

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:

Aviation Resource Management System (ARMS)

2. DOD COMPONENT NAME:

United States Air Force

3. PIA APPROVAL DATE:

05/30/24

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.

Aviation Resource Management System (ARMS) system is a web-based application operated by the United States Air Force which provides information and automated data processing capabilities used to manage and administer Air Force aviation and parachutist management operations such as aircrew and parachutist training and evaluation, flight and jump scheduling functions, flying and parachutist safety and related functions needed to attain and maintain combat or mission readiness.

The types of personal information collected include: full and truncated SSN, DoD ID number, full name, birth date, gender, security clearance, rank and grade, citizenship, work E-mail address, and passport 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)

ARMS provides information and automated data processing capabilities used to manage and administer Air Force aviation and parachutist management operations; such as, aircrew and parachutist training and evaluation, flight and jump scheduling functions, flying and parachutist safety and related functions needed to attain and maintain combat or mission readiness. All information is entered into the system at the air base level. This information is then processed for use by flying, missile crew, or parachutist resource managers at all levels through periodic computer product reports or automated systems interfaces.

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.

The Air Force rules for accessing records, contesting contents, and appealing initial agency determinations are published in Air Force Instruction 33-332, Privacy Act Program; 32 Code of Federal Regulations (CFR) part 310 -- Air Force Privacy Act Program; or may be obtained from the base level system manager.

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.

If used, DoD and USAF forms have the Privacy Act Statement posted in header or footer. These forms are provided to the recipient in person and collected in the same manner.

Electronically users agree to the following:

You are accessing a U.S. Government (USG) Information System (IS) that is provided for USG-authorized use only. By using this IS

(which includes any device attached to this IS), you consent to the following conditions: The USG routinely intercepts and monitors communications on this IS for purposes including, but not limited to, penetration testing, COMSEC monitoring, network operations and defense, personnel misconduct (PM), law enforcement (LE), and counterintelligence (CI) investigations. At any time, the USG may inspect and seize data stored on this IS. Communications using, or data stored on, this IS are not private, are subject to routine monitoring, interception, and search, and may be disclosed or used for any USG authorized purpose. This IS includes security measures (e.g., authentication and access controls) to protect USG interests--not for your personal benefit or privacy. Notwithstanding the above, using this IS does not constitute consent to PM, LE or CI investigative searching or monitoring of the content of privileged communications, or work product, related to personal representation or services by attorneys, psychotherapists, or clergy, and their assistants. Such communications and work product are private and confidential. See User Agreement for details.

By clicking OK, you agree to the terms of the User Agreement.

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

The actual wording is contained on each of the AF or DoD forms identified in section h and includes the authority, principal purpose, routine uses, and disclosure requirement for each form. See Privacy Act Statement below.

"The Privacy Act of 1974, as amended at 5 U.S.C. 552a, protects records that are retrieved by personal identifiers such as a name, social security number or other identifying number or symbol. An individual is entitled to access to his or her records and to request correction of these records if applicable.

The Privacy Act prohibits disclosure of these records without written individual consent unless one of the twelve disclosure exceptions enumerated in the Act applies. These records are held in Privacy Act systems of records. A notice of any such system is published on this Privacy System Notices page.

As with the Freedom of Information Act (FOIA), the Privacy Act binds only Federal agencies, and covers only records in the possession and control of Federal agencies"

In addition to those disclosures generally permitted under 5 U.S.C. 552a(b) of the Privacy Act of 1974, 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:

The DoD 'Blanket Routine Uses' published at the beginning of the Air Force's compilation of record system notices apply to this record system

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 remedying 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.

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

Other USAF systems and associated users Air Force

Military Personnel Data System (MilPDS)

Center Operations On-Line (COOL)

Specify. Global Decision Support System II (GDSS II)

Graduate Training Integrated Management System (GTIMS)

	Patriot Excalibur (PEX) Puckboard Envision	<input type="checkbox"/> Other DoD Components (<i>i.e. Army, Navy, Air Force</i>)
Specify.		<input type="checkbox"/> Other Federal Agencies (<i>i.e. Veteran's Affairs, Energy, State</i>)
Specify.		<input type="checkbox"/> State and Local Agencies
Specify.		<input type="checkbox"/> Contractor (<i>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.</i>)
		<input type="checkbox"/> Other (<i>e.g., commercial providers, colleges</i>).
Specify.		
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 Military Personnel Data System (MilPDS)
 Center Operations On-Line (COOL)
 Global Decision Support System II (GDSS II)
 Graduate Training Integrated Management System (GTIMS)
 Patriot Excalibur (PEX) Puckboard
 Envision

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

AF1520, AF1520A, AF1521, AF8, AF8A, AF922, DD2992, AF1887, DD2875, AF3520, AF3862, AF4323, AF4324, AF4327, AF4327A, AFTO781

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 F011 AF XO A

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.

N1-AFU-03-11; DAA-GRS-2013-0001-0001; DAA-GRS-2013-0001-0004;
 N1-AFU-86-23; N1-AFU-90-31

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

(3) Retention Instructions.

T 13 - 10 R 01.00 Aviation Resource Management System (ARMS) Database Backups -- destroy after 30 days.
T 13 - 10 R 01.01 Aviation Resource Management System (ARMS) Archives Current -- destroy after 30 years.
T 13 - 10 R 04.00 AF Form 1887, Aviation Resource Mgt System Aeronautical Order (AO) or Computerized Aeronautical Order Master Record Set -- destroy 56 years after the year the records were created.
T 13 - 10 R 07.00 Source Documents (AF 1522, ARMS Output, Pay Records, Daily Register Transactions, Training and Sonic Boom Data, etc.) consisting of badge applications, TDY/PCS orders, in-processing sheets, interface data, recording of training accomplishment, suspense file copies of AF Form 1373, MPO Document Control Log - Transmittal and copy of the MPO, Daily Register of Transactions (DROT) or financial equivalent that shows each transaction forwarded to DFAS-DE-JUMPS, Mission/Training Accomplishment Forms listing training events where crew members log their mission training accomplishments for entry in ARMS, Flight pay entitlement verification (or browser equivalent) listings, Fly pay control document; ASC Conditional entitlement flying hours, etc., acknowledge report and PCS products (IDS, FHR, and IFR), Individual mission or training accomplishment reports, end of month copies of the individual training summaries, flying time maximum reports, training profile master listing, training profile assignment listing, and Unit Currency Summary or ADHOC equivalent, AF Form 121 that relates to specific sonic boom activity logged by aircrew at time of occurrence, log of Sonic Booms.
T 13 - 10 R 21.00 Arms Output (HARM Office) Aircraft Investigation Products to include IDS, Fly History, and IFR for investigation.
T 13 - 10 R 22.00 ARMS Output Operations Systems Management, etc. (HARM Office) Operations systems management; Aviation Service Period Suspense Listing; Headquarters Operations Resource Information Management Audit List; HQ Operations Resource Information Systems Report; HQ Allocation Recap listings; MilPDS interface listings.
T 13 - 10 R 24.00 ARMS Output, Flying Activity Update Summary, Audit List etc. (SARM or HARM Offices) -- destroy after 2 months.
T 13 - 10 R 25.00 ARMS Output, Individual Data Summary, etc. (HARM Office) Individual data summary (IDS), flying history records (FHR)(and jump equivalent), individual flight record (IFR) (and jump equivalent); Entitlement status verification; 120 day notification letter; and quarterly jump record.
T 13 - 10 R 25.01 IDS/FHR Inquiries Current -- destroy inquiries IDS/FHRs -- when no longer needed.
T 13 - 10 R 26.00 ARMS Output, Individual Flight Data, etc. (SARM Office) -- destroy when superseded, obsolete or no longer needed.
T 13 - 10 R 28.00 ARMS Output, Unit Training Status Summary; etc. (SARM Office) -- destroy when superseded, obsolete or no longer needed.

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.

Title 37 U.S.C. Section 301a, Incentive pay. Public Law 92-204 (Appropriations Act for 1973), Section 716; Public Law 93-570 (Appropriations Act for 1974) ; Public Law 93-294 (Aviation Career Incentive Act of 1974) ; DoD Instruction 7730.57 (Aviation Incentive Pays and Continuation Bonus Program); Executive Order 9397 (Numbering System For Federal Accounts Relating to Individual Persons) Executive Order 13478 (Amendments To Executive Order 9397 Relating To Federal Agency Use of Social Security Numbers) AFMAN 11-421 AFGM2019-02 Aviation Resource Management

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.

ARMS 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.