

## 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 Equal Opportunity Network (AF EONet)

### 2. DOD COMPONENT NAME:

United States Air Force

### 3. PIA APPROVAL DATE:

04/11/24

### 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.**

Air Force Equal Opportunity Network (AF EONet) is a system that addresses requirements for military equal opportunity (MEO) and civilian equal opportunity (EEO) management. AF EONet's primary function is to act as a case management system to collect, track, and manage EO complaints, in addition to providing reports to Air Force leadership. AF EONet aids authorized users the ability to investigate and resolve complaints of unlawful discrimination and sexual harassment under the Air Force Equal Opportunity Program, and maintain records created as a result of the filing of allegations and appeals involving unlawful discrimination because of race, color, religion, sex, national origin, genetic information, physical/mental disability, age, and reprisal based on prior EEO activity. AF EONet conducts necessary background checks of Sexual Assault Prevention and Response Program volunteers/personnel. The system can report information as required by the FY 98 National Defense Authorization Act, and used as a data source for descriptive statistics.

The AF EONet is web-based and allows data-entry, data-management, and data-retrieval to support installation level EO offices, Major Command (MAJCOM) EO Strategic Advisors, HQ USAF/AIQ (Air Staff), AFPC/EO (EO Operations) Air Force Reserve (AFR), the Air National Guard (ANG) EO programs and Secretary of the Air Force Civilian Appellate Review Office (SAF/MRB).

PII Collected: Name, employment information, home/cell phone, mailing/home address, official duty address, race/ethnicity, work e-mail address, birth date, disabilities information, official duty telephone number, personal e-mail address, position/title, rank/grade, DoD ID number, gender, and religion preference.

**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 identify individuals involved in the complaint process, such as complainant, witnesses, alleged offender. Some PII is required to complete case processing and is collected from individuals for that purpose, such as date of birth, age, race, etc.

Administrative use: data must be collected to confirm identification and to complete case information requirements. Additionally, the data is used for producing reports IAW EEOC legal guidelines.

**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.

All personal data collected are voluntarily given by the subject individual. Forms that collect personal data to be maintained in this IT investment contain a Privacy Act Statement, as required by 5 U.S.C. 552a(e), and in accordance with guidelines established in AFI 33-332, Air Force Privacy and Civil Liberties Program, allowing the individual to make an informed decision about providing the data. The disclosure statement advises the individual that the information provided is voluntary provides the consequences of choosing not to

participate with the information collection. Individuals may raise an objection with the Air Force Privacy Act office during the public comment period of the Privacy Act system of records notice (if applicable) or during the data collection.

**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.

Forms that collect personal data will contain a Privacy Act Statement, as required by 5 U.S.C. 552a(e)(3), and under Executive Order or EO 9397, as amended, as the authority to collect the identification data and in accordance with guidelines established in AFI 33-332, Air Force Privacy and Civil Liberties Program, allowing the individual to make an informed decision about providing the data or participating in the program. Individuals may raise an objection with the Air Force Privacy Act Office during the comment period (if applicable), during data collection, or at any time after the program is launched. If no objections are received, consent is presumed. Additionally, AF EONet will not collect social security numbers.

**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:** 10 U.S.C. § 9013, Secretary of the Air Force; Pub. L. 105-85, section 591; AFPD 36-27, Social Actions; Air Force Instruction 36-2706, Military Equal Opportunity and Treatment Program; For Sexual Assault: Pub L. 108-375, as amended and supplemented, October 28, 2004, Section 577(e); AFPD 36-60, Sexual Assault Prevention and Response (SAPR) Program and E.O. 9397 (SSN), as amended.

FY 98 National Defense Authorization Act, reporting required and used as a data source for descriptive statistics.

**PURPOSE:** To investigate and resolve complaints of unlawful discrimination and sexual harassment under the Equal Opportunity Program, and to maintain records created as a result of the filing of allegations and appeals involving unlawful discrimination because of race, color, religion, sex, or national origin. To assist and provide victim services to victims of sexual assault under the Sexual Assault Prevention and Response Program, and to maintain records created as a result of restricted or unrestricted reporting of allegations of sexual assault under the Sexual Assault Prevention and Response Program.

To conduct necessary background checks of Sexual Assault Prevention and Response Program volunteers/personnel.

To report information as required by the FY 98 National Defense Authorization Act, and used as a data source for descriptive statistics.

**ROUTINE USES:** In addition to those disclosures generally permitted under 5 U.S.C. 552a(b) of the Privacy Act of 1974, as amended, all or a portion of the records or information contained herein may specifically be disclosed outside the DoD as a routine use pursuant to 5 U.S.C. 552a(b)(3). This information may also be disclosed externally to other Federal agencies or Congressional offices which may have a need to know it in connection with performance of duties. In cases of confirmed sexual harassment, identification of complainant and offender will be provided to congressional committees as required by the FY 98 National Defense Authorization Act. In cases of unrestricted or restricted reports, release of identification of complainant and offender may be provided for official purposes consistent with guidance from the DoD Sexual Assault Prevention and Response Office.

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.

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.

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.

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.

To a Member of Congress or staff acting upon the Member's behalf when the Member or staff requests the information on behalf of, and at the request of, the individual who is the subject of the record.

To appropriate agencies, entities, and persons when (1) the DoD suspects or has confirmed that there has been a breach of the system of records; (2) the DoD has determined that as a result of the suspected or confirmed breach there is a risk of harm to individuals, the DoD (including its information systems, programs, and operations), the Federal Government, or national security; and (3) the disclosure made to such agencies, entities, and persons is reasonably necessary to assist in connection with the DoD's efforts to respond to the suspected or

confirmed breach or to prevent, minimize, or remedy such harm.

To another Federal agency or Federal entity, when the DoD determines that information from this system of records is reasonably necessary to assist the recipient agency or entity in (1) responding to a suspected or confirmed breach or (2) preventing, minimizing, or remediating the risk of harm to individuals, the recipient agency or entity (including its information systems, programs and operations), the Federal Government, or national security, resulting from a suspected or confirmed breach.

DISCLOSURE: Voluntary. Failure to provide requested information may delay or cause case file to not be processed

SORN: F036 AF DP G Equal Opportunity and Sexual Assault Prevention and Response Records; EEOC/GOVT-1 (Government-wide Notice)

**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)

<input checked="" type="checkbox"/> Within the DoD Component	Specify.	<input type="text" value="Air Force"/>
<input type="checkbox"/> Other DoD Components (i.e. Army, Navy, Air Force)	Specify.	<input type="text"/>
<input type="checkbox"/> Other Federal Agencies (i.e. Veteran's Affairs, Energy, State)	Specify.	<input type="text"/>
<input type="checkbox"/> State and Local Agencies	Specify.	<input type="text"/>
<input 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 type="checkbox"/> Existing DoD Information Systems	<input type="checkbox"/> Commercial Systems
<input type="checkbox"/> Other Federal Information Systems	

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

DD-2655, Rights of Responsibility, & Broughton Notice

**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.

**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.

DAA-GRS-2018-0002-0005; DAA-GRS-2017-0008-0005; DAA-GRS-2018-0002-0001; DAA-GRS-2018-0002-0013; DAA-GRS-2018-0002-0012

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

(3) Retention Instructions.

T 36 - 01 R 12.00 - Equal Opportunity and Treatment Statistics at Social Actions Offices and Other Offices - Disposition pending upon review/approval of AF525 as such records covered under this rule are considered unscheduled.

T 36 - 01 R 13.00 - Equal Employment Opportunity (EEO) Reports sent to External Federal Agencies - Destroy 7 years after report submission or oversight entity notice of approval, as appropriate.

T 36 - 01 R 14.00 - Equal Opportunity (EO) Reports sent to Higher Levels of Air Force - Temporary. Case files at base level are only maintained for 3 years (military cases) after the case closes and 4 years (civilian cases) after a final agency decision is rendered. The AF EO IT system (EONet) will delete cases IAW the RDS so statistical reports cannot compile data for anything older than the RDS instructions (Table 36-1 Rule 14, Table 36-29 Rule 1.01, and Table 36-29 Rule 1.04.).

T 36 - 29 R 1.01 - Formal Equal Opportunity (EO) Complaints - Destroy 7 years after resolution of the case.

T 36 - 29 R 1.04 - Record of Equal Employment Opportunity (EEO) Complaints not Pursued Beyond Informal Stage - Destroy 4 years after resolution of case.

Note 1: Among the dispositions cited in this field, the one with the longest retention time will be used on the system's records data.

Note 2: If any disposition cited in this field has a pending or unscheduled disposition, treat records as permanent retention until an approved NARA disposition is published.

Note 3: If any disposition cited in this field have a permanent retention, retain the records, and prepare for transfer to NARA as scheduled.

**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.

**Authority:**

10 U.S.C. § 9013, Secretary of the Air Force; Pub. L. 105-85, section 591; AFD 36-27, Social Actions; Air Force Instruction 36-2706, Military Equal Opportunity and Treatment Program; For Sexual Assault: Pub L. 108-375, as amended and supplemented, October 28, 2004, Section 577(e); AFD 36-60, Sexual Assault Prevention and Response (SAPR) Program and E.O. 9397 (SSN), as amended.

FY 98 National Defense Authorization Act, reporting required and used as a data source for descriptive statistics.

**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.

The WHS/ESD/Directives Division determined the information collected via Air Force EONet system is not subject to the Paperwork



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.