

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:

03/01/21

SECTION 1: PII DESCRIPTION SUMMARY (FOR PUBLIC RELEASE)

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

- From members of the general public From Federal employees and/or Federal contractors
- From both members of the general public and Federal employees and/or Federal contractors 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.

This 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.

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

- Within the DoD Component Specify.
- Other DoD Components Specify.
- Other Federal Agencies 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

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)
Automated Aircrew Management Capability (AAMS)

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

- E-mail Official Form (Enter Form Number(s) in the box below)
- Face-to-Face Contact Paper
- Fax Telephone Interview
- Information Sharing - System to System Website/E-Form
- Other (If Other, enter the information in the box below)

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

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.

(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 02.00 AFTO 781, Arms Aircrew/Mission Flight Data, AF Form 3520, Aircrew/Mission Flight Data Extract -- maintain the AFTO 781s in the Host Aviation Resource Management (HARM) office for 3 years. Destroy 3 years after end of fiscal year in which records were created. Exemption - AFTO 781s stored at USAFCENT due to the Under Secretary of Defense's 15 Aug 03 memo, "Historical Records Pertaining to Major Deployments", are exempt from this disposition until determined otherwise. This disposition does not apply to the AFTO 781 data in the Aviation Resource Management System (ARMS) and any predecessor system of ARMS such as AFORMS, microform and microfiche, which will utilize different records dispositions. Excluding USAFCENT, for legacy AFTO 781s stored in staging areas and records centers, destroy 56 years after end of fiscal year in which records were created. If these legacy AFTO 781s are scanned or its data inputted into an official electronic record keeping system such as ARMS, then the legacy AFTO 781s can be destroyed.
- T 13 - 10 R 03.00 Source Documents for AFTO Form 781, Arms Aircrew/Mission Flight Data -- destroy 2 years and 1 month after documents were created.
- 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 05.00 AF Form 1887, ARMS Aeronautical Order or Computerized Aeronautical Order (Copy) -- filed in the Record Folder (FRF) or Jump Record Folder (JRF) and retained until no longer needed.
- T 13 - 10 R 06.00 AF Form 1887, ARMS Aeronautical Order or Computerized Aeronautical Order (HQ AFPC) -- destroy after 56 years after the records are created.
- T 13 - 10 R 07.00 Source Documents (AF 1522, ARMS Output, Pay Records, Daily Register Transactions, Training and Sonic Boom Data, etc.) -- destroy 2 years after the event has occurred.
- T 13 - 10 R 08.00 AF Form 5, Individual Flight Records, AF Form 5a, Individual Flight Record--Air Craft Observer Current -- retire one copy of the member's final Individual Flight Records--Pilot (AF Form 5) to the member's Official Military Personnel File (OMPF) upon his or her separation or retirement from service.
- T 13 - 10 R 09.00 AF Forms 1520, Arms Flight Pay Entitlement Worksheet -- filed in the Jump Record File (JRF) or Flight Record File (FRF).
- T 13 - 10 R 14.00 Source Documents for AF Form 1522 -- destroy when no longer needed.
- T 13 - 10 R 15.00 AF Form 196, Parachutist Badge Application Current -- destroy after 2 years.
- T 13 - 10 R 21.00 Arms Output (HARM Office) -- destroy after 2 years.
- T 13 - 10 R 22.00 ARMS Output Operations Systems Management, etc. (HARM Office) -- destroy after 3 months.
- 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) -- retain annual and PCS, SEP or RET IDS/FHR/IFRs, 30 Sep 91, IDS, and ARMS conversion products in the FRF/JRF.
- 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.
- T 13 - 10 R 34.00 Certificates of Aircrew Qualification (Unit Level Copies) -- file in the FEF.
- T 13 - 10 R 35.00 Record of Evaluation (Unit Level Copies) -- file in member's FEF.
- T 13 - 10 R 36.00 Flight, Jump or Flight Evaluation Record Folders (FRF/JRF/FEF) -- when member changes station, give member his/her file to hand-carry to gaining HARM office; forward any subsequently received related documents to the gaining HARM office.

T 13 - 10 R 37.00 Flight, Jump, or Flight Evaluation Record Folders when Member is Disqualified for Flying Duties -- when a member is disqualified or jump duty terminated, release member's record to him/her 5 years after disqualification or termination of jump duties. Exception: Release FRF to an operational support member when member has not been active for one year.

T 13 - 10 R 38.00 Flight, Jump, or Flight Evaluation Record Folders when Member is Separated or Retired from Service -- when a member is separated or retired from service, release member's file to him/her. When a member cannot be located, mail the record to member's home of record; if file is returned, hold for 3 years and then destroy.

T 13 - 10 R 39.00 Flight, Jump, or Flight Evaluation Record Folders when Member is Missing in Action -- when member is reported as missing in action, captured, or interned, send file on rated member to MPF for inclusion in member's master personnel records group, pending final disposition from AFPC. When member returns to duty, send record to member's going HARM.

T 13 - 10 R 40.00 Flight, Jump, or Flight Evaluation Record Folders when Member is Reported as Deceased -- when member is deceased, his/her file becomes personal effects; dispose of per AFI 34-501.

T 13 - 10 R 41.00 Aircrew Waivers -- return to member when no longer valid, all except 2 most recent years.

T 13 - 10 R 42.00 Approval of Contractor Operating Procedures and Flight Crews -- destroy 90 days after contract terminated or sooner if requirement to fly is canceled.

T 13 - 10 R 43.00 Flying Evaluation, Faculty, Aircrew Evaluation, or Aeronautical Rating Boards -- destroy case files after 5 years.

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

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 7730.67 (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.