51-2, Military Justice, individual military counsel, and other criminal proceedings; AFI36-2909 Air Force Professional Relationships and conduct; AFI 36-3802 Force Support Readiness Programs; AFI36-2921 Combating Trafficking In Persons (CTIP); AFI36-3012 Military Entitlements; AFI36-704 Discipline And Adverse Actions of Civilian Employees; AFD36-29 Military Standards; AFI51-110 Professional Responsibility Program; AFI 51-201, Administration of Military Justice; AFI 51-202, Nonjudicial Punishment; AFI 51-206 Law, AFMAN51-203 Records of Trial; AFMAN51-204 United States Air Force Judiciary And Air Force Trial Judiciary and E.O. 9397 (SSN), as amended.

Purpose: AMJAMS is used to track the handling of disciplinary cases within the Air Force and provide case detail and statistical reports for all levels of command within the Air Force Judge Advocate General's Corps.

Routine Uses: In addition to those disclosures generally permitted under 5 U.S.C. 552a (b) of the Privacy Act of 1974, as amended, these records contained therein may specifically be disclosed outside the DoD as a routine use pursuant to 5 U.S.C. 552a (b) (3) as follows:

- a. To the appropriate Federal, State, local, territorial, tribal, foreign, or international law enforcement authority or other appropriate entity where a record, either alone or in conjunction with other information, indicates a violation or potential violation of law, whether criminal, civil, or regulatory in nature.
- b. To any component of the Department of Justice for the purpose of representing the DoD, or its components, officers, employees, or members in pending or potential litigation to which the record is pertinent.
- c. In an appropriate proceeding before a court, grand jury, or administrative or adjudicative body or official, when the DoD or other Agency representing the DoD determines that the records are relevant and necessary to the proceeding; or in an appropriate proceeding before an administrative or adjudicative body when the adjudicator determines the records to be relevant to the proceeding.
- d. To the National Archives and Records Administration for the purpose of records management inspections conducted under the authority of 44 U.S.C. §§ 2904 and 2906.

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

- | | | |
|---|----------|---|
| <input checked="" type="checkbox"/> Within the DoD Component | Specify. | <input type="text" value="Air Force components as required"/> |
| <input checked="" type="checkbox"/> Other DoD Components | Specify. | <input type="text" value="DoD entities as required"/> |
| <input checked="" type="checkbox"/> Other Federal Agencies | Specify. | <input type="text" value="Other Federal agencies as required"/> |
| <input checked="" type="checkbox"/> State and Local Agencies | Specify. | <input type="text" value="State and local law enforcement agencies as required"/> |
| <input checked="" type="checkbox"/> 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. | <input type="text"/> |
| <input type="checkbox"/> Other (e.g., commercial providers, colleges). | Specify. | <input type="text"/> |

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

- | | |
|--|---|
| <input checked="" type="checkbox"/> Individuals | <input type="checkbox"/> Databases |
| <input checked="" type="checkbox"/> Existing DoD Information Systems | <input type="checkbox"/> Commercial Systems |
| <input type="checkbox"/> Other Federal Information Systems | |

Information can come from an individuals and law enforcement records, including the Office of Special Investigations or Security Forces, and existing Air Force Personnel Center information systems containing personnel records.

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

- | | |
|---|--|
| <input checked="" type="checkbox"/> E-mail | <input type="checkbox"/> Official Form (Enter Form Number(s) in the box below) |
| <input checked="" type="checkbox"/> Face-to-Face Contact | <input checked="" type="checkbox"/> Paper |
| <input checked="" type="checkbox"/> Fax | <input checked="" type="checkbox"/> Telephone Interview |
| <input checked="" type="checkbox"/> Information Sharing - System to System | <input type="checkbox"/> Website/E-Form |
| <input type="checkbox"/> Other (If Other, enter the information in the box below) | |

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.

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.

T51-03R48.00 Automated Military Justice Analysis and Management System (AMJAMS) Monthly/Quarterly/ Annual Output Products/ Reports: Retire as permanent; T51-03R49.00 AMJAMS at Other Than AFLSA/JAJM: Destroy after one year or when no longer needed, whichever is later; T51-03R50.00 AMJAMS Reports: Retire as permanent; T51-03R51.00 AMJAMS Reports: Destroy paper reports after 3 years, 5 years for microfiche reports or when no longer needed, whichever is later; T51-03R52.00 AMJAMS Source/Input Forms and On What is the Authority to collect information? A Federal Law or Executive Order must authorize the collection and maintenance of a system of records. If not authorized, the collection and maintenance of the data must be necessary to discharge the requirements of a statute or Executive Order. T51-03R55.00 AMJAMS or Summary Courts-Martial Not a Bad Conduct Discharge at AFLSA/JAJM: Destroy when no longer needed; T51-03R55.01 AMJAMS or Summary Courts-Martial Not a Bad Conduct Discharge at Other Than AFLSA/JAJM: Destroy 1 year after final review; T51-03R 56.00 AMJAMS Magnetic Tape Files: Destroy after 6 semimonthly update cycles, or when no longer needed, whichever is later; T51-03R56.01 AMJAMS Historical Database and its existing documentation: Retire as permanent; T51-03R57.00 Report Individual Personnel DoD Participants in MIA/DoS/DoD Patient System/ or a electronic copy of DoD MIs, on a tape and/or discontinue base and disposition in accordance with DoD 5210.7-2 that applicable as appropriate; T51-03R58.00 Strength Reports, Including DESIRE AMJ STG Produced as Result of AMJAMS/ ADPS Interface: Destroy after 1 year; T51-03 R 59.00 AMJAMS Edit Listings: Destroy after 1 year or when no longer needed, whichever is sooner; 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.

- (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.

Authority: 10 U.S.C. 9013, Secretary of the Air Force: Powers and duties; delegation by; 10 U.S.C. 8037, Judge Advocate General, Deputy Judge Advocate General: Appointment and duties; 10 U.S.C. 815(g), Commanding officer's nonjudicial punishment; 10 U.S.C. 854, Record of Trial; 10 U.S.C. 801-946, Uniform Code of Military Justice; Manual for Courts-Martial, United States (2016 Edition); 10 U.S.C. 865, Transmittal and review of records; 10 U.S.C. 938, Complaints of wrongs; 18 U.S.C. 3401, Misdemeanors; application of probation laws; DoDD 1030.01, DoDD 1030.01, Victim and Witness Assistance; DoDD 1325.04, Confinement of Military Prisoners and Administration of Military Correctional Programs and Facilities; DoDD 1332.41, Boards for Correction of Military Records (BCMRS) and Discharge Review Boards (DRBS); DoDD 5160.64E, Legal Information Technology; DoDD 5500.07, Standards of Conduct; Victim and Witness Assistance; DoDI 1030.2, Victim and Witness Assistance Procedures; DoDI 1438.06, DoD Workplace Violence Prevention and Response Policy; DoDI 2200.01, Combating Trafficking in Persons (CTIP); DoDI 5505.02, Criminal Investigations of Fraud Offenses; DoDI 5505.03, Initiation of Investigations by Defense Criminal Investigative Organizations; DoDI 5505.07, Titling and Indexing in Criminal Investigations; DoDI 5505.08, Military Criminal Investigative Organizations (MCIO) and Other DoD Law Enforcement Organizations Investigations of Adult, Private, Consensual Sexual Misconduct; DoDI 5505.11, Fingerprint Reporting Requirements, DoDI 5505.14, Deoxyribonucleic Acid (DNA) Collection Requirements for Criminal Investigations, Law Enforcement, Corrections, and Commanders; DoDI 5505.16, Investigations by DoD Components; DoDI 5505.17, Collection, Maintenance, Use, and Dissemination of Personally Identifiable Information and Law Enforcement Information by DoD Law Enforcement Activities; DoDI 5505.18, Investigation of Adult Sexual Assault in the Department of Defense; DoDI 5505.19, Establishment of Special Victim Investigation and Prosecution (SVIP) Capability Within the Military Criminal Investigative Organizations (MCIOS); DoDI 5525.20, Registered Sex Offender (RSO) Management in DoD; DoDI 6400.06, Domestic Abuse Involving DoD Military and Certain Affiliated Personnel; DoDI 6400.07, Standards for Victim Assistance Services in the Military Community; DoDI 6495.02, Sexual Assault Prevention and Response (SAPR) Program Procedures; DoDI 7730.47, Defense Incident-Based Reporting System (DIBRS); DoDI 7650.01, Government Accountability Office (GAO) and Comptroller General Requests for Access to Records; AFPD 51-2, Military Justice, individual military counsel, and other criminal proceedings; AFI36-2909 Air Force Professional Relationships and conduct; AFI 36-3802 Force Support Readiness Programs; AFI36-2921 Combating Trafficking In Persons (CTIP); AFI36-3012 Military Entitlements; AFI36-704 Discipline And Adverse Actions of Civilian Employees; AFPD36-29 Military Standards; AFI51-110 Professional Responsibility Program; AFI 51-201, Administration of Military Justice; AFI 51-202, Nonjudicial Punishment; AFI 51-206 Law, AFMAN51-203 Records of Trial; AFMAN51-204 United States Air Force Judiciary And Air Force Trial Judiciary and E.O. 9397 (SSN), as amended.

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.

AMJAMS is exempt from PRA, per Public Law 104-13--May 22, 1995, 3518(c)(1)(A) and (B) (c) (1)

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.