

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 Readiness Information System (ARIS)

2. DOD COMPONENT NAME:

United States Air Force

3. PIA APPROVAL DATE:

04/07/2025

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 Automated Readiness Information System (ARIS) is a readiness tool that documents personnel and equipment and resources inventories [such as the Meals Ready to Eat (MRE) readiness inventory]. This web-based application is used by the Air Force Civil Engineer, Security Forces, and Services communities to manage readiness training, Chemical, Biological, Radiological, and Nuclear Defense (CBRN) training, Small Weapons qualification, and readiness equipment/MREs inventories. ARIS is the Air Force solution for an automated database to track readiness training in accordance with AFI 10-201, AFI 10-209 and AFI 10-210. ARIS is a management tool for advocating and reporting readiness equipment, personnel, and training resources that enable Civil Engineer, Security Forces, and Services Units to maintain a high rate of Unit Type Code (UTC) readiness to prepare units to deploy to meet the AF mission. ARIS provides home station management support for Civil Engineer Emergency Services sections (Fire, Explosive Ordnance Disposal, and Emergency Management). The system provides accessible information regarding Civil Engineer readiness that expedites support during normal and contingency operations by providing tracking of UTC resources and deployment training. ARIS provides direct information management support to active Air Force units, the Air National Guard, and the Air Force Reserve, during peace and war, at fixed main bases, bare bases, and deployed locations. ARIS provides the data used for tracking and critical decision-making in the management of Civil Engineer, Security Forces, and Services readiness equipment/MRE, personnel and training resources.

PII Types collected include: Home/Cell Phone, Mailing/Home Address, Official Duty Address, Passport Information, Work E-mail Address, Official Duty Telephone Phone, Personal E-mail Address, Position/Title, Rank/Grade, DoD ID Number, Sex, Name(s), Training Records.

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)

To collect information necessary to manage and operate the Automated Readiness Information System (ARIS), including user authentication, access control, and system administration. Collected information in ARIS provides AF leadership the ability to use an emergency contact to recall military members, track training to ensure properly trained for deployment, and review training records to clear personnel to carry a weapon. If the information is not provided, then AF Unit's cannot track unit readiness to prepare for deployment.

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.

Failure to provide PII information will result in in-accurate documentation of deployment training records and impacts the units ability to create and maintain working recall rosters.

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 collected is for emergency contact to recall military members. Tracking of deployment training of individuals to ensure AF personnel readiness and to clear personnel to carry a weapon. If information not provided, the unit cannot track unit readiness to prepare for deployment.

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

Privacy Act Statement:

Authority: 10 U.S.C. 9013, Secretary of the Air Force: Powers and duties; delegation by; Department of Defense Instruction 5200.2-R, DoD Personnel Security Program (PSP); 10 U.S.C. 9832, Property accountability; Air Force Instruction (AFI) 10-201 Force Readiness Reporting; AFI 10-209 Red Horse Program; AFI 10-210 Prime Base Engineer Emergency Force (BEEF) Program; AFI 10-2501 Air Force Emergency Management Program; AFI 36-2654 Combat Arms Program

PURPOSE: To collect information necessary to manage and operate the Automated Readiness Information System (ARIS), including user authentication, access control, and system administration. Collected information in ARIS provides AF leadership the ability to use emergency contact information, track training to ensure properly trained for deployment, and review training records to clear personnel to carry a weapon. If the information is not provided, then AF Unit's cannot track unit readiness to prepare for deployment.

ROUTINE USES: To manage and track AF Readiness training and provide that information to Defense Readiness Reporting System (DRRS) through direct interface.

DISCLOSURE: Disclosure of this information is voluntary; however, failure to provide the requested information may impede, delay or prevent further processing of system access request or may not accurately depict training status for deployment.

This system requires the collection and or maintenance of information protected by the Privacy Act of 1974 authorized by Title 10, United States Code (U.S.C.), Section 9013.

SORN: F85 FR 84316 (TRAINING) 2020-26548
87 FR 77085 (ICAM) 2022-27356

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. | Blade Avana |
| <input checked="" type="checkbox"/> Other DoD Components (i.e. Army, Navy, Air Force) | Specify. | Defense Readiness Reporting System (DRRS) |
| <input type="checkbox"/> Other Federal Agencies (i.e. Veteran's Affairs, Energy, State) | Specify. | |
| <input type="checkbox"/> State and Local Agencies | Specify. | |
| <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. | DINE Source LLC - FAR 52.224-1 included
IPT Exeter - FAR 52.224-3, contract # FA8771-24-F-0036
FA8771-24-F-0036, PWS - pp 7.6.3
Booz Allen Hamilton - NDA, other language, Task Order Request Section H.4 Security, Title 5 of the U.S.C., Section 552a,
All contracts have written language for the safeguarding and handling of PII. |
| <input type="checkbox"/> 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)

- | | |
|--|---|
| <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 | |

Air Force Identity (AFID) provides Name, EDIPI, Position/Title and Rank/Grade and work e-mail for personnel assigned to a military unit. All other information identified in section 2a is provided by the individual

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 checked="" type="checkbox"/> Official Form (Enter Form Number(s) in the box below) |
| <input checked="" type="checkbox"/> In-Person Contact | <input type="checkbox"/> Paper |

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

PII Information is collected during the creation of a user profile (DD2875) and as a by product of management of deployment training requirements an individual (face-to-face contact) and through an automated interface with Air Force Identity (AFID).

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.

T32-36 R 01.00 - Posturing (Planning), Manpower -- Destroy after 3 years.
 T32-36 R 04.00 - Deployment -- Destroy after 2 years.
 T32-36 R 08.00 - Reports, Inspection Reports and Results -- Destroy after 2 years or when no longer needed.
 T32-37 R 08.00 - Reports at RED HORSE Squadrons -- destroy after 2 years or when no longer needed, whichever is sooner.
 T32-37 R 09.00 - Reports at Bases -- Destroy after 2 years or when no longer needed, whichever is sooner.
 T32-39 R 03.00 - Accidents Involving NBC Materials or Components and Other Accidents at HQ USAF -- Destroy after 30 years.
 T32-39 R 04.00 - Disaster Preparedness -- Destroy after 2 years or when no longer needed, whichever is later.
 T32-39 R 07.00 - Training, Assistance Agreements, Review/Reference Copies -- Destroy when superseded or no longer needed.
 T32-43 R 01.00 - Posturing (Planning) -- Destroy after 2 years.
 T32-43 R 02.00 - Manpower, Readiness Committee Meetings, Management Evaluation Inspection, Mobility Status Reports Condition Reports -- Destroy after 2 years or when no longer needed, whichever is later.
 T32-43 R 03.00 - Deployment -- Destroy after 1 year.
 T32-43 R 06.00 - Reports -- Destroy after 2 years or when no longer needed, whichever is later.
 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.

10 U.S.C. 9013, Secretary of the Air Force: Powers and duties; delegation by; Department of Defense Instruction 5200.2-R, DoD Personnel Security Program (PSP); 10 U.S.C. 9832, Property accountability; Air Force Instruction (AFI) 10-201 Force Readiness Reporting; AFI 10-209 Red Horse Program; AFI 10-210 Prime Base Engineer Emergency Force (BEEF) Program; AFI 10-2501 Air Force Emergency Management Program; AFI 36-2654 Combat Arms Program

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.

Per AF Information Collections SME, POC-type information does not require OMB approval. ARIS only collects POC-type information. ARIS does not collect 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.