

## 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:**

Circuit-Enclave.NIPR.DedicatedCircuit.Linthicum (C-E.N.DC LINTHICUM )

**2. DOD COMPONENT NAME:**

United States Air Force

**3. PIA APPROVAL DATE:**

01/04/21

### 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.**

C-E.N.DC is an unclassified enclave that allows for the exchange of unclassified information to complete required mandated DoD related tasks for DoD Cyber Crime Center (DC3). Sections within the organization such as Human Resource (HR), Security Office, Mission Support (MSS), Logistics Office and Trusted Associate (TA) is subject to handling Controlled Unclassified Information (CUI), which is stored within controlled areas of the system database (file shares) or multipurpose application that reside on C-E.N.DC. .

C-E.N.DC stores UNCLASSIFIED unstructured files in any format to include CUI which may contain PII that may have been collected via another method (i.e. another source such as JPAS, MILPDS, etc.). Other IT investments hosted on C-E.N.DC are registered separately and have its own privacy Impact Assessment (PIA) and system of records notice (SORN).

Types of PII Collection: Name(s); Position/Title; Rank/Grade; Employment Information; Security Information; DoD ID Number; Citizenship; Work E-mail Address; Official Duty Address; Official Duty Telephone Phone; Personal E-mail Address; Home/Cell Phone; Passport Information; Place of Birth; Birth Date; Emergency Contact; Biometrics; Law Enforcement Information; Gender/Gender Identification; Disability Information; Social Security Number

**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/stored is for mission-related, identification, and administrative use to meet the demands as a DoD organization in support of a wide range of DoD agencies.

DC3 has a working relationship with the following organizations: DCIS - Defense Criminal Investigative Service DOA - Department of the Army, CID - Criminal Investigation Command (Army), MI - Military Intelligence (Army), DFSC - Defense, Forensic Science Center (Army), DON - Department of the Navy, NCIS - Naval Criminal Investigative Service (Navy), OSI - Office of Special Investigations. Sections Human Resources (HR), Logistics, Trusted Associate (TA), (LG), Mission Support (MSS) and Security Office.

PII collected, used, maintained/stored, or disseminated will be relevant and necessary to accomplish a lawful DoD purpose required by statute or Executive Order.

**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.

Individuals can object to collection of PII however the application for employment including determination of employment eligibility can not proceed, nor will civilian employment be considered. Once individuals provide data they do not have the option to object to the personal information being stored in the C-E.N.DC since the employee related information is germane to a specific employee assigned to the organization. Other unstructured files came from employees who already gave their consent to use, collection, and storage of their information from initial collection, part of employee inprocessing . Additionally,

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.

Consent to the specific use of PII is given when individuals complete required authorized forms. Individuals must provide consent to complete applications for employment. A voluntary application for acceptance is provided to each individual applicant stating that the collection of personal information will be solicited to facilitate eligibility in the application process and for continued qualification in the DC3 organization.

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

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.

AFOSI - Air Force Office of Special Investigation, Pentagon, AFDW - Air Force District of Washington, AFPC - Air Force Personnel Center, Navy

Other DoD Components

Specify.

DCIS - Defense Criminal Investigative Service (DoD-IG)  
DOA - Department of the Army, CID - Criminal Investigation Command (Army), MI - Military Intelligence (Army), DFSC - Defense, Forensic Science Center (Army), DON - Department of the Navy, NCIS - Naval Criminal Investigative Service (Navy), OSI - Office of Special Investigations. Sections Human Resources (HR), Logistics, Trusted Associate (TA), (LG), Mission Support (MSS) and Security Office

Other Federal Agencies

Specify.

State and Local Agencies

Specify.

Contractor Name: Jacobs and Lockheed-Martin

52.224-1 Privacy Act Notification.

As prescribed in 24.104, insert the following clause in solicitations and contracts, when the design, development, or operation of a system of records on individuals is required to accomplish an agency function:

Privacy Act Notification (Apr 1984)

The Contractor will be required to design, develop, or operate a system of records on individuals, to accomplish an agency function subject to the Privacy Act of 1974, Public Law 93-579, December 31, 1974 (5 U.S.C. 552a) and applicable agency regulations. Violation of the Act may involve the imposition of criminal penalties.

(End of clause)

52.224-2 Privacy Act.

As prescribed in 24.104, insert the following clause in solicitations and contracts, when the design, development, or operation of a system of records on individuals is required to accomplish an agency function:

Privacy Act (Apr 1984)

(a) The Contractor agrees to—

(1) Comply with the Privacy Act of 1974 (the Act) and the

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

Certain information are manually obtained from MILPDS and JPAS. CENDC Linthicum is NOT connected and does NOT pull or push information from systems. There is no information sharing - system to system

**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)

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**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.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.

Information is not retrieved by name or unique identifier. Information is retrieved by subject/topic or divisions.

**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.

- Table & Rule: T 31 - 08 R 13.00; Title: Classified Information Nondisclosure Agreements (NdAs) Not in Civilian OPF  
Disposition: Destroy when 50 years old.
- Table & Rule: T 36 - 32 R 14.00; Title: Supervisor's Employee Work Folder - Correspondence and Forms  
Disposition: Review annually and destroy superseded or obsolete documents; destroy all documents relating to an individual employee within 1 year after separation or transfer.
- Table & Rule: T 36 - 32 R 04.04; Title: Performance Appraisal  
Disposition: Destroy 4 years after effective date of appraisal, forward to CPF if separated or transferred (CPF forwards to gaining activity).
- Table & Rule: T 33 - 25 R 15.00; Title: Security Policy Compliance Reporting  
Disposition: Pending [do not dispose until a National Archives-approved disposition schedule has been approved for these records]
- Table & Rule: T 31 - 08 R 22.00; Title: Foreign Travel  
Disposition: Destroy after 5 years.

Various retention instructions based on record/case type.  
Note 1: Among the NARA dispositions cited in this field, the one with the longest retention time will be used on the system's records data. If dispositions provided do not correspond/correlate to your specific record, please refer to the Air Force Records Disposition Schedule located in AFRIMS to find the appropriate retention/disposition instructions.

**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. 7013, Secretary of the Army; 10 U.S.C. 8013, Secretary of the Navy; 10 U.S.C. 9013, Secretary of the Air Force; 22 U.S.C. 4801, Findings and purpose; 22 U.S.C. 4802, Responsibility of Secretary of State; and 22 U.S.C. 4805, Cooperation of other Federal Agencies; Public Law 99-399, Omnibus Diplomatic Security and Antiterrorism Act of 1986; Department of Defense Directive 4500.54E, DoD Directive 5400.11, Privacy Program; NIST.SP.800-53r4, 1974 National Security Act, AFI 64-117 Government Purchase Card Program, Security and Privacy Controls for Federal Information Systems and Organizations; E.O. 9397 (SSN), as amended.

**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.

Information collected from Internal Air Force military and civilian employee only. Not collecting from contractors or 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.