

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:

Enterprise Business Systems

2. DOD COMPONENT NAME:

United States Air Force

3. PIA APPROVAL DATE:

05/30/24

AFRL/IZD

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.

EBS integrates the management systems (processes and enabling tools) for the four Air Force super labs that were consolidated into the single Air Force Research Laboratory (AFRL). EBS leverages COTS IT tools and applications to complete the transformation of the full range of business functions involved in Air Force S&T management. Acquisition, configuration and deployment of Collaborative Work Environment (CWE), Integrated Project & Portfolio Management (IPPM) and Enterprise Reporting (ER) capabilities in support of Lab transformation efforts. Development of a critical interface with the Science and Technical Enterprise System (STES). Development of transformation-driven workflows for process improvement across the FYDP. Fully integrated AFRL business processes; improved integrity, efficiency, and management of critical business information in AFRL. Service Level (Increase), Cost (Decrease), Asset Utilization.

The General Finance and Accounting System II (G2) provides the ability to identify standard system transactional errors. G2 validates original Air Force Research Laboratory (AFRL) transactions and sends corrections to the accounting system of record. G2 enables AFRL to measure, correct, and ensure accurate accounting records are in place for the migration to the Defense Enterprise Accounting and Management System (DEAMS). Modernization Description: The G2 Modernization includes redevelopment of the G2 interface for web-based access and centralization of the application and database servers.

AFRL DP uses GOTS C2S2 to manage AFRL Lab Demo personnel's pay, performance & other personnel related items for 12 years. The data base is used by Supervisors & AFRL/DP personnel in all matters relating to the Lab Demo program. Lab Demo personnel are distributed throughout AFRL so supervisory personnel (both Military & Civilian) access/update data from across AFRL. It is a software application that has on-line (web-based) and off-line components that supports administration of Lab pay for performance system including conducting appraisals, setting pay, and managing position documents. It Enforces business processes & business rules that comprise three major components of the demo: contribution-based compensation system, & simplified classification. Below highlight various aspects of the software: Maintain data on each employee that is critical for the CCS process. Much of it is not the DCPDS (supervisory structure, job category, pay pool, time in demo, etc.), so a separate database is necessary. "Freeze" the status of all employees as of 30 September each year. All CCS decisions are based on status of the workforce as of that date. All statements of duties and experience (which replaced Position Descriptions) are developed & maintained in C2S2. SDE data elements are linked to employee records. All supervisors record their narrative descriptions of each employee's contribution on all six factors each year. They also enter category scores for each factor. This provides an archive of appraisals and a search able database that can be used to measure status of each appraisal cycle. A key component of CCS is the meeting of managers in which scoring standards are normalized across supervisors & numeric rating are assigned. C2S2 supports this complex process with automated tools, both on-line and off-line and is the direct link between contribution scores & pay. The math is complex & the rules are tricky. C2S2 also supports this process by providing pay pool managers with on-line & off-line tools that do math & enforce rules. Once appraisal & pay setting processes are complete, C2S2 generates transactions that update DCPDS & the payroll system and generates feedback forms that are signed by supervisors & given to employees to record their contribution scores & the resulting pay adjustments. C2S2 also tracks mid-cycle feedback to ensure that it is accomplished in a timely manner. The system does not meet the criteria

for Internal Use Software (IUS).

PII collected: Records, Work e-mail address, Financial Information, Position/Title, Ranks/Grade, Security Information, DoD ID numbers, Name(s), Other DoD 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)

EBS is for administrative use.

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.

EBS -There is no information collected that is not needed for the application to work. C2S2 - Employees are offered opportunity at time of hiring to consent to PII collection/storage for official government use.

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.

There is no information collected that is not needed for the application to work.

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

In addition to those disclosures generally permitted under 5 U.S.C. 552a(b) of the Privacy Act, these records or information contained therein may specifically be disclosed outside the DoD as a routine use pursuant to 5 U.S.C. 552a(b)(3) as follows:

Records may be disclosed to the Department of Veterans Affairs for research, processing and adjudication of claims, and providing medical care.

To dependents and survivors for determination of eligibility for identification card privileges.

To the Civilian Health and Medical Program of the Uniformed Services (CHAMPUS) for determination of eligibility and benefits.

To local Immigration/Naturalization Office for accountability and audit purposes.

To State Unemployment Compensation offices for verification of military service related information for unemployment compensation claims; Respective local state government offices for verification of Vietnam 'State Bonus' eligibility.

To the Office of Personnel Management for verification of military service for benefits, leave, or Reduction in Force purposes, and to establish Civil Service employee tenure and leave accrual rate.

To the Social Security Administration to substantiate applicant's credit for social security compensation; Local state office for verification of military service relative to the Soldiers and Sailors Civil Relief Act. Information as to name, rank, Social Security Number, salary, present and past duty assignment, future assignments that have been finalized, and office phone number may be provided to military financial institutions who provide services to DoD personnel. For personnel separated, discharged or retired from the Air Force, information as to last known address may be provided to the military financial institutions upon certification by a financial institution officer that the facility has a dishonored check or defaulted loan.

To the Selective Service Agencies for computation of service obligation.

To the American National Red Cross for emergency assistance to military members, dependents, relatives or other persons if conditions are compelling.

To the Department of Labor for claims of civilian employees formerly in military service, verification of service-related information for unemployment compensation claims, investigations of possible violations of labor laws and for pre-employment investigations.

To the Armed Forces Retirement Home to determine eligibility.

To Federal agencies, their contractors and grantees, and to private organizations, such as the National Academy of Sciences, for the purposes of conducting personnel and/or health-related research in the interest of the Federal government and the public. When not considered mandatory, the names and other identifying data will be eliminated from records used for such research studies.

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

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. | <input type="text" value="Air Force Research Lab"/> |
| <input type="checkbox"/> Other DoD Components (i.e. Army, Navy, Air Force) | Specify. | <input type="text"/> |
| <input type="checkbox"/> Other Federal Agencies (i.e. Veteran's Affairs, Energy, State) | Specify. | <input type="text"/> |
| <input type="checkbox"/> State and Local Agencies | Specify. | <input type="text"/> |
| <input 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. | <input type="text"/> |
| <input type="checkbox"/> Other (e.g., commercial providers, colleges). | Specify. | <input type="text"/> |

i. Source of the PII collected is: (Check all that apply and list all information systems if applicable)

- | | |
|--|---|
| <input checked="" type="checkbox"/> Individuals | <input checked="" type="checkbox"/> Databases |
| <input checked="" type="checkbox"/> Existing DoD Information Systems | <input type="checkbox"/> Commercial Systems |
| <input type="checkbox"/> Other Federal Information Systems | |

Source of PII is from AFNet Active Direction, JOCAS II, PMRT, GSA, SAM.gov, URED, ABIDES, Vault, GAFS/BQ.

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 checked="" type="checkbox"/> Information Sharing - System to System | <input checked="" type="checkbox"/> Website/E-Form |
| <input type="checkbox"/> Other (If Other, enter the information in the box below) | |

E-Forms include ServiceNow and DD-2875 SAAR

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.

NC1-AFU-80-08
N1-AFU-90-03
NC1-AFU-81-11
N1-AFU-03-3
N1-AFU-89-15
N1-AFU-89-10
N1-AFU-92-26
GRS 05, ITEM 01 & 04
N1-AFU-86-07
DAA-GRS-2013-0003-0001
N1-AFU-86-63
DAA-AFU-2017-0002
NC1-AFU-83-16
GRS 05, ITEM 04
DAA-GRS-2015-0006-0003
NC1-461-82-01
DAA-GRS-2016-0015-0004
N1-AFU-87-19
N1-AFU-90-37

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

(3) Retention Instructions.

T 61 - 01 R 01.00 - HQ USAF Requirements and Objectives at HQ USAF OPR--Retire as Permanent
T 61 - 01 R 05.00 - HQ AFMC Requirements and Objectives at Other Than Preparing Offices--Destroy when superseded or obsolete
T 61 - 01 R 06.00 - Implementation Documents in System Program or Project Case File--Pending
T 61 - 01 R 08.00 - Independent R&D Evaluations--Destroy 2 years after completion of action
T 61 - 01 R 11.00 - Summary, Status and Projected Program Reports--Retire as permanent after 2 years
T 61 - 01 R 12.00 - Summary, Status and Projected Program Reports Other Than HQ AFMC Office of Record--Destroy when superseded or no longer needed, whichever is sooner.
T 61 - 01 R 13.00 - Technical Objectives and Technical Objectives Documents (TODs) at HQ AFMC--Retire as permanent 2 years after they are superseded or obsolete.
T 61 - 01 R 15.00 - Technical Objectives and Technical Objectives Documents (TODs) Accumulated by Other Activities--Destroy when superseded, obsolete or no longer needed, whichever is sooner.
T 61 - 01 R 16.00 - Unsolicited Proposals Accepted Proposals and Evaluations Maintain with project/task area or system records and use same retention period.
T 61 - 01 R 17.00 - Unsolicited proposals Rejected Proposals and Evaluations--Destroy after 6 months.
T 61 - 01 R 18.00 - Unsolicited Proposals Listings, Forms, Logs or Other Records--Destroy when no longer needed.
T 61 - 01 R 19.00 - Scientific and Technical Reference Files--Destroy when superseded, obsolete or no longer needed, whichever is sooner.
T 61 - 01 R 21.00 - Independent Research Fund Records (Laboratory Director's Funds)--Destroy 2 years after close of FY in which effort was completed or terminated.
T 61 - 01 R 22.00 - Independent Research Fund Records (Laboratory Director's Funds) Disapproved and Rejected Requests--Destroy after 2 years or when no longer needed.
T 61 - 01 R 23.00 - Independent Research Case File--Destroy 5 years after the close of FY in which the effort was completed or terminated.
T 61 - 01 R 25.00 - Research Case File Accumulated by HQ AFMC and Other Activities--Destroy on completion or termination of effort.
T 61 - 02 R 01.00 - R&D Case Files accumulated & maintained by a project engineer, or manager w/primary responsibility for an approved R&D effort--Destroy 75 years after project completion or termination (See Notes 213, 214, 674 and 675)
T 61 - 02 R 02.00 - R&D Support Case Files accumulated & maintained by supporting, participating, testing or other activity w/o primary responsible--Destroy 3 months after termination or completion of the activity's participation in the R&D effort.
T 61 - 02 R 05.01 - R&D Final and Interim Reports Retire as permanent. (See Notes 677 & 678.)
T 61 - 03 R 01.00 - Data Collection Records--Destroy on completion or termination of effort, or when no longer needed.
T 61 - 03 R 02.00 - Data Reduction Records--Destroy when information has been condensed, noted, included in a summary, analysis, or evaluation report; on completion of the R&D effort; or when no longer needed.
T 61 - 03 R 03.00 - R&D Test Analysis and Evaluation Reports in System or Case File Pending
T 61 - 03 R 05.00 - R&D Test Analysis and Evaluation Reports Other Copies--Destroy on completion or termination of effort or when no longer needed.
T 61 - 03 R 06.00 - Test Supervision--Destroy 1 year after completed action or 1 year after inactivation, whichever is sooner.
T 61 - 03 R 07.00 - Test Supervision Test Facility Records--Destroy after 5 years.
T 61 - 04 R 01.00 - Characteristics Guides Record Sets Retire as permanent.--Transfer to the National Archives 20 years after disposal of the

specific weapon systems.

T 61 - 06 R 01.00 - Technical Evaluation of Contractor IR&D Programs at Evaluating Organizations--Destroy 2 years after completion of contractor fiscal year.

T 61 - 06 R 02.00 - Technical Evaluation Forms--Destroy 2 years after completion of contractor fiscal year.

T 61 - 06 R 05.00 - Contractor Technical Plans Having Air Force Technical Lead Organizations--Destroy 11 years after completion of contractor fiscal year.

T 61 - 07 R 01.00 - Special Basic Research Programs--Destroy 2 year assignment/tenure ends or when no longer needed, whichever is later.

T 62 - 01 R 01.00 - Manufacturing Methods Program at HQ USAF Pending

T 62 - 01 R 03.00 - Manufacturing Methods Project Files--Destroy 30 years after completion or termination of manufacturing methods project.

T 62 - 02 R 04.00 - Implementing Plans--Destroy 1 year after rescission or supersession.

T 63 - 01 R 01.00 - Industrial Mobilization and Procurement Planning Retire as permanent.

T 63 - 02 R 01.00 - Property Records--Destroy 10 years after final disposition of the equipment.

T 63 - 02 R 03.00 - Historical Files at DOD Components Send the historical file to the consignee.

T 63 - 03 R 03.00 - Program Funding at HQ USAF and MAJCOMs--Destroy 10 years after close of the FY in which appropriation was made available for obligation, or on receipt of notification of liquidation of funds.

T 63 - 03 R 08.00 - General Purpose Production Equipment Records--Destroy after 10 years.

T 63 - 04 R 11.00 - Bills of Materials and Unit Weight Summaries Below MAJCOM--Destroy on completion of contract.

T 63 - 04 R 16.00 - Critical & Strategic Materials (Historical)--Destroy after 10 years.

T 63 - 06 R 01.00 - Prime Contracts and Related Data--Destroy 10 years after final shipment on the contract.

T 63 - 06 R 02.00 - Subcontracts and Related Data--Destroy 10 years after final shipment on the subcontract.

T 63 - 06 R 08.00 - Other Than AF Contracts--Destroy 1 year after final shipment on the related contract.

T 63 - 07 R 05.00 - Inspection Instructions, Standards and Procedures--Destroy when superseded or obsolete.

T 63 - 09 R 05.00 - Program Management Plan (PMP) at System Program Offices--Destroy 30 years after the system is terminated or phased out of the inventory.

T 63 - 09 R 06.00 - Program Management Plan (PMP) at Monitoring, Supporting, Testing and Participating Activities--Destroy 10 years after the system is phased out of the inventory or terminated.

T 63 - 09 R 12.00 - Memorandums of Agreement (MOAs)--Destroy when superseded or on termination of contract administration support of the program.

T 63 - 10 R 01.00 - System Acquisition Program Files Send to HQ BSD, on program approval.

T 63 - 10 R 07.00 - Program Management Plan (PMP) at Non-HQ BSD Activities--Destroy when the system is phased out of the inventory, terminated or when no longer needed, whichever is sooner.

T 63 - 10 R 19.00 - Defective Parts and Components Control Program--Destroy on inactivation.

T 63 - 10 R 22.00 - Databases--Destroy when superseded, obsolete or no longer needed.

T 63 - 10 R 23.00 - Long-Term Concept and Development/Study Efforts--Destroy when superseded, obsolete or no longer needed.

T 64 - 01 R 01.00 - Contract Case Files at or Below Simplified Acquisition Threshold--Destroy 10 years after final payment.

T 64 - 01 R 07.00 - Contract Status, Expediting and Production Surveillance--Destroy 10 years after final payment.

T 64 - 01 R 13.00 - Contractor General Files--Destroy when superseded or obsolete.

T 64 - 01 R 25.00 - Source Selection Proceedings - Notes/Working Papers--Destroy after 1 year.

T 64 - 02 R 01.00 - Single-Contract (Procuring Activity Copy)--Destroy with related contract 10 years after final payment.

T 64 - 02 R 02.00 - PRs/MIPRs - Multi-Contract (Procuring Activity Copy)--Destroy 10 years after final payment with contract having longest retention period.

T 64 - 02 R 08.00 - PRs/MIPRs - Information Copies--Destroy 3 months after receipt of contract completion statement or other equal notification of contract completion or when no longer needed, whichever is sooner.

T 64 - 04 R 14.00 - Project Authorizations--Destroy after 10 years with related contract or purchase order.

T 64 - 11 R 02.00 - Technical Representative Personnel Records (Below MAJCOM)--Destroy after 1 year, or when no longer needed, whichever is sooner.

T 64 - 12 R 01.00 - Contractor Procurement Data Source Files--Destroy when superseded, rescinded or no longer needed.

T 64 - 13 R 01.00 - Procurement Action Reports--Destroy after 10 years.

T 65 - 01 R 01.00 - Financial Management Program Control--Destroy when superseded, obsolete or no longer needed.

T 65 - 01 R 07.00 - Internal Controls Systemic Reviews--Destroy 1 year after completion of next comparable review or after 5 years, whichever is sooner.

T 65 - 01 R 18.00 - Cost Estimating Relationship/Cost Factor Program--Destroy after 10 years or when no longer needed.

T 65 - 01 R 22.00 - Cost Information Reports - Individual Program Data Files--Destroy after the acquisition phase of each program.

T 65 - 01 R 36.00 - Air Force Costs Destroy 75 years after the specific weapon system leaves the USAF active inventory.

T 65 - 02 R 01.00 - Budgetary Analyses Retire as permanent.

T 65 - 02 R 08.00 - Budgetary Call for Estimates--Destroy 2 years after close of the FY in which appropriated funds are obligated.

T 65 - 02 R 14.00 - Program Project and Appropriation Control--Destroy 2 years after document's fiscal year appropriation has ended its "expired year" status and applicable fiscal year appropriation has been cancelled.

T 65 - 02 R 26.00 - Appropriations Status Reports - FY-End--Destroy 5 years after the close of the last FY to which the report pertains.

T 65 - 04 R 02.00 - Consolidated Statements and Reports at Major Subordinate Commands and Below--Destroy after 4 years. Record freeze on records of Foreign Military Sales to Iran (IRA) and Foreign military sales to Pakistan (PAK).

T 65 - 07 R 04.00 - General Ledgers--Destroy after 6 years.

T 65 - 07 R 13.00 - Consolidated Payment History List--Destroy after 1 year.

T 65 - 08 R 01.00 - Original Accounts (Base-Level) Send to HQ DFAS-DE in accordance with DFAS-DE Regulation 177-108.

T 65 - 11 R 01.00 - Pay and Allowances (Military and Civilian)--Destroy 1 year after close of FY after final adjudication of the claim.

T 65 - 13 R 07.00 - Document Control Logs--Destroy 3 months after close of FY to which they pertain.

T 65 - 14 R 03.00 - Basic Transactions Financial Inventory Accounting (FIA) Forms and Records--Destroy 1 year after close of the FY or calendar year to which they pertain.

T 65 - 15 R 01.00 - Basic Transactions--Destroy 1 year after close of FY to which they pertain.

T 65 - 15 R 07.00 - Historical Cost Data--Destroy after 10 years.

T 65 - 16 R 08.00 - Financial Statements Schedules and Reports--Destroy after 4 years.

T 65 - 19 R 01.00 - Fund Distribution--Destroy after end of FY to which they pertain.

T 65 - 19 R 09.00 - Accounts Receivable--Destroy 10 years after period of account.

T 65 - 19 R 20.00 - Control Logs for Recording Disbursement and Collection Vouchers--Destroy 6 years after close of FY in which created.

T 65 - 21 R 02.00 - Government Bills of Lading (GB/Ls)--Destroy 1 year after close of FY in which obligations are incurred.

T 65 - 22 R 01.00 - Individual Pay Records (IPRs) Send to NPRC (CPR) after 3 payroll years, whether audited or unaudited, where they are eligible for destruction 56 years after date of last entry or with personnel folder.

T 65 - 25 R 01.00 - USAFR and ANG Pay--Destroy 56 years after year in which created.

T 65 - 26 R 01.00 - Start, Stop or Change Files--Destroy 6 years after year of separation from service.

T 65 - 31 R 01.00 - QAP Planning at AFO--Destroy 1 year after superseded, obsolete or inactivation of office.

T 65 - 31 R 02.00 - Administrative Management--Destroy 1 year after superseded or obsolete or when no longer needed, whichever is sooner.

T 99 - 01 R 01.00 - AFOTEC-Conducted OT&E Programs Created by Test/Project Managers and Directors On publication, send copies to AF OT&E Data Bank and Defense Technical Information Center (DTIC)

T 99 - 01 R 01.02 - AFOTEC Conducted OT&E Programs at Other Activities--Destroy when no longer needed

T 99 - 01 R 01.03 - AFOTEC Conducted OT&E Program Case Files Maintained by Test/Project Manager and Directors Forward to AF OT&E Data Bank upon program termination.

T 99 - 01 R 03.00 - Raw Test Data, Data Reduction Records--Destroy when data has been reduced, analyzed or otherwise is no longer needed.

T 99 - 01 R 05.00 - OT&E Scientific and Technical Reference Materials--Destroy when superseded, obsolete or no longer needed, whichever is sooner

T 99 - 01 R 06.00 - OT&E Audiovisual Records On completion or termination of test/project, forward to USAF OT&E Data Bank.

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. 8013, Secretary of the Air Force; as implemented by Air Force Instruction 36-2608

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.

EBS/EIL OMB Control #1117; G2 OMB Control#1668; C2S2 Control #1849

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.