

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 Integrated Personnel and Pay System (AFIPPS) Mock 5 (M5)

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.

The Air Force Integrated Personnel and Pay System (AFIPPS) Mock 5 is the information system that will be used for a specific test of certain data conversion scripts for integrating Air Force HR data and pay data. The Mock 5 data conversion test environments are a commercial-off-the-shelf (COTS), Oracle Cloud Infrastructure (OCI) based product that will contain real data from Military Personnel Data System (MilPDS) and Defense Joint Military Pay System (DJMS). The environments will only last for a duration of testing not to exceed 12 months. The Mock 5 data conversion test environments will be restricted to access only by analysts and testers directly assigned to the test. All data will be isolated from production environments and will not be accessible by any systems. All data will be deleted, and the environments stood down at completion of the testing. Testing will include both functional and non-functional activities related to data conversion scripts within OCI for AFIPPS.

The following Personally Identifiable Information (PII) will be maintained within AFIPPS Mock 5 Data Conversion Test Environments: Citizenship, Home/Cell Phone, Mailing/Home Address, Military Records, Official Duty Address, Place of Birth, Race/Ethnicity, Work E-mail Address, Birth Date, Education Information, Financial Information, Marital Status, Mother's Middle/Maiden Name, Official Duty Telephone Phone, Position/Title, Rank/Grade, Security Information, DoD ID Number, Emergency Contact, Gender/Gender Identification, Legal Status, Name(s), Religious Preference, Social Security Number (SSN) (Full or in any form), Home of Record, Place of Enlistment, Date of Enlistment, Place of Entry to Active Duty, Education and Training Data, Evaluation Data, Promotion Data, Compensation Data, Sustentation Data, and Separation and Retirement Data.

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)

The collected information is used to run mock payrolls required for technology maturation and risk reduction for development for the AFIPPS program.

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 USC. 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 statement of understanding advises the individual that the information provided is voluntary and provides the consequences of choosing not to participate with the information 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 USC 552a(e)(3), and under Executive Order or EO 9397 (SSN), as amended or as the authority to collect the Social Security number and in accordance with guidelines established in AFI 33-332, Air Force Privacy and Civil Liberties Program.

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. Part II, Personnel; 10 U.S.C. 81, Civilian Employees; 10 U.S.C. 113, Secretary of Defense; 10 U.S.C. 136, Under Secretary of Defense for Personnel and Readiness; 32 U.S.C. Chapter 3, Personnel; 37 U.S.C. Pay and Allowances of the Uniformed Services; 38 U.S.C. Veterans' Benefits; 50 U.S.C. Chapter 22, Uniform Code of Military Justice; 50 U.S.C. Chapter 49, Military Selective Service; E.O. 9397 (SSN), amended by EO 13478.

Purpose: The Department of Defense (DoD) Personnel Management System supports Department of Defense members and their families in every aspect of a service member's career, including accessions/enlistments (joining), assignments, career management, compensation, separation, and retirement. The primary purposes, more specifically, include personnel management actions or processes related to: Force and manning requirements (i.e., size of the force); Organizational structure and distribution of personnel; Individual human resource actions (i.e., assignments, evaluations, skill classifications, promotions); Force support (i.e., facilities, programs, supplies); Personnel compensation (i.e., pay, leave, time off); Sustainment (i.e., housing, meals); Transition or retirement from the Department of Defense; Other human resource actions necessary to ensure the operational readiness for all military personnel.

Routine Uses: Pursuant to 5 U.S.C. 552a(b)(3) as permitted under 5 U.S.C. 552a(b) of the Privacy Act of 1974, as amended, information may be disclosed outside the DoD as a routine use as follows: To contractors, consultants, students, and others working for the federal government when necessary; To the appropriate law enforcement authorities; To the Department of Justice for representation in litigation; In an appropriate court or administrative proceeding where the records are relevant; To the National Archives and Records Administration for records management inspections; To a Member of Congress or staff acting upon the Member's behalf; To appropriate agencies or Federal entities to manage potential breaches; To such recipients as are mandated by Federal statute or treaty. A comprehensive list of routine uses with amplifying information associated with this collection can be found in the Privacy Act System of Records Notice (SORN), F036 AF PC Q, Personnel Data System, available at <https://dpcl.d.defense.gov/Privacy/SORNs/>.

Disclosure: Voluntary; however, failure to furnish personal identification information may limit services provided.

SORN: F036 AF PC Q Personnel Data System (June 11, 1997, 62 FR 31793). The SORN is searchable by number and title, and is available at: <https://dpcl.d.defense.gov/privacy/SORNS.aspx>

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. Air Force HR functional offices, USSF and other Air Force offices as needed for personnel management.

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

Specify.

☐ 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.)

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

Information is collected from files obtained from MilPDS and DJMS and securely transferred to the Mock 5 data conversion test environments by the authorized analysts and testers. The information is behind a secure layer, to ensure the information is not lost or given

to people that are not authorized. The AFIPPS Mock 5 data conversion test environments will not have any external interfaces.

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

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

Information will be transferred via secured files from MilPDS and DJMS to the AFIPPS Mock 5 data conversion test environments.

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 F036 AF PC Q, Personnel Data System

SORN Identifier, not the Federal Register (FR) Citation. Consult the DoD Component Privacy Office for additional information or <http://dpcl.dod.mil/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.

N1-461-92-01; N1-AFU-85-37; N1-AFU-90-03; N1-AFU-91-10; N1-AFU-92-22; N1-AFU-92-23; NC1-AFU-85-25

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

(3) Retention Instructions.

The data in the Air Force Integrated Personnel and Pay System (AFIPPS) Mock 5 (M5) is a copy of data from other authorized electronic recordkeeping systems such as MilPDS and Defense Joint Military Pay System (DJMS). At best, the Mock 5 data are temporary records and will be disposed after the 12 month-test under Table 33 - 42 Rule 04.00, Transitory Material, under NARA disposition authority N1-AFU-90-03 with a retention of "Destroy 3 months after monthly cutoff or when no longer needed, whichever is sooner."

Mock 5 is a testbed for AFIPPS. The records data of AFIPPS has the following disposition:

T 36 - 01 R 02.00 - Requests for Approval to Attend Technical, Scientific, or Professional Meetings Approved Requests -- Destroy after 1 year.

T 36 - 04 R 10.00 - Documents Supporting System Updates -- Destroy 3 months after input or when no longer needed.

T 36 - 04 R 15.00 - AF Form 1945, Personnel System Exceptions Report -- Maintain 2 calendar years in current files, then destroy after 2 additional years.

T 36 - 12 R 04.00 - Correction of Military Records of Officers and Airmen -- Destroy when no longer required.

T 36 - 25 R 01.00 - Cadet Disenrollment Record Cadets Granted Education Delay, Ordered to Active Duty, or Transferred to the Obligated Reserve -- Forward required documents, as defined in USAFAR 537-32 to Office of the Registrar within 60 days of disenrollment. Establish Field Personnel Record Group IAW AFI 36-2608 and forward to HQ AFPC upon disenrollment.

T 36 - 33 R 03.00 - Special Honors, Trophies and Awards at Intermediate Headquarters and All Non-selected Nominations -- Destroy after 1 year.

T 36 - 33 R 05.00 - Memorialization Program Naming Air Force Installations -- Forward to HQ AFHRA/ISR upon inactivation of installation.

T 36 - 33 R 06.00 - Memorialization Program Naming Streets, Buildings, Facilities or Rooms -- Forward to HQ AFHRA/ISR when no

longer needed.

T 36 - 33 R 07.00 - Decorations to Individuals (Military and Civilian) Wartime Approved U.S. Military Decorations -- Retire as permanent.

T 36 - 33 R 08.00 - Decorations to Individuals (Military And Civilian) Approved Peacetime U.S. Military, U.S. Non-Military and Foreign -- Destroy after 25 years.

T 36 - 33 R 09.00 - Decorations to Individuals (Military and Civilian) Disapproved U.S. Military -- Destroy after 35 years.

T 36 - 33 R 13.00 - Decorations to Foreign Nationals and U.S. Citizens Not Employed by U.S Government -- Retire as permanent 2 years after completion of case.

T 36 - 36 R 02.00 - Training and Experience Records of Volunteers -- Destroy 2 years after separation of volunteer.

T 36 - 37 R 02.00 - Airman Training Waiver, Faculty Board Proceedings & Administrative Disenrollments, Training Summaries -- Destroy after 1 year.

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. Part II, Personnel; 10 U.S.C. 81, Civilian Employees; 10 U.S.C. 113, Secretary of Defense; 10 U.S.C. 136, Under Secretary of Defense for Personnel and Readiness; 32 U.S.C. Chapter 3, Personnel; 37 U.S.C. Pay and Allowances of the Uniformed Services; 38 U.S.C. Veterans' Benefits; 50 U.S.C. Chapter 22, Uniform Code of Military Justice; 50 U.S.C. Chapter 49, Military Selective Service; E.O. 9397 (SSN), amended by EO 13478.

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.

AFIPPS Mock 5 data conversion test environments do not collect information from members of the public.

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.