

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:

SAF/FM Forms and Account Management Service (FAMS)

2. DOD COMPONENT NAME:

United States Air Force

3. PIA APPROVAL DATE:

SECTION 1: PII DESCRIPTION SUMMARY (FOR PUBLIC RELEASE)

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

- | | |
|---|---|
| <input type="checkbox"/> From members of the general public | <input checked="" type="checkbox"/> From Federal employees and/or Federal contractors |
| <input type="checkbox"/> From both members of the general public and Federal employees and/or Federal contractors | <input type="checkbox"/> Not Collected (if checked proceed to Section 4) |

b. The PII is in a: (Check one)

- | | |
|--|---|
| <input checked="" type="checkbox"/> New DoD Information System | <input type="checkbox"/> New Electronic Collection |
| <input type="checkbox"/> Existing DoD Information System | <input type="checkbox"/> Existing Electronic Collection |
| <input type="checkbox"/> 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 Forms and Accounts Management Services (FAMS) is established to be the sole, web-based platform for the appointment and termination of Department Accountable Officials, appointment and termination of Key Signatories of financial documentation, and user access management to a portfolio of Air Force systems, which are material for audit. The FAMS user base includes US Air Force employees in the following categories: Active Duty, Presidential Appointee, DoD Civil Service, DoD Contractors, Foreign Military Members, and Foreign Civilian hires. IWS will send user identity data, such as Last Name, First Name, Unit address, Duty phone, CaC issue date, CaC expiration date, etc. FAMS uses an adaptive form concept to process user information and pre-populates these forms using personal data retrieved from IWS, DEERS, and other authoritative data sources.

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)

This electronic data exchange serves to address Air Force audit findings in the area of access control and account management. Personal data collected is used for verification, identification, authentication, data matching, reporting, and workflow routing. The Forms and Accounts Management Services (FAMS) is established to automate key Financial Management Forms, workflow and reporting processes which are material for audit as listed below:

- Appointment/Termination of Departmental Accountable Officials (DD Form 577)
- Appointment/Termination of Key Signatories (KS) of Financial Documentation
- System Authorization and Access Request Workflow (DD Form 2875)

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.

Pre-population of adaptive forms is a baseline requirements of FAMS. Objection to the collection of PII, prevents individuals from availing themselves to FAMS services.

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.

FAMS provides a Privacy Act statement to its users which notifies the individual about the authority to collect the information requested, the purposes for which it will be used, other routine uses of the information, and the consequences of declining to provide the information.

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

Authority: 10 U.S.C. § 8013, Armed Forces, Secretary of the Air Force; 31 U.S.C. § 902, Authority and Functions of Agency Chief Financial Officers, as amended; 31 U.S.C. § 3325, Vouchers; 31 U.S.C. § 3528, Responsibilities and Relief from Liability of Certifying Officials; Chief Financial Officers Act of 1990, 31 U.S.C., chapters 5 (Office of Management and Budget), 9 (Agency Chief Financial Officers), 11 (The Budget and Fiscal, Budget, and Program Information), and 35 (Accounting and Collection); also 5 U.S.C. § 5313-5315, 38 U.S.C. § 201 and 42 U.S.C. § 3533; Government Management Reform Act of 1994, 31 U.S.C. § 331; Federal Managers' Financial Integrity Act, 31 U.S.C. § 3512 (b), (c); Title VIII; Federal Information Security Modernization Act of 2014, 44 U.S.C. § 3541; Executive Order 10450, Security Requirements for Government Employment; DoD Financial Management Regulation 7000.14-R, Vol. 5
 Principle Purpose: To record names, signatures, and other identifiers for the purpose of validating the trustworthiness of individuals requesting access to Department of Defense (DoD) systems and information and to maintain a record of appointment and termination of appointment of persons to any of the Accountable Officials and Key Signatories of Financial Documents positions, and to identify the duties associated with these appointments. NOTE: Records may be maintained in both electronic and/or paper form.
 Routine Uses: The information on this form may be disclosed as generally permitted under 5 U.S.C Section 552a(b) of the Privacy Act of 1974, as amended. It may also be disclosed outside of the Department of Defense (DoD) to the Federal Reserve Banks to verify authority of the appointed individuals to issue Treasury checks. In addition, other Federal, State and local government agencies, which have identified a need to know, may obtain this information for the purpose(s) identified in the DoD Blanket Routine Uses published at: <https://dpeld.defense.gov/Privacy/About-the-Office/DoD-Federal-Privacy-Rule/Appendix-C/>.
 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 preclude appointments.
 SORN: Forms and Account Management Service (FAMS), F065 SAF FMF A

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

- | | | |
|---|----------|---|
| <input checked="" type="checkbox"/> Within the DoD Component | Specify. | Air Force Financial Systems Operations (AFFSO), Financial Management (FM) Systems, Air Force Directory Service (AFDS) |
| <input checked="" type="checkbox"/> Other DoD Components | Specify. | Defense Manpower Data Center (DMDC) |
| <input type="checkbox"/> Other Federal Agencies | 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. | CommunityForce, Inc.
The Contractor shall comply with the following Federal Acquisition Regulation (FAR) clauses, which are incorporated in this contract by reference, to implement provisions of law or Executive orders applicable to acquisitions of commercial items:
52.224-3; 52.239-1 |
| <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 type="checkbox"/> Individuals | <input checked="" type="checkbox"/> Databases |
| <input type="checkbox"/> Existing DoD Information Systems | <input type="checkbox"/> Commercial Systems |
| <input checked="" type="checkbox"/> Other Federal Information Systems | |

DMDC Identity Web Services (IWS), DMDC Defense Information System for Security (DISS), and the Air Force Directory Service (AFDS)

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"/> Face-to-Face 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 (If Other, enter the information in the box below) | |

MOU are established between SAF/FMF and the providing agencies

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://dpcltd.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.

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.

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.

to 9 people in a 12 month period.

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.